

**BREDHURST PARISH COUNCIL**  
**Minutes of the Ordinary Parish Council Meeting**  
**Blacksmiths Barn**  
**Wednesday 11<sup>th</sup> December 2024 at 7.00pm**



**Present:** Cllr Vanessa Jones (Chair), Cllr Greg Davis (Vice Chair), Cllr Sue Harwood, Cllr Richard Collins, and Cllr Claire Sharp.

Melanie Fooks – Clerk & RFO

Public – 2

**144/24 Apologies for Absence**

Apologies **accepted** from Cllrs Fifield and Gooda. Borough Cllr Thompson, County Cllr Paul Carter and PC Ben Cox also sent apologies.

**145/24 Declarations of Interest**

Cllr Jones declared a non-pecuniary interest in item 153b as she lives adjacent to the planning site.

**146/24 Motion to exclude the press and public from the meeting for all items in the Closed Session.**

Motion **agreed** by all Cllrs. Proposed Cllr Collins, seconded Cllr Davis.

**147/24 Minutes of the 13<sup>th</sup> November 2024 Parish Council Meeting and the Closed Session.**

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

**148/24 Matters Arising (for information only)**

**Action Points from 13-11-24**

Action Points	Actions	Clerk or Cllr	Completed or Agenda Item on 11/12/24
<b>AP1</b>	Investigate playground inspection training for the Clerk and Chair	Clerk	<b>In progress</b>
<b>AP2</b>	Clerk to Notify ROSPA	Clerk	<b>Completed</b>
<b>AP3</b>	Obtain further CCTV quotes	Cllr Davis	<b>151a</b>
<b>AP4</b>	Contact residents of the Old Post Office re fencing	Clerk	<b>Completed</b>
<b>AP5</b>	Instruct contractor re Barn redecoration	Clerk	<b>Completed</b>
<b>AP6</b>	Instruct County Fire Protection to carry out updating the signage and fire extinguishers	Clerk	<b>Completed</b>
<b>AP7</b>	Obtain installation quotes for Christmas Lights	Clerk	<b>151f</b>
<b>AP8</b>	Purchase replacement Christmas Lights	Cllr Jones	<b>Completed</b>
<b>AP9</b>	Instruct Mike Searley to clear leaves at The Green	Clerk	<b>Completed</b>
<b>AP10</b>	Obtain further quotations for Grounds Maintenance Contract	Clerk	<b>152a</b>
<b>AP11</b>	Obtain quotes for Village projects - 25/26	Clerk	<b>152b</b>
<b>AP12</b>	Contact KCC re obscured village signage.	Cllr Davis	<b>Ongoing</b>
<b>AP13</b>	Submit planning response re Land Adjacent to the Old Stable	Cllr Harwood Clerk	<b>Completed</b>
<b>AP14</b>	Submit planning response re Scarlett Cottage	Clerk	<b>Completed</b>
<b>AP15</b>	Submit planning response re 7 Blacksmiths Court	Clerk	<b>Completed</b>
<b>AP16</b>	Contact KCC Highways regarding Low Traffic Neighbourhood Scheme	Cllr Jones	<b>Completed</b>
<b>AP17</b>	Contact tenants regarding allotment rent increase	Clerk	<b>Completed</b>
<b>AP18</b>	Respond to resident re inconsiderate parking	Clerk	<b>Completed</b>
<b>AP19</b>	Write to Bredhurst School Headteacher re double yellow lines once installation date known	Clerk	<b>Feb/Mar 25</b>

## Public Open Session

As members of the public had attended the meeting to address Cllrs on their planning application it was agreed that Item 153b, Planning Application 24/504778/FULL Land on East Side of Dunn Street, Bredhurst ME7 3LX was taken at this point in the meeting.

### 149/24 Police

- a. There were no crimes reported since the last meeting.
- b. Cllrs received and noted the report from PC Ben Cox asking PCs to consider funding an ANPR camera within their Parish. PC Cox suggested that Boxley and Bredhurst PC's jointly fund a camera to cover the northern part of the ward. Boxley PC declined.

