

## **Minutes of Full Council Meeting held on Monday 24 February 2024 at Sundridge Village Hall at 7.30pm**

**Present:** Cllrs Allgood, Collins (in part), De Bono Evans (Chair), Manley, Maybury, Powell and Wilson

**Apologies:** Cllrs Miller, Banbrook and Fribbens, Cllr Nigel Williams (District),

**Attendance:** 5 members of the public, Cllr Nick Chard (County) (in part), Cllr Sandra Robinson (District) and Cllr Michell Alger (District) (in part), Amanda Barlow (Clerk)

Cllr Evans (Chair) welcomed everyone to the meeting

1. To receive apologies and reasons for absence.

**Apologies were received and accepted from Cllrs Miller, Banbrook and Fribbens and Cllr Nigel Williams (District).**

2. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.

None.

### **3. Report from County Councillor**

Cllr Alger (District) arrived at the meeting.

**Cllr Chard gave a report and it is attached at Appendix A.**

Cllr Chard left the meeting.

### **4. Report from District Councillors**

#### **Cllr Robinson:**

- Cllr Robinson advised that Members can register for alerts on the Planning Portal
- Appeal against the District Council's enforcement to the work done at Dry Hill will be on 9 April 2025.
- Cllr Robinson got in contact with ZMI about the light which was damaged allegedly by lorry operated Sevenoaks District Council. She read out a letter from ZMI and the matter has been discussed with Ken Turner of Streetlights.
- Audit Committee at the District Council – external auditor's report. It was the strongest worded criticism of Council.

#### **Cllr Alger**

- Devolution – Cllr Alger advised that now that this project is not going ahead, it is important that all these projects are kept on track as KCC withdraws funding. SDC have one year to get a recycling plan in place in line with the new Labour Government strategy.

5. **A Public Open Session.** Members of the public will be welcome to address the Parish Council with any local concerns they have. Please note this item will be limited in time at the discretion of the Chairman.
- A resident advised that there was an accident on Goathurst Common and the debris from the car is still on roadside.
  - The Clerk advised that she would contact Highways about a signage.

#### **Stubbs Wood**

- Chainsaw training
- CSA grant – any progress in the next steps. Cllr Fribbens was going to contact the Forestry Commission
- Price from Aztech from respraying.
- Tree Safety Survey – December 2023 – Cllr Evans & Cllr Manley will attend the woods.
- Cllr Evans and Cllr Manley will talk to All Angles about any outstanding trees.

A resident had quote from tree surgeons to have 2 trees removed and will liaise with the Council over costs.

Members resolved to take the Agenda items in the following order:

#### **10. Ide Hill**

To receive an update on the Ide Hill Assets and make any decisions regarding allocation of funds and next actions, if appropriate.

##### **10.1 To receive the minutes (draft) of the Ide Hill Amenities Committee Meeting on 23 January 2025**

**Noted.**

##### **10.2 Stubbs Wood Matters**

###### **10.2.1 Chainsaw Training**

**Members resolved to agree the training and the Parish Council will pay £500.**

###### **10.2.2 Stubbs Wood proposed sale**

Mrs Campbell and her family have asked about selling a small part of Stubbs Wood. They would like to purchase the land to protect their viewpoint.

**Members resolved to investigate the sale of land in further detail.**

###### **10.2.3 Student**

Members agreed that it would be excellent to have student carry out a dissertation on Stubbs Wood.

##### **10.3 Goathurst Common Playground**

**Members resolved that the Clerk should make the payments once the final grant has been received for the Playground.**

##### **10.4 Ide Hill 20mph zone**

The Clerk advised that this will be discussed with Mike Payton.

##### **10.5 Ide Hill Scout hut**

Members had no issue with the proposals for the Ide Hill Scout Hut.

6. To consider, and approve if appropriate, which agenda items are sufficiently confidential as to warrant exclusion of members of the press and public under the provisions of The Public Bodies (Admission to Meetings) Act 1960.

None.

7. To approve as a correct record the **Minutes** of the Parish Council meetings held on 27 January 2025.

**Members resolved to agree the minutes of the meeting held on 27 January 2025.**

8. **To take Matters arising** from the Minutes where these are not covered under the subject headings below  
None.

