



# Chevening Parish Council

**Minutes of the Ordinary Meeting of the Parish Council  
held on Monday 8<sup>th</sup> January 2024 at 7.30pm  
at the Pavilion, Chipstead Recreation Ground Chevening Road Chipstead TN13 2SA.**

Present:	Mr N Williams	Chairman
	Mr J Firmager	Vice Chairman
	Mr A de Turberville	Councillor
	Mr J Eastwood	Councillor
	Mr J Jarrett	Councillor
	Mr J London	Councillor
	Ms J Nielsen	Councillor
	Mrs J Hayton	Clerk
	Cllr M Alger	SDC
	Cllr S Robinson	SDC
	Members of the Public	0
Apologies	Mrs L Weavers	Councillor
	Mrs V Woodruff	Councillor

## **1 Apologies and Absences**

Apologies for absence were received from Cllrs Weavers and Woodruff and duly accepted by the Chairman

## **2 Declarations of interest or lobbying**

There had been no lobbying of members other than on item 8

## **3 Minutes of Previous Meeting**

The minutes of the meeting on 30<sup>th</sup> December 2023 previously agreed by email were formally resolved by the Council and signed by the Chairman as a true record

## **4 Updates from KCC.**

Cllr Chard was unable to attend the meeting and did not provide an update. The Chairman commented that the latest update on Covers Farm is that it will not be decided before end January at the earliest

## **5 Updates from SDC**

Cllr Alger confirmed she had now received the Air Quality report from SDC Officers. It shows air quality in Bessels Green is improving but that is a trend we would not want to see reversed by increased building and traffic.

Cllr Robinson reported that KCC Highways had objected to the Back Lane site in the local plan as the road is too narrow.

## **6 Questions from the Public**

There were no members of the public in attendance

## **7 Open Spaces**

### **a Open Space Inspection**

The Clerk stated that the PC's 5 salt bins had all now been replenished. She raised a question as to whether a salt bin should be placed the Chipstead side of the motorway bridge on Chevening Road. She will get costs for the Council for the next meeting

### **b Playground Inspection**

There are no reported issues with the playground

## **8 To resolve the Council's response to the SDC Local Plan 2040**

Following a highly successful and participatory meeting on 30<sup>th</sup> December, the comments from the public were incorporated into the Council's response and shared on the website and Facebook page. No further comments have been received from residents (although a email from an Eynsford/Farningham resident expressing disappointment that the Parish Council were not supporting option 4 - none of the above) had been received). The Council resolved the comments by a majority, with the Chairman abstaining from the vote

## **9 To review and resolve the Council's Financial Regulations and Statement of Internal Control**

The Council's Financial Regulations and Statement of Internal Control for 2023-4 were reviewed by the Council and resolved

## **10 Draft budget for 2024-5**

Following the draft budget presented at the November meeting Cllr Eastwood undertook to review the budget to see if the Precept could remain unchanged at £70,000 without compromising the financial stability of the Council. Having reworked the numbers he confirmed his recommendation to leave the Precept unchanged.

The budget and precept for 2024/5 (unchanged at £70,000) were unanimously resolved by the Council

The Chairman thanked Cllr Eastwood for all his efforts

## **11 Q3 Financial Review**

Cllr Eastwood had prepared the Q3 Financial review where he stated the Council was in line with budget expectations and there were no issues.

## **12 Petition to reinstate the bus service through Chipstead**

Following the meeting in November the Clerk had started a hange.org petition to request the reinstatement of a bus service through Chipstead.

Cllr Eastwood stated that with the problems with the roadworks on the A25 for the next few months he did not feel it was the time to progress this.

The Clerk suggested that the Council approach Go-Coach to see if they would run one of their little mini buses through the village so that it could link up with the arrival of the 1; 3 and 8 buses at Tesco's on (say) a one month trial. If it was agreed it would need to be well advertised, but if the service was not used then this would show that although people might like the idea of a regular service, if it isn't used there is no business justification to expect the service to be run.

## **13 Correspondence Received and General Issues**

Cllr Firmager raise the issue of the Bricklayers Arms and that the Manager's job had been advertised. The Council debated the appropriate course of action as the pub had improved substantially since the previous manager left. It was felt inappropriate to try and be involved in internal HR issues at the Brewery but the Council reiterated it's support for the pub and it's importance to Chipstead village

## **14 General Information and proposals for Future Agenda Items**

### **a Fun Fair**

The Clark has received a request from a company to run a fun fair on Chipstead Common. A similar request was received in January 2020 but with the onset of covid it wasn't progressed.