**AP1: Clerk to contact PC Cox.**

### 150/24 Community Playing Field

- a. Cllrs **received** and **noted** the Safeplay reports for November.
- b. Repairs to wooden play equipment quotation **deferred** to January meeting.
- c. Following advice from the Clerk, Cllrs **unanimously agreed** to instruct Safeplay to carry out quarterly playground inspections at **£56.00** per inspection. The Clerk will carry out the monthly inspections.

**AP2: Clerk to notify Safeplay.**

- d. Other Community Field Matters. None.

### 151/24 Blacksmiths Barn

- a. Following enquiries to several companies, two quotations received for replacement CCTV system were considered. Cllr Collins proposed, seconded by Cllr Davis with all in favour to proceed with Contractor 1, Wizard Systems at a cost of **£1085.00**.

**AP3: Clerk to instruct Wizard.**

- b. No update received from Audi re the damaged road surface.
- c. Cllrs **agreed** to defer the Compliance Pack for Blacksmith Barn to the January meeting.
- d. Cllrs considered the request from Hazlitt Theatre to host an open-air theatre production of 'Wind in the Willows' on 24<sup>th</sup> August 2025 at Blacksmiths Barn. Cllrs asked if the production could go ahead without amplified speakers. Alternatively, consideration given to the use of the Village Hall.

**AP4: Clerk to contact Hazlitt Theatre.**

- e. Cllrs **agreed** a quote of **£50.00** to clear the guttering at Blacksmith Barn. Proposed by Cllr Harwood, seconded by Cllr Sharp with all in favour.

**AP5: Clerk to instruct Lucanus.**

- f. Cllrs **ratified** the purchase of Christmas lights (plus installation) at **£293.68** from budget of **£350.00**.

### 152/24 Village Maintenance

- a. Cllrs considered three quotations for the ground's maintenance contract. Decision deferred to the Clerk once invoicing terms known. Cllr Collins proposed, seconded by Cllr Davis, with all in favour.

**AP6: Clerk to contact each contractor.**

- b. Cllrs suggested and **agreed** the following maintenance projects for 2025/26:

- Railings on either side of the M2 bridge at The Street to be repainted.
- Landscaping three outbuilds in the village.
- Village bulb planting.
- Village Sign – metal frame restoration.

**AP7: Clerk to obtain quotes.**

- c. Fitzpatrick Woolmer confirmed the replacement noticeboard near the allotments would be ready from **3<sup>rd</sup> January 2025**.

**AP8: Clerk to inform Lucanus.**

- d. Cllrs considered the quotation to sand and oil noticeboard outside Green Court and oil new bench at **£130.00**. Proposed by Cllr Harwood, seconded by Cllr Collins with all in favour to proceed.

**AP9: Clerk to instruct Lucanus.**

**153/24 Planning**

- a. Cllr Jones gave an update from Lidsing Garden Development Stakeholders Steering Group meeting on 27<sup>th</sup> November 2024. The next meeting is on 15<sup>th</sup> January 2025.
- b. **24/504778/FULL** – Land on East Side of Dunn Street, Bredhurst ME7 3LX - Continued use of the land for equestrian purposes, creation of a 45m x 25m sand school with post and rail fencing.

**Cllrs agreed to recommend approval, subject to the following conditions:**

- A TPO is placed on tree T1, which the applicant is supportive of.
- The re-siting of the muck trailer so that it is further away from the public highway/footpath and residents' properties.
- No floodlights.
- Permeable surface to help drainage/run off surface water particularly close to neighbouring properties.
- Parking area to be constructed of an alternative to tarmac i.e. Grasscrete or similar.

**AP10: Clerk to respond to MBC.**

- c. **24/505041/FULL** – St Peters Church, Hurstwood Road, Bredhurst ME7 3LA – Erection of a single storey extension to WC building within the churchyard. **Cllrs recommended approval.**

**AP11: Clerk to respond to MBC.**

- d. Other planning matters. There were none.

**154/24 Finance**

- a. The financial statement and bank reconciliation for P/E 30<sup>th</sup> November 2024 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 Sharp were nominated to authorise forthcoming payments.

