

**Brasted Parish Council**  
**Parish Council Office Tel: 01732 455374**  
**Parish Council e mail: clerk@brastedpc.kentparishes.gov.uk**  
**Minutes of the online Council Meeting**  
**Held on Monday 8 March 2021 at 7.30pm**

**Present:** Councillors: D Edgar (Chair), S Heath (Vice Chair), J Hall (until item 7.1), J Hardey, J Robinson, C Rogowska, L Wentzell, C Wilson

**In attendance:** Clerk: A Hanson

**Public:** Two

<b>1</b>	<b>To receive and accept apologies for absence</b> SDC Cllr A Firth.	
<b>2</b>	<b>Open Session – public question time</b> A member of the public attended requesting that the parish council expedite the transfer of land purchased by them in Piper’s Green Road. JR explained that the issue lies with the Land Registry who have not registered the title due to long delays caused by Covid-19. To expedite matters the parish council’s solicitors have today sent revised paperwork to the parish council. Although this should not have been necessary, the parish council and their solicitors have prepared this new paperwork to assist the member of the public and get the land registered at the Land Registry as fast as possible. JR suggested that the member of the public also contact the Land Registry with a memorandum of sale to expedite the sale of their property and that an extension to the Land Registry deadline of 18 <sup>th</sup> March is sought by the member of the public.	
<b>3</b>	<b>Declarations of Interest relevant to items on this Agenda</b> None.	
<b>4</b>	<b>Minutes of meeting on Monday 8 February 2021</b> Agreed & signed by the Chair.	
<b>5</b>	<b>Matters arising not covered below</b> None.	
<b>6</b>	<p><b>Recreation Ground &amp; Open Spaces</b></p> <p><b>6.1 Update re recreation ground, tennis courts, playground, green gym, car park &amp; pavilion</b></p> <p>CW updated the meeting. Tennis courts are still closed, but due to open 29<sup>th</sup> March in line with government guidelines. Thanks were given to DE who has completed the barrier work on the entrance to the recreation ground and installed the plaque for the millennium oaks. Nursery remains open.</p> <p><b>6.2 Car park tarmac quote - consideration &amp; approval</b></p> <p>Car park tarmac quotes have been circulated in advance. CW explained that hard core has been put down in the past, but that it erodes on a regular basis and has to be replaced. The land falls away from the A25 into permeable scrub on the outside of the car park which is where the water will drain. Kelseys have quoted for granite setts which is more hard wearing. <b>Resolved:</b> To appoint Kelseys to carry out the work (Proposed SH, seconded CR, agreed, unanimously agreed). CW to liaise with Kelseys.</p> <p><b>6.3 Pavilion bookings – discussion re booking policy</b></p>	CW

