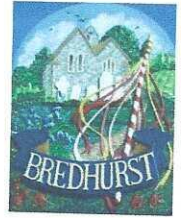


**BREDHURST PARISH COUNCIL**  
**Minutes of the Ordinary Parish Council Meeting**  
**Blacksmiths Barn**  
**Wednesday 12<sup>th</sup> March 2025 at 7.00pm**



**Present:** Cllr Vanessa Jones (Chair), Cllr Greg Davis (Vice Chair), Cllr Sue Harwood, Cllr Richard Collins, and Cllr Toby Rowe (after item 183/25).  
 Melanie Fooks – Clerk & RFO  
 Public – 4

**181/25 Apologies for Absence**

Apologies **accepted** from Cllr Sharp and Cllr Fifield. Borough Cllr Thompson also sent apologies. Cllrs were informed that Cllr Fifield 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.

**182/25 Declarations of Interest**

Cllr Richard Collins declared a non-pecuniary interest in item 191(E) planning application 25/500859/FULL as he is a neighbour. Cllr Jones declared a non-pecuniary interest in item 191(b) planning application 24/505331/FULL.

**183/25 Co-option of Parish Councillor**

Cllrs received Toby Rowe's resumé and his reasons for wanting to become a councillor. All Councillors **unanimously agreed** for him to join the Parish Council.

**184/25 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 Harwood.

**185/25 Minutes of the 21<sup>st</sup> January 2025 Parish Council Meeting**

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

The Chair used her power to move item 191(b) to this point in the meeting as the applicants had attended the meeting to explain their application.

**186/25 Matters Arising (for information only)**  
**Action Points from 21-01-25**

Action Points	Actions	Clerk or Cllr	Completed or Agenda Item on 12/03/25
AP1	To advertise Police Surgery	Clerk	<b>Completed</b>
AP2	To book Playground Inspection Course	Clerk	<b>Completed</b>
AP3	To produce compliance documents for Blacksmith Barn	Clerk	<b>In progress</b>
AP4	To inform hirers and update conditions of hire policy of hire rate increase from 1 <sup>st</sup> April 2025.	Clerk	<b>Completed</b>
AP5	To contact Landowner regarding overhanging trees at allotments	Clerk	<b>In progress</b>
AP6	To write to Sir Paul Carter regarding KCC employing a company to provide impartial data analysis for the Lidsing Garden Development	Clerk	<b>Completed</b>
AP7	To submit Precept Application to MBC	Clerk	<b>Completed</b>
AP8	Upload Meeting Attendance Policy to website	Cllr Jones	<b>Completed</b>
AP9	Write to School and St Peter's Church regarding parking during school drop off and pick up times	Clerk	<b>Completed</b>
AP10	To write to Headteacher of Bredhurst Primary School regarding the installation of yellow lines nearer the time of installation	Clerk	<b>Completed</b>



- d. **Planning Application [25/500606/NMAMD](#)** - 1 Yew Tree Place, The Street Bredhurst ME7 3LJ. Non-Material Amendment to 24/501068/FULL: Erection of a single storey rear extension, relocation of front door to the side elevation and installation of rooflight. Erection of a single storey disabled compliant annexe at the rear of the back garden ancillary to the main dwelling. - Amending the approved annexe roof from pitched roof to flat roof. **Noted.**
- e. **Planning Application [25/500859/FULL](#)** - Meadow View The Street Bredhurst Kent ME7 3LG. Erection of single storey rear and side extensions and changes to fenestration. **Cllrs agreed to recommend approval.**

**AP4: Clerk to submit comments to MBC.**

## 192/25 IT/Website

- a. Cllrs unanimously **agreed** to renew the bredhurstpc.org.uk domain for a further year to allow traffic to be redirected to the new gov.uk domain at a cost of **£30.00 pa.**
- AP5: Clerk to instruct TEEC.**
- b. The Clerk gave a verbal update on the transfer of domain name and email addresses for the Clerk and Cllrs.

