

To: The Members of the Parish Council of Sundridge with Ide Hill

I hereby summon you to attend a Meeting of the Parish Council to be held in the VILLAGE HALL, **SUNDRIDGE** commencing at **7.30 pm on Monday 17 March 2025** to transact the undermentioned business.

Anaida Barrow

Clerk 19 February 2025

AGENDA

1. To receive apologies and reasons for absence.
2. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.
3. **Report from County Councillor**
3.1 Covers Farm
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.
7. To approve as a correct record the **Minutes** of the Parish Council meetings held on 24 February 2025.
8. **To take Matters arising** from the Minutes where these are not covered under the subject headings below
9. **Finance, Personnel & Governance items**
 - 9.1 To agree the items received, paid and payable
 - 9.2 Grant request from Ide Hill Pre-school
 - 9.3 To agree to appoint the internal auditor
 - 9.4 To adopt the following policies:
 - 9.4.1 Code of Conduct
 - 9.4.2 Financial Regulations (updated March 2025)
 - 9.4.3 Standing Orders
 - 9.4.4 Risk Management Policy
 - 9.5 To agree the Reserves Policy and ear marked reserves
 - 9.6 To agree the asset register

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 a report on the Ide Hill Assets

(to be discussed in full at the Ide Hill Amenities Committee meeting)

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 a report on the Sundridge Assets

(to be discussed in full at the Sundridge Amenities Committee meeting)

11.2 Sundridge & Brasted Social Club

11.3 Sundridge Recreation Ground

11.4 Sundridge Reserve Burial Ground

12. General Items

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

12.1 Events and Celebrations

12.1.1 Annual Parish Meeting – Sundridge & Ide Hill

12 May 2025 – Sundridge Village Hall

April/May – Ide Hill Village Hall

12.1.2 VE Day Celebrations Sundridge/Community Picnic

12.1.3 VE Day Celebrations Ide Hill/Ide Hill Fair

12.2 Correspondence

12.2.1 Kent Police

13. Dates of next meetings

Monday 7 April 2025 at 6.30pm - Ide Hill Amenities Committee – Ide Hill Village Hall

Monday 14 April 2025 at 7.30pm - Sundridge Amenities Committee – Sundridge Village Hall

Monday 28 April 2025 at 7.30pm - Full Council Meeting - Sundridge Village Hall

AGENDA PAPERS

1. To receive apologies and reasons for absence.

Cllr Miller, Cllr Alger (District)

3. Report from County Councillor

3.1 Covers Farm

From: Angela Howells <ahowells@westerhamtowncouncil.gov.uk>

Sent: 27 February 2025 14:13

To: Subject: RE: Covers Farm Appeal

Dear All

Following my previous email Westerham Town Council has been in discussions with KCC, SDC, and the Planning Inspectorate regarding the potential invocation of Rule 6 in the context of the Covers Farm Quarry Planning Appeal. Rule 6 status designates a group as a "Main Party" in the appeal process, granting extensive rights but also imposing significant responsibilities and potential financial risk.

As a Rule 6 Main Party, we would have the ability to present our case in full, to bring forward witnesses, to introduce additional evidence, and to engage legal counsel to cross-examine the Appellant's witnesses. However, taking on this role is a serious commitment both in terms of administrative burden and financial cost. Being a Main Party would normally entail a much higher level of procedural involvement and require the preparation of legal arguments, extensive documentation, additional evidence and introducing witnesses/experts. In addition, while the likelihood is small, there is a possibility that if we were perceived as prolonging proceedings or imposing additional costs on the Appellant, and if the Appellant were to be awarded costs, we could be required to bear a portion of these expenses.

Given the weight of these obligations, and both actual and potential financial liabilities, we carefully considered whether Rule 6 status was necessary to achieve our objectives. Our primary aims are: (a) to be able to speak at the appeal without strict time constraints, (b) to be able to ask pertinent questions, and (c) to be able to present our views of the evidence that the Appellant submitted as part of the original Planning Application and any new evidence submitted to the Inquiry. It would not be our intention to introduce additional evidence ourselves nor witnesses/experts. Initially, we were uncertain whether we could achieve this without being a Rule 6 Main Party. However, the Planning Inspectorate has confirmed that by fully participating in the appeal process as an "Interested Party," we can meet all of our objectives without the additional legal, procedural and cost burdens of Rule 6 status.