9. **Finance, Personnel & Governance items**

9.1 **To receive the AGAR**

**Members noted the AGAR at Appendix B.**

**Members resolved that the Clerk should open a separate account for the Village Hall starting 1 April 2025.**

9.2 **Sevenoaks Volunteer Transport Group Grant**

**Members resolved that the Parish Council should make a grant of £100.**

9.3 **To agree the items received, paid and payable**

**Members resolved to agree the items received and paid as at Appendix C.**

11. **Sundridge**

To receive an update on the Sundridge Assets and make any decisions regarding allocation of funds and next actions, if appropriate.

**11.1 To receive the minutes (draft) of the Sundridge Amenities Committee Meeting on 20 January 2025**

**Noted.**

**11.2 Sundridge & Brasted Social Club**

**Members resolved that the Chairman and Clerk will sign the lease on behalf of the Parish Council.**

**11.3 Sundridge Recreation Ground**

Cllr Maybury met with a Cricket Club and explained the situation around the leases with the other leaseholders and how the cricket club will work with Parish Council. There is a slot where cricket can be played after 1 May and not during school time/term time. The proposal is that we offer a 3 year lease with the first year being free in exchange for the work done on the ground and then charge a fee for the remaining 2 years.

Cllr Collins left the meeting.

**Members resolved that the Group should meet with the Cricket Club to discuss the matter further.**

**11.4 Sundridge Reserve Burial Ground**

**Members agreed that the Clerk should ask the PCC for written confirmation that the Church do not need the reserve burial ground and get quote.**

**11.5 Flooding in Sundridge**

Cllr Evans met with the South East Rivers Trust and the EA and they have put £50,00 to carry out work to limit flooding.

12. **General Items**

To receive an update and make any decisions regarding allocation of funds and next actions, if appropriate.

**12.1 Highways**

The Clerk advised that she has requested a meeting with Highways at their convenience.

**12.2 Streetlighting**

12.2.1 Column 52, Chapmans Road Sundridge

**Members resolved to repair Column 52 at a cost of £365.**

12.2.2 Column 54, Chapmans Road, Sundridge

**Members agreed that the Clerk should get a confirmed quote from UKPN.**

**12.3 Correspondence - all noted.**

12.3.1 Kent & Medway Local Nature Recovery Strategy public consultation

12.3.2 KCC Devolution

12.3.3 Kent Police

12.3.4 SDC -Here for You Feb-March brochure

12.3.5 SDC Chairman's Afternoon Tea

**12.4 Events and Celebrations**

12.4.1 Annual Parish Meeting – Sundridge & Ide Hill

12 May 2025 – Sundridge Village Hall

**Members agreed that there should be a separate Annual Parish Meeting in Ide Hill and the Clerk agreed to ask Ide Hill Village Hall for availability.**

12.4.2 VE Day Celebrations Sundridge

**It was agreed that the Sundridge Councillors would agree the format of any celebrations.**

12.4.3 VE Day Celebrations Ide Hill

**It was agreed that this would be discussed at the Ide Hill Amenities Committee meeting.**

**13. Dates of next meetings**

Monday 17 March 2025 at 7.45pm – Sundridge Village Hall

## Appendix A

The applicant for the quarry restoration at Covers Farm has appealed the decision by KCC's Planning Committee to refuse the application.

The appeal will be heard by a Planning Inspector appointed by the Secretary of State via a public inquiry. A 6-day inquiry is scheduled commencing on 3<sup>rd</sup> June 2025. The Inquiry is expected to sit Tuesday 3<sup>rd</sup> to Friday 6<sup>th</sup> June and 11<sup>th</sup> and 12<sup>th</sup> June. Venue is yet to be confirmed, but likely to be County Hall. (please note that the letter to the appellant from the Planning Inspectorate on the County Council website incorrectly refers to an inquiry date of 2026). KCC will write to all parties again once the venue is confirmed.

Westerham Town Council are happy to co-ordinate the local community response and have applied for Rule 6 status. This means that they will have the opportunity to put their case to the Inquiry in person and cross examine the evidence of others. Guidance on Rule 6 parties can be found here [Apply for rule 6 status on a planning appeal or called-in application - GOV.UK](#).

Other parties can submit their views to the Planning Inspector in writing. They need to submit any views to PINS (not KCC) no later than 10<sup>th</sup> March. Note that this deadline is fixed, and late representations will not be considered.

As part of the appeal paperwork, the County Council has submitted all the representations that it received on the application to the Planning Inspectorate.

