



# Chevening Parish Council

**Minutes of the Ordinary Meeting of the Parish Council  
held on Monday, 1<sup>st</sup> June 2026 at 7.30pm  
at the Pavilion, Chipstead Recreation Ground, Chevening Road, Chipstead, TN13 2SA**

**Present:**

Cllr James London (Chairman)  
Cllr Allan de Turberville  
Cllr Kevin Leek  
Cllr David Lewis  
Cllr Claire Moses  
Cllr Jane Nielsen  
Cllr Lela Weavers  
Cllr Val Woodruff

**In Attendance:**

Mrs Penny Cole	Clerk
Cllr Nigel Williams	KCC and SDC
Members of the Public	8

## **251 Apologies and Absence**

Apologies were received from Cllr John Eastwood.

## **252 Declarations of interest or lobbying**

There were no declarations of interests or lobbying.

## **253 Minutes of Previous Meeting**

It was RESOLVED that the minutes of the meeting on 7<sup>th</sup> May 2026, be approved and signed by the Chairman as a correct record, subject to the following change – Cllr Lewis had given his apologies and Cllr Moses was present.

## **254 Updates from KCC and SDC**

Cllr Williams confirmed that the decision on local government reorganisation would be announced in Parliament on 16<sup>th</sup> July – the decision would not be conveyed to the District Council beforehand. Cllr Williams also highlighted the issues of anti-social behaviour that took place over the bank holiday weekend. Several questions were raised by the public who were present. The Regulation 19 consultation on Plan 2042 would be consulted on at the end of June. Cllr Williams had discussed the issue of the A25 junction with the Police and Crime Commissioner.

## **255 Questions from the Public**

A full discussion took place regarding the anti-social behaviour in Chipstead and particularly on the lake. Representatives of the Sailing Club and Angling group were present. Residents were concerned in the first instance that someone would drown in the lake. It was noted that there were two distinct groups – a group of teenagers had come by train from Orpington, and another group were local to the area. Residents had witnessed criminal damage to the Bricklayers and the Leonard Cheshire Home, and the Sailing Club had had several boats taken to be used on the lake. Holmesdale Anglers had spent a lot of money securing as much of

the perimeter as they could with fencing. The clerk had already contacted SDC Community Safety, and a meeting would be arranged to discuss the issues. The clerk would email everyone with the confirmed date.

Cllr Leek would inspect the fencing on the land owned by the Council in Chesterfield Drive and a quote for improved fencing would be sought.

A resident asked about the Bessels Green crossing. The agenda for the June JTB had not yet been published.

A resident mentioned the high levels of dust and issues with parking at Turvins Farm. The clerk had mentioned the problems with dust at the recent Chevening Parkland Liaison Group meeting.

## **256 Chipstead Common Shed**

The Chairman of the Sevenoaks Men's Shed was in attendance and two residents of Chipstead Lane were present to object to the proposal. The clerk had written to the Planning department to ascertain whether planning permission was required for a change of use. It was confirmed that the building would be used for 3 hours a day for three mornings a week. It was agreed to share the licence with residents when it had been finalised. The Men's Shed also agreed not to park their cars in Chipstead Lane. Three quotes for the cladding had been received and noted; a decision would be taken once the issue of planning permission had been resolved.

## **257 Open Spaces**

### ***Open Space Inspection***

#### ***a) Playground Inspection***

The quote from The Play Inspection Company for £112.50 plus VAT to inspect the Council's playground equipment was AGREED.

#### ***b) Sailing Club Road***

Only one quote had been received so far. The clerk was pursuing two further quotes.

#### ***c) CCTV***

Two quotations had been received from Spy Alarms Ltd. It was AGREED to accept the quote for £1637 plus VAT for the installation and commissioning of an ANPR camera plus £120 annual maintenance contract. Council also agreed to erect two standalone cameras in the new car park area subject to receiving a written quotation. It was further AGREED that relevant signage regarding the use of CCTV would be installed.

#### ***d) Noticeboards***

Cllr Moses shared a sample of a wooden noticeboard that she considered would be a suitable replacement. The total cost to replace 5 noticeboards would be around £10,000. It was AGREED that three quotes should be sought.

## **258 Correspondence Received and General Information**

A resident had contacted Councillor Woodruff to complain that the cricket club had parked some cars on the grass near the playground. After some discussion it was AGREED to contact the cricket club to confirm that no cars should be parked on the grass on grounds of safety.

It was noted that the streetlight outside the Bricklayers Arms had been severely damaged on Bank Holiday Sunday. KCC had been called out as an emergency as well as UKPN who had disconnected the power. The column had been taken away and disposed of and the streetlight was being kept in the KCC Highways stores. The potential cost to the Council for these works was around £3,000. The clerk had sought a quote to replace the column on a like-for-like basis, amounting to approximately £3481 plus installation. Witnesses had seen the accident happen and the Council was pursuing a statement from them to provide to the insurance company who had been notified.

