

CHEVENING PARISH COUNCIL

Minutes of the Meeting of Chevening Parish Council, held at 7.30pm on Monday 10th April 2017 at the Recreation Ground Pavilion, Chevening Road, Chipstead TN13 2SA

Present:	Mr A Clark Mr J Branton Mrs B Ide Mrs L Weavers	Chairman Vice Chairman Councillor Councillor (from 8 pm)
In Attendance:	Mrs J Hayton Mr James London Members of the Public	Clerk Sevenoaks District Council (from 8 pm) 2
Apologies	Mrs T Dalton Mr A de Turberville Mr H Dilley Mr J Eastwood	Councillor Councillor Councillor Councillor

Action

- 38. Apologies and Absences** – Cllrs Dalton, De Turbeville, Dilley & Eastwood
- 39. Declarations of interest or lobbying** - None
- 40. Minutes of Previous Meeting** - the minutes of the meeting on 13-3-17 were resolved and signed by the Chairman
- 41. Questions from the Public** None received
- 42. Open Spaces**
 - a) **Open Space Inspection** – nothing to report
 - b) **Playground Inspection** – the playground continues to be a great success
 - c) **Football on Chipstead Common** – Riverhead Angels do not need the Common for the 2017/8 season, and Chipstead FC will take it on under the same terms and conditions
 - d) **Cycle Rack – Sailing Club Road** – Chairman proposed to have cycle racks installed in Sailing Club Road adjacent to the green. It was resolved as a great idea which aligns to the Parish Plan and to allocate money for installation. Chairman confirmed the Bricklayers Arms will pay for the racks themselves. Chairman to present costs for installation to next meeting
 - e) **Circular seat on the Green** – a Parishioner has offered to install slate paving slabs beneath the seat. The Council resolved the proposal with thanks.
- 43. KALC Membership** The Council declined to rejoin KALC. Legal Advice can be obtained from SLCC and therefore the Council could not see value in the £1000 subscription
- 44. Chipstead Football Club** – Alan Black joined the meeting to discuss the ground maintenance payments to be made 2017/8 on Chipstead Rec. Alan will obtain a timetable of when the work will be carried out and will share it with Chevening Amblers and the Council to ensure it is convenient to all concerned. The Chairman confirmed the Amblers had already noticed an improvement in the pitch following the drainage work being completed. Alan confirmed the Football Club had sufficient funds to meet it's commitments to the essential maintenance works required on the Recreation Ground

Chairman

Signed as a true record Date 8th May 2017

- 45. Resignation of Cllr Surrey** The Chairman recorded the council's sadness at the resignation of Cllr Surrey and wished to place on record the Council's gratitude for his invaluable contribution to the Council.
- 46. Review of Complaints Policy** The Complaints Policy was reviewed and resolved and will now be posted on the website **Clerk**
- 47. Correspondence Received and General Issues**
- a) **Speedwatch** – The Annual Calibration of the Speedwatch Equipment at the cost of £220 + VAT was resolved
 - b) **Request for Contribution** A grant of £20 to Darent River Protection Society was resolved
 - c) **Speeding through Chipstead** The new 20 mph through Chipstead will be in place from 10th May 2017.
- 48. General Information and proposals for Future Agenda Items**
- a) It was resolved to have some photos of the Annual Assembly to post on Facebook and the Website **Clerk**
 - b) Cemetery software to digitise all our Burial Ground Records. Clerk to pursue options for digitising our Burial Records and present to next meeting **Clerk**
 - c) We currently use Play Safety for our Playground inspections. Clerk to approach the 2 companies who are geographically closer for a cost **Clerk**
- 49. Finance**
- a) **Income Received and Cheques Payable** –the payments for April & review payments and receipts for March were resolved (appendix 1). The urgent payment of £342 for TreeCraft to trim the Yew Tree in the Burial Ground was resolved.
 - b) **End of year Financials** These were resolved for Cllr Eastwood to present to the Annual Assembly (appendix 3)
 - c) **Resolution of Annual Governance Statement for External Auditor** The Annual Governance Statement was resolved.
- 50. Planning Applications**
- a) Notices received See appendix 2
 - b) Applications Granted or Refused see Appendix 2