There is no guarantee that an application to become a Rule 6 Main Party would actually be accepted – especially given the restricted nature of why we would want to be a Rule 6 Main party. Given this uncertainty - and the fact that we can accomplish our key goals without it - we have decided not to pursue Rule 6 status. Instead, our efforts will be directed toward drafting a comprehensive and well-reasoned summary of our position in advance of the 14th March deadline for comments. In addition, we will be reaching out over the coming weeks to everyone who was engaged during the initial Planning Application with a view to having Westerham act as a "central spokesperson" at the Inquiry, ensuring our collective views are clearly and cohesively represented. This approach ensures that we can effectively present our views while avoiding unnecessary risks and costs.

Kind regards

Angela Howells, PSLCC

Town Clerk Westerham Town Council

Sundridge with Ide Hill Parish Council

From: Cllr Robinson, Sandra <cllr.robinson@sevenoaks.gov.uk>

Sent: 10 March 2025 12:05

Subject: Re: Covers Farm Appeal Inquiry Keep Westerham Green submission as Interested Party

Dear Jenny – and all,

Apologies for replying to you only today, I came down with quite a severe virus Sunday 8 days ago; today is the first day I am able to sit up at my desk & marshal thoughts into something coherent.

Jenny, thank you for sharing your excellent letter with us. To my mind you have covered all aspects of the impact of this proposed project, and I am delighted that you / KWG will continue to work on behalf of us all, and will represent us at the Enquiry.

I too have submitted updates to the Planning Inspectorate today in relation to this Appeal, as an Interested Party. This is because through recent research – with shoe leather as well as desktop work - I have found we in fact have 105 heritage assets along the A25 through Brasted and Sundridge. This is an increase of 19% of named assets compared to my page 11 list in my May 2024 submission to KCC.

I noted these additional structures, after printing, addressing and then delivering Jenny's letter to each of the original list of 81 heritage homes on the A25. I did this last weekend, thankfully just before I got ill, and found that there were as many as 15 more homes along that 1.7 miles, that I should have had on the list. By the way, I'm glad you got responses as requested, from residents with photographic evidence of damage to their homes done by passing HGVs.

The Inspectorate has therefore received 3 documents from me today: a covering letter; the updated page 11 list of 105 named/house number heritage homes and assets; and my original submission of 46 pages / 12,000 words of May 2024, in which I set out in detail, how the proposed project would

- Breach 17 national NPPF planning conditions;
- Fail 4 out of 5 of scored Transport Outcomes in KCC's Local Transport Plan LTP4;
- Conflict with KCC's county-wide and Sevenoaks district priorities in LTP4;
- Defeat the KCC policy for promoting Active Travel, as in LTP4;
- Breach Action 3 of the KCC's Freight Action Plan for Kent
- Breach conditions to conserve National Landscapes; and
- Breach Conservation Area conditions to protect special architectural and historic interest.

Here's hoping the Planning Inspector agrees with the KCC Planning Department's magnificent work last summer that fully justifies refusing this quarry restoration project in its entirety, on Green Belt and National Landscape grounds!

Best wishes to all,

Sandra

Sandra Robinson

MA (Cambridge), MCom, Associate Member Chartered Institution for Highways and Transportation

Councillor for Brasted, Chevening and Sundridge

Sevenoaks District Council

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.

Agenda Item 11.3 – Sundridge Recreation Ground – Lease negotiations with cricket Club

7. To approve as a correct record the **Minutes** of the Parish Council meetings held on 24 February 2025.

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.

Sundridge with Ide Hill Parish Council

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 3rd June 2025. The Inquiry is expected to sit Tuesday 3rd to Friday 6th June and 11th and 12th 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 10th 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 10th 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'

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

Sundridge with Ide Hill Parish Council

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
Total					1,905.23	1,905.23

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

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

12.2 Streetlighting

12.2.1 Column 52, Chapmans Road Sundridge

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

The Clerk has instructed Colum 52 to be repaired 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.

The Clerk has asked Streetlights to get a confirmed quote.

