

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

I hereby summon you to attend the Annual Council Meeting and a Meeting of the Parish Council to be held in the VILLAGE HALL, **SUNDRIDGE** commencing at **7.45pm. on Monday 18 May 2026** to transact the undermentioned business.



Clerk 13 May 2026

**AGENDA**

**1. Annual General Meeting**

- 1.1 To elect a Chair.
- 1.2 To elect a Vice-Chair.
- 1.3 To sign the Declaration of Office
- 1.4 To elect Committee Members.
- 1.5 To elect Committees Chairs
- 1.6 Appointment of Members to the Areas of Responsibility:
- 1.7 Appointment of Representatives of the Parish Council on Outside Bodies

2. To receive apologies and reasons for absence.

3. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests. Members to update their Register of Business Interest forms

**4. Report from County Councillor**

**5. Report from District Councillor**

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. The Chairman will advise the meeting of Standing Order 3 d, e, f, g and h prior to the public forum.

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.

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

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

# Sundridge with Ide Hill Parish Council

## 10. Finance, Personnel & Governance items

- 10.1 To agree the items received, paid and payable
- 10.2 To agree, if appropriate, an allocation of funds for signage for the assets in Sundridge and Ide Hill
- 10.3 To agree, if appropriate, an allocation of funds for a new Parish Council website
- 10.4 To agree, if appropriate, an allocation of funds for new office equipment for the Parish Office
- 10.5 To note the minutes of the Finance & Personnel Committee Meeting on 20 April 2026
- 10.6 To agree, if appropriate, the final budget for 2025-26
- 10.7 To agree the year end bank reconciliation at 31 March 2026
- 10.8 To agree the asset register

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

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

## 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:

- 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 – date to be agreed

### 13.2 Community Engagement

- 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

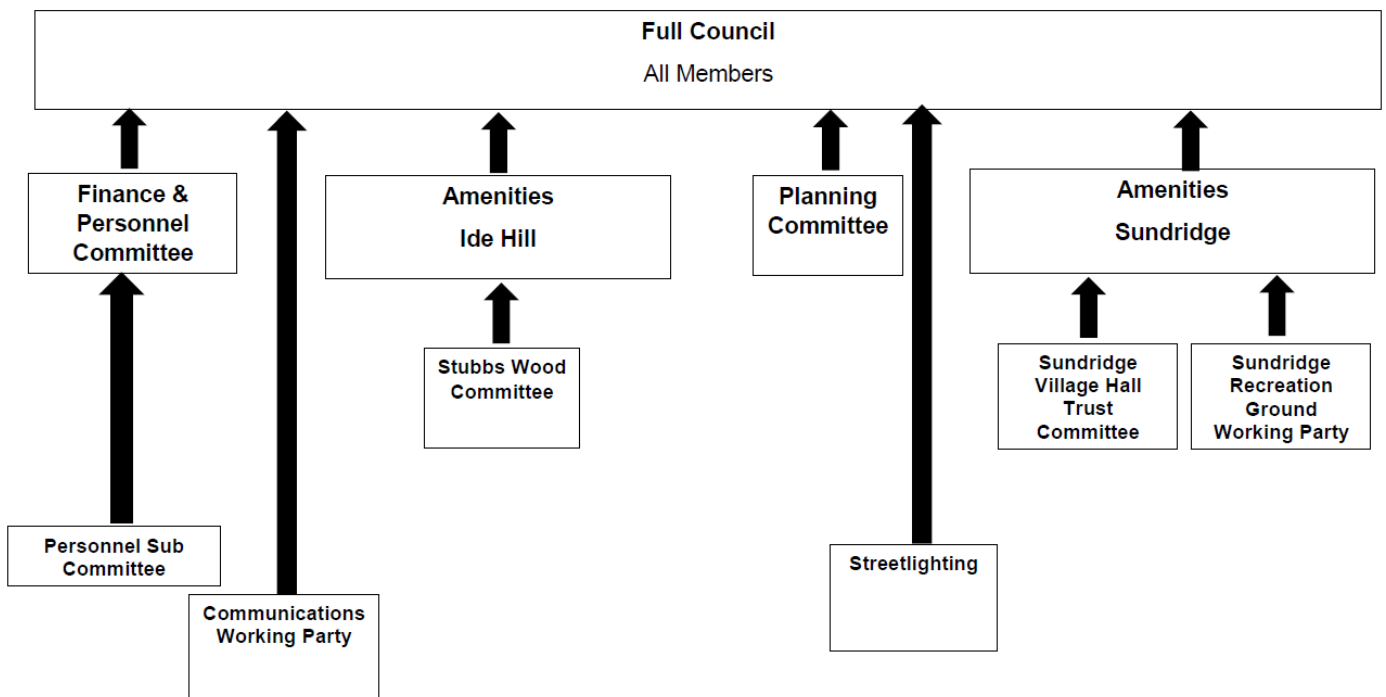
# AGENDA DOCUMENTS

## 1. Annual General Meeting

- 1.1 To elect a Chair.
- 1.2 To elect a Vice-Chair.
- 1.3 To sign the Declaration of Office
- 1.4 To elect Committee Members.
- 1.5 To elect Committees Chairs
- 1.6 Appointment of Members to the Areas of Responsibility:
- 1.7 Appointment of Representatives of the Parish Council on Outside Bodies

Sundridge with Ide Hill Parish Council

Committee Organisation Chart



Sundridge with Ide Hill Parish Council

Chair: Cllr John Evans Vice Chair: Cllr Martyn Fribbens

Committee Membership

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

2. To receive apologies and reasons for absence.

Cllr Maybury

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.

Agenda Items:

11.2 Stubbs Wood Committee Members

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

**Minutes of Full Council Meeting held on Monday 30 March 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:** None

**Attendance:** 40 members of the public (in part) and Amanda Barlow (Clerk)

Cllr Evans (Chair) welcomed everyone to the meeting and read the following statement:

The Members and the Clerk of Sundridge with Ide Hill Parish Council warmly welcome you to this Full Council Meeting at Sundridge Village Hall.

This meeting will be conducted in accordance with the Parish Council's Standing Orders.

The public forum will be conducted under Standing Order 3, which provides that:

- Members of the public may speak for no more than five minutes; and
- Questions raised do not require a response at the meeting, nor do they initiate a debate.

Please note that any comments made and questions raised will be recorded in a public document.

Members will be considering several items in confidence. A written statement will be issued following the meeting by Thursday 30 April.

To ensure that everyone has a fair opportunity to contribute, we kindly ask that members of the public speak only once and keep their remarks concise. We also ask that all contributions are made respectfully and with appropriate language. The use of racist, discriminatory, or otherwise offensive language will not be tolerated.

We would like to invite all residents to our Annual Parish Meeting on Wednesday 20 May 2026 at 7pm in the Sundridge & Brasted Club.

Thank you for your cooperation, and for attending this evening.

