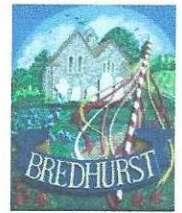


**BREDHURST PARISH COUNCIL**  
**Minutes of the Ordinary Parish Council Meeting**  
**Blacksmiths Barn**  
**Wednesday 10<sup>th</sup> September 2025 at 7.00pm**



**Present:** Cllr Vanessa Jones (Chair), Cllr Greg Davis (Vice Chair), Cllr Sue Harwood.  
 Melanie Fooks – Clerk & RFO  
 Public - 0

**286/25 Apologies for Absence**

Apologies **accepted** from Cllrs Richard Collins, Ian Hopson, Toby Rowe and Claire Sharp.

**287/25 Declarations of Interest**

Cllr Jones declared an interest in item 294/25 as she was until recently the Chair of Trustees, Bredhurst Village Hall Charity.

**288/25 Motion to exclude the press and public from the meeting for all items in the Closed Session.**

There was no press or public.

**289/25 Minutes of the 17<sup>th</sup> July 2025 Parish Council Meeting and Closed Session.**

The minutes were **agreed** by Cllrs and signed by the Chair.

**290/25 Matters Arising (for information only)**

**Action Points from 17-07-25**

Action Points	Actions	Clerk or Cllr	Completed or Agenda Item on 10/09/25
AP1	Organise playground repairs/costings to Cllrs.	Clerk	Item 292b
AP2	Re-siting of picnic table. Consider in 26/27 budget.	Clerk	Completed
AP3	Contact Mike Searley to arrange for newly laid turf to be cut and the area around the bench to be swept.	Clerk	Completed
AP4	Draft response to Medway Council's Local Plan Reg 19 and circulate to Cllrs before submission.	Clerk	Completed
AP5	Contact Scribe and proceed with option 1.	Clerk	Completed
AP6	Circulate Blacksmith Barn policies to Cllrs.	Clerk	In progress
AP7	Submit response to KALC re LGR Survey.	Clerk/Cllr Jones	Completed
AP8	Circulate MBC cluster meeting slides to Cllrs.	Clerk	Completed

**There was no public session.**

**291/25 Police**

A padlock was stolen from the gate to St Peters Church car park on 14<sup>th</sup> August and recorded on [ewatch.co.uk](http://ewatch.co.uk). Six crimes were reported in June via [Kent Police](http://Kent Police), 4 for anti-social behaviour, 1 for public order and 1 other.

**292/25 Community Playing Field**

- Cllrs **received** and **noted** weekly inspection reports for July/August, and actions required.
- Cllrs considered a report from Playspaces regarding the condition of the safety surface. It cannot be re-glued as it had lifted significantly and, should the PC to go ahead with the work, it would only be covered by a 3-month warranty. Quotations for a replacement surface from 3 companies were discussed. Cllr Davis proposed, seconded by Cllr Jones to proceed with Sovereign Playgrounds providing funding could be sought from MBC's Strategically Important Play Areas grant. It was also agreed, to remove the wooden play equipment when it deteriorates and consider replacement, in consultation with play area users. This would be dependent on grants available in future years.
- Cllrs received the MBC Parks and Open Spaces Survey which gathers information on strategic play areas across the Borough. This establishes the condition of play equipment with possible funding



available. Cllrs asked the Clerk to complete the survey and request funding for the replacement of the safety surface on the junior swings and the re-siting of the picnic bench.

**AP1: Clerk to complete MBC survey and submit.**

- d. Wind in the Willows Open Air production held on 24<sup>th</sup> August was a huge success. 258 tickets were sold. One attendee said *“Wonderful show acted with enthusiasm and great fun. Family loved the location, the interaction with the crowd and the story. Well done everyone involved. The inclusion of ice cream and fish and chip vans was a master”*. All profits were donated to Mid-Kent Mind.
- e. The holly bush next to the Church Charity Shop needs cutting back. Cllr Davis proposed, seconded by Cllrs Jones with all in favour to ask Lucanus Services to cut this back at £100.00.

**AP2: Clerk to contact Lucanus Services.**

#### **293/25 Blacksmiths Barn**

- a. Cllrs **received** and **noted** the Clerk's report outlining her complaint regarding the accuracy of meter readings, bills and level of customer service, had been escalated to the Electricity Ombudsman. EDF agreed to replace the meter which was carried out on 8<sup>th</sup> September. As a gesture of goodwill EDF have credited BPCs account with £50.00.
- b. The Clerk reported the new bank account for Blacksmith Barn was still in progress.
- c. Other Blacksmith Barn matters. There were none.

