

BREDHURST PARISH COUNCIL



Minutes of the Ordinary Parish Council Meeting held at Bredhurst CE Primary School, on Wednesday 4th July 2018 at 6.30pm

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

Public: 7

40. Apologies for absence

Apologies were received from Cllr Greer (MBC), Cllr Bob Hinder (MBC) and Cllr Wendy Hinder (MBC).

41. Declarations of interests

Cllrs had no interests to declare.

42. To approve the minutes of the meeting held on 6th June 2018

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

43. Police briefing

PCSO Adlington was not present and no formal briefing was available. A report had been seen on social media about a quad bike being stolen in Hurstwood Road. A resident had enquired about Neighbourhood Watch in the village but the scheme has not been active for a number of years. There are currently six contacts listed for Bredhurst (including the clerk and Cllr Jones), but not all of them are known to the council. Contacts have been asked by the NhW co-ordinator to make contact with the clerk to establish if they wish to remain on the list.

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

50. Planning

This item was brought forward at the Chair's discretion.

- a. 18/502447 – Thatched Cottage, The Street – erection of a 6ft fence 1m in from boundary of property and in line with dwellings. The applicant was present and explained the application. It was **agreed** to comment in favour of the application. **Action 1: Clerk to make planning comment.**

44. Matters arising (for information only)

- a. AP1: planning comment made.
- b. AP2: drain maintenance schedule requested.
- c. AP3: Country Eye app details on the website. It was **agreed** to add it to the Facebook page and email residents. **Action 2: Clerk to add to Facebook and email residents.**
- d. AP4: risk assessments still need checking.
- e. AP5: insurance renewed.
- f. AP6: Savills written to regarding bills.
- g. AP7: agenda item 45.

- h. AP8: tree work will be done on Sunday 15th July. It was **agreed** to have the cherry trees pruned and the waste removed at no extra cost. **Action 3: Cllr Jones to inform tree contractor.**
- i. AP9: agenda item 46.
- j. AP10: field has been strimmed, the invoice is awaited.
- k. AP11: details of ICO sent to Cllr Merrick. It was felt that the council was exempt under Section 6 and therefore **agreed** not to register with the ICO.
- l. AP12: it was not possible to make the planning comment and the decision had already been taken by MBC that the demolition and rebuilding of the barn would require a new planning permission.
- m. AP13: contact details provided to NhW.
- n. AP14: list of training courses provided. Cllr Till expressed an interest in a new cllrs' course when available. **Action 4: Clerk to inform if and when available.**

45. Play equipment

Two quotes had been received to replace the zipwire and one company provided a design for a refurbishment of the whole area. Funding may be available from a number of sources, including MBC and the LEADER programme. The closing date for the funding from MBC is the end of August. The cost of maintenance was noted and the question of whether the equipment was needed was raised. It was noted that there was £3000 in the budget for playground repairs and the consultation last year identified the number of residents using the field. Some equipment is still operational and does not necessarily need replacing. The MBC grant suggests that it will only provide match funding, ie 50% of the total cost, although they will take into account benefits in kind such as volunteer time. To meet the MBC deadline, it was **agreed** to apply for £10,000 funding from MBC to replace the zipwire, with BPC pledging £1000 towards the project. It was **agreed** that Cllr Merrick would consult with the school, Cllr Merrick and the clerk would work on the funding application, and a wider consultation would be done at a later date. **Action 5: Cllr Merrick to contact the school, clerk and Cllr Merrick to put together funding application.** Thanks were expressed to Cllr Merrick for his work on the project.

The dolly has been removed from the zipwire to make it safe. Advice from the play inspector is that the log and chain shackles may be changed by BPC as long as there are no sharp edges. Cllr Merrick can source these for £25. It was **agreed** that Cllr Merrick would purchase and fit new shackles. **Action 6: Cllr Merrick to purchase and fit new shackles and also re-grease regularly to ensure longevity.** The split logs would cost £30 each to replace and are currently low risk. It was **agreed** to leave these as they are for now. The warning signs put up have been removed with the cable ties being cut deliberately. It was **agreed** to email residents to update them on the playground situation. **Action 7: Clerk to email residents.**

47. Allotments

This item was brought forward at the Chair's discretion.

The owner of one of the plots passed away some weeks ago. There are two interested parties and it was noted that the plot is more than twice the size of other plots. It was **agreed** to write to the previous holder's widow asking if she would like to keep the plot but that it needs to be maintained. If she does not wish to keep it, it was **agreed** to split the plot between the two interested parties. It was **agreed** to write to all other holders reminding them to maintain their plots and the area outside the fence. **Action 8: Clerk to write to allotment holders.**

An issue with the water pipe where the cap was put on too tightly will be resolved by Southern Water at no charge.

