

**Minutes of Full Council Meeting held on Monday 28 April 2025
at Sundridge Village Hall at 7.45pm**

Present: Cllrs Allgood, Banbrook, Collins, De Bono, Evans (Chair), Fribbens, Manley, Maybury, Powell and Wilson

Apologies: Cllr Nigel Williams (District), Cllr Nick Chard (County)

Attendance: 0 members of the public, Cllr Sandra Robinson (District) (in part), Cllr Michelle Alger (in part) and 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 Cllr Chard (County) and Cllr Nigel Williams (District). The Clerk advised that Cllr Robinson (District) and Cllr Alger (District) would be late to the meeting as they are attending the

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

Cllr Wilson declared a personal interest in Agenda item 9.2,

3. **Report from County Councillor**

Cllr Nick Chard had given his apologies.

It was agreed to take this Agenda item later.

4. **Report from District Councillor**

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.

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. Resignation of David Miller and vacancy for Ide Hill Member

The Clerk advised that David Miller has resigned as a Member of the Parish Council due to ill health. Cllr Evans on behalf of all Members thanked David for his service to the Parish and particularly to Ide Hill.

8. To approve as a correct record the **Minutes** of the Parish Council meetings held on 28 April 2025.

Members resolved to agree the minutes of the meeting held on 28 April 2025.

9. **To take Matters arising** from the Minutes where these are not covered under the subject headings below
There were no matters arising.

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

- 10.1 **To agree the items received, paid and payable**

Members resolved to agree the items received, paid and payable as at Appendix A.

10.2 Grant requests

10.2.1 Ide Hill Pre-school

Cllr Wilson advised that she has a child at the Pre-school who is leaving in July 2025.

Members discussed the matter at length and were very supportive of the school which is attended by many local children.

Members were minded to award a grant and agreed to discuss with the pre-school how they would fund the total project.

10.2.2 We are Beams

The Clerk advised that it was not a grant request.

10.3 Audit Matters

The Clerk advised that the internal audit will take place on 22 May 2025 with all the papers needing to be completed by 12 May 2025.

11. Ide Hill

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

11.1 To receive a report on the Ide Hill Assets

Noted.

11.2 To note the draft minutes of the Ide Hill Amenities Committee held on 7 April 2025

Noted.

11.3 To note the Goathurst Common Playground finances

Members noted the Goathurst Common Playground finances as at Appendix B.

12. Sundridge

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

12.1 To receive a report on the Sundridge Assets

Noted.

12.2 To note the draft minutes of the Sundridge Amenities Committee held on 23 April 2025

Noted.

12.3 Sundridge & Brasted Social Club

The Clerk advised that Sundridge with Ide Hill Parish Council has completed all their checks and CWJ are waiting for documents from Brasted Parish Council.

12.4 Sundridge Recreation Ground

Members resolved to offer a contribution of £1,500 to make good the cricket pitch with a view to going out to tender for the cricket season in 2026.

12.5 Sundridge Reserve Burial Ground

Members agreed that Cllr Evans and Cllr Maybury should attend the site with Clive Emerson to move forward towards a sale.

12. General Items

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

12.1 Streetlighting

12.1.1 Streetlights Maintenance Contract

Members noted the increase in the contract which had been accounted for in the 2025-26 budget.

12.1.2 Damage to Streetlight

12.1.3 To note list of streetlights and those requiring repair

Noted.

12.2 Events and Celebrations

12.2.1 Annual Parish Meeting – 12 May 2025 – Sundridge Village Hall

Members discussed the arrangements for the Annual Parish meeting and it was agreed to hold it on the patio at the social club to showcase local organisations.

12.2.2 Spring Walk and VE Day Tea – Saturday 3 May 2025

The Ide Hill Members and the Clerk confirmed that arrangements were in place for the event.

12.3 Correspondence

12.3.1 Kent Police

Noted.

12.3.2 Street Naming & Numbering

Noted.

