

Brasted Parish Council
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Minutes of the Council Meeting
Held on Monday 9 February 2026 at 7pm

Present: Councillors: N McSheehy (Chair), C Rogowska, D Binsted, S Heath, L O’Hara (items 1 – 8.4).

In attendance: Clerk: A Hanson.
SDC Cllrs S Robinson, SDC & KCC Cllr Nigel Williams (items 1, 2 & 9 only)

Public: Six (Items 1-2 only)

1	To receive and accept apologies for absence SDC Cllr Michelle Alger, Cllrs G Bickerton, D Edgar, H Furness	
2	<p>Open Session – public question time</p> <p><u>Parking:</u> Four residents raised the issue of parking difficulties along Brasted High Street which have worsened in the last 6-8 weeks. Some vehicles are parked for extended periods of time, vehicles parked vans unsafely protruding onto the A25, unsafe pavement parking due to lack of spaces (if less than 1.5m available to walk on pavement residents can report to police & KCC due to road safety). Parked cars often not parked up to the line, wasting space. Expressed concern over highway safety and safety for pedestrians. If parked illegally, residents advised to phone KCC & SDC to report and take photos. Parking permits would not help - fewer spaces will be marked as parking spaces, all residents eligible for parking permits.</p> <p><u>Item 7.2:</u> Two members of the public came to request assistance with KCC Highways on their planning application. The applicants feel the visibility on their site is very good and would like a site visit from KCC Highways. SDC Cllr Sandra Robinson visited the site on Friday and marked out a visibility of 104m, stated that it is very clear. Applicant said KCC Highways have only done a desk assessment, they would like a site visit. KCC Cllr Nigel Williams will contact Nigel Rowe at KCC Highways (16th February due date for planning decision).</p> <p><u>Aesthetic issue re empty retail unit:</u> SR suggested resident write to Planning Enforcement as this is in a Conservation Area. Resident to speak to owner in the first instance.</p>	
3	Declarations of Interest relevant to items on this Agenda CR declared an interest in the grant application from St Martin’s Church - submitted by her husband.	
4	Minutes of meeting on Monday 12 January 2026 The minutes were agreed and signed by the Chair.	
5	<p>Matters arising not covered below</p> <p>5.1 Agreed to add a council meeting for 2nd week of August.</p> <p>5.2 Community grant application from St Martin’s Church: £400 requested for one off churchyard clearance and £235 requested as contribution towards the grounds maintenance for 26/27.</p> <p>Resolved: Agreed the grant of £235 will be considered at the May 2026 meeting (ie after the contract has started). Agreed an immediate grant of £400 towards St Martin’s Church for this work only. Clerk to clarify the details of the recipient and ensure it is ring fenced for St Martin’s only.</p>	AH

