

BREDHURST PARISH COUNCIL

**Minutes of the Ordinary Parish Council Meeting held via Microsoft Teams,
on Wednesday 7 April 2021 at 6.30pm**



Present: Cllr Vanessa Jones (Chair), Cllr Nichola Carr (Vice-Chair), Cllr Steve Bowring, Cllr Warren Salter, Cllr Chantelle Goodwin-Sword, Cllr Claire Sharp, Cllr Anne Brindle (MBC) and Melanie Fooks (Clerk)
Public: 0

371. Apologies for absence

Cllr Dan Fifield and Cllr Bob Hinder (MBC) – apologies accepted.

372. Declarations of interests

Cllr Goodwin-Sword declared a pecuniary interest in item 383 planning application 21/501234/FULL as she is the applicant. Cllrs Bowring and Carr declared an interest as their properties back onto the site.

373. To approve the minutes of the Parish Council meeting held on 3rd March 2021 and the Personnel Committee meeting held on 11th March 2021.

The minutes were **agreed** as an accurate record of the meetings. Chair to sign at a later date.

The meeting was not adjourned for a public session.

374. Police Briefing

There were no crimes reported during the month.

375. Matters arising (for information only)

Action Points from meeting held on 03-03-21:

AP1:	Ecotricity to clear debt and register account as business use.	See item 376a
AP2:	Clerk to obtain alternative electricity supplier quotation.	See item 376a
AP3:	Clerk to confirm cleaning, grass cutting and gardening contract.	Actioned
AP4:	Clerk to contact existing hirers re reopening the barn.	Actioned
AP5:	Clerk to purchase hand sanitiser unit, gel and signage.	Actioned
AP6:	Cllr Jones to meet contractor re path to community playing field.	See Item 377a
AP7:	Clerk to give feedback from play equipment manufacturers.	Deferred
AP8:	Cllr Jones to publish playground procedure on website.	Actioned
AP9:	Clerk to contact Bytes to cancel Microsoft 365 subscription.	Ongoing
AP10:	Cllr Jones to contact TEEC to set up email addresses for Cllrs.	Ongoing
AP11:	Clerk to contact HR Services to purchase an additional 5 hours.	Actioned
AP12:	Clerk to register BPC with ICO.	Actioned
AP13:	Cllr Jones to publish agreed policies on website.	Actioned
AP14:	Clerk to publish and circulate elections poster and timetable.	Actioned
AP15:	Clerk to write to Mr McCreery Planning Consultant regarding the retainer for the proposed Lidsing Development.	Actioned
AP16:	Clerk to write to the Blacksmiths Court developed re BPC views.	Actioned
AP17:	Clerk to request an update from PRoW re stile & KH55.	See Item 384
AP18:	Clerk to contact MBC re path clearance/ mechanical sweeper.	Actioned
AP19:	Clerk to provide briefing note re Model Design Code Consultation.	Not Actioned
AP20:	Cllrs Fifield, Goodwin-Sword and Salter to provide details re UTB	Actioned

AP21:	Clerk to contact KALC and IA re 19/20 IIA.	Ongoing
AP22:	Clerk to submit VAT Return.	Actioned
AP23:	Clerk/Cllr Salter - Passwords and Protection of Data.	Ongoing
AP24:	Recovery of emails.	Ongoing
AP25:	HMRC – Submission.	Ongoing
<i>Action Points from meetings prior to 03-03-21:</i>		
N/A	Remaining items for Blacksmith Barn to be purchased.	Outstanding
N/A	Facebook – NC to add list of prohibited words to Facebook.	Outstanding
N/A	Lidsing Working Group – Maintain pressure on MBC.	Ongoing

