

Brasted Parish Council
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Minutes of the online Council Meeting
Held on Monday 12 April 2021 at 7.30pm

Present: Councillors: D Edgar (Chair), S Heath (Vice Chair), J Hall, J Hardey, C Rogowska (items 2-8.2 & 9-13), L Wentzell, C Wilson (until item 12.2)

In attendance: Clerk: A Hanson, SDC Cllr A Firth & KCC Cllr N Chard (items 1 & 9 only).

Public: None

A prayer for Prince Philip, Duke of Edinburgh was read by Cllr David Edgar before the start of the meeting. A minute's silence was then observed at the start of the meeting in memory of Prince Philip, Duke of Edinburgh. The meeting started at 7.40pm.

1	To receive and accept apologies for absence J Robinson & C Rogowska – sickness – accepted.	
2	Open Session – public question time N/A	
3	Declarations of Interest relevant to items on this Agenda None.	
4	Minutes of meeting on Monday 8 March 2021 Agreed & signed by the Chair.	
5	Matters arising not covered below None.	
6	<p>Recreation Ground & Open Spaces</p> <p>6.1 Update re recreation ground, tennis courts, playground, green gym, car park & pavilion</p> <p>CW updated the meeting. Car park due to be resurfaced 30 May in half term. CW will put up signs at recreation ground 2 weeks beforehand to notify users that the car park will be closed. Tennis courts are now open and well used. One of the nets needs to be replaced, this was previously agreed, cost approx £150, CW to organise. Playground and green gym all in good order and well used. Litter is an issue at the recreation ground, bin capacity is insufficient.</p> <p>Resolved: To purchase a new bin from SDC for the car park (Proposed JH, Seconded JHal, unanimously agreed).</p> <p>Reduction in dog fouling at the recreation ground has been noted. Roles & Responsibilities to be deferred to next meeting.</p> <p>6.2 Nursery Hire Agreement – update</p> <p>AH updated the meeting. New agreement will have start time of 9am (rather than 8.30am). Risk assessment of car park – clause in agreement as responsibility of landlord. Nursery also need to risk assess car park. Clerk to check this.</p> <p>6.3 Piper's Green car park & woodland – signage & maintenance programme</p> <p>JHar has not addressed this yet. To be deferred to next meeting.</p>	<p style="text-align: center;">CW</p> <p style="text-align: center;">AH</p> <p style="text-align: center;">JHar</p>

	<p>6.4 Draft Terms of Reference for The Green & Orchard working party to be agreed</p> <p>Resolved: To agree the Terms of Reference of The Green & Orchard working party (Proposed CR, seconded JHal, unanimously agreed).</p> <p>6.5 The Green & Orchard working party – update</p> <p>Thanks were given to JHal for obtaining views of residents around The Green on what they would like to see. CR has obtained costings for planters from RBLI – designs can be seen on the RBLI website. JHal suggested also getting a quote for planters from the previous supplier. It was noted that the working party can make suggestions but agreement needs to be obtained at full council. SH noted costings for plants & ongoing maintenance etc as well as planters will be required. CR confirmed that by the next council meeting the working party will have proposals and costings (JHar & JR will also be assisting). Next meeting of the working party is 20 April and CR will send the Zoom link to all councillors. JHal noted that hanging baskets would be very popular if allowed by KCC Highways. DE has obtained costings for Shepherd’s crooks: single £114, double £124.</p> <p>6.6 Unadopted Path on Green</p> <p>Awaiting information on land ownership from Land Registry from JR – defer to next meeting.</p> <p>6.7 Fly tipping Group</p> <p>DE updated on an informative presentation by Mark Ansdell (SDC Enforcement Officer). DE will be assisting this group in future and has already found documentation on 3 fly tips in Brasted in the last week which have been passed to the Enforcement team.</p> <p>6.8 Park Farm flood plan</p> <p>DE is meeting Darent Valley Partnership team and Environment Agency at Park Farm for a site visit. The proposal is put a bund down west side of Park Farm drive with a sluice gate under the bridge. This should help with Brasted flood prevention.</p> <p>6.9 Request to hire recreation ground for concert in October 2022</p> <p>A licence for an open-air concert will be needed. Litter clearance will also need to be part of the agreement. Clerk to revert back to enquirer. CW happy to meet with them to discuss further.</p> <p>6.10 Distribution of online access to ‘The Allotment’ magazine</p> <p>Agreed this was a good idea. Clerk to organise.</p>	<p>CR, JHar, JR</p> <p>JR</p> <p>AH</p> <p>AH</p>
7	<p>Planning</p> <p>Planning applications awaiting comments to SDC:</p> <p><u>7.1 Proposed alterations to the existing Annexe: single storey rear extensions, alterations to windows and dormers and a proposed new first floor rear balcony to match the main house.</u></p> <p>Annexe At Meadow House Scords Lane Brasted KENT TN16 1QERef. No: 21/00908/HOUSE <i>Deadline for comments: 24 April 2021</i> Agreed unanimously to support this application.</p> <p><u>7.2 Altering the position of the proposed conservatory</u></p> <p>Stanhope Arms Church Road Brasted KENT TN16 1HZ Ref. No: 21/00897/FUL <i>Deadline for comments: 22 April 2021</i></p>	

