



**Minutes of the Annual Meeting of the Parish Council
held on Tuesday, 5th May 2026 at 7.30pm
at the Pavilion, Chipstead Recreation Ground Chevening Road Chipstead TN13 2SA.**

Present: Cllr J London (Chairman)
Cllr J Eastwood (Vice Chairman)
Cllr A de Turberville
Cllr K Leek
Cllr C Moses
Cllr J Nielsen
Cllr L Weavers
Cllr V Woodruff

In attendance: Mrs P Cole (Clerk)
Members of the Public 4

231 Election of Chairman

Cllr London was proposed by Cllr Woodruff, seconded by Cllr Nielsen and was unanimously re-elected as Chairman. Cllr London duly signed his acceptance of office.

232 Election of Vice Chairman

Cllr Eastwood was proposed by Cllr Weavers, seconded by Cllr de Turberville and unanimously elected as Vice-Chairman.

233 Apologies for Absence

Apologies were received from Cllr Moses and KCC and SDC Councillor Williams.

234 Declarations of interest or lobbying

There were no declarations of any interests or lobbying regarding items on the agenda.

235 Minutes of Previous Meeting

The minutes of the meeting held on 7th April 2026 were formally resolved by the Council and signed by the Chairman as a true record.

236 Updates from KCC and SDC Councillors

No Councillors were present.

237 Questions from the Public

There were no questions asked.

238 Annual Update by the Parish Council's Footpaths Warden

The footpath's warden gave a presentation to Councillors. He attended the annual meeting of the Kent Ramblers in Lenham and had also met with key members of both the KCC Public Rights of Way team and Kent Ramblers. This has led to offers of assistance in replacing the Parish Footpath map on the c green opposite the Bricklayers pub. Footpaths that he highlighted were Ash Platt Wood, a restricted byway that had been taken on by the Bessels Green Baptist Church, the Darent Valley Path had been

extended from Chipstead to Westerham, SR172 has been diverted to avoid the dangerous section of the B2211, SR181 has also been diverted to avoid the 70mph section of the A21/A25 Chipstead intersection. Councillors also asked about the sign at the beginning of Brickfields Lane. This is strictly correct as the footpath joins Chevening Road via a hole in the hedge in the middle of the Recreation Ground. On behalf of the Council the Chairman thanked the Footpath Warden for his hard work on behalf of all Parishioners.

239 Election of Working Parties, Representatives and Other Posts

The Working parties were discussed and resolved and are Appendix 1 to these minutes.

240 Standing Orders

A review of the Council's standing orders took place and was unanimously AGREED with one amendment to the timeline to agree the dates of the Council meetings for the forthcoming year which should take place at the Annual Meeting of the Council.

241 Financial Regulations

A review of the Council's financial regulations took place and was unanimously AGREED.

242 Council Meeting Dates

The Council AGREED the following dates for the forthcoming municipal year:

- 1st June
- 6th July
- 7th September
- 5th October
- 2nd November
- 7th December (post Light up a Life)
- 4th January
- 1st February
- 2nd March
- 5th April
- 26th April -Annual Assembly
- 10th May – Annual Meeting of the Council (election year).

243 Chipstead Common Hut

The Secretary and Treasurer of the Sevenoaks Men's Shed introduced themselves and presented their proposal to Councillors. It was AGREED to continue discussions and Councillors felt that the project had great value to the Community. It was further AGREED that the draft Licence presented to Council be agreed in principle with some amendments to be approved at the next meeting, the clerk would obtain three quotes for cement cladding as providing both the best security and the best aesthetics. The Council would pay for the cladding but look for match funding. It was also AGREED that the name of the building would change from Chipstead Common hut to Chipstead Common Shed.

244 Open Spaces

Open Space Inspection

A bench had been vandalised on the Common, and the clerk had contacted MDH and asked them to remove it as it was beyond repair. It was AGREED to ask MDH to re-install the posts on the small green at Bessels Green.

a) Sailing Club

An email had been received from Commodore Turtle informing the Council of the Club's intention of installing fencing to prevent unlawful ingress onto their property and to charge local residents a small fee to use the Club premises. Councillors AGREED to allow the Club to use the Council's noticeboards to advertise this. It was noted that a barrier had already been installed.

b) Sailing Club Road

Only one quote had been received so far. This item would be deferred to the next meeting.

245 CCTV

Following the recent flytipping in Sailing Club Road and instances of anti-social behaviour taking place late at night, it was AGREED to investigate the possibility of installing two self-contained 4k cameras along the road and one additional one on a residential property. These would be battery operated with a photocell. Quotes would be obtained and the police would be contacted for their support and advice.