1. To receive apologies and reasons for absence.

**Apologies were received and accepted from Cllr Nigel Williams (County), Cllrs Sandra Robinson and Michelle Alger (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 Williams could not be at the meeting, Cllr Evans read out a statement from him and it is attached at Appendix A.*

**4. Report from District Councillor**

*None.*

**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.*

*There was a very extended public open session. Residents asked questions about the processes of the Parish Council, the reasons and decisions around the sale of the Sundridge Reserve Burial Ground and the possible disposal of Stubbs Wood.*

***Members resolved to publish a statement addressing all the issues raised by Thursday 30 April 2026. This Statement was subsequently published and copy is attached at Appendix B.***

**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.**

***Members resolved to discuss Agenda Items (in part) 9.4 and 10.3 in confidence.***

**7. To approve as a correct record the **Minutes** of the Parish Council meetings held on 30 March and 13 April 2026.**

***Members resolved to agree the minutes of the meetings held on 30 March and 13 April 2026.***

***Cllr Allgood put forward a proposal given the time and nature of the public forum Members should deal with only the following urgent Agenda Items and all other items should be deferred to the next meeting.***

***Members unanimously agreed to the proposal.***

**9.2**

**9.5**

**9.6**

**11.1**

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

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

**9.5 To agree the Reserves for 2026-27 and approve transfers to the budget for the following:**

**9.5.1 Stubbs Wood**

***Members resolved to agree a transfer of reserves of £6,000 to Stubbs Wood account.***

## Sundridge with Ide Hill Parish Council

### 9.5.2 Sundridge Village Hall Trust

**Members resolved to agree a transfer of reserves of £12,000 to the Village Hall Trust.**

9.6 To agree, if appropriate, forming a new Committee to manage Stubbs Wood and to agree the membership and Terms of Reference of the Stubbs Wood Committee

**Members resolved to agree to form the Stubbs Wood Committee and agreed the initial Terms of Reference. The final Terms of Reference will be agreed at the Annual Council Meeting on 18 May 2026.**

## 10. Sundridge

11.1 To note the current renovations taking place at the Village Hall and to approve further improvements, if appropriate.

*Cllr Wilson gave an update and her report is included at Appendix D.*

**Members agreed that Cllr Wilson should go ahead with preparing quotes for the May meeting.**

## 13. Dates of next meetings

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

*The dates of the meeting are attached at Appendix E.*

# Sundridge with Ide Hill Parish Council

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

## 10. Finance, Personnel & Governance items

### 10.1 To agree the items received, paid and payable

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
<b>Total</b>					<b>49,000.65</b>	<b>49,000.65</b>

#### 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	Clr Helen Wilson	S	180.95	36.19	217.14
Maintenance	28/04/2026	Maintenance Items for Village Hall	Clr Helen Wilson	S	172.75	34.55	207.30
Maintenance	28/04/2026	General items for Village Hall	Clr 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	Clr John Evans	X	25.02		25.02
Playground maintenance	29/04/2026	Repair to fence around playground	Clr 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				Total
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	Clr 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
<b>Total</b>					<b>2,836.21</b>	<b>536.20</b>	<b>3,372.41</b>

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

Awaiting quote.

Signage has all been agreed except the Sundridge Recreation Ground

Cllr Evans has proposed that Radnor House be included on the sign

The signage company will lay all the signs out etc and send us copy to agree.

On 2026-05-18 17:06, Ovenden Signs wrote:

> Hi Amanda,

>

> I hope this is enough for your meeting

>

> For the following :

> 9 aluminium signs at 420mm x 300mm with 4 fixing holes and anti graffiti

> laminate.

> Larger sign of 1200mm x 1000mm (with radius corners added) including 3 runs

> of bracket to rear to fit on 76mm diameter posts (pls advise if not round

> post) ; anti graffiti laminate to face

> New layouts and proofs to be created

> Excluding fitting

>

> £1141

>

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



- ✓ A W3C & WCAG2.2AA compliant website built on the easy-to-use WordPress-based CMS.
- ✓ A well-designed, professional and fully mobile-friendly website.
- ✓ Website admin tools to add new and update all the content on your website yourself.
- ✓ Training to get you started plus ongoing support.
- ✓ SSL-protected website hosting on our UK servers.
- ✓ We'll manage all software updates, so you don't have to.
- ✓ We will provide you with on-going support when you need it – email, online or phone.
- ✓ Access to our Website & Accessibility Learning Centre, full of helpful guidance videos on managing the website and making website content accessible.
- ✓ Free monthly drop-in Zoom training sessions to top up your web accessibility knowledge.
- ✓ We will ensure your website remains GDPR compliant.
- ✓ We will manage your domain name and make sure this remains active, should you need it.
- ✓ All our team are Bedfordshire-based & hosting data centre is UK-based

## Costing

### Set up & year 1 consists of:

1. One-off set up and build of website: £999 + VAT (£899+ VAT for SLCC members)
2. Annual SSL-protected hosting with up to 2GB file storage & 2 hours of support
3. Uploading/Inputting and uploading of content (documents, words and pictures) to your new website. Included essential content uploaded free of charge – see opposite for details.
4. Training on the system: free of charge, via our monthly group training sessions
5. Access to our support team & Website Learning Centre: free of charge, included in the support
6. Access to monthly drop-in Council Website Zoom training refresher sessions: free of charge, included in the support

**Total:** £999 + VAT (£899+ VAT for SLCC members)

### Additional (optional) items:

1. Upload of all other pages & content charged at £10 + VAT per page (+£2 per document to download, label/upload).
2. Online forms/polls/consultation builder module: £50 + VAT per year \*recommended
3. Planning portal integration (where supported) £100 + VAT per year \*recommended
4. Private member area: £100 + VAT per year
5. Online Payments Module (Sum Up/Gov Pay/Stripe/Worldpay compatible): £500 + VAT
6. Event Tickets Module (Online Payments module also required to sell tickets): £250 + VAT
7. WCAG compliance website compliance and monitoring scan & reports: £299 + VAT per year
8. Extended support for 12 hours: £720 + VAT

Continued >

## Year 2 costs

1. Subscription to WCAG-compliant website platform, with up to 2GB file storage & 2 hours of support, ongoing training: £299 + VAT per year



2. Domain name renewal and DNS management (£100 + VAT per year for .gov.uk when due)

= Total year two renewal: £399 + VAT pa (+ any additional modules or 3<sup>rd</sup> party email services)

## Website Content (linked documents, words and images)

Website content ranges from words and pictures on a page to multiple files for meeting documents and other regulatory aspects. We break the content upload down into a full year's worth of regulatory content + news, events and other local info. With the exception of AGAR, there are no legal requirements to have a certain number of years' files on a website.

**Content included in upload:** 2 full years of agendas & minutes, policies, councillors' details, finance & 6x years of AGAR plus 1x year of news and recent / planned events.

## Sundridge with Ide Hill Parish Council

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



### Arron Services Ltd

Unit 1 Clinton Business Centre, Lodge Road, Staplehurst, Kent, TN12 0QF

Telephone:  
01580 891911

Email:  
sales@arronsupport.co.uk

VAT Number  
GB 770406345

<b>Customer</b> Sundridge With Ide Hill Parish Council (32019)	<b>Reference</b> Replacement Laptop Computer Sys
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<b>Number</b> SQ-8	<b>Created</b> 15/05/2026	<b>Expires</b> 29/05/2026
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<b>Invoice Address</b> Sundridge Village Hall 203-209 Main Road Sundridge Kent TN14 6EJ
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<b>Delivery Address</b> Sundridge Village Hall 203-209 Main Road Sundridge Kent TN14 6EJ
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Description	Qty/Hrs	Price/Rate	Net	% VAT	VAT	Total (£)
HP ProBook 445 G11 14" Business Laptop (100183)	1.00	925.00	925.00	20.00	185.00	1,110.00
AMD Ryzen 5 7535U 4.5 Ghz CPU (CPU2)	1.00	0.00	0.00	20.00	0.00	0.00
8192MB Ram Memory (RAM1)	1.00	0.00	0.00	20.00	0.00	0.00
512 Gb NVMe M.2 SSD Drive (STOR2)	1.00	0.00	0.00	20.00	0.00	0.00
14" WUXGA (1920 x 1200) IPS micro-edge Screen (SCREEN1)	1.00	0.00	0.00	20.00	0.00	0.00
Pre-Installed Windows 11 Pro - 64 Bit (Inc Recovery Media) (WIN11P)	1.00	0.00	0.00	20.00	0.00	0.00
Transfer Norton 360 (Clients Subscription) (NORT12)	1.00	0.00	0.00	20.00	0.00	0.00
Please Note: Price Includes Set Up & Transfer Of Any Existing Data To PC - (max of 2hrs & thereafter standard hourly rates will apply) (100038)	1.00	0.00	0.00	20.00	0.00	0.00
Supply & Install Microsoft Office Home & Business 2024 (100179)	1.00	225.00	225.00	20.00	45.00	270.00
Install & Setup Bitlocker Encryption (1000)	1.00	0.00	0.00	20.00	0.00	0.00
Labour Charge (100002)	1.00	59.00	59.00	20.00	11.80	70.80