9. Finance, Personnel & Governance items

9.1 To agree the items received, paid and payable

Items received 22 February to 14 March 2025

Sundridge with Ide Hill Parish Council

14 March 2025 (2024-2025)

RECEIPTS LIST

Code	Date	Description	Supplier			Total
Income Nayax	14/03/2025	Toilet Door Income	Nayax Europe UAB	X	88.13	88.13
			Total		88.13	88.13

Items paid 22 February to 14 March 2025

Sundridge with Ide Hill Parish Council

14 March 2025 (2024-2025)

PAYMENTS LIST

Code	Date	Description	Supplier			Total
Supplies for meetings	28/02/2025	Coffee and Biscuits	Mrs A C Barlow	X	13.70	13.70
Training	28/02/2025	Chainsaw training	Esus Forestry Training	X	500.00	500.00
WiFi	28/02/2025	WiFi Village Hall	Onecom Limited	S	73.89	14.78 88.67
Playground maintenance	28/02/2025	Repair to playground fence	Good Evans Limited	X	670.00	670.00

Sundridge with Ide Hill Parish Council

Items to be paid at 17 March 2025

PAYMENTS LIST

Code	Date	Description	Supplier			Total
Travel Expenses	17/03/2025	Mileage	Mrs A C Barlow	X	154.85	154.85
Supplies for meetings	17/03/2025	Paper cups for meetings	Mrs A C Barlow	S	22.48	4.50
Supplies for meetings	17/03/2025	Supplies for meetings	Mrs A C Barlow	X	55.45	55.45
Email address hosting charge	17/03/2025	Email hosting	Vision ICT	S	20.00	4.00
Photocopier and photocopying	17/03/2025	Photocopier rental	Commercial Services	S	59.60	11.92
Parish Zoom account	17/03/2025	Zoom	Mrs A C Barlow	S	11.99	2.40
Parish WiFi (Clerk)	17/03/2025	WiFi	Mrs A C Barlow	X	10.00	10.00
Parish mobile telephone	17/03/2025	Mobile	Mrs A C Barlow	S	19.79	3.96
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
Grass cutting	17/03/2025	Grass cutting July August Sept	Commercial Services	S	3,616.41	723.28
Other grants	17/03/2025	Grant to Sevenoaks Volunteer Transport Group	Sevenoaks Volunteer Transport Group	X	100.00	100.00

9.2 Grant request from Ide Hill Pre-school

From: Camilla Foy <camillafoy@gmail.com>

Sent: 04 March 2025 10:00

To: clerk@sundridgewithidehill-pc.gov.uk

Subject: Grant Request for Ide Hill Preschool

Dear Amanda Barlow and Members of the Ide Hill Parish Council,

I hope this email finds you well.

I am writing on behalf of Ide Hill Preschool to request a grant from Ide Hill Parish Council to support the children in our care. Many local families from both Ide Hill and Sundridge rely on our preschool, and with limited government funding, we are seeking additional resources to enhance the children's learning experience beyond the basic requirements.

Please find attached a formal letter outlining our request, including details of the equipment we hope to acquire to support early learning, outdoor play, and digital observation tools for staff. We would greatly appreciate the opportunity to discuss this further and explore how the parish council might be able to assist us.

Thank you for your time and consideration. I look forward to your response.

Best regards
Camilla Foy
Chairperson
Ide Hill Preschool

Camilla Foy

Chairperson

Ide Hill Preschool

Ide Hill Village Hall

Ide Hill

Sevenoaks

Kent

TN14 6JG

camillafoy@gmail.com

Tuesday 4th March 2025

Ide Hill Parish Council

11 Clover Way

Paddock Wood

TN12 6BQ

Subject: Grant Request for Ide Hill Preschool

Dear Amanda Barlow and Members of Ide Hill Parish Council,

I am writing on behalf of Ide Hill Preschool to formally request a grant to support the continued enrichment of our setting for the benefit of local children. As a valued part of our community, the preschool provides early years education and care to families in both Ide Hill and Sundridge, offering an essential foundation for children as they prepare for primary school.

With the increasing limitations on funding from central government, we are seeking additional support to provide resources that go beyond the basic requirements, ensuring that we can continue to offer an engaging, stimulating, and high-quality learning environment. The children in our care would greatly benefit from additional equipment to enhance their learning experiences, including:

- **Outdoor play and exploration:** Mud kitchens, balance bikes, climbing equipment, nature investigation kits.
- **Sensory and special needs support:** Weighted blankets, fidget toys, soft play equipment, sensory paths.
- **STEM and creative learning:** Construction sets, interactive science kits, art easels, musical instruments.

