

**Brasted Parish Council**  
**Parish Council Office Tel: 01732 455374**  
**Parish Council e mail: clerk@brastedpc.org.uk**  
**Minutes of the Council Meeting**  
**Held on Monday 12 May 2025 at 7pm**

**Present:** Councillors: N McSheehy (Chair), C Rogowska, D Binsted, D Edgar (item 22 onwards), H Furness (item 5 onwards), G Bickerton

**In attendance:** Clerk: A Hanson. SDC Cllr S Robinson & SDC Cllr M Alger (items 1-5 & 21 only).

**Public:** Four

<b>1</b>	<b>Election of Chair</b> Nicola McSheehy stood down as Chair. Nicola McSheehy put herself forward for Chair. Nicola McSheehy was unanimously elected as Chair.	
<b>2</b>	<b>Election of Vice Chair</b> Chrissie Rogowska stood down as Vice Chair. Chrissie Rogowska put herself forward for Vice Chair. Chrissie Rogowska was unanimously elected as Vice Chair.	
<b>3</b>	<b>Declarations of Acceptance of Office (Chair, Vice Chair)</b> The Chair and Vice Chair signed their Declarations of Acceptance of Office and passed them to the Clerk.	
<b>4</b>	<b>To receive and accept apologies for absence</b> L O'Hara S Heath – apology received during the meeting KCC & SDC Cllr N Williams – delayed at County Hall. Cllrs H Furness & D Edgar will be late to the meeting.	
<b>5</b>	<b>Open Session – public question time</b> A member of the public came to discuss the planning application at the Old Coal Yard and to obtain further information on the potential next steps after the planning officer's decision. Cllr H Furness arrived at the meeting.	
<b>6</b>	<b>Declarations of Interest relevant to items on this Agenda</b> None.	
<b>7</b>	<b>Minutes of meeting on Monday 10 March 2025</b> Agreed and signed by Cllr McSheehy.	
<b>8</b>	<b>Review of Terms of Reference for Committees and working parties</b> It was agreed the Recreation Ground & Open Spaces Committee and the Sundridge & Brasted Social Club working party were no longer needed. Therefore, no terms of reference for committees and working parties is required.	
<b>9</b>	<b>Appointment of members and non-members and election of Committee chairs to committees &amp; working parties</b> As the lease has now been signed there is no longer a need for the Sundridge & Brasted Social Club working party and therefore no need for any appointments of members. It was agreed there was also no longer a need for a Planning Lead and Recreation Ground & Open Spaces Lead as all relevant business is discussed at full council meetings.	
<b>10</b>	<b>Review and adoption of Standing Orders and Financial Regulations</b> It was agreed to defer this to the next meeting as some changes had been identified by the internal auditor.	
<b>11</b>	<b>Financial Review of Direct Debits &amp; Standing Orders in place</b> These were reviewed, there were no issues noted.	

12	<b>Representatives for specific issues:</b> <table><tr><td>Highways &amp; Streetlights</td><td>NM</td></tr><tr><td>Flood Warden</td><td>DE</td></tr><tr><td>Footpaths</td><td>HF</td></tr><tr><td>Treewarden</td><td>DE</td></tr><tr><td>Litterpicking</td><td>DB</td></tr><tr><td>Defib Checks</td><td>DE, NM</td></tr><tr><td>CPRE</td><td>CR</td></tr><tr><td>Net Carbon Neutral</td><td>LOH</td></tr></table>	Highways & Streetlights	NM	Flood Warden	DE	Footpaths	HF	Treewarden	DE	Litterpicking	DB	Defib Checks	DE, NM	CPRE	CR	Net Carbon Neutral	LOH	
Highways & Streetlights	NM																	
Flood Warden	DE																	
Footpaths	HF																	
Treewarden	DE																	
Litterpicking	DB																	
Defib Checks	DE, NM																	
CPRE	CR																	
Net Carbon Neutral	LOH																	
13	<b>Review of other Governance Documents, including The Statement of Internal Control</b> <b>Resolved:</b> To agree the other Governance documents including the Statement of Internal Control (Proposed CR, seconded DB, unanimously agreed).																	
14	<b>Proposed Legionella Policy to be agreed</b> <b>Resolved:</b> To agree the Legionella Policy (Proposed DB, Seconded HF, unanimously agreed).																	
15	<b>Proposed Reserves Policy to be agreed</b> Due to the Internal Auditor’s comments, this was deferred to the next council meeting.																	
16	<b>Renewal of Civility &amp; Respect Pledge</b> <b>Resolved:</b> To renew the Civility & Respect Pledge (Proposed CR, Seconded GB, unanimously agreed).																	
17	<b>Matters arising not covered below</b> Clerk noted there had been a lot of issues with her e mail with difficulty in sending e mails. The provider has said they will be changing their system so the problem should be alleviated.																	
18	<b>Recreation Ground &amp; Open Spaces</b> <b>18.1 Any general updates not covered below</b>  Work on netting on tennis courts is due to take place on Tuesday. The Noticeboard & 2 interpretation boards on the Green need sanding & varnishing, the meeting agreed the handyman can go ahead and carry this out. The meeting agreed to continue to use the handyman on an ad hoc basis rather than a regular weekly commitment. <b>18.2 Pavilion</b>  <b>18.2.1 Nursery new hire rates to be agreed from September 2025</b> Noted – to be discussed at the next council meeting.  <b>18.2.2 Boiler Maintenance JV Geer</b>  Boiler service was carried out on 9/4/25 and all is OK. Temperature of the water from the taps was also checked and found to be OK. <b>18.2.3 Land Registry – amendment of address on freehold – completed</b>  Noted.  <b>18.3 Playground inspection</b>  Noted.  <b>18.4 Mowing issues</b>  There have been issues with the lack of mowing of the Green and the recreation ground and allotments. The contractor is short of staff; the mowing is behind. It was agreed to contact other contractors to assist with the backlog. <b>18.5 Net carbon neutral</b>																	