	<p><b>Resolved:</b> To make pavilion bookings for July onwards on the basis that the government roadmap goes to plan. If government guidelines subsequently change, Clerk will provide full refunds (Proposed CW, seconded SH, unanimously agreed).</p> <p><b>6.4 Potential rugby club recreation ground booking</b></p> <p>Chipstead FC are playing their league matches April - June on Sat &amp; Sun mornings but will also use the pitch in July &amp; August and for mid-week training matches. Sevenoaks Rugby Club have requested to use the pitch weekend afternoons for junior training only, no matches. <b>Resolved:</b> To offer the pitch to Sevenoaks Rugby Club on the same financial pro rata basis as Chipstead FC on a month by month basis (Proposed CW, seconded JHal, unanimously agreed).</p> <p><b>6.5 Nursery Hire Agreement</b></p> <p>Amendments to be made to the hire agreement are: Change 'Village Hall' to 'Pavilion', change CRB checks to Enhanced DBS checks. Agreed no evidence of these checks needed to be provided by the nursery to the parish council as this is covered by Ofsted. Change timings to start time 8.30am and Friday afternoons to be included. BPC will charge standard amount for Friday afternoon and charge an extra 30 mins per day for the earlier start time. Also agreed the one way break clause to be extended for a new 2 year period. <b>Resolved:</b> All amendments agreed (Proposed SH, seconded CW, unanimously agreed).</p> <p><b>6.6 Piper's Green car park – proposed signage &amp; maintenance programme</b></p> <p>JHar has not yet obtained quotes for car park surface, maintaining woodland and fence from Chart Rec. DE agreed to scrape the surface with a loader. JHar to ensure scalplings arrive at the same time. Vehicle (owned by no 1 Pipers Green) is still on blocks in car park. Notification to be given to residents re use and work on car park. JHar to source height barrier and signage wording. CW noted signs will cost approx. £100. JHal suggested monitoring use of Piper's Green car park – if not used much, then it might be worth putting more resource into village parking. JR felt Pipers Green car park would be used more if it was repaired. CR stated that walkers would also use it more. JHar to obtain costings for scalplings. Garden waste dumped at the car park to be cleared by trailer, JHar to arrange. JHar to engage with residents to see if they would like to assist in woodland clearing.</p> <p><b>6.7 Piper's Green land transfer issues</b></p> <p><b>Resolved:</b> Two councillors (DE &amp; SH) to execute the land transfers and the Clerk to witness (Proposed JHar, Seconded CR, unanimously agreed).</p> <p><b>6.8 Potential Orchard – update</b></p> <p>JR updated the meeting. Options for the field are to turn it into a wood or a fruit orchard or a memorial garden (hard standing, benches). JR is concerned that if proposals are sought from residents via TN16, BPC might be unable to fulfil their suggestions due to lack of funding. Clerk to check if CIL funds can be spent on tree planting. Agreed to set up a sub-committee chaired by JR with CR, JHar, DE to be members. Clerk to inform balance of available CIL and potential grants.</p> <p><b>6.9 Flood Plan – Review &amp; agreement</b></p> <p>Clerk to request assistance from Brasted residents in TN16 magazine. Document to be kept as an emergency plan and a living document that can be added to. Agreed to send this to SDC as a flood plan, but note it is subject to change. Clerk to send to SDC.</p>	<p>DE,JHar</p> <p>JHar</p> <p>JHar</p> <p>JHar</p> <p>AH</p> <p>AH</p> <p>AH</p> <p>AH</p>
