



SEAL PARISH COUNCIL

MINUTES

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

Present: Cllr Haslam Chairman, Cllr Penn, Cllr Boorman, Cllr Talbot, Cllr Kay and Cllr Fettes.

Also Present – Kassia Estrada-Castillion-Clerk
Julia Thornton- District Councillor

7th June 2025

BUSINESS TO BE TRANSACTED

1. Apologies for absence received.

Apologies were received from Cllr Bourne, Cllr Michaelides, Cllr Bulleid, Cllr Boorman, Cllr Ratcliffe and Cllr Hogarth.

2. Declaration of Changes to the register of interests.

None were declared.

3. Declarations of Pecuniary Interest 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.

4. Requests for dispensation

None.

5. 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

6. District and County Councillor Reports

Cllr. Julia Thornton (District Councillor) raised concerns regarding vandalism in the area,

7. To Review and approve the Standing Orders.

Resolved: That the Standing Orders be approved, subject to the agreed amendments.

8. To consider the Clerk's request for operational resources (e.g. digital tools, equipment, and secure payment facilities) to enhance document handling, meetings, financial administration, and booking management.

Resolved: That the following resources be approved or actioned as set out below:

Item,	Decision/Action	Cost (inc. VAT)
Otter AI	Agree to trial in next meeting	Free (trial)
Adobe Acrobat	Approved	Awaiting invoice
Microsoft Business Standard	Resolved	We already have this.
Laptop	Approved	TBC
Mouse	Approved	TBC
Payment Card Facility	Approved	£500 monthly limit, subject to Finance Department arrangements,

9. To consider the Grant Application

Cllrs confirmed that Marion had sourced appropriate outdoor-grade fairy lights and obtained a quote. A proposal was made for the Parish Council to contribute 50% of the cost.

Resolved: That the Parish Council contribute 50% towards the cost of the outdoor fairy lights as quoted.

10. Pavilion Key Access – Lockbox Proposal

Members discussed the potential use of the lockbox to enable Pavilion hirers to collect and return keys independently, which would streamline the process and reduce the need for staff involvement. It was agreed that the Clerk would contact the current alarm system provider to enquire whether a separate password can be issued specifically for guest hirers.

It was noted that the provider is due to visit soon to service the alarm system and replace the battery. Members also agreed that the Pavilion can now begin to be advertised for hire.

11. Parish Council Accounts 2024/2025

The internal audited accounts have been circulated to Councillors before the meeting including the Section 1 Governance Statement and Account Statement.

Councillors need to agree the following:

i) Annual Governance Statement (Section 1)

- a. Consider the findings of the review
- b. Approve Annual Governance Statement

Resolved: That the Parish Council approve the Annual Governance Statement (Section 1) for 2024/25. This was agreed unanimously.

ii) Accounting Statement

- a. Consider the Accounting Statement
- b. Approve the Accounting Statement
- c. Ensure the Accounting statements are dated and signed.

Resolved: That the Parish Council approve the Accounting Statements for 2024/25. This was agreed unanimously.

The Parish Council to propose Lionel Robbins continues as our internal auditor for next year.

Resolved: That Mr Lionel Robbins be appointed to continue as the Parish Council's internal auditor for the 2025/26 financial year. This was agreed unanimously.

12. Finance

12.1 To approve the Payments Schedule for June

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

Faster Payments

Supplier	Gross	Description
Caretaker	443.16	Caretaker Salary
Clerk	130.75	Reimburse Clerk for Annual Assembly Refreshments (Tesco £54.55, Pret £76.20)
Clerk	89.10	Reimburse Clerk for monitor purchase
Clerk	1,196.85	Clerk's salary
Internal Auditor	210.00	Internal Audit of 2024-25 records and completion of Annual Internal Audit Report for the 2024-25 annual return
Defib	148.80	Defibrillator packs
Netwise	22.18	Councillor Email
MDH Horticultural	1,859.11	Mowing
MDH Horticultural	1,741.99	Mowing
Roadware	243.54	A new bin for Seal Rec
SDC	32.80	660ltr bin collection
HMRC	349.01	PAYE NIC
Gel Creative	16.00	Web domain
Supplier	Gross	Description
Yu Energy	184.75	Utilities
Castle Water	187.65	Utilities

British Gas	201.55	Utilities
H3G	24.95	Mobile Wifi
CHG	3.85	bank charge
Natwest	48.85	Online bank account fee

Transfers

From A/C	Amount	Date	To A/C
CCLA	8,000.00		Cur Ac

12.2 To Note the internal transfers for May

Noted

12.3 To note the bank reconciliation for May in conjunction with the Bank Statements.

Deferred. *The reconciliation and bank statements were not circulated in advance. The documents will be presented and signed at the next meeting.*

12.4 To receive the payments and receipts report for May.

Deferred. *This item was deferred as the supporting documents were not circulated in advance of the meeting.*

12.5 To note the Progress against the Budget Report

Deferred. *This item was also deferred due to the documents not being provided with the meeting papers.*

13. Election of Committees

Standing Committee

Committee	Members 25/26
Finance Committee (x6)	AM, RB, MP, CH, LT, LF
Planning Committee (x8)	AM, TB, RB, CH, OB, SR, MK, LF
Staff Committee (x4)	RB, LT, AM, SR

Working Parties and Liaison Roles

Working Party / Liaison	Members / Representatives
Highways Reporting Issues	All Councillors
Seal Recreation Ground and Facilities (x6)	
Children's Play Equipment Inspection	Caretaker
Government Consultations (Rota Basis)	All Councillors
KALC Sevenoaks	AM, CH

Seal Village Hall Management Committee (x1)	Chairman
Underriver Village Hall Management / UVA	*Robert Talbot
St Lawrence Village Hall	MP RB
Highway Improvement Plan (x3)	CH, LT, OB
Speed Watch and SID – Seal	RB, SR
St Lawrence Sports Ground Liaison	CH, RB
Planting Horse Trough	*John
Parish Plan – Action Plan	All Councillors
Village Spring Cleans – Stone Street / Seal	MP, MK
Village Design Statements – Seal, Underriver, St Lawrence	AM, LT, RB
Wildflowers, Sevenoaks Greensand Commons	OB CH
Climate Change (x2)	OB, MP
PROW Group (x3)	LT, OB, *Christine Owlett
Community Comms and Social Media	CH

*Robert Talbot, John, and Christine Owlett are non-councillors

ENDED 9:50