



Chevening Parish Council

CHEVENING PARISH COUNCIL

Judith Hayton - Clerk

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Minutes of the Annual Meeting of the Parish Council held on Tuesday 9th May 2023 at 7.30pm at the Pavilion, Chipstead Recreation Ground Chevening Road Chipstead TN13 2SA.

Present:	Mr N Williams	Chairman
	Mr J Firmager	Vice – Chair (from item 63)
	Mr A de Turberville	Councillor
	Mr J Eastwood	Councillor
	Mr J Jarrett	Councillor
	Mrs V Woodruff	Councillor
	Mrs L Weavers	Councillor
	Mr N Chard	KCC (via Zoom)
	Ms S Robinson	SDC
	Ms M Alger	SDC (until 19.40)
	Mrs J Hayton	Clerk
	There were no Members of the Public present	

The Chairman began by offering the Parish Council's thanks to our previous SDC Councillor, James London, who had been on the District Council for 27 years and was a huge supporter and advocate for the Parish. He welcomed the new District Councillors, Cllrs Robinson and Alger, one of which will be the designated District Councillor for Chevening and the other for Sundridge

62 Election of Chairman

Cllr Williams was proposed by Cllr Eastwood and seconded by Cllr de Turberville and was unanimously elected as Chairman

63 Election of Vice Chairman

Cllr Firmager was proposed by Cllr Weavers and seconded by Cllr Williams and unanimously elected as Vice-Chairman

64 Appointment of Responsible Financial Officer

The Clerk was reappointed as Responsible Financial Officer

65 Election of Working Parties, Representatives and Other Posts

The Working Parties were reviewed and agreed as per appendix 1, with a review taking place when the Council returns to full complement

66 Apologies and Absences

All Councillors were present and therefore no apologies for absence were received

67 Declarations of interest or lobbying

There were no declarations of interest or **lobbying regarding items on this agenda that have not been notified previously**

68 Minutes of Previous Meeting

The minutes of the meeting on 3rd April 2023 which had previously been agreed by email were duly signed by the Chairman as a true record

69 Update from KCC Councillor Nick Chard

Cllr Chard began by offering his appreciation and thanks for all the hard work and support he had received from former SDC Councillors James London and Keith Bonin. He confirmed they were great to work with and paid tribute to them and he looked forward to an equally effective and productive relationship with our new District Councillors Cllr Robinson (present at the meeting) and Cllr Alger (who had introduced herself to the Parish Councillors but left the meeting at this point) The Parish Council unanimously endorsed his expression of thanks to James and Keith

Covers Farm

KCC are still waiting for technical details from the applicant which will then need to be verified and challenged by KCC. The application will therefore not be heard until September at the earliest.

A25 bridge

There are bollards on the A25 bridge over the A21. This stretch of road (the bridge) is the responsibility of Highways England and they are working to repair the bridge and ensure it is safe

Potholes

Potholes are an ongoing issue and Cllr Chard assured the Council he was working to get them sorted as soon as possible

70 Questions from the Public

There were no members of the public in attendance

71 Open Spaces

a Open Space Inspection

Cllr Eastwood asked whether the Council was participating in “No mow May” this year. The Council felt that with the speed the grass was growing and how dishevelled the areas look when the grass is not cut, that it would not be appropriate this year. The Clerk will instruct the contractors to cut the two areas left uncut last year, the area in Chesterfield Drive and beside the river on Sailing Club Road. The Coronation celebration was a magnificent success on Sunday 7th May. The Council resolved to hold an annual Parish picnic on the Recreation Ground (possibly in June?)

b Playground Inspection

There were no reported issues with the playground and it was very well used during the Coronation celebrations

72 Chevening Parkland

An invitation had been issued by George Back for a Councillor and member of the Public to be the Parish representation on the liaison committee which will be established by the Estate to feedback issues around the Parkland development. The Council proposed potential members of the public who will be invited to sit on the group. The Council will formally advise the Estate of the proposed representatives when the Council is up to full complement as this is likely to happen more quickly than the formation of the Liaison Committee

73 Former Cllrs Clark and Branton.

The Council resolved to remove Cllr John Branton and Cllr Nick Clark from the Bank Mandates as they have now officially left the Council

74 To resolve the Council’s Risk Assessment Document

The Council unanimously resolved the Risk Assessment document

75 Correspondence Received and General Issues

Party on Chipstead Green

The Chairman had received a request from a member of the public who wishes to hold a 40th birthday party on Chipstead Green, erecting a gazebo and potentially having a bbq and music. The Council expressed concern that as it is a public space there is little the Council can do to stop such an event, as families and groups do meet and congregate together on the Green and it would be difficult to police or prevent such meet ups happening.

However the holding of a bbq and the erection of a gazebo would involve public liability insurance on the part of the person so doing. Cllr Woodruff expressed concerns about glasses and potentially broken glass accidentally left on the green.

The Council requested the applicant comes to the next meeting to outline exactly what their plans are for siting the event, power generation tidying up etc.

