Brasted Parish Council

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Minutes of the Council Meeting
Held on Monday 12 October 2026 at 7pm

Present: Councillors: N McSheehy (Chair), C Rogowska, G Bickerton, D Binsted, D Edgar, H Furness, S Heath

In attendance: Clerk: N McSheehy, SDC & KCC Cllr Nigel Williams, SDC Cllr Michelle Alger & Sandra Robinson items 1,2, 9 only

Public: One (items 1 & 2 only)

1	**To receive and accept apologies for absence** Apologies received from: L O'Hara, A Hanson	
2	**Open Session – public question time** A member of the public attended to supply information on their proposals for expansion of the offering from a preschool to a nursery in the pavilion.	
3	**Declarations of Interest relevant to items on this Agenda** CR declared an interest in item 8.9, NM declared an interest in item 7.1, both abstained from discussions on these items.	
4	**Minutes of meeting on Monday 14 September 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** None. **6.2 Pavilion** **6.2.1 Nursery update (closed session)** **6.2.2 Pavilion window coverings quote** HF to arrange measuring. **6.2.3 External window cleaning – agreement re supplier costs** Agreed to pause on regular window cleaning. **6.2.4 CCTV – agreement re Councillors' access** HF to investigate widening access to CCTV. **6.2.5 Plumbing repairs** DE noted Hot water tap was left running this afternoon. Clerk to notify nursery of this. **6.2.6 Carbon monoxide alarm repairs** Noted. Clerk to fix. **6.3 Christmas decorations – update** Agreed not to proceed due to cost of quote. **6.4 Agreement re date for Christmas tree light up event & ordering of tree** Agreed 6 for 6.30pm light up on Friday 27th November. DE to organise tree. **6.5 Horse chestnut tree on Green – works carried out 30/10/26** Noted. DE to suggest to White Hart that trees by zebra crossing are trimmed at same time. **6.6 Update from Shoreham Aircraft Museum re memorial to Battle of Britain pilot**	 HF HF AH AH DE DE

	Noted the works carried out to the bus shelter on the A25. **6.7 Complaint re lack of allotment grass cutting** Noted the complaint and that Cherished have carried out the grass cutting. **6.8 Completion of grit bin in car park** Noted. DE will store padlock keys in key safe.	DE
7	**Planning** **Planning applications awaiting comments to SDC:** **7.1 Heverswood Farm Chart Lane Brasted Kent TN16 1LP Ref. No: 26/02419/LDCEX** Confirmation that the buildings known as The Granary, The Stables, Tractor Shed and the Potting Shed at Heverswood Farm, Chart Lane are ancillary and incidental to the residential occupation of the dwellinghouse known as The Old Dairy, Heverswood Farm. Noted. **7.2 Saltwood Lodge Chart Lane Brasted Kent TN16 1LX Ref. No: 26/02375/HOUSE** Demolition of existing conservatory and side extensions and erection of new rear single & partial double storey extension including new patio and landscaping, removal of pond. Porch canopy over entrance, alterations to fenestration, rooflights to front and rear elevations. Agreed to support this application. **7.3 National Trust Emmetts Gardens Sundridge Road Ide Hill Kent TN14 6BA Ref. No: 26/02320/FUL** Installation of refreshment trailer **7.4 8 St Martins Meadow Brasted Kent TN16 1NL Ref. No: 26/02323/HOUSE** Demolition of existing single storey side extension, rear conservatory and 2No. dilapidated out buildings. Construction of new two-storey side extension and single storey rear extension, including removal of existing chimney breast. Agreed to support this application.	
8	**Finance** **8.1 Management accounts & bank reconciliation at 30/9/26** The management accounts and bank reconciliation have been circulated. Main variances are: Income: Nursery income £6.8k worse than budget offset by CIL income £10.8k better than budget. General expenditure £1.1k better than budget due to several small variances Open Spaces £2.9k better than budget due to underspend on Toys Hill bench £4.3k (timing difference, no invoice received yet) offset by overspend on Grounds Maintenance £774 & Treework £250 overspend. Pavilion expenditure £1.2k over budget primarily due to expenditure on new consumer unit £1.6k Recreation Ground expenditure £4k under budget due to budget for tarmac around older children's playground £2.5k unspent & budget for court maintenance £1.3k unspent Staff costs £1.6k over budget due to expenditure on Clerk's pension £1.7k Streetlighting £1.2k under budget due to timing of contract costs invoice £764 & lower than budgeted repair costs (£320) Overall variance £10.6k better than budget. HF signed the bank reconciliation. **8.2 Payments & Invoices for approval** The following payments were submitted for approval:	