<b>Total Net</b> 1,209.00 (£)	<b>Total VAT</b> 241.80 (£)	<b>Total</b> 1,450.80 (£)
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*Minutes of the Finance & Personnel Committee Meeting  
Held at Ide Hill Village Hall on 20 April 2026, 7.00 pm*

**Present:** Councillors Allgood, Evans, Fribbens, Maybury (Chair), Powell and Wilson  
**Apologies:** Cllr Banbrook  
**In attendance:** Amanda Barlow – Clerk and 3 members of the public (in part)

1. To receive apologies and reasons for absence.

**Apologies were received and accepted from Cllr Banbrook**

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. 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 that discussions on the Staff Costs on the budget should be discussed in confidence.**

4. **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.
  - Residents asked about the funds received from the sale of the reserve burial ground and if any of these would be reserved for any future legal costs.
  - A resident advised that he thought the council should produce a balance sheet

5. To approve as a correct record the **Minutes** (enclosed) of the Finance Committee meeting held on 19 January 2026

**Members resolved to agree the minutes of 19 January 2026**

6. **Items for decision, discussion and/or allocation of resources if necessary.**
  - 6.1 To review the final budget for 2025-26

**Members resolved to agree the final budget for 2025-26 for recommendation to the Full Council as at Appendix A.**

**7. Reserves**

- 7.1 To agree the earmarked reserves to be approved by the Full Council

Members discussed at length the earmarked reserves and agreed that it was very difficult to allocate funds prior to the community engagement meetings taking place and decisions as to what projects should be further investigated. **It was agreed that provisions should be made for general reserves and for a programme of replacing the streetlights. It was agreed to get more information on the costs of the streetlights and to put a proposal to full council that some of the reserves were held pending decision on projects.**

**Earmarked Reserves at Appendix B.**

**8. Date of next meeting – to be agreed**

# Sundridge with Ide Hill Parish Council

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

### Sundridge with Ide Hill Parish Council

20 April 2026 (2025-2026)

#### Summary of Receipts and Payments

All Cost Centres and Codes

#### Administration Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
127	Bank Charges				150.00	122.50	27.50	27.50 (18%)
131	Defibrillators				1,575.00	1,638.12	-63.12	-63.12 (-4%)
20	Email address hosting charge				315.00	93.33	221.67	221.67 (70%)
10	Hire of Ide Hill Village Hall				100.00	198.00	-98.00	-98.00 (-98%)
7	Insurance Policy				2,700.00	2,849.06	-149.06	-149.06 (-5%)
24	Miscellaneous Contingency				100.00	50.00	50.00	50.00 (50%)
21	Parish mobile telephone				300.00	237.48	62.52	62.52 (20%)
22	Parish WiFi (Clerk)				120.00	120.00		(0%)
23	Parish Zoom account					143.88	-143.88	-143.88 (N/A)
16	Photocopier and photocopying	350.00	211.77	-138.23	500.00	478.68	21.32	-116.91 (-13%)
14	Postage				50.00		50.00	50.00 (100%)
15	Printing				50.00		50.00	50.00 (100%)
139	Scribe Accounting Software				630.00	561.60	68.40	68.40 (10%)
18	Software Adobe				200.00	142.35	57.65	57.65 (28%)
17	Stationery				100.00	19.12	80.88	80.88 (80%)
9	Subscriptions		979.99	979.99	1,260.00	2,009.32	-749.32	230.67 (18%)
8	Supplies for meetings				250.00	233.41	16.59	16.59 (6%)
13	Training				500.00	519.08	-19.08	-19.08 (-3%)
4	Travel Expenses				500.00	523.98	-23.98	-23.98 (-4%)
19	Website Maintenance				315.00	583.65	-268.65	-268.65 (-85%)
<b>SUB TOTAL</b>		<b>350.00</b>	<b>1,191.76</b>	<b>841.76</b>	<b>9,715.00</b>	<b>10,523.56</b>	<b>-808.56</b>	<b>33.20 (0%)</b>

#### Clerk & RFO Expenses

#### General - Events and Celebrat

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
79	Annual Parish Meeting - Ide Hill				350.00		350.00	350.00 (100%)
148	Annual Parish Meeting - Sundrid				350.00	465.00	-115.00	-115.00 (-32%)
76	Christmas festivities Ide Hill				350.00	133.40	216.60	216.60 (61%)
77	Christmas festivities Sundridge				500.00	1,022.11	-522.11	-522.11 (-104%)
135	Christmas Trees				400.00	433.00	-33.00	-33.00 (-8%)
80	Great British Spring Clean				100.00		100.00	100.00 (100%)
82	Operation Menai Bridge				75.00		75.00	75.00 (100%)
78	Remembrance Sunday				75.00	75.00		(0%)
137	Spring/Summer Event - Ide Hill				850.00	767.76	82.24	82.24 (9%)
138	Summer Event - Sundridge							(N/A)

# Sundridge with Ide Hill Parish Council

## Sundridge with Ide Hill Parish Council

20 April 2026 (2025-2026)

### Summary of Receipts and Payments

All Cost Centres and Codes

<b>SUB TOTAL</b>				<b>3,050.00</b>	<b>2,896.27</b>	<b>153.73</b>	<b>153.73 (5%)</b>
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#### General - Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
160	Bank Interest		1,772.18				1,772.18 (N/A)	
134	Bank Transfer						(N/A)	
90	Grants						(N/A)	
103	HMRC	9,000.00	25,433.56	16,433.56			16,433.56 (182%)	
89	Precept	85,000.00	85,000.00				(0%)	
159	Property Sale		157,680.80	157,680.80			157,680.80 (N/A)	
133	SDC CIL						(N/A)	
91	Sevenoaks District Council CIL						(N/A)	
<b>SUB TOTAL</b>		<b>94,000.00</b>	<b>269,886.54</b>	<b>175,886.54</b>			<b>175,886.54 (187%)</b>	

#### General - Members Expenses

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
162	Chairman's Expenses					25.83	-25.83 (N/A)	
6	Election Expenses						(N/A)	
5	Members Expenses				100.00	49.72	50.28 (50%)	
<b>SUB TOTAL</b>					<b>100.00</b>	<b>75.55</b>	<b>24.45 (24%)</b>	

#### General - Professional Service

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
158	Auctioneer					350.00	-350.00 (N/A)	
29	External Auditor				500.00	420.00	80.00 (16%)	
28	Internal Auditor				500.00	333.30	166.70 (33%)	
25	Legal Costs				500.00		500.00 (100%)	
156	Legal Services					59.60	-59.60 (N/A)	
27	Payroll				275.00	231.00	44.00 (16%)	
46	ROSPA Inspection (Playgrounds)				350.00	280.50	69.50 (19%)	
<b>SUB TOTAL</b>					<b>2,125.00</b>	<b>1,674.40</b>	<b>450.60 (21%)</b>	