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	<p><b>6.10 Flower Towers</b></p> <p>Flower towers were not well received by residents, it was therefore agreed to research other alternatives. DE will put grass seed on the Green, Clerk to put notice on noticeboard explaining that next treatment of nematodes would be in August (if that is agreed) and also why there are no flowers this year. CW suggested posts to support hanging baskets on the Green (as in Dunton Green). Some new lampposts on A25 are thicker and sturdier so might also be suitable for hanging baskets. JHar suggested investing funds for flowers into levelling, re seeding and another treatment of chafer grubs. JHal will consult residents around Green to see what suggestions they have and whether they would like to get involved. Agreed Orchard sub-committee would also take on responsibility for the Green. CW to circulate the old roles and responsibilities list and before next meeting and councillors can then volunteer for the roles/responsibilities they would like. Existing roles/responsibilities to be noted to see who has spare capacity.</p> <p><b>6.11 Tree on Green – Survey results</b></p> <p>Noted. Next visual inspection in 2022 and an aerial inspection in 2026.</p> <p>JHar also noted paving across Green is raising, due to roots from the tree. CW updated the meeting. The paths in front of the shops and the roadway are unadopted, there is an argument that the council should not get involved as it is then taking responsibility for them. Several years ago, Treecraft cut the roots and relaid the block paving, however the problem is going to keep recurring. SDC originally paid for the block paving, CR still has bricks in village hall for repairs. SDC now claim they have no responsibility for the area. JR to research at Land Registry the legal position of cottages by the Green.</p> <p><b>6.12 CS Landscapes contract – price increase</b></p> <p>CS Landscapes have submitted a 1% increase for the coming year. DE has queried a charge for work in the allotments so this may reduce. There have been no issues with the quality of their work over the past year. CW noted that In October the parish council should obtain more grounds maintenance quotes (To be an Agenda item in October).  <b>Resolved:</b> To accept the revised price from CS Landscapes (Proposed CW, seconded CR, unanimously agreed).</p> <p><b>6.13 A25 Thames Water drain cover issues</b></p> <p>Tarmac has been laid on top of the drain, so this has been fixed temporarily. <i>Post meeting note: the drain has now been permanently fixed by Thames Water.</i></p>	<p>DE,AH</p> <p>JHal</p> <p>CW</p> <p>JR</p> <p>AH</p> <p>AH</p>
7	<p><b>Planning</b></p> <p>DE reminded all members about the importance of impartiality.</p> <p><b>Planning applications awaiting comments to SDC:</b></p> <p><b><u>7.1 Demolition of existing conservatory with erection of rear extensions with rooflights, erection of porch, erection of summer house, along with internal and external alterations.</u></b></p> <p>Saltwood Chart Lane Brasted KENT TN16 1LX Ref. No: 21/00537/HOUSE <i>Deadline: 22<sup>nd</sup> March</i></p> <p>Agreed to support subject to the Green Belt and AONB restrictions and that it complies with the 50% increase rule.</p> <p>JHal left the meeting.</p> <p><b><u>7.2 Replace all external windows and doors.</u></b></p>	

