

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 9 June 2025 at 7pm

Present: Councillors: C Rogowska (Chair), G Bickerton, D Edgar, S Heath, L O'Hara

In attendance: Clerk: A Hanson.

SDC & KCC Cllr N Williams, SDC Cllr S Robinson & SDC Cllr M Alger (items 1-2 & 11 only).

Public: Three (items 1-4 and 11)

1	To receive and accept apologies for absence N McSheehy – holiday D Binsted – sickness H Furness – unavailable	
2	Open Session – public question time No questions were raised by the members of the public	
3	Declarations of Interest relevant to items on this Agenda None.	
4	Minutes of meeting on Monday 12 May 2025 Agreed and signed by Cllr C Rogowska.	
5	Review and adoption of Standing Orders and Financial Regulations Resolved: To agree the Standing Orders and Financial Regulations, updated for amendments suggested by the Internal Auditor in the Internal Audit Report (Proposed SH, Seconded CR, unanimously agreed).	AH
6	Reserves Policy to be agreed The meeting agreed to reduce the ear marked reserves for the tennis courts to £20k (reduction of £10k) and remove the ear marked reserves for Solar panels (£8k) - based on the survey carried out it is not cost effective to install solar panels, the cost will not be recouped over the lifetime of the solar panels. Resolved: To agree the updated Reserves Policy (Proposed SH, seconded DE, unanimously agreed).	AH
7	Matters arising not covered below Agreed Sundridge & Brasted school can erect a banner advertising their summer fair on the recreation ground railings. A local resident has contacted the Clerk regarding parking issues on the road outside Barringtons. Some residents are parking on the pavement overnight due to lack of car parking spaces on the road. DE to speak to the car owners. LOH suggested investing in Christmas decorations now and wrapping lights around the trees on the High Street at Christmas. LOH to send the Clerk website details for decorations. LOH offered to dress up as Father Christmas for the tree light switch on.	AH DE LOH
8	Recreation Ground & Open Spaces 8.1 Any general updates not covered below None. 8.2 Nursery new hire rates to be agreed from September 2025 Resolved: To agree to raise hire rates by CPIH at April 2025 of 4.1% (Proposed DE, seconded LOH, unanimously agreed).	AH

	<p>8.3 Mowing issues</p> <p>DE to follow up on the invoice due from the supplier who mowed the Green. It was noted the Green, allotment and verges were mowed today to catch up on the backlog.</p> <p>8.4 Net carbon neutral</p> <p>LOH suggested advertising Plastic Free July on the website – Clerk to update. LOH to update SDC Cllr Alger re any new waste collection issues. Concerns were expressed re residents in flats and living directly on the High Street who do not have storage space for the proposed new bins.</p> <p>8.6 Bench on Green x 2 – update</p> <p>DE has laid the concrete plinths but is having difficulty screwing in the benches. LOH offered to assist.</p>	<p>DE</p> <p>LOH AH</p> <p>DE</p>
9	<p>Planning</p> <p>Planning applications awaiting comments to SDC:</p> <p>9.1 Amendment to 24/03146/HOUSE to make alterations to the roof to facilitate first floor accommodation with three dormer windows and roof lantern. Internal changes. Removal of chimneys. Juliet balcony.</p> <p><u>Show more description</u> Heverswood Lodge High Street Brasted Kent TN16 1HL Ref. No: 25/01425/MMA</p> <p>The meeting agreed to object for the following reasons:</p> <ol style="list-style-type: none"> 1. This is a material and not an immaterial amendment to the previously agreed planning application. An extra storey has been added to the building in this planning application resulting in a 2 storey 5-bedroom house (rather than a bungalow as previously agreed). 2. The property is opposite a Conservation area and in a very visible location. The proposed changes are not in keeping with the local vernacular architecture and use a modern palette of building materials which is at odds with the area. 3. The loss of the chimneys in this planning application is detrimental to the character of the property. 4. The proposed changes result in a highly visible and overbearing building when viewed from the road and all angles. <p>The parish council would like the changes already implemented to be reversed and for the building work to be carried out in line with the previously agreed planning application 24/03146/HOUSE.</p> <p>9.2 Outbuilding in rear garden. Alterations to landscaping including terracing, steps, and raised deck. 10 Horizon Close Brasted Kent TN16 1DH Ref. No: 25/01389/HOUSE</p> <p>The meeting unanimously supported this application.</p> <p>9.3 Planning appeal -Stabilisation and restoration of Covers Farm Quarry, Westerham Public Inquiry 3 June 2025</p> <p>https://www.kentplanningapplications.co.uk/Planning/Display/Appeal Reference APP/W2275/W/25/3358947</p> <p>Noted. Updates given by District and Kent County Councillors at item 11.</p>	
10	<p>Finance</p> <p>10.1 Internal Audit Report Y/e 31/3/25 – to receive and note</p>	