#### General - Streetlighting

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
31	Energy Costs				7,000.00	7,503.19	-503.19 (-7%)	
30	Maintenance Contract				2,600.00	2,518.28	81.72 (3%)	
32	Repairs				6,260.00	11,163.50	-4,903.50 (-78%)	
<b>SUB TOTAL</b>					<b>15,860.00</b>	<b>21,184.97</b>	<b>-5,324.97 (-33%)</b>	

Sundridge with Ide Hill Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

**Grants**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
85	Grass cutting Church				2,000.00	2,000.00		(0%)
84	Ide Hill Village Hall Trust				1,500.00		1,500.00	1,500.00 (100%)
86	Other grants				1,500.00	400.00	1,100.00	1,100.00 (73%)
<b>SUB TOTAL</b>					<b>5,000.00</b>	<b>2,400.00</b>	<b>2,600.00</b>	<b>2,600.00 (52%)</b>

**Grounds Maintenance**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
43	Dog Bins				1,500.00	3,224.00	-1,724.00	-1,724.00 (-114%)
40	Grass cutting				13,775.00	13,492.23	282.77	282.77 (2%)
42	Hedges				500.00	100.00	400.00	400.00 (80%)
45	Miscellaneous Contingency				500.00	100.00	400.00	400.00 (80%)
143	Pest Control				500.00		500.00	500.00 (100%)
41	Tree work				500.00	300.00	200.00	200.00 (40%)
<b>SUB TOTAL</b>					<b>17,275.00</b>	<b>17,216.23</b>	<b>58.77</b>	<b>58.77 (0%)</b>

**Highways**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
36	Bus Shelters				250.00		250.00	250.00 (100%)
39	Miscellaneous Contingency							(N/A)
38	Notice boards				200.00		200.00	200.00 (100%)
37	Village signs				250.00		250.00	250.00 (100%)
<b>SUB TOTAL</b>					<b>700.00</b>		<b>700.00</b>	<b>700.00 (100%)</b>

**Ide Hill - Goathurst Common**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
109	Maintenance				250.00		250.00	250.00 (100%)
152	Playground Equipment		1,513.68	1,513.68		37,695.41	-37,695.41	-36,181.73 (N/A)
154	Playground Fundraising		400.00	400.00				400.00 (N/A)
150	Playground Grant		12,500.00	12,500.00				12,500.00 (N/A)
<b>SUB TOTAL</b>			<b>14,413.68</b>	<b>14,413.68</b>	<b>250.00</b>	<b>37,695.41</b>	<b>-37,445.41</b>	<b>-23,031.73 (-9212%)</b>

**Ide Hill - Stubbs Wood**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33	General Costs				3,400.00	992.50	2,407.50	2,407.50 (70%)
120	Income Cycling Clubs	200.00	200.00					(0%)
128	Income General							(N/A)

# Sundridge with Ide Hill Parish Council

## Sundridge with Ide Hill Parish Council

20 April 2026 (2025-2026)

### Summary of Receipts and Payments

All Cost Centres and Codes

119 Income RPA	4,700.00		-4,700.00				-4,700.00 (-100%)
34 Professional Services				1,000.00	1,100.00	-100.00	-100.00 (-10%)
144 Training				1,000.00		1,000.00	1,000.00 (100%)
35 Tree Survey				500.00	1,200.00	-700.00	-700.00 (-140%)
145 Volunteer Expenses				800.00	256.15	543.85	543.85 (67%)
<b>SUB TOTAL</b>	<b>4,900.00</b>	<b>200.00</b>	<b>-4,700.00</b>	<b>6,700.00</b>	<b>3,548.65</b>	<b>3,151.35</b>	<b>-1,548.65 (-13%)</b>

#### Ide Hill Car Park and Public Co

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
64 Conveniences cleaning				6,000.00	6,000.00		(0%)
66 Conveniences door pay system					910.00	-910.00	-910.00 (N/A)
68 Conveniences energy costs				680.00	1,094.99	-414.99	-414.99 (-61%)
65 Conveniences Maintenance				1,000.00	120.00	880.00	880.00 (88%)
67 Conveniences supplies				550.00	659.86	-109.86	-109.86 (-19%)
69 Conveniences water				1,000.00	4,828.33	-3,828.33	-3,828.33 (-382%)
63 Ide Hill car park (at public conveyance)				500.00		500.00	500.00 (100%)
122 Income Grant							(N/A)
123 Income Nayax	2,500.00	2,773.85	273.85				273.85 (10%)
71 Miscellaneous Contingency				150.00	4.00	146.00	146.00 (97%)
70 Sevenoaks District Council Rate				370.00		370.00	370.00 (100%)
<b>SUB TOTAL</b>	<b>2,500.00</b>	<b>2,773.85</b>	<b>273.85</b>	<b>10,250.00</b>	<b>13,617.18</b>	<b>-3,367.18</b>	<b>-3,093.33 (-24%)</b>

#### Ide Hill Recreation Ground

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
87 Ground maintenance				250.00		250.00	250.00 (100%)
146 Hedge Cutting				250.00		250.00	250.00 (100%)
153 Ide Hill Green				250.00		250.00	250.00 (100%)
88 Playground maintenance				250.00		250.00	250.00 (100%)
<b>SUB TOTAL</b>				<b>1,000.00</b>		<b>1,000.00</b>	<b>1,000.00 (100%)</b>

#### Sundridge - Bowers Meadow

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
73 Ground maintenance				4,250.00	375.00	3,875.00	3,875.00 (91%)
72 Playground maintenance				250.00		250.00	250.00 (100%)
<b>SUB TOTAL</b>				<b>4,500.00</b>	<b>375.00</b>	<b>4,125.00</b>	<b>4,125.00 (91%)</b>

#### Sundridge - Coronation Garde

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
74 Coronation memorial							(N/A)
75 Ground maintenance				2,000.00		2,000.00	2,000.00 (100%)

# Sundridge with Ide Hill Parish Council

## Sundridge with Ide Hill Parish Council

20 April 2026 (2025-2026)

### Summary of Receipts and Payments

All Cost Centres and Codes

<b>SUB TOTAL</b>		<b>2,000.00</b>	<b>2,000.00</b>	<b>2,000.00 (100%)</b>
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#### Sundridge & Brasted Social Cl

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
147	Legal Costs					1,261.00	-1,261.00	(N/A)
125	Maintenance				250.00		250.00	250.00 (100%)
<b>SUB TOTAL</b>					<b>250.00</b>	<b>1,261.00</b>	<b>-1,011.00</b>	<b>-1,011.00 (-404%)</b>

#### Sundridge Recreation Ground

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
59	Adult exercise equipment				50.00		50.00	50.00 (100%)
56	Cleaning				350.00	600.00	-250.00	-250.00 (-71%)
60	Energy Costs				1,500.00	4,413.19	-2,913.19	-2,913.19 (-194%)
58	Ground Maintenance				400.00	2,750.00	-2,350.00	-2,350.00 (-587%)
115	Income Casual							(N/A)
117	Income Ide Hill Football Club	3,000.00	3,300.00	300.00				300.00 (10%)
116	Income Radnor House	10,000.00	7,750.00	-2,250.00				-2,250.00 (-22%)
124	Income Sundridge AllStars	600.00	110.00	-490.00				-490.00 (-81%)
62	Miscellaneous Contingency				500.00	20.00	480.00	480.00 (96%)
57	Pavilion Maintenance				3,000.00	1,125.00	1,875.00	1,875.00 (62%)
130	Professional Services							(N/A)
142	Sundridge Pavilion Renovations				1,510.00	3,007.00	-1,497.00	-1,497.00 (-99%)
61	Water				250.00	62.81	187.19	187.19 (74%)
<b>SUB TOTAL</b>		<b>13,600.00</b>	<b>11,160.00</b>	<b>-2,440.00</b>	<b>7,560.00</b>	<b>11,978.00</b>	<b>-4,418.00</b>	<b>-6,858.00 (-32%)</b>