Santander Payments

155	MDH Horticultural Contractors	Monthly Open Spaces Maintenance	£1,092.56	218.51	£1,311.07
156	HMRC	Tax & NI	£147.97		£147.97
157	J Hayton	Salary	£1,038.52		£1,038.52
158	MDH Horticultural Contractors	Monthly Gang Mowing	£141.50	£28.30	£169.80
159	J Hayton	Expenses	£5.08		£5.08
160	Bourne Amenity	Final Payment for Sand Banding	£3,200.00	£640.00	£3,840.00
161	Sevenoaks Fencing	New Gates at Burial Ground	£1,025.00	£205.00	£1,230.00
162	SDC	Annual Report & Chevening News	£256.25		£256.25
163	Chevening Parish Hall	Rental for Annual Meeting	£50.00		£50.00
164	Kent Surrey & Sussex Air Ambulance	Donation	£100.00		£100.00
					£0.00
					£0.00
			£7,056.88	£1,091.81	£8,148.69

Signed as a true record Date 8th May 2017

Payments & Receipts March 2017

Opening Balance		£82,726.96	
09/03/2017	MDH Horticultural Contractors	£1,311.07	Monthly maintenance
09/03/2017	HMRC	£147.97	Monthly Tax & NI
09/03/2017	Judith Hayton	£1,038.52	Monthly Salary
09/03/2017	Judith Hayton	£5.08	Mobile phone bill
09/03/2017	MDH Horticultural Contractors	£169.80	Monthly gang mowing
09/03/2017	Newlands Nursery	£50.00	Permanent Christmas Tree
09/03/2017	Streetlights	£97.80	Repair - Chipstead Park 30
09/03/2017	R Marchant & Sons Ltd	£1,872.00	Patching - Sailing Club Rd
09/03/2017	R Marchant & Sons Ltd	£6,120.00	Reinforced Verges - SCR
09/03/2017	Santander	£7.50	Bank Charges
09/03/2017	E.ON	£321.26	Monthly streetlighting
09/03/2017	Public Works Loan Board	£2,549.93	H1 2017 Payment Due
24/03/2017	BSP (Knockholt) Ltd	£228.00	Skip hire for Burial Ground Water - Chipstead
24/03/2017	South East Water Ltd	£22.20	Common Hut
24/03/2017	Sevenoaks District Council	£336.94	Rates - Football Hut
24/03/2017	Sevenoaks District Council	£134.77	Rates - Cemetary & Hut
24/03/2017	Sevenoaks District Council	£475.80	Emptying Dog Waste Bins
24/03/2017	SLCC Enterprises Ltd	£41.40	Regional Training Seminar
24/03/2017	Tree Craft Ltd	£342.00	Yew Tree in Churchyard
	Total Payments	£15,272.04	
09/03/2017	Co-operative Bank	£2,798.49	Transfer CIL money
09/03/2017	Yew Tree Stone	£165.00	Headstone - Male 374
09/03/2017	Bricklayers Arms	£1,000.00	Contribution to repairs to
22/03/2017	K Wynne	£217.50	569 Wynne/Thorneycroft
24/03/2017	Santander	£6.22	Bank Interest
24/03/2017	Chipstead Sailing Club	£468.00	Repairs to Sailing Club
24/03/2017	Holmesdale Angling & Cons Soc	£156.00	Repairs to Sailing Club
24/03/2017	Mrs O E Woodward	£185.00	Plot 66 - pp Woodward
26/03/2017	W Hodges	£220.00	Gravestone 526 - Roffey
27/03/2017	A Donaldson	£400.00	White - 589
	Total Receipts	£5,616.21	
Closing Balance		£73,071.13	

Signed as a true record Date 8th May 2017

					PC Comments	
SE/17/00770/HOUSE	High Bank, Baden Powell Road Riverhead TN13 2EE	Erection of a garage	27/03/2017	13/04/2017	No comment	Barbara
SE/17/00771/LBCALT	Chevening House Chevening Road Chevening TN14 6HG	Reduce height of existing chimney stack constructed in the 20th century which is now redundant	01/04/2017	20/04/2017	No comment	John B
SE/17/00754/HOUSE	2 Chipstead Park Sevenoaks TN13 2SN	Demolition of the garage and family room. Erection of a single storey side extension with a pitched roof and a flat roof area with a roof light. Alterations to fenestration.	30/03/2017	18/04/2017	No comment	Lela

