

BREDHURST PARISH COUNCIL



Minutes of the Ordinary Parish Council Meeting held at Bredhurst CE Primary School, on Wednesday 6th June 2018 at 6.30pm

Present: Cllr Vanessa Jones (Chair), Cllr Nichola Carr (Vice-Chair) (from item 25), Cllr Steve Bowring, Cllr David Hales, Cllr John Merrick, Cllr David Till, Bex Ratchford (Clerk)

Public: 14

22. Apologies for absence

Apologies were received from Cllr Noble, Cllr Greer and Cllr Carr who was running a little late.

23. Declarations of interests

Cllr Jones declared a non-pecuniary interest in agenda item 34b as a letter had been received from her employer.

24. To approve the minutes of the meeting held on 2nd May 2018

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

25. Police briefing

PCSO Adlington was present to give the briefing. There have been three crimes in Bredhurst in the past month: a van in Dunn Street had its windows smashed, there was an attempted theft of a forklift in Blind Lane and a phone and purse were stolen from a handbag in St Peter's Church. The area will have a new Community Police Volunteer from July and a recruitment drive is ongoing. Residents were encouraged to log any crimes or issues as all information helps to build a picture.

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

34. Planning

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

- a. 18/502202 – The Old Post Office, The Street – demolition of existing conservatory and erection of a single storey side extension to form kitchen, including the addition of a car port to north elevation. The applicant was invited to speak. The current lean-to is being replaced by an extension so there is no substantial change to either the floorplan or the height. The car port will be at the back so not visible. It was **agreed** to comment in favour of the application. **Action 1: Clerk to make planning comment.**
- b. 18/502927 – Green Court, The Street – submission of details pursuant to Conditions 3,6 & 18 (original application ref 16/504798). A structural survey has been done on the barn and it is irreparable. The proposal is therefore to knock it down and rebuild it using the same materials. Residents were invited to comment. There were some concerns from residents over lack of privacy and the materials used to build the wall. A letter from a resident was read out. It was **agreed** to adjourn the decision until later in the meeting in the hope the applicant would attend and answer questions.

28. Drain maintenance

The recent heavy rains caused large scale flooding through the village. Drain maintenance is the responsibility of KCC. Residents were invited to comment. Details were given regarding one property which has been flooded several times and the resident has complained to KCC many times. KCC state there have not been many complaints. It was **agreed** that Cllr Carr would raise the issue with KCC, ask for the programme of work, when the drains were last cleared and what remedial action will be taken. **Action 2: Cllr Carr to raise with KCC.**

26. Matters arising (for information only)

- a. AP1: Country Eye app still to be publicised. **Action 3: Clerk to publicise app.**
- b. AP2: occupant of Abbots Court contacted. He appreciates the area is not the responsibility of BPC and has plans to resurface it next year. He will liaise with his neighbour directly and contact BPC if he needs any further assistance.
- c. AP3: Publication Scheme updated and published.
- d. AP4: Risk assessments still to be checked. **Action 4: Cllr Carr to check risk assessments.**
- e. AP5: delegation scheme Terms of Reference amended and published.
- f. AP6: KALC membership renewed.
- g. AP7: agenda item 29.
- h. AP8: agenda item 32.
- i. AP9: agenda item 30.
- j. AP10: agenda item 30.
- k. AP11: agenda item 31.
- l. AP12: statements added and response sent.
- m. AP13: response to consultation sent.

27. Insurance

It was **agreed** to renew the insurance with Inspire and to enter into a 3 year Long Term Agreement at a cost of £573.31. **Action 5: Clerk to renew insurance.**

29. Playing field

A holding response has been received from Savills. A full response is still awaited. Rental bills are still being received. It was **agreed** to write to Savills finance department clarifying that a new contract is awaited. **Action 6: Clerk to write.**

30. Play equipment

The play inspector referred BPC to the last inspection report which states the zip wire should be removed. It was **agreed** to keep it chained up, with a notice explaining the issue, and that Cllr Merrick would investigate options for removal, new equipment and funding. **Action 7: Cllr Merrick to investigate possible options.**

31. Tree survey

Two quotes to do the work necessary this year have been received, one for £375 and one for £800. It was **agreed** to accept the cheaper quote from H & G Ecology. **Action 8: Cllr Jones to inform contractor.**

32. Grass cutting and other village maintenance

The standard of grass cutting this year by Landscape Services has been very poor. A resident cut the grass on the playing field as an interim measure while the first cut by Landscape Services was awaited. It has since been done again twice by Landscape Services, but the

strimming has not been done. The village green areas were cut by a local contractor, again because Landscape Services failed to carry out the work. They have since been done once by Landscape Services but only after chasing. The verges have also been cut by Landscape Services (contracted by KCC) but to a poor standard. Residents were encouraged to report this on the KCC Highways website. It was **agreed** that Cllr Carr would draft a letter to Landscape Services demanding better service and circulate before sending. **Action 9: Cllr Carr to draft letter, circulate, and contact Landscape Services.** It was **agreed** to ask a local contractor to strim the areas on the field as an interim measure. **Action 10: Cllr Jones to ask.** Barge will be strimming the footpaths next Friday. A request for an allotment has been received and the poor state of some of the plots identified. This will be considered on the next agenda.

33. GDPR

The appointment of a Data Protection Officer is no longer mandatory but is considered best practice. It was **agreed** not to appoint a DPO. There is some question over the necessity of registering with the Information Commissioners Office. It was **agreed** to keep investigating this and to find out how onerous the forms would be. Cllr Merrick may be able to assist with this. **Action 11: Clerk to investigate and send details to Cllr Merrick.** The Privacy Notice has been published.

34. Planning (continued)

The applicant was still not present. It was **agreed** to comment that the barn should be sympathetic to the original building and incorporate as many original features as possible; that it should have the same footprint; that ideally the wall should extend to the edge of the road; and to clarify if the wall material has been changed from flint to brick. **Action 12: Clerk to make planning comment.**

35. Finance

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

Account	Balance as of 31/05/18
Current Account	982.99
Reserve Account	22,865.58
Total	23,848.57

b. The Internal Audit Report was not yet available.

c. The invoice from Buckland Property Services had not yet been received.

d. It was **agreed** to pay the contractor who cut the grass on the village green £20 for the work.

e. Payments were **agreed** as follows:

Cheque	Payment	Amount	VAT*	Total
BACS	Clerk – wages and office rental (for info only)			
1444	Clerk – expenses (stamps)	6.96	-	6.96
1445	Cllr Jones – padlock for field gate	6.00	-	6.00
1446	Came & Company – insurance	573.31	-	573.31
1447	Mike Searley – grass cutting	20.00	-	20.00

* VAT to be reclaimed.

36. Reports from parish councillors

Nothing to report.

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

Nothing to report.

38. Correspondence

All correspondence was noted.

- a. Neighbourhood Watch notifications should go to the clerk in future. **Action 13: Clerk to provide contact details.**
- b. A list of KALC training courses would be useful. **Action 14: Clerk to provide a list.**

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

39. Close of meeting

The meeting closed at 8.21pm.

The next meeting will be held on **Wednesday 4th July 2018** at 6.30pm.

Signed.....

Date.....