#### Sundridge Village Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
155	Booking Software				500.00	348.00	152.00	152.00 (30%)
132	Car Park				500.00		500.00	500.00 (100%)
47	Cleaning				2,500.00	2,760.00	-260.00	-260.00 (-10%)
161	Damage from Hirers					130.00	-130.00	-130.00 (N/A)
49	Electricity and Gas		390.00	390.00	3,000.00	4,636.69	-1,636.69	-1,246.69 (-41%)
111	Income Boogie Bounce	1,575.00	1,332.00	-243.00				-243.00 (-15%)
114	Income Casual	1,500.00	1,570.00	70.00				70.00 (4%)
110	Income Dance School	4,000.00	2,821.30	-1,178.70				-1,178.70 (-29%)
113	Income Pilates	1,000.00	540.00	-460.00				-460.00 (-46%)
48	Maintenance		400.00	400.00	500.00	814.99	-314.99	85.01 (17%)
54	Music Licence				175.00	153.78	21.22	21.22 (12%)
141	Renovations				2,750.00	752.00	1,998.00	1,998.00 (72%)
151	Supplies				250.00		250.00	250.00 (100%)
50	Water				100.00		100.00	100.00 (100%)
52	WiFi				550.00	1,023.68	-473.68	-473.68 (-86%)

# Sundridge with Ide Hill Parish Council

## Sundridge with Ide Hill Parish Council Summary of Receipts and Payments All Cost Centres and Codes

20 April 2026 (2025-2026)

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SUB TOTAL	8,075.00	7,053.30	-1,021.70	10,825.00	10,619.14	205.86	-815.84 (-4%)
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### Summary

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NET TOTAL	123,425.00	306,679.13	183,254.13	127,425.00	174,019.02	-46,594.02	136,660.11
V.A.T.					20,309.78		
GROSS TOTAL		306,679.13			194,328.80		

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

**Bank reconciliation**

This reconciliation must include **all** bank and building society accounts and other short-term investments\*. It **must** agree to Box 8 in the column headed “Year ending 31 March 2025” in Section 2 of the Annual Return. It will also agree to Box 7 where the accounts are prepared on a receipts and payments (cash) basis, but not when an income and expenditure basis is used.

Parish Council Name Sundridge with Ide Hill Parish Council

Financial year ending 31 March 2026

Prepared by Amanda Barlow, Clerk & RFO

Balance per bank statements as at 31 March 2026:	£	£
Unity Trust Bank General Account	15,699.82	
Unity Trust Bank Reserves Account	151,515.96	
		<hr/>
		<hr/>
		£167,215.78
Net balances as at 31 March 2026		<hr/>

*The net balances reconcile to the Cash Book (a receipts and payments account, which should be maintained even if your authority uses income and expenditure accounting) for the year, as follows:*

CASH BOOK

Opening Balance 1 April 2025	£54,865.45
Add: Receipts 1 April 2025 to 31 March 2026	306679.13
Less: Payments 1 April 2025 to 31 March 2026	-194328.80
Closing balance per cash book [receipts and payments book] as at 30 September 2025 ( <b>must equal net balances above</b> )	<hr/>
	£167,215.78
	<hr/>

# Sundridge with Ide Hill Parish Council

## 10.8 To agree the asset register

<b>SUNDRIDGE WITH IDE HILL PARISH COUNCIL</b>		
<b>YEAR ENDED 31 MARCH 2026</b>		
<b>Fixed Assets Register</b>		
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		
<b>At 31 March 2026 the following assets were held:</b>		
	<b>2025/26</b>	<b>2024/25</b>
<b>Freehold Land and Buildings</b>		
<i>Sundridge Pavilion</i>	<b>211,076.00</b>	<b>211,076.00</b>
<i>Sundridge and Brasted Social Club house (50 % ownership)</i>	<b>127,500.00</b>	<b>127,500.00</b>
<i>Well Heads</i>	<b>10,000.00</b>	<b>10,000.00</b>
<b>Vehicles and Equipment</b>		
<i>Office Equipment</i>	<b>1,687.00</b>	<b>1,687.00</b>
<i>Play Equipment includin new Goathurst Common play equipment</i>	<b>217,476.00</b>	<b>217,476.00</b>
<i>Steel Roller</i>	<b>2,143.00</b>	<b>2,143.00</b>
<i>Brush cutter</i>	<b>900.00</b>	<b>900.00</b>
<b>Infrastructure Assets</b>		
<i>Bus shelters (2)</i>	<b>22,140.00</b>	<b>22,140.00</b>
<i>Village sign, Sundridge</i>	<b>1,071.00</b>	<b>1,071.00</b>
<i>Steel storage container</i>	<b>1,103.00</b>	<b>1,103.00</b>
<i>Notice boards (Sundridge and Ide Hill)</i>	<b>2,650.00</b>	<b>2,650.00</b>
<i>Metal shed for Village Hall</i>	<b>879.00</b>	<b>879.00</b>
<b>Community Assets</b>		
<i>Ide Hill Public Conveniences</i>	<b>1.00</b>	<b>1.00</b>
<i>Stubbs Wood</i>	<b>1.00</b>	<b>1.00</b>
<i>Bowers Meadow (purchased 2005)</i>	<b>5,000.00</b>	<b>5,000.00</b>
<i>Coronation Gardens</i>	<b>1.00</b>	<b>1.00</b>
<i>Goathurst Common Rec Ground</i>	<b>1.00</b>	<b>1.00</b>
<i>Ide Hill Village Green</i>	<b>1.00</b>	<b>1.00</b>
<i>Ide Hill Recreation Ground</i>	<b>1.00</b>	<b>1.00</b>
<i>Ide Hill Scout Hut</i>	<b>1.00</b>	<b>1.00</b>
<i>Ide Hill Football Pavilion</i>	<b>1.00</b>	<b>1.00</b>
<i>Sundridge Recreation Ground</i>	<b>1.00</b>	<b>1.00</b>
<i>Sundridge Reserve Burial Ground (sold in October 2025)</i>	<b>0.00</b>	<b>1.00</b>
<i>Village sandstone cross and surrounding walls</i>	<b>6,430.00</b>	<b>6,430.00</b>
<i>Civic regalia - Chairmans badge of office</i>	<b>536.00</b>	<b>536.00</b>
<b>Total</b>	<b>610,600.00</b>	<b>610,601.00</b>

**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

**Ide Hill Amenities Committee  
Minutes of a meeting held at Ide Hill Village Hall  
on Monday 21 April 2026 at 7.00 pm**

**Present:** Cllrs Allgood, Coles, Evans, Fribbens (Chair), Maybury and Manley  
**In attendance:** 61 members of the public (the majority in part), Mrs A Barlow (Clerk)  
**Apologies:** None

1. To receive apologies and reasons for absence.

*There were no apologies.*

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. **A Public Open Session.** Members of the public will be welcome to address the Parish Council with any local concerns they have related to Ide Hill amenities. Please note this item will be limited in time at the discretion of the Chairman.