- **Role play and social development:** Play kitchens, dress-up costumes, small-world playsets.
- **Literacy and numeracy:** Story sacks, phonics resources, number and pattern recognition games.
- **ICT resources for learning and observation:** Interactive tablets to introduce children to early technology skills, and Android tablets for staff to document progress through photos and digital records, improving assessments and communication with parents.

These resources would help us enrich the children's early years experience, ensuring they develop key skills in an engaging and supportive environment. Your support would make a meaningful difference to our preschool and the many families who rely on it.

We would be grateful for the opportunity to discuss this request further and explore how the parish council could support us in continuing to provide outstanding early years education in our community. Thank you for your time and consideration, and we look forward to your response.

Yours sincerely,

Camilla Foy

Chairperson

Ide Hill Preschool

9.3 To agree to appoint the internal auditor

From: Helen Symmons <LegraIAS@outlook.com>
Sent: 25 February 2025 08:23
To: clerk@sundridgewithidehill-pc.gov.uk
Subject: Re: Audit

Dear Amanda,

Thank you for your email. I am delighted to be able to furnish you with further information regarding my Internal Audit service.

I have over 12 years experience in the Town and Parish Council sector and meet the criteria of being someone independent and competent to undertake internal audits of local councils. Additionally, I am CiLCA and PIALC qualified with professional indemnity insurance as well as being a member of the Internal Audit Forum.

My role as an Internal Auditor is to be a 'critical friend'. I would look through your Council's processes and procedures and, where necessary, will make recommendations which, I hope, will help improve the council's governance (if needed). Some of these recommendations will be long-term goals, others may need to be implemented more quickly, but I will be available as part of the audit process to help guide you through what is needed.

My fee for undertaking the 2024/25 audit would be £300 and would be for a year-end on-site audit review. The fee is on the understanding that all requests for documents and responses to my Internal Audit checklist are provided by the Council within the required timescales. I charge £0.45p per mile for travel costs.

Predominantly my internal audit will review the governance of the council culminating in the completion of an Internal Audit Report. I will identify if the following key areas are in place and working satisfactorily.

Proper book-keeping
Payment controls in relation to financial regulations

Review of the internal controls, which will include:

The council risk assessment
Review of the effectiveness of internal financial control
An overall review of your internal controls:

Budgetary controls
Income controls
Petty cash procedures (if applicable)
Payroll controls
Asset controls
Bank reconciliations
Accounting statements and application of spending powers
Exemption criteria (if applicable)
Website, transparency code and other relevant legislation
Public Rights notice and dates
Publication of previous AGAR
Review of the status of Trusts (if applicable)

And to support the above, a review of the following:

Policies
Completeness, approval and retention of minutes
General governance

Examination and completeness of audit action plans

Year End procedures, which will include:

Financial Statements review
Review of council balances
Analytical Review
Annual Return review

A full engagement letter would be provided to you should the Council wish to engage my services as Internal Auditor. I would then supply a question list for completion prior to the annual Internal Audit review.

Please do not hesitate to contact me should you have any further questions and look forward to hearing from you in due course following Council's decision.

Kind Regards

Helen Symmons
Legra Internal Audit Service

9.4 To adopt the following policies:

- 9.4.1 Code of Conduct
- 9.4.2 Financial Regulations (updated March 2025)
- 9.4.3 Standing Orders
- 9.4.4 Risk Management Policy

These documents are all attached separately.

They are all based on standard KALC model policies.

The Financial Regulations is a new document and the changes from the previous document have been highlighted in yellow.

9.5 To agree the Reserves Policy and ear marked reserves

PURPOSE

The Purpose of the policy is to set out how the council will determine and review the level of reserves.

Sundridge with Ide Hill Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation, but has no legal powers to hold reserves other than those for reasonable working capital needs or for specifically earmarked purposes. As part of the year-end Annual Return (now referred to as an AGAR – Annual Governance & Accountability Return) submitted to the External Auditor, whenever the total of the council's reserves (total reserves -Box 7) is more than twice the annual precept value (precept – Box 2), the council is requested to provide an explanation of the high level of reserves.

