



# CHEVENING PARISH COUNCIL

Judith Hayton - Clerk

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## Minutes of the Council Meeting of Chevening Parish Council, held at 7.30pm on Monday 13<sup>th</sup> January 2020

at the Recreation Ground Pavilion, Chevening Road, Chipstead TN13 2SA

Present:	Mr A Clark	Chairman
	Mr J Branton	Vice-Chairman
	Mr N Clark	Councillor
	Mr A de Turberville	Councillor
	Mr J Eastwood	Councillor
	Mr N Williams	Councillor

In Attendance:	Mrs J Hayton	Clerk
	Members of the Public	1

Apologies	Ms R Burgess	Councillor
	Mr J Firmager	Councillor
	Mrs L Weavers	Councillor
	Mr J London	SDC

- 1. Apologies and Absences** - apologies for absence were received from Cllrs Burgess, Firmager and Weavers and Cllr London from SDC. These were accepted by the Chairman
- 2. Declarations of interest or lobbying** – there were no declarations of interest or lobbying regarding items on this agenda
- 3. Minutes of Previous Meeting** - the minutes of the meeting on 7-12-19 previously agreed by email were resolved at the meeting and duly signed by the Chairman as a true record
- 4. Questions from the Public** – the Member of the Public raised the subject of the bus shelter due to be constructed opposite Rivermere. The Clerk confirmed that the Parish Council had relinquished the grant given for 2019 due to the uncertainty with the bus routes as the grant had to be used and the shelter installed by the end of 2019. The Member of the Public confirmed that it would be much more useful to place the bus shelter on Chipstead Corner rather than opposite Rivermere. The new number 1 and 6 buses both stop on Chipstead Corner and consequently it is very well used. The Chairman asked the Member of the Public to request his fellow bus travellers to contact the Council to confirm their support for a shelter. The Member of the Public offered to raise a petition to that effect and the Chairman accepted and thanked him for his efforts
- 5. Open Spaces**
  - a) Open Space Inspection** Cllr Clark asked about the missing posts on Chipstead Common at Barnfield Road. The Clerk confirmed that these would be replaced by the contractors when they complete the process of putting post round our open spaces
  - b) Playground Inspection** there remain no issues with playground
- 6. Revised meeting dates for 2020** following the resolution at the December meeting the revised meeting dates for 2020 were circulated resolved and have now been posted on the website
- 7. Council Standing Orders, Statement of Internal Control and Financial Regulations** the documents were previously circulated to the Council for review and amendment. Cllr Eastwood confirmed that he and the Clerk had been through the documents line by line and had amended any items to fit the Council's operation. The Clerk confirmed that in the new Standing Orders these Financial

documents along with all of the other policy and governance documents of the Council must be reviewed as part of the Annual Meeting in May. These will be circulated in advance to enable any comments to be made prior to signing them off by resolution at the Annual Meeting. The Chairman thanked Councillor Eastwood on behalf of all his fellow Councillors for all his hard work and diligence in reviewing this documentation

