

1	To receive and accept apologies for absence SDC & KCC Cllr Nigel Williams, SDC Cllr S Robinson	
2	Open Session – public question time Two members of the public updated on item 7.4 Old Forge. The new gym signage under consideration is too bright and shines into a resident’s home. The lights are on from 6.30am until 7/8pm. One member of the public came to speak about item 6.10 Use of tennis court for coaching. They gave some background on their business and their proposal.	
3	Declarations of Interest relevant to items on this Agenda SH, DE declared an interest in item 7.4	
4	Minutes of meeting on Monday 7 July 2025 & Monday 15 September 2025 The minutes of both meetings were agreed and signed by the Chair.	
5	Matters arising not covered below The Clerk noted that she had not been contacted for over a year by Sevenoaks Volunteer Transport Group regarding a request for grant, which was unusual. The meeting agreed the Clerk should contact SVTG.	AH
6	Recreation Ground & Open Spaces 6.1 Any general updates not covered below None. 6.2 Quotes for removal of equipment & resurfacing quotes Prior to the meeting, all councillors viewed the Titan equipment, and the e mail received from a member of the public regarding the equipment. It was agreed to modify the decision made at the last meeting. Resolved: To replace the chair swing and the broken ladder swing with 2 x pendulum swings from Hags to mitigate the recurring vandalism and misuse of these items (unanimously agreed). The clerk has sought quotes for the resurfacing repairs needed to the playground and will bring these to the next meeting. These costs should be eligible for payment from the CIL. 6.3 Tree Survey Resolved: To appoint Treecraft to carry out the survey for £580 + VAT (unanimously agreed). The cost is in line with the last survey (2 years ago) and with other online survey costs. 6.4 Allotment update	AH AH AH

	<p>Clerk has identified the stop cock in the allotments. On discussion with the previous grounds maintenance supplier, agreed to bolt the three remaining unbolted troughs to dissuade further theft. The Clerk will also seek quotes to convert the taps to push taps.</p> <p>6.5 Pavilion Operational Risk Assessment Deferred to next meeting.</p> <p>6.6 Surveyor's Quote for Pavilion insurance rebuild valuation The Clerk has sought a quote from the surveyor used by SwIH PC and compared the quote to the cost incurred by SwIH PC. SH also confirmed the quote is reasonable. Resolved: To appoint Sonnex Surveyors at £1,225 (unanimously agreed).</p> <p>6.7 Chipstead FC – request for weekly mowing & pitch marking The Clerk has notified Chipstead FC that additional mowing & pitch marking would need to be paid for by Chipstead FC (the income from the football club is insufficient to cover weekly mowing and pitch marking).</p> <p>6.8 Grounds maintenance – request for quotes The Clerk has approached two new alternative companies for grounds maintenance quotes.</p> <p>6.9 Credit requested from Tennis Club re unavailability of 1 x tennis court Due to the collapsed tree on the tennis court, the meeting agreed the parish council would grant the tennis club a corresponding credit on their next invoice for the time the court has been unavailable.</p> <p>6.10 Use of tennis court for coaching The meeting agreed that the tennis coach would e mail the Clerk when the tennis court is used, and the Clerk will raise a corresponding invoice for £5 per hour.</p>	<p>AH</p> <p>AH</p> <p>AH</p>
7	<p>Planning Planning applications awaiting comments to SDC:</p> <p>7.1 Covers Farm No updates.</p> <p>7.2 Old Coal Yard – appeal venue notification: SDC offices, 13 January 2026 This is an appeal against the enforcement notice and an appeal against the refusal of planning permission. Anyone who wishes to speak or observe the appeal on 13/1/26 needs to inform SDC by 30/12/25. It was agreed the parish council would not attend the appeal as all comments on the planning application have already been submitted in writing and the Inspector will take these into account. Comments requested:</p> <p>7.3 Courtside Lodge Station Road Brasted Kent TN16 1NT Ref. No: 25/02489/HOUSE <u>Demolition of existing garage with erection of a replacement garage.</u> The meeting unanimously agreed to Support the application.</p> <p>7.4 <u>Removal of existing signage, new extended signage to the front elevation with internal LED illumination - The Old Forge High Street Brasted Kent TN16 1JN</u> Ref. No: 25/01018/ADV Brasted Parish Council objects to this application. The LED lighting already installed is too bright and not in keeping in a Conservation Area (For: 6, Abstain: 2)</p> <p>7.5 Stables High Street Brasted Kent TN16 1JE Ref. No: 25/02576/HOUSE <u>Single-storey rear extension with roof lantern, conversion of garage into habitable area, demolition of existing greenhouse and construction of residential annex. Alterations to fenestration including new front door on eastern elevation. Repairs to roof and flashing repairs around existing chimneys and dormers. Part removal of garden wall.</u> The meeting unanimously agreed to Support this application.</p>	
8	Finance	