Reserves can be used for long term planned or exceptional (unbudgeted or higher than expected) expenditure on the following conditions:-

- the expenditure must not be recurring
- income in the reserves from the sale of fixed assets (capital receipts) such as the sale of land can only be used for capital projects, such as the acquisition and enhancement of land, building, vehicles, plant and machinery.

Budget allocations can be moved from one budget line to another during the course of a financial year, with approval from the council, so long as the total expenditure for the financial year is not exceeded. This is commonly referred to as "virement".

TYPE OF RESERVES

Reserves can be categorised as:-

- Earmarked
- Ring Fenced
- General

EARMARKED RESERVES

Earmarked reserves are a means of building up funds over several years to deliver a defined project, predicted liabilities or for known significant expenditure. **They are not to be used for emergency operations.**

Earmarked reserves must be reviewed (and usually established) by the council during the annual budget setting process. Every earmarked reserve proposal must include reasonable costing for each project and an estimated timescale.

Earmarked reserves will be administered by the Finance & Personnel Committee in consultation with the RFO. Any changes to the proposed use of reserves must be agreed by full council.

The RFO will note earmarked reserves movements at the end of the financial year.

Earmarked reserves can be held for:-

- Renewals - to enable services to plan and finance an effective programme of equipment replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets or excessive Precept increases.
- Carry forward of under spend - some services commit expenditure to projects, but cannot spend the budget in year. Reserves are used as a mechanism to carry forward these resources.

RING FENCED RESERVES

Ring fenced reserves are money or grants (legacies / bequests) allocated for a specific project only. Section 106 funding and the new Community Infrastructure Levy (CIL) funding passed down to parish/town councils are effectively a ring fenced reserve.

Grants/legacies/bequests often come with strict criteria as to how and when the money provided must be spent.

GENERAL RESERVES

General reserves are funds which do not have any restrictions placed upon them as to their use. These can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.

Sundridge with Ide Hill Parish Council considers a prudent level of general reserves to be no more than **6 months or 50%** of its annual expenditure/precept. However, the amount of general reserves should be annually risk assessed and approved by the council.

If in extreme circumstances general reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the council would be able to draw down from its earmarked reserves to provide short term resources.

Even when in times of extreme pressure are placed upon the councils finances the council must always keep a minimum balance sufficient to pay 3 months salary to staff and associated payroll costs (e.g. employers NI) in general reserves.

OPPORTUNITY COST OF HOLDING RESERVES

In addition to allowing the council to manage unforeseen financial pressures and plan known or predicted liabilities, there is a benefit to holding reserves in terms of the interest earned on funds which are not utilised.¹ This investment income is fed into the budget strategy.

However, there is an “opportunity cost” of holding funds in reserves, in that these funds cannot then be spent on anything else. As an example, if the funds were used to repay a debt, the opportunity cost would equate to the saving on the repayment of interest, offset by the loss of investment income on the funds. However, using reserves to pay off debt in this way would leave the council with no funds to neither manage unexpected risks nor provide a mechanism to fund unplanned expenditure for which the reserves were earmarked.

Given the opportunity costs of holding reserves it is critical that reserves continue to be reviewed each year as part of the budget process to confirm that they are still required and that the level is still appropriate.

EARMARKED RESERVES AS AT 17 MARCH 2025

Earmarked Reserves Account		38,507		
Goathurst Common		25,170		
SDC Grant for Rec and Hall		4,000		
General Reserves		9,337		
VAT return (end of March 25)		15,317		
Rental income		5,000		
Projected reserves at April 25		29,654		

¹ This is more relevant in times when interest rates for deposits are high. However, it should remain as a note within the policy for such times when the economic downturn reverses and the financial markets become buoyant again. Opportunity costs would be advantageous and should be considered more carefully.

9.6 To agree the asset register

The asset register has been updated to include the new play equipment at Goathurst Common