- 8. 40 mph at Chevening Cross Roads.** The Council discussed the proposed 40 mph limit which is proposed to extend from the crossroads to Chevening House. Chevening Estate felt having 40 mph signs down Chevening Road to the Church could potentially make cars go faster than if it was national speed limit (with no reminder signs down the road as now). The Council agreed that increasing the number of signs down the road would be unsightly as there are already too many signs in the Parish. The Council resolved to ask KCC to exclude Chevening Rd up to Chevening village from the 40 mile an hour proposed limit
- 9. Flood Risk** the Flood Warden attended the meeting to raise concerns that the clearing of the Darent at Brasted and Sundridge has put Chipstead under more risk of flooding. A Parishioner of over 40 years has offered to explain the water flows and land ownership in Chipstead as he will shortly be leaving the Parish and this information will be vital. The recent clearing of the arms of the River behind the allotments by Chevening Estates was hugely valuable in the heavy rain we had in December where the water level rose 40 cm under the A21 into Chipstead. There is also concerned as the flood relief channel is permanently running yet the 2 arms of the Darent run dry in the summer. The Flood Defence Committee are trying to get detailed Maps in order to chart the water flow and ownership. Once this has been established meetings with the Environment Agency will be held
- 10. Parish Council Purchases** The Council debated replacing the hand dryers in the Pavilion as these are over 12 years old and therefore not very energy efficient or effective. It was resolved to buy new dryers for the toilets (ladies, gents and the disabled toilet). The Council also discussed the growing requirement for an amplifier and microphone for the public events which are held (Light up a Life Remembrance Sunday & at the Annual Assembly). It was resolved to authorise the Clerk to spend up to £300 excluding VAT on new equipment. The Clerk confirmed she would liaise with Ian Fox for his expertise in this area and take his recommendation
- 11. Trees.** The tree survey report which had been commissioned by the Council took place at the beginning of December and had not highlighted any issues. Following the tree which fell on a spectator in the New Field (fortunately without injury) the report was updated with that event in mind. The Inspector confirmed that the reason for the failure was rotten roots on the tree and therefore this would not have been obvious from an inspection. He has subsequently recommended that the ivy be removed from the remaining trees that and these re examined within 3 months. The Clerk obtained a quote of £1580 to have all the 6 months recommendations completed before the end of March. The Council resolved that this must be done and then a subsequent inspection take place of those trees where the ivy has been cleared to ensure the Council's position is properly understood and any issues immediately actioned
- 12. Park Enhancement Scheme at Chevening.** The Chairman confirmed that he had extended an invitation to Chevening Estates to have a presentation at the Annual Assembly of the proposed Park Enhancement Scheme. This is such a big project it will have impact on parishioners for over 5 years in its development phase and then onwards with their plans for landscaping and planting that it is important to give Parishioners every opportunity to review and comment on the plans. It will be made clear that at the stage of the Annual Assembly the Council will not have debated the Planning Application and therefore their presence at the Assembly should not be viewed as an endorsement by the Council, merely an additional opportunity for Parishioners to review and comment. The Council resolved to invite Chevening Estates to the Annual Assembly on that basis

**13. Request from Chipstead FC to put up two further trophy cabinets in the Pavilion** The Chairman confirmed the Council's support for sports in all forms. There is recognition for the popularity and huge expansion of Chipstead Football Club due to the hard work of its officials. The Council debated at length the redecoration of the pavilion by Chipstead Football Club and in the Council's view the current decoration makes the pavilion appear to be under the ownership of the football club rather than a Parish asset which is jointly shared by both cricket and football and is also used by the community. Councillor Branton agreed to prepare a response to the Football Club concerning their requests and relaying the Council's concern about the signage that they have put up. Cllr Branton undertook to write the letter as he has been closely involved with the football club in the past. The Council resolved to hang the Parish Map which had been removed to accommodate the defibrillator cabinet in the main room of the pavilion. The Chairman asked the Clerk to look into wall mounted display frames so that the council can display Maps during meetings to discuss locations and impacts of various planning applications and other issues as they arise in parish meetings

**14. To resolve in principal to bring the Pavilion financials under the control of the Parish Council**

Councillor Clark assumed responsibility as Treasurer of the Pavilion Management Committee on the resignation of Councillor Ide. He confirmed that most of the financials of the Pavilion Committee are merely recharging the sports clubs for various bills (the sports clubs pay 100% of the utilities for the pavilion) and transferring money between the Parish Council for the rental of the pavilion and to the Parish Council for the insurance. The Clerk confirmed that it is only non sporting hires which would ever be subject to VAT and these are the Art Club and the Band Practice together with any private parties that take place. Advice obtained from SLCC states that the VAT originally reclaimed on the building would not be subject to repayment to HMRC because so much time had passed and also that the majority of our rental remains for sporting purposes and therefore not subject to VAT. The Clerk confirmed that there is one issue the Council needs to resolve which is the potential sharing of some of the rentals where for example in the winter the heating is on and the football club pay for those costs they should get some reimbursement for the fact that it is being used by a rental. The Clerk will come up with a suggested parameter to reimburse the Sports Club for the utility usage by ad hoc rentals

**15. Correspondence Received and General Issues**

a) **Reports of attempted break in at Football and Cricket storage on Rec.** Break in's were attempted 1<sup>st</sup>/2<sup>nd</sup> January with unsuccessful attempts to lever the doors open

