



Minutes of the Meeting of Chevening Parish Council, held at 7.30pm on Monday 13th April 2015 at the Recreation Ground Pavilion, Chevening Road, Chipstead TN13 2SA

Present:	Mr H Dilley Mrs W Metcalf Mr A Clark Mrs B Ide Mr J Westacott Mr J Eastwood Mrs L Weavers	Chairman Vice Chairman Councillor Councillor Councillor Councillor Councillor
In Attendance:	Mrs P Furse Mr James London	Clerk District Councillor (arrival 21:15)
Apologies:	Mr J Branton Mrs T Dalton	Councillor Councillor

201 Declaration of Interest and Lobbying **Action**
None Declared

202 Minutes of Previous Meeting
The minutes of the meeting held on 9th March 2015 were agreed will be signed subject to appendix 3 being circulated and agreed.

203 Questions from the Public
There was concern about the cobble stones in Chipstead High Street. The Chairman said it was a matter that needed to be taken up with Sevenoaks District Council.

There was also concern about the pot holes appearing along Chevening Road, in particular to the entrance to Chevening School car park. The Clerk said that a report has been put in to KCC Highways.

There was a question as to when the kerb stones near Chevening School would be painted white. The Clerk undertook to ask Kent Highways again when this would be progressed. Clerk

204 Open Spaces Matters

- a) Open Spaces Inspections
Cllr Eastwood enquired when the grass was going to be cut at the recreation ground. The Clerk will ask MDH Horticultural.
- b) Playground Inspections
Nothing to report
- c) Playground Opening
The Chairman informed the Council on behalf of Cllr Dalton that the opening of the Playground is to take place at 2pm, Saturday 9th May 2015.
- d) Pitch Drainage
The Chairman updated the Council – planning guidance has now been applied for from Sevenoaks District Council. Alan Black is to complete an application form for a grant paying for the project. The Clerk is to provide a copy of the Council's insurance Policy to Alan, this has now been actioned.
- e) Quote for Posts and Gate for Recreational Ground
The Clerk updated the Council on a quote received from W Hardy Builders Ltd in the sum of **£1,116.00** incl Vat for 12 Oak Bollards to be erected around the recreational Ground, together with a collapsible post. Cllr Clark asked if the football club could also make a donation. The Chairman to enquire.

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- f) Work to Trees on Chipstead Common
The Chairman updated the Council – he intends to carry out this work himself.
- g) Visual Tree Safety Inspection Report
The Clerk updated the Council – the first round of quotes asked for included trees that were not on Council land, as suggested in the Tree Visual Report provided by Commercial Services Trading Ltd. Therefore a new batch of quotes will be sent out after conference with Chairman to highlight other trees that may be included in the report that are not on Council land.

205 Footpath Matters
No matters reported.

206 Highway Matters

- a) Issues raised with KCC
Cllr Metcalf reported that cars seemed to be more mindful about parking on the grass verge around Bessels Green. Cllr Metcalf
- b) 'No Parking Sign' on Bessel's Green
The Clerk updated the Council that to erect the posts on the green outside the King's Head at Bessel's Green is going the cost £60 plus vat, a quote received from W Hardy Builders Ltd. The Clerk is going to continue with the research into the actual sign to go onto the posts, as the dimensions required have not yet been found. Clerk

