

**Minutes of Annual Council Meeting held on Monday 18 May 2026
at Sundridge Village Hall at 7.45pm**

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

Apologies: Cllr Maybury, Cllr Williams (County and District)

Attendance: 3 of the public (in part), Cllr Michelle Alger (District), Cllr Sandra Robinson and Amanda Barlow (Clerk)

Cllr Evans (Chair) welcomed everyone to the meeting

1. Annual Council Meeting

- 1.1 To elect a Chair.
Members unanimously resolved to elect Cllr Evans as Chairman of the Parish Council.
- 1.2 To elect a Vice-Chair.
Members unanimously resolved to elect Cllr Fribbens as Vice Chairman of the Parish Council.
- 1.3 Cllrs Evans and Cllr Fribbens signed their Declaration of Office
- 1.4 To elect Committee Members.
Members resolved to agree the membership of the committees as at Appendix A.
- 1.5 To elect Committees Chairs
Members resolved to agree the Chairs of the committees as at Appendix A.
- 1.6 Appointment of Members to Working Parties/Areas of Responsibility
Members resolved to agree the membership of the working parties/areas of responsibility as at Appendix A.
- 1.7 Appointment of Representatives of the Parish Council on Outside Bodies
Members resolved to agree the representatives of the Parish Council on Outside Bodies as at Appendix A

2. To receive apologies and reasons for absence.

Apologies were received and accepted from Cllrs Zoe Collins and Russell Maybury and Cllr Nigel Williams (County and District)

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

Cllr De Bono declared an interest in Agenda Item 10.2 as he is an employee of Radnor House.

4. Report from County Councillor

Cllr Williams could not be at the meeting,

5. Report from District Councillor

Cllr Alger gave an update at the meeting and a copy is at Appendix B.

Cllr Robinson gave the highlights of her Annual Report and a copy is at Appendix C.

6. **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.

None.

7. 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.

Members resolved to discuss Agenda Item 11.2 Stubbs Wood Committee Members in confidence.

8. To approve as a correct record the **Minutes** of the Parish Council meetings held on 27 April 2026

Members resolved to agree the minutes of the meetings held on 27 April 2026.

9. **To take Matters arising** from the Minutes where these are not covered under the subject headings below

The Clerk advised that the Statement from the Parish Council had been very well received.

10. Finance, Personnel & Governance items

- 10.1 To agree the items received, paid and payable

Members resolved to agree the items paid and payable as at Appendix D.

- 10.2 To agree, if appropriate, an allocation of funds for signage for the assets in Sundridge and Ide Hill

Members resolved to appoint a firm that Cllr Helen Wilson has sourced and it was agreed that Cllr Wilson and the Clerk would order the appropriate signage. Members agreed that no company or organisation should be mentioned on the sign.

- 10.3 To agree, if appropriate, an allocation of funds for a new Parish Council website

Members resolved that the Clerk and the Communications Working Party should proceed with the new firm for the website of the Parish Council subject to clarifying a few outstanding points.

- 10.4 To agree, if appropriate, an allocation of funds for new office equipment for the Parish Office

Members agreed that the Clerk should discuss using one laptop with her other Parish Council but they had no objection to new equipment.

- 10.5 To note the minutes of the Finance & Personnel Committee Meeting on 20 April 2026

Noted.

- 10.6 To agree, if appropriate, the final budget for 2025-26

Members resolved to agree the final budget of 2025-26 as presented.

- 10.7 To agree the year end bank reconciliation at 31 March 2026

Members resolved to agree the bank reconciliation at 31 March 2026 as presented.

- 10.8 To agree the asset register

Members resolved to agree the asset register for 2025-26.

11. Ide Hill

- 11.1 To note the minutes of the Ide Hill Amenities Committee Meeting on 21 April 2026 and updates on matters in the minutes

Noted.

Cllrs Coles and Manley met with Mr Taylor who runs an after school club on the recreation ground.

The following was noted:

- It was agreed no music will be played on the recreation ground only in the Scout Hut
- Mr Taylor rents the Scout Hut to use the hut.
- Mr Taylor uses the area right outside the Scout Hut
- Mr Taylor will be using the recreation ground on Wednesdays for cricket.

Members resolved to put an agreement in place with Mr Taylor for use of the Ide Hill Recreation Ground.

Cllr Manley advised that the high risk trees identified in the survey has been reviewed and the volunteers will address some of them. That will leave about £6,000 of work to be carried out.

- 11.2 To agree the non Councillor members of the Stubbs Wood Committee

Members resolved to appoint the following to the Stubbs Wood Committee:

**Adam Ashworth
Jeff Mashburn
Dominic Rossi
Katie Wennick
Richard Redding**

Members thanked all those who applied and hoped that they would be able to provide support to the Committee in working together for a successful future for Stubbs Wood.