**16. General Information and proposals for Future Agenda Items**

- a) **LED Streetlighting.** Christmas break has delayed alternative quotes. The Clerk hopes to have these for February
- b) **Better power supply to Chipstead Green.** The Council discussed the current power supply was installed over 10 years ago and is only powerful enough for lights. The Council felt that the current arrangements (obtaining power from the Bricklayers Arms) was a more than adequate solution for Parish events held on the Green
- c) **75<sup>th</sup> Anniversary of VE Day** The Chairman asked for suggestions as to how the Parish may celebrate the 75<sup>th</sup> Anniversary on the Bank Holiday 8<sup>th</sup> May
- d) **Darent Vegetation Clearance** The planned clearance of vegetation from the Bank of the Darent on Sailing Club Road will now take place end February rather than the beginning

**17. Finance**

- a) **Income Received and Cheques Payable** –the payments for January were approved and the Payments and Receipts for December reviewed
- b) **Budget for 2020/21** The budget for 2020/21 and set the precept at £65,000 (a 7.14% reduction on 2019/20). The Chairman thanked Cllr Eastwood for all his hard work in producing the budget and congratulated him on the financial prudence which resulted in this reduction in precept

**18. Planning Applications**

- a) The Notices received and Council responses are contained in appendix 2
- b) Applications Granted or Refused – the Chairman reported on the outcomes of planning applications. Once again we have parishioners who have complained to SDC where an application has been granted and the neighbours and Parish Council have been ignored.

The meeting closed at 9.45pm

**Payments to be agreed for January**

Santander Payments

581	MDH Horticultural Services	Monthly Open Spaces Maintenance	£1,192.61	£238.52	£1,431.13
571	HMRC	Tax & NI			£188.99
572	J Hayton	Salary			£962.28
573	MDH Horticultural Services	Monthly Gang Mowing	£244.90	£48.98	£293.88
574	J Hayton	Expenses Signs posts for Sailing Club Rd			£83.97
575	Andy Clark	Councillor gifts	£44.00		£44.00
576	Sevenoaks District Council	ID Cards	£10.00	£2.00	£12.00
577	DRM Trees	Remove fallen tree in new field	£240.00		£240.00
578	Sevenoaks District Council	Empty dog bins	£614.90	£122.98	£737.88
579	JV Geer	Boiler service at Pavilion	£140.00	£28.00	£168.00
580	Treecraft	Tree Inspection	£885.00	£177.00	£1,062.00
582	MDH Horticultural Services	Posts on Chipstead Common	£832.00	£166.40	£998.40
583	EDF Energy	Chipstead Common Football Hut	£81.95		£81.95
584	Sevenoaks Volunteer Transport	Donation	£100.00		£100.00
					£0.00
			£4,385.36	£783.88	£6,404.48

Payments and Receipts made in December

<b>Opening Balance</b>	<b>£34,907.73</b>
23/12/2019 INTEREST PAID AFTER TAX 0.00 DEDUCTED	£2.67
31/12/2019 BANK GIRO CREDIT REF SDC GENERAL ACCOUN, PRECEPT	£35,048.52
07/12/2019 CHARGES FROM 2019-10-22 TO 2019-11-21	£7.50
10/12/2019 TRANSFER VIA FASTER PAYMENT TO J HAYTON REFERENCE TRANSFER	£962.28
10/12/2019 TRANSFER VIA FASTER PAYMENT TO MDH HORTICULTURAL SERVICES REFERENCE 1832	£1,689.60
10/12/2019 TRANSFER VIA FASTER PAYMENT TO MDH HORTICULTURAL SERVICES REFERENCE 1831	£96.00
10/12/2019 TRANSFER VIA FASTER PAYMENT TO STREETLIGHTS REFERENCE 10985	£630.00
10/12/2019 TRANSFER VIA FASTER PAYMENT TO STREETLIGHTS REFERENCE 11004	£49.50
10/12/2019 TRANSFER VIA FASTER PAYMENT TO STREETLIGHTS REFERENCE 11007	£117.30
10/12/2019 TRANSFER VIA FASTER PAYMENT TO NEWLANDS NURSERY REFERENCE 94	£156.00
10/12/2019 TRANSFER VIA FASTER PAYMENT TO J HAYTON REFERENCE TRANSFER	£104.22
10/12/2019 TRANSFER VIA FASTER PAYMENT TO FCS VEGETATION CARE AND CONTROL REFERENCE 31 041	£96.00
10/12/2019 TRANSFER VIA FASTER PAYMENT TO MDH HORTICULTURAL SERVICES REFERENCE 1830	£293.88
10/12/2019 TRANSFER VIA FASTER PAYMENT TO HMRC REFERENCE 577PV00161414	£188.99
11/12/2019 TRANSFER VIA FASTER PAYMENT TO MDH HORTICULTURAL SERVICES REFERENCE 1829	£1,431.13
30/12/2019 DIRECT DEBIT PAYMENT TO SOUTHERN ELECTRIC REF 910036741, MANDATE NO 0005	£459.50
<b>Closing Balance</b>	<b>£63,677.02</b>

