



SEAL PARISH COUNCIL

MINUTES

Minutes of the Meeting of Seal Parish Council will be held on Wednesday 13th May 2026 at 7.30 pm, at Seal Memorial Pavilion, Seal Recreation Ground, High Street, Seal TN15 0AF.

Present: Cllr Haslam Chairman, Cllr Boorman, Cllr Ratcliffe, Cllr Kay and Cllr Fettes.

Signed – Kassia Estrada-Castillion
Clerk

13th May 2026

BUSINESS TO BE TRANSACTED

1. Apologies for absence received.

Apologies received from Cllr Bulleid, Cllr Hogarth and Cllr Michaelides.

2. Declaration of Changes to the Register of Interests.

No declarations.

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 elect the Chairman of the Council for the municipal year 2026/27.

Councillor Haslam was nominated for the position of Chairman. There being no further nominations, Councillor Haslam was duly elected Chairman of the Council for the municipal year 2026/27.

6. To receive the Chairman's Declaration of Acceptance of Office.

Councillor Haslam signed the Declaration of Acceptance of Office.

7. To elect the Vice-Chairman of the Council for the municipal year 2026/27.

Councillor Fettes was nominated for the position of Vice-Chairman. There being no further nominations, Councillor Fettes was duly elected Vice-Chairman of the Council for the municipal year 2026/27.

8. To agree the minutes of the Full Council Meeting.

Resolved: The minutes were taken as ready and duly signed and initialled by the Chairman.
Public Forum (Minute book closed)

9. District, County Councillor and Kent Police Reports.

District Report

Approximately 105 tonnes of food waste had been collected within a two-week period, generating enough energy to power two houses. An update was also received regarding the green recycling sacks, which have improved recycling rates and have effectively paid for themselves through increased recycling performance.

10. To agree the insurance documents are correct and the total due of £5,204.54 from insurance provider A J Gallagher.

Members considered the insurance renewal for 2026/27. It was noted that the policy provides cover for the Council's buildings, equipment and assets, together with public liability, employer liability, legal expenses, and protection for councillors and officers carrying out Council duties. Members further noted that the renewal is largely unchanged from the previous year, however the updated policy wording now allows the insurer to reimburse the Council for certain legal, or investigation costs paid on behalf of councillors or officers where applicable.

RESOLVED: That the insurance renewal for 2026/27 be approved.

11. Finance

11.1 To approve the Payments Schedule for May.

Members considered the Payments Schedule for May. The Chairman and a second Councillor signatory signed the schedule in conjunction with the invoices.

Members also approved reimbursement of the Chairman's travel costs incurred in attending the Chairman's Conference.

Payments

Supplier	Gross
Caretaker	443.16
Clerk	1,196.65
MDH Mowing	1,883.59
KCS	10.10
HMRC	349.01
Gallagher Insurance (subject to approval at Council)	5204.54

Direct Debits

Supplier	Gross
N Power	256
Yu Energy	144.50
Veolia	55.01
Castle Water	n/a
British Gas	156.42
H3G	n/a
CHG	2.10
CHG	3.50
Natwest Bankline	24.00

RESOLVED: That the Payments Schedule for May be approved and the Chairman's travel expenses be reimbursed.

12. To review and approve the Members of the Finance Committee (4) The Chairman of the Council having ex-officio status.

Members reviewed the membership of the Finance Committee and agreed the appointments for the municipal year 2026/27. The Chairman of the Council was noted as having ex-officio status.

RESOLVED: That the membership of the Finance Committee for 2026/27 be approved.

13. To review and approve the Members of the Planning Committee (3-8) The Chairman of the Council having ex-officio status.

Members reviewed the membership of the Planning Committee and agreed the appointments for the municipal year 2026/27. The Chairman of the Council was noted as having ex-officio status.

RESOLVED: That the membership of the Planning Committee for 2026/27 be approved.

14. To review and approve the Members of the Staffing Committee (6) The Vice-Chairman of the Council and the Finance Committee Chairman having ex-officio status.

Members reviewed the membership of the Staffing Committee and agreed the appointments for the municipal year 2026/27. The Vice-Chairman of the Council and the Chairman of the Finance Committee were noted as having ex-officio status.

RESOLVED: That the membership of the Staffing Committee for 2026/27 be approved.

15. To consider arrangements for the Annual Assembly.

Members discussed arrangements for the Annual Assembly to be held on 20th May 2026,

including the agenda, community updates, and general meeting logistics.

16. Other information.

Members discussed the allocation of councillors to the Council's working groups for the municipal year 2026/27. As appointments to working groups were not included as a substantive agenda item, the allocations are recorded for information only and will be presented to Council for ratification at the next meeting.

Standing Committee

Committee	Members 26/27
Finance Committee (x6)	AM, CH, LF, SR, OB
Planning Committee (x8)	AM, TB, CH, OB, SR, MK, LF
Staff Committee (x4)	AM, SR, LF

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
Uderriver Village Hall Management / UVA	*Robert Talbot
St Lawrence Village Hall	RB
Highway Improvement Plan (x3)	CH, 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	MK
Village Design Statements – Seal, Uderriver, St Lawrence	AM
Wildflowers, Sevenoaks Greensand Commons	OB CH
Climate Change (x2)	OB
PROW Group (x3)	OB, *Christine Owlett
Community Comms and Social Media	CH

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

Meeting ended: 20:24