#### **294/25 Bredhurst Village Hall**

- a. Cllrs **received** and **noted** the Clerk's report on the role of BPC as Sole Corporate Trustee to Bredhurst Village Hall as a Charitable Incorporated Organisation (CIO). Bredhurst Village Hall will remain a registered charity with its own management committee reporting to BPC.
- b. The Terms of Reference for Bredhurst Village Hall Committee were deferred to October's meeting.
- c. Cllrs considered 2 quotations from 2 law firms to deal with the lease renewal of BVH. Cllr Jones proposed, seconded by Cllr Davis with all in favour to proceed with Wellers Law Firm at £1,500.00.

**AP3: Clerk to contact Wellers.**

- d. The setting up of a UTB bank account for BVH requires further investigation with BVH's CAF Bank.
- AP4: Cllr Jones to contact CAF Bank to establish the requirements.**
- e. Cllrs **agreed** to defer the first meeting of the BVH committee until after BPC's next meeting.

#### **295/25 Village Maintenance**

- a. Cllrs ratified the decision to increase the cost of the Visual Tree Assessment (VTA) by £175.00 to £500.00 to include BVH trees. Cllr Davis proposed, seconded by Cllr Harwood with all in favour.
- b. Cllrs received the VTA report and agreed that quotes for work recommended by Lucanus be sought. Cllr Jones proposed, seconded by Cllr Davis, that Hoods Tree Surgeons are contacted to provide a second opinion of the Horse Chestnut Tree situated outside Green Court.

**AP5: Clerk to contact Hoods Tree Surgeons.**

- c. Cllr Davis proposed, seconded by Cllr Jones, with all in favour for Lucanus Services to refurbish the Noticeboard outside of Green Court at a cost £100.00 + materials.

**AP6: Clerk to contact Lucanus Services.**

- d. Other village maintenance matters. There were none.

#### **296/25 Planning**

- a. Borough Cllrs Jones and Thompson have attended several meetings with Medway Council and MBC to discuss Lidsing Garden Development and are fighting to lessen the impact on the area.
- b. 25/503527/FULL - Erection of 2 no. double garages with office accommodation in the roof space at Land Rear of Forge Lodge, Forge Lane, Bredhurst. As this application had only just been received and to allow neighbouring residents to be consulted, it was agreed to ask MBC for an extension to the deadline so that the application can be considered at the October meeting.

**AP7: Clerk to contact MBC and consult with residents.**

- c. [25/503584/SUB](#) - Submission of details pursuant to condition 8 - foul sewage treatment, 9 - decentralised and renewable or low-carbon sources of energy, subject to 23/505646/FULL at Blackthorn House, The Nursery, Bredhurst, Kent ME7 3BJ. **Notification only.**
- d. Other planning matters. There were none.



- a. The financial statement and bank reconciliation for P/E 31st July and 31<sup>st</sup> August 2025 was **agreed** by all Cllrs and signed by the Chair.
- b. All payments made out of and at meeting were **agreed** by Cllrs.

Cllrs Davis and Harwood were nominated to authorise forthcoming payments.

**Payments made out of meeting.**

Ref	Details	Amount	VAT*	Total	Auth
76	SLCC – Clerk's Annual Membership	190.00	-	190.00	GD/TR
77	Safeplay Playground Services Qrtly Inspection – July	56.00	11.20	67.20	GD/TR
78	OneCom Inv. 2075663	38.69	7.74	46.43	GD/TR
79	HMRC - July Contributions	-	-	-	GD/TR
80	BCTec Ltd Inv. 31166 365 Microsoft Subs - June	31.30	6.26	37.56	GD/TR
81	Clerk's July Salary + Office Rental + Mileage	-	-	-	GD/TR
82	JP Knight – Barn Blind	106.68	21.33	128.01	GD/TR
83	UTB Service Charge (Monthly)	6.00	-	6.00	GD/TR
84	SLCC – CiLCA Qualification for Clerk	450.00	-	450.00	GD/TR
85	Nest Pensions – July Contributions	-	-	-	GD/TR
86	Three Counties – Ground Maintenance – July Inv. 7550	450.00	90.00	540.00	GD/TR
87	Every Little Nook Inv. 0120	38.00	-	38.00	GD/TR
88	Medway Towns Bridge Club - Return of Hire Fee	192.50	-	192.50	GD/TR
89	Scribe Accounts – INV 11923 - Set-up fee	249.00	49.80	298.80	GD/TR
90	Rachel Ford – July Gardening (10 hours - £275) Plants for Troughs (£37.47)	312.47	7.49	319.96	GD/TR
91	Lloyds Corporate Multipay Card – MBC Garden waste bin subscription + Bank fee	96.50	-	96.50	GD/TR
92	Sarah Collins – returned barn deposit Ref 82-25/26	100.00	-	100.00	GD/TR
93	Clerk's August Salary + office Rental	-	-	-	GD/TR
94	HMRC - August Contributions	-	-	-	GD/TR
95	OneCom Invoice 7658609	38.69	7.74	46.43	GD/TR
96	UTB Service Charge Monthly	6.00	-	6.00	GD/TR

\* VAT to be reclaimed.