376. Blacksmiths Barn

- a. Electricity Supply – Cllr Jones confirmed Ecotricity has written off £581.62 following the formal complaint submitted due to the poor handling of the account. A revised bill showing a nil balance will be issued. They are in the process of registering the Barn as a business user instead of residential. It was agreed that the Parish Council would review the account in 3 months.
- b. Members **agreed** the advance payment of £15 covering 15 years rent to Swift Roofing.
AP1 Clerk to submit payment.
- c. Cllrs agreed the barn might reopen on 21 June 2021. To be reviewed at the May meeting.
- d. Clerk confirmed that the hand sanitiser gel and units had been purchased.
AP2 Cllr Fifield would be asked to install them.
AP3 Cllr Bowring was asked to obtain a quote for installing air conditioning.
Councillors considered further hedging plants at the barn following a quote from Lucanas for £795.00. Cllr Bowring proposed, Cllr Sharp seconded with all in favour to accept the quote.
AP4 Clerk to contact Lucanas.

377. Playing field access path

- a. Extension to the footpath at the entrance of the community field. The Clerk confirmed 2 quotes had been received. It was agreed to obtain a third quote and circulate out of meeting for Cllrs to consider.
AP5 Clerk to obtain a further quote.
- b. Request for use of community field for the 50th Anniversary of Bredhurst Church Charity Shop on Saturday 18 September 2021. Cllrs **agreed** for the area to be used but with the caveat that it would be in line with the government Covid guidelines in place at the time.
- c. Cllrs considered the quote of £250 for the Annual Visual Tree Assessment. Cllr Carr proposed, Cllr Sharp seconded with all in favour to proceed. The Clerk was asked to check into a long-term contract with Lucanus for tree maintenance. Cllrs also received and agreed a quote for £75 from Lucanus for the removal of excess growth around the base of a lime tree in the community field.
AP6 Clerk to contact Lucanas.

378. Recruitment of Clerk & RFO

The vacancy had been advertised on the KALC website, circulated to residents, to all Maidstone Parish Council Clerks, placed on the noticeboards and put on Facebook. The Clerk reminded Councillors that the interview dates, tests and questions need to be finalised.

AP7 Personnel Committee to agree the final stages of the recruitment process.

379. Website

The new site is now live but, despite requests, the EIS website had not been taken down. Cllr Jones is awaiting photos from Cllrs Bowring and Salter. Cllr Carr raised a question about email accounts for Cllrs. The Clerk explained this is being investigated.

AP8 Clerk to provide a report of options and costs, including backing up PC files and Clerk's emails.

380. Parish Council Elections – Thursday 6 May 2021

The Clerk confirmed that all nomination packs had been submitted and verified by MBC.

AP9 Clerk to confirm and circulate date when uncontested election results will be announced.

381. Annual Meeting of the Parish/Annual Meeting of the Parish Council

Councillors agreed the date for both meetings as Wednesday 19th May 2021.

AP10 Clerk to invite village clubs and societies.

382. Remote Meetings

Current guidance states remote meetings will cease on 6th May. Clerk to inform Cllrs if further information is received as to how meetings will be Covid secure. Clerk informed Cllrs there is a government consultation on remote meetings and encouraged members to respond.

AP11 Clerk to circulate link to consultation and any updates to Councillors.

383. Planning

21/501234/FULL – Erection of a basement swimming pool, Sword Manor, Blind Lane, Bredhurst – Ratified the Clerk's decision after consulting Councillors out of meeting. Bredhurst Parish Council do not wish to object.

21/501458/SUB - Submission of Details to Discharge Condition 2 - Full details including samples and colour finishes of external cladding materials and Condition 3 - External surfacing materials subject to 14/500691/FULL Kingsmead House Dunn Street Road Bredhurst. Noted.

21/501483/FULL - First floor front and two storey side extension – 20 Fir Tree Grove, Bredhurst. Councillors could not consider this application as, due to time restraints, the applicant and immediate neighbours had not been notified.

AP12 Clerk to ask applicant and neighbours for comments. Cllrs to respond to Clerk by 16 April.