## 193/25 Finance

- a. The financial statement and bank reconciliation for P/E 31<sup>st</sup> January 2025 and 28<sup>th</sup> February 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 Collins and Harwood were nominated to authorise forthcoming payments. It was agreed that Cllr Toby Rowe should be added to UTB's list of signatories.

### Payments made out of meeting.

Ref	Details	Amount	VAT*	Total	Auth
169	UTB Service Charge (Monthly January)	6.00		6.00	GD/CS
170	Clerk's Salary + Office Rental January				GD/CS
171	HMRC – January deductions				GD/CS
172	Spooners Glass – Barn Door Stays	50.00	10.00	60.00	GD/CS
173	Every Little Nook Invoice 86 January	72.00	-	72.00	GD/CS
174	Safeplay Quarterly Play Inspection (January)	56.00	11.20	67.20	GD/CS
175	Bytes February Inv. 1458428	9.64	1.93	11.57	GD/CS
176	(OneCom February Inv. 7500143	36.36	7.27	43.63	GD/CS
177	Clerk's Salary + Office Rental (February)				GD/CS
178	HMRC – February deductions				GD/CS
179	UTB Service Charge (Monthly – February)	6.00		6.00	GD/SH
180	Shelley Dudley – Returned Barn Deposit Ref 98-24/25	100.00		100.00	GD/SH
181	Zoe Stacey – Returned Barn Deposit Ref 116-24/25	100.00		100.00	GD/SH

**\* VAT to be reclaimed.**

### Payments for authorising at meeting.

Ref	Details	Amount	VAT*	Total	Auth
182	BCTec Ltd – Invoice 29503 Tech Support - Jan 25	55.00	11.00	66.00	RC/SH
183	Wizard Systems – CCTV Upgrade 235/BRED/02/25	700.00	140.00	840.00	RC/SH
184	EDF Energy Electricity Blacksmith Barn Oct - Jan	1326.30	66.32	1392.62	RC/SH
185	KALC Play Park Inspection Training Course 12/5/25	140.00	28.00	168.00	RC/SH
186	Vanessa Jones (Paper for Lidsing Consultation Leaflets) Refreshments for Lidsing Drop-in Sessions	55.98	-	55.98	RC/SH
187	BCTec Ltd Invoice – Tech Support – Feb 25	348.15	69.63	417.78	RC/SH
188	GB Sports and Leisure – Aerial Runway Pendulum Seat	20.00	4.00	24.00	RC/SH

**\* VAT to be reclaimed.**

**AP6: Clerk to contact UTB to update list.**

- c. **Noted** receipts and payments for the period 01/01/2025 – 28/02/2025



## Public Open Session

### 187/25 Police

- a. There were no crimes reported since the last meeting. The crime level in Bredhurst is very low.
- b. Cllr Jones gave an update from the online ANPR meeting that both her and the Clerk attended. More locations are required in Boxley PC area, not Bredhurst.
- c. The Police Surgery was held on 28<sup>th</sup> February with PC's Ben Cox and Neil Denney, PSCO's John and Tanya along with the community enforcement team from MBC. Many residents attended. The main concerns were speeding traffic, traffic not giving way, vehicles ignoring painted traffic calming build outs. A recent speed check resulted in several tickets being issued and one possible prosecution as the speed was recorded at 40mph, double the speed limit. There will be more speed checks in the village in the near future.

### 188/25 Community Playing Field

- a. Cllrs **received** and **noted** Safeplay's quarterly safety report and the Clerk's February inspection. Safeplay's report indicated that the chains on the Aerial Runway Pendulum Seat were wearing and required replacing. The Clerk's inspection could not find an issue with the chains but did find the pendulum seat needed replacing. After consulting with Cllrs out of meeting Cllrs **ratified** the Clerk's decision to purchase the seat and chains at a cost of £97.00 + VAT. The set that was delivered was not the same as the previous set and, on closer inspection it is only the seat that needs replacing. Cllrs unanimously agreed for the Clerk to return the set, pay the costs of delivery (£24.00) and purchase the seat from an alternative supplier.
- b. The Clerk informed Cllrs that from her recent inspection the play area there are a few issues.
  - The picnic table inside play area needs the concrete base replaced.
  - Equipment requires cleaning.
  - A general tidy up.