	<p>Brasted Village Stores The Green High Street Brasted KENT TN16 1JL Ref. No: 21/00488/FUL <i>Deadline: 22<sup>nd</sup> March</i> Brasted PC supports this application <i>subject to</i> the agreement of the Conservation Officer.</p> <p><b><u>7.3 Demolition of existing conservatory and utility and construction of new single storey extension with roof glazing and external stepped access. Alteration to existing window/door to north elevation.</u></b> Quakers Chart Lane Brasted KENT TN16 1LY <i>Deadline: 18<sup>th</sup> March</i> Brasted PC supports this application.</p> <p><b><u>7.4 Proposed new outbuildings, demolition of existing outbuildings and alterations to retained stable barns for ancillary residential uses</u></b> Bardogs Farmhouse Puddledock Lane Westerham KENT TN16 1PX Ref. No: 21/00415/HOUSE <i>Deadline: 17<sup>th</sup> March</i> Brasted PC supports this application subject to the agreement of the Conservation Officer and the preparation of a satisfactory bat survey.</p> <p><b><u>7.5 Change of use of vacant shop unit (A1 use) to provide a one bedroom apartment, amendment to internal layout. New railings, hedging, parking and alterations to fenestration.</u></b> Chartside House High Street Brasted KENT TN16 1HU Ref. No: 21/00631/FUL <i>Deadline: 26<sup>th</sup> March</i> Brasted PC supports this application.</p> <p><b>7.4 Planning applications with comments already sent to SDC:</b> None.</p>																																																																																																									
8	<p><b>Finance</b></p> <p><b>8.1 Payments for Approval, finance update</b> The following payments were submitted for approval:</p> <table border="1" data-bbox="263 1227 1331 2009"> <thead> <tr> <th>ID No</th> <th>Date of invoice</th> <th>Date of Payment</th> <th>Payment method</th> <th>Payee</th> <th>Details</th> <th>Total Cost (£)</th> <th>Reclaim VAT (£)</th> </tr> </thead> <tbody> <tr> <td>P202 01</td> <td></td> <td>05-Feb-21</td> <td>DD</td> <td>Direct Debit (CASTLE WATER LTD)</td> <td>Pavilion water</td> <td>35.41</td> <td>-</td> </tr> <tr> <td>P202 02</td> <td>24-Jan-21</td> <td>08-Feb-21</td> <td>DD</td> <td>Direct Debit (BT GROUP PLC)</td> <td>Pavilion broadband</td> <td>39.54</td> <td>6.59</td> </tr> <tr> <td>P202 03</td> <td>02-Feb-21</td> <td>16-Feb-21</td> <td>DD</td> <td>Direct Debit (E.ON)</td> <td>Streetlights electricity</td> <td>105.32</td> <td>5.02</td> </tr> <tr> <td>P202 04</td> <td>02-Feb-21</td> <td>16-Feb-21</td> <td>DD</td> <td>Direct Debit (LLOYDS BANK PLC)</td> <td>Tennis court padlock &amp; £3 monthly fee</td> <td>22.00</td> <td>3.17</td> </tr> <tr> <td>P202 05</td> <td>02-Feb-21</td> <td>16-Feb-21</td> <td>DD</td> <td>Direct Debit (BG BUSINESS)</td> <td>Pavilion electricity</td> <td>69.14</td> <td>3.29</td> </tr> <tr> <td>P202 06</td> <td>03-Feb-21</td> <td>18-Feb-21</td> <td>DD</td> <td>Direct Debit (OPUS ENERGY GAS SU)</td> <td>Pavilion gas</td> <td>129.96</td> <td>6.19</td> </tr> <tr> <td>P202 07</td> <td></td> <td>22-Feb-21</td> <td>DD</td> <td>Direct Debit (BT GROUP PLC)</td> <td>Clerk's phone</td> <td>34.81</td> <td>-</td> </tr> <tr> <td>P202 08</td> <td>28-Feb-21</td> <td>08-Mar-21</td> <td>BP</td> <td></td> <td>Pavilion cleaning February</td> <td></td> <td>-</td> </tr> <tr> <td>P202 09</td> <td>15-Feb-21</td> <td>08-Mar-21</td> <td>BP</td> <td>David Edgar</td> <td>Covers Farm Leaflet printing</td> <td>38.00</td> <td>-</td> </tr> <tr> <td>P202 10</td> <td>17-Feb-21</td> <td>08-Mar-21</td> <td>BP</td> <td>David Edgar</td> <td>Allen Concrete post re ground</td> <td>99.90</td> <td>-</td> </tr> <tr> <td>P202 13</td> <td>19-Feb-21</td> <td>08-Mar-21</td> <td>BP</td> <td>Down to Earth</td> <td>Survey of Horse Chestnut on Green</td> <td>598.56</td> <td>99.76</td> </tr> <tr> <td>P202 14</td> <td>22-Feb-21</td> <td>08-Mar-21</td> <td>BP</td> <td>National