#### ***a) Chevening Estate Parkland Scheme***

There was no update.

#### ***b) Defibrillator***

At the Annual Parish Meeting, a resident had asked whether the Council could consider installing a defibrillator near the King's Head on Bessels Green. The Council were supportive of this proposal and Cllr de Turberville would pursue this with the pub.

**c) High Street, Chipstead**

A resident had complained about the speed of traffic in the High Street near the George and Dragon pub. This complaint was similar to one considered at the previous month's meeting. Traffic issues in the High Street were difficult to resolve. Kent Highways had contacted the Council to inform them that the white lines would not be refreshed; it was AGREED to reply to Kent Highways to offer to pay for this.

**259 Pavilion**

Cllr Leek had found further mice activity in the roof. It was AGREED to have another meeting with the pest control company to identify any further access points. The roof had been replaced on the small sheds on the side of the Pavilion and part of the membrane to the front of the Pavilion had been removed. A 49-page document had been received by Musketeers on the risk assessment to the Pavilion. Councillor Leek would be meeting with Musketeers to inspect the water tanks, and a follow up meeting would take place with Musketeers, Cllr Leek and the clerk to discuss the risk assessment. A fire risk assessment would be completed once the outstanding works to the electrics had been done. The clerk would chase Phase Electrical for a completion date.

**260 Internal Audit and Governance Documents**

**a) Internal Auditor's Report**

It was NOTED that the internal audit was completed on 9<sup>th</sup> May 2026 and the Annual Internal Audit Report from the Annual Governance Statement was signed by the Internal Auditor.

**b) Statement of Internal Control**

The Statement of Internal Control for the year ended 31 March 2026 to enable members of the Parish Council to complete Section 1 of the Annual Governance Statement, Statement of Assurance was APPROVED.

**c) Review of Effectiveness of System of Internal Control**

The effectiveness of the system of internal control was reviewed and APPROVED subject to adding a line under Control Procedures to state the following: "online bank payments are input by the Clerk and approved by the Chairman or Vice Chairman."

**d) Appointment of Internal Auditor**

It was AGREED to reappoint Julia Chamberlain as the Council's internal auditor for the financial year 2026-27.

**e) Asset Register**

The Council's asset register was NOTED.

**f) Risk Assessment**

The Council's current risk register was considered and APPROVED.

**g) Reserves Policy**

The Council's Reserves policy for 2026 was considered and APPROVED.

**h) IT Policy**

Following the introduction of Assertion 10 the Council was required to have an IT policy. This policy was considered and APPROVED.

**261 Financial Year End 2025-26**

**a) Year End Accounts**

The accounts for the year 2025-26 were APPROVED and signed by the Chairman and the Clerk.

**b) Annual Governance Statement**

Section 1 of the Annual Governance and Accountability Return (AGAR), the Annual Governance Statement 2025/26 was completed and signed by the Chairman and clerk. Members answered yes to the accounting statements.

### c) Accounting Statements

Section 2 of the AGAR 2025/26 – Accounting Statements 2025/26 was APPROVED and signed by the Chairman and clerk.

### d) Exercise of Public Rights

It was AGREED that the dates selected for the period of exercise of public rights be confirmed as Tuesday 16 June 2026 to Monday 27 July 2026.

## 262 Finance

### a) Income Received and Cheques Payable

It was AGREED that the payments for June be approved, and the payments and receipts for May be noted (Appendix 1).

### b) Computer

It was AGREED to purchase a new laptop for the clerk at a cost of £426.67 plus VAT.

### c) KALC Subscription

It was AGREED to renew the membership of KALC at a cost of £1335.59 plus VAT.

### c) Grant Request

A grant request had been received from KSS and ACRE. It was AGREED to donate £100 to KSS but not to offer a donation to ACRE as the Parish Council did not own a village hall.

## 263 Planning Applications

### a) Applications for consideration by the Council

None.

### b) To note any applications decided between meetings

None.

### c) Applications granted or refused – for review

25/03535/HOUSE	Apps Hollow, Wheatsheaf Hill, Ide Hill Kent TN14 6HX	Proposed ancillary outbuilding	No objection	Application withdrawn
25/03541/FUL	Land West of Tippuk, Packhorse Road Bessels Green Kent TN13 2QP	Demolition of existing stables and ancillary buildings, erection of two detached dwellings with solar panels of two storey design (with accommodation in roof space) to be served by detached garages (with accommodation above) and introduction of vehicle and pedestrian access onto Packhorse Road. Associated landscaping and new driveway.	Objection	Refused (committee decision)
26/00497/HOUSE	21 Westerham Road Bessels Green Kent TN13 2PX	Part single, part two storey rear extension with roof lights. Alterations to fenestration and roof line.	No objection	Granted
26/00421/LBCALT 26/00557/FUL	Chevening House Chevening Road Chevening Kent TN14 6HG	The repair and stabilization of a section of Grade II listed garden wall by constructing two raked brick buttresses using reclaimed bricks to match the existing structure.	No objection	Granted
26/00713/HOUSE	19 Woodfields Chipstead Kent TN13 2RA	Single storey front extension with rooflight. New porch. Installation of photo voltaic panels to rear elevation.	No objection	Granted

