

Brasted Parish Council
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Minutes of the Council Meeting
Held on Monday 8 June 2026 at 7pm

Present: Councillors: N McSheehy (Chair), D Binsted, D Edgar, H Furness, G Bickerton, L O'Hara

In attendance: Clerk: A Hanson, KCC & SDC Cllr N Williams

Public: None

1	To receive and accept apologies for absence S Heath – work commitments, C Rogowska & SDC Cllr Robinson – travel commitments	
2	Open Session – public question time None.	
3	Declarations of Interest relevant to items on this Agenda None.	
4	Minutes of meeting on Monday 11 May 2026 Agreed and signed by Cllr McSheehy.	
5	Matters arising not covered below N/A.	
6	Recreation Ground & Open Spaces 6.1 Any general updates not covered below Down to Earth have inspected the horse chestnut tree on the Green in full leaf last week and have suggested reduction of lateral branches by 15-20% blending into top and lift over road to 6M. Down to Earth have submitted a quote for the work. Clerk was asked to get 2 x further quotes from NPC Trees & Inchcut. 6.2 Pavilion 6.2.1 Nursery hire rates to be revised from September 2026 Resolved: To increase nursery hire rates from 1 September 2026 by CPIH = 3% (unanimously agreed). 6.2.2 Boiler Service Carried out by JV Geer on 26/5/26. Boiler was satisfactory. Water temperature was increased to 60 as requested by legionella contractor. 6.2.3 Consumer Unit electrical works Replacement consumer unit x 2 carried out on 27/5/26. Clerk will allocate £1,625 to CIL. 6.2.4 Window coverings Nursery have requested 'earthy' colours. HF to obtain a quote for blinds fitted within the window frames of the Pavilion. 6.3 Playground resurfacing – update Reseeding carried out by Nicola. NM & DE removed all Heras fencing and stored at Park Farm.	AH AH HF

	6.4 Grounds maintenance update The report submitted by Cherished was noted. Agreed to request Cherished cover 2 x unused allotments and rewild the plots at either end. Meeting agreed to make a donation for the work to Royal British Veterans Enterprise, as requested by Cherished. Cherished have reissued monthly grounds maintenance invoice to exclude VAT. 6.5 Anti-social behaviour update Clerk updated on the anti-social behaviour observed by other users at the recreation ground. Clerk was asked to clarify proposed additional £80 payment to Bluebird (not included in payments for approval) for adding CCTV to phones of councillors. 6.6 Oakbury Tennis Club – update Clerk noted that £125 was received for May 2026. 6.7 Tennis Courts – proposed sign Proposed signage for the tennis courts was circulated and agreed. Clerk will order. 6.8 Tennis Club update Noted that the club have requested to hire only 1 court from 1 July 2026. 6.9 Christmas decorations – update Clerk was asked to request options for budgets of £2k & £3k. Meeting requested nothing on the horse chestnut (lights are still there from Christmas). 6.10 Grit bin proposal Agreed to order 200l yellow grit bin for car park for £187.47 + VAT. Deliver to DE. 6.11 CIL usage – tree work SDC have confirmed CIL can be used for treework carried out by NPC tree surgeons earlier in the year if linked to development. Clerk to allocate treework to CIL 6.12 Stubbs Wood update Following on from the approach to SwIH PC after the last council meeting, SwIH PC have stated that they would not transfer the woodland to Brasted PC but would consider sharing it jointly with other parishes.	AH AH AH AH AH AH AH
7	Planning Planning applications awaiting comments to SDC: 7.1 Appeal re 5 Rectory Lane Brasted Kent TN16 1JP Change of use of first floor residential unit (Class C3) to office space (Class E). Reconfiguration of bathroom to provide two cubicles and wash basin. 26/00024/RFPLN Deadline for comments: 17th June 2026. https://appeal-planningdecision.service.gov.uk/comment-planning-appeal/enter-appeal-reference Planning Inspectorate case reference 6009172 Agreed that Brasted PC does not support converting residential units to office units. 7.2 Byways Scords Lane Brasted Kent TN16 1QE Ref. No: 26/01086/HOUSE Erection of a single storey, double garage. Agreed to Support this application. 7.3 8 St Martins Meadow Brasted Kent TN16 1NL Ref. No: 26/01023/HOUSE	