	5.3 Pothole on driveway at entrance to recreation ground– Clerk has received a quote of £550 + VAT to repair this. Agreed Clerk will send LOH a photo of the pothole so the contractors working at Brasted Court can supply a quote.	AH
6	<p>Recreation Ground & Open Spaces</p> <p>6.1 Any general updates not covered below</p> <p>Post for dog bin at rec ground has rusted. New post ordered, to be delivered today to David E who will install it.</p> <p>6.2 Playground Inspection</p> <p>Noted.</p> <p>6.3 Playground Order Update</p> <p>Parts will be delivered to Hags w/c 16/02, installation w/c 23/02.</p> <p>6.4 Playground Resurfacing quotes</p> <p>The meeting considered the 3 quotes for replacement grass matrix tiles (all c£15k + VAT) this will be on top of the existing grass matrix. Due to high quotes, meeting agreed to request quotes for wetpour (rubber mulchbond not a good idea under moving parts - will start to disintegrate, wetpour the best surface, most longevity). Grass needs watering and maintenance.</p> <p>6.5 Grounds maintenance update</p> <p>Cherished have adjusted the wording of the contract, Clerk suggested it should be clearer this will be based on actual work carried out rather than annual cost over 12 months. Clerk to bring back the revised contract at the next meeting for signing.</p> <p>6.6 Tree Surgeon quotes re advised tree survey works</p> <p>The meeting considered the 3 quotes received. Resolved: To appoint NPC Trees to carry out the works (unanimously agreed).</p> <p>6.7 Tree Survey on Horse Chestnut tree</p> <p>Noted. Clerk to obtain quotes from Down to Earth and NPC Trees for the recommended trimming works in Spring when the tree is in leaf. Biannual aerial inspections and annual ground inspections also recommended.</p> <p>6.8 Pavilion access for booking</p> <p>Meeting agreed to facilitate gate access for hirer.</p> <p>6.9 Quote for repainting village sign</p> <p>Clerk has requested a quote from the sign painter. Clerk to also request quote for painting the rear of the sign. LOH mentioned an ironmonger in Brasted, Clerk to also ask DE. HSW or carpenter can supply new wooden post if necessary.</p> <p>6.10 Grit bin in car park</p> <p>Agreed to progress lockable grit bin in June.</p>	<p>DE</p> <p>AH</p> <p>AH</p> <p>AH</p> <p>AH</p> <p>AH</p> <p>AH</p> <p>AH</p>
7	<p>Planning Updates</p> <p>7.1 Heverswood Lodge High Street Brasted Kent TN16 1HL Ref. No: 25/02093/HOUSE Loft conversion including three roof dormers and internal arrangements. Minor internal alterations to the ground floor. Material changes to include a white render, black/grey uPVC windows and slate roof tiles, alteration to fenestrations, alteration of the timber gable end details. Alteration to the roof layout on the rear extension to include a roof lantern.</p> <p>Planning appeal submitted, due to this appeal no meeting took place with SDC Cllr Robinson. Inspector will be carrying out a site visit.</p> <p>7.2 Land Adjacent To Ivy Cottage Chart Lane Brasted Kent TN16 1LS Ref. No: 25/03057/FUL Erection of 2 semi-detached dwellings with associated shared vehicular access, parking spaces with electric vehicle charging points and landscaping.</p>	