**Cllr Fribbens (Chair) made the following statement:**

*The first is on the Parish Council Standing Orders which advise on how I, as Chair of this committee, with the assistance of the Clerk, conduct the meeting, including the public open session.*

*This meeting will be conducted in accordance with the Parish Council's Standing Orders. Public participation is limited to items listed on the published agenda.*

*The public forum will be conducted under Standing Order 3, which provides that:*

- Members of the public may speak for no more than five minutes; and*
- Questions raised do not require a response at the meeting, nor do they initiate a debate.*

*Please note that any comments made and questions raised will be recorded in a public document.*

*To ensure that everyone has a fair opportunity to contribute, we kindly ask that members of the public speak only once and keep their remarks concise. We also ask that all contributions are made respectfully and with appropriate language. The use of racist, discriminatory, or otherwise offensive language will not be tolerated.*

*Secondly, I would like to make a statement on behalf of the Parish Council some of which has been published but needs repeating here before we go any further.*

*Stubbs Wood is a beautiful local asset which, despite the excellent efforts of our Volunteers, the Parish Council struggles financially to maintain as it deserves. We have been considering ways to ensure the woods are maintained correctly within the confines of the limited budget that the Parish Council has. This is proving more and more tricky, especially in light of the recent tree safety survey and therefore the Parish Council has been considering what alternatives there might be. We are seeking legal advice on what we can and cannot do and all options are being considered but, as yet, without public consultation with the residents of Ide Hill AND Sundridge, no decisions are ready to be made.*

*Members and the Clerk are aware of some misinformation circulating on local social media and WhatsApp groups, and wish to clarify the following:*

*\* This Committee will not be discussing options for the disposal of Stubbs Wood. At a recent Full Council meeting, it was agreed that the next step is to arrange appropriate community engagement. This event will provide residents with the opportunity to consider the options, ask questions, and express their views prior to any formal decision being made. The approach to this will be considered by Full Council on 27 April 2026.*

*\* This Committee will not be making any comment regarding the land at the junction of Penn Lane and Church Road, outside of Ide Hill, as this matter sits with Full Council.*

*The Parish Council is unable to comment on the actions that future councils may take regarding Parish assets. The current Council will be dissolved, and a newly elected Council will assume office following the elections in May 2027.*

*Finally, my own thoughts as chair.*

*It has been very disappointing that some of the information put out by the Parish Council has been misinterpreted which appears to have caused great concern through social media.*

*In light of this I will be recommending to the Full PC that we now only distribute information through the Parish Council official channels - website, PC Facebook page, PC Noticeboards etc.*

*There was an extended public forum due to the high number of residents in attendance. The main areas of concern raised related to the Parish Council's processes, the sale of land at the junction of Penn Lane/Church Road, and matters concerning Stubbs Wood.*

*Cllr Fribbens confirmed that no decisions regarding Stubbs Wood would be made at this meeting. He advised that, following the Full Council Meeting on Monday 27 April, the Parish Council would issue a statement addressing the concerns raised, including:*

- *Transparency and openness*
- *The process for agendas and minutes*
- *Publicity of meetings and events*
- *Community engagement*
- *How the Parish Council operates*
- *The Fixed Asset Register and community assets listed within it*
- *Stubbs Wood*
  - o *The timetable for discussions relating to Stubbs Wood*
  - o *The perception that the Parish Council is unwilling to take advice from SWAG, why they were not involved in the Forestry Commission and Natural England Visit and why their ideas for the future of SWAG had not been initiated*
  - o *Consideration of a minimalist approach to Stubbs Wood*

### **Additional Matters Raised**

- *A resident reported that Emmetts Lane is experiencing high levels of heavy goods vehicle traffic. It was noted that there are several pinch points where two vehicles cannot pass, and some fencing has been damaged. The resident asked whether the Parish Council, which has jurisdiction over the initial section of the road, could request that Kent Highways install appropriate signage.*
- *A resident expressed concern regarding a recent sports training session held on the recreation field behind The Cock public house. The resident reported that when they approached those present, they were met with a discourteous response. The Clerk confirmed that she had already contacted the organisation involved to discuss and formalise their use of the field.*
- *In response to questions, Members confirmed that there was no further update regarding the proposed telephone mast.*

## Sundridge with Ide Hill Parish Council

- Residents asked whether they could engage with the police regarding anti-social behaviour outside the shop and reports of vehicles speeding past the public toilets.
  - Ide Hill Village Green- has the Parish Council considered getting quotes from the hours around the Village Green to help repair the damage.
4. 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.
5. To agree the minutes of the meeting held on 12 January 2026 and matters arising not covered under Agenda Items.

### **Members resolved to agree the minutes of the meeting held on 12 January 2026.**

- **Litter Bin by the School** – the Clerk advised that the PCC has agreed that the bin can be placed on their land and she is waiting for approval from SDC that they will collect from the bin.
  - **Abandoned Car on Ide Hill Recreation Ground** – the car was moved without charge to the Parish Council.
6. Stubbs Wood

#### 6.1 Countryside Stewardship Higher Tier (CSHT)/Rural Payments Agency (RPA)/Grants

Cllr Maybury gave an update on the change of rules from DEFRA. The Parish Council received an invitation to apply for a grant and confirmed that they would like to apply. It was advised that the Parish Council should seek advice from the Forestry Commission and Natural England.

The Parish Council has looked at a very wide range of grants available.

#### 6.2 Report following visit by the Forestry Commission

The Ide Hill Councillors met with representatives of the Forestry Commission and Natural England to get their advice and input on the way forward for our Woodland Management Plan and associated approvals and potential grants on Tuesday 24<sup>th</sup> March. A thorough review of the current situation and limitations was undertaken and good suggestions on our options were received.

#### 6.3 Tree Survey

Members agreed that they needed to refer back to All Angles to discuss the identified trees that were High Priority. They can then decide which ones can safely be done by the volunteers and which ones from the list have to be done by All Angles. The volunteers could deal with about £1,000 of the £7,000 work.

#### 6.4 Stubbs Wood Account at 31 March 2026

Members noted the accounts at 31 March 2026 at Appendix A.

**Members agreed to recommend to the Full Council £6,000 transfer from Reserves.**

### 7. Ide Hill Public Conveniences

7.1 To discuss and agree some additional items required for the facilities

**Members resolved to order the horizontal changing tables.**

### 8. Ide Hill Recreation and Green

#### 8.1 Ide Hill Green Kerbing

**It was agreed that the item would be discussed at the Ide Hill Community Event.**

## Sundridge with Ide Hill Parish Council

### 8.2 Electricity supply to Ide Hill Scout Hut

The Clerk advised that she had written to UKPN as agreed at the Full Council meeting and had no further response.

## 9. Highways

### 9.1 To discuss the Ide Hill Items for the 2026-27 Highways Improvement Plan (HIP)

**It was agreed to put on the request for signage for Emmetts Lane to prohibit HGV vehicles using the lane.**

The 20mph zone and other traffic matters will be discussed at the Ide Hill Community Event.

## 10. To note the following items

### 10.1 Streetlighting

There are no issues with the 5 streetlights in Ide Hill.

### 10.2 Summer Event

The summer walk will take place on 27 June 2026, starting at Ide Hill Green at 2pm with tea on the recreation ground at 3pm. The Clerk will ask Ide Hill Football Club for permission to use the pavilion and the Parish Council marquee will be put up on Friday for use in case of bad weather.

### 10.3 Community Event

Community Event will take place on Friday 3 July 2026 at Ide Hill Village Hall. Tea & Coffee to be served. Further arrangements to be confirmed.

### 10.4 Signage for all assets

A local company will be instructed to make signs to identify all the Parish assets and it was agreed to draw up a list of those in Ide Hill and the wording required.