	<p>The Clerk has circulated the internal audit report for Y/e 31/3/25 and the following points were noted:</p> <ul style="list-style-type: none"> • The minutes will be signed at every meeting. • The meeting agreed not to proceed with the purchase of a fire safe as documents are kept on the Cloud. • The Standing Orders & Financial Regulations have been amended (item 5). • The Clerk is evidencing agreement for purchase invoices submitted for approval at the meeting. • The Clerk will look into evidencing the power on each payment that has been agreed at each meeting. • Risk management strategy – see 10.4 below. • Rebuild Revaluation on the pavilion – Clerk to organise. • Operational Pavilion Risk Assessment – Clerk to prepare. • Copy of 24/25 Budget on website – Clerk to put top level budget on the website. • Issue re earmarked/general reserves level should be resolved due to item 6 above. • Clerk will ensure a formal resolution to agree the accounts is made. • Annual review of allotment rents and hall hire rents to take place in March 2026. • Staff Appraisal system – Clerk to organise. • Clerk to prepare a draft Investment Strategy (item 10.7) • Local Government Transparency Code – agreed not to proceed with this • Accessibility Regulations compliance – Clerk to investigate and update. • Digital & Data compliance – Clerk to investigate and update. • Clerk will publish significant variances on website <p>10.2 Approval of Annual Return 2024/25</p> <p>10.2.1 Approval of Section 1 - Annual Governance Statement 2024/25</p> <p>The Annual Governance Statement was read out by the Clerk. The members of Brasted Parish Council acknowledged that:</p> <ol style="list-style-type: none"> 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. 	
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7. We took appropriate action on all matters raised in reports from internal and external audit.

8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

There were no queries.

Resolved: Section 1 of the Annual Governance Statement 2024/25 was unanimously approved. Section 1 was signed by the Chairman and Clerk (Proposed CR, seconded SH, unanimously agreed).

10.2.2 Approval of Section 2 - Accounting Statements 2024/25

Resolved: Section 2 of the Accounting Statements 2024/25 was unanimously approved. Section 2 was signed by the Chairman. (Proposed CR, Seconded SH, unanimously agreed).

The Clerk confirmed the period for the Exercise of Public Rights would be Monday 16 June – Friday 25 July (ie 30 working days including the first 10 working days of July). The clerk will post the information onto the website on Friday 13 June and onto the noticeboard on the Green on the same day.

The information will all be sent to Mazars for external auditing by 30 June.

10.3 Councillor's signature on bank statement at 31/3/25

GB signed the bank statement balance at 31/3/25 (omitted in error at last meeting, the bank reconciliation was signed at the last meeting by GB).

10.4 Annual Review of Risk Management for 25-26

This was agreed at the last meeting. The parish council will consider whether to adapt next year's Risk Register for consideration of how the risk likelihood reduces by their actions (mentioned by the Internal Auditor).

10.5 Payments & Invoices for Approval

The payments for approval have already been circulated. An additional late payment to the payments for approval to KALC for £84 was noted for GB's attendance at the planning conference.

