



SEAL PARISH COUNCIL

MINUTES

Minutes of the Meeting of Seal Parish Council held on Monday 12th May 2025 at 7.30 pm, at Seal Memorial Pavilion, Seal Recreation Ground, High Street, Seal TN15 0AF.

Present: Cllr Haslam Chairman, Cllr Michaelides, Cllr Talbot, Cllr Bourne, Cllr Bulleid, Cllr Kay and Cllr Fettes (following her co-option).

Also Present – Kassia Estrada-Castillon - Clerk
District Cllr Thornton

BUSINESS TO BE TRANSACTED

1. Election of the Chairman

Cllr Haslam was duly elected as Chair of the Parish Council for the 2025/26 year by unanimous vote. Declaration Book was signed

2. Apologies for absence received

Apologies were received from Cllr Penn, Cllr Ratcliffe and Cllr Hogarth.

3. Declaration of Changes to the register of interests.

None were declared.

4. Declarations of Pecuniary Interests or other Interests as defined by the LGA Code of Conduct and the Localism Act 2011 on any items on the agenda.

None were declared.

5. Requests for dispensation.

None were declared.

6. Election of the Vice Chairman

Cllr Bourne was duly elected as Vice-Chairman of the Parish Council for the 2025/26 year by unanimous vote.

7. To approve the Co-option of Linda Fettes-Neame

Resolved: Linda Fettes-Neame was duly co-opted as a member of Seal Parish Council for the 2025/26 municipal year by unanimous vote. Declaration Book was signed

8. To agree the minutes of the Full Council Meeting

Resolved: The minutes were taken as read and duly signed and initialled by the Chairman.

Public Forum (Minute book closed)

No members of the public were present. The Minute Book was closed for this item.

9. District and County Councillor Reports

Members were informed that Cllr Roger Gough had not been re-elected as County Councillor. A new County Councillor will be invited to attend future meetings.

The Parish Council expressed sincere thanks to Cllr Roger Gough for his long-standing service and commitment. Members noted that he had been an extremely present and hard-working representative of Seal Parish Council and will be greatly missed.

Action: That a formal letter of thanks be sent to Mr Roger Gough in recognition of his contribution.

Cllr Julia Thornton (Sevenoaks District Council representative) provided an update. She reported that discussions around local government reorganisation were ongoing, with potential implications for SDC, including the possibility of a move towards a unitary authority. The outcomes and full impact remain unclear, but it was noted that this would be the most significant reorganisation in many years.

10. To Review and approve the Standing Orders.

It was noted that the Standing Orders had not yet been reviewed.

Resolved: The item was deferred to the June meeting to allow members time to review the document in advance.

11. To consider the Clerk's request for additional digital tools and equipment to support document handling, meeting administration, and the management of bookings.

It was agreed to proceed with the purchase of a computer monitor for the Clerk. The Clerk will also prepare a report on the potential use and costs of Adobe Acrobat and Otter AI for future consideration.

In addition, the Clerk will begin the process of setting up a Microsoft 365 Business account and transition away from using the personal Microsoft 365 account, to ensure council data is managed securely and professionally.

Other administrative items were deferred to the next meeting.

12. To consider action regarding fly tipping at Seal Recreation Ground.

Members discussed ongoing issues with fly-tipping at Seal Recreation Ground. The Clerk agreed to check the available CCTV footage and investigate whether any cameras are in place at the nearby dental surgery. It was agreed to review the positioning and coverage of existing CCTV.

District Cllr Thornton suggested that the Clerk make contact with SDC to raise the issue of fly-tipping and explore possible solutions.

Members also discussed the possibility of replacing the current SDC bin with a fox-proof bin owned by the Parish Council. It was agreed that the Clerk/Chair would contact SDC Direct Services to ask whether, if the Parish Council were to purchase and install a replacement bin, SDC would continue to empty it.

The Clerk was asked to email Sevenoaks Football Club regarding the proposed area for the new goalpost at the recreation ground.