	<p>Transport Note submitted, further comments sought (none submitted by Brasted PC).</p> <p>7.3 Local List & Conservation Area Review CR & LOH updated on their work to date. CR to supply a map of the Conservation Area for all councillors. CR & LOH to list and send suggestions to SDC. CR & LOH to update at the next council meeting.</p> <p>Comments requested: 7.4 Heverswood Lodge High Street Brasted Kent TN16 1HL Ref. No: 25/03330/FUL Demolition of existing outbuildings, erection of 2no. detached single storey dwellings with attached garages, parking and access, boundary treatments, associated landscaping and cycle stores. No further comments submitted.</p>	CR CR,LOH																																																
8	<p>Finance</p> <p>8.1 Payments & Invoices for Approval</p> <p>The payments for approval had been circulated in advance.</p> <table border="1" data-bbox="264 797 1166 1167"> <tr> <td>05.02.2026</td> <td>195</td> <td>£135.00</td> <td>Cleaning</td> <td></td> <td>0431823</td> </tr> <tr> <td>03.02.2026</td> <td>194</td> <td>£708.00</td> <td>Tree Survey</td> <td>Down to Earth</td> <td>RF25271</td> </tr> <tr> <td>26.01.2026</td> <td>193</td> <td>£108.00</td> <td>Playground inspection</td> <td>TMPI Ltd</td> <td>2232</td> </tr> <tr> <td>20.01.2026</td> <td>192</td> <td>£532.80</td> <td>Scribe Accounting System</td> <td>Scribe</td> <td>INV-15267</td> </tr> <tr> <td>19.01.2026</td> <td>191</td> <td>£216.00</td> <td>e mails</td> <td>Vision ICT</td> <td>21351</td> </tr> <tr> <td>17.01.2026</td> <td>190</td> <td>£500.00</td> <td>Christmas Tree</td> <td></td> <td></td> </tr> <tr> <td>16.01.2026</td> <td>189</td> <td>£290.00</td> <td>TMV repairs Pavilion</td> <td></td> <td></td> </tr> <tr> <td>16.01.2026</td> <td>188</td> <td>£378.00</td> <td>External audit fee</td> <td>Forvis Mazars</td> <td>2635681</td> </tr> </table> <p>Payments were agreed, CR & DE will release the payments.</p> <p>8.2 List of bank payments 1/10/25 – 31/1/26</p> <p>See Appendix 1 – bank payments 1/10/25 – 31/12/25 (not 31/1/26 as not all postings have yet been made to Scribe) were agreed.</p> <p>8.3 Credit Card statement for approval</p> <p>Circulated in advance and agreed.</p> <p>8.4 Grant to Defibrillator Training Provider</p> <p>Awaiting further information, deferred to next meeting.</p> <p>8.5 Grant request from Sevenoaks Volunteer Transport Group</p> <p>Current YTD grant expenditure at 31/12/25 = £1,886. Clerk proposed transferring £1,000 underspend from Christmas tree decoration budget to Community grants to facilitate additional grant expenditure in 25/26.</p> <p>Resolved: To transfer £1,000 underspend from Christmas Tree decoration budget (£1,500 unspent) to Community Grants. The revised Community Grant Budget 25/26 = £3,000. This will facilitate payment of additional community grants in 25/26 (to SVTG & St Martin’s Church) without exceeding the budget.</p> <p>Resolved: Agreed to grant £250 to Sevenoaks Volunteer Transport Group (unanimously agreed).</p> <p>8.6 Bank signatories</p>	05.02.2026	195	£135.00	Cleaning		0431823	03.02.2026	194	£708.00	Tree Survey	Down to Earth	RF25271	26.01.2026	193	£108.00	Playground inspection	TMPI Ltd	2232	20.01.2026	192	£532.80	Scribe Accounting System	Scribe	INV-15267	19.01.2026	191	£216.00	e mails	Vision ICT	21351	17.01.2026	190	£500.00	Christmas Tree			16.01.2026	189	£290.00	TMV repairs Pavilion			16.01.2026	188	£378.00	External audit fee	Forvis Mazars	2635681	
