



# 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**

**the Annual Meeting of the Parish Council on Tuesday, 5th May 2026 at 7.30pm**

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

### AGENDA

- 1. Election of Chairman of the Council** – to elect a Chairman of the Council for the ensuing municipal year.
- 2. Chairman's Declaration of Acceptance of Office** – to receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.
- 3. Election of Vice-Chairman** – to elect a Vice-Chairman of the Council for the ensuing municipal year.
- 4. Apologies and Absences** – to receive and accept apologies for absence.
- 5. 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.
- 6. Minutes of Previous Meeting** - to agree and sign the minutes of the meeting held on 7<sup>th</sup> April 2026
- 7. Updates from KCC** – Cllr Williams to provide any updates and take questions from Councillors and the Public.
- 8. Updates from SDC** - SDC Councillors to provide any updates and take questions from Councillors and the Public.
- 9. Questions from the Public** – to receive questions from the public in attendance.
- 10. Appointment of working parties, representatives and other posts** – to appoint Councillors to these positions.
- 11. Standing Orders** – to agree the Council's standing orders for the ensuing municipal year.
- 12. Financial Regulations** – to agree the Council's Financial Regulations for the ensuing municipal year.
- 13. Council Meetings** - to approve the dates, times and place of ordinary meetings of the Council during the ensuing municipal year and the annual assembly.

14. **Chipstead Common Hut** – to consider any update.
15. **Footpaths** – to receive a report from the Parish Council’s footpaths officer.
16. **Open Space Inspection** – to update Councillors on any issues arising since the last meeting.
  - a) **Sailing Club** – to consider an email received from Commodore Turtle proposed notice to residents.
  - b) **Sailing Club Road** – to consider any quotes received for the repair of potholes and resurfacing of the road.
  - c) **CCTV** – to consider the possibility of installing CCTV in Sailing Club Road
17. **Correspondence Received and General Information**
  - a) **Chevening Park Enhancement Scheme** – to consider an update following a meeting with the Chevening Parkland Liaison Group.
18. **Pavilion** – to provide an update on works to the Pavilion.
  - a) **Legionella Testing** – to provide an update on works carried out regarding the legionella testing.
  - b) **Lighting** – to confirm the quote received from Phase Electrical on minor works to be carried out to the lighting in the Pavilion following their inspection report (if available).
19. **Finance**
  - a) **Final Year End Accounts** – to note the income and expenditure report for the year to 31<sup>st</sup> March 2026.
  - b) **Insurance Policy** – to note the insurance policy is due for renewal.
  - c) **Income received and cheques payable** – to approve the payments for May, and to review the payments and receipts for April.
20. **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.
21. **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.