	Demolition of existing Single Storey Side Extension, Rear Conservatory and Garage. New two storey side extension and single storey rear extension, including removal of existing chimney breast. Internal alterations. Agreed to Support this application.	
8	Finance 8.1 Internal Audit Report Y/e 31/3/26 The Internal Audit report was received and noted (it had also been discussed in detail at the last council meeting). 8.2 Approval of Annual Return 2025/26 8.2.1 Approval of Section 1 – Annual Governance Statement 2025/26 The Annual Governance Statement was read out by the Clerk. The members of Brasted Parish Council acknowledged that: 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 have assured 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. 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. 9. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review. There were no queries. Resolved: Section 1 of the Annual Governance Statement 2025/26 was unanimously approved. Section 1 was signed by the Chairman and Clerk (Proposed DE, seconded GB, unanimously agreed). 8.2.2 Approval of Section 2 – Accounting Statements 2025/26 Resolved: Section 2 of the Accounting Statements 2025/26 was unanimously approved. Section 2 was signed by the Chairman. (Proposed HF, Seconded DE, unanimously agreed). The Clerk confirmed the period for the Exercise of Public Rights would be Tuesday 16 June – Monday 27 July (ie 30 working days including the first 10 working days of July). The clerk will post the information onto the website on Monday 15 June and onto the noticeboard on the Green and the recreation ground on the same day. The information will all be sent to Mazars for external auditing by 30 June.	AH AH