KCC (Planning Applications) wrote to all those who had made representations to the authority on 10<sup>th</sup> February 2025 and advised them of the appeal, the next steps and how to take part in the appeal if they wish to. Details of the appeal documentation can be found on the Council's website at [Planning Register : Kent County Council](#)

KCC will be defending its grounds of refusal:

The proposed development would be inappropriate development in the Green Belt which by definition would be harmful to the openness and character of the Green Belt, contrary to the National Planning Policy Framework and Policy DM4 of the Kent Minerals and Waste Local Plan 2013-30 (as amended by the Early Partial Review 2020) and the Emerging Kent Minerals and Waste Local Plan 2024-39.

The proposed development would be contrary to Emerging Kent Minerals and Waste Local Plan 2024-39 Policy CSW11 as it does not represent the minimum quantity of waste necessary to achieve the benefit sought and therefore does not represent sustainable development contrary to Policy CSW1 of Kent Minerals and Waste Local Plan.

It appears that most of the debate at the Appeal will centre on the technical necessity to import 800,000 cu metres of material to re-instate the previous quarry.

KCC will, as they did before, employ technical experts who will be able to present and defend any contested technical disagreements.

The Planning Inspector, having heard the appeal, will then give their response

There will be regular updates from KCC when more information is known'

## Appendix B

## Section 3 – External Auditor's Report and Certificate 2023/24

In respect of

Sundridge with Ide Hill Parish Council

## 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

## 2 External auditor's limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The parish's bank account is currently being used for the financial activity for the village hall. As there is a charitable trust in place to manage the village hall, we recommend that a bank account is set up for this activity, as recommended by section 5.115 of the Practitioner's Guide (March 2024) which states: "Authorities should ensure that each trust or charity has its own bank account. Only amounts paid and received through that account should appear in the accounts of the charity."

## 3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

\*We do not certify completion because:

Not applicable.

External Auditor Name

Forvis Mazars LLP, Newcastle upon Tyne, NE1 1DF

External Auditor Signature

*Forvis Mazars LLP*

Date

3 December 2024

Annual Governance and Accountability Return 2023/24 Form 3  
Local Councils, Internal Drainage Boards and other Smaller Authorities\*

Page 6 of 6

## Appendix C

## Items received 27 January to 20 February 2025

## Sundridge with Ide Hill Parish Council

20 February 2025 (2024-2025)

## RECEIPTS LIST

Code	Date	Description	Supplier			Total
Income Nayax	14/02/2025	Toilet Door Income	Nayax Europe UAB	X	62.23	62.23
Playground Fundraising	18/02/2025	Goathurst Common Fundraising	Goathurst Common Playground Group	X	1,690.00	1,690.00
Income Pilates	19/02/2025	Village Hall Hire	Teresa Baker	X	108.00	108.00
Income Casual	19/02/2025	Village Hall Hire	Petra Barabas	X	45.00	45.00
				<b>Total</b>	<b>1,905.23</b>	<b>1,905.23</b>

## Items paid 27 January to 20 February 2025

## Sundridge with Ide Hill Parish Council

20 February 2025 (2024-2025)

## PAYMENTS LIST

Code	Date	Description	Supplier				Total
Parish mobile telephone	18/02/2025	Mobile	Mrs A C Barlow	S	19.79	3.96	23.75
Parish WiFi (Clerk)	18/02/2025	WiFi	Mrs A C Barlow	X	10.00		10.00
Parish Zoom account	18/02/2025	Zoom	Mrs A C Barlow	S	11.99	2.40	14.39
ROSPA Inspection (Playgrounds)	18/02/2025	Playground Inspection 24-25	Play Inspection Company	S	267.00	53.40	320.40
Grass cutting	18/02/2025	Quarterly Grounds Maintenance	Commercial Services	S	1,893.13	378.63	2,271.76
Maintenance	18/02/2025	Lighting at Village Hall	Banbrook Handyman and Garden Services	X	665.00		665.00
Pavilion Maintenance	18/02/2025	Emergency repairs at Sundridge Pavillion	Banbrook Handyman and Garden Services	X	172.00		172.00
Volunteer Expenses	18/02/2025	Supplies for Stubbs Wood	Dominic Rossi	S	419.28	83.86	503.14
Volunteer Expenses	18/02/2025	Fuel and Oil for Stubbs Wood	Dominic Rossi	S	12.84	2.57	15.41
Cleaning	20/02/2025	Cleaning	Val & Sander Reytenbach	X	180.00		180.00
Conveniences cleaning	20/02/2025	Cleaning	Val & Sander Reytenbach	X	500.00		500.00