Pavilion Committee

As the pavilion Committee has not met since before Covid, Cllr Jarrett suggested it would be a good time to arrange a meeting to discuss any issues that may have arisen since the last meeting took place, especially since the new charging model has been introduced in the meantime. A meeting will be arranged as soon as possible with representatives from the Football and Cricket clubs in attendance

76 General Information and proposals for Future Agenda Items

The party as outlined in minute 75 will be added to the agenda

77 Finance

Income Received and Cheques Payable

The payments for May were resolved and the Payments and Receipts for April reviewed

78 Planning Applications

22 High Street Chipstead Sevenoaks Kent TN13 2RP Cllr Woodruff – The Council offered no objection

116 Chesterfield Drive Sevenoaks Kent TN13 2EF Cllr Eastwood – The Council offered no objection

District Councillor Sandra Robinson than introduced herself to the Council, explaining her working history and experience and she was welcomed to the Ward as representative by the Chairman

The meeting closed at 20.45

Election of Working Parties, Representatives and Other Posts

List of Offices and Working Parties etc

Position

**9-5-2023
Incumbents from May 2023**

Chair

NW

Vice Chair

JF

Finance Working Party

JE(Ch) NW

Pavilion Committee

NW (Ch) VW JJ

Chevening News Reports

AdeT

Open Spaces Special Interests

Chipstead Common

JJ

Chesterfield Drive

JE

Chipstead Green

VW

Land South of Lake

Howard Dilley

Recreation Ground

JJ

Bullfinch Close

JE

Bessels Green

AdeT

Burial Ground

LW

Churchyard

AdeT

War Memorial

AdeT

Fort Halstead Observers & Monitoring progress of Local Plan

NW + VW

Grievance Committee

JF LW JE

Appeals Committee

NW JJ VW

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

Payments and Receipts for April

	Opening Balance	£55,114.36
04/04/2023	BURIAL HUT RATES FROM CHEVENING PAR CH	£277.69
14/04/2023	HMRC VTR, XWV126000106443	£2,041.70
28/04/2023	SDC GENERAL ACCOUN, HALF YEAR PRECEPT	£35,000.00
04/04/2023	SEVENOAKS DISTRICT COUNCIL REFERENCE 30667350	£364.27
04/04/2023	SEVENOAKS DISTRICT COUNCIL REFERENCE 30571350	£277.69
04/04/2023	J HAYTON REFERENCE TRANSFER	£9.16
04/04/2023	MDH HORTICULTURAL SERVICES REFERENCE 2761	£355.20
04/04/2023	J HAYTON REFERENCE TRANSFER	£1,142.13
04/04/2023	HMRC REFERENCE 577PV00161414	£530.00
04/04/2023	MDH HORTICULTURAL SERVICES REFERENCE 2760	£1,683.60
04/04/2023	GOCARDLESS REF KENTCABLES-77MEMBH, MANDATE NO 0008	£30.00
11/04/2023	CHARGES FROM 2023-02-22 TO 2023-03-21	£7.50
11/04/2023	EDF ENERGY REF 673109647889, MANDATE NO 0009	£11.00
14/04/2023	OCTOPUS ENERGY REF A-E621DDFB-001, MANDATE NO 0012	£127.46
28/04/2023	VEOLIA ES UK LTD REF 04937801, MANDATE NO 0010	£29.74
28/04/2023	SOUTHERN ELECTRIC REF 910036741, MANDATE NO 0005	£167.33
	Closing Balance	£87,420.98

Payments to be made in May

Santander Payments

					£0.00
1099	MDH Horticultural Services	Open Spaces	£1,403.00	280.6	£1,683.60
1100	HMRC	Tax & NI	£530.00		£530.00
1101	J Hayton	Salary	£1,142.13		£1,142.13
1102	MDH Horticultural Services	Gang mowing	£296.00	£59.20	£355.20
1103	J Hayton	Expenses	£315.08	£59.32	£374.40
1104	MDH Horticultural Services	Repair curb	£260.00	£52.00	£312.00
1105	Sevenoaks District Council	Annual Report Printing	£150.00		£150.00
1106	DRM Trees	Fell 2 trees in Sailing Club Road	£300.00	£60.00	£360.00
1107	Julia Chamberlain	Internal Audit Fee	£160.00		£160.00
1108	Defib4life	Childrens pads for Rec	£79.00	£15.80	£94.80
1109	Corido	New bench for Burial Ground (donation)	£441.67	£88.33	£530.00
1110	Rialtas	Accounting Software	£150.28	£30.05	£180.33

Planning Applications for Consideration at the Meeting

23/00855/H OUSE 23/00856/LB CALT	22 High Street Chipstead Sevenoaks Kent TN13 2RP	Internal reconfiguration of the ground floor, first floor, second floor and basement levels; waterproofing; incorporation of new stair and walls to basement; incorporation of new stair to loft; reconfiguration of first floor bathroom, provision of new ensuite shower room and wc to first floor bedroom: conversion of loft to provide with new bathroom. Fire upgrades. Erection of conservatory to the rear with solar glass and associated landscaping. Refurbishment of the existing annexe with removal of rooflights, new mezzanine level with plant room, new dormer, new fenestration and air source heat pump.	Val	No objection
23/01173/H OUSE	116 Chesterfield Drive Sevenoaks Kent TN13 2EF	Proposed garage conversion, facade alterations, associated works. Rooflight.	John E	No objection

Planning Decisions

23/00487/H OUSE	16 Bullfinch Close Sevenoaks Kent TN13 2BB	Single-storey rear and double-storey side extension with associated internal alterations	No objection	Val	Granted
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