SUNDRIDGE WITH IDE HILL PARISH COUNCIL				
YEAR ENDED 31 MARCH 2025				
Fixed Assets Register				
Fixed Assets are defined as land, buildings and equipment with a significant value in relation to the council's financial activity. Community assets, which the Parish Council intends to hold in perpetuity and that have no determinable, finite life are included at a nominal value of £1.				
Insurance values are used for other assets. Street lights are not insured as repairs are covered by the Risk Management Earmarked Fund				
At 31 March 2024 the following assets were held:				
	2024/25	2023/24	2022/23	2021/2022
Freehold Land and Buildings				
<i>Sundridge Pavilion</i>	211,076.00	211,076.00	211,076.00	211,076.00
<i>Sundridge and Brasted Social Club house (50 % ownership)</i>	127,500.00	127,500.00	127,500.00	127,500.00
<i>Well Heads</i>	10,000.00	10,000.00	10,000.00	10,000.00
Vehicles and Equipment				
<i>Office Equipment</i>	1,687.00	1,687.00	1,687.00	1,687.00
<i>Play Equipment includin new Goathurst Common play equipment</i>	217,476.00	124,976.00	124,976.00	124,976.00
<i>Steel Roller (omitted previously)</i>	2,143.00	2,143.00	2,143.00	2,143.00
<i>Brush cutter</i>	900.00	900.00	900.00	
Infrastructure Assets				
<i>Bus shelters (2)</i>	22,140.00	22,140.00	22,140.00	22,140.00
<i>Village sign, Sundridge</i>	1,071.00	1,071.00	1,071.00	1,071.00
<i>Steel storage container</i>	1,103.00	1,103.00	1,103.00	1,103.00
<i>Notice boards (Sundridge and Ide Hill)</i>	2,650.00	2,650.00	2,650.00	2,650.00
<i>Metal shed for Village Hall</i>	879.00	879.00	879.00	
Community Assets				
<i>Ide Hill Public Conveniences</i>	1.00	1.00	1.00	1.00
<i>Stubbs Wood</i>	1.00	1.00	1.00	1.00
<i>Bowers Meadow (purchased 2005)</i>	5,000.00	5,000.00	5,000.00	5,000.00
<i>Coronation Gardens</i>	1.00	1.00	1.00	1.00
<i>Goathurst Common Rec Ground</i>	1.00	1.00	1.00	1.00
<i>Ide Hill Village Green</i>	1.00	1.00	1.00	1.00
<i>Ide Hill Recreation Ground</i>	1.00	1.00	1.00	1.00
<i>Ide Hill Scout Hut</i>	1.00	1.00	1.00	1.00
<i>Ide Hill Football Pavilion</i>	1.00	1.00	1.00	1.00
<i>Sundridge Recreation Ground</i>	1.00	1.00	1.00	1.00
<i>Sundridge Reserve Burial Ground</i>	1.00	1.00	1.00	1.00
<i>Village sandstone cross and surrounding walls</i>	6,430.00	6,430.00	6,430.00	6,430.00
<i>Civic regalia - Chairmans badge of office</i>	536.00	536.00	536.00	536.00
Total	610,601.00	518,101.00	518,101.00	516,322.00

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 a report on the Ide Hill Assets – to follow

(to be discussed in full at the Ide Hill Amenities Committee meeting)

- Ide Hill Toilets
 - Get baby changing in Toilets
 - Get men's door fixed, 3 problems over last 4 weeks
 - Discuss asking shop for contribution
- Ide Hill Recreation ground
 - New signage for Playground at Ide Hill -NO Dogs, do not litter, In case of an emergency or damage contact.
 - Hedges around the court area
- Stubbs wood
 - Invasive species grant CSA
- Notice Boards
 - Refurbish notice board at Ide Hill Village Hall
 -

Update from Azetec

From: office@aztechgroupse.co.uk <office@aztechgroupse.co.uk>

Sent: 04 March 2025 08:15

To: 'Amanda Barlow' clerk@sundridgewithidehill-pc.gov.uk

Cc: martyn.fribbens@sundridgewithidehill-pc.gov.uk; 'John Evans' <john.evans@sundridgewithidehill-pc.gov.uk>

Subject: Final extraction at Stubbs Wood

Good morning,

I hope all is well.

With some dry weather fast approaching, I just wanted to touch base to check that everyone is happy for us still to extract the Chestnut from the final block at the top of Yorks Hill?

Once complete, we can then reinstate the last gateway. We haven't got an exact time as to when we will complete the works, however I just wanted to check everyone was still happy before we started planning?

I would be keen to get this done before we start seeing new growth come through so we do not damage it.

I look forward to hearing from you.