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	<p>Resolved: To agree the Unity Trust Bank Resolution, Declaration, Telephone & Internet Banking Declaration.</p> <p>CR, SH & NM signed the bank mandate forms to add NM as a signatory. Clerk to forward to Unity Trust.</p> <p>8.7 VAT Return</p> <p>Clerk is preparing the VAT Return for 1/1/25 – 31/12/25, approx. £5.5k to be reclaimed.</p>	AH
9	<p>District & County Councillor Reports</p> <p><i>Nigel Williams:</i> <u>KCC:</u> 26/27 Budget will be passed on Thursday, NW will comment after it has been passed. <u>LGR:</u> Links on letter from SDC will be very useful for residents. 7 week consultation started 5/2/26, Government to reach a decision by 15/7/26. Democratically a bad idea. <u>Drains:</u> NW meeting with KCC staff member re drain issues next week (tunnel blocked under motorway). <i>Sandra Robinson:</i> <u>Scrutiny:</u> SR did not manage to ask BPC's queries at last meeting, SR passed these onto Nigel Williams (re ANPR cameras). New temporary Inspector for Sevenoaks District attended. CrashMap not up to date, insurance companies not required to report on CrashMap, hence it reports 10% fewer collisions than actual. Residents need to register with My Community Voice, upload information on all incidents which will update CrashMap. <u>Audit Committee:</u> Last year SDC's accounts were disclaimed by the auditor. Of the 15 recommendations from last year SDC have only implemented 3, and these are not the most important. SDC's accounts will be disclaimed again, the auditor will issue a Statutory Recommendation. SR noted there is nothing to suggest there is anything wrong with the accounts but little evidence to prove they are right, many discrepancies in the asset register, auditors couldn't get the information they need, often the information they were given was wrong. This will be an issue for LGR. <u>Bessels Green crossing:</u> SR is counting HGV's by Bessels Green to obtain evidence for a crossing. At peak times SR has recorded 1,500 cars & 50 HGV's per hr, at off peak times 1,000 cars & 30 HGV's per hr. Volume of traffic is why there are no people currently crossing here. SR offered to gather data in Brasted if needed.</p>	
10	<p>Crime: Proposal for ANPR Cameras for Brasted side roads</p> <p>No update.</p>	
11	<p>Brasted Chart update</p> <p>No update.</p>	
12	<p>Toys Hill update</p> <p>HF sent an update e mail noting recent thefts and crime at Toys Hill. Meeting agreed to notify carpenter to proceed with the order for the Iroko bench at Toys Hill, precise value to be agreed at next meeting (awaiting information from Helen Furness re contribution from Toys Hill residents).</p>	AH HF
13	<p>Clerk's holiday request</p> <p>Agreed Clerk will take 5 days 16-20/2/26 & 13 days 14/4/26 - 30/4/26.</p>	
14	<p>Planning for Annual Parish Meeting Monday 13th April</p> <p>Agreed NM & CR will supply refreshments. Clerk will advertise in Brasted Diary, noticeboard, website.</p>	CR, NM