	<p>No update as LOH not present.</p> <p><b>18.6 Bench on Green x 2 – update</b></p> <p>DE has arranged to put these in in a few weeks with the handyman.</p> <p><b>18.7 Fitness hire ceased</b></p> <p>This finished on 17/3/25. HF to contact some trainers she knows to see if they are interested in using the recreation ground.</p>	
19	<p><b>Planning</b></p> <p><b>Planning applications awaiting comments to SDC:</b></p> <p>19.1 4 Rectory Lane Brasted Kent TN16 1JP Ref. No: 25/01210/FUL  <b>Change of use of first floor residential unit (Class C3) to office space (Class E)</b>  Agreed to put in a comment neither objecting nor in support of the application stating that the parish council is concerned that Brasted would be losing residential space and that the lack of parking is an issue in this location.</p> <p>19.2 9 Horizon Close Brasted Kent TN16 1DH Ref. No: 25/00736/HOUSE  <b>Single storey side extension.</b>  Noted that this has already been granted.</p> <p>19.3 Foxwold Pipers Lane Brasted Chart Kent TN16 1NE  <a href="#">Ref. No: 25/00682/HOUSE New 2m high steel mesh fence to the western boundary. New metal entrance gates to south entrance with 2m high closeboard timber fence either side of the entrance.</a>  Noted that the deadline for comments has expired but that the Conservation Officer is in favour of the application.</p>	
20	<p><b>Finance</b></p> <p><b>20.1 Review of management accounts &amp; bank reconciliation to 31 March 2025</b></p> <p>The management accounts for Y/e 31/3/25 show a £13,691 overall positive variance against budget. Income had a £7.2k favourable variance against budget due to the UK Prosperity grant and higher than budgeted Nursery income. Expenditure had a £6.5k positive variance against budget due mainly to savings on Open Spaces and Recreation ground costs and professional fees offset by higher than budgeted Pavilion costs. The bank reconciliation at 31/3/25 showed a balance of £72,550.54.</p> <p><b>20.2 GB's signature on bank statement &amp; bank reconciliation at 31/3/25</b>  Signed by GB. Bank Balance &amp; bank reconciliation at 31/3/25 = £72,550.54</p> <p><b>20.3 Annual Review of Risk Management for 25-26</b>  The Clerk has circulated an Annual Review of Risk Management paper to all councillors in advance of the meeting. <b>Resolved:</b> To agree the Annual review of Risk management (Proposed NM, seconded HF, unanimously agreed).</p> <p><b>20.4 Review of Banking Signatories</b>  The current list of banking signatories was noted.</p> <p><b>20.5 Review of Direct Debits &amp; Standing Orders</b>  Already considered at item 11.</p> <p><b>20.6 Payments for Approval</b>  The Clerk has circulated the payments for approval in advance. Late payments in addition to these include the handyman (£450) &amp; internal auditor (£250). The insurance to be agreed at 20.9 will also be added to the Payments for approval.</p> <p>The following payments were submitted for approval:</p>	

