



Chevening Parish Council

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

Present:	Mr N Williams	Chairman
	Mr J London	Vice Chairman
	Mr A de Turberville	Councillor
	Mr J Eastwood	Councillor
	Mr J Firmager	Councillor
	Ms J Nielsen	Councillor
	Mrs L Weavers	Councillor
	Mrs V Woodruff	Councillor
	Mrs J Hayton	Clerk
	Cllr M Alger	SDC
	Cllr S Robinson	SDC
	Members of the Public	4

68 **Election of Chairman**

Cllr Williams was proposed by Cllr de Turberville, seconded by Cllr London and was unanimously re-elected as Chair

69 **Election of Vice Chairman**

Cllr London was proposed by Cllr Weavers, seconded by Cllr Nielsen and unanimously elected as Vice-Chair

70 **Appointment of Responsible Financial Officer**

The Clerk was unanimously re-elected as Responsible Financial Officer

71 **Co-option onto the Parish Council**

The Council debated its Co-option policy and resolved to adopt it with immediate effect

72 **Election of Working Parties, Representatives and Other Posts**

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

73 **Apologies and Absences**

The full Council was in attendance

74 **Declarations of interest or lobbying**

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

75 **Minutes of Previous Meeting**

The minutes of the meeting on 7th April 2025 previously agreed by email were formally resolved by the Council and signed by the Chairman as a true record

76 **Update from KCC Councillor**

Cllr Williams reported that as there are so many new Councillors in KCC at present there is little to report on until the new administration gets properly up and running

77 **Update from SDC Councillors**

The SDC Councillors all confirmed they had no further updates since the Annual Assembly in April

78 **Questions from the Public**

A member of the public congratulated the Chair on his election to KCC Councillor but asked whether he felt he had the capacity to fulfil all 3 roles. The Chairman confirmed he viewed these roles as a full time job and he will keep the situation under review to ensure he is doing the best job he can for all his constituents in all capacities

Bessels Green Crossing – a member of the public requested information on the dates KCC had done their traffic survey as results are very mixed depending on days and times. The Chairman confirmed he would get the dates from KCC and advise. Cllr Robinson questioned the methodology being used by KCC and will forward details to the Chair of an alternative she was aware of.

Recreation Ground. A member of the public also member of Holmesdale Cricket Club asked whether the Council would consider putting up low fencing along the area adjacent to the field owned by Chevening Estate. The Clerk had previously discussed this with Chevening Amblers and asked whether the request was for permission to put up a fence or for the Parish Council to pay for a fence. A proposal will be prepared by the Cricket Club for the next meeting

79 **Open Spaces**

Open Space Inspection

Cllr Firmager mentioned many of the noticeboards were looking in need or revarnishing. The Clerk confirmed this was on the handyman's list of jobs, but his immediate focus is the telephone boxes Cllr London confirmed the poor external condition of the Football Hut on Chipstead Common. The Clerk confirmed there are plans to metal clad it to protect it again on the handyman's list.

Playground Inspection

There are no reported issues with the playground

80 **To resolve the Council's Policies and Procedures for the year 2025-6**

The Council's Policies and Procedures for 2025-6 were reviewed by the Council and resolved

81 **Parking bays on Sailing Club Road – quote received to create 8 new parking spaces on the lake side of Sailing Club Road**

The Clerk has obtained one quote to extend the parking bays in Sailing Club Road and create 8 more spaces. The Financial Regulation require 3 quotes for the work given the cost involved (£13.6k). The Clerk asked the Council their appetite for spending that amount of money before obtaining other quotes, given there is no budget provision for this. The Council asked for additional quotes under the power to provide parking spaces for motor vehicles and bicycles

82 **Review of terms and conditions for renters of the Pavilion and Recreation Ground**

The Council reviewed the proposed terms and conditions created by the Clerk. The document will be finalised and presented for resolution at the next meeting

83 **Correspondence Received and General Issues**

Request from Bessels Green Baptist Church to use Bessels Green

The Council resolved to allow the use of Bessels Green. The Clerk was requested to find out the date of the Riverhead Carnival to ensure no overlap

CCTV Cameras in Sailing Club Road

The Clerk reported that one of the CCTV cameras has been destroyed and the remaining one did not record the recent car theft. The Clerk confirmed they were originally put there to test the cameras in the dark and the idea was to move them to other problem areas if issues occurred elsewhere on Council land. Cllr Firmager said there were some cameras on line which had good solar power which would mean the batteries need changing less often. The Clerk confirmed that someone still needs to access the camera to remove the SD card if there is an incident. The Council debated whether to erect a post within the bin store on Sailing Club Road and mount a camera on it. The Clerk was instructed to see if there were any grants available to provide CCTV cameras.