207 Correspondence Received and General Issues

- a) Flood Protection
The Chairman updated the Council that the drainage provisions in the Coombe Bank area had been dammed by a local game keeper enabling ducks to be kept. KCC, who is now responsible for this area will write a letter to the owner of this area, asking them to remove the dam.
- b) Lamp Post damage at Home Farm
The Chairman updated the Council that all permissions have been applied for and that he was waiting on the insurance company of the policy holder to confirm whether or not they will pay for the damage. Chairman
- c) Porch 9-11 Chipstead High Street
Nothing to update, but the Chairman has noticed that the rain has washed off white markings. The Clerk to get an update from KCC. Clerk
- d) Darent Valley Landscape Partnership
Cllr Metcalf informed the Council of the report she had circulated. She said that if she is needed to, she is willing to stay a contact on this after she has left the Council. The Chairman said that if she was willing to stay a contact then the Council would be grateful for that to be the case. Cllr Metcalf
- e) War Memorials Trust
Cllr Weavers updated the Council – the Trust was happy to give us some kind of a grant, however, the Council will also have to contribute to the funding awarded. Cllr Weavers
- f) Family Fun Day
The Chairman reported that Cllr Dalton has said she has the organisation of this in hand. Cllr Dalton
- g) Circus
Cllr Metcalf reported on the letter she had circulated and that the circus could operate on Chipstead Common as a suitable site. She informed the Council that the circus organisers would visit the site to check its suitability first. The Clerk to organise this. Clerk
- h) Bench request for Burial Ground
It was **RESOLVED** by the Council, that a bench could be installed in the burial ground at the cost of the Parishioner wishing to install it.
- i) The Pensions Regulator
The Chairman informed the Council that he would register with the Pensions Regulator by end of April, the due date. Chairman
- j) Volunteer Transport Group Donation
It was **RESOLVED** by the Council, that a donation of £100 could be given to Volunteer Transport Group.
- k) CPRE Subscription renewal

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It was **RESOLVED** by the Council, that the subscription of £36 should be renewed for CPRE.

- l) **Dragon Boat Race**
Cllr Clark asked the Council if it was happy to contribute toward the provision of the services by St John's Ambulance at the Dragon Boat Race. It was **RESOLVED** by the Council that a sum of up to **£160** could be contributed toward this provision.
- m) **Cheque for 3rd Party Contribution to Cory Environmental 'Trust in Britain'**
In the absence of Cllr Dalton the Chairman updated the Council of the 3rd Party Contribution that is to be paid across to Cory Environmental. It was **RESOLVED** that a cheque in the sum of **£2,133** could be raised and paid to them for the 'Trust in Britain' project.

208 Pavilion

No maintenance issues to report

209 Neighbourhood Plan

Cllr Metcalf spoke about the email that she had previously circulated, on the suspension of the Neighbourhood Plan. She informed the Council that the area designation remains in place and that there are a lot of beneficial outcomes. She will be writing a closing report detailing all the work that has already been done and the benefits that have been identified so that it can easily be restarted if appropriate in the future.

210 Finance

- a) **Income and Cheques Payable**
The Clerk circulated a Bank Reconciliation Report and the Income and Payment schedule and cheques for payment. These were approved by the Council. Cllr Metcalf noted the additional information provided by the Clerk as RFO, in supply of a Bank Reconciliation Report that she said was very useful. The Cheques were signed by the Chairman and Cllr Ide. – See appendix 2
- b) **Payroll Reconciliation & End of Year Report to HMRC**
Although this was not discussed at the meeting, the Clerk wanted to inform the Council that a PAYE reconciliation had to take place, correcting the figures submitted to HMRC for the year 2014/15. An Early Year Update will have to be presented to HMRC before 19th May 2015, showing the correct figures for last year.

211 General Information and Proposals for Future Agenda Items

- a) **M25, Junction 5**
The Chairman updated the Council that the report on economic benefits of east facing slip roads at or near junction 5 had been put back as a result of the withdrawal of some of the third party funding.
- b) **Future Agenda Items**
Emergency Community Resilience Plan

212 Planning Applications

- a) **Applications Granted or Refused and Notices received**
The Chairman read out the following applications:

Granted Applications – see appendix 1

Mildura, Baden Powell Road, Riverhead, TN13 2EE
Peppercombe, 42 Westerham Road, Bessels Green, TN13 2PZ
4 Darent Close, Chipstead, TN13 2RX
St Botolphs Church, Chevening Road, TN14 6HG

Refused Applications – see appendix 1

Chevening School Nursery, Chipstead, TN14 6HG

Notices – see appendix 1

Greytiles, Chipstead Lane, TN13 2RF – work to trees in a Conservation Area
23 Larkfield Road, Bessels Green TN13 2QH – consent to cut down, prune or uproot trees

- b) **Appeals and Applications for Consideration by the Council**

Read



Appeals – see appendix 1b
Amberley, Packhorse Road, TN13 2QP

Considerations – see appendix 1b
Land North of Parklands, 14 Westerham Road, TN13 2PU – it was RESOLVED by the Council that a response of 'NO Comment' should be submitted.