15	'Making it Happen' Community and Voluntary Awards Agreed Clerk will draft a submission.	AH
16	.gov e mails & website – update DB has an issue accessing his new e mail – will speak to Vision ICT.	DB
17	Draft IT Policy & Assertion 10 Resolved: To agree the revised IT Policy (unanimously agreed).	AH
18	GDPR Policy Clerk is working on GDPR Policy & Privacy Notice, will bring to the next meeting. Agreed Clerk will cease Carbonite backup before the next meeting and backup on USB stick instead.	AH
19	Village Hall War Memorial – Lead Lettering CR confirmed replacement lead lettering is not advised due to the risk of theft. Might be able to re engrave the names or paint/enamel the names. Can be cleaned gratis. CR to explore costings.	CR
20	Kent Highways 20.1 Updates from reported faults Noted. 20.2 Station Road drain issues CR to organise an e mail to Nigel Williams detailing the issues.	CR
21	Correspondence N/A.	
22	Information Exchange Clerk to ask SDC re procedure for putting TPO's on trees. NM suggested a community choir could be set up in Brasted, maybe using the church as a venue.	AH
23	Date of Next meeting Scheduled for Monday 9 March at 7pm.	

The meeting closed at 9 pm.

Signed as a correct record Chair Date

Appendix 1: Payments 1/10/25 – 31/12/25

118	15.10.2025	£210.00	£0.00	£210.00	30.11.2025	Cleaning	
119	15.10.2025	£20.00	£0.00	£20.00	30.11.2025	Subscriptions	KCPFA
120	15.10.2025	£665.80	£133.16	£798.96	30.11.2025	Legionella Monitoring	Water Hygiene Management
121	15.10.2025	£125.00	£25.00	£150.00	30.11.2025	.gov domain name	Vision ICT
122	15.10.2025	£137.19	£27.44	£164.63	30.11.2025	Glass repairs	Sevenoaks Glazing
123	15.10.2025	£185.00	£0.00	£185.00	30.11.2025	Plumbing repairs	
124	15.10.2025	£50.00	£0.00	£50.00	30.11.2025	Allotment refund	
125	15.10.2025	£101.60	£0.00	£101.60	30.11.2025	Pavilion bin collection	Sevenoaks District Council
126	15.10.2025	£659.17	£0.00	£659.17	30.11.2025	Quarterly HMRC payment	HMRC
127	15.10.2025	£25.00	£0.00	£25.00	30.11.2025	Allotment refund	
128	01.10.2025	£211.68	£0.00	£211.68	30.11.2025	Pavilion electricity	EDF Electricity
129	08.10.2025	£37.19	£7.44	£44.63	30.11.2025	Pavilion Broadband	British Telecom
130	15.10.2025		£0.00		30.11.2025	Clerk's back pay	
131	20.10.2025	£40.04	£0.00	£40.04	30.11.2025	Clerk's phone	British Telecom
132	21.10.2025	£65.57	£3.28	£68.85	30.11.2025	Pavilion gas	EDF Gas
133	24.10.2025	£108.10	£5.40	£113.50	30.11.2025	Streetlights electricity	NPower
134	28.10.2025		£0.00		30.11.2025	Clerk's salary	
135	31.10.2025	£6.00	£0.00	£6.00	30.11.2025	Bank charges	Unity Trust Bank
136	16.10.2025	£9.41	£1.88	£11.29	30.11.2025	Phone battery	Amazon Business EU Sarl
137	16.10.2025	£45.41	£9.08	£54.49	30.11.2025	Pavilion supplies (hand towels)	Pembrey Ltd
138	16.10.2025	£44.99	£9.00	£53.99	30.11.2025	Pavilion supplies (hand towels)	Amazon Business EU Sarl
139	17.09.2025	£110.00	£22.00	£132.00	30.11.2025	Paediatric defibrillator pads	DefibWarehouse
140	16.10.2025	£3.00	£0.00	£3.00	30.11.2025	Multi pay Lloyds card fee	Lloyds Bank
141	03.11.2025	£211.68	£0.00	£211.68	30.11.2025	Pavilion electricity	EDF Electricity
142	07.11.2025	£37.19	£7.44	£44.63	30.11.2025	Pavilion Broadband	British Telecom
143	11.11.2025	£8.95	£0.00	£8.95	30.11.2025	Key Cutting	
144	11.11.2025		£0.00		30.11.2025	Clerk's Home Allowance costs	
145	11.11.2025	£100.00	£0.00	£100.00	30.11.2025	Remembrance Wreath	Royal British Legion
146	11.11.2025	£236.00	£0.00	£236.00	30.11.2025	Community Grant	Baby Umbrella
147	11.11.2025	£124.20	£0.00	£124.20	30.11.2025	Allotment black plastic sheeting	
148	11.11.2025	£180.00	£0.00	£180.00	30.11.2025	Cleaning	
149	11.11.2025	£90.00	£18.00	£108.00	30.11.2025	Playground inspection	TMPI Ltd
150	11.11.2025	£107.00	£21.40	£128.40	30.11.2025	Streetlights repairs	Streetlights
151	11.11.2025	£3,434.27	£686.85	£4,121.12	30.11.2025	Grounds Maintenance	CS Landscapes
152	11.11.2025	£130.40	£26.08	£156.48	30.11.2025	PATesting	Gilden Test & Inspection Ltd
153	11.11.2025	£7.00	£1.00	£8.00	30.11.2025	Land Registry change of address on title deed	Wellers Hedleys
154	11.11.2025	£737.64	£147.53	£885.17	30.11.2025	Streetlights Maintenance Contract	Streetlights
155	11.11.2025	£250.00	£50.00	£300.00	30.11.2025	Treework	RWE
156	11.11.2025	£400.00	£80.00	£480.00	30.11.2025	Treework	RWE
157	11.11.2025	£208.00	£41.60	£249.60	30.11.2025	Dog Bins	Sevenoaks District Council
158	20.11.2025	£40.04	£0.00	£40.04	30.11.2025	Clerk's phone	British Telecom
159	21.11.2025	£117.52	£5.88	£123.40	30.11.2025	Pavilion gas	EDF Gas
160	24.11.2025	£129.84	£6.49	£136.33	30.11.2025	Streetlights electricity	NPower