## 11. Date of next meeting

To be agreed.

## IDE HILL UPDATES

### Stubbs Wood Tree Survey

- All Angles have been instructed to carry out the tree survey.
- Awaiting response from insurance company re: tractor

### Ide Hill Public Conveniences

- - Current issue with a blockage in the main drains – Thames Water have been informed. Problem is now sorted. Thanks to Cllrs Fribbens, Maybury and Evans who helped deal with the issue over the weekend.
- - 2 x Baby changes to put on wall along with toilet roll holders and soap dispensers

### Ide Hill Green

- - UKPN/Scout Hut – no further action

### Ide Hill Recreation Ground

- Cllr Coles and Cllr Manley have met with Mr Taylor and the Parish Council will be looking at a formal agreement with him along with a rental charge.
- 

### Goathurst Common

2 x Octagonal Picnic Benches

- The delivery charge for x2 items is £40.00... and all prices are plus VAT, so your order total would be £679.90+VAT (£815.88 inclusive of VAT).

- Hatton Rustic 4 Slat Seat  
BX17 4055

Finish:  
FSC Hardwood Iroko  
Quantity: 1

- Subtotal £734.00  
Shipping & Handling (Shipping Table Rates - Shipping) £223.00  
VAT £191.40  
Grand Total £1,148.40

### 11.2 To agree the non Councillor members of the Stubbs Wood Committee **CONFIDENTIAL**

Members will also need to agree if Committee members should have a Parish Council email address. The Clerk is suggesting that a generic email address be set up to use for all Stubbs Wood correspondence. [Clerk@stubbswood.gov.uk](mailto:Clerk@stubbswood.gov.uk)

The Terms of Reference for the Stubbs Wood Committee are as agreed at the meeting on 27 April.

### **Stubbs Wood Committee – Terms of Reference**

#### **1. Establishment**

The Council hereby establishes a committee to be known as the *Stubbs Wood Committee* (“the Committee”) in accordance with Standing Order 4.

#### **2. Membership**

- a. All Councillors representing the Ide Hill ward shall be appointed to the Committee.
- b. One Councillor representing the Sundridge ward shall be appointed to the Committee.
- c. The Committee may co-opt up to five persons who are not members of the Council and who, in the opinion of the Committee, possess relevant knowledge or expertise.
- d. Co-opted Members shall have voting rights unless the Council determines otherwise and shall be subject to the same provisions as set out in Standing Orders.

#### **3. Chairman**

- a. the Committee shall appoint its Chairman at Annual Meeting of the Council.
- b. The Chairman shall be a Councillor.
- c. In the absence of the Chairman, a Chairman for the meeting shall be appointed by those Members present.

#### **4. Purpose and Functions**

The Committee is authorised to:

- a. Oversee the management, maintenance and preservation of Stubbs Wood;
- b. Consider and develop proposals relating to its use, conservation, and enhancement;
- c. Promote the long-term stewardship of Stubbs Wood for the benefit of the community;
- d. Make recommendations to the Council on matters outside its delegated authority.

#### **5. Meetings**

- a. The Committee shall meet at least quarterly and otherwise as required.
- b. Meetings shall be convened in accordance with Standing Orders 3 and 6.
- c. The quorum shall be three Councillor Members in accordance with Standing Order 4(d)(viii).
- d. The Committee shall report to the Council at least quarterly.

#### **6. Voting**

- a. Voting shall be in accordance with Standing Order 3(q)–(r).
- b. Each Member shall have one vote.
- c. In the case of an equality of votes, the Chairman shall have a casting vote.
- d. No resolution shall be made unless the meeting is quorate.
- e. Any resolution to approve expenditure exceeding £1,000 shall require a majority of Members voting

## 7. Financial Responsibilities

The Committee shall:

- a. Monitor income and expenditure relating to Stubbs Wood;
- b. Exercise delegated authority within the limits set out in Section 11;
- c. Make recommendations to the Council on expenditure outside its delegated authority;
- d. Submit an annual budget requirement to the Finance Committee.

## 8. Guiding Principles

In discharging its functions, the Committee shall have regard to:

- a. The conservation and enhancement of the natural environment;
- b. Public access and community benefit;
- c. Financial prudence and sustainability;
- d. Transparency and accountability in decision-making.

## 9. Code of Conduct

All Members of the Committee, including co-opted Members, shall comply with the Council's Code of Conduct and the provisions of Standing Order 12.

## 10. Application of Standing Orders

The Council's Standing Orders shall apply to the Committee except where expressly varied by these Terms of Reference.

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## 11. Delegated Powers

- a. The Committee is authorised to incur expenditure within the approved Stubbs Wood budget and in accordance with the Council's Financial Regulations.
- b. The Committee delegates authority to the Clerk to approve expenditure up to £500 per item, subject to prior consultation with two Councillor Members.
- c. The Committee shall be responsible for the oversight and management of the Stubbs Wood budget, as approved annually by the Council.
  - The approved budget shall be recorded within these Terms of Reference for each financial year.
  - For the financial year 2026/2027, the approved budget is £12,500.
- d. The Committee may apply for and administer external funding and grants relating to Stubbs Wood.
- e. The Committee may approve expenditure from the Stubbs Wood budget in accordance with these Terms of Reference and the Council's Financial Regulations.

## 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.

The Village Hall Committee agreed the following statement.

**Members resolved to recommend to the Full Council the proposal that Village Hall should be renovated with money from reserves and grants. It was agreed that a statement would be drafted to accompany the statement for the Full Council meeting.**

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

***Minutes of Sundridge Village Hall Committee Meeting held on Wednesday 13 May 2026 at the Sundridge Village Hall at 8.00pm***

**Present:** Councillors De Bono, Powell and Wilson (Chair)

**Apologies:** Cllr Allgood and Cllr Collins

**Attendance:** Amanda Barlow (Clerk) and 0 members of the public

1. To receive apologies and reasons for absence.

**Apologies were received and accepted from Cllrs Allgood and Collins**

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. **A Public Open Session.** Members of the public will be welcome to address the Parish Council with any local concerns they have related to Sundridge amenities. Please note this item will be limited in time at the discretion of the Chairman.

None

4. 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.

5. To agree the minutes of the meeting held on 11 February 2026 and matters arising not covered by Agenda Items.

**Members resolved to agree the minutes of 11 February 2026 as a true record of the meeting.**

6. To discuss and agree, if appropriate, to recommend to the Full Council that the proposal 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 to recommend to the Full Council the proposal that Village Hall should be renovated with money from reserves and grants. It was agreed that a statement would be drafted to accompany the statement for the Full Council meeting.**

7. Renovations to the Village Hall

## Sundridge with Ide Hill Parish Council

7.1 To receive an update on the current renovations

7.2 To discuss and agree, if appropriate, the forthcoming schedule of renovations

Cllr Wilson gave an update as per her report at the Council meeting on 27 April 2026

### > **Works to be funded from Reserves (essential items):**

- > - Flooring: Repairs to loose and missing parquet, followed by sanding and resealing
- > - Kitchen: Installation of a basic, fully functional kitchen (including fridge/freezer and dishwasher)
- > - General decorating: Internal redecoration to improve overall condition and usability
- > - CCTV: Replacement of non-functioning front and rear cameras for security
- > - Fire survey: Professional assessment to identify and address any fire safety requirements

### > **Works to be funded from Reserves and allocated to the Administration Budget (these are necessary for the meetings to take place in the future)**

- > - Acoustics: Installation of acoustic ceiling hangers to improve sound quality
- > - IT projector: Provision of a basic projector to support meetings and community use
- > These items are considered essential to make the hall operational and suitable for regular community use.