13. To agree updated hire charges for Seal War Memorial Pavillion.

The Clerk brought forward a proposal to review and update the ad hoc hire charges for Seal Memorial Pavilion, with the intention of having an open discussion with all councillors.

However, members agreed that the matter should be referred to the Finance Committee for formal consideration at a later date.

Resolved: The item will be considered by the Finance Committee at a future meeting.

14. Finance

14.1 To approve the Payments Schedule for May

The Payment Schedule for May was approved and duly signed by the Chairman and a Councillor signatory, in conjunction with the supporting invoices.

It was noted that the schedule did not include the grant payment approved at the April meeting.

Resolved: The grant payment will be processed and paid as soon as possible.

To Pay	Gross	Description
		Salary
Caretaker	443.16	
Locum Clerk	2,611.58	Locum Contract
		Salary
Clerk	1,196.65	
KCS	174.77	Cleaning products for Seal Memorial Pavilion
SDC	32.80	660ltr bin collection
Spy Alarms	1,276.80	Fire alarm maintenance
HMRC	349.01	Paye NIC
CCLA	43,000.00	Transfer between Parish accounts
St Lawrence Village Hall	2732. 50	Grant to redecorate the interior small hall.
Samsung	98.50	Computer Monitor for Clerk

Direct Debit	Gross	Description
Yu Energy	206.71	Utilities
Yu Energy	98.71	Utilities
Street Lights	744.10	Utilities
Castle Water	147.46	Utilities
Castle Water	181.91	Utilities
British Gas	322.19	Utilities
H3G	17.06	Mobile phone and data services
CHG	2.80	Bank charges
ICO	52.00	ICO Registration
Natwest	47.95	Bank account fee

Transfers	From A/C	Amount	Date	To A/C
	PS1007039	1,000.00	11/04/2025	Cur Ac
	PS1007039	21,000.00	16/04/2025	Cur Ac
	PS1007039	54,500.00	16/04/2025	Cur Ac
		19,950.00	11.04.2025	Business Ac

14.2 To Note the internal transfers for April

The internal transfers of the Nat West Accounts and Precept for April were noted.

14.3 To note the bank reconciliation for April in conjunction with the Bank Statements.

The bank reconciliation for April was noted and reviewed in conjunction with the bank statements. The Chairman and a Councillor signatory duly signed and dated the reconciliation reports.

14.4 To receive the payments and receipts report for April.

The payments and receipts report for April was received.

14.5 To note the Progress against the Budget Report.

Progress against the Budget Report was noted.

14.6 To note the Clerk will act as ongoing Service Administrator for online bank payments.

It was noted that the Clerk will act as the ongoing Service Administrator for online bank payments.

14.7 To note the Councillors (2) authorising payments on behalf of the Council for online bank payments.

It was noted that Cllr Michaelides and Cllr Haslam were appointed to authorise payments on behalf of the Council for the online bank payments.

Committees

It is important to note minutes that as it was the annual meeting, the table of the full list of committee/working groups members had been omitted from the agenda and would therefore be included in the June agenda.

15. To agree the amendments to the Staffing Committee Terms of Reference.

The item was deferred to a future meeting to allow members time to review the current Terms of Reference and consider any proposed amendments.

16. To review and approve the Members of the Finance Committee (4)

It was agreed to defer the appointment of Finance Committee members to the next meeting.

Note: The Chairman of the Council having ex-officio status.

17. To review and approve the Members of the Planning Committee (3-8)

It was agreed to defer the appointment of Planning Committee members to the next meeting.

Note: The Chairman of the Council having ex-officio status.

18. To review and approve the Members of the Staffing Committee (6)

It was agreed to defer the appointment of Staffing Committee members to the next meeting.

Note: The Vice Chairman of the Council and the Finance Committee Chairman having ex-officio status.

The meeting closed at 8.55PM

Chairman

Cllr Chris Haslam

Date 12.06.2025