

CHEVENING PARISH COUNCIL

Minutes of the Annual Meeting of Chevening Parish Council, held at 7.30pm on Monday 9th May 2016 at the Recreation Ground Pavilion, Chevening Road, Chipstead TN13 2SA



Present:	Mr A Clark	Chairman
	Mr J Branton	Vice Chairman
	Mrs T Dalton	Councillor
	Mr H Dilley	Councillor
	Mr J Eastwood	Councillor
	Mrs B Ide	Councillor
	Mr R Surrey	Councillor
	Mrs L Weavers	Councillor
In Attendance:	Mrs J Hayton	Clerk
	Mr J London	Sevenoaks District Council
	Members of the Public	4
Apologies	Mr A de Turberville	

Action

- 58. Election of Chairman** Cllr Clark was unanimously resolved as Chair, following the resignation of Cllr Dilley. Cllr Clark signed the Chairman's Declaration of Acceptance of Office and accepted the insignia. The new Chairman thanked Cllr Dilley for his leadership on behalf of the Council. The outgoing Chair also congratulated Cllr Weavers on her serving 25 years on the Council
- 59. Election of Vice Chairman.** Cllr Branton was unanimously resolved as Vice Chairman.
- 60. Appointment of Responsible Financial Officer** The Clerk was unanimously resolved as RFO. Chairman thanked Cllr Eastwood who performed the role whilst no clerk was in place during 2015-6
- 61. Election of Working Parties, Representatives and Other Posts** The various responsibilities were resolved as per the attached appendix 1
- 62. Apologies and Absences** – Cllr de Turbeville
- 63. Declarations of interest or lobbying** – Cllr Weavers for Planning Application 61 High St.
- 64. Minutes of Previous Meeting** – The minutes were signed by the Chairman
- 65. Questions from the Public** – A member of the Public thanked the outgoing Chair on behalf of Parishioners
- 66. Open Spaces**
- a) **Open Space Inspection** – Nothing to report
 - b) **Playground Inspection** – Nothing to report
 - c) **Football Club** – Alan Black confirmed the drainage work had gone well, but a proper evaluation cannot take place until the drainage has been in place over the winter.
Alan & Caroline Davies from the Football Club raised the costs to the Club of playing at Chipstead, given that they also require additional pitches for the Juniors irrespective of the drainage work being done. Alan will prepare a Proposal for the Council to consider in terms of the contributions the Football Club makes for the Recreation Ground & Pavilion. Clerk to contact other Councils to compare their ground maintenance costs and charges **Alan Black**
 - d) **Repairs to Burial Ground road and new Gate.** It was resolved to instruct Marchants to repair the potholes. Clerk to get prices for a new oak gate. **Clerk**
 - e) **Chipstead Lane eyebrow.** KCC will not tidy the eyebrow as the land is owned by the houses on Chipstead Park. Clerk to write to the homeowners asking them to tidy the area. The Council has received a quote of £1100 to do the work. **Clerk**
- 67. Footpath Matters** – Mr Graham Birch volunteered to take on the walking of the footpaths on behalf of the Council.

68. Highway Matters

- a) **Highways spreadsheet** The Council requested copy of the Sunrise Transport Management Plan and plans to create more parking spaces. Clerk to obtain details of trees with TPOs at Sunrise **Clerk**

69. Correspondence Received and General Issues

- a) **Review of Annual Assembly** The Council felt the Assembly was well attended. The only criticism received was the lack of microphone. Clerk to raise with PCC **Clerk**
- b) **Kent County Playing Fields Association** – It was resolved to continue our Subscription
- c) **Burial Ground** The Burial Ground rules are now clearly defined. It was resolved to decline the latest request for a plot from Mrs Davies. The rules should be confirmed to Rev Smith to ensure his Parishioners are aware **Clerk**
- d) **Speedwatch Equipment** – It was resolved to keep the existing equipment and review the available upgraded models when budgets are set for 2017/8 and on implementation of the 20mph limit **Clerk**

70. General Information and proposals for Future Agenda Items

- a) The Chairman suggested all Councillors feed their ideas for the Website to the Clerk, including looking at other Parishes websites

71. Finance

- a) Income Received and Cheques Payable – Resolved – Appendix 2
- b) Year-end Financials – Resolved with no comment raised
- c) **CIL Money.**
- a) It was resolved to use the Co-op account to separately account for CIL money.
- b) It was resolved to investigate using CIL money on Burial Ground gate, new bench at playground & to replace bench in Chesterfield Drive **Clerk**

72. Planning Applications

- a) Applications Granted or Refused, and Notices received
- b) Appeals and Applications for Consideration by the Council – Appendix 3

73. Chipstead Lake

- a) Relocating footpath on North Shore. It was resolved to pursue changing the right of way to run along the North shore of the lake following overwhelming support from Parish Plan and show of hands at the Annual Assembly **Cllr Dilley**

