

BREDHURST PARISH COUNCIL
Minutes of the Ordinary Parish Council Meeting
Blacksmiths Barn
Thursday 17th July 2025 at 7.00pm



Present: Cllr Vanessa Jones (Chair), Cllr Greg Davis (Vice Chair), Cllr Richard Collins, Cllr Sue Harwood, Cllr Ian Hopson, Cllr Toby Rowe and Cllr Claire Sharp from 8.33pm.
 Melanie Fooks – Clerk & RFO
 Public – 6

265/25 Apologies for Absence

Apologies **accepted** from Leader of MBC Stuart Jeffrey and Borough Cllr Stephen Thompson.

266/25 Declarations of Interest

Cllr Rowe declared an interest in Item 275c Planning Application 25/502661 as he is a neighbour. Cllr Jones declared an interest in item 283b Future Management of Bredhurst Village Hall as she is Chair of Trustees, Bredhurst Village Hall Charity.

267/25 Motion to exclude the press and public from the meeting for all items in the Closed Session.

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

268/25 Minutes of the 11th June 2025 Parish Council Meeting and Closed Session.

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

269/25 Matters Arising (for information only)

Action Points from 11-06-25

Action Points	Actions	Clerk or Cllr	Completed or Agenda Item on 17/07/25
AP1	Re-siting picnic bench. Cllrs to visit playground.	Cllrs/Clerk	Item 271b
AP2	Instruct Lucanus Services to install Salt Bin	Clerk	Completed
AP3	Purchase pressure washer and equipment.	Clerk	In progress
AP4	Publish Exercise of Public Rights notice	Clerk	Completed
AP5	Obtain Barn gate and fencing quote for asset register.	Clerk	Completed
AP6	Contact Scribe to negotiate a more favourable fee.	Cllr Rowe	Item 276g
AP7	Submit updated HIP to KCC.	Clerk	Item 278a
AP8	Circulate Speed Watch poster to residents	Clerk/Cllrs	Completed
AP9	Facilitate meeting re School parking issues.	Clerk	Item 274

The Chair, with Cllrs agreement moved Item 275c Planning Application 25/502661 before the open session as the applicant had attended the meeting to answer any questions.

There were no questions during the public session

270/25 Police

- a. There were no crimes reported via [Kent Police](#) or via [ewatch.co.uk](#)
- b. The Clerk informed Cllrs a resident had reported a broken-down truck in Dunn Street Road to the Police. The license plate and MOT were not in date. The vehicle is known to police who are investigating further. Please report any suspicious activity or vehicles via 101.

271/25 Community Playing Field

- a. Cllrs **received** and **noted** weekly inspection reports for June/July. The quarterly inspection had also been received along with the annual inspection by RoSPA.
 Actions required from these reports include:
 - Missing caps on multiplay equipment and wooden play equipment.
 - Tighten supports in head blocks on junior swings.

- Shrinkage of safety surface around the edges of the junior swings. Re-glue, fill gaps and joints.
- Recommend replacing shackles for the junior swings.
- Wear on shackles on toddler swings, check and replace if necessary.
- Some chain wear on toddler swings, monitor and replace when 40% worn.
- Replace timber stepping posts due to decay and hollowing as highlighted.
- Tighten loose bolts on Playdale agility trim trail.

AP1 Clerk to organise repairs and provide costings to Cllrs for approval out of meeting.

- Cllrs agreed to delay the decision for re-siting the picnic bench inside of the playground as this has not been identified in either the quarterly or annual inspection reports as needing attention. The Clerk advised the playground budget will be used for repairing the safety surface which has been identified for repair. The picnic bench will continue to be monitored and considered for next year's budget.

AP2: Clerk to consider work in 26/27 budget.

272/25 Blacksmiths Barn

- The Clerk confirmed she had submitted information to the Valuation Office regarding the value of the barn which determines if the Parish Council must pay rates. This process is carried out approximately every 2 years. The Parish Council currently does not pay business rates. **Noted.**
- Cllrs **ratified** the Clerk's decision after consulting with Cllrs out of meeting to **agree** the final cost of **£218.00** for installing the salt bin at Blacksmiths Barn. Proposed by Cllr Jones, seconded by Cllr Rowe with all in favour.
- The Clerk gave an update on recent bookings at the Barn.
- A new Pilates class will start in September (Thursday evenings/Wednesday afternoons). **Noted.**

273/25 Village Maintenance

- Cllrs **ratified** the Clerk's decision after consulting with Cllrs out of meeting to approve the additional cost of **£75.00** for oiling the bench and allotment noticeboard. Proposed by Cllr Collins, seconded by Cllr Davis with all in favour.
- Cllr Davis asked that the area around the bench be swept, and the newly laid turf be cut. Cllrs asked the Clerk to arrange with Mike Searley.

AP3: Clerk to contact Mike Searley.

