

BREDHURST PARISH COUNCIL



Minutes of the Ordinary Parish Council Meeting Blacksmiths Barn, Wednesday 30 June 2021 at 6.30pm

Present: Cllr Vanessa Jones (Chair), Cllr Nichola Carr (Vice-Chair), Cllr Steve Bowring, Cllr Chantelle Goodwin-Sword, Cllr Warren Salter, Cllr Claire Sharp together with Melanie Fooks (Clerk).

Public: 2

432. Apologies for Absence

Cllrs Bob Hinder (MBC), Cllr Anne Brindle (MBC), Cllr Heidi Bryant (MBC), Cllr Dan Fifield - apologies accepted.

433. Declarations of Interests

Cllr Carr declared a pecuniary interest for item 443a **21/503146/FULL** as she is the applicant and left the room for this item. Cllrs Bowring and Goodwin-Sword declared an interest as neighbours to the property. Cllr Jones declared an interest.

434. To Approve the Minutes of the Parish Council Meeting Held on 9 June 2021.

The Clerk informed Cllrs of a calculation error with payment No 21 (payments made out of meeting) under item 429. It was recorded as £55.64 and should have been £35.64. With this amendment the minutes were **agreed** as an accurate record of the meeting and were duly signed by the Chair.

The meeting adjourned for a short public session.

At the discretion of the Chair items 443a, b and c were brought forward and considered at this point. Item 445 was moved to the end of the agenda after finance and taken in closed session.

435. Police Briefing

- a. There were no crimes reported during the month. The PCSO confirmed that the incident on Lidsing Road was being investigated and a leaflet had been handed out to motorists during a police road block a week after the incident.
- b. Maidstone's Community Safety Unit has been reshuffled and, from 30th July, PCSO Matt Adlington will be covering a different area. PCSO John Boyd will cover Bredhurst and Boxley. Contact with the parish is yet to be made.

436. Matters Arising (for information only)

Action Points from meeting held on 09-06-21:

AP1	An alleged incident at Lidsing – check with PCSO.	Clerk	365 435A
AP2	Cars congregating outside the village hall and allotments. Contact PCSO.	Clerk	Not Actioned
AP3	Reopening of Blacksmith Barn. Cllrs to be notified by email after Govt. advice on 14 June	Cllrs	Actioned
AP4	Blacksmith Barn Hall Booking System – To confirm the purchase.	Cllr Carr	437c
AP5	To confirm contract with Master Alarms	Cllr Jones	437d

AP6	Electric Vehicle Charging Point	Clerk	437f
AP7	Obtain further air conditioning quotes/sun canopy	Cllrs Bowring & Carr	437g
AP8	Quotation for sun canopy at Blacksmith Barn	Cllr Jones	437g
AP9	To notify residents, church shop and village hall regarding the start date for the extension to footpath.	Clerk	Actioned
AP10	Notify ROSPA to include routine checklist and a site meeting with a Cllr.	Clerk	Actioned
AP11	To obtain advice/quote on drain cover.	Cllr Jones	438c
AP12	Contact TEEC to raise issues of Cllr Email Accounts	Clerk	442
AP13	Notify MBC of the new road name at the rear of Forge Lane	Clerk	Actioned
AP14	Notify MBC of planning decision for Channing Barn	Clerk	Actioned
AP15	Monitoring of Electricity usage at Blacksmith Barn	Cllr Bowring	437e
AP16	Notify KCC of problems of vision splays from the pinch point outside Channing Barn and the build out in Dunn Street	Cllr Carr	439a

Action Points from Previous Meeting:

09-06-21	Replacement Hornbeam – Awaiting planting date from Lucanus	Clerk	Ongoing
03-03-21	19/20 Internal Auditors Report – contact Internal Auditor and KALC	Cllr Salter	Part Actioned 445b
03-03-21	Passwords – Breach of Data	Cllr Salter	Actioned
03-03-21	HMRC – Submission	Clerk	Ongoing
Ongoing	Lidsing Working Group – Maintain pressure on MBC	LWG	Ongoing
Ongoing	Remaining items for Blacksmith Barn will be purchased when appropriate	BWG	Ongoing

