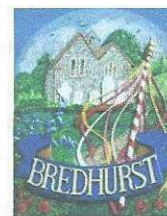


**BREDHURST PARISH COUNCIL**  
**Minutes of the Ordinary Parish Council Meeting**  
**Blacksmiths Barn**  
**Tuesday 21<sup>st</sup> January 2025 at 7.00pm**



**Present:** Cllr Vanessa Jones (Chair), Cllr Greg Davis (Vice Chair), Cllr Sue Harwood, Cllr Richard Collins, and Cllr Claire Sharp. County Cllr Sir Paul Carter (from 7.15pm)  
 Melanie Fooks – Clerk & RFO  
 Public – 1

**162/25 Apologies for Absence**

Apologies **accepted** from Cllr Gooda. Borough Cllr Thompson also sent apologies. Cllrs were informed that Cllr Gooda had resigned. They thanked him for his assistance during his time as a Parish Councillor. A Notice of Vacancy has been sent to MBC for approval to advertise the post.

**163/25 Declarations of Interest**

None.

**164/25 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.

**165/25 Minutes of the 11<sup>th</sup> December 2024 Parish Council Meeting and the Closed Session.**

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

**166/25 Matters Arising (for information only)**

**Action Points from 11-12-24**

Action Points	Actions	Clerk or Cllr	Completed or Agenda Item on 21/01/25
AP1	Contact PC Ben Cox re-funding of an ANPR camera.	Clerk	In progress
AP2	Notify Safeplay re quarterly Playground Inspections	Clerk	Completed
AP3	Instruct Wizard to install new CCTV system	Clerk	169d
AP4	Contact Hazlitt Theatre re Wind in the Willows	Clerk	Completed
AP5	Instruct Lucanus to clear the guttering at Blacksmith Barn	Clerk	Completed
AP6	Contact contractors re invoicing terms for the Grounds Maintenance contract.	Clerk	170a
AP7	Obtain quotes for village projects for 2025/26 budget	Clerk	173e
AP8	Inform Lucanus when the Noticeboard is ready to collect.	Clerk	Completed
AP9	Instruct Lucanus to oil bench and noticeboard.	Clerk	Completed
AP10	Submit response to MBC re application 24/504778/FULL	Clerk	Completed
AP11	Submit response to MBC re application 24/505041/FULL	Clerk	Completed
AP12	Submit application to UTB for Corporate Multipay card	Clerk	Ongoing
AP13	Upload revised Financial Regulations to PC Website	Cllr Jones	Completed
AP14	Respond to resident regarding litter in the village	Clerk	Completed
AP15	Write to Headteacher of Bredhurst Primary School regarding the installation of yellow lines.	Clerk	Completed

**Public Open Session**

**167/25 Police**

- There were no crimes reported since the last meeting.
- PC Ben Cox and PC Neil Denney will hold a Police Surgery in Blacksmiths Barn in February for residents to drop in for crime prevention advice, report concerns or pass on information. The Clerk will advertise once date has been agreed.

**AP1: Clerk to advertise Police Surgery.**



**168/25 Community Playing Field**

- a. Cllrs **received** and **noted** the December's Safeplay reports. No issues raised.
- b. It was **agreed** the Clerk and Cllr Sharp would attend the KALC / ROSPA Play Park Inspections Training course in Singleton on the **12<sup>th</sup> May 2025** at a cost of **£70.00** per person.

**AP2: Clerk to book course with KALC.**

**169/25 Blacksmiths Barn**

- a. No update has been received from Audi re the damaged road surface at Blacksmith Court. Cllrs **agreed** to close the matter as the spillage is no longer visible.
- b. The Clerk has not received any further contact from the contractor regarding the Blacksmith Barn Compliance Pack. Cllrs **agreed** the Clerk would take over this project and produce the necessary documentation.

**AP3: Clerk to produce compliance documents.**

- c. Cllrs reviewed Blacksmith Barn Hire Rates. Cllr Davis proposed, seconded by Cllr Collins with all in favour to increase resident/affiliated rate to £16.50ph and commercial/non-affiliated to £22.00ph with effect from 1<sup>st</sup> April 25.

**AP4: Clerk to inform hirers and update conditions of hire policy.**

- d. Wizard have ordered CCTV equipment and will provide the installation date to the Clerk.

**170/25 Village Maintenance**

- a. Cllrs ratified the Clerk's decisions regarding the grounds maintenance contract to proceed with Three Counties with effect from 1<sup>st</sup> April 25. Proposed by Cllr Sharp, seconded by Cllr Collins with all in favour. Notification of termination has been sent to Landscape Services.
- b. The new noticeboard at the allotments has now been installed.
- c. A quote has been received to survey the overhanging trees at the allotments. As the trees are in private ownership, Cllrs asked the Clerk to contact the landowner to ask if they wanted a survey to be carried out at their expense.

**AP5: Clerk to contact landowner.**

**171/25 Planning**

- a. Cllrs Jones and Harwood gave an update from Lidsing Garden Development Stakeholders Steering Group meeting held on 15<sup>th</sup> January 2025. There is a tight timetable for the completion of the Supplementary Planning Document (SPD), which underpins the Local Plan and will influence future planning applications. There will be public consultation events during May to July, with the final SPD being adopted in October. The first planning applications are expected November onwards. MBC have commissioned Stantec to look at various data for the scheme. It was suggested that BPC writes to Sir Paul Carter asking that KCC also employs a company to provide impartial data analysis.

**AP6: Clerk to write to Sir Paul Carter**

- b. 24/502769/FULL Land Northeast Of Redwood Glade Bredhurst Kent ME7 3JX. Deferred to Planning Committee on 16<sup>th</sup> January 2025 with recommendation for approval, the decision was deferred.