	08.05.2025	107	£48.60	APM Refreshments	
	08.05.2025	106	£37.80	mileage to Chair's Conference	
	08.05.2025	105	£36.00	CPRE Membership	CPRE
	08.05.2025	104	£445.80	PO Box	Royal Mail Group
	08.05.2025	103	£101.60	Pavilion bin collection	Sevenoaks District Council
	08.05.2025	102	£60.00	Training	KALC
	08.05.2025	101	£101.60	Pavilion bin collection	Sevenoaks District Council
	08.05.2025	100	£150.00	Boiler Service	JV Geer
	08.05.2025	99	£237.12	Dog Bins	Sevenoaks District Council
	08.05.2025	98	£885.17	Streetlights Maintenance Contract	Streetlights
	08.05.2025	97	£228.00	Playground inspection	TMPI Ltd
	08.05.2025	96	£375.00	Cleaning	
	08.05.2025	95	£436.08	Rec Ground timber railings	HSW Timber
	03.02.2025	81	£168.00	Conference	KALC
	<p>The payments were all agreed. GB &amp; HF to authorise online.</p> <p><b>20.7 Credit Card statement for approval</b>  Noted statements for 2/4/25 &amp; 3/3/25.</p> <p><b>20.8 Internal Audit update</b>  Clerk sent the audit papers to the auditor on 8/4/25 and has given them access to the accounting system. The internal auditor's report will be ready for the June meeting.</p> <p><b>20.9 Insurance renewal (1 June 2025)</b>  Zurich Insurance were asked to quote but did not do so. Community Action Suffolk were also asked for a quote but said they were unable to. The meeting carefully considered the quote from Clear Councils Insurance (the current supplier).  <b>Resolved:</b> Unanimously agreed to proceed with Clear Council's insurance on a 3-year agreement at a cost of £1,296.26 (Proposed CR, seconded HF). Payment to be added to the Payments for Approval item 20.6 and the banking system.</p> <p><b>20.10 Receipt of First Half of Precept from SDC £20,030 on 30 April 2025</b>  Clerk confirmed £20,030 had been received.</p> <p><b>20.11 CIL Receipt</b>  Noted that £10,754.88 received on 25/4/25.</p> <p><b>20.13 Request for grants</b>  <b>20.13.1 From Citizens Advice in North &amp; West Kent</b>  <b>Resolved:</b> To award a grant of £250 (Proposed NM, seconded GB, unanimously agreed).  <b>20.13.2 Request for grant from We Are Beams</b>  <b>Resolved:</b> To award a grant of £100 (Proposed HF, seconded CR, unanimously agreed). It was noted that DE is attending an event for councillors to gain further information at We are Beams on 23 June and after that a further grant may be awarded.  <b>20.13.3 Request for grant from Air Ambulance</b>  <b>Resolved:</b> To award a grant of £500 (Proposed DB, seconded GB, unanimously agreed).</p>				
	21	<b>District &amp; County Councillor Reports</b>			

	No updates.	
<b>22</b>	<b>Co option of new councillor</b> Cllr D Edgar entered the meeting. It was noted that there had not been a response to the advertisement in the Brasted Diary and the noticeboard. It was agreed the Clerk would follow up with the individual who had previously expressed an interest.	
<b>23</b>	<b>Brasted Chart update</b> None.	
<b>24</b>	<b>Toys Hill update</b> HF updated on the work on Toys Hill hall. The scaffolding is up and the bell has been repaired. HF has met with a carpenter who has confirmed it is not possible to repair the bench. HF to follow up on a new bespoke bench with HSW Timber. HF confirmed the sign post at Scords Lane has been repaired.	
<b>25</b>	<b>.gov e mails &amp; website</b> The meeting considered the quote from Vision ICT (current provider) to move the website and the e mail addresses to .gov. Only the Clerk needs data migration for their e mail. This to be confirmed with other councillors not present at the meeting before going ahead with this.	
<b>26</b>	<b>Kent Highways</b> <b>26.1 Updates from reported faults</b> Noted. <b>26.2 Meeting with Kent Highways 2/4/25</b> <b>26.3 Kent Highways Speed Survey results</b> The results of the data from the speed strips carried out 8/3/25 for 7 days were e mailed to the parish council. Based on this data KCC Highways do not believe there are speeding issues along the A25 in Brasted as there was good compliance with a 30mph speed limit.	
<b>27</b>	<b>Correspondence</b> <b>27.1 Digitisation of BT Landline</b> Noted. Some councillors who have already moved to a digital landline updated on their own experience. <b>27.2 Old Coal Yard Planning Application</b> See public session.	
<b>28</b>	<b>Information Exchange</b> It was confirmed that the green outside Pym Orchard is owned by West Kent Housing and any parking issues should be raised with West Kent Housing.	
<b>29</b>	<b>Date of Next meeting</b> Scheduled for Monday 9 June at 7pm.	

The meeting closed at 9 pm.

Signed as a correct record ..... Chair      Date .....