**AP1: The Clerk to return equipment to GB Sports & Leisure. Purchase a pendulum seat.**

**AP2: Clerk to obtain a quote for replacing the concrete base and for cleaning the equipment.**

### 189/25 Blacksmiths Barn

- a. Cllrs noted the CCTV equipment had been installed; a new monitor was not required as the power cable on the existing monitor was replaced. The CCTV app has been installed on the Clerk's mobile, laptop and may be installed on Cllr Jones laptop/mobile at a later date.
- b. The Clerk notified Cllrs the rates bill for Blacksmith barn has been received with no cost to the Parish Council as it is eligible for small business rate relief.

### 190/25 Village Maintenance

- a. The Clerk reported that there was a lot of litter on the verges throughout Bredhurst and that various areas could benefit from a general tidy up. It was suggested a Village clean-up day in conjunction with national Spring Clean-up should be organised and circulated to residents.

**AP3: Clerk to check dates with councillors and circulate to residents.**

### 191/25 Planning

- a. Cllrs Jones and Harwood gave an update from the recent Lidsing Garden Development Stakeholders Steering Group meeting.
- b. **Planning Application [24/505331/FULL](#)** Manor Farm, Dunn Street, Bredhurst ME7 3ND. Demolition of existing stable building and removal of 3no. existing containers and erection of 2no.new buildings for use within class E(g) (ii) and (iii) together with provision of parking. **Cllrs agreed to recommend approval.**
- c. **Planning Application [25/500607/FULL](#)** - The Bell, The Street, Bredhurst ME7 3JY. Replacement of rear entrance door and alterations to the gable end roof above it. Replacement of ground floor windows to rear. Installation and replacement of wall lights, new timber posts and festoon lights. External decorations and internal alterations. **Cllrs agreed to recommend approval.**

- d. Cllrs **received** the Clerk's report regarding appointing an internal auditor for 2025/26 audit. It was proposed by Cllr Collins, seconded by Cllr Harwood with all in favour to appoint KCC once again at a cost of £802.00 an increase of 4% on the 24/25 audit.
- e. The Clerk confirmed the VAT claim for Quarters 2 and 3 for **£2800.91** had been received.
- f. The Clerk advised Cllrs that the PC's application for a Corporate Multipay Card has been delayed due to a backlog. As a gesture of goodwill UTB has agreed to waiver the application fee of £50.00.

**194/25 Policies and Procedures**

- a. General Risk Assessment (addition of cyber security). Proposed by Cllr Harwood, seconded by Cllr Davis to adopt subject to Cllr Rowe's comments, and to be uploaded to the PC's website.  
**AP7: Clerk to email policy to Cllr Rowe and then to Cllr Jones to update website.**

**195/25 Consultations**

Cllrs **received** and **noted** the following consultations.

- a. Kent Minerals and Waste Local Plan 2024-39 - [Inspectors Report](#)
- b. Kent and Medway Local Nature Recovery Strategy – [Public Consultation](#)
- c. A229 Blue Bell Hill Improvement Scheme [Public Consultation](#)

**196/25 Reports from Parish, Borough, and County Councillors (if present)**

Borough Cllr Stephen Thompson written report was **received** and **noted**.

**197/25 Correspondence**

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

- a. KALC Newsletter.
- b. Maidstone KALC Draft Minutes – 24 February Meeting. It was confirmed the next meeting was on 31<sup>st</sup> March 2025.
- c. [PCC's Winter Newsletter](#)

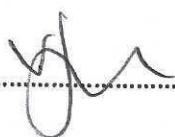
**198/25 Closed Session**

Personnel matters – Details minuted separately.

**199/25 Close of Meeting**

Meeting closed at 8.30 pm with no further business to discuss.

**200/25 Date of Next Meeting – Wednesday 9<sup>th</sup> April 2025 at 7.00pm.**

Signed.....  ..... Date..... 9/4/25 .....