12. Sundridge

- 12.1 To discuss and agree, if appropriate, the proposal from the Sundridge Amenities Committee that the Village Hall should be renovated with money from reserves and grants as opposed to a new hall built in the foreseeable future.

Members resolved that Village Hall should be renovated with money from reserves and to apply for grants to do additional work rather than consider building a new hall in the foreseeable future.

- 12.2 To note the minutes of the Sundridge Amenities Committee Meeting on 13 May 2026 and updates on matters in the minutes

Noted.

13. General Items

13.1 Events

To discuss and agree, if appropriate, next steps and allocation of funds, if required, in relation to the following planned events:

Members noted the dates and times for the following events. Arrangements has been finalised for the Annual Parish Meeting at the Social Club and the Ide Hill Members were working on arrangements for the two events to be held in Ide Hill.

12.2.1 Annual Parish Meeting – 20 May 2026

12.2.2 Summer Walk - 27 June 2026

12.2.3 Community Event Ide Hill – 3 July 2026

12.2.4 Community Event Sundridge

It was agreed that a Community Event in Sundridge would be held at a later date.

13.2 Community Engagement

These items were deferred to the next meeting.

13.2.1 To discuss and agree, if appropriate, publishing and mailing a Parish Newsletter and an allocation of resources if required

13.2.2 To discuss and agree, if appropriate, an email list platform and an allocation of resources if required

13. Dates of next meetings

13.1 To note the dates of the next meetings of the Parish Council

The dates for meetings and events are included at Appendix E.

Appendix A

Chair: Cllr John Evans Vice Chair: Cllr Martyn Fribbens

Committee Membership

Amenities Sundridge	Cllr Vikki Allgood Cllr Zoe Collins Cllr Melvin De Bono Cllr John Evans Cllr Ann Powell Cllr Helen Wilson (Chair)	Stubbs Wood Committee	Cllr Tammy Coles Cllr Martyn Fribbens Cllr Sharron Manley (Chair) Cllr Russell Maybury Cllr Ann Powell Cllr Melvin de Bono Resident A Resident B Resident C Resident D Resident E
Amenities Ide Hill	Cllr Tammy Coles Cllr Martyn Fribbens (Chair) Cllr Sharron Manley Cllr Russell Maybury Cllr John Evans (if required)	Sunridge Recreation Ground Working Party	Cllr Helen Wilson Cllr Russell Maybury Representatives of Ide Hill Football Club Radnor House Sundridge Allstars
Finance	Cllr Vikki Allgood Cllr John Banbrook Cllr John Evans Cllr Martyn Fribbens Cllr Russell Maybury (Chair) Cllr Ann Powell Cllr Helen Wilson	Communications Working Party	Cllr Tammy Coles Cllr Martyn Fribbens Cllr Ann Powell Clerk
		Streetlighting	Cllr John Banbrook Cllr Sharron Manley
Personnel	Cllr Vikki Allgood Cllr John Evans Cllr Martyn Fribbens Cllr Russell Maybury (Chair)	Sundridge and Ide Hill Charity	Chairman
Planning	Cllr Vikki Allgood Cllr John Evans Cllr Ann Powell (Chair) Any Member of the Parish Council.		
Sundridge Village Hall Trust	Cllr Zoe Collins Cllr Melvin De Bono Cllr John Evans Cllr Ann Powell Cllr Helen Wilson (Chair)	Outside Bodies	Ide Hill Village Hall Trust Gatwick Group South East Rivers Trust CPRE Bough Beech Reservoir
			Cllr Martyn Fribbens Cllr John Evans Cllr John Evans Cllr John Evans Cllr John Evans

Appendix B

Appendix C

Appendix D

18 May 2026 (2026-2027)

RECEIPTS LIST - 27 APRIL TO 18 MAY 2026

Code	Date	Description	Supplier			Total
Income Dance School	28/04/2026	Dance hall hire	Judith Essex School of Dance	X	1,005.69	1,005.69
Precept	30/04/2026	Precept	Sevenoaks District Council	X	47,500.00	47,500.00
Income Nayax	14/05/2026	Toilet Door Income	Nayax Europe UAB	X	494.96	494.96
Total					49,000.65	49,000.65