06.06.2025	125	£845.10	Subscription	KALC
06.06.2025	124	£500.00	Community Grant	Air Ambulance
06.06.2025	123	£100.00	Community Grant	We Are Beams
06.06.2025	122	£250.00	Community Grant	Citizens Advice North & West Kent
06.06.2025	121	£37.50	Plants	
06.06.2025	120	£775.69	Legionella Monitoring	Water Hygiene Management
06.06.2025	119	£125.00	Bench x 2 Green	
06.06.2025	118	£195.00	Cleaning	
06.06.2025	117	£50.00	Compost	
06.06.2025	116	£12.65	Green - new benches	Jewson
06.06.2025	115	£101.60	Pavilion bin collection	Sevenoaks District Council
06.06.2025	114	£90.00	Shredding	Griffin Financial Advisers
31.05.2025	113	£2,376.00	Tennis court netting	Trevor May
31.05.2025	112	£659.17	Quarterly HMRC payment	HMRC

	<table><tr><td>31.05.2025</td><td>111</td><td>£150.24</td><td>Green - new benches</td><td>Jewson</td></tr><tr><td>31.05.2025</td><td>110</td><td>£10.93</td><td>Green new benches</td><td>Jewson</td></tr></table> <p>DE and GB to release the payments.</p> <p>10.6 Credit Card statement for approval</p> <p>Noted and agreed.</p> <p>10.7 Investment Strategy Policy</p> <p>The Clerk had circulated a draft Investment Policy. It was agreed the Clerk will update the reference to EPC loans (in section 9 would be removed) and only look at new providers when the bank balance is over £120k threshold and revert back to next meeting.</p>	31.05.2025	111	£150.24	Green - new benches	Jewson	31.05.2025	110	£10.93	Green new benches	Jewson	AH
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11	<p>District & County Councillor Reports</p> <p><i>Sandra Robinson:</i></p> <ul style="list-style-type: none">(i) Updated on speech given at Covers Farm Enquiry(ii) Contacted by agent for landlord of flat above shop. Timber window suppliers cannot produce the through bars that the district council has requested as they are not energy efficient. SR to contact district council.(iii) Updated on useful document from Road Safety Foundation for determining safe speeds for an area. SR to send parish council a copy of this.(iv) The Coal Yard – pleased to report that access to the phone mast has been identified as an issue by the planning officer. <p><i>Nigel Williams:</i></p> <ul style="list-style-type: none">(i) SDC Update <p>Has been appointed SDC portfolio holder for Planning & Infrastructure at SDC Cabinet. Committed to protecting the beautiful areas in our parish. Plan 2040 has been delayed due to higher house building targets set by government. SDC is seeking more land for development to meet the target. Swanley has submitted some new brown belt land for development. Regulation 18 (fact finding) of Plan 2040 will be completed by Oct/Nov. Regulation 19 (looking at sites) will be completed by Summer 2026.</p> <ul style="list-style-type: none">(ii) KCC Update <p>There are many new Reform councillors so there is currently a hiatus at KCC. New committees are being formed. NW will update on this at a later stage when there is more to report. NW is on the Standards Committee, Kent & Medway Fire & Rescue & GEDCC (Growth Economic Development & Communities Committee). NW will call KCC tomorrow re road cleaning issues in Rectory Lane notified by a resident.</p> <ul style="list-style-type: none">(iii) Covers Farm <p>Appeal started on 3rd June & finishes on Thursday.</p> <p>Member of the public queried the Old Farmers site opposite Sevenoaks train Station. NW confirmed a planning application has now been submitted for development of this site. It was not possible to compel the site to be developed and it has been an issue for many years.</p>											