12.3.3 Kent County Elections

Noted.

12.3.4 SDC – Local Housing Needs

Noted.

13. Dates of next meetings

Monday 19 May 2025 at 7.30pm - Annual General Meeting & Full Council Meeting - Sundridge Village Hall

Monday 16 June 2025 at 7.30pm - Full Council Meeting – Sundridge Village Hall

Appendix A

Items Paid 17 March to 31 March 2025

Sundridge with Ide Hill Parish Council

28 April 2025 (2024-2025)

PAYMENTS LIST

| Code | Date | Description | Supplier | | | | Total |
|------------------------------|------------|--|-------------------------------------|---|----------|--------|----------|
| Travel Expenses | 17/03/2025 | Mileage | Mrs A C Barlow | X | 171.95 | | 171.95 |
| Supplies for meetings | 17/03/2025 | Paper cups for meetings | Mrs A C Barlow | S | 22.48 | 4.50 | 26.98 |
| Supplies for meetings | 17/03/2025 | Supplies for meetings | Mrs A C Barlow | X | 55.45 | | 55.45 |
| Photocopier and photocopying | 17/03/2025 | Photocopier rental | Commercial Services | S | 59.60 | 11.92 | 71.52 |
| Email address hosting charge | 17/03/2025 | Email hosting | Vision ICT | S | 20.00 | 4.00 | 24.00 |
| Parish mobile telephone | 17/03/2025 | Mobile | Mrs A C Barlow | S | 19.79 | 3.96 | 23.75 |
| Parish WiFi (Clerk) | 17/03/2025 | WiFi | Mrs A C Barlow | X | 10.00 | | 10.00 |
| Parish Zoom account | 17/03/2025 | Zoom | Mrs A C Barlow | S | 11.99 | 2.40 | 14.39 |
| Grass cutting | 17/03/2025 | Grass cutting July August Sept | Commercial Services | S | 3,616.41 | 723.28 | 4,339.69 |
| Cleaning | 17/03/2025 | Cleaning | Val & Sander Reytenbach | X | 180.00 | | 180.00 |
| Conveniences cleaning | 17/03/2025 | Cleaning | Val & Sander Reytenbach | X | 500.00 | | 500.00 |
| Other grants | 17/03/2025 | Grant to Sevenoaks Volunteer Transport Group | Sevenoaks Volunteer Transport Group | X | 100.00 | | 100.00 |
| Electricity and Gas | 18/03/2025 | Electricity | British Gas | L | 318.22 | 15.91 | 334.13 |
| WiFi | 31/03/2025 | WiFi Village Hall | Onecom Limited | S | 73.89 | 14.78 | 88.67 |