274/25 School Parking Issues

A meeting was held on 3rd July at Blacksmiths Barn with representatives from Bredhurst School, St Peter's Church, Bredhurst Village Hall, Church Charity Shop, The Bell, affected residents and the Parish Council to see if issues with parking at school drop off and pick up times could be resolved. Points of view were put forward and discussed and the outcome was:

- Bredhurst School to advise parents to use The Bell car park.
- Bredhurst School to inform parents that the Village Hall Car Park is private and is for the use of Hall hirers. It must not be used by parents at drop off/pick up times.
- Look at possibly installing white lines to give a safer access route from The Bell car park to the pedestrian crossing. However, the ownership of the land could be problematic.
- Staff at Bredhurst School will continue to monitor parking outside their premises.

275/25 Planning

- Lidsing Garden Development / Strategic Sites SPD's Stakeholders Steering Group. Cllrs Jones confirmed the next meeting was on 22nd July.
- [25/502166/FULL](#) - Creation of 15MW Solar Farm (including cable route from site to point of connection) comprising 2.6m high solar panels, 6no. inverter stations, 3no. storage containers (spares, comms and welfare), 1no. transformer, substation, private switchgear, DNO switchgear, 2.2m high fencing, 40no. 4.5m high CCTV poles, access tracks, lighting, and temporary construction compound. Harp Farm Harp Farm Road Boxley Kent ME14 3ED. **Object.**

- c. [25/502661/FULL](#) - Demolition of existing conservatory and rear extension. Erection of a single storey full length rear extension, extending the pitched roof over onto the extension to create a loft conversion with gable dormer to front and gable dormer to back with a Juliet balcony and hipped gables to the side including insertion of 10 roof lights. The Lodge Forge Lane Bredhurst Kent ME7 3JW. **Approve.**
- d. **Future of the (formerly known) Kings Ferry Park and Ride site.** A recent County Court decision dismissed Medway Council's attempt to evict Romani Gypsy Families. The following week, a Government Inspector found in favour of the applicants and against Medway Council's decision to turn down an application to make the site permanent. The full article can be found [here](#). Medway Council are considering if there are other options available.
- e. Medway Local Plan – [Reg 19 Consultation](#). **Deadline 11th August 2025.** Cllr Jones encouraged Cllrs and residents to respond to this consultation which shows all of the Capstone Valley, except the Country Park, being put forward for development. Pages 273 – 277 of [Reg 19 Document](#) of the Medway Local Plan Para 2041, shows the proposed developments.
AP4: Clerk to draft a response and circulate to Cllrs.
- f. Other planning matters. There were none.

276/25 Finance

- a. The financial statement and bank reconciliation for P/E 30th June 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 Davis and Rowe were nominated to authorise forthcoming payments.

Payments made out of meeting.

Ref	Details	Amount	VAT*	Total	Auth
52	Lloyds Corporate Multipay Card (refreshments for AMP in May)	13.95		13.95	RC/SH
53	BCTec Ltd Invoices 30740/30786 365 Microsoft Subs	34.40	6.88	41.28	RC/SH
54	Commercial Services C199887	326.98	65.40	392.38	RC/SH
55	Wizard Systems - Box Alarm Fobs Blacksmith Barn	23.33	4.67	28.00	RC/SH
56	Savills Qtr. 2 Playing Field Rent	137.50	-	137.50	RC/SH
57	Yve Pratt - Returned Barn Deposit 41-25/26	100.00	-	100.00	RC/SH
58	Cllr Jones - Plants for Blacksmith Barn	87.50	17.50	105.00	RC/SH
59	OneCom Ltd - Invoice 7581688 - May	38.69	7.74	46.43	RC/SH
60	M Fooks Salary + Office Rental - June				RC/SH
61	UTB Service Charge (Monthly)	6.00	-	6.00	RC/SH
62	Nest Pensions - June Contribution		-		RC/SH
63	HMRC Contributions June				RC/SH
64	Three Counties Contracts Invoices 7366/7428/7488 Apr/May/June - Grounds Maintenance	1250.00	250.00	1500.00	RC/SH
65	Hannah Wright - Returned Barn Deposit 66-24/25	100.00	-	100.00	RC/SH
66	Scottish Water – Barn - Apr to Jun 27864165	27.53	-	27.53	RC/SH
67	Lucanus Services – Oiling Bench and Noticeboard Installation of Salt Grit bin	75.00 218.00	- -	75.00 218.00	RC/SH
68	Every Little Nook Inv00111 – June invoice	97.00	-	97.00	RC/SH
69	Managed Technology – BPC Printer Dec – Jun 25	128.00	25.60	153.60	RC/SH
70	MBC – Allotment land rent	£5.00	-	£5.00	RC/SH
71	Maycee Campbell – Returned Barn Deposit 50-25/26	100.00	-	100.00	RC/SH
72	Lloyds Corporate Multipay Card Direct Debit	472.50	10.84	483.34	

* VAT to be reclaimed.

Payments for authorising at meeting.