437. Blacksmiths Barn

- a. The Barn has now opened to hirers. Due to various issues, a recent booking for the 139 Club did not have any attendees. Cllrs agreed, as a gesture of goodwill, to offer a credit for the session. If a similar situation arose, BPC will consider action on a case by case basis.
- b. Cllrs **received** and **agreed**:
 - Covid Hire Agreement
 - Hirers Risk Assessment
 - Hirers Cleaning Schedule
- c. Cllr Carr confirmed the booking system for the barn is ready to install on the PC laptop.
AP1: Clerk and Cllr Carr to agree a date.
- d. Cllr Jones confirmed that Master Alarms will be carrying out an annual service on 7 July 2021.
- e. Cllr Bowring confirmed electricity usage is now consistent but he will continue to monitor it.
- f. Cllrs considered the Clerk's EV charging report and after discussion it was proposed by Cllr Carr, seconded by Cllr Goodwin with all in favour not to proceed at the present time. It was **agreed** that this should be reviewed one more information is available.
- g. Cllr Jones confirmed she is obtaining a quote for a sun canopy. No further quotes yet available for the air conditioning.
AP2: Cllr Bowring to source an alternative air conditioning quote.
AP3: Cllr Jones to source a quote for a sun canopy.

438. Community Playing Field

- a. Work is underway for the extension to the path. Subject to weather conditions, the concrete will be laid on Saturday 3 July.
- b. To receive an update on the damaged play equipment. **Ratified** the Clerk's decision after consulting councillors out of meeting to accept the quotation from GB Sports and Leisure of £97.10 + VAT for replacing the damaged Arial Runway pendulum seat.

AP4: Clerk to organise the purchase and delivery.

- c. To receive a quote for a replacement, drain cover. Due to contractor difficulties a quote was not available for the meeting. It was agreed that this was be chased as a matter of urgency.

AP5: Cllr Jones to contact contractor.

439. Traffic Issues

- a. To receive an update on issues relating to the pinch point outside Channing Barn. Cllr Carr has asked KCC Highways for a site visit in July to discuss options and will report back at the next meeting.

AP6: Cllr Carr/KCC Highways.

- b. To consider any other issues and agree any necessary actions. Improvements should include re-painting of road markings, additional bollards, a review of the pedestrian crossing and installation of kerbstones.

AP7: Cllr Carr/KCC Highways.

440. Electricity Substation, Hurstwood Road.

A complaint had been received regarding the installation of yellow handrails and spikes on top of the fence to the sub-station. The Clerk confirmed that she had written to UK Power Networks and was waiting for a response. Cllr Jones has also contacted the AONB unit for advice.

AP8: Cllr Jones / Clerk to monitor

441. Parish Tree Survey

To consider Lucanus Tree Survey. – The survey highlighted 1 High, 14 Medium and 16 Low Risk examples but did not include the cost for remedial action. Cllrs agreed that Lucanus is asked to provide quotes on the high and medium category risks before any decision can be made. The cost of a 3 year contract for the annual visual tree assessment survey was also considered. It was proposed by Cllr Bowring, seconded by Cllr Sharp with all in favour to accept the price of £285 + VAT p.a.

AP9: Clerk to notify Lucanus of 3 year contract and to request a quote for remedial work

442. Councillor Email Addresses

Councillors are still experiencing issues with setting these up. It was agreed to arrange a TEAMS meeting with TEEC (website provider) to resolve all issues.

AP10: Clerk to contact TEEC to arrange a date.

443. Planning

- a. **21/503146/FULL** - Conversion of an existing stable at Stud Farm to provide a new two bedroom dwelling with associated parking, landscaping, private amenity space and external store at Stables At Stud Farm Dunn Street Road Bredhurst Kent ME7 3NA.

AP11: Clerk to inform MBC that BPC do not wish to comment.

