

BREDHURST PARISH COUNCIL
Minutes of the Ordinary Parish Council Meeting
Blacksmiths Barn
Wednesday 8th October 2025 at 7.00pm



Present: Cllr Vanessa Jones (Chair), Cllr Greg Davis (Vice Chair), Cllr Richard Collins, Cllr Sue Harwood, Cllr Ian Hopson, and Cllr Claire Sharp.
 Melanie Fooks – Clerk & RFO
 Public - 2

307/25 Apologies for Absence

Apologies **accepted** from Cllr Rowe and MBC Cllr Thompson. No apologies from KCC Cllr Dixon.

308/25 Declarations of Interest

None.

309/25 Motion to exclude the press and public from all items in the Closed Session.

Cllr Davis proposed, seconded by Cllr Collins, **agreed** by all Cllrs.

310/25 Minutes of the 10th September 2025 Parish Council Meeting and Closed Session.

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

311/25 Matters Arising (for information only)

Action Points from 10-09-25

Action Points	Actions	Clerk or Cllr	Completed or Agenda Item on 08/10/25
AP1	To complete MBC Parks and Open Spaces Survey requesting funding for safety surface under junior swings and re positioning of picnic bench.	Clerk	Completed
AP2	Instruct Lucanus Services to cut holly by charity shop.	Clerk	Completed
AP3	Instruct Wellers Law Firm to act on behalf of BPC re BVH Lease.	Clerk	Completed
AP4	Contact CAF Bank re switch to UTB Bank.	Cllr Jones	Item 315c
AP5	Contact Hoods Tree Services to quote for a second opinion on Horse Chestnut tree outside Green Court.	Clerk	Completed
AP6	Instruct Lucanus Services to refurbish noticeboard outside Green Court.	Clerk	Completed
AP7	Consult with residents on planning application for Land rear of Forge Lodge, Forge Lane.	Clerk	Item 317b
AP8	Circulate to Cllrs compliance documents for both Blacksmith Barn and Bredhurst Village Hall.	Clerk	Ongoing

There was a short public session.

312/25 Police

- a. There have been 3 crimes reported in August via the [Kent Police](#) 1 anti-social behaviour , 1 theft, and 1 public order There were no crimes during September reported via [ewatch.co.uk](#).
- b. There will be a Police Surgery in Bredhurst Village Hall on 1st November between 9am – 10am.

313/25 Community Playing Field

- a. Cllrs **received** and **noted** weekly inspection reports for September, and actions required.
- b. Cllrs considered a report from the Parish Caretaker on the damaged balance beam and agreed it was beyond repair and should be disposed of.
- c. Cllr Davis proposed, seconded by Cllr Collins with all in favour to renew the quarterly Playground Inspection contract with Safeplay for another year at £225.00pa, an increase of £1.00.

AP1: Clerk to instruct Safeplay.

314/25 Blacksmiths Barn

- a. Cllr Sharp proposed, seconded by Cllr Hopson with all in favour to ratify the decision to continue with EDF Energy for a period of 2 years at a fixed rate of 25.3p kwh and 50p daily standing charge.
- b. Cllrs **noted** Blacksmith Barn UTB Account is now operational. Barn funds were transferred from the main BPC account. The Clerk will notify hirers of the new account number and sort code.
AP2: Clerk to notify Barn hirers.
- c. Cllrs unanimously agreed that the Clerk may use her judgement regarding toddler parties. They will be considered on a case-by-case basis.
- d. Cllr Sharp proposed, seconded by Cllr Harwood with all in favour to continue with the gardener's contract for a further year i.e. 50 hours, 1st April to 31st October, 25 hours, 1st November to 31st March at £27.50ph. Plant budget will remain at £600.00pa.