Many thanks,

Adam Ashworth

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 a report on the Sundridge Assets – to follow

(to be discussed in full at the Sundridge Amenities Committee meeting)

- Details of the Recreation Ground proposals included in the notes.
- Sundridge Village Hall
 - Grant received to replace the curtains
 - John Banbrook discussing with Members the possibility of putting a cupboard in the kitchen area
 - Possibility of applying for a grant to extend hall and re do kitchen
- Bowers Meadow – no update
- Coronation Garden – no update

11.2 Sundridge & Brasted Social Club

The lease was signed by Sundridge with Ide Hill PC, Brasted PC and the Social Club on 10 March 2025.

11.3 Sundridge Recreation Ground

11.3.1 Notes of a meeting with the hirers:

***Sundridge Recreation Ground Working Party
Notes of Meeting on Monday March 10th 2025 at 1pm
Sundridge Village Hall***

Attendees:

Radnor House

Claire Anders

Niall Watson

Sundridge All Stars

Chris Dellow

Sundridge with Ide Hill Parish Council

*Cllrs Russell Maybury, Melvin De Bono and Helen Wilson, and
Amanda Barlow (Clerk)*

Apologies

Ide Hill Football Club

Clare Dance-Harvey

1. Welcome and Introduction

Cllr Maybury welcomed Radnor and Sundridge All Stars to the meeting and asked the attendees to introduce themselves.

2. Pavilion Items:

a. Redecoration of outside

The Clerk informed the meeting that the Parish Council had secured a grant to redecorate the outside of the pavilion and it will be done during the Easter Holidays.

b. Cleanliness

Cleanliness has been an issue. The Clerk advised that the pavilion will be deep cleaned at the start and end of the season. It would then be for the users to keep the pavilion clean.

c. Any other items

Members asked about the items at the front of the pavilion. It was agreed that the PC would need to talk to Ide Hill Football Club about these items.

3. Grasscrete for additional parking

The need for grasscrete was discussed to extend the parking. This is something that may be needed if there was to be an additional hirer in the summer.

4. Any items raised by the hirers

Radnor House raised the following issues:

Sundridge with Ide Hill Parish Council

a. *Tree Survey*

They were concerned about some trees and asked the Parish Council if they could arrange a tree survey.

b. *Bridges*

Could the bridge be checked that it was sufficiently strong enough for the lorries/gang mowers etc.

c. *Trackway*

The trackway needs repairing/resurfacing.

d. *Exit of recreation ground*

It is dangerous turning out of the recreation ground as the sight lines are often blocked by parked cars and the hedge is overgrown.

5. *Proposed rent increases*

Cllr Maybury advised that the Parish Council had the right to increase the rent every year but had not done so.

The proposal is that the Parish Council raise the rent by 10% from 1 September 2025 and held for two years.

Radnor House and Sundridge All Stars did not have any opposition to the raised rent and it was agreed that the details would be confirmed in writing.

6. *Cricket at the recreation ground*

Cllr Maybury advised that the Parish Council has been approached by Karl Pearson from The Cricket Club & Kent Schools Cricket Academy. They are looking to play cricket on the recreation ground and would like to start this season (mid May).

The Cricket Club are asking for a 3 year lease where they would invest to upgrade the cricket square in year one. They would then have a break clause after year one.

The improvement of the cricket ground was discussed and Niall gave extremely helpful information about the preparation of the cricket ground to the Members.

Radnor House proposed that they carried out the preparation of the cricket ground and charged the cricket club/Parish Council to do the work.

Members agreed to put this proposal to the cricket club and assured Radnor House that they would be consulted with in regard to any arrangements.

7. *Any other business*

None

11.3.2 Meeting with Cricket Club – confidential item.

11.4 Sundridge Reserve Burial Ground

The Parish of Sundridge with Ide Hill and Toys Hill



“Change, Grow, Serve “

11th March 2025

Dear Sundridge with ide Hill Parish Council

This is to confirm that the Parochial Church Council (PCC) of Sundridge with Ide Hill and Toys Hill has no objection in principle to the proposed disposal of the Birchfield ‘burial ground’ by the Parish Council.

The PCC has established burial capacity in Sundridge churchyard and is well advanced in planning an extension to the Ide Hill graveyard in part of the Glebe Field, so no longer sees the need for a reserve plot near Birchfield.

Yours,

Terry Corbett

Secretary, Sundridge with Ide Hill and Toys Hill PCC

Cllr Maybury has contacted Clive Emerson to progress the matter. Further information is being sought.