Ref	Details	Amount	VAT*	Total	Auth
73	Wizard Systems – Barn Alarm Annual Service	91.67	18.33	110.00	
74	Rachel Ford – June Gardening 8 hours	220.00	-	220.00	
75	RoSPA Annual Play Inspection	84.00	16.80	100.80	

* VAT to be reclaimed.

- c. **Received** and **accepted** Lloyds Corporate Multipay Card Expenditure for May, June and July.
 - d. **Noted** receipts and payments for the period 01/06/2025 - 30/06/2025.
 - e. Cllrs received and approved the Q1 budget for 2025/26. The Clerk identified shortfalls in certain cost codes and Cllrs unanimously agreed the following:
 - **Clerk's Pension** at Q1 59% of the budget has been spent. It was agreed to reduce the Clerk's salary budget which currently contains her pension contributions but to increase the pension cost code by the same amount.
 - **Mileage** is at 55%, due to Cllr and Clerk training. It was agreed to increase budget to £100.00.
 - **Miscellaneous/Sundries** there is no budget. It was agreed to set a budget of £50.00.
 - **Accounting Software** – it was agreed to increase budget to £600.00 to cover Scribe Accounts costs.
 - **Playground Maintenance** – It was agreed to keep the budget at £2000 and defer the re-siting of the picnic bench until next year.
 - f. **Agreed** the SLCC membership at £190.00 pa.
 - g. Cllr Rowe confirmed Scribe Accounting have offered two discount options:
 - **Option 1** - £50 discount off joining fee of £299.00 + £37.00 per month.
 - **Option 2** – 10% discount off monthly subscription if the PC signs up for 3 years and pays up front. Cllr Jones proposed, seconded by Cllr Davis, with all in favour to progress with option 1.
- AP5: Clerk to contact Scribe.**

277/25 Policies and Procedures

- a. Blacksmiths Barn Health & Safety Policies and Procedures. The Clerk confirmed these were almost complete. Cllr Davis to check and liaise with the Clerk. Once agreed, these would be circulated to Cllrs for approval.

AP6: Clerk to circulate policies and procedures to Cllrs.

- b. Allotment Allocation Procedure and Tenancy Agreement. **Agreed and adopted.**

278/25 Highways & Byways

- a. The Highways Improvement Plan has been updated and KCC have acknowledged the additions. The HIP contact has now left KCC. His replacement has not yet been announced.
- b. Traffic surveys were carried out in the area in conjunction with Boxley PC between 1st – 8th July. The surveys in Bredhurst were carried out in Forge Lane and The Street to monitor the volume and speed of traffic. An analysis of the data to be given at the next PC meeting.

279/25 Consultations/Surveys

- a. Local Government Reorganisation Survey – Deadline 21st July 2025. It was agreed that the Clerk and Cllr Jones would respond to this survey which has been conducted by KALC to seek the views of Parish Councils on how they feel the LGR will affect them and their residents.

AP7: Clerk and Cllr Jones to submit response.

- b. [National Highways/Transport Survey 2025-26](#). Deadline 28th February 2026. Cllrs and residents were encouraged to give their views on this survey.

280/25 Councillor/Clerk Training

The Clerk confirmed that she had finished her CiLCA training with KALC having attended 5 sessions covering 30 learning outcomes. She confirmed she would be enrolled on the August 2025 intake and will have a year to complete and submit 30 learning outcomes.

281/25 Reports from Parish, Borough, and County Councillors (if present)

- a. Cllr Jones attended the quarterly MBC Cluster Meeting with a Maidstone Police Inspector, MBC Head of Community Protection and MBC Head of Waste Crime. Cllr Jones explained that there are incidences happening in Bredhurst, but the Police are concerned as they are not being reported directly to them. Typical issues for the village are the illegal use of motorbikes and e-scooters and

burning of commercial waste. It was agreed that Cllr Jones would circulate the meeting slides so that the Clerk can prepare a reminder to residents on how to report issues.

AP8: Clerk to circulate information.

- b. Cllr Jones attended the MBC/KCC Joint Transportation Board. This deals with major transport developments within Maidstone.

282/25 Correspondence

- a. The Parish Council has received several complaints regarding parking issues near the school and the Village Hall car park. Each complaint has been responded to, but one complainant repeatedly sent complaints on the same matter. In accordance with the PCs policy the complainant has been advised that further correspondence on the same issue will be treated as vexatious and the PC will not enter into further communication.
- b. A request from a resident for PC minutes from 2016-2022 regarding the ownership of fencing has been received. The Clerk has advised the minutes for the period in question are in the public domain and can be accessed via the Parish Council's website.

283/25 Closed Session

- a. Personnel matters – Details minuted separately.
- b. Future management of Bredhurst Village Hall – Details minuted separately.

284/25 Close of Meeting

Meeting closed at 9.05pm with no further business to discuss.

285/25 Date of Next Meeting – Wednesday 10th September 2025 at 7.00pm

Signed..... Date.....