

BREDHURST PARISH COUNCIL



**To all councillors: you are hereby summoned to attend an
ORDINARY MEETING OF THE PARISH COUNCIL
TO BE HELD AT BLACKSMITH BARN
On Wednesday 1st September 2021 at 6.30pm**

Members of the public and press are invited to attend. Attendees may be filmed, recorded, or otherwise reported about by anyone present. Unless advised otherwise, the council accepts no responsibility for data recorded in this way or its distribution. At the discretion of the Chair the meeting may be closed and then opened to the public for questions. Any items for full discussion will be placed on next month's agenda.

AGENDA

452. Apologies for Absence

Cllrs to consider if apologies are acceptable.

453. Declarations of Interest

Cllrs to declare any pecuniary or non-pecuniary interests in matters to be considered on this agenda.

454. Minutes of 30th June 2021 Parish Council Meeting

Cllrs to approve.

ADJOURNMENT FOR A SHORT OPEN SESSION

455. Police Briefing

- a. To receive the monthly crime report.
- b. To receive notification if there is to be a change of PCSO.

456. Matters Arising (for information only)

To receive an update on action points from previous meetings.

457. Electricity Sub-Station, Hurstwood Road

To receive an update regarding the re-painting of the railings and removal of spikes to top of fence.

458. Parish Tree Survey

To ratify the Clerk's instructions to Lucanus (after consulting with Cllrs out of meeting) to carry out remedial works on 27 August 2021 to the high and medium risk trees in the parish.

459. Community Playing field

- a. To receive an update on the path extension.
- b. To receive the annual RoSPA play inspection report and consider any action required.
- c. Cllr Fifield to provide feedback from his site visit with the RoSPA inspector.
- d. Cllrs to consider adoption of the RoSPA routine weekly checklist.
- e. To receive an update from Cllrs Bowring & Fifield regarding damaged play equipment.
- f. To receive an update regarding damage to Poplar trees and to consider adding the removal of the lower limbs of all Poplars to the forthcoming Lucanus work.
- g. Cllrs to consider adding a small fencing job to the forthcoming Lucanus work.
- h. To receive an update on ground maintenance issues for the playing field and the parish.
- i. Cllrs to consider quotes for a replacement drain cover.

460. Blacksmiths Barn

- a. To receive an update on the Barn bookings and booking system.
- b. To receive an update on electricity usage.
- c. Cllrs to consider quotes for air conditioning and/or a sun canopy.
- d. Cllrs to consider change of internet provider.
- e. Cllrs to consider the provision of another MBC green waste bin.
- f. To receive an update regarding the planting of a Hornbeam.
- g. To receive an update regarding the planting of Photinia Red Robins.
- h. Cllrs to consider a date for next Working Party meeting.

461. Traffic Issues and Highways

- a. To receive an update regarding the pinch point outside Channing's Barn, road markings, additional bollards, kerbs outside Blacksmiths Barn and Pedestrian crossing. Actions to be agreed.
- b. To receive an update regarding a KCC Speedwatch event. Actions to be agreed.
- c. To receive feedback from BPCs request to Inspector Steve Kent for speed traps.

462. Review of Policies

- a. Allotment Plot Allocation Procedure
- b. Allotment Tenancy Agreement
- c. Blacksmiths Barn Conditions of Hire
- d. CCTV Policy
- e. Code of Conduct
- f. Comments Form
- g. Community Field Playground Inspection Procedure
- h. Community Field Policy
- i. Compliments, Complaints and Comments
- j. Covid 19 – Delegation of Powers
- k. Covid 19 – Play Areas Risk Assessment
- l. Delegated Powers Terms of Reference – Planning Applications
- m. Disciplinary
- n. Equal Opportunities
- o. Financial Regulations
- p. Financial Transactions
- q. Fire Hydrant Check – Risk Assessment
- r. General Risk Assessment
- s. Grant Awarding
- t. Grievance
- u. Internet Usage
- v. Litter Pick Risk Assessment
- w. Media
- x. Personnel Committee Terms of Reference
- y. Privacy Notice
- z. Publications Scheme
- aa. Staff Line Management Committee – Terms of Reference
- bb. Standing Orders

463. Defibrillator

- Cllrs to consider purchasing a defibrillator, possible locations and ongoing costs.

464. Councillor Email Addresses

- To receive an update regarding Councillor's email accounts.

465. BPC Laptop

Cllrs to consider a maintenance check for the Council laptop and to purchase an external hard drive.

466. Planning

- a. **21/503146/FULL** - Conversion of an existing stable at Stud Farm to provide a new two-bedroom dwelling with associated parking, landscaping, private amenity space and external store at Stables At Stud Farm Dunn Street Road Bredhurst Kent ME7 3NA. **Application Refused.**
- b. **21/503948/TPOA** – Tree Preservation Order Application Yew x 4 (TPO 4 of 1977 – G1) – Fell. **Awaiting Decision.**
- c. To receive an update regarding Neighbourhood Plans.
- d. Other planning matters.

ADJOURNMENT FOR A SHORT OPEN SESSION

467. Review of Contracts

- a. Landscape Services
- b. Lucanus Services
- c. Master Alarms
- d. Mona Cleaning
- e. Village Gardening
- f. The Barn Grass Cutting
- g. OneCom
- h. Bytes
- i. Any other contracts

468. Finance

- a. Financial statement and bank reconciliation – to receive and accept.
- b. To consider quotes and appoint an Internal Auditor for 2021-22.
- c. To authorise payments made out of meeting and at meeting. Payments to be made by BACS unless specified otherwise.

469. Reports from Parish Councillors.

To receive any reports.

470. Reports from Borough and County Councillors (if present)

To receive any reports.

471. Correspondence

To receive any correspondence.

472. Close of Meeting

473. Date of Next Meeting - Wednesday 6th October 2021 at 6.30pm.

Steve Hill

Steve Hill, Clerk and RFO, 25 August 2021
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