8.1 Bank reconciliation & Management Accounts at 30/9/25

The bank reconciliation and management accounts at 30/9/25 had been circulated in advance. Overall, there is an underspend of £19.6k Vs budget at 30/9/25. Of this, £10.8k is due to the receipt of CIL income. Other significant variances are: Ace Fitness income (£1.25k adverse due to cancellation), Grounds maintenance (£3.3k under budget due to delayed invoicing), Village gates (£1k underspend due to non-expenditure), Property maintenance (£1.3k saving), Green Gym tarmac (£2.5k saving due to non-expenditure), Tennis court netting (£1.7k overspend), Repairs (£2.6k underspend).

DE signed the Bank reconciliation and the Bank statement at 30/6/25.

8.2 Payments & Invoices for Approval

The payments for approval had been circulated in advance.

10.10.2025	153	£25.00	Allotment refund		
09.10.2025	152	£659.17	Quarterly HMRC payment	HMRC	
09.10.2025	151	£101.60	Pavilion bin collection	Sevenoaks District Council	2099968
09.10.2025	150	£50.00	Allotment refund		
09.10.2025	149	£185.00	Plumbing repairs		
09.10.2025	148	£164.63	Glass repairs	Sevenoaks Glazing	232089
09.10.2025	147	£150.00	.gov domain name	Vision ICT	20896
09.10.2025	146	£798.96	Legionella Monitoring	Water Hygiene Management	33785
09.10.2025	145	£20.00	Subscriptions	KCPFA	
09.10.2025	144	£210.00	Cleaning		0431815

NM & GB to release the payments. *Post meeting note: NM unable to log in so DE released the payments.*

Cash book payments made 1/4/25 – 30/9/25 see Appendix 1

8.3 Credit Card statement for approval

Circulated in advance and agreed.

8.4 Y/e 31/3/25 accounts update

Mazars have given a clean audit report but have noted that the notice for inspection of the accounts was posted on 13 June & the inspection period started on 16 June.

The Notice of Conclusion of Audit, the accounts, the explanation of variances & bank reconciliation were put on the website on 30/9/25.

8.5 Receipt of precept

Clerk confirmed £20,029 received on 30/9/25.

8.6 Funding Request – Baby Umbrella

The meeting discussed the grant request. **Resolved:** To grant £236 to Baby Umbrella (Proposed HF, seconded NM, unanimously agreed).

8.7 Clerk's payrise & amendment to monthly Standing Order payment

Resolved: To accept the pay award backdated to 1 April 2025 (Unanimously agreed).

The Clerk's revised Standing Order has been based on the calculations by the payroll

AH

	<p>agency on the new rate of pay and will be authorised when the payments are approved (unanimously agreed).</p> <p>8.8 Replacement of Clerk's laptop</p> <p>Resolved: As Windows 10 is no longer supported, agreed to purchase a new laptop from Sevenoaks Computer shop for £549 plus £108-£140 to transfer the data (unanimously agreed).</p>	AH
9	<p>District & County Councillor Reports</p> <p><i>Michelle Alger:</i></p> <p>(i) MA has requested samples of proposed food caddies to bring to a future council meeting (implemented late April 2026). SDC is currently hiring a chartered waste manager to review waste collection. Wheelie Bins (delayed to Oct 2026). Reuse of green bags to be reviewed. Size of wheelie bins changed from 240l to 180l for residual waste.</p> <p>(ii) West Kent Independents have brought a vote of no confidence in the current Leader of SDC (Extraordinary Council meeting 16/10/25).</p>	
10	<p>Parish Councillor vacancy</p> <p>HF to put on Toys Hill Group. Clerk to continue advertising in Brasted Diary.</p>	HF, AH
11	<p>Crime: Proposal for ANPR Camera for Brasted side roads</p> <p>NM updated on this proposal following recent burglary attempts in Chart Lane. Police are looking into installing cameras on entrances to Brasted.</p>	
12	<p>Brasted Chart update</p> <p>None, included in item 11.</p>	
13	<p>Toys Hill update</p> <p>HF noted the finger post has been replaced but initially Scords Lane was not on the sign (now rectified).</p> <p>HF has concluded the bench on Toys Hill cannot be repaired and a new bench will need to be sourced.</p> <p>Defibrillator Course at Toys Hill Hall on 21/11/25 was noted.</p>	HF
14	<p>.gov e mails & website</p> <p>The provider has stated this needs to take place on a Friday. Clerk to progress.</p>	AH
15	<p>Christmas Tree Light Up – further planning</p> <p>LOH unfortunately cannot assist re Father Xmas due to other commitments.</p> <p>Clerk to request permission from SDC for decorating plane trees on the A25. Clerk to also get pricing for putting up and supplying lights. LOH to send details of suppliers.</p>	AH, LOH
16	<p>Remembrance Sunday</p> <p>Resolved: To increase the donation to Royal British Legion to £100 this year (unanimously agreed).</p>	AH
17	<p>Kent Highways</p> <p>17.1 Updates from reported faults</p> <p>Noted. Clerk will follow up with KCC re tarmac on pavement near Tea Shop which has disappeared from fault report (previously logged by Clerk).</p> <p>17.2 Rectory lane blocked drains</p> <p>Correspondence from a resident was noted. Nigel Williams has been notified.</p>	AH