VE Day Picnic

The Clerk advised the Ice Cream man had given £30 as thanks for inviting him to sell ice cream at the Picnic. The Council resolved to donate the money to the Royal British Legion

84 **General Information and proposals for Future Agenda Items**

Co-option to the Council

The Council agreed a cut off date for applications of 26th May and requested the Clerk readvertise the vacancy on Social media and put the co-option on the agenda for June

Dragon Boat Festival

The Council's financial support to the Dragon Boat Festival by providing St John's ambulance cover under the Free Resource function to go on the agenda for June

85 **Finance - Income Received and Cheques Payable**

The payments for May were resolved and the Payments and Receipts for April were reviewed

86 **Planning Applications**

There were no current Planning Application to respond to

The Applications Granted or Refused were reviewed

88 **Resignation of Clerk.**

The Clerk informed the council that she wished to stand down as Clerk and the Council should begin the process of seeking her replacement

The meeting closed at 21.45

Election of Working Parties, Representatives and Other Posts

List of Offices and Working Parties etc

Position	Incumbents May 2025
Chair	NW
Vice Chair	JL
Finance Working Party	JE(Ch) NW
Pavilion Committee	NW (Ch) VW JF
Chevening News Reports	AdeT
Open Spaces Special Interests	
Chipstead Common	JL
Chesterfield Drive	JE
Chipstead Green	VW
Land South of Lake	JN
Recreation Ground	JF
Bullfinch Close	JE
Bessels Green	AdeT/JN
Burial Ground	LW
Churchyard	JN
War Memorial	AdeT
Fort Halstead Observers & Monitoring progress of Local Plan	NW
Grievance Committee	JF LW JE
Appeals Committee	NW JF VW
Ground Maintenance	AdeT JH
Web Site Maintenance	JH
Topple Testing	NW/VW/LW
Parkland	NW/Hardy's/LW
Beautification	LW/JN/AdeT/VW/NW
Parking	JL/JN/VW/JF
Other Reps Appointed by Chevening Parish Council	
Lucy Stanhope Charity Reps	Annie Brook Alec Elmer
Footpaths	Graham Birch

Payments & Receipts for April

04/04/2025	HMRC VAT refund	£2,497.00
09/04/2025	Dignity Funerals McDonagh	£350.00
26/04/2025	Hill Headstone	£220.00
30/04/2025	SDC Half Year Precept	£37,500.00
01/04/2025	Kent Cables	£30.00
09-Apr-25	Rialtas	£243.60
09-Apr-25	Window Cleaner	£60.00
09-Apr-25	Ian Fox	£250.00
09-Apr-25	SDC	£834.60
09-Apr-25	Ellie - Cleaner	£200.00
09-Apr-25	CJS Plants	£250.00
09-Apr-25	CJS Plants	£1,560.00
09-Apr-25	SDC Rates	£364.27
09-Apr-25	SDC Rates	£319.36
09-Apr-25	JGC Sportsturf	£1,071.20
09-Apr-25	Judith Hayton	£155.83
09-Apr-25	MDH Horticultural	£332.05
09-Apr-25	Judith Hayton	£1,085.73
09-Apr-25	HMRC	£954.16
09-Apr-25	MDH Horticultural	£1,888.63
09-Apr-25	MDH Horticultural	£66.41
10/04/2025	Charges From 2025-02-22 To 2025-03-21	£7.50
15/04/2025	Octopus Energy	£115.59
16/04/2025	Omni Waste Mgmt	£21.60
22/04/2025	Castle Water Ltd	£8.64
24/04/2025	Valda Energy Limit	£9.84
28/04/2025	Veolia Es Uk Ltd	£262.51

Payments to be made in May

Unity Payments					
1374	MDH Horticultural Services	Open Spaces	£1,573.86	£314.77	£1,888.63
1375	HMRC	Tax & NI	£954.17		£954.17
1376	J Hayton	Salary	£1,085.72		£1,085.72
1377	MDH Horticultural Services	Gang mowing	£332.05	£66.41	£398.46
1378	J Hayton	Expenses	£252.11		£252.11
1379	Zurich Insurance	Insurance premium	£2,224.00		£2,224.00
1380	JGC Sportsturf	Cricket Square	£892.67	£178.53	£1,071.20
1381	J Geer & Sons	Water pressure valve	£541.00	£108.20	£649.20
1382	Sevenoaks District Council	Annual Report Printing	£575.00		£575.00
1383	Defib Store	Defibs and boxes for telephone boxes	£2,680.00	£536.00	£3,216.00
1384	Ellie Cunningham	Pavilion cleaning	£200.00		£200.00
1385	Julia Chamberlain	Internal Audit	£185.00		£185.00
1386	Oliver Hoad	Handyman duties	£719.00		£719.00
1387	Castle Water	Pavilion Water Bill	£182.10		£182.10

Planning Decisions					
25/00363/HOUSE	15 Chipstead Park Sevenoaks Kent TN13 2SL	Remove first floor dormer. Install a gable in its place. Reposition and additional rooflights.	No objection	James	Granted
24/01414/FUL	14 Springshaw Close Bessels Green Kent TN13 2QE	Subdivision of existing plot and erection of a detached dwelling with associated access and landscaping.	Over development and the impact on the street scene, particularly the terracing effect. It is far too big for the size of the plot. It will also impact on the sun reaching the neighbours gardens. The Parish Council is not convinced there is sufficient provision of off-street parking.	James	Originally Granted now Refused