SDC Decisions

SE/16/02515/HOUSE	4 Darent Close Chipstead Kent TN13 2RX	Demolition of existing garage, utility room and car port. Erection of a two storey side extension and conversion of roof space in living accommodation.	15/02/2017	Support. The previous owner had a larger plan approved. This proposal is smaller than the previous one and in keeping with other developments in the road	Andy	Granted
SE/17/00195/FUL	Land South of Orchard Cottage Chevening Road Chipstead TN13 2SA	One detached infill dwelling land south of Orchard Cottage	16/02/2017	Object. Nothing has changed since our previous comments on the proposal (SE/12/01225/FUL - Objection - due to over-development of the site)	John B	Refused

Signed as a true record Date 8th May 2017

SE/17/00246/house	Tall Trees Chipstead Lane Sevenoaks TN13 2RF	Changes to the front façade to include: a porch extension, alterations to gables and demolition of existing chimney. Erection of a two storey rear extension. Changes to external fenestration. Addition of one rooflight to the West and East elevation	23/02/2017	No Comment	Lela	Granted
SE/17/00278/LBALT	29-31 High Street Chipstead TN13 2RW	Replacement of window with Victorian style french doors in victorian extension at the rear of the property. Installation of two conservation style rooflights in the back elevation of new games room in victorian extension at the rear of the property	24/02/2017	The proposal is not visible to any other neighbours – no comment	Richard	Granted
SE/17/00341/FUL	The Thatched Cottage Chevening Cross Road Chevening TN14 6HE	Demolition of existing building (destroyed by fire) and erection of a replacement detached dwelling	03/03/2017	It is in the interest of the community that this family be allowed to return to living in a permanent dwelling built in the style consistent with the area. We support this application.	Richard	Withdrawn
SE/17/0298/CBALT	1 Morants Court Morants Court Road Dunton Green TN14 6HD	Replace two pairs of French doors one double hung sash window and one casement window	02/03/2017	Support – as our comments before. (SE/16/02028/FUL - Support - This application is to replace French Windows, that are wood-framed and leaking, and to replace kitchen windows to be more efficiently situated.)	John B	Granted

Morants Court Farmhouse Sundridge Road Dunton Green TN14 6HB - Erection of a two storey self contained annexe to side. We made no Comment – It was refused by SDC & has been appealed to the Secretary of State.

Signed as a true record Date 8th May 2017

CHEVENING PARISH COUNCIL - REPORT TO 31 MARCH 2017

	Actual	Budget	Actual	Budget
	31/3/16	2016/17	31/3/17	2017/18
OPEN SPACES				
KCC gang mowing	3,256	3,850	2,601	3,200
MDH general work	7,066	6,700	6,009	7,000
Maint/improve	780	3,500	7,022	5,000
Sports pitches	1,166	3,000	2,419	7,500
Playground	134	250	67	250
Empty dog bins	2,429	1,425	1,586	1,750
Trees	3,630	3,000	1,025	2,000
Winter Maintenance		700	151	1,000
Sailing Club Road	73	1,000	2,076	2,000
Chipstead Common Football hut	505	660	359	-
Allotments	60	60	60	60
	<hr/>		<hr/>	
	19,099	24,145	23,375	29,760
Amherst School	1,932	1,650	1,506	1,500
Riverhead Angels	826	700	200	200
Recreation Ground	2,141	1,675	1,951	6,660
Allotments	60	60	60	60
Playground fundraising				
Sundry	178			
	<hr/>		<hr/>	
	13,962	20,060	19,658	21,340
PAVILION				
Rates		600		600
Loan repayment	5,100	5,100	5,100	5,100
Maint/improve	668	3,000	819	2,000
	<hr/>		<hr/>	
	5,768	8,700	5,919	7,700
Rates		600		600
	<hr/>		<hr/>	
	5,768	8,100	5,919	7,100
BURIAL GROUND				
Clerk's salary	271	625	569	625
Rates	125	135	126	135
MDH Maint work	7,066	6,700	6,407	7,000
Sundries	110			
	<hr/>		<hr/>	
	7,572	7,460	7,102	7,760
Fees	7,292	5,000	5,128	3,500
Rates	37		-	
Chevening Estates				
	<hr/>		<hr/>	
	243	2,460	1,974	4,260
QUINQUENNIAL				
Receipts	-	1,000	-	3,000
	<hr/>		<hr/>	
	-	1,000	-	3,000