The Council debated the proposal but agreed that the site was not really suitable and parking would be a major and serious concern.

The Council resolved to turn down the request.

### **b Chevening Mailer**

The Clerk proposed that the Council should try to resurrect the Chevening Mailer as a mechanism for the Council to share notifications, messages and charitable events. The clerk stated that people contact via text Facebook email and WhatsApp but unless they comment directly to the PC (on Facebook for example if the post is shared to another page and comments are made on the shared site) messages can get missed. The issue has been highlighted recently with the Local Plan WhatsApp group which has many posts per day and without reading through each one, if there is a request for information or call for action contained within a message it can easily be missed.

The mailing list and how it operates will be required but there are two Parishioners who could be approached to explain the process. Under GDPR the first contact would be to confirm the Parish Council had taken over the Mailer, to give the opportunity to "opt out" of messages

The Chairman reminded the Council that if the responsibility for the Mailer is undertaken it is then an ongoing commitment.

Cllr Robinson stated that many other Parishes use their Facebook pages. The Council felt it didn't want the two way exchange of comments and the potential of sharing information to other pages and any feedback being missed

The clerk said that should the Council take on the Mailer she would establish a separate email address for content.

Cllr Woodruff had earlier stated she would speak to the Parishioner who has the details of the Mailer. It was resolved that the clerk would investigate and make sure it was feasible to use the mailing list and MailChimp

**15 Finance**

The payments for January were resolved and the Payments and Receipts for November & December reviewed

**16 Planning Applications**

Applications for consideration by the Council

51 High Street Chipstead Kent - The details of the application were reviewed by the Council and the response of "No objection" was resolved

The Applications granted or refused in December were reviewed without comment

**The meeting closed at 20.25**

Payments and receipts for November

	Opening balance	£79,785.37
21/11/2023	Fletcher 317	£220.00
07/11/2023	Allotment Association	£60.00
03/11/2023	SEVENOAKS D.C., Bus shelter Grant	£4,000.00
06/11/2023	GOCARDLESS REF KENTCABLES-77MEMBH, MANDATE NO 0008	£30.00
08/11/2023	EDF ENERGY REF 673109647889, MANDATE NO 0009	£8.00
10/11/2023	CHARGES FROM 2023-09-22 TO 2023-10-21	£7.50
15/11/2023	V WOODRUFF REFERENCE TRANSFER	£113.41
15/11/2023	CHIPSTEAD PAVILLION MANAGMENT REFERENCE AMBLERS	£1,287.50
15/11/2023	OLIVER HOAD REFERENCE 1074	£320.00
15/11/2023	DRM TREES REFERENCE CPC044	£3,660.00
15/11/2023	J HAYTON REFERENCE TRANSFER	£3,516.00
15/11/2023	MDH HORTICULTURAL SERVICES REFERENCE 2945	£708.00
15/11/2023	J HAYTON REFERENCE TRANSFER	£559.56
15/11/2023	MDH HORTICULTURAL SERVICES REFERENCE 2943	£386.10
17/11/2023	CASTLE WATER LTD REF 546134, MANDATE NO 0011	£5.99
28/11/2023	VEOLIA ES UK LTD REF 04937801, MANDATE NO 0010	£29.74
30/11/2023	SSE ENERGY SUPPLY REF 0014194, MANDATE NO 0013	£398.81
	Closing Balance	£73,034.76