**172/25 IT/Website**

- a. Further to consulting with Cllrs out of meeting, Cllrs **ratified** the Clerk's decision to instruct TEEC to purchase a new GOV.UK domain name at a cost of **£30.00 pa**. Proposed by Cllr Davis, seconded by Cllr Sharp with all in favour.
- b. Further to consulting with Cllrs out of meeting, Cllrs **ratified** the Clerk's decision to employ BCTec Ltd to provide new email accounts for the GOV.UK domain name for the Clerk and Cllrs and to provide IT support and back up services to the Parish Council at an annual cost of **£779.00. £165.00** per quarter for support will only be charged if it is needed. There is a one-off cost for transferring files and installing new domain name and emails etc. of approximately **£150.00**. Proposed by Cllr Sharp, seconded by Cllr Harwood with all in favour.



## 173/25 Finance

- a. The financial statement and bank reconciliation for P/E 31<sup>st</sup> December 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
144	Mike Searley (Grass Cutting/Leaf Clearance/cut back vegetation) Minute 133/24b	70.00		70.00	GD/CS
145	Commercial Services - (Grounds Maintenance Apr-Jun)	890.11	178.02	1068.13	GD/CS
146	Kent County Council Internal Audit Visit 1 INV900203914	386.00	77.20	463.20	GD/CS
147	Savills Q4 Playing Field Lease – Inv. 969359	137.50		137.50	GD/CS
148	TEEC WCAG Website Audit Inv-5160	50.00	10.00	60.00	GD/CS
149	Every Little Nook Invoices 81/82 Nov & Dec	95.00		95.00	GD/CS
150	Bytes December Inv. 1428305	9.64	1.93	11.57	GD/CS
151	(M Fooks) Clerks Salary + Office Rental December				GD/CS
152	HMRC - December deductions				GD/CS
153	OneCom - December Inv. 7421249	36.36	7.27	43.63	GD/CS
154	UTB Service Charge (Monthly - December)	6.00		6.00	SH/RC

\* VAT to be reclaimed.

### Payments for authorising at meeting

Ref	Details	Amount	VAT*	Total	Auth
155	Business Stream Allotment Water Bill Inv. 6728838 DD	7.95	-	7.95	
156	CPRE (Annual Membership) DD	36.00	-	36.00	
157	Managed Technology - Printer Invoice 218798	167.25	33.45	200.70	
158	TEEC GOV.UK Domain Inv. 5177	30.00	6.00	36.00	
159	Mike Searley – Blacksmith Barn Redecoration	466.00		466.00	
160	BCTec Ltd – Invoice 29182 Initial IT Consultation	36.85	7.37	44.22	
161	M Fooks (Currys Business) Inv. 18924755 Printer + Ink	110.82	22.17	132.99	
162	Safeplay December Inv. 28857	55.00	11.00	66.00	
163	Commercial Services (July/Aug/Sept) Grounds Maintenance	127.16	25.43	152.59	
164	Leigh Day Fees & Counsel Fees Inv. 123148	2200.00	200.00	2400.00	
165	Lucanus Services Invoice BPC103 Noticeboard Installation	263.50	-	263.50	
166	OneCom January Invoice 7463225	36.36	7.27	43.63	
167	Bytes January Invoice 1440412	9.64	1.93	11.57	
168	Rachel Ford - January Gardening Invoice 2hrs	55.00	-	55.00	

\* VAT to be reclaimed.

- c. **Noted** receipts and payments for the period 01/12/2024 – 30/12/2024.
- d. Cllrs **received** and **agreed** the Quarter 3 budget monitoring report.
- e. Cllrs **considered** the proposed budget for 2025-2026 at **£35,274** which is a 9% increase on 2024-2025 budget mainly due to:
  - Government changes to employer NI contributions and pension provisions.
  - Training budget increased to cover additional training for Cllrs and the CiLCA qualification for the Clerk.
  - Increased Ground Maintenance costs.
  - IT services now required.
  - Village improvement projects.

Cllr Collins proposed, seconded by Cllr Sharp to agree the budget with all in favour.

- f. Cllrs considered the options for the 2025-2026 Precept. Proposed by Cllr Sharp, seconded by Cllr Davis with all in favour not to increase the Precept and to keep it at the 2024-2025 rate of **£32,327**. The Clerk explained the shortfall of funds will be covered from the general reserves.

**AP7: The Clerk to submit Precept Application to MBC.**

- g. The Clerk confirmed the VAT claim for Quarters 2 and 3 for **£2800.91** had been submitted to HMRC.

**174/25 Policies and Procedures**

- a. General Risk Assessment (addition of cyber security). Deferred to March.  
b. Cllrs **received** and **agreed** the new Meeting Attendance Policy.

**AP8: Cllr Jones to upload to the website.**

**175/25 Consultations**

Cllrs received and noted the following consultations

- a. English Devolution White Paper  
b. KCC consultation – Amendment 7: Waiting Restrictions – DYL's Fir Tree Grove and Hurstwood Road. Consultation closes 3<sup>rd</sup> February 2025. Cllr Jones confirmed that parents may use the Village Hall car park for morning parking and has approached St Peter's asking if parents could use the Church car park for afternoon parking.

**AP9: Clerk to write to the school and St Peter's.**

**176/25 Reports from Parish, Borough, and County Councillors (if present)**

County Cllr Sir Paul Carter gave a verbal report.

**177/25 Correspondence**

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

- a. KALC Newsletter

**178/25 Closed Session**

Personnel matters – Details minuted separately.

**179/25 Close of Meeting**

Meeting closed at 8.28 pm with no further business to discuss.

**180/25 Date of Next Meeting – Wednesday 12<sup>th</sup> March 2025 at 7.00pm.**

Signed.......... Date.....12/3/25.....