46. Grass cutting and other village maintenance

Cllr Carr had spoken to Landscape Services and complained about the poor service. The verges will be cut in the next two weeks and the work should be to a higher standard. Cllr Carr will ask about the buildouts which have been missed. It was **agreed** to continue with Landscape Services for one more cut and then revisit depending on the standard of the work. **Action 9: Cllr Carr to inform Landscape Services and enquire about the buildouts.** Landscape Services do not have the equipment to strim the playing field. Cllr Noble may be able to arrange strimming free of charge in the short term. It was **agreed** to pursue this and to ask Barge for a quote to cut and strim for the rest of the year as their work on the footpaths has been satisfactory. **Action 10: Cllr Noble to ask about strimming and clerk to obtain quote from Barge.**

The possibility of leaving the verges as wildlife verges was raised. It was **agreed** to write to Kent Wildlife Trust for advice and assistance should the suggestion be implemented. **Action 11: Clerk to write to KWT.**

48. Code of Conduct complaint

A Code of Conduct complaint was made by Tim Gough on behalf of the Bredhurst Village Hall Trustees. This was sent to KCC who could not deal with it as parish councils do not come under their jurisdiction. The complaint was then sent to MBC relating to the whole of BPC but the complainant was advised that complaints may only be made against named individuals. The complaint then specified Cllr Jones and Cllr Carr. The MBC Monitoring Officer dismissed the allegations as there was no evidence and they did not pass the legal jurisdiction criteria test. BPC has discussed the matter with the MBC legal department as the complaints were felt to be vexatious. Advice will be sought from MBC as to what action can be taken against persistent complainants. Cllr Noble thanked Cllrs Jones and Carr and support was expressed from the rest of the council. **Action 12: Clerk and Cllr Jones to arrange a meeting with MBC legal department.**

49. Traffic issues and road signage

A resident has raised issues regarding businesses in Blind Lane. It was **agreed** to write to MBC asking whether all businesses have planning permission and whether waste is being disposed of legally. **Action 13: Clerk to contact MBC.** A resident has raised issues regarding a broken fingerpost sign, slow down signs and missing road signs in White Hill Road. **Action 14: Cllr Carr to contact KCC.**

51. Finance

- a. The financial statement and bank reconciliation were reviewed and accepted.

Account	Balance as of 30/06/18
Current Account	819.46
Reserve Account	22,866.49
Total	23,685.95

- b. The Internal Audit Report was received and noted. Cllr Jones highlighted areas which praised the clerk and cllrs thanked the clerk for her hard work.
- c. Further invoices had been received and it was **agreed** to make payment to Appointment Business Machines for printing (£22.06) and KCC for archiving services (£9.60) although as a new chequebook was needed the cheques will be raised once available.
- d. Payments were **agreed** as follows:

Cheque	Payment	Amount	VAT*	Total
BACS	Clerk – wages and office rental (for info only)			
1448	Buckland Property Services – repairs to noticeboard and allotment fence	120.00	24.00	144.00
1449	Barge – footpath strimming	57.18	11.44	68.62
1450	David Buckett – internal audit	272.10	-	272.10
1471	Appointment Business Machines – printing	18.38	3.68	22.06
1472	KCC - archiving	8.00	1.60	9.60

* VAT to be reclaimed.

52. Reports from parish councillors

Nothing to report.

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

Nothing to report.

54. Correspondence

- It was **agreed** that the clerk would attend the Rural Transport seminar.
- It was **agreed** that Cllr Bowring would attend the Mayor's Garden Party. **Action 15: Clerk to book a place.**

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

55. Playing field (closed session)

Members of the public left the meeting for this item due to the sensitive nature of the lease being discussed. An update had been received from Savills and the lease has gone back to their solicitor for amendments. Savills have taken measurements and redone the map. Savills will contact BVH about compost heaps along the boundary/adjacent to the field gates.

56. Staffing review (closed session)

The clerk and members of the public left the meeting for this item due to the personnel issue being discussed. Cllrs received feedback from Cllr Jones on the staff appraisal. It was **agreed** that the clerk should progress to SCP 20 and the office rental should be increased to £40 per month, both effective from 1st April 2018.

57. Close of meeting

The meeting closed at 8.38pm.

The next meeting will be held on **Wednesday 5th September 2018** at 6.30pm.

Signed.....

Date.....