MBC Decision

21/500081 & 21/500082 May and Scarlett Cottages, Dunn Street Road, Bredhurst. Lawful Development Certificate (Proposed) change of use of building to be used as a children's home. Refused by MBC. Cllr Jones stated MBC's decision mentioned a court case BPC cited in their objection.

Other planning matters. MBC had received 1700 objections regarding the proposed development at Lidsing. Borough Cllr Brindle confirmed there was an SPI committee meeting w/c 12 April and it is hoped there will be an update available to circulate from this meeting.

384. Public Rights of Way

PRoW emailed the Clerk re the stile on KH55 stating the landowner has added a lower step to the stile. The Clerk replied to PRoW as the stile still does not conform to KCC standards.

385. Village Maintenance

Due to Covid restrictions the Spring Clean event would not take place as usual. Instead Cllr Carr will circulate tasks in advance inviting volunteers to nominate a task/area they wish to undertake.

Collection of equipment will be arranged for the day before and returned afterward for disinfecting and sanitising.

AP13 Cllr Carr will forward areas to the Clerk to circulate to residents.

386. Reports from Parish Councillors

Cllr Sharp attended a planning course organised by KALC on Thursday 25 March which she found very informative. She will circulate the presentation slides to councillors

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

Borough Cllr Anne Brindle stated that MBC Planning Enforcement Team had been restructured and there were 2 vacancies.

388. Correspondence

Cllrs received and noted the correspondence.

Cllr Carr stated the Fire Hydrant report will be circulated to Cllrs.

AP14 Cllr Carr.

389. Finance

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

Account	Balance as of 31/03/21
Unity Account	38,759.50

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

Payments authorised out of meeting

Ref	Details	Amount	VAT*	Total	Auth
103	HR Services (12675) – 5 hours pre-paid	355.00	71.00	426.00	SB,CS
104	KALC Planning Training – Cllr Sharp	50.00	10.00	60.00	VJ, NC
105	M Fooks Salary + Office Rental (March)	-	-	-	VJ,NC
105	HMRC - PAYE	-	-	-	VJ,NC
106	Phone Call HMRC (re failed submissions)	24.87		24.87	VJ/NC
107	CCTV Log Book – Blacksmith Barn	7.32	1.47	8.79	VJ/NC
108	F Secure Anti-Virus protection for laptop	10.67	2.14	12.81	VJ/NC
109	Hand Sanitiser Gel 5L	13.29	2.66	15.95	VJ/NC
110	Mike Searley – Grass Cutting Barn (March)	8.82	1.76	10.58	VJ,NC

Payments authorised at meeting

Ref	Details	Amount	VAT*	Total
1	KALC Annual Subscription (Inv 8002)	193.04	38.61	231.65
2	Savills – Community Field Rental	112.50	-	112.50
3	Rachel Ford – Gardener (1.5 hours - March)	30.00	-	30.00
D/D	Bytes – Microsoft Office (March)	8.82	1.76	10.58
D/D	Onecom – Barn internet (March)	23.10	4.62	27.72

* VAT to be reclaimed.

Cllrs Bowring and Sharp agreed to authorise the payments from the meeting.

- c. Bank Mandates. The Clerk confirmed that this has been completed and would be submitted once the March minutes had been signed by the Chairman.

AP15 Clerk/Chairman.

- d. End of Year Accounts (AGAR) – Deadline for submission is Friday 2 July 2021. Contact will be made with the internal auditor Martin Thomas to arrange a date for his inspection.

AP16 Clerk.

Clerk confirmed the ICO payment will be paid by direct debit at £35.00 per year.

Cllr Carr informed Cllrs a garden waste bin may be hired for the Barn for £45.00 per year. Cllr Jones proposed, and Cllr Carr seconded with all in favour.

AP17 Cllr Carr to forward invoice to Clerk for payment.

The meeting was not adjourned for a public session.

390. Close of meeting

The meeting closed 8.06pm.

391. Date of Next Meeting - Wednesday 19th May 2021 at 6.30pm venue to be confirmed.

Signed.....

Date.....