246 Chevening Parkland Enhancement Scheme

The clerk had produced some notes on the recent liaison group meeting. The new Chief Executive of the Estate was present as well as Cluttons and Rural Arisings who were carrying out the works. Maps were presented to the group of a plan of works and rough timescales. All materials used on the parkland itself were made up of clean soil under the CLAIRE code of practice and the tyres and the hardcore was only used to build the roads onto the site. The footpath from the church to Turvins Farm would be widened a made disability compliant. The new Chief Executive wanted the estate to be more involved in the community and was interested in attending the Parish Council's 2027 Annual Assembly.

247 Pavilion

There was still some evidence of rodents in the loft; Plaxtol would be contacted to undertake further investigations. The clerk had contacted the handyman to enquire on progress of the remedial works.

a) Legionella Testing

The clerk presented a schedule of works that had been completed. One report had found higher amounts of bacteria in the cold taps than was advisable. This would be eradicated by flushing the taps through every week. A report was imminent that would confirm no legionella had been found. The report was noted.

b) Lighting

The quote from Phase Electrical for the works remedial works to bring the emergency lighting installation up to standard for the sum of £1290 plus VAT was AGREED. It was further AGREED to replace the disabled alarm which was not working for the sum of £220 plus VAT. The clerk was also requested to obtain a quote to install an AFDD.

248 Finance

a) Final Year End Accounts

Cllr Eastwood presented the final outturn to 31st March 2026 which was £867 over budget. Expenditure was higher on Pavilion maintenance and utilities. The general reserves stood at 68% of allowable limits and the CIL reserves were £19,732.

b) Insurance Policy

The Council's annual insurance was due for renewal in June. It was AGREED to accept the annual quote of £2318 from Zurich Insurance.

c) Income Received and Cheques Payable

The payments for May were AGREED and the Payments and Receipts for April were reviewed – Appendix 2.

249 Planning Applications

a) Applications for consideration by the Council

26/00783/HOUSE	37 Bullfinch Close Sevenoaks Kent TN13 2BB	Demolition of existing side projection and erection of single-storey front extension, two-storey side extension, and part single, part two-storey rear extension with roof lights. Alterations to fenestration.	No objection
26/00602/LBCALT	Chevening House Chevening Road Chevening Kent TN14 6HG	Carry out upgrades to existing doors to achieve nominal fire rating and provide protected means of escape.	No objection

26/00813/HOUSE	6 Chesterfield Drive Sevenoaks Kent TN13 2EG	Demolition of Existing Rear Conservatory & Erection of Proposed Single Storey Rear Extension.	No objection
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b) To note any applications decided between meetings

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. Changes to fenestration. Change to aesthetics.	No objection
26/00784/LDCPR 26/00786/LDCPR	7A Bullfinch Close Bullfinch Close	7B Construction of a single storey extension which utilises existing hard standing areas and existing drainage provisions.	No consultation required

c) Applications granted or refused – for review

26/00082/LBCALT	Home Farm House, 33 High Street Chipstead Kent TN13 2RW	Various internal alterations at ground, first and second floor. Alterations to fenestration.	No objection	Application withdrawn
26/00501/LBCALT	29 - 31 High Street Chipstead Kent TN13 2RW	Replacement windows 6 no. front and rear elevations first and ground floor levels. Replacement paving surface to driveway.	No objection	Application withdrawn

d) Works to trees

26/00986/WTPO	22 Bessels Way, Bessels Green, TN13 2QQ	1. Oak - Crown thin by removing all epicormic growth, from ground level throughout whole crown area. Excessive epicormic growth to be removed to allow more light into the garden and increase the aesthetics of the tree.
26/00990/WTCA	Chevening House Chevening Road Chevening Kent TN14 6HG	Various tree works.

250 Progress Tracker

The progress tracker was discussed and noted.

The meeting closed at 21.25

APPENDIX 1

Election of Working Parties, Representatives and Other Posts

List of Offices and Working Parties etc

Position	Incumbents April 2026
Chair	JL
Vice Chair	JE
Finance Working Party	JE
Pavilion Committee	VW
Chevening News Reports	AdeT
Open Spaces Special Interests	
Chipstead Common	JL
Chesterfield Drive	JE
Chipstead Green	VW
Land South of Lake	JN
Recreation Ground	
Bullfinch Close	JE
Bessels Green	AdeT/JN
Burial Ground	LW
Churchyard	JN
War Memorial	AdeT
Fort Halstead Observers & Monitoring progress of Local Plan	JL
Grievance Committee	LW JE
Appeals Committee	VW
Ground Maintenance	AdeT PC
Web Site Maintenance	PC
Topple Testing	VW/LW
Parkland	PC/Hardy's/LW
Beautification	LW/JN/AdeT/VW/CM
Parking	JL/JN/VW
<u>Other Reps Appointed by Chevening Parish Council</u>	
Lucy Stanhope Charity Reps	Annie Brook / Alec Elmer
Footpaths	Graham Birch