From: "Chris Milne - Clive Emson Auctioneers" <Chris.Milne@cliveemson.co.uk>

Sent: Friday, March 14, 2025 7:39am

To: "russell.maybury@sundridgewithidehill-pc.gov.uk" <russell.maybury@sundridgewithidehill-pc.gov.uk>

Subject: RE: RE: Birchfield Burial Ground

Hi Russell

As discussed could I please have confirmation on whether or not the land is consecrated or deconsecrated.

Could di also have a title number or plan for the land so I can find it and determine the size of the site.

If the parish already have a figure in mind they are looking for that would be useful too.

Kind regards

Chris Milne MNAVA DipDEA

Auction Appraiser | Clive Emson Auctioneers

Rostrum House, Rocky Hill, London Road, Maidstone, Kent, ME16 8PY

12. General Items

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

12.1 Events and Celebrations

12.1.1 Annual Parish Meeting – Sundridge & Ide Hill

12 May 2025 – Sundridge Village Hall

12.1.2 Annual Parish Meeting – Ide Hill Village Hall

9 May 2025 (proposed) – Ide Hill Village Hall

12.1.2 VE Day Celebrations Sundridge/Community Picnic

12.1.3 VE Day Celebrations Ide Hill/Ide Hill Fair

Suggest that these events are further discussed and agreed at the Amenities Committee meeting.

12.2 Correspondence

12.2.1 Kent Police

Local Crime Updates – February 2025

Rural Crime Increase

- Police are investigating a number of burglaries that have been occurring in the rural and less densely populated areas of the district. The affected areas of West Kent often border the counties of East Sussex, Surrey, and London. The offending is targeted at large farm buildings, garages and outbuildings that have little protection or deterrents, namely, CCTV, floodlights, and securely locked buildings. Police encourage all residents to report crime as soon as it occurs, and to deter criminal activity through implementing barriers to make properties less appealing.
- Documenting serial numbers, and taking photographs of bikes, power tools and agricultural equipment stored outside will make identifying stolen items easier. Please continue to report rural crime, your local neighbourhood officers work with the dedicated rural crime prevention team, to share prevention advice and practices. (Further information [here](#))



- Vehicle thefts particularly those of high value and with 'Keyless Entry' are a reoccurring problem. This occurs when criminals use a handheld signal booster, to extend the effective distance of the wireless key fob. This allows cars to be unlocked even with the key inside the house. To deter potential thieves, police recommend keeping vehicles locked, and in secured areas, placing keys in signal blocking pouches, using steering locks, and keeping vehicles in view of CCTV and floodlights where possible. Investigations are ongoing, and both reactive & proactive work is being completed to solve crime, locate offenders, and to reduce risks of further offences. Anyone with information

Sundridge with Ide Hill Parish Council

relating to any these offences is advised to contact police through the most appropriate channel: Online Crime Reporting, Contact us (not crime reporting), calling 101 or speaking to your local beat officer.

Good Work

Reports of a suspicious event in Dunton Green where a male had appeared to be doing drugs a detailed description was provided by a member of public, this lead to the males being located, He was detained for a Section 23 Misuse of Drugs search. On his person was 50+ individual wraps of cannabis and a large amount of cash. The male was arrested serious crime team are still making enquires on the male.



A shoplifter had been stopped in a local supermarket by staff, police were called the male was outstanding for a large number of offences. He was arrested for 4 offences and taken to custody. The male was bailed by the Victim based crime team while the investigation is ongoing.

Events

Pc WILSON & PC WATSON PC Wilson had attended Westerham youth and community meeting where a number of incidents had been discussed, along with police attendance to an event in April regarding raising awareness on the impact on violence against woman and girls.

PC Wilson held a crime prevention event at Tescos riverhead, discussing with residents how to keep their vehicles safe – further information on this please see my community voice for crime prevention advice.

PC Wilson Will be attending the Knockholt parish meeting on the 10th to help provide reassurance to residence.

13. Dates of next meetings

Monday 7 April 2025 at 6.30pm -	Ide Hill Amenities Committee – Ide Hill Village Hall
Monday 14 April 2025 at 7.30pm -	Sundridge Amenities Committee – Sundridge Village Hall
Monday 28 April 2025 at 7.30pm -	Full Council Meeting - Sundridge Village Hall