8.3 Annual Review of Risk Management for 26-27 Not yet completed – defer to next meeting. 8.4 Review of Banking Admin Letter to Unity to add GB as an Admin was signed by NM & DE. Clerk to forward to Unity. 8.5 Review of interest-bearing bank accounts The meeting discussed the range of interest-bearing bank accounts offered by Unity Trust. It was agreed to draft a letter to open a 95-day notice account (currently 2.90%) and an instant access bank account (currently 1.95%) and finalise the amounts to transfer into each account at the next meeting. 8.6 Payments & Invoices for Approval The Clerk has circulated the payments for approval in advance. The following payments were submitted for approval: <table><tr><td>08.06.2026</td><td>239</td><td>£180.00</td><td>Boiler Service</td><td>J V Geer & Sons Ltd</td><td>36333</td></tr><tr><td>07.06.2026</td><td>238</td><td>£235.00</td><td>Community Grant</td><td>St Martin's Church</td><td></td></tr><tr><td>07.06.2026</td><td>237</td><td>£250.00</td><td>Community Grant</td><td>Darent River Preservation Society</td><td></td></tr><tr><td>07.06.2026</td><td>236</td><td>£250.00</td><td>Community Grant</td><td>Air Ambulance</td><td></td></tr><tr><td>06.06.2026</td><td>235</td><td>£391.03</td><td>Grounds Maintenance</td><td>Cherished Services Ltd</td><td>29/0114</td></tr><tr><td>05.06.2026</td><td>234</td><td>£120.00</td><td>Burglar alarm maintenance</td><td>Bluebird</td><td>31606</td></tr><tr><td>04.06.2026</td><td>233</td><td>£156.00</td><td>Flowers for planters</td><td></td><td></td></tr><tr><td>04.06.2026</td><td>232</td><td>£30.00</td><td>Grass seed</td><td></td><td></td></tr><tr><td>04.06.2026</td><td>231</td><td>£1,950.00</td><td>New consumer unit x 2</td><td>M& S Electrical Services Ltd</td><td>11610ABC</td></tr><tr><td>04.06.2026</td><td>230</td><td>£27.62</td><td>Paint & brush</td><td>Jewson</td><td>0450/001969 52</td></tr><tr><td>04.06.2026</td><td>229</td><td>£2,029.68</td><td>Playground repairs</td><td>Hags-Smp Ltd</td><td>108466</td></tr><tr><td>04.06.2026</td><td>228</td><td>£195.00</td><td>Cleaning</td><td></td><td>0431380</td></tr><tr><td>04.06.2026</td><td>227</td><td>£150.00</td><td>Paint water pump on Green</td><td></td><td>INV-0425</td></tr></table> The payments were all agreed. NM & DE to authorise payments online. 8.7 Credit Card statement for approval Noted and agreed statements for 5/5/26. 8.8 Clerk's pension Admittance of the Clerk to the LGPS pension scheme was considered, discussed and agreed. LGPS have requested a resolution signed by the Chair in order to admit the Clerk into the pension scheme: Resolved: The Brasted Parish Council hereby resolves that – • We wish to be a participating employer in the Local Government Pension Scheme (i.e. the Kent Pension Fund administered by Kent County Council), as permitted under the LGPS 2013 Regulations Schedule 2, Part 2 Number 2 and, • Brasted Parish Council are designated to having an entitlement to be members of the LGPS, from 1 April 2026 • The Fund actuary has certified a contribution rate of 19.2% which we agree to pay and accept that this will be reviewed every 3 years in line with the Funds triennial valuation. • We wish for our participation in the Kent Pension Fund to be closed to new members and understand the implications of this decision. Annette Hanson is entitled to be in the LGPS.	08.06.2026	239	£180.00	Boiler Service	J V Geer & Sons Ltd	36333	07.06.2026	238	£235.00	Community Grant	St Martin's Church		07.06.2026	237	£250.00	Community Grant	Darent River Preservation Society		07.06.2026	236	£250.00	Community Grant	Air Ambulance		06.06.2026	235	£391.03	Grounds Maintenance	Cherished Services Ltd	29/0114	05.06.2026	234	£120.00	Burglar alarm maintenance	Bluebird	31606	04.06.2026	233	£156.00	Flowers for planters			04.06.2026	232	£30.00	Grass seed			04.06.2026	231	£1,950.00	New consumer unit x 2	M& S Electrical Services Ltd	11610ABC	04.06.2026	230	£27.62	Paint & brush	Jewson	0450/001969 52	04.06.2026	229	£2,029.68	Playground repairs	Hags-Smp Ltd	108466	04.06.2026	228	£195.00	Cleaning		0431380	04.06.2026	227	£150.00	Paint water pump on Green		INV-0425	AH
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	In making this resolution Brasted Parish Council understands it is resolving to be bound by the statutory provisions of the LGPS and all of the obligations under such, including early retirement strain costs and exit liabilities. Signed by Cllr Nicola McSheehy on behalf of the Brasted Parish Council (unanimously agreed).	
9	District & County Councillor Reports <i>Nigel Williams:</i> KCC: Results of LGR Unitary authority will be received before 16/7/26 SDC: Regulation 19 will be released 23/6/26 (sites for Plan 2042). Hopefully Inspector will finish by end of December. SDC Full Council meeting scheduled 1/12/26.	
10	Brasted Chart update Sweeping took place last week on the Chart but no drain clearance.	
11	Toys Hill update ADW have given an update on the bench – will be fitted by end of July. HF confirmed Toys Hill Committee will give a contribution (to be agreed).	
12	Invitation to ‘Making it Happen awards’ Thursday 18 June 2026 7-9.30pm, St Nicholas Church, Sevenoaks GB cannot attend the awards, CR to be confirmed, HF to check, LOH can attend.	
13	.gov e mails update DE & DB & LOH still having issues – they will contact Vision ICT to get the old e mail deleted. If any issues, then e mail the Clerk.	
14	Clerk’s holiday request Agreed Clerk will take 8 weeks contractual unpaid leave 14/7/26 – 8/9/26. Clerk will send NM a list of bookings before unpaid leave commences.	AH
15	Kent Highways 15.1 Updates from reported faults Noted. DE noted no drain clearance has taken place on Station Road.	
16	Correspondence 16.1 Kent Ramblers Meeting for Footpath Volunteers Clerk to circulate this correspondence to all councillors.	
17	Information Exchange Clerk was asked to arrange for pavilion window cleaning inside and out. DB noted horse riding on Elliott’s Lane – NM confirmed they have permission from the landowner and has requested a centre post to prevent access by vehicles.	AH
18	Date of Next meeting Scheduled for Monday 13 July at 7pm.	

The meeting closed at 8.37 pm.

Signed as a correct record Chair Date