315/25 Bredhurst Village Hall

- a. Terms of Reference for BVH Management Committee agreed. Proposed by Cllr Sharp, seconded by Cllr Harwood with all in favour.
- b. The Clerk to circulate a date for the BVH Management Committee's first meeting.
AP3: Clerk to circulate date to Councillors.
- c. An application will be submitted to UTB for a Bredhurst Village Hall account which was signed by the Chair, and the Clerk.
AP4: Clerk to submit documents to UTB.
- d. The decision to consolidate hire rates into 6 categories for Bredhurst Village Hall was **ratified**. Proposed by Cllr Sharp, seconded by Cllr Hopson with all in favour.
 - Regular Hire - weekday session - (up to 3 hours) concession rate - £35
 - Regular Hire - weekday session - (up to 3 hours) - £40
 - Sunday Evening - regular hirer - (up to 3 hours) - £50
 - Weekend Child's Party/ Christening/ Baby Shower (up to 4 hours) - £125 (Day only).
 - Weekend Child's Party/ Christening/ Baby Shower (up to 8 hours) - £200 (Day only).
 - Registered Charity Hire – By Negotiation.These will be reviewed once a business case is produced for the running of the hall.
- e. On the recommendation from the Parish Caretaker, Cllrs considered and **agreed** to carry out an independent fire risk assessment of BVH and Blacksmith Barn. To date, one quote had been received. On receipt, additional quotes will be circulated to Cllrs for an out of meeting decision.
AP5: Clerk to circulate FRA quotes to Cllrs.
- f. Cllrs **received** and **noted** the Parish Caretaker's Village Hall report.
- g. The CIO registration with the Charities Commission has been completed. The registration number is 1215194. Once the revised lease is received, it will be reviewed by Wellers. **Noted.**
- h. Cllrs considered the installation of an outside power supply, the purchase of Christmas lights and decorations. Cllr Davis proposed a budget of £1000.00, seconded by Cllr Harwood. All in favour.
AP6: Cllr Jones to circulate quotes to Cllrs.
- i. Other Village Hall matters –
 - The Psychic Fair, on 5th October, was moved to Blacksmith Barn after the Diocese of Rochester stated it was not allowed to be held in the Hall. It was very well attended.
 - Cllr Jones reported that MBC's Community Infrastructure Levy bidding round closes on 30th November. Cllrs agreed for Cllr Jones to check if work to Bredhurst Village Hall is eligible and, if so, an out of meeting decision will be made.

316/25 Village Maintenance

- a. Cllr Jones proposed, seconded by Cllr Davis with all in favour to increase daffodil bulb budget to £250.00. Volunteers needed to help plant the bulbs.
AP7: Cllr Jones to purchase bulbs. Clerk to advertise for volunteers.
- b. Cllr Harwood proposed, seconded by Cllr Collins with all in favour to **ratify** the decision to increase the budget to £199.99 for a more high-powered portable pressure washer.
- c. Other Village Maintenance matters. There were none.

317/25 Planning

- a. The publication of the draft Lidsing Supplementary Planning Document will be considered by MBC next week with the consultation period likely to start soon. MBC Cllrs Jones and Thompson continue to fight for the best possible outcome for residents and are working with Medway Cllrs.
- b. 25/503527/FULL – Erection of 2 no. double garages with office accommodation in the roof space at land rear of Forge Lodge, Forge Lane, Bredhurst. **Do not wish to object.**

AP8: Clerk to submit response to MBC.

- c. Other planning matters. There were none.

318/25 Finance

- a. The financial statement and bank reconciliation for P/E 30th September 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 Hopson and Sharp were nominated to authorise forthcoming payments.

Payments made out of meeting.

Ref	Details	Amount	VAT*	Total	Auth
105	Lloyds Corporate Multipay Card August	11.25	-	11.25	GD/SH
106	EDF Energy–Blacksmith Barn (Apr–Aug)Electricity Bill	155.70	7.79	163.49	GD/SH
107	Savills Q3 Playing Field Rental Inv. 1030824	137.50	-	137.50	GD/SH
108	BCTec Ltd Inv. 31752 365 Microsoft Subs September	31.30	6.26	37.56	GD/SH
109	Mike Searley June – Sept Grass Cutting Barn	100.00	-	100.00	GD/SH
110	OneCom Inv. 2075663 (Barn Internet)	38.69	7.74	46.43	GD/SH
111	M Fooks Sept Salary + Office Rental				GD/SH
112	HMRC September Contributions				GD/SH
113	UTB Service Charge Monthly	6.00	-	6.00	GD/SH
114	Nest Pension – September Contribution				GD/SH
115	Scribe Accounts – Monthly Subs – October	37.00	7.40	44.40	GD/SH
116	Southern Water. Mar – Sept Invoice Blacksmith Barn	74.98	-	74.98	GD/SH
117	Scottish Water. Jun – Sept Invoice Allotments	31.62	-	31.62	GD/SH
118	Every Little Nook Inv. 0134 September Cleaning	58.50	-	58.50	GD/SH
119	Rachel Ford – Sept Gardening (8 hours)	220.00	-	220.00	GD/SH

* VAT to be reclaimed.