161	28.11.2025	£55.02	£11.00	£66.02	30.11.2025	Pavilion bin collection	Countrystyle Recycling Ltd
162	28.11.2025		£0.00		30.11.2025	Clerk's salary	
163	30.11.2025	£6.00	£0.00	£6.00	30.11.2025	Bank charges	Unity Trust Bank
164	17.11.2025	£577.50	£115.50	£693.00	30.11.2025	Clerk's new laptop	Sevenoaks Computers
165	17.11.2025	£38.31	£7.66	£45.97	30.11.2025	Printer ink	HP Inc UK Limited
166	17.11.2025	£57.00	£0.00	£57.00	30.11.2025	Xmas leaflets	Kall Kwik
167	17.11.2025	£3.00	£0.00	£3.00	30.11.2025	Multi pay Lloyds card fee	Lloyds Bank
168	16.10.2025	£181.17	£21.31	£202.48	30.11.2025	Pavilion water	Castle Water
169	17.11.2025	£185.96	£21.86	£207.82	30.11.2025	Pavilion water	Castle Water
170	12.12.2025	£9.95	£0.00	£9.95	31.12.2025	Pavilion key cutting	
171	12.12.2025	£9.95	£0.00	£9.95	31.12.2025	Pavilion key cutting	
172	12.12.2025	£140.00	£28.00	£168.00	31.12.2025	KALC Annual Planning Conference	KALC
173	12.12.2025	£580.00	£116.00	£696.00	31.12.2025	Tree Survey	Tree Craft Ltd
174	12.12.2025	£247.50	£49.50	£297.00	31.12.2025	Descale all outlets	Water Hygiene Management Brasted Chart Recreation Ground
175	12.12.2025	£400.00	£0.00	£400.00	31.12.2025	Community Grant	Trevor May
176	12.12.2025	£375.00	£75.00	£450.00	31.12.2025	Tennis court netting	Sonnex Surveying Ltd
177	12.12.2025	£1,225.00	£0.00	£1,225.00	31.12.2025	Insurance rebuild valuation	
178	12.12.2025	£75.00	£0.00	£75.00	31.12.2025	Recreation ground repairs	
179	12.12.2025	£63.72	£0.00	£63.72	31.12.2025	Xmas Lights refreshments	
180	12.12.2025	£180.00	£0.00	£180.00	31.12.2025	Cleaning	
181	12.12.2025	£76.20	£0.00	£76.20	31.12.2025	Pavilion bin collection	Sevenoaks District Council Darent River Preservation Society
182	12.12.2025	£20.00	£0.00	£20.00	31.12.2025	Subscription	
183	01.12.2025	£211.68	£0.00	£211.68	31.12.2025	Pavilion electricity	EDF Electricity
184	08.12.2025	£37.19	£7.44	£44.63	31.12.2025	Pavilion Broadband	British Telecom
185	19.12.2025	£141.38	£7.07	£148.45	31.12.2025	Streetlights electricity	NPower
186	22.12.2025	£40.04	£0.00	£40.04	31.12.2025	Clerk's phone	British Telecom
187	23.12.2025	£200.30	£10.02	£210.32	31.12.2025	Pavilion gas	EDF Gas
188	29.12.2025		£0.00		31.12.2025	Clerk's salary	
189	30.12.2025	£66.36	£13.27	£79.63	31.12.2025	Pavilion bin collection	Countrystyle Recycling Ltd
190	31.12.2025	£60.00	£0.00	£60.00	31.12.2025	Quarterly payroll agency fees	MI Payroll
191	31.12.2025	£6.00	£0.00	£6.00	31.12.2025	Bank charges	Unity Trust Bank
192	16.12.2025	£65.00	£0.00	£65.00	31.12.2025	Flowers	Sevenoaks Florist
193	16.12.2025	£148.50	£0.90	£149.40	31.12.2025	Arnold Baker Local Council Administration	SLCC
194	16.12.2025	£3.00	£0.00	£3.00	31.12.2025	Multi pay Lloyds card fee	Lloyds Bank