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**Minutes of the Annual Council Meeting of Chevening Parish Council, held at 7.30pm
on Monday 13th May 2019**

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

Present:	Mr A Clark	Chairman
	Mr J Branton	Vice-Chairman
	Ms R Burgess	Councillor
	Mr N Clark	Councillor
	Mr J Eastwood	Councillor
	Mrs L Weavers	Councillor
	Mr N Williams	Councillor
In Attendance:	Mrs J Hayton	Clerk
	Mr J London	SDC
	Members of the Public	1
Apologies	Mr A de Turberville	Councillor

61. Election of Chairman

Councillor Andy Clark was unanimously re elected as Chairman

62. Election of Vice Chairman

Councillor John Branton was unanimously re elected as Vice Chairman

63. Appointment of Responsible Financial Officer

The Clerk was unanimously reappointed as Responsible Financial Officer

64. Election of Working Parties, Representatives and Other Posts

The working parties were amended and agreed as per Appendix 1

65. Apologies and Absences

- Councillor de Turberville sent his apologies which were accepted by the Chairman

66. Declarations of interest or lobbying

- there were no declarations of interest or lobbying for any items on the agenda

67. Minutes of Previous Meeting

- the minutes of the meeting on 8th April 2019 were signed by the Chairman having been agreed by the Council by email

68. Questions from the Public

- There were no questions from the public

69. Footpaths

- Annual update from Graham Birch. Graham Birch gave his Annual update which is attached as Appendix 2.

Following the update the Chairman asked whether there was anything that was needed around the Parish to help keep the footpaths clear and tidy. Graham requested a bin near the Church for

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walkers when they go from the Church up to Star Hill. There is a lot of dog mess at the beginning of that walk and a bin and possibly a bag dispenser and dog waste bags would be very useful there. The Council resolved to provide a new bin if the cost did not exceed £500 and the Clark will look into the cost of providing bags. The Council resolved to give Graham a small gift voucher in thanks for all his hard work on behalf of the Parish

70. Open Spaces

A) Open Space Inspection

Cllr Burgess raised the issue of the posts on Chipstead Green there are a number of them missing and there is a danger that vehicles could get onto the green as a result of those gaps. The Clark also mentioned the issue of Bessels Green which has no posts and therefore is similarly under threat. Cllr Weavers expressed concern that on Bessels Green there is nothing to stop children running towards the road or to give them any warning that they should stop before the pavement. It was agreed that a quote should be obtained for the posts on Bessels Green and then the neighbours surrounding the Green will be contacted to explain what the Parish Council's plans are and to give them an opportunity to comment before any further action is taken. The posts on Chipstead Green will be replaced

B) Playground Inspection

there are no issues with playground. The Clerk reminded the Chairman that a photograph was required for the Parish Council ID card

C) Planters in Sailing Club Road

Cllr Weavers felt that there must be someone within the village who would volunteer to maintain the Planter rather than having to collect pay a contractor to do it. The Chairman will write a note to go into the Chevening Mailer asking for a volunteer. The Council will fund the purchase of any plants and compost required if a volunteer is found. If no one comes forward before the next meeting the Council resolved to proceed with the quote that the Clerk had been given (£45 to refill the planter then £100 half yearly to replenish all the bedding)

71. Insurance

The council had received 2 insurance quotes which a comparison table was presented. Cllr Weavers expressed concern that one supplier only covered hiring liability to £2m whereas the existing insurer offers £5m the Clerk was instructed to go back to the insurance supplier to request a revised premium with £5,000,000 of hirer liability cover and the insurance will then be agreed at the next meeting

72. Review of Annual Assembly & findings from Questionnaires

There were no issues arising from the Annual Assembly which was as usual felt to be a great success. The Chairman confirmed that the food and wine provided cost £100 which was felt to be very good value and a very popular addition to the meeting.

Cllr Burgess then reviewed the questionnaires

There were 2 main areas where there was clear action that was requested

A bus shelter opposite Rivermere

A defibrillator at the Kings Head in Bessels Green

It was resolved that the Clark will apply for a grant from KCC for the bus shelter by Rivermere. The Chairman will write again to KCC Highways as the road still floods in the layby where the bus shelter is proposed and that must be resolved before any bus shelter is installed.

The question of a crossing on the A 25 was also raised there are a number of Parishioners who would like to see this happen. The Chairman will put a note in the Chevening Mailer asking people to send their support to the Clerk. The Clerk will contact the 2 people who originally requested the crossing asking them to petition their neighbours to get signatures to try and move this forward.