21/502751/OUT Outline Application (with all matters reserved except access) for the erection

of up to 450 market and affordable dwellings, nursery and supporting retail space up to 85sqm, with provision of main access to Ham Lane; estate roads; cycle and pedestrian routes; residential and community open space and landscaping; new junction for Lidsing Road/Hempstead Road and realignment and widening of Lidsing Road. Off site related highway works to Westfield Sole Road, Shawstead Road, Hempstead Road, Chapel Lane, Hempstead Valley Drive, Hoath Way roundabout, Hoath Way and M2 Junction 4. (Resubmission of 19/500765/OUT. At Gibraltar Farm Ham Lane Hempstead Gillingham Boxley Road Walderslade, Kent ME7 3JJ. Cllrs **agreed** to object to this application.

AP12: Clerk to submit response to both MBC and Medway Council.

b. Neighbourhood Plans

Cllrs are not available for the forthcoming KALC training event. Clerk will enquire if information and/or slides can be circulated after the event.

AP13: Clerk to contact KALC

c. Other Planning Matters

None.

444. Public Rights of Way – Stile on KH55

The Clerk reported the stile had been installed on 15th June. BPC is awaiting the invoice for the installation from the KCC contractor.

Due to the confidential nature of item 445 this was taken in closed session excluding the press and public.

445. Personnel Issues

- a. The recruitment process for the new Clerk is complete and Steve Hill who was present at the meeting had accepted the role. It was **agreed** that his start date would be 12 July 2021 on salary scale SCP14. The Locum Clerk will give a phased handover and will work on a consultancy basis at her current hourly rate of pay.
- b. Matters are ongoing relating to the conduct of last year's Internal Auditor.

446. Reports from Parish Councillors

None received.

447. Reports from Borough and County Councillors (if present)

No Borough Cllrs present.

448. Correspondence

A resident has requested the removal of a bin in Hurstwood Road due to unpleasant smells during the summer months.

AP14: Cllr Carr to contact MBC for removal of the bin.

449. Finance

- a. The financial statement and bank reconciliation were **received** and **accepted**.

Account	Balance as of 28/06/21
Unity Account	£55,710.49

- b. VAT Refund (01 August 2019 – 31 March 2021) £4,393.92 **received** and **noted**. The Clerk was thanked for her hard work in sorting this matter out which dated back to 2019.
- c. Internal Auditor

- i. Internal Auditor's Report 2020-21. **Received.** It highlighted that 2 overtime salary payments had not been submitted to HMRC by the previous Clerk, Bex Ratchford. Therefore, no tax was deducted from the payments.

AP15: Clerk to liaise with HMRC

- ii. To appoint an Internal Auditor for 2021-22. Quotes are awaited. Matter to be deferred
- d. AGAR – End of Year Accounts for 2020-21
 - i. The Annual Governance Statement was **reviewed** and **signed**.
 - ii. The Accounting Statements for 2020-21 were **approved** and **signed**.

AP16: Cllr Jones to publish on website and Clerk to submit to PKF Littlejohn.

- e. The following payments were **agreed** and authorised as follows:

Payments authorised out of meeting:

Ref	Details	Amount	VAT*	Total	Auth
27	Cllr Jones – Stationery	6.99		6.99	DF, SB
28	Cllr Carr – MBC Garden Bin - Blacksmith Barn	45.00		45.00	DF, SB
29	Mike Searley – Grass Cutting	35.00		35.00	DF, SB

* VAT to be reclaimed.

Payments for authorising at meeting

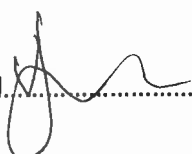
Ref	Details	Amount	VAT*	Total
30	Lucanus – VTA & Lime Tree Remedial Work	325.00		325.00
31	Savills – Community Playing Field Rent – Jul-Sept	112.50		112.50
32	Cllr Carr – Garden Bin Stickers	3.50	-	3.50
33	Clerks Salary, Office Rental, Mileage & Expenses	tbc		tbc
34	HMRC – PAYE	tbc		tbc
35	Martin Thomas – Internal Audit	182.00	-	£182.00
D/D	Bytes Microsoft 365 subscription (June)	8.82	1.76	10.58
D/D	Onecom Barn Internet (June)	24.14	4.83	28.97

Cllrs Goodwin-Sword and Sharp **agreed** to authorise the payments from the meeting.

450. Close of meeting

The meeting closed 8.20pm.

451. Date of next meeting – Wednesday 1st September 2021 at 6.30pm.

Signed.....


Date.....1/9/21.....