- c) Fort Halstead
The Council discussed an email that was previously circulated, regarding Fort Halstead. The Council recommended refusal on the grounds that Star Hill is not suitable for a secondary access due to the steepness and width of the road. Also that the infrastructure to support 450 dwellings is inadequate.

Chairman

11/5/15

Applications

Appendix 1

Granted

Reference	Site	Development	Date Recv'd	Date Due	Responded	PC Decision	Clr	Decision Method	SDC Decision	Date
SE/14/03603/HOUSE	Mildura, Baden Powell Road, Riverhead, TN13 2EE	Erection of first floor side extension with pitched roof and flat crown and sun pipe.	18.11.14	8.12.14			John Westcott	PC Meeting		
SE/14/04014/HOUSE	Peppercombe 42 Westerham Road, Bessels Green TN13 2PZ	Demolition of single storey rear lounge extension and single storey utility room/log store and erection of a single storey rear extension and a double storey side extension to west elevation. Render brickwork to the existing toilet and either side of front door and install clear glass to the windows on either side of front door and new rooflights to west elevation.	12.01.15	02.02.15	27.01.15	No Comment	John Branton	Delegated Decision	Granted	
SE/15/00048/HOUSE	4 Darent Close, Chipstead TN13 2RX	Demolition of existing garage and car port. Erection of a two storey extension and new garage.	15.01.15	05.02.15	27.01.15	No Comment	Andy Clark	delegated Decision	Granted	
SE/15/00229/HOUSE	Mildura, Baden Powell Road, Sevenoaks, TN13 2EE	The erection of first floor side extension with pitched roof with sun pipe.	09.02.15	20.02.15	20.02.15	Objection: Proximity to neighbours fence	Howard Dilley	PC Meeting	Granted	
SE/15/00067/LBCALT	St Botolphs Church, Chevening Road, TN14 6HG	Installation of external lighting to the churchyard with low level bollards and installation of fixed traditional style lamppost to one entrance plus fixed lanterns to lychgate, south door and vestry door.	18.2.15	9.3.15	2.3.15	Support	John Eastwood	Delegated Decision	Granted	02-Apr

Refused

Reference	Site	Development	Date Recv'd	Date Due	Responded	PC Decision	Clr	Decision Method	SDC Decision	Date
SE/14/03671/FUL	Chevening School Nursery, Chipstead TN13 2SA	Demolition of existing temporary classroom and replacement with a new and temporary classroom, for exclusive use of the Chevening Nursery	30.01.15	16.02.15	13.02.15	Comment: The 3 windows adjacent to No.60 to have opaque glass.	Lela Weavers	PC Meeting	Refused	

Notices Received

SE/15/00553/WTPO	23 Larkfield Road, Bessels Green TN13 2QH	Oak - Remove lower branches (TPO)	11.3.15	13-Apr						
SE/15/00780/WTC	Greytles, Chipstead Lane, TN13 2RF	Fell 1 Conifer tree (CA)	17.3.15	13-Apr						

for

Date: 06/04/2015

Time: 08:40:58

CHEVENING PARISH COUNCIL

Appendix 2

Receipts in March

Chipstead Pavilion Management Insurance	1,012.10
Amherst School	790.08
	<u>1,802.18</u>

March Payments

	£	
SDC - Emptying Dog Bins Jan - March 15	414.18	
MDH Horticultural Contractors	1,304.54	
HMRC - PAYE to 5th April 2015	926.49	6th Nov - 5th April
Business Rates Pavilion (Riverhead Angels)	312.00	
Business Rates Pavilion (Chevening Cemetery)	124.80	
SLCC Enterprises Ltd - ILCA online Training Course	118.80	
Polly Furse - Salary & Exps	1,055.20	
	<u>4,256.01</u>	

fls