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Cllr London suggested this was something that should go to JTB and a minimum of 100 signatures would be required

73. Family Fun Day

– Play Place who have previously provided entertainment and bouncy castle are no longer able to provide services for the Fun Day. There are currently 2 available options one a company called Goalden Events who will supply all the activities and staff for £750. Swanley Town Council have kindly provided a list of individual suppliers which we could then create our own Fun Day by using. It was resolved to use Goalden Events as a one off and then continue to use them if they proved a success. Cllr Weavers asked whether tea and coffee was provided at the fun day. The Clerk confirmed it was but this used to be organised by former Councillor Dalton and she is unable to do it this year Hopefully she will manage to get another volunteer to provide teas and coffees the money raised is being used to refurbish the tiles on the playground

74. Bus services

The number 8 bus service currently calls at Tesco's and that is as close as it comes to the Parish. The idea is that parishioners in Chipstead can catch the 401 bus as far as Tesco's then use the number 8 to go onwards towards Sainsbury's in Otford however the 401 is often late and therefore the 2 buses do not coincide. It was resolved that we should ask the Town Council if it would be possible to extend the bus route for the number 8 through Chipstead and Bessels Green as although the timing would be similar to the 401 the 2 buses go in different directions from Riverhead and therefore there would not be a clash of passengers travelling in the same direction

75. Correspondence Received and General Issues

A) Dragon Boat Festival

– the Dragon Boat Festival takes place as usual on August Bank Holiday Monday (26th). It was resolved that the Parish Council will provide St John's Ambulance support for the Dragon Boats as it is essential to have them there for the occasion to proceed safely

76. General Information and proposals for Future Agenda Items

A) Football Club.

The Football Club are having a prize giving day at the Recreation Ground on Sunday 16th June to which all Parishioners are welcome

B) Streetlighting

– The annual inspection report from Streetlights has been received and has highlighted a number of issues. The street lights also require painting which will cost a substantial some and therefore the Clerk will investigate whether it can be provided by CIL money

77. Finance

A) Income Received and Cheques Payable

– the payments for May were approved and the payments and receipts for the Parish Council for April were reviewed see appendix 3

78. Planning Applications

A) Applications Granted or Refused, and Notices received – see appendix 4

B) Appeals and Applications for Consideration by the Council

– there was one planning application which the council reviewed and commented on see appendix 4

The meeting closed at 10.05pm

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Appendix 1

Election of Working Parties, Representatives and Other Posts

List of Offices and Working Parties etc

Position

13/5/19
Incumbents from May 2019

Chairman

AC

Vice Chairman

JB

Finance Working Party

JE(Ch) AC NW NC

Pavilion Committee

AC(Ch) RB NC

Chevening News Reports

JB

Open Spaces Special Interests

Chipstead Common

NC

Chesterfield Drive

JE

Chipstead Green

RB

Land South of Lake

HD

Recreation Ground

AC

Bullfinch Close

JB

Bessels Green

AdeT

Burial Ground

LW

Churchyard

AdeT

War Memorial

AdeT

J5Slips CPC Observers

AC

Fort Halstead Observers & Monitoring progress of Local Plan

NW + RB

Grievance Committee

JB LW JE

Appeals Committee

AC NC RB

Ground Maintenance

AdeT JH

Web Site Maintenance

JH

Other Reps Appointed by Chevening Parish Council

Lucy Stanhope Charity Reps

Annie Brook Alec Elmer

Footpaths

Graham Birch

Flood Defences

JB (chair) Mick Ryan Peter Woodruff

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Appendix 2

Footpath Update on Actions from May 2018

The Parish has approx. 30 kms of Public Rights of Way (PRoW), of which 2.5kms are **bridleways** and the remaining are **footpaths**. The Parish has no **byways**.

Contrasting geology and physiography:-

- Hard chalk of the North Downs
- Soft clay of the Vale of Holmesdale
- Hard sandstones of the Greensand Ridge
- Soft mudstones of the Weald

Contrasting environments:-

- High security of Fort Halstead and Chevening House
- Busy highways interchange and lakes
- Extensive forests
- Open pastures and woodland

Selected activities

SR105 – This popular path, which forms the start of The Darent Valley Path, became partially blocked by a fallen tree to the rear of the Chevening Primary School. KCC was advised and, after some dispute over ownership, the tree was removed. At the same location the building works at the school caused the displacement of barge boards creating a tripping hazard, thankfully the school responded swiftly to remove the offending boards.

SR257 – An application for a footpath diversion at Faulkners Hill Farm was inspected and approved. This was a retrospective application as the original route had been rendered impassable some years previously by the construction of a ‘brown water lagoon’.

SR185 – A 200m section of this bridleway had become so overgrown that walkers were using the adjacent field as a by-pass. Several visits by myself and trusty neighbour, Terry Coode, has resulted in the re-establishment of the original path.

Wider issues

All 30kms of the Parish RoW have been inspected and maintained with particular attention to those most frequently used and forming parts of the Long Distance Paths; North Downs Way, Darent Valley Path and Greensand Way. Maintenance includes light vegetation clearance, way-mark improvements and stile maintenance. Any stiles beyond repair have been reported to KCC who have replaced them with galvanised steel kissing gates.

It is evident that there is an increased usage of the footpath network, particularly those forming parts of the ‘long distance paths’.

Usage can be divided into three groups;

Keen walkers, well equipped with proper footwear, maps and, sometimes, ‘langlauf’ poles! These walkers are particular at keeping to the proper path.