18	Correspondence 18.1 CPRE Sevenoaks Local Plan & Grey Belt Councillors & residents are being asked to sign the petition against identifying much of the Green Belt in Sevenoaks as Grey Belt. https://petition.parliament.uk/petitions/725558 18.2 Kent & Medway Local Government Reorganisation BPC has no comments. 18.3 Thank you from We Are Beams Noted. 18.4 KCC: Kent's Draft Strategic Statement 'Reforming Kent 2025-2028' (https://letstalk.kent.gov.uk/kent-strategic-statement) Noted.	
19	Information Exchange Lynette Leithead has formally resigned as Priest in Charge before the 3 month period of vacancy and then the post will be advertised (for Sundridge, Ide Hill, Toys Hill & Brasted). Lynette's last service will be on 4 January 2026.	
20	Date of Next meeting Scheduled for Monday 10 November at 7pm.	

The meeting closed at 9 pm.

Signed as a correct record Chair Date

Appendix 1:

Cash book payments 1 April 2025 – 30 September 2025

1	HMRC	07/04/2025	Quarterly HMRC payment	HMRC	484.81	484.81
2	Electricity	01/04/2025	Pavilion electricity	EDF Electricity	50.00	50.00
3	Broadband	07/04/2025	Pavilion Broadband	British Telecom	34.95	41.94
4	Pavilion Gas	16/04/2025	Pavilion gas	EDF Gas	302.39	317.51
5	Credit card charges	16/04/2025	Multi pay Lloyds card fee	Lloyds Bank	3.00	3.00
6	Streetlights electricity costs	17/04/2025	Streetlights electricity	NPower	115.49	121.26
7	Clerk's phone lines	22/04/2025	Clerk's phone	British Telecom	40.97	40.97
8	Water	22/04/2025	Pavilion water	Castle Water	71.67	86.01
8	Water	22/04/2025	Pavilion water	Castle Water	49.73	49.73
9	Salary	28/04/2025	Clerk's salary			
10	Bank Charges	30/04/2025	Bank charges	Unity Trust Bank	6.00	6.00
11	Electricity	01/05/2025	Pavilion electricity	EDF Electricity	211.68	211.68
12	Broadband	08/05/2025	Pavilion Broadband	British Telecom	37.19	44.63
13	Supplies	16/05/2025	Pavilion supplies (hand towels)	Amazon Business EU Sarl	44.99	53.99
14	Supplies	16/05/2025	Pavilion supplies (hand towels)	Amazon Business EU Sarl	44.99	53.99
15	Credit card charges	16/05/2025	Multi pay Lloyds card fee	Lloyds Bank	3.00	3.00
16	Clerk's phone lines	20/05/2025	Clerk's phone	British Telecom	40.04	40.04
17	Water	20/05/2025	Pavilion water	Castle Water	85.82	102.98
17	Water	20/05/2025	Pavilion water	Castle Water	61.66	61.66
18	Pavilion Gas	21/05/2025	Pavilion gas	EDF Gas	167.83	176.22
19	Salary	28/05/2025	Clerk's salary			
20	Internal Auditor	13/05/2025	Internal audit	LegraIAS	250.00	250.00
21	Repairs/Misc	13/05/2025	Work on wooden railings		450.00	450.00
22	Sundry	13/05/2025	APM Refreshments		48.60	48.60
23	Sundry	13/05/2025	mileage to Chair's Conference		37.80	37.80
24	CPRE	13/05/2025	CPRE Membership	CPRE	36.00	36.00
25	PO Box Charge	13/05/2025	PO Box	Royal Mail Group	371.50	445.80
26	Bin Collection	13/05/2025	Pavilion bin collection	Sevenoaks District Council	101.60	101.60
27	Training	13/05/2025	Training	KALC	50.00	60.00
28	Bin Collection	13/05/2025	Pavilion bin collection	Sevenoaks District Council	101.60	101.60
29	Boiler Maintenance	13/05/2025	Boiler Service	JV Geer	125.00	150.00
30	Dog Waste Bins	13/05/2025	Dog BIns	Sevenoaks District Council	197.60	237.12
31	Streetlights Contract Costs	13/05/2025	Streetlights Maintenance Contract	Streetlights	737.64	885.17
32	ROSPA Checks	13/05/2025	Playground inspection	TMPI Ltd	190.00	228.00
33	Cleaning	13/05/2025	Cleaning		375.00	375.00
34	Repairs/Misc	13/05/2025	Rec Ground timber railings	HSW Timber	363.40	436.08
35	Training	13/05/2025	Conference	KALC	140.00	168.00
36	Insurance	13/05/2025	Insurance	Clear Councils Insurance	1,296.26	1,296.26
37	Bank Charges	31/05/2025	Bank charges	Unity Trust Bank	6.00	6.00
38	Court Maintenance	10/06/2025	Tennis court netting	Trevor May	1,980.00	2,376.00
39	KALC	10/06/2025	Subscription	KALC	704.25	845.10
40	Training	10/06/2025	Training	KALC	70.00	84.00
41	Community Grant	10/06/2025	Community Grant	Air Ambulance	500.00	500.00
42	Community Grant	10/06/2025	Community Grant	We Are Beams	100.00	100.00
43	Community Grant	10/06/2025	Community Grant	Citizens Advice North & West Kent	250.00	250.00
44	Hanging Baskets/Plants	10/06/2025	Plants		37.50	37.50
45	Legionella Works	10/06/2025	Legionella Monitoring	Water Hygiene Management	646.41	775.69
46	Green Bench	10/06/2025	Bench x 2 Green		125.00	125.00
47	Cleaning	10/06/2025	Cleaning		195.00	195.00

