

BREDHURST PARISH COUNCIL



Minutes of the Annual Parish Council Meeting held at Bredhurst CE Primary School, on Wednesday 2nd May 2018 at 6.30pm

Present: Cllr Vanessa Jones (Chair), Cllr Nichola Carr (Vice-Chair), Cllr Steve Bowring, Cllr John Merrick, Cllr Miriam Noble, Cllr David Till, Cllr Wendy Hinder (MBC), Bex Ratchford (Clerk)
Public: 6

1. Apologies for absence

Apologies were received from Cllr Hales due to being away.

2. Election of Chair and declaration of acceptance of office

Cllr Jones was elected as Chair and signed the declaration of acceptance of office.

3. Election of Vice-Chair and declaration of acceptance of office

Cllr Carr was elected as Vice-Chair and signed the declaration of acceptance of office.

4. Declarations of interests

Cllrs had no interests to declare. All new cllrs signed the declaration of acceptance of office and returned their DPI forms.

5. To approve the minutes of the meeting held on 28th March 2018

The minutes were **agreed** as an accurate record of the meeting and were signed and dated by the Chair.

6. Police briefing

PCSO Adlington was present to give the briefing. PCSO numbers have risen and it is hoped to create a rural task team. There was a break in at Abbotts Court Farm; new gates have now been installed, as well as CCTV. Cllrs suggested it would be good to see Speedwatch and the off-road team in the village. Fly tipping has been an issue in Boxley ward. The usefulness of the Country Eye app to report fly tipping was highlighted. Details will be added to the Facebook page and circulated to residents. **Action 1: Clerk to publicise details.**

The meeting adjourned for a short public session but there were no matters raised.

7. Matters arising (for information only)

- a. AP1: paperwork sent to new cllrs.
- b. AP2: contact details sent, new occupant still needs to be contacted. **Action 2: Clerk to contact new occupant.**
- c. AP3: slide chained up, agenda item 13.
- d. AP4: MBC written to, agenda item 13.
- e. AP5: response re speed limit reduction sent.
- f. AP6: response drafted, agenda item 15.
- g. AP7: thanks emailed to residents.
- h. AP8: KALC contacted, policy drafted, agenda item 8h.

8. Review of policies and other annual arrangements

a-c. **Agreed.**

d. Publication Scheme – address needs updating. **Action 3: Clerk to update.**

e. Risk Assessments – Cllr Carr will check these and update if necessary. **Action 4: Cllr Carr to check and update.**

f. **Agreed.**

g. Fire hydrant checks will take place in October and April.

h. Delegation scheme – the draft Terms of Reference were **agreed** with an addition about checking for residents' comments on the planning portal. **Action 5: Clerk to make addition and publish.**

9. Committees and election of representatives

It was **agreed** to continue with no standing committees. Cllr Bowring and Cllr Carr were elected as representatives to KALC, with new cllrs to attend if they wish. Cllr Bowring was elected as representative to the Police Liaison meetings.

10. Insurance

No quotes have yet been received.

11. KALC membership

It was **agreed** to renew membership of KALC at a cost of £167.30 plus VAT. **Action 6: Clerk to renew membership.**

12. Playing field

Nothing has been heard from Savills regarding the new lease. **Action 7: Clerk to chase.** The grass has still not been cut despite chasing with the old contractor and Landscape Services who took over their work. A resident offered to carry out an interim cut. **Action 8: Cllr Carr to chase Landscape Services.**

13. Play equipment

The zip wire has been chained up but on inspection Cllr Bowring and Cllr Merrick found the risk to be acceptable. There is however lots of wear on the log and chain piece of equipment. It was noted that the play inspector had given verbal advice that the risk on the zip wire was minimal. It was **agreed** to get this in writing and leave the zip wire chained up in the interim. **Action 9: Clerk to get advice in writing.** It was **agreed** to get quotes to replace the chains and logs. **Action 10: Clerk to get quotes.**

14. Tree survey

The tree survey raised a number of issues recommended to be dealt with within three months: removal of deadwood limbs on an ash; and removal of ivy and limb on a horse chestnut. It was **agreed** that the ivy could be done as part of the next village tidy-up day and to get quotes for the remaining three month work. **Action 11: Clerk to get quotes.**

15. Ethical standards consultation

It was **agreed** to add statements regarding making the name of the complainant public, making the report public even if it does not go to the Standards Committee, and making the public aware of the cost of investigations to MBC. **Action 12: Clerk to add statements and re-circulate.**

16. Planning

- a. 18/500319 – Hawthorn Cottage, Dunn Street – demolition of existing dwelling and outbuildings, and erection of four semi-detached dwellings – refused – noted.
- b. 18/501590 – Pine Lodge, Kemsley Street Road – demolition of existing timber and glazed conservatory and erection of a rear orangery including fully glazed lantern rooflight – it was **agreed** not to comment.
- c. 18/501819/PNR – Agricultural building at Abbots Court Farm – prior notification for the proposed change of use of a building and land within its curtilage from agricultural to a flexible use falling within Class B1 (offices) – prior notification only.
- d. 18/500405 – Stockins Meadow, Blind Lane – demolition of existing bungalow and erection of a detached dwelling and a garage – approved – noted.

17. Finance

- a. The financial statement, bank reconciliation and end of year budget report were reviewed and accepted.

Account	Balance as of 30/04/18
Current Account	796.92
Reserve Account	23,381.12
Total	24,178.04

- b. Internal Audit
 - i. The Internal Audit Report was not yet available.
 - ii. It was **agreed** to continue with David Bucket as the Internal Auditor for 2018-19.
- c. AGAR – end of year accounts 2017-18
 - i. The Annual Governance Statement was reviewed and signed.
 - ii. The Accounting Statements for 2017-18 were approved and signed.
 - iii. The Certificate of Exemption was reviewed and signed.
- d. Payments were **agreed** as follows:

Cheque	Payment	Amount	VAT*	Total
BACS	Clerk – wages & office rental (for info only – paid by BACS)			
1442	H & G Ecology – tree survey	250.00	-	250.00
1443	KALC – membership (tbc)	167.30	33.46	200.76

* VAT to be reclaimed.

18. Reports from parish councillors

Nothing to report.

19. Reports from borough and county councillors (if present)

Cllr Hinder has reported some fly tipping and objected to the new Gleamingwood Drive application.

20. Correspondence

- a. The resurfacing of the byway is now complete. It was noted that the funding comes from Public Rights of Way, not KCC Highways, so could not have been used for potholes instead.
- b. Emails have been received from MBC regarding the ongoing dialogue between them and the tenant of Strawberry Banks about the issue of trees covered by TPOs being cut down in without consent.

- c. It was **agreed** to respond to the consultation regarding play equipment grants. **Action 13:**
Clerk to respond.

The meeting adjourned for a short open session. It was noted that Class B1 is non-retail offices.

21. Close of meeting

The meeting closed at 8.07pm.

The next meeting will be held on **Wednesday 6th June 2018** at 6.30pm.

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