Random walkers, unplanned ramblers, inappropriate footwear and no maps.

Dog walkers, who consider the countryside to be their pets’ personal toilet.

Whilst the last group include considerate dog owners, they are difficult to differentiate from inconsiderate owners who don’t control their pets’ activities. All we can do is to encourage good behaviour with increased signage and, more importantly, provide more dog waste bins.

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Payments Resolved for May – Appendix 3

			Santander Payments		
449	MDH Horticultural Contractors	Monthly Open Spaces Maintenance	£1,170.37	234.07	£1,404.44
450	HMRC	Tax & NI	£188.79		£188.79
451	J Hayton	Salary	£962.48		£962.48
452	MDH Horticultural Contractors	Monthly Gang Mowing	£240.33	£48.07	£288.40
453	J Hayton	Expenses	£123.80	£21.56	£145.36
454	Bourne Sport	Fertiliser & Herbicide	£470.40	£94.08	£564.48
455	VC Handyman	Repair 6 posts on Chipstead Common	£60.00		£60.00
456	Streetlights	Quarterly Maintenance Contract	£612.59	£122.52	£735.11
457	Julia Chamberlain	Internal Audit Fee	£160.00		£160.00
458	Unipar Services	Calibration of speedwatch equipment	£228.00	£45.60	£273.60
459	Kent County Playing Fields Assoc.	Annual subscription	£20.00		£20.00
			£4,236.76	£565.90	£4,802.66

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Payment and Receipts – April 2019

	Opening Balance		<u>£41,913.12</u>
22/04/2019	INTEREST PAID AFTER TAX 0.00 DEDUCTED	£3.52	
17/04/2019	FASTER PAYMENTS RECEIPT REF.CHIPSTEADFC FROM CHIP FC	£358.43	
15/04/2019	BANK GIRO CREDIT REF HMRC VTR, XWV126000106443	£3,048.24	
15/04/2019	Payment for Printing from Lucy Stanhope Trust	£66.00	
15/04/2019	Burial Fees Mouncey 531	£145.00	
24/04/2019	DIRECT DEBIT PAYMENT TO SOUTHERN ELECTRIC REF 910036741, MANDATE NO 0005		£454.32
18/04/2019	TRANSFER VIA FASTER PAYMENT TO EDF ENERGY REFERENCE 673109647889		£77.21
09/04/2019	TRANSFER VIA FASTER PAYMENT TO J HAYTON REFERER		£1,053.04
09/04/2019	TRANSFER VIA FASTER PAYMENT TO SEVENOAKS DISTRICT COUNCIL REFERENCE 2053024		£66.00
09/04/2019	TRANSFER VIA FASTER PAYMENT TO SEVENOAKS DISTRICT COUNCIL REFERENCE 30667350		£358.43
09/04/2019	TRANSFER VIA FASTER PAYMENT TO SEVENOAKS DISTRICT COUNCIL REFERENCE 60571350		£167.92
09/04/2019	TRANSFER VIA FASTER PAYMENT TO J HAYTON REFERENCE TRANSFER		£11.08
09/04/2019	TRANSFER VIA FASTER PAYMENT TO MDH HORTICULTURAL REFERENCE 1295		£288.40
09/04/2019	TRANSFER VIA FASTER PAYMENT TO HMRC REFERENCE 577PV00161414		£98.23
09/04/2019	TRANSFER VIA FASTER PAYMENT TO MDH HORTICULTURAL REFERENCE 1294		£1,404.44
06/04/2019	CHARGES FROM 2019-02-22 TO 2019-03-21		£7.50
	Closing Balance		<u>£41,547.74</u>

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Planning Applications Considered at the Meeting Appendix 4

19/01134/HOUSE	59 Woodfields Chipstead KENT TN13 2RB	Single storey side extension with oriel windows and rooflights.	No objection providing the Planners are happy with the footprint of the building vis a vis the overall plot size	Nick	
SDC Decision on Previous Planning Applications					
19/00377/HOUSE	60 Chipstead Park Sevenoaks KENT TN13 2SH	Erection of rear conservatory. and first floor side extension. Alterations to roof line, fenestration and elevations.	Object. The design of the side extension will alter the roof pitch which will impact the street scene. The proposal will make the house excessively bulky and completely out of character with the road and the surrounding houses.	Howard	Granted
19/00443/HOUSE	Dunrobin 5 Chipstead Park Sevenoaks KENT TN13 2SL	Demolition and replacement of existing side facing conservatory.	No objection	Andy	Granted
19/00466/FUL	Greenacres Chevening Road Chipstead KENT TN13 2SA	Erection of one 4-bed dwelling house	Object. Too much development for a site in greenbelt and AONB in terms of the layout and density of building and the design, appearance and materials of the proposed building.	Nick	Granted
19/00481/HOUSE	6 Darent Close Chipstead KENT TN13 2RX	Demolition of existing side extension to facilitate the erection of a two storey side extension and single storey front extension.	No objection	Robbie	Granted

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