	<p>NW explained he will be compiling a rota to ensure he attends all the parish councils he is responsible for. NW is also hoping to compile a newsletter for circulation to the parish councils.</p> <p><i>Michelle Alger:</i></p> <p>(i) Covers Farm</p> <p>Updated on her deposition at the Covers Farm Enquiry which used her personal experience of living in Brasted. Decision due in October 2025 at the earliest.</p> <p>(ii) Cleaner & Greener</p> <p>Waste collections will take place every other week. New vehicles have been ordered by SDC. MA would like feedback on the proposed new system: Week1: food, mixed, paper & card Week2: food, general black. Garden waste fortnightly. Glass collection. Green bags will be used for paper and card only. 7l indoor food caddy, 35l outdoor food caddy. 2 wheelie bins (1 for residual waste, 1 for glass). Wheelie bins are industry standard (30% recycled content). MA would like higher recycled content and for this to be investigated further. Task & Finish Group has been set up – cross party, will consider how to communicate changes to residents and reduce black sack usage and increase recycling. Group will also make recommendations based on customer feedback. MA invited feedback and queries from all residents, she will raise these at the Task & Finish Group.</p> <p>SH queried whether bottle banks will cease. MA confirmed they will stay for the time being. Long term, some will go and some will stay. The cost of door-to-door glass recycling is less than the cost of the bottle banks (£350k pa saving). Overall cost of the new waste changes is £9M.</p>	
12	<p>Co option of new councillor</p> <p>Clerk has followed up on previous resident who expressed an interest, but now didn't wish to proceed. Clerk has advertised in Brasted Diary, no response yet, will continue to advertise. Councillors to follow up with other local residents.</p>	AH LOH
13	<p>Brasted Chart update</p> <p>None.</p>	
14	<p>Toys Hill update</p> <p>None.</p>	
15	<p>Potential Defibrillator Training Course</p> <p>HF has suggested another course would be useful. DE to arrange, possibly at Toys Hill Hall.</p>	DE
16	<p>.gov e mails & website</p> <p>The previous meeting considered the quote from Vision ICT (current provider) to move the website and the e mail addresses to .gov. It was confirmed with other councillors who were not present at the last meeting that they did not need data migration for their e mail addresses. Clerk to proceed with moving to .gov on website and e mail addresses. Clerk to e mail with an update when more information is received.</p>	AH
17	<p>Clerk's Holiday</p> <p>It was agreed the Clerk will be on holiday 30 June – 26 August. Clerk to prepare draft Agenda before holiday which can be adapted by CR for the meeting. Clerk to add all payments onto banking system before holiday. Clerk to pass on detail on how to respond</p>	AH

	to planning comments to CR. Meeting agreed to meet on 7 July. DE to record the meeting and Clerk to prepare minutes afterwards.	
18	<p>Kent Highways</p> <p>18.1 Updates from reported faults Noted.</p> <p>18.2 Clerk's Meeting with KCC Highways 27/5/25</p> <p>Clerk has met with Nigel Rowe to discuss the Brasted HIP (Highways Improvement Plan).</p> <ul style="list-style-type: none"> As the speed survey from the recent speed strips showed good compliance with the speed limit on the A25, KCC stated there is insufficient speeding to justify reinstalling speed cameras in Brasted (KCC Highways would look for 85th centile to be over 35mph but it is 32 mph). Zebra crossing by White Hart: Beacons do not match– Nigel Rowe to check to see streetlighting is aware. To upgrade to a pelican crossing would cost approx. £75k (payable by BPC). There is already a high friction surface either side, tactile paving for visually impaired and no collision history. Nigel Rowe confirmed there is no issue with the current positioning of belisha beacons. Cannot reduce speed limit below 50mph beyond Horizons to 40mph – it would cost BPC at least £4.5k incl VAT to implement this. Not worth doing this in Nigel Rowe's opinion as actual speed in this area is already in the 40 mph region. Nigel Rowe advised against installing gates at entrance & exit of village as doing so would remove some other existing signage that mitigates speeding. Nigel Rowe confirmed a crossing at West End is not possible. Too near a junction, bank of land is privately owned. <p>DE to send photo of tree that needs attention on the bank by West End.</p>	DE
19	<p>Correspondence</p> <p>None.</p>	
20	<p>Information Exchange</p> <p>DE will be visiting We Are Beams for an event on 23 June. Depending on DE's feedback a further grant may be considered.</p>	DE
21	<p>Date of Next meeting</p> <p>Scheduled for Monday 7 July at 7pm.</p>	

The meeting closed at 9.13 pm.

Signed as a correct record Chair Date