**Payments for authorising at meeting.**

Ref	Details	Amount	VAT*	Total	Auth
97	Scribe – Accounting Package Subscription Inv. 12266	37.00	7.40	44.40	
98	Nest Pensions – August Contributions		-		
99	Three Counties – Grounds Maintenance – Aug Invoice	150.00	30.00	180.00	
100	BCTec Ltd – Microsoft 365 Subscriptions Inv. 31459	31.30	6.26	37.56	
101	Every Little Nook – Aug INV 0129	44.00	-	44.00	
102	Online Playgrounds - Playground Spares Inv.SIN067522	62.40	12.48	74.88	
103	Rachel Ford – August Gardening (6 hours - £165) Compost for Blacksmith Barn (£16.67)	181.67	3.33	185.00	
104	Lucanus Services – VTA Survey and Report Inv. BPC106	500.00	-	500.00	

\* VAT to be reclaimed.

- c. **Received** and **accepted** Lloyds Corporate Multipay Card Expenditure for July and August.
- d. **Noted** receipts and payments for the period 01/07/2025 - 31/08/2025.
- e. **Noted** Q1 VAT refund £672.51.
- f. **Noted** subscription to Scribe Accounting has been completed and set up is in progress.



- 298/25 Policies and Procedures**
- Blacksmiths Barn Health & Safety Policies and Procedures. It was agreed that now the PC is responsible for Bredhurst Village Hall policies will be created for both venues.  
**AP8: Clerk to create documents and circulate to Cllrs.**
  - Equality and Diversity Policy – amendments **agreed and adopted.**
- 299/25 Highways & Byways**
- BPC HIP - KCC have agreed that kerbing outside Blacksmith's Barn along Forge Lane can go ahead if the Parish Council meets the cost. KCC will obtain a quote for BPC.
  - Traffic surveys were carried out in Bredhurst, in conjunction with Boxley PC, between 1<sup>st</sup> – 8<sup>th</sup> July. A verbal update was given:
    - The Street carries almost double the traffic of Dunn Street (46,796 vs. 26,257 movements).
    - Busiest day for both sites peaks on Thursdays, showing strong commuter/through-traffic patterns.
    - Peak times for The Street was around 8–9am. Dunn Street was around 4–5pm.
    - Only 32% of vehicles were recorded under 20mph.
    - Some very high speeds recorded with extreme cases at 80–85mph.
    - The data supports calls for additional speed traps and this information will be passed to the Police.
- 300/25 Speedwatch**
- Six volunteers had passed the online training and site training is scheduled for later this month. Locations have been health and safety checked and agreed by the Police Speedwatch Team. **Noted.**
- 301/25 Councillor/Clerk Training**
- Cllrs were reminded of MBC planning training and 'Nuts and Bolts of a Parish Council' training.
- 302/25 Reports from Parish, Borough, and County Councillors (if present)**
- Nothing to report.
- 303/25 Correspondence**
- Parish Conference – 10<sup>th</sup> November, 10am, Maidstone Town Hall. 2 Representatives per PC.  
It was agreed that this is circulated to Cllrs.
  - A complaint was received questioning BPC's ability to manage Bredhurst Village Hall and the danger of it losing its charitable status. The Clerk will respond giving assurance that BPC is more than capable. It has taken legal advice and has the support of the Diocese of Rochester (the landlord of the hall). The Charity Commission has been consulted throughout the process. The only issue which put the Charity at risk was the identification of the lack of proper financial controls over many years which has now been rectified. BVH has received many compliments from hirers over the last six months regarding the improvements made to the running and upkeep of the hall. Fourteen members of the public attended this year's AGM and voted unanimously to adopt the new constitution making BPC the Sole Corporate Trustee to Bredhurst Village Hall, as a Charitable Incorporated Organisation (CIO).
  - A complaint was received regarding parking by hirers of Blacksmith Barn in Blacksmith Court. Cllrs agreed that additional 'No Parking' signs will be installed and to update the Barn's T&Cs stating if hirer's fail to observe the no parking rule, this will result in the loss of their deposit. However, it should be noted that not all vehicles which are parked in the road are hirers of Blacksmith Barn.
- 304/25 Closed Session**
- Personnel matters – Details minuted separately.
  - Enforcement – Details minuted separately.
- 305/25 Close of Meeting**
- Meeting closed at 9.05pm with no further business to discuss.
- 306/25 Date of Next Meeting – Wednesday 8<sup>th</sup> October 2025 at 7.00pm**

Signed.....

Date.....