



# Chevening Parish Council

## CHEVENING PARISH COUNCIL

Penny Cole - Clerk

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**Members of the Council are summoned, and members of the Public are invited** to attend

an Ordinary meeting of the Parish Council on **Monday, 1<sup>st</sup> June 2026 at 7.30pm**

at the Recreation Ground Pavilion, Chevening Road, Chipstead, TN13 2SA, for the purpose of transacting the following business:

### AGENDA

1. **Apologies and Absences** – to receive and accept apologies for absence.
2. **Declarations of interest or lobbying** - members are required to declare any interests or lobbying regarding items on this agenda that have not been notified previously.
3. **Minutes of Previous Meeting** - to agree and sign the minutes of the meeting held on 5<sup>th</sup> May 2026
4. **Updates from KCC** – Cllr Williams to provide any updates and take questions from Councillors and the Public.
5. **Updates from SDC** - SDC Councillors to provide any updates and take questions from Councillors and the Public.
6. **Questions from the Public** – to receive questions from the public in attendance.
7. **Chipstead Common Shed** – to consider any update.
  - a) **Licence** – to consider the draft licence.
  - b) **Cladding** – to consider any quotes received for Cedral concrete cladding.
  - c) **Change of Use** – to consider applying for a Change of Use.
8. **Noticeboards** – to note that the application for a grant from the National Lottery was unsuccessful. To consider any further update.
9. **Open Space Inspection** – to update Councillors on any issues arising since the last meeting.
  - a) **Playground** – to consider a quote for the annual playground inspection.
  - b) **Sailing Club Road** – to consider any quotes received for the repair of potholes and resurfacing of the road.
  - c) **CCTV** – to consider any update.
10. **Correspondence Received and General Information**
  - a) **Chevening Park Enhancement Scheme** – to consider an update following a meeting with the Chevening Parkland Liaison Group.
  - b) **Defibrillator** – to consider a request from a resident to install a defibrillator in the vicinity of Bessels Green.
  - c) **High Street, Chipstead** – to note an email received from a resident.

**11. Pavilion** – to provide any update on works to the Pavilion.

**12. Internal Audit and Governance Documents**

- a) Internal Auditor's Report** – to note that the internal audit was completed on 9<sup>th</sup> May 2026 and the Annual Internal Audit Report from the Annual Governance Statement signed by the Internal Auditor.
- b) Statement of Internal Control** – to consider and agree 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.
- c) Review of Effectiveness of System of Internal Control** – to review the effectiveness of the system of internal control.
- d) Appointment of Internal Auditor** – to consider reappointing Julia Chamberlain as the Council's internal auditor for the financial year 2026-27.
- e) Asset Register** – to consider a list of the Council's assets.
- f) Risk Assessment** – to consider the Council's current risk register.
- g) Reserves Policy** – to consider the Council's Reserves policy for 2025-26 (new policy).
- h) IT Policy** – to consider the Council's IT policy (new policy).

**13. Financial Year End 2025-26**

- a) Year End Accounts** – to approve the accounts for the year 2025-26 to be signed by the Chairman and the Clerk.
- b) Annual Governance Statement** - to complete Section 1 - Annual Governance Statement of the Annual Governance and Accountability Return (AGAR).
- c) Accounting Statements** - to complete Section 2 - Accounting Statements in the AGAR for the year ended 31 March 2026, and to note the documents to be sent to the External Auditor by 30 June 2026;
  - 1. a fully completed and approved Annual Governance and Accountability Return
  - 2. (AGAR). Section 1 must be approved before Section 2 and both MUST be approved and published on the Parish Council website before 1st July 2026;
  - 3. a confirmation regarding the exercise of public rights, using a signed form stating the period chosen by the authority;
  - 4. a bank reconciliation showing balances of all bank and building society accounts as at 31st March 2026;
  - 5. a full explanation with figures of all significant variances in income & expenditure in 2025/26 compared to the previous financial year;
  - 6. a breakdown of the types of reserves held between general reserves, earmarked reserves and ring-fenced;
  - 7. a confirmation of contact details for the Clerk, RFO (where different) and Chair;
- d) Exercise of Public Rights** – to confirm the dates selected for the period of exercise of public rights as Tuesday 16 June 2026 to Monday 27 July 2026.

**14. Finance**

- a) Income received and cheques payable** – to approve the payments for June, and to review the payments and receipts for May.
- b) Computer** – to consider the purchase of a new laptop for the clerk.
- c) KALC Subscription** – to consider the renewal of the Kent Association of Local Councils (KALC) subscription for the year 2026/27 in the amount of £1335.59 plus VAT.
- d) Donations** – to consider a donation to KSS and ACRE.

**15. Planning Applications**

- a)** Applications for consideration by the Council.
- b)** To note any applications decided between meetings.
- c)** Applications granted or refused – for review.
- d)** Works to trees.

**16. Progress Tracker and Items for Future Meetings** – to note the progress tracker of Council decisions and discuss any updates and to agree any future agenda items.