48	Hanging Baskets/Plants	10/06/2025	Compost		50.00	50.00
49	Green Bench	10/06/2025	Green - new benches	Jewson	10.54	12.65
50	Bin Collection	10/06/2025	Pavilion bin collection	Sevenoaks District Council	101.60	101.60
51	Sundry	10/06/2025	Shredding	Griffin Financial Advisers	90.00	90.00
52	Village Green	10/06/2025	Green - new benches	Jewson	125.20	150.24
53	Village Green	10/06/2025	Green new benches	Jewson	9.11	10.93
54	HMRC	11/07/2025	Quarterly HMRC payment	HMRC	659.17	659.17
55	Dog Waste Bins	08/07/2025	Dog BIns	Sevenoaks District Council	208.00	249.60
56	Cleaning	08/07/2025	Cleaning		135.00	135.00
57	Fire Extinguishers	08/07/2025	Fire Extinguisher check	Morgan Fire Protection Ltd	139.05	166.86
58	Property Maintenance	08/07/2025	Burglar alarm maintenance	Bluebird	100.00	120.00
59	Social Club Legal fees	08/07/2025	Social Club legal fees	Clarkson Wright & Jakes	1,261.50	1,513.80
60	ROSPA Checks	08/07/2025	Playground inspection	TMPI Ltd	90.00	108.00
61	Bin Collection	08/07/2025	Pavilion bin collection	Sevenoaks District Council	101.60	101.60
62	Electricity	02/06/2025	Pavilion electricity	EDF Electricity	211.68	211.68
63	Broadband	09/06/2025	Pavilion Broadband	British Telecom	37.19	44.63
64	Microsoft cost	16/06/2025	Microsoft annual subscription	Microsoft	70.82	84.99
65	Credit card charges	16/06/2025	Multi pay Lloyds card fee	Lloyds Bank	3.00	3.00
66	Water	17/06/2025	Pavilion water	Castle Water	86.00	103.20
66	Water	17/06/2025	Pavilion water	Castle Water	62.05	62.05
67	Pavilion Gas	20/06/2025	Pavilion gas	EDF Gas	101.02	106.07
68	Clerk's phone lines	20/06/2025	Clerk's phone	British Telecom	40.04	40.04
69	Payroll Fees	30/06/2025	Quarterly payroll agency fees	MI Payroll	60.00	60.00
70	Salary	30/06/2025	Clerk's salary			
71	Bank Charges	30/06/2025	Bank charges	Unity Trust Bank	6.00	6.00
72	Electricity	01/07/2025	Pavilion electricity	EDF Electricity	211.68	211.68
73	Broadband	08/07/2025	Pavilion Broadband	British Telecom	37.19	44.63
74	Water	16/07/2025	Pavilion water	Castle Water	85.82	102.98
74	Water	16/07/2025	Pavilion water	Castle Water	61.66	61.66
75	Cleaning Supplies	16/07/2025	Pavilion supplies	Amazon Business EU Sarl	41.66	49.99
76	Repairs/Misc	16/07/2025	Rec Ground fence repairs	HSW Timber	20.00	24.00
77	Cleaning Supplies	16/07/2025	Pavilion supplies	Amazon Business EU Sarl	27.22	32.66
78	Carbonite	16/07/2025	Computer Backup	Carbonite	84.56	84.56
79	Credit card charges	16/07/2025	Lloyds Credit Card	Lloyds Bank	3.00	3.00
80	Clerk's phone lines	21/07/2025	Clerk's phone	British Telecom	40.04	40.04
81	Pavilion Gas	22/07/2025	Pavilion gas	EDF Gas	61.72	64.81
82	Salary	28/07/2025	Clerk's salary			
83	Bank Charges	31/07/2025	Bank charges	Unity Trust Bank	6.00	6.00
84	Electricity	01/08/2025	Pavilion electricity	EDF Electricity	211.68	211.68
85	Broadband	07/08/2025	Pavilion Broadband	British Telecom	37.19	44.63
86	Water	18/08/2025	Pavilion water	Castle Water	176.63	211.96
86	Water	18/08/2025	Pavilion water	Castle Water	118.75	118.75
87	Credit card charges	18/08/2025	Lloyds Credit Card	Lloyds Bank	3.00	3.00
88	Clerk's phone lines	20/08/2025	Clerk's phone	British Telecom	40.04	40.04
89	Pavilion Gas	21/08/2025	Pavilion gas	EDF Gas	51.52	54.10
90	Salary	28/08/2025	Clerk's salary			
91	Bank Charges	31/08/2025	Bank charges	Unity Trust Bank	6.00	6.00
92	Electricity	01/09/2025	Pavilion electricity	EDF Electricity	211.68	211.68
93	Broadband	08/09/2025	Pavilion Broadband	British Telecom	37.19	44.63
94	Water	16/09/2025	Pavilion water	Castle Water	109.32	131.18
94	Water	16/09/2025	Pavilion water	Castle Water	76.64	76.64
95	Repairs/Misc	16/09/2025	Playground Equipment tape	Amazon Business EU Sarl	4.99	5.99