Payments for authorising at meeting.

Ref	Details	Amount	VAT*	Total	Auth
120	Three Counties – Grounds Maintenance – Aug Inv.	150.00	30.00	180.00	
121	TEEC Ltd - Annual Website Hosting/domain name Inv. 5456	161.99	32.40	194.39	
122	Michael Du Lieu – Parish Maintenance Invoice	15.50	-	15.50	
123	EDF Energy – Blacksmith Barn September Electricity	57.49	2.87	60.36	

* VAT to be reclaimed.

- c. **Received** and **accepted** Lloyds Corporate Multipay Card Expenditure for September.
- d. **Noted** receipts and payments for the period 01/09/2025 - 30/09/2025.
- e. **Noted** Q2 Budget Report. The Clerk reported that the budget was on track. There will be additional legal bills arising from taking on Bredhurst Village Hall which will come from general reserves.
- f. **Noted** KCC Internal Audit Visit 1 by Ellie Summers to be held on Friday 25th October by TEAMS.
- g. Cllrs **received** the Audited AGAR report for 2024-2025 and thanked the Clerk for her hard work in achieving a clean bill of health. The completion notice is on the Website and noticeboard.

319/25 Policies and Procedures

- a. Standing Orders – Amendments **agreed** and adopted.
- b. Financial Regulations. No change.
- c. Bredhurst Community Playing Field Routine and Operational Inspection Procedure. Amendments **agreed** and adopted.
- d. Cyber Security Policy. Amendments **agreed** and adopted.

320/25 Highways

a. Highway Improvement Plan

- KCC have confirmed they require C3 utility checks before establishing the cost of installing new kerbing outside Blacksmiths Barn. This is with KCC's design and delivery team.
- BPC met with KCC regarding the narrow stretch of road on Dunn Street Road between Meynell and Ivy Cottage. KCC suggested installing white lines down either side of the road between the two hatched chicanes to denote single file traffic and move the speed humps to the middle of the road. BPC await the design of KCC's proposals.

b. PRow Meeting:

Cllr Jones met with Lisa Ridler KCC ProW Officer. The following issues were discussed:

- The horse gate at the entrance to the byway has dropped. The gate needs re-hanging which Lisa will arrange.
- KH49 (Church Path). Lisa was considering writing to the landowners to get the vegetation cut back but BPC have already arranged for the work to be done.
- The steps in the woods towards the Detling side of the valley were reported several months ago. Much of the wood has rotted and several of the metal pins are protruding. Lisa said she will try and get the work done ASAP.
- The poor condition of the byway surface and the installation of 'water bars' (like speed humps) was discussed.

The Chair extended the meeting by 30 minutes.

321/25 Speedwatch

Cllr Hopson reported that volunteers had carried out their first Speedwatch session and felt it went very well. Lots of cars were slowing down once they saw volunteers recording their speeds. It is hoped to carry out speed checks as often as possible, but more volunteers are needed. Cllr Hopson confirmed that further sessions were being planned.

322/25 Councillor/Clerk Training

Cllr Sharp reported the 'Nuts and Bolts of a Parish Council' training event was excellent, and she has forwarded the training slides for the Clerk to share with Cllrs.

323/25 Reports from Parish, Borough, and County Councillors (if present)

Nothing to report.

324/25 Correspondence

- Parish Conference, 10th November, 10am Maidstone Town Hall 2 representatives can attend.
 - KALC Maidstone Meeting, Agenda for 29th September.
 - Kent PCC's Summer Newsletter.
 - MBC Climate Change & Biodiversity, Fly Tipping and Planning Validation Survey.
 - CPRE September Newsletter.
 - KALC October Newsletter.
 - Report of traffic Collision at Junction of Dunn Street and Lidsing Road.
 - Complaint regarding speeding traffic and potential dangers for school children crossing the road.
- AP9: Clerk to respond to complaint.**

325/25 Closed Session

- a. Personnel matters – Details minuted separately.
- b. Enforcement – Details minuted separately.

326/25 Close of Meeting

Meeting closed at 9.21pm with no further business to discuss.

327/25 Date of Next Meeting – Wednesday 12th November 2025 at 7.00pm

Signed.....

Date.....