		Changes to fenestration. Change to aesthetics.		
26/00060/HOUSE	7 Martins Shaw, Chipstead, TN12 2SE	Alteration to the garage roof, addition four dormer windows and an increase the roof height, external staircase and additional door.	No objection	<b>Granted</b>
=26/00784/LDCPR 26/00786/LDCPR	7A Bullfinch Close 7B Bullfinch Close	Construction of a single storey extension which utilises existing hard standing areas and existing drainage provisions.	No consultation required	<b>Granted</b>

**d) Works to Trees**

None.

**264 Progress Tracker and Items for Future Meetings**

The progress tracker on Council decisions was reviewed. Maintenance of the river would be carried out in the summer. A quote for vertidrainage would be considered in July or September. It was unlikely that the bus shelter could be considered due to the utilities under the ground. Cllr Moses would arrange a meeting to discuss the heritage boards. The working party to look at an extension to the Pavilion would meet after the summer break.

The meeting closed at 10.02pm

APPENDIX 1

May Payments and Receipts

18-May-26	Chip fc	£1,350.00	
07-May-26	SEV CON COUNCIL	£20.00	
28-May-26	HOLMESDALE ANGLING & CONSERVATION	£10.00	
01-May-26	Service Charge		-£9.25
06-May-26	B/P to: James London		-£46.00
06-May-26	B/P to: JRB Enterprise Ltd		-£295.20
06-May-26	B/P to: Musketeers		-£426.00
06-May-26	B/P to: Musketeers		-£113.40
06-May-26	B/P to: Zurich		-£2,318.92
06-May-26	B/P to: PSR Lighting		-£369.00
06-May-26	B/P to: DRiPS		-£200.00
06-May-26	B/P to: Tyrrells Fencing		-£999.60
06-May-26	B/P to: Phase Electrical		-£626.40
06-May-26	B/P to: MDH Horticultural		-£412.40
06-May-26	B/P to: MDH Horticultural		-£1,954.74
06-May-26	B/P to: HMRC		-£456.07
06-May-26	B/P to: Penny Cole		-£214.51
06-May-26	B/P to: Penny Cole		-£1,629.67
07-May-26	B/P to: JGC Sportsturf		-£1,124.76
07-May-26	B/P to: DRM Trees		-£600.00
07-May-26	B/P to: Oasis Gardens		-£252.00
07-May-26	B/P to: Window Cleaner		-£30.00
11-May-26	01/05 CHARGES REVERSAL	£9.25	
14-May-26	Direct Debit (LILI WASTE SERVICE)		-£31.86
28/05/2026	SSE ENERGY SUPPLY		-£210.02
26/05/2026	VALDA ENERGY		-£21.12
22/05/2026	CASTLE WATER LTD		-£174.81
01/05/2026	GOCARDLESS		-£30.00
		£1,389.25	-£12,545.73

## June Payments

Payment No.	Payee	Reason	Net	VAT	Total
1564	P Cole	Salary	£1,640.67	£0.00	£1,640.67
1565	P Cole	Expenses	£29.25	£5.85	£35.10
1566	HMRC	Tax & NI	£447.07	£0.00	£447.07
1567	MDH Horticultural Services	Open Spaces	£1,628.95	£325.79	£1,954.74
1568	MDH Horticultural Services	Gang Mowing	£343.67	£68.73	£412.40
1569	JGC Sportsturf	Cricket Square	£937.30	£187.46	£1,124.76
1570	MDH Horticultural Services	Various general works	£140.00	£28.00	£168.00
1571	Kent Assn Local Councils	2026-27 Annual Membership Printing of Annual Parish Meeting documents	£1,335.59	£267.12	£1,602.71
1572	Sevenoaks District Council	documents	£436.22	£0.00	£436.22
1573	Prosphero	ESET Security for the Laptop	£29.16	£0.00	£29.16
1574	Julia Chamberlain	Internal Audit for 2025-26	£200.00	£0.00	£200.00
1575	Oliver Hoad	Works on Pavilion	£523.28	£0.00	£523.28
1576	Treecraft Ltd	Tree Survey	£875.00	£175.00	£1,050.00
1577	Musketeers	Legionella Risk Assessment	£595.00	£119.00	£714.00
			<b>£9,161.16</b>	<b>£1,176.95</b>	<b>£10,338.11</b>