List Of Offices and Working Parties etc

09-05-16

Position**Incumbents from May 2016**

Chairman

AC

Vice Chairman

JB

Finance Working Party

JE(Ch) AC BI TD

Pavilion Committee

AC(Ch) WM TD BI

Chevening News Reports

JB

Open Spaces Special Interests

Chipstead Common

BI

Chesterfield Drive

JE

Chipstead Green

TD

Land South of Lake

HD

Recreation Ground

AC

Bullfinch Close

JB

Bessels Green

RS

Burial Ground

HD

War Memorial

AdeT

J5Slips CPC Observers

HD + BI

Fort Halstead Working Group

HD + RS

Fete Committee

LW

Grievance Committee

HD LW JE

Appeals Committee

AC BI RS

Web Site Maintenance

JH

Other Reps Appointed by Chevening Parish Council

Lucy Stanhope Charity Reps

AB AE

Footpaths

Graham Birch

Payments and Receipts April 2016

Opening Balance			£65,092.19	
Payments				
06-04-16	Santander	CHGS	£7.50	Bank Charges
15-04-16	E.ON	DD	£355.57	Street Lights
12-04-16	MDH Horticultural	24	£1,304.54	Monthly Maintenance
12-04-16	HMRC	25	£607.12	J Hayton Tax & NI
12-04-16	J Hayton	26	£579.37	Monthly Salary & Expenses
12-04-16	HMRC	27	£101.54	P Furze Tax & NI April 2015 Tax & NI
12-04-16	SE Water	28	£182.21	Water Bill - Chipstead Common Football Hut
12-04-16	Citizens Advice Bureau	29	£100.00	Donation
12-04-16	P Woodruff	30	£39.00	Flood defences - sluice fork
12-04-16	J Hayton	31	£52.37	Expenses
12-04-16	MDH Horticultural	32	£249.60	Clear flower bed at the Burial Ground
Total Payments			£3,578.82	
Receipts				
15-04-16	SDC		£308.70	CIL Payment
18-04-16	EDF Energy		£102.18	Refund of overcharge from 2003
18-04-16	Amhurst School		£390.42	Quarterly payment
22-04-16	Santander		£13.62	Bond Interest
23-04-16	Aviva		£2,426.40	Home Farm Light
25-04-16	S Dalton		£62.50	CLA Flyers
28-04-16	Welham Jones		£122.60	Paid to us in error
29-04-16	SDC		£203.13	CIL Payment
			£3,629.55	
Balance C/F			£65,142.92	

Payments agreed May 2016

Cheque No	Payee	Reason	Net	VAT	Total
22124	Chevening Church	Tea/Coffee at Annual Assembly	£50.00		£50.00
					£0.00
		Santander Payments			
33	MDH Horticultural	Monthly Maintenance	£1,087.12	217.42	£1,304.54
34	HMRC	J Hayton Tax & NI	£147.97		£147.97
35	J Hayton	Monthly Salary & Expenses	£1,039.52		£1,039.52
36	Bourne Amenity	Completion of Drainage Work	£6,340.00	£1,268.00	£7,608.00
37	Sevenoaks District Council	Annual Report Printing	£212.50	£42.50	£255.00
38	Sevenoaks District Council	Lucy Flyers	£144.00		£144.00
39	Sevenoaks District Council	Litter bins Sailing Club Road	£306.00	£61.20	£367.20
40	Musketeer Services	Water testing at Pavilion	£148.00	£29.60	£177.60
41	Sevenoaks District Council	Rates - Chipstead Common	£314.60		£314.60
42	Sevenoaks District Council	Rates - Chevening Cemetery	£125.84		£125.84
43	AMS Bookkeeping Services	Internal Audit of Accounts	£75.00		£75.00
44	Streetlights	Q1 Maintenance Contract	£571.88	£114.38	£686.26
45	J Hayton	Expenses	£88.76		£88.76
46	MDH Horticultural	Gang moving Rec and Chipstead Common	£257.50	£51.50	£309.00
47	D Matthews	Tree work - pollarding poplars & fell alder	£660.00		£660.00
48	Welham Jones	Refund - Sent to us in error	£122.60		£122.60
49	Trish Dalton	Queens Birthday Picnic	£160.95		£160.95
			£11,852.24	£1,784.60	£13,636.84

Appendix 3

Reference	Site	Development	PC Decision	Clr	
SE/16/01132/HOUSE	61 High Street Chipstead TN13 2RW	Erection of a two storey rear extension	No Comment	Barbara	
SE/16/00838/HOUSE	61 Westerham Road, Bessels Green TN13 2QB	A new roof to existing conservatory and alteration to fenestration at rear, single storey front extension to hall with new porch, erection of a bay window on front elevation, first floor dormer, new boundary fence to the East and North of boundary.	No Comment	John B	
SE/16/00920/HOUSE	Hillview Cottage, 31 Main Road, Sundridge TN14 6ED	Erection of an open glass room	No Comment	Howard	
16/00714/HOUSE	Burbil House, 28 Chipstead Park, Sevenoaks TN13 2SN	Erection of a single storey rear extension.	No Comment	Trish	

SDC Decisions on Previous Applications

SDC Reference	Site	Development	PC Decision	Clr	SDC Decision
SE/16/00544/HOUSE	The Mill House Chevening Lane Knockholt TN14 7LB	Erection of a single storey rear entrance porch/boot room	No comment	Howard	Granted
SE/16/00215/HOUSE	1 Larkfield Road Bessels Green TN13 2QH	Erection of a part double/part single rear rear extension and charges to front elevation and fenestration	Object. The proposal is overbearing and is an unacceptable loss of light for the neighbour. It is a 52% increase on footprint of the existing building, which has already been extended.	Andy	Granted
SE/16/00423/HOUSE	30 Larkfield Road Bessels Green TN13 2QJ	Demolition of existing playroom. Erection of a single storey rear extension and internal alterations at ground floor level. Conversion of existing garage to storage and utility area	Support. The proposals bring the house into symmetry with the next door semi. They are re-ordering the house to make better use of space for them as a long term home. They are using local builders. The immediate neighbours have been consulted and are fully supportive	Allan	Granted