Items Paid 1 April to 28 April 2025

Sundridge with Ide Hill Parish Council

28 April 2025 (2025-2026)

PAYMENTS LIST

| Code | Date | Description | Supplier | | | | Total |
|--------------------------------|------------|--|-----------------------------------|---|-----------|----------|-----------|
| Hire of Ide Hill Village Hall | 15/04/2025 | Ide Hill Hall Hire | Ide Hill Village Hall Trust | X | 32.00 | | 32.00 |
| Photocopier and photocopying | 15/04/2025 | Photocopier charges | KCC | S | 37.53 | 7.51 | 45.04 |
| Parish mobile telephone | 15/04/2025 | Mobile | Mrs A C Barlow | S | 19.79 | 3.96 | 23.75 |
| Parish WiFi (Clerk) | 15/04/2025 | WiFi | Mrs A C Barlow | X | 10.00 | | 10.00 |
| Parish Zoom account | 15/04/2025 | Zoom | Mrs A C Barlow | S | 11.99 | 2.40 | 14.39 |
| Repairs | 15/04/2025 | Repair to Column 52 | Streetlights | S | 365.00 | 73.00 | 438.00 |
| Volunteer Expenses | 15/04/2025 | Fuel and Oil for Stubbs Wood | Dominic Rossi | S | 19.67 | 3.94 | 23.61 |
| Dog Bins | 15/04/2025 | Dog Bins Oct to Dec 24 | Sevenoaks District Council | S | 520.00 | 104.00 | 624.00 |
| Dog Bins | 15/04/2025 | Dog Bins Jan to March 2025 | Sevenoaks District Council | S | 520.00 | 104.00 | 624.00 |
| Cleaning | 15/04/2025 | Cleaning | Val & Sander Reytenbach | X | 180.00 | | 180.00 |
| Conveniences cleaning | 15/04/2025 | Cleaning | Val & Sander Reytenbach | X | 500.00 | | 500.00 |
| Conveniences supplies | 15/04/2025 | Key lock for Ide Hill Toilets store cupboard | Mrs A C Barlow | S | 20.55 | 4.11 | 24.66 |
| Sundridge Pavilion Renovations | 15/04/2025 | Exterior repair to Pavilion - SDC Grant | S Hadfield Paining and Decorating | X | 1,137.00 | | 1,137.00 |
| Playground Equipment | 15/04/2025 | Installation of Goathurst Common Playground | Sutcliffe Play | S | 30,832.57 | 6,166.51 | 36,999.08 |
| Playground Equipment | 15/04/2025 | Treetops Saw | Sutcliffe Play | S | 2,916.17 | 583.23 | 3,499.40 |
| Playground Equipment | 15/04/2025 | Supply of plans and services | Tara Dalton Garden Design | S | 1,967.50 | 393.50 | 2,361.00 |

Items Received 17 March to 31 March 2025

Sundridge with Ide Hill Parish Council

28 April 2025 (2024-2025)

RECEIPTS LIST

| Code | Date | Description | Supplier | | | |
|---------------------|------------|--------------|--------------|---|----------|----------|
| Income Radnor House | 28/03/2025 | Radnor Lease | Radnor House | X | 5,000.00 | 5,000.00 |

Items Received 1 April to 28 April 2025

Sundridge with Ide Hill Parish Council

28 April 2025 (2025-2026)

RECEIPTS LIST

| Code | Date | Description | Supplier | | | Total |
|---------------------|------------|---------------------------------------|------------------------------|-------|-----------|-----------|
| Playground Grant | 11/04/2025 | Grant for Goathurst Common Playground | Sevenoaks District Council | X | 12,500.00 | 12,500.00 |
| Income Dance School | 22/04/2025 | Dance hall hire | Judith Essex School of Dance | X | 956.37 | 956.37 |
| Income Casual | 22/04/2025 | Hall Hire | Wasim Choudry | X | 105.00 | 105.00 |
| | | | | Total | 13,561.37 | 13,561.37 |

Appendix B

Sundridge with Ide Hill Parish Council

28 April 2025 (2024-2025)

Listing of Payments & Receipts in each Code for All Cost Centres
(Between 01-04-2024 and 28-04-2025)