Allotment Society</td> <td>Membership Fees</td> <td>66.00</td> <td>11.00</td> </tr> </tbody> </table>	ID No	Date of invoice	Date of Payment	Payment method	Payee	Details	Total Cost (£)	Reclaim VAT (£)	P202 01		05-Feb-21	DD	Direct Debit (CASTLE WATER LTD)	Pavilion water	35.41	-	P202 02	24-Jan-21	08-Feb-21	DD	Direct Debit (BT GROUP PLC)	Pavilion broadband	39.54	6.59	P202 03	02-Feb-21	16-Feb-21	DD	Direct Debit (E.ON)	Streetlights electricity	105.32	5.02	P202 04	02-Feb-21	16-Feb-21	DD	Direct Debit (LLOYDS BANK PLC)	Tennis court padlock & £3 monthly fee	22.00	3.17	P202 05	02-Feb-21	16-Feb-21	DD	Direct Debit (BG BUSINESS)	Pavilion electricity	69.14	3.29	P202 06	03-Feb-21	18-Feb-21	DD	Direct Debit (OPUS ENERGY GAS SU)	Pavilion gas	129.96	6.19	P202 07		22-Feb-21	DD	Direct Debit (BT GROUP PLC)	Clerk's phone	34.81	-	P202 08	28-Feb-21	08-Mar-21	BP		Pavilion cleaning February		-	P202 09	15-Feb-21	08-Mar-21	BP	David Edgar	Covers Farm Leaflet printing	38.00	-	P202 10	17-Feb-21	08-Mar-21	BP	David Edgar	Allen Concrete post re ground	99.90	-	P202 13	19-Feb-21	08-Mar-21	BP	Down to Earth	Survey of Horse Chestnut on Green	598.56	99.76	P202 14	22-Feb-21	08-Mar-21	BP	National Allotment Society	Membership Fees	66.00	11.00	
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	<b>P202 15</b>	01-Mar-21	08-Mar-21	BP	SLCC	Clerk's Membership	166.00	-	
	<b>P202 16</b>	10-Feb-21	08-Mar-21	BP	Sevenoaks District Council	Pavilion bin collection	32.80	-	
	<b>P202 17</b>	18-Jan-21	08-Mar-21	BP	Jewson	Hessian sandbag	22.08	3.68	
	<b>P202 18</b>	05-Mar-21	08-Mar-21	BP		Clerk's home costs allowance Sep - Mar		-	
	<b>P202 19</b>		08-Mar-21	BP	Sevenoaks Volunteer Transport Group	Community Grant	200.00	-	
	<b>P202 20</b>	29-Jan-21	08-Mar-21	BP	Environmental Contract Services	Hygiene services from 9/1/21	115.44	19.24	
	<b>P202 21</b>	16-Nov-20	08-Mar-21	BP	KALC	Chairing Meetings: David Edgar course	42.00	7.00	
	<p>The meeting approved all the payments.</p> <p>The bank balance is £68,363.93 on 8/3/21.</p> <p><b>8.2 VAT receipt confirmation</b></p> <p>Received £8,981.28 on 15/2/21 relating to Y/e 31/12/20.</p> <p><b>8.3 Updates to bank mandate</b></p> <p>JR, JHal, SH are now able to authorise payments.</p> <p><b>8.4 Appointment of auditor &amp; notification of audit timetable</b></p> <p><b>Resolved:</b> To appoint David Buckett as internal auditor for the 2020/21 accounts (Proposed SH, seconded CR, unanimously agreed). Audit to take place on 23/4/21 remotely.</p> <p><b>8.5 Annual Risk Assessment</b></p> <p>To be deferred to next meeting.</p>								
<b>9</b>	<p><b>District &amp; County Councillor Reports</b></p> <p>KCC Cllr Nick Chard attended and updated on the following items.</p> <p><i>9.1 Cover's Farm</i></p> <p>NC referred to the e mail from DE suggesting that the Clackett's Lane junction on the M25 is used for access rather than the A25. Highways England have so far refused to allow this, but NC has reverted back to them to request a reason why. NC understands Highways England would be setting a precedent if this went ahead. Laura Trott MP has also written to Highways England in support of this access route.</p> <p>After the May county council elections there will be a new KCC planning committee. Cover's Farm will therefore not be heard at committee until July at the earliest. There will be a Zoom/Teams call with local groups (parish councils along A25 corridor, Keep Westerham Green) to go through some of the planning issues that need to be articulated at a planning meeting, probably after May. A date will be circulated.</p> <p><i>9.2 Average Speed Camera on A25</i></p> <p>Awaiting final sign off from the leader of Kent county council. NC to have a briefing with him and officers. NC has met with police &amp; crime commissioner Matthew Scott and he</p>								