PAYMENTS LIST - 28 APRIL TO 18 MAY 2026

Code	Date	Description	Supplier				Total
Photocopier and photocopying	28/04/2026	Photocopier	KCC	S	46.01	9.20	55.21
Travel Expenses	28/04/2026	Mileage	Mrs A C Barlow	X	70.65		70.65
Supplies for meetings	28/04/2026	Coffee and Biscuits	Mrs A C Barlow	X	16.07		16.07
Scribe Accounting Software	28/04/2026	Scribe Licence	Scribe	S	612.00	122.40	734.40
Maintenance Contract	28/04/2026	Streetlighting Contract 26-27 Payment 1 of 2	Streetlights	S	1,309.50	261.90	1,571.40
Maintenance	28/04/2026	Fire extinguishers for Village Hall	Cllr Helen Wilson	S	180.95	36.19	217.14
Maintenance	28/04/2026	Maintenance Items for Village Hall	Cllr Helen Wilson	S	172.75	34.55	207.30
Maintenance	28/04/2026	General items for Village Hall	Cllr Helen Wilson	X	146.48		146.48
Energy Costs	28/04/2026	Electricity - Rec	EDF Energy	L	168.82	8.44	177.26
Renovations	28/04/2026	Plastering for Village Hall	Final Finish Plastering	S	681.00	136.20	817.20
Renovations	28/04/2026	New Chairs and Tables for Village Hall	Huddle Furniture	S	2,696.00	539.20	3,235.20
Spring/Summer Event - Ide Hill	28/04/2026	Artwork for Events Annual Parish Meeting and Summer Walk	Neil Powell	X	50.00		50.00
Annual Parish Meeting - Sundridge	28/04/2026	Artwork for Events Annual Parish Meeting and Summer Walk	Neil Powell	X	50.00		50.00
Great British Spring Clean	29/04/2026	Easter eggs for children	Cllr John Evans	X	25.02		25.02
Playground maintenance	29/04/2026	Repair to fence around playground	Cllr John Evans	X	61.65		61.65
Travel Expenses	13/05/2026	Mileage	Mrs A C Barlow	X	87.75		87.75
Parish mobile telephone	13/05/2026	Mobile	Mrs A C Barlow	S	19.79	3.96	23.75
Parish WiFi (Clerk)	13/05/2026	WiFi	Mrs A C Barlow	X	10.00		10.00
Parish Zoom account	13/05/2026	Zoom	Mrs A C Barlow	S	11.99	2.40	14.39
Stationery	13/05/2026	Paper for Council papers and A5 for Flyers	Mrs A C Barlow	S	22.26	4.45	26.71
Software Adobe	13/05/2026	Adobe Software April and May	Mrs A C Barlow	S	21.90	4.38	26.28
Volunteer Expenses	13/05/2026	Tractor parts	Dominic Rossi	S	31.01	6.20	37.21
Electricity and Gas	13/05/2026	Gas Village Hall	British Gas	L	385.78	19.29	405.07
Energy Costs	13/05/2026	Calor Gas	Calor Gas	L	11.98	0.60	12.58
Water	13/05/2026	Water Rec March 26 to Aug 26	Castle Water	X	190.43		190.43
Conveniences supplies	13/05/2026	Toilet supplies and Baby Change	Goldservice	S	291.88	58.38	350.26
Conveniences energy costs	13/05/2026	Electricity Toilets	EDF Energy	L	102.98	5.15	108.13

18 May 2026 (2026-2027)

PAYMENTS LIST for 19 May 2026

Code	Date	Description	Supplier				
Supplies for meetings	19/05/2026	Coffee and Biscuits	Mrs A C Barlow	X	16.40		16.40
Supplies for meetings	19/05/2026	Coffee and Biscuits	Cllr Helen Wilson	X	6.49		6.49
Energy Costs	19/05/2026	Electricity - Rec	EDF Energy	L	176.42	8.82	185.24
Conveniences Maintenance	19/05/2026	Emergency Drain unblocking	Jonny's Drains	S	1,000.00	200.00	1,200.00
Playground Equipment	19/05/2026	Bench for Goathurst Common (Ring fenced Grant)	Broxap	S	957.00	191.40	1,148.40
Playground Fundraising	19/05/2026	Picnic Benches for Goathurst Common (Ring fenced Gr	Fenton Timber	S	679.90	135.98	815.88
Total					2,836.21	536.20	3,372.41

Appendix E

Monday	22 June	2026	Full Council Meeting at 7.30pm Sundridge Village Hall
Wednesday	24 June	2026	Stubbs Wood Committee Meeting at 6.30pm Ide Hill Village Hall
Saturday	27 June	2026	Parish Council Summer Walk in Ide Hill
Friday	3 July	2026	Community Engagement Event Ide Hill Village Hall
Monday	27 July	2026	Full Council Meeting at 7.30pm Sundridge Village Hall
Monday	17 August	2026	Family Fun Day (run by SDC) Sundridge Recreation Ground (for all children in Primary School)
Monday	28 September	2026	Full Council Meeting at 7.30pm Sundridge Village Hall
Monday	26 October	2026	Full Council Meeting at 7.30pm Sundridge Village Hall
Monday	30 November	2026	Full Council Meeting at 7.30pm Sundridge Village Hall
Monday	7 December	2026	Full Council Meeting at 7.00pm (urgent items only) Ide Hill Village Hall