| Cost Ide Hill - Goathurst Common | | | | | | | | | | |
|------------------------------------|----|------------------------|-----------|--|-----------------------------------|----------|-------------|------------|-------------|--|
| Code Number | ## | Maintenance | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total | |
| Date | | Bank | | | | | | | | |
| 17/01/2025 | | Unity Trust Bank | | Payment - Removal of goal posts at Goathurst Common | Banbrook Handyman and Garden £ X | | -132.00 | | -132.00 | |
| 24/01/2025 | | Unity Trust Bank | | Payment - Maintenance | Banbrook Handyman and Garden £ X | | -132.00 | | -132.00 | |
| | | | | Subtotal for Code: | Maintenance | | £-264.00 | | £-264.00 | |
| Code Number | ## | Playground Equipment | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total | |
| Date | | Bank | | | | | | | | |
| 15/11/2024 | | Unity Trust Bank | | Payment - Play equipment for Goathurst Common 50% | Sutcliffe Play | S | -32,487.59 | -6,497.52 | -38,985.11 | |
| 24/01/2025 | | Unity Trust Bank | | Payment - Additional play equipment for Goathurst Common | Sutcliffe Play | S | -1,122.00 | -224.40 | -1,346.40 | |
| 24/01/2025 | | Unity Trust Bank | | Payment - Additional Installation costs | Sutcliffe Play | S | -728.40 | -145.68 | -874.08 | |
| | | | | Subtotal for Code: | Playground Equipment | | £-34,337.99 | £-6,867.60 | £-41,205.59 | |
| Code Number | ## | Playground Fundraising | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total | |
| Date | | Bank | | | | | | | | |
| 25/10/2024 | | Unity Trust Bank | | Receipt - Goathurst Common Fundraising | Goathurst Common Playground Gr X | | 18,275.00 | | 18,275.00 | |
| 18/02/2025 | | Unity Trust Bank | | Receipt - Goathurst Common Fundraising | Goathurst Common Playground Gr X | | 1,690.00 | | 1,690.00 | |
| | | | | Subtotal for Code: | Playground Fundraising | | £19,965.00 | | £19,965.00 | |
| Code Number | ## | Playground Grant | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total | |
| Date | | Bank | | | | | | | | |
| 23/08/2024 | | Unity Trust Bank | | Receipt - Grant for Goathurst Common Playground | National Lottery Community Fund X | | 19,999.00 | | 19,999.00 | |
| 23/01/2025 | | Unity Trust Bank | | Receipt - Grant from Round Table | Sevenoaks Round Table X | | 8,734.75 | | 8,734.75 | |
| 24/01/2025 | | Unity Trust Bank | | Receipt - Grant for Goathurst Common Playground | Sevenoaks District Council X | | 12,500.00 | | 12,500.00 | |
| | | | | Subtotal for Code: | Playground Grant | | £41,233.75 | | £41,233.75 | |
| | | | | Subtotal for Cost Centre: | Ide Hill - Goathurst Common | | 26,596.76 | -6,867.60 | 19,729.16 | |

Sundridge with Ide Hill Parish Council

28 April 2025 (2025-2026)

Listing of Payments & Receipts in each Code for All Cost Centres
(Between 01-04-2025 and 28-04-2025)

| Cost Ide Hill - Goathurst Common | | | | | | | | | | |
|------------------------------------|------------|----------------------|-----------|---|------------------------------|----------|-------------|------------|-------------|--|
| Code | 152 | Playground Equipment | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total | |
| Date | Invoice No | Minute | | | | | | | | |
| | | Bank | | | | | | | | |
| 15/04/2025 | | Unity Trust Bank | | Payment - Supply of plans and services | Tara Dalton Garden Design | S | -1,967.50 | -393.50 | -2,361.00 | |
| 15/04/2025 | | Unity Trust Bank | | Payment - Installation of Goathurst Common Playground | Sutcliffe Play | S | -30,832.57 | -6,166.51 | -36,999.08 | |
| 15/04/2025 | | Unity Trust Bank | | Payment - Treetops Saw | Sutcliffe Play | S | -2,916.17 | -583.23 | -3,499.40 | |
| | | | | Subtotal for Code: | Playground Equipment | | £-35,716.24 | £-7,143.24 | £-42,859.48 | |
| Code | 150 | Playground Grant | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total | |
| Date | Invoice No | Minute | | | | | | | | |
| | | Bank | | | | | | | | |
| 11/04/2025 | | Unity Trust Bank | | Receipt - Grant for Goathurst Common Playground | Sevenoaks District Council X | | 12,500.00 | | 12,500.00 | |
| | | | | Subtotal for Code: | Playground Grant | | £12,500.00 | | £12,500.00 | |
| | | | | Subtotal for Cost Centre: | Ide Hill - Goathurst Common | | -23,216.24 | -7,143.24 | -30,359.48 | |