**Payments made out of meeting.**

Ref	Details	Amount	VAT*	Total	Auth
123	Chloe Wooldridge Ref 64-24/25 Refundable Barn Deposit	100.00		100.00	SH/RC
124	Playfix - Playground Repairs - INV 0176	635.00	127.00	762.00	SH/RC
125	Nest Pensions (Outstanding contributions for ex-Clerk, W Licence)				SH/RC
126	Harriet Smith Ref 83-24/25 Refundable Barn Deposit	60.00		60.00	SH/RC
127	Charlotte Leighton Ref 5-24/25 Refundable Barn Deposit	100.00		100.00	SH/RC
128	EDF Energy - October Invoice (In dispute)	53.72	2.69	56.41	SH/RC
129	Bytes Nov Inv. 1403359	9.64	1.93	11.57	SH/RC
130	Vannessa Jones (Christmas Lights/Barn) #42596	172.85	34.57	207.42	SH/RC
131	Every Little Nook Oct Inv. 0078	79.00		79.00	SH/RC
132	All Cooling Kent Ltd (Air Conditioning/Barn) Inv. 4193	50.00	10.00	60.00	SH/RC
133	Nicola Underwood Ref 72-24/25 Hire Refund due to power cut.	210.00		210.00	SH/RC
134	OneCom Inv. 2075663 November	36.36	7.27	43.63	SH/RC
135	(M Fooks) Clerk's Salary + Office Rental November + Expenses				SH/RC
136	HMRC - November deductions				SH/RC
137	Lucanus Services INV BPC102	100.00		100.00	SH/RC
138	UTB Service Charge (Monthly)	6.00		6.00	SH/RC

**\* VAT to be reclaimed.**



### Payments for authorising at meeting

Ref	Details	Amount	VAT*	Total	Auth
139	Safeplay Playground Services Inv. 28436	55.00	11.00	66.00	GD/CS
140	Clerk's expenses (Barn) external broom and dustpan and brush set	22.91	4.58	27.49	GD/CS
141	Forvis Mazars AGAR invoice	315.00	63.00	378.00	GD/CS
142	County Fire Protection Inv. 9176	182.79	36.56	219.35	GD/CS
143	Harriet Smith/Pauline Dudgeon Ref 95-24/25 returned Barn deposit	100.00	-	100.00	GD/CS

\* VAT to be reclaimed.

- c. **Noted** receipts and payments for the period 01/11/2024 – 30/11/2024.
- d. Cllrs considered and **unanimously agreed** to use UTB Corporate Multipay Card for BPC expenses as recommended by KCC Auditors. The cost is **£3.00** pm with an initial set up fee of **£50.00**.  
**AP12: Clerk to submit application to UTB.**
- e. Cllrs **received** and **noted** KCC Interim Audit Report Visit 1. Cllrs were pleased that many of the issues that were previously unresolved were now resolved.
- f. Cllrs **agreed** to defer setting the budget and 2025/26 precept to an extraordinary meeting on 10<sup>th</sup> January 2025 at 7pm in Blacksmith Barn.

### 155/24 Policies and Procedures

- a. Cllrs **reviewed** and **agreed** the changes to the Financial Regulations, as recommended in the KCC Interim Internal Audit report.  
**AP13: Cllr Jones to upload to website.**
- b. Cllrs **agreed** to defer the review of the General Risk Assessment/Cyber Security to January.

### 156/24 Website

Cllrs **ratified** the Clerk's decision to authorise TEEC to conduct an audit on the PC's website to ensure it is in line with government standards at a cost of **£50.00**.

### 157/24 Reports from Parish, Borough, and County Councillors (if present)

Borough Cllr Thompson's report **noted**.

### 158/24 Correspondence

Cllrs **received** and **noted** the following correspondence:

- a. December 2024 edition of My Community Voice (previously circulated).
- b. MBC Environmental Services December Newsletter (previously circulated).
- c. Email from resident regarding litter in the village.

**AP14: Clerk to respond to resident.**

### 159/24 Closed Session

Personnel matters – Details minuted separately.  
Councillor matters - Details minuted separately.

### 160/24 Close of Meeting

Meeting closed at 8.35 pm with no further business to discuss.

### 161/24 Date of Next Meeting – Friday 10<sup>th</sup> January 2025 at 7.00pm.

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..... Date..... 21/11/25 .....