>

### > Works proposed via CIL funding (larger capital items):

- > - Fire doors (kitchen): Upgrade to meet current safety standards
- > - Toilets: Reconfiguration and modernisation
- > - Side extension: Additional space for hall use and community storage
- > - Disability access: Improvements to ensure accessibility compliance
- > - Car park: Resurfacing and marking, including consideration of allocated resident spaces
- > - Roof: Replacement, with potential inclusion of solar provision
- > - Windows: Replacement double glazing
- > - Electrics and plumbing: Full replacement to modern standards

>

> These works represent longer-term improvements and will be progressed through Community Infrastructure Levy (CIL) funding where appropriate.

### >> **Financial Position:**

Initial reserve funding has been approved, with the further essential works currently estimated at a ballpark of £20,000–£30,000. This figure remains indicative and subject to refinement as quotations are finalised and surveys completed. Any additional requirements identified (for example through the fire survey) will be addressed as necessary. Throughout, the priority will be to minimise costs while ensuring best value for

### > **Summary:**

> The project is moving forward with a clear and structured approach: essential works to enable immediate use of the hall, alongside longer-term improvements funded separately. Further updates will be provided as costs are confirmed and works progress.

7.3 To discuss and agree, if appropriate, the tree surgery work at the hall

**Members resolved to instruct the tree work at the Village Hall at a cost of £1,900.**

8. To note the accounts of the Village Hall  
Noted.

9. Date of next meeting will be the same as the Sundridge Amenities Committee

# Sundridge with Ide Hill Parish Council

## Minutes of Sundridge Amenities Committee Meeting held on Wednesday 13 May 2026 at the Sundridge Village Hall at 8.00pm

**Present:** Councillors Allgood, De Bono (Chair), Powell and Wilson (in part)

**Apologies:** Cllrs Allgood and Collins

**Attendance:** Amanda Barlow (Clerk) and 0 members of the public

1. To receive apologies and reasons for absence.

**Apologies were received and accepted from Cllrs Allgood and Collins.**

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. **A Public Open Session.** Members of the public will be welcome to address the Parish Council with any local concerns they have related to Sundridge amenities. Please note this item will be limited in time at the discretion of the Chairman.

*A resident (Kevin) agreed with Cllr Evans that they would address the tree and branches in Bowsers Meadow.*

*Kevin advised that he has removed the baby swing in the playground and new one needs to be ordered.*

*There is an issue with dog mess in Bowsers Meadow.*

*Bowsers Meadow has not been cut yet and the grass is very long.*

*A mini digger needs to be used to clear the gullies.*

*Cllr Wilson left the meeting.*

4. 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.

5. To agree the minutes of the meeting held on 11 February 2026 and matters arising not covered by Agenda Items.

**Members resolved to agree the minutes of 11 February 2026 as a true record of the meeting.**

6. To discuss and agree the signage for Sundridge assets

*Members resolved to agree the signage other than the sign for Sundridge Recreation Ground. Cllr Evans advised that he wanted Radnor House to be included on the sign and it was agreed that the Full Council should make the decision.*

7. To discuss and agree, if appropriate, next actions with regard to Parish Assets

### 7.1 Bowsers Meadow

**Members agreed to address the issues raised at Bowsers:**

**Cllr Evans will arrange to deal with the tree**

**Cllr De Bono will chase the contractor to undertake the work**

**It was agreed to look at the drainage issues**

**It was agreed the Clerk should purchase a new baby swing.**

### 7.2 Sundridge Recreation Ground including pavilion

## Sundridge with Ide Hill Parish Council

*The Clerk advised that she had inspected the Ground and Pavilion with Cllr Wilson.*

*The following issues were raised:*

- *Bench needs replacing*
- *New bin (outside pavilion)*
- *Remove caging but leave posts*
- *WiFi*
- *CCTV quote (to include hall as well)*
- *Doors need replacing to be more secure*
- *All rubbish to be removed*

*Cllr Evans agreed to repair the bench.*

*There was discussion about removing the caging.*

***It was agreed to get a quote for the CCTV.***

### ***7.3 Coronation Gardens***

*The Clerk advised that Cllr Allgood had informed her that the working group had arranged for a digger but the ground would need to be surveyed first for cables etc.*

### ***8. To discuss and agree arrangements for the Sevenoaks District Council Family Fun Day***

*It was agreed that the Clerk would see if the school could run a refreshment stand for the event on*

### ***9. Date of next meeting***

*To be agreed.*

**Sundridge Updates:**

**Members to agree:**

- Caging around pavilion at Sundridge Rec
- Update on the grass cutting at Bowers Meadow

**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:

12.2.1 Annual Parish Meeting – 20 May 2026



Sundridge with Ide Hill Parish Council  
**Annual Parish Meeting**  
Wednesday 20<sup>th</sup> May 2026  
7pm at the Sundridge & Brasted Club

The Parish Council warmly invites all residents to the Annual Parish Meeting on Wednesday 20<sup>th</sup> May 2026 at 7.00 pm on the patio at the Sundridge & Brasted Club (*inside if required*). Light refreshments will be served and there will be an opportunity to meet and chat to the Parish, District and County Councillors.

Parking is available at the recreation ground (follow signs).  
For more information contact the Clerk at [clerk@sundridgewithidehill.gov.uk](mailto:clerk@sundridgewithidehill.gov.uk)

**Sundridge with Ide Hill Parish Council**



**Summer Walk**  
Saturday 27<sup>th</sup> June 2026

**Guided walk through Stubbs Wood followed by tea and cakes  
on the Ide Hill Recreation Ground**

*Dogs on leads welcome. • Children must be accompanied by an adult.*

Meet on Ide Hill Village Green  
at 2.00pm

Tea and Cake on Ide Hill Recreation  
Ground at 3.00pm

All residents from Sundridge and  
Ide Hill are welcome to join us.



clerk@sundridgewithidehill-pc.gov.uk  
Parish Mobile: 07495 962372

**Sundridge with Ide Hill Parish Council**

**Community Engagement Event**

**Friday 3<sup>rd</sup> July 2026**  
From 6.00pm in Ide Hill Village Hall



The Parish Council warmly invites all residents to a **Community Engagement Event**  
An opportunity to explore, discuss, and help shape the future of Ide Hill

6.00 pm	Welcome and Refreshments	8.00 pm	Break
6.30 pm	MUGA - A multi use sports facility on Ide Hill Recreation Ground	8.15 pm	Stubbs Wood - Proposals on the future of our local woodland
7.15 pm	Road Safety - Potential improvements to traffic regulations and signage through the village	9.00 pm	Close

Ide Hill Village Hall, Ide Hill, Sevenoaks TN14 6JG  
For more information contact the Clerk at [clerk@sundridgewithidehill.gov.uk](mailto:clerk@sundridgewithidehill.gov.uk)



### 13.2 Community Engagement

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

<b>Wednesday</b>	<b>20 May</b>	<b>2026</b>	<b>Annual Parish Meeting at 7pm Social Club Followed by refreshments</b>
<b>Monday</b>	<b>1 June</b>	<b>2026</b>	<b>Stubbs Wood Committee at 6.30pm Ide Hill Village Hall</b>
<b>Monday</b>	<b>22 June</b>	<b>2026</b>	<b>Full Council Meeting at 7.30pm Sundridge Village Hall</b>
<b>Saturday</b>	<b>27 June</b>	<b>2026</b>	<b>Parish Council Summer Walk in Ide Hill</b>
<b>Friday</b>	<b>3 July</b>	<b>2026</b>	<b>Community Engagement Event Ide Hill Village Hall</b>
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