96	Credit card charges	16/09/2025	Multi pay Lloyds card fee	Lloyds Bank	3.00	3.00
97	Repairs/Misc	18/09/2025	Expenses		25.00	25.00
98	Sundry	18/09/2025	expenses Land Registry		81.00	81.00
99	Community Grant	18/09/2025	Community Grant	We Are Beams	400.00	400.00
100	Bin Collection	18/09/2025	Pavilion bin collection	Sevenoaks District Council	101.60	101.60
101	Grounds Maintenance	18/09/2025	Grounds Maintenance	CS Landscapes	1,589.03	1,906.84
102	Streetlights Repair costs	18/09/2025	Streetlights repairs	Streetlights	372.00	446.40
103	Website Costs	18/09/2025	Website Hosting	Vision ICT	190.75	228.90
104	Bin Collection	18/09/2025	Pavilion bin collection	Sevenoaks District Council	101.60	101.60
105	Streetlights Repair costs	18/09/2025	Streetlights repairs	Streetlights	124.00	148.80
106	Grounds Maintenance	18/09/2025	Grounds Maintenance		75.00	75.00
107	Cleaning	18/09/2025	Cleaning		240.00	240.00
108	Clerk's phone lines	22/09/2025	Clerk's phone	British Telecom	40.04	40.04
109	Pavilion Gas	23/09/2025	Pavilion gas	EDF Gas	50.23	52.74
110	Streetlights electricity costs	25/09/2025	Streetlights electricity	NPower	94.20	98.91
111	Salary	29/09/2025	Clerk's salary			
112	Payroll Fees	30/09/2025	Quarterly payroll agency fees	MI Payroll	60.00	60.00
113	Bank Charges	30/09/2025	Bank charges	Unity Trust Bank	6.00	6.00
114	Streetlights electricity costs	12/09/2025	Streetlights electricity	NPower	97.31	102.18
115	Streetlights electricity costs	12/09/2025	Streetlights electricity	NPower	73.68	77.36
116	Streetlights electricity costs	12/09/2025	Streetlights electricity	NPower	84.72	88.96
117	Streetlights electricity costs	12/09/2025	Streetlights electricity	NPower	80.20	84.21