	<p>will support an average speed camera. Police need precision about where the speed cameras need to be placed. They will be undertaking a speed survey (item 14.6).</p> <p><b>9.3 Zebra Crossing</b></p> <p>NC understands the belisha beacon has been completed.</p> <p><i>SDC Cllr Robert Piper:</i> has resigned, an election to replace him will be on 6 May.</p> <p><i>SDC Cllr Anna Firth</i> sent an e mail update: 'As per your request I would be very grateful if you could report to Councillors tonight that I have been contacted by a number of residents this month, concerning planning matters, but also concerning Sand-bags (Cllr Edgar), speeding traffic, Covers Farm and the proposed re-development of Coblands Garden Centre in Sundridge. All queries have received a reply either from myself or from Cllr Chard where they were KCC issues. I hope this is helpful'.</p>	
<b>10</b>	<p><b>Annual Parish Meeting (Monday 12 April 2021) &amp; requirements for remote meetings Resolved:</b> To hold a council meeting rather than an Annual Parish Meeting on 12 April 2021.</p>	
<b>11</b>	<p><b>TN16 Magazine Update</b></p> <p>Agreed Clerk would include an invitation to residents who could offer assistance for the Emergency Plan, suggestions for the Green and information on tarmac of the car park.</p>	
<b>12</b>	<p><b>Sundridge &amp; Brasted Social Club lease – update</b></p> <p><b>Resolved:</b> To approve the latest Terms of Reference (Proposed CW, seconded CR, unanimously agreed).</p>	
<b>13</b>	<p><b>Councillor Vacancy Update</b></p> <p>Agreed to arrange interviews just before the next meeting on 12 April.</p>	
<b>14</b>	<p><b>Kent Highways</b></p> <p><b>14.1 Updates from reported faults</b></p> <p>Noted.</p> <p><b>14.2 White Hart zebra crossing repair</b></p> <p>KCC Highways have stated that they will re surface the A25 through Brasted in May/June and the zebra crossing will be repainted within a day of this.</p> <p><b>14.3 Parking issues (Catch 22 car park) update</b></p> <p>JHar has had an e mail from Catch 22. They are not able to extend parking in their car park to residents. JHar will forward e mail from Catch 22 to all members of BPC.</p> <p><b>14.4 Railing by the allotments</b></p> <p>JHar to order railings and carry out the work.</p> <p><b>14.5 Vehicle speeding</b></p> <p>JHar updated on the speed board work he carried out at the weekend on the A25 which slowed the vehicle speeds considerably. The Clerk has received an e mail of complaint from a resident stating that the 30mph signs were distracting. JHar stated that all the signs were temporary and each board stated the time and date it would be taken down. JHar ensured they were placed in places that would not be distracting. CW noted that JHar should contact KCC Highways to ensure that they are happy with the 30mph signs. JHar confirmed he had not checked with KCC Highways yet and would do so. CW said that his understanding was that the risk assessments for the board were still in place, JHar confirmed they were. <i>Post meeting note: Clerk has contacted Kent Speedwatch. It has been confirmed that under the current Covid restrictions, Speedwatch sessions cannot take place and that the 30mph signs must not be used again. In addition, when sessions resume, there must be a minimum of 2 trained Speedwatch volunteers and vehicle data must be logged.</i></p>	<p>JHar</p> <p>JHar</p> <p>JHar</p>

	<b>14.6 Police Monitoring of A25 speeding</b> CW and JHar to liaise with police to suggest best areas for Police to monitor HGV's.	CW, JHar
<b>15</b>	<b>Correspondence</b> All relevant correspondence has been circulated in advance to councillors. 15.1 Fly tipping presentation Agreed Clerk would arrange. 15.2 Clean Up Sevenoaks 20/21 March Agreed litter picking is an ongoing activity in Brasted so this does not apply. 15.3 Resident re speeding in Chart Lane Resident has been sent KCC Cllr Nick Chard's details for speed calming measures. 15.4 Thanks from Simon Thorogood ST has thanked the parish council for his tankard which he has used already!	AH
<b>16</b>	<b>Clerk's holiday (1 week, March)</b> <b>Resolved:</b> To agree Clerk's holiday for next week (Proposed CR, Seconded JR, unanimously agreed).	
<b>17</b>	<b>Information Exchange</b> None.	

The meeting closed at 9.57 pm.

The next Council Meeting will be an online meeting on Monday 12 April 2021 at 7.30pm.

Signed as a correct record ..... Chairman      Date .....