	09.10.2026	264		Clerk's back pay		
	06.10.2026	263	£165.00	Pavilion cleaning		0431837
	06.10.2026	262	£911.82	Grounds Maintenance	Cherished Services Ltd	26/1114
	03.10.2026	261	£920.57	Streetlights Maintenance Contract	Streetlights	16453
	03.10.2026	260	£822.94	Legionella Monitoring	Water Hygiene Management	37330
	24.09.2026	259	£100.00	Remembrance Wreath	RBLI	
	24.09.2026	258	£715.05	Quarterly HMRC payment	HMRC	
	24.09.2026	257	£117.77	Salt & padlock grit bin	Jewson	0450/00101114
	23.09.2026	256	£100.00	Recreation ground works		INV-0457
	23.09.2026	255	£120.00	Pavilion pipe repair	Aspire Plumbing & Heating	2026

The payments were all agreed. DE & CR to authorise the payments online. DE,CR

8.3 Credit card statement for approval

Noted and agreed statement for October 2026.

8.4 Y/e 31/3/26 Accounts Update

Mazars have completed the external audit and given a clean audit report.

The Notice of Conclusion of Audit, the accounts, the explanation of variances & bank reconciliation were put on the website on 24/9/26 (deadline for carrying this out was 30/9/26).

8.5 Receipt of precept £20,410 30/9/26

Noted.

8.6 Clerk's pay rise & amendment to monthly standing order

The new national pay rates have been agreed.

Payroll agency has calculated new monthly net pay. Reconciliation for pay Apr – Sep was agreed and back pay to 1 April approved.

8.7 West Kent Mediation request for grant

Clerk to supply breakdown of grants awarded last year before considering this. AH

8.8 Sevenoaks Town Council request for grant

Agreed not to award a grant.

8.9 Brasted village hall request for grant

Agreed to award a grant of £500 (In Favour: 6, abstained: 1).

9 District & County Councillor Reports

Nigel Williams:

Updated on infrastructure meetings with water companies, reservoirs high on list of ways to solve issues.

Plan 2042: regulation 19 - SDC will decide whether to pass this or not on 21 December. Government will however compel councils to pass, it is up to individual councillors how they vote, however NW feels SDC will retain more control if it is passed by SDC. Developments can still be stopped at a later date at the planning application stage.

51,000 bins have been delivered to households, if there are any issues refer to SDC website. Residents can request smaller bins. Use of green sacks has saved £200k per website and accounts.

NM to e mail Nigel re drains. NM

Michelle Alger:

First week of new bin collection, if residents have any issues with storing bins or mobility issues, e mail Michelle (cllr.alger@sevenoaks.gov.uk).

Noted there could be an issue with large numbers of old, surplus bins being taken to Dunbrik.

Planning is currently taking place at Dunbrik for a reuse shop.

	Noted that smaller bins are not much smaller in height than full size bins. *Sandra Robinson*: Disputes savings on green sacks as doesn't factor in all the costs. Noted that mixing paper & card & bottles in recycling may make paper & card dirty so less valuable. Drain clearance – NM would like a schedule for when drains will be cleared. Chart Lane, Station Road, Rectory Lane, Brasted Hill Road are priorities for drain clearance. SR to raise at JTB meeting tomorrow. Heverswood Lodge – SR received an e mail from SDC Planning confirming discrepancies between actual build and plans submitted will be the subject of Minor Material Amendment application and build will be regularised. SR to ask Planning department for information on cut off between material & nonmaterial items for planning purposes.	SR
10	**Brasted Chart update** No update.	
11	**Toys Hill update** HF noted the new bench is very well used. A donation from Toys Hill Village Hall Committee towards the cost of the bench was gratefully received by BPC.	
12	**.gov e mails update** DE has sorted his e mail. DB's e mail is still not operational.	DB
13	**Spare land for parking** None identified.	
14	**Kent Highways** **14.1 Updates from reported faults** Noted.	
15	**Correspondence** None.	
16	**Information Exchange** SH raised an issue re streetlight near bus stop on A25 – light is not working. Will take 90 days to fix as electricity supply is an issue.	
17	**Date of Next meeting** Scheduled for Monday 9 November at 7pm.	

The meeting closed at 8.23 pm.

Signed as a correct record ……. Chair Date ……