APPENDIX 2

Unity Bank

08-Apr-26	B/P to: SDC Rates	-£344.76	
08-Apr-26	B/P to: SDC Rates	-£335.33	
08-Apr-26	B/P to: Rialtas	-£252.00	
08-Apr-26	B/P to: KALC	-£1,602.71	
08-Apr-26	B/P to: DRM Trees	-£1,080.00	
08-Apr-26	B/P to: CJS Plants	-£250.00	
08-Apr-26	B/P to: Kevin Leek	-£45.55	
08-Apr-26	B/P to: Rialtas	-£222.00	
08-Apr-26	B/P to: MDH Horticultural	-£1,068.00	
08-Apr-26	B/P to: MDH Horticultural	-£412.40	
08-Apr-26	B/P to: MDH Horticultural	-£1,954.74	
08-Apr-26	B/P to: HMRC	-£438.07	
08-Apr-26	B/P to: Penny Cole	-£35.19	
08-Apr-26	B/P to: Penny Cole	-£1,647.67	
28-Apr-26	Art Club		£120.00
15-Apr-26	ALEX JONES FUNERALS		£875.00
30-Apr-26	Bank Charges	-£9.55	
17-Apr-26	HMRC VTR		£5,347.12
07-Apr-26	R Harris		£30.00
10-Apr-26	S Parker		£30.00
22-Apr-26	HOLMESDALE ANGLING		£10.00

Santander

28/04/2026	DIRECT DEBIT PAYMENT TO OMNI WASTE MGMT REF RWYY22N, MANDATE NO 0015	-£30.60	
24/04/2026	DIRECT DEBIT PAYMENT TO VALDA ENERGY LIMIT REF VALDAENERGY, MANDATE NO 0014	-£14.87	
21/04/2026	DIRECT DEBIT PAYMENT TO SSE ENERGY SUPPLY REF 0014194-DD01507931, MANDATE NO 0013	-£159.74	
16/04/2026	DIRECT DEBIT PAYMENT TO CASTLE WATER LTD REF PR100111564789, MANDATE NO 0016	-£87.97	
01/04/2026	DIRECT DEBIT PAYMENT TO GOCARDLESS REF KENTCABLES-77MEMBH, MANDATE NO 0008	-£30.00	
		-	
		<u>£10,011.60</u>	<u>£6,412.12</u>

May Payments to be ratified

Payment No.	Payee	Reason	Net	VAT	Total
1546	P Cole	Salary	£1,629.67	£0.00	£1,629.67
1547	P Cole	Expenses	£186.34	£28.17	£214.51
1548	HMRC	Tax & NI	£456.07	£0.00	£456.07
1549	MDH Horticultural Services	Open Spaces	£1,628.95	£325.79	£1,954.74
1550	MDH Horticultural Services	Gang Mowing	£343.67	£68.73	£412.40
1551	Phase Electrical Services	Electrical Test and Inspection Replacement of fencing behind new parking	£522.00	£104.40	£626.40
1552	Edward Tyrrell (Fencing)	bays	£833.00	£166.60	£999.60
1553	DRiPS	Donation	£200.00		£200.00
1554	PSR Lighting	Repair of Column at 5 Sandilands	£307.50	£61.50	£369.00
1555	Zurich Insurance	Annual Insurance Premium	£2,318.92		£2,318.92
1556	Musketeers	Annual TVM Service Legionella Screening, bacterial screening,	£94.50	£18.90	£113.40
1557	Musketeers	showerhead descale, water tank inspection	£355.00	£71.00	£426.00
1558	JRB enterprise	Dog gloves	£246.00	£49.20	£295.20
1559	Cllr James London	Gift for Cllr Nigel Williams	£38.33	£7.67	£46.00
1560	JGC Sportsturf Ltd	Monthly maintenance of cricket table	£937.30	£187.46	£1,124.76
1561	Killick Cleaning	Window Cleaning	£30.00	£0.00	£30.00
1562	Oasis Garden Services	Tree planting - xmas tree and oak tree Cut back of bushes on Common and removal	£210.00	£42.00	£252.00
1563	DRM Trees	of one branch near Pavilion	£500.00	£100.00	£600.00
			£10,837.25	£1,231.42	£12,068.67