Agenda Item 17b

<b>CHEVENING PARISH COUNCIL - DRAFT BUDGET 2020/21</b>					
	Actual 2017/18	Actual 2018/19	Budget 2019/20		Budget 2020/21
<b>OPEN SPACES</b>					
MDH gang mowing	2,814	3,044	3,200		<b>3,500</b>
MDH general work	6,805	7,342	7,200		<b>7,300</b>
Maint/improve	4,604	6,195	5,000		<b>5,000</b>
Sports pitches	6,418	6,506	10,000		<b>10,000</b>
Playground	130	85	100		<b>100</b>
Empty dog bins	1,500	2,664	2,300		<b>2,500</b>
Trees	1,205	6,505	3,000		<b>3,000</b>
Winter maintenance		36	500		<b>500</b>
Sailing Club Road	11	0	2,000		<b>2,000</b>
Chipstead Common Football hut	349	1,610	800		<b>800</b>
Allotments	60	60	60		<b>60</b>
	23,896	34,047	34,160		<b>34,760</b>
Amherst School	1,487	318	350		<b>320</b>
Chipstead FC - Chip Comm	748	1,102	1,000		<b>1,000</b>
Recreation Ground	9,339	6,096	9,000		<b>9,500</b>
Allotments	60	60	60		<b>60</b>
Sundry	100	250	100		<b>100</b>
	12,162	26,221	23,650		<b>23,780</b>
<b>PAVILION</b>					
Rates		0	600		<b>600</b>
Loan repayment	5,100	5,100	5,100		<b>5,100</b>
Maint/improve	616	659	1,000		<b>1,000</b>
	5,716	5,759	6,700		<b>6,700</b>
Rates		0	600		<b>600</b>
	5,716	5,759	6,100		<b>6,100</b>
<b>BURIAL GROUND</b>					
Clerk's salary	779	710	750		<b>750</b>
Rates		150	150		<b>180</b>
MDH Maint work	6,805	7,022	7,300		<b>7,300</b>
Sundries	1,225	69	350		<b>350</b>
	8,809	7,951	8,550		<b>8,580</b>
Fees	8,238	8,075	5,000		<b>5,000</b>
Rates	135	150	150		<b>180</b>
	436	- 274	3,400		<b>3,400</b>
<b>ADMIN</b>					
Clerk's salary	13,278	13,475	14,500		<b>14,500</b>
Audit fee	460	560	550		<b>600</b>
Insurance	2,082	2,165	2,500		<b>1,600</b>
KALC/subscriptions	135	200	200		<b>200</b>
Sundries	90	117	300		<b>300</b>
Computer	421	589	500		<b>1,000</b>
Office expns	431	78	100		<b>300</b>
Training	30	0	0		<b>250</b>