## Payments and Receipts for December

	Opening Balance	£73,034.76
16/12/2023	CHIPSTEADFC-PITCH FROM CHIP FC	£4,455.00
08/12/2023	MAZARS LLP GBP RECEIVABLES	£504.00
07/12/2023	Transfer from Co-op Account for Bulbs	£94.51
06/12/2023	Powell 7	£825.00
04/12/2023	GOCARDLESS REF KENTCABLES-77MEMBH, MANDATE NO 0008	£30.00
08/12/2023	EDF ENERGY REF 673109647889, MANDATE NO 0009	£8.00
11/12/2023	MDH HORTICULTURAL SERVICES REFERENCE 2971	£708.00
11/12/2023	M WILSON REFERENCE TRANSFER	£225.00
11/12/2023	DRM TREES REFERENCE CPC046	£480.00
11/12/2023	FIRE PROTECTION SERVICES REFERENCE CH0064	£128.11
11/12/2023	TOWN AND COUNTRY PLANNING REFERENCE TCPA231402	£90.00
11/12/2023	MDH HORTICULTURAL SERVICES REFERENCE 2970	£386.10
11/12/2023	J HAYTON REFERENCE TRANSFER	£186.75
11/12/2023	J HAYTON REFERENCE TRANSFER	£3,218.38
11/12/2023	HMRC REFERENCE 577PV00161414	£1,869.53
11/12/2023	MDH HORTICULTURAL SERVICES REFERENCE 2969	£1,830.07
12/12/2023	CHARGES FROM 2023-10-22 TO 2023-11-21	£7.50
15/12/2023	PAYMENT BY CHEQUE WITH SERIAL NO 022152	£500.00
21/12/2023	PAYMENT BY CHEQUE WITH SERIAL NO 022153	£5,000.00
21/12/2023	CASTLE WATER LTD REF 546134, MANDATE NO 0011	£5.80
27/12/2023	SSE ENERGY SUPPLY REF 0014194, MANDATE NO 0013	£385.96
28/12/2023	VEOLIA ES UK LTD REF 04937801, MANDATE NO 0010	£29.74
	Closing Balance	£63,824.33

Signed as a true record

5<sup>th</sup> February 2024

Payments for January

MDH Horticultural Services	Open Spaces	£1,525.06	£305.01	£1,830.07
HMRC	Tax & NI	£607.79		£607.79
J Hayton	Salary	£1,292.06		£1,292.06
MDH Horticultural Services	Gang mowing	£321.75	£64.35	£386.10
J Hayton	Expenses	£21.65		£21.65
DRM Trees	Lift Crowns at Chipstead Common	£500.00	£100.00	£600.00
Chipstead Pavilion Management	Football club 2023	£2,227.50		£2,227.50
Sevenoaks District Council	Emptying bins and dog bins	£666.90	£133.38	£800.28

Signed as a true record

5<sup>th</sup> February 2024

Planning Applications for Consideration at the Meeting					
23/03523/HOUSE	51 High Street Chipstead Kent TN13 2RW	Demolition of existing utility room. Single storey extension with new rooflight and new lantern rooflight replacing existing rooflight.	No objection	Allan	
23/03513/HOUSE	7 Chipstead Park Close Sevenoaks Kent TN13 2SJ	Demolition of existing ground floor conservatory to be replaced with new conservatory. New ground floor terrace area with railings, stairs and incorporated lower ground storage area. Two story infill extension to rear. New portico porch with new steps. Landscaping. Alteration to fenestration.	As Cllr Woodruff who reviewed the application was unable to attend the meeting, this application will be resolved by email	Val	
<b>Planning Decisions</b>					
23/02789/HOUSE	Cornerways Homedean Road Chipstead Sevenoaks Kent TN13 2QN	Rear two storey extension and single story extension.. New fenestration, charge, solar panels, air source heat pump. New terrace. Two new sun tunnels. Internal alterations New staircase. Replace part of existing roof with new sloping sarnafil roof and adding new ridge. New facing brick quoins around exteior wall.	No objection	Jamie	Granted
23/02854/LBCALT	Dormers Cottage Bessels Green Road Bessels Green Sevenoaks Kent TN13 2PT	Conversion of 2 self contained flats into a single dwelling house with internal alterations.	No objection	Nigel	Granted
23/02764/CONVAR	Salters Heath Farm Cold Arbor Road Sevenoaks Kent TN13 2PR	Variation of condition 7 (permitted development) of 20/02231/CONVAR related to 18/02941/FUL for demolition of modern structures, agricultural barn and silos. Conversion and redevelopment and creating agricultural buildings into B1a office floor space. Creating additional vehicle spaces and a new access with amendments to materials, plans and the phasing of BREEAM to enable a wider range of uses to be permitted on site	No objection	Allan	Granted
23/03236/HOUSE 23/03237/LBCALT	22 High Street Chipstead Sevenoaks Kent TN13 2RP	Loft conversion to habitable space. Internal works, reconfiguration, cavity drain waterproofing, associated fire upgrades. New conservatory to the rear of the existing building, refurbishment of the existing annexe including the incorporation of a mezzanine, space for plant, dormer and new door and windows. Alterations to fenestration. Gate relocation.	No objection providing the Planning Officer is satified concerning the noise emitted from the Air Source Heat Pump and it's proximity to the neighbouring property	Val	Granted