	<p>Agreed unanimously to support this application.</p> <p>7.3 Proposed first floor side extension and removal of existing conservatory. Rothbury Canons Walk Brasted Chart Westerham KENT TN16 1NA Ref. No: 21/00802/HOUSE <i>Deadline for comments: 14 April 2021</i></p> <p>Agreed unanimously to support this application subject to the agreement of the Conservation Officer and the agreement of the Planning Officer to the resulting overlooking of a neighbouring property.</p> <p>7.4 Change of use of ground floor shop to residential. Shorey House High Street Brasted KENT TN16 1JA Ref. No: 21/00669/FUL <i>Deadline for comments: 15 April 2021</i></p> <p>Agreed unanimously to support this application subject to the agreement of the Conservation Officer.</p> <p>7.4 Planning applications with comments already sent to SDC: None.</p>																																																									
8	<p>Finance</p> <p>8.1 Payments for Approval, management accounts & bank reconciliation The payments for approval, management accounts for Y/e 31/3/21 and bank reconciliation at 31/3/21 have all been circulated. A reduction in income due to loss of income from pavilion bookings & nursery has been more than offset by Small Business Grant from SDC of £10k. However, the balance of the grant may be needed in the new financial year depending on covid restrictions. It was noted that grounds maintenance has not been billed for 4 months, £2k saving on Pavilion decorating not carried out, saving on treework £2k, saving on legal fees £1k offset by costs incurred on converting streetlights to LED's & repairs to playground & drainage ditch.</p> <p>Projected CIL balance after carpark surface is £1,950 and Piper's Green capital balance remaining £2,021.</p> <p>It was noted that there may need to be an Extraordinary meeting before 7 May in order to approve the accounts remotely and complete other outstanding issues before the Coronavirus legislation allowing remote meetings expires on 6 May. The internal audit will take place on 23 April.</p> <p>The following payments were submitted for approval:</p> <table border="1" data-bbox="263 1585 1337 2007"> <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>P20222</td> <td></td> <td>01-Mar-21</td> <td>SO</td> <td></td> <td>Clerk's salary February</td> <td></td> <td>0.00</td> </tr> <tr> <td>P20223</td> <td></td> <td>05-Mar-21</td> <td>DD</td> <td>Direct Debit (CASTLE WATER LTD)</td> <td>Pavilion Water</td> <td>35.41</td> <td>0.00</td> </tr> <tr> <td>P20224</td> <td>24-Feb-21</td> <td>10-Mar-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>P20225</td> <td>02-Mar-21</td> <td>16-Mar-21</td> <td>DD</td> <td>Direct Debit (E.ON)</td> <td>Streetlights electricity</td> <td>95.12</td> <td>4.53</td> </tr> <tr> <td>P20226</td> <td>02-Mar-21</td> <td>16-Mar-21</td> <td>DD</td> <td>Direct Debit (LLOYDS BANK PLC)</td> <td>Monthly fee & Norton</td> <td>77.99</td> <td>12.50</td> </tr> <tr> <td>P20227</td> <td>02-Mar-21</td> <td>16-Mar-21</td> <td>DD</td> <td>Direct Debit (BG BUSINESS)</td> <td>Pavilion electricity</td> <td>51.08</td> <td>2.43</td> </tr> </tbody> </table>	ID No	Date of invoice	Date of Payment	Payment method	Payee	Details	Total Cost (£)	Reclaim VAT (£)	P20222		01-Mar-21	SO		Clerk's salary February		0.00	P20223		05-Mar-21	DD	Direct Debit (CASTLE WATER LTD)	Pavilion Water	35.41	0.00	P20224	24-Feb-21	10-Mar-21	DD	Direct Debit (BT GROUP PLC)	Pavilion broadband	39.54	6.59	P20225	02-Mar-21	16-Mar-21	DD	Direct Debit (E.ON)	Streetlights electricity	95.12	4.53	P20226	02-Mar-21	16-Mar-21	DD	Direct Debit (LLOYDS BANK PLC)	Monthly fee & Norton	77.99	12.50	P20227	02-Mar-21	16-Mar-21	DD	Direct Debit (BG BUSINESS)	Pavilion electricity	51.08	2.43	
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P20228	03-Mar-21	18-Mar-21	DD	Direct Debit (OPUS ENERGY GAS SU)	Pavilion gas	104.80	4.99	
P20229		22-Mar-21	DD	Direct Debit (BT GROUP PLC)	Clerk's phone Information	34.81	0.00	
P20230		26-Mar-21	DD	Direct Debit (ICO)	Commissioner	35.00	0.00	
P20231		29-Mar-21	SO		Clerk's salary March		0.00	
P20232		31-Mar-21	DD	Service Charge	Bank charges	18.00	0.00	
P21001		12-Apr-21	BP	HMRC	National Insurance (due after 6/4 & before 19/4)		-	
P21002	17-Mar-21	12-Apr-21	BP	MI payroll	Payroll fees Jan - Mar 2021	60.00	-	
P21003	19-Mar-21	12-Apr-21	BP	Sevenoaks District Council	Dog Bins Jan - Mar 2021	224.64	37.44	
P21004	11-Mar-21	12-Apr-21	BP	Sevenoaks District Council	Pavilion Bin	49.20	-	
P21006	11-Feb-21	12-Apr-21	BP	KALC	Planning training J Hardey	60.00	10.00	
P21007	11-Feb-21	12-Apr-21	BP	KALC	Planning training J Robinson	60.00	10.00	
P21008	01-Apr-21	12-Apr-21	BP	KALC	Subscription	722.69	120.45	
P21009	02-Dec-20	12-Apr-21	BP	Gareth Wanstall	Xmas tree	500.00	-	
P21010	01-Jan-21	12-Apr-21	BP	Vision ICT	E mail addresses & hosting website	224.40	37.40	
P21011	04-Mar-21	12-Apr-21	BP	Jewson	Post hole borer	52.02	8.67	
P21012	03-Mar-21	12-Apr-21	BP	Jewson	Postfix	44.14	7.36	
P21013	31-Mar-21	12-Apr-21	BP		Pavilion Cleaning March 2021		-	
P21014		12-Apr-21	BP		Underpayment of salary Y/e 31/3/21		-	
P21015	19-Mar-21	12-Apr-21	BP	Safeplay	Inspection on 2/2/21	93.00	15.50	
<p>The meeting approved all the payments.</p> <p>8.3 Annual Risk Assessment</p> <p>JHar to send Clerk the contact details of a former councillor who might assist re car park risk assessment. Clerk to also review Westerham TC's car park risk assessment.</p> <p>CR left the meeting.</p> <p>Resolved: To approve the Annual Review of Risk Management arrangements paper already circulated (unanimously agreed).</p> <p>8.3 Insurance Renewal</p> <p>Quote received from existing insurer for insurance from 1/6/21. Clerk to obtain 2 further quotes for next council meeting.</p> <p>8.4 Air Ambulance request for Community Grant</p> <p>Resolved: To agree a grant of £100 (Proposed CW, seconded JHal, unanimously agreed).</p>								