Meeting room	548	565	600		600
Printing/stationery	390	591	300		300
<b>CHEVENING PARISH COUNCIL - DRAFT BUDGET 2020/21</b>					
	Actual 2017/18	Actual 2018/19	Budget 2019/20		<b>Budget 2020/21</b>
	17,865	18,340	19,550		<b>19,650</b>
Bank interest	110	110	100		<b>100</b>
Insurance	967	967	1,250		<b>710</b>
Sundries	381	132			
	16,407	17,131	18,200		<b>18,840</b>
	Actual 2017/18	Actual 2018/19	Budget 2019/20		<b>Budget 2020/21</b>
<b>LIGHTING</b>					
Energy	3,498	4,044	4,000		<b>4,000</b>
Maintenance	2,379	2,450	3,000		<b>3,500</b>
Repairs	661	912	1,000		<b>1,000</b>
	6,538	7,406	8,000		<b>8,500</b>
<b>MISCELLANEOUS</b>					
Donations	480	538	400		<b>400</b>
Chairman's expenses	78	150	200		<b>200</b>
Speed Watch Equipment (net cost)	220	220	300		<b>1,500</b>
Parish Events	818	989	1,000		<b>1,000</b>
Highways items		0	1,000		<b>1,000</b>
Sailing Club Road reserve	2,000	2,000	2,000		<b>0</b>
20 MPH zone project	- 918	185	2,000		<b>0</b>
Election expenses			500		<b>0</b>
	2,678	4,082	7,400		4,100
<b>SUMMARY</b>	Actual 2017/18	Actual 2018/19	Budget 2019/20		<b>Budget 2020/21</b>
Open Spaces	12,162	26,221	23,650		<b>23,780</b>
Pavilion	5,716	5,759	6,100		<b>6,100</b>
Burial ground	436	-274	3,400		<b>3,400</b>
Quinquennial	-	0	3,000		<b>0</b>
Admin	16,407	17,131	18,200		<b>18,840</b>
Lighting	6,538	7,406	8,000		<b>8,500</b>
Miscellaneous	2,678	4,082	7,400		4,100
	43,937	60,325	69,750		<b>64,720</b>
Adjustment to/(from)reserves	- 25,413	10,375	250		<b>280</b>
<b>Precept</b>	69,350	70,700	70,000		<b>65,000</b>



Planning Applications for Consideration at the Meeting				
19/03450/HOUSE	13 Springshaw Close Bessels Green KENT TN13 2QE	First floor side extension. Single storey extension. Alterations to fenestration.	No objection	John B
19/03443/HOUSE	1 Nursery Place Chipstead KENT TN13 2RH	Removal of existing roof, construction of new roof with dormers and rooflights. Removal of garage to enable a grassed garden to be laid.	No objection	Nigel
19/03491/HOUSE	170 Chesterfield Drive Riverhead KENT TN13 2EH	Single storey side extension	No objection	John E
19/03580/HOUSE	Northrepps Bessels Green Road Bessels Green KENT TN13 2PS	Replacement detached garage	No objection	Allan

SDC Decisions on Previous Planning Applications					
19/02868/HOUSE	Birchbank 53A Chipstead Lane Sevenoaks KENT TN13 2AJ	Part single storey and part two storey rear extension and two storey front extensions with some internal alterations, new chimney and alterations to fenestration.	No objection	Robbie	Granted
19/02900/FUL	Telecommunication Equipment At Morants Court Road Dunton Green KENT	Telecommunications upgade.	Object. We are unclear whether this is an increase in height	Andy	Granted
19/02977/HOUSE	Boot Lodge Chevening Road Chipstead KENT TN13 2SA	Ground floor rear and side extension with rooflight, alterations to fenestration with juliette balcony. Re-location of main entrance door, removal of existing timber cladding and replacement with white painted render. Replacement of roofing tiles.	No objection	Nick	Granted
19/03015/FUL	51 Chipstead Lane Sevenoaks KENT TN13 2AJ	Demolition of existing dwelling and an erection of a replacement dwelling.	We OBJECT due to the size of the proposed building, it's proximity to neighbours meaning it will diminish light to adjacent properties and that the style is inappropriate for its surroundings.	Robbie	Granted
19/03144/HOUSE	Nightingale Cottage Wheatsheaf Hill Ide Hill KENT TN14 6BW	Infill existing covered loggia	Support. The proposal is simply to enclose the three sides which are presently open. No increase to footprint, and using appropriate materials.	Andy	Granted