Signed as a true record Date 8th May 2017

	Actual 31/3/16	Budget 2016/17	Actual 31/3/17	Budget 2017/18
ADMIN				
Clerk's salary	12,878	14,000	12,459	14,000
Audit fee	405	450	475	500
Insurance	2,100	2,200	2,115	2,000
KAPC/subscriptions	1,086	1,250	225	200
Sundries	558	500	417	300
Computer	126	1,000	791	300
Office expns	145	500	224	300
Training	129	1,000	112	1,000
Meeting room	476	600	533	600
Printing/stationery	293	450	186	300
	<u>18,196</u>	<u>21,950</u>	<u>17,537</u>	<u>19,500</u>
Bank interest	145	100	160	150
Insurance	2,030	1,100	967	1,000
Sundries	-		465	
	<u>16,021</u>	<u>20,750</u>	<u>15,945</u>	<u>18,350</u>
LIGHTING				
Energy	3,774	4,000	3,091	4,000
Maintenance	2,288	2,000	2,288	3,000
Repairs	672	2,500	- 2,176	2,000
	<u>6,734</u>	<u>8,500</u>	<u>3,203</u>	<u>9,000</u>
MISCELLANEOUS				
Donations	400	800	200	750
Chairman's expenses	27	100		100
Speed watch equipment net cost	945			250
Election expenses	309			
Winter maintenance		-	-	
Sports Pitch Drainage Project	21,335			
Grant for Pitch Drainage Project	- 24,544			
New benches	404			1,200
Legal costs	1,067	2,000		
Parish events	1,213	1,000	571	1,000
Playground net cost	14,231			
Transfer from Playground reserve	- 14,432			
20 mph project/Highways items		2,500	5,510	1,000
Sailing Club Road reserve	2,000	2,000	2,000	2,000
Neighbourhood plan	5,159	-		
	<u>8,114</u>	<u>8,400</u>	<u>8,281</u>	<u>6,300</u>
C. I. L. receipts	2,287		512	
Neighbourhood Plan grant reserve	5,159			
	<u>668</u>	<u>8,400</u>	<u>7,769</u>	<u>6,300</u>

Signed as a true record Date 8th May 2017

	Actual	Budget	Actual	Budget
	31/3/16	2016/17	31/3/17	2017/18
SUMMARY				
Open Spaces	13,962	20,060	19,658	21,340
Pavilion	5,768	8,100	5,919	7,100
Burial ground	243	2,460	1,974	4,260
Quinquennial	-	1,000	-	3,000
Admin	16,021	20,750	15,945	18,350
Lighting	6,734	8,500	3,203	9,000
Miscellaneous	668	8,400	7,769	6,300
	<u>43,396</u>	<u>69,270</u>	<u>54,468</u>	<u>69,350</u>
Adjustment from/(to)reserves	- 23,404	- 1,270	- 12,332	-
Precept	<u>66,800</u>	<u>68,000</u>	<u>66,800</u>	<u>69,350</u>

RESERVES

Burial Fund	8,310	8,310	8,310	8,310
Playground	-	-	-	-
Land	15,000	15,000	15,000	15,000
Sailing Club Road	8,000	10,000	10,000	10,000
Neighbourhood Plan	-	-	-	-
C. I. L. Reserve	2,287	-	-	-
General	61,909	44,451	74,426	44,451
	<u>95,506</u>	<u>77,761</u>	<u>107,736</u>	<u>77,761</u>

Signed as a true record Date 8th May 2017