JHar, AH

AH

AH

9	<p>District & County Councillor Reports</p> <p><i>SDC Cllr Anna Firth:</i></p> <ul style="list-style-type: none"> • SDC has been playing its part throughout the pandemic, including passing on approx. £4.5M of funds from central government and continued support for the vulnerable. However, there is a shortfall of £300k which has to be recouped through council tax increase. SDC gets no government revenue support grant so is dependent on council tax and income from investments. SDC's expenditure has reduced by £5M (a third of the budget, allowing for inflation) over the last 10 years. The net effect of these savings means we are maintaining the same level of services on a smaller and smaller base. • E mails received most frequently relate to the Chevening Parkland Estates development. All SDC and KCC Cllrs are opposing this development. • An additional election on 6 May due to the resignation of SDC Cllr Piper. Keith Bonin has been selected following a contested selection, who is also opposed to the Chevening Parklands Development. <p><i>KCC Cllr Nick Chard:</i></p> <ul style="list-style-type: none"> • Tribute was paid to SDC Cllr Robert Piper. • Chevening Parklands 800,000 m3 of material spread over 5 years will be brought into the Chevening estate. The Highways authority has to demonstrate that there is a severe impact in order to oppose this but this has no numerical threshold. The number of years over which the material will be brought in has been increased to reduce the impact from severe. There is concern that if the Covers Farm, Chevening Parkland & Fort Halstead developments are all agreed, the cumulative effect will be severe. NC is pressing for the Highways Authority to take all the applications into account. Air and noise pollution will be impacted. NC will be having a joint meeting with AF & Planning Officer Jim Sperring. NC has sent in his objection to Chevening Parklands. There is still time to oppose. Application is on the SDC website reference 20/03660. • Average Speed Camera NC stated he was determined to deliver this. He has spoken to the most senior officer in Kent & agreed a mobile set up in the first instance as a trial as the cost of fixed equipment is too great. There will be a speed indicator device which is linked. It will be in place for a long period to monitor the effect. There will then be a wireless appraisal. • Yvonne Abbott Brasted parish council, SDC Cllr Anna Firth and KCC Cllr Nick Chard all agreed that the contribution of Yvonne Abbott during the pandemic was outstanding and all wished to minute that Yvonne's sterling contribution to Brasted. 	
10	<p>Preparations for cessation of remote meetings from 6 May 2021</p> <p>It was agreed that the situation with respect to remote meetings will be reviewed on 21 April (this being the date of Herts CC's hearing at the High Court). In the meantime,</p>	

	<p>arrangements were made for the Clerk to be able to carry out essential business in the event that council meetings are disrupted.</p> <p>Resolved: That in response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. This will be carried out where possible by consultation with members by electronic means or telephone. The clerk will further consult with the chairman for guidance as necessary. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases at the council meeting of 14 June 2021. (Proposed SH, seconded CR, unanimously agreed).</p>	
11	<p>Sundridge & Brasted Social Club lease – update</p> <p>The minutes from last week’s first working party meeting have been circulated. The next meeting of the working party is on 20 April. BPC agreed members of the working party could meet with a member of the Social Club committee. KALC have been contacted regarding whether membership of the working party and being a member of the social club is a conflict of interest.</p>	
12	<p>Kent Highways</p> <p>12.1 Updates from reported faults Noted.</p> <p>12.2 Railing by the allotments JHar to complete by 21/4/21. JHar to obtain post in middle (depending on span).</p> <p>12.3 Speedwatch update Further to a discussion with Kent police officer in charge of Speedwatch, the Speedwatch group may be re-formed, Covid regulations allowing.</p> <p>12.4 Correspondence received re width of yellow lines on A25 Clerk confirmed the request has been passed onto Kent Highways.</p>	JHar
13	<p>Correspondence</p> <p>All relevant correspondence has been circulated in advance to councillors.</p> <p>13.1 KALC letter to members Noted.</p> <p>Other correspondence:</p> <ul style="list-style-type: none"> • SVTG has sent a letter of thanks for their grant. • SDC have confirmed nil business rates on the Pavilion for 2021/22. <p>CR left the meeting.</p> <ul style="list-style-type: none"> • Keep Britain Tidy training session – anyone interested to let Clerk know. 	
14	<p>Information Exchange</p> <p>JHar commented on the length of council meetings (DE noted this was due to large volume of business needing to be transacted at present) and that he would be standing for election as Chair at the next meeting.</p> <p>DE noted that to mark the death of Prince Philip the flag at the Church is now flying at half-mast. The bells were rung on Friday half muffled for quarter of an hour and tolled 99 times on Saturday.</p>	

The meeting closed at 9.29 pm.

The next Council Meeting is scheduled for Monday 10 May 2021 at 7.30pm.

Signed as a correct record Chairman Date