

BREDHURST PARISH COUNCIL



Minutes of the Annual Parish Council Meeting held at St Peter's Church, on Wednesday 1st May 2019 at 6.30pm

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

Public: 6

1. Apologies for absence

Apologies were received from Cllr Bob Hinder (MBC).

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.

5. To approve the minutes of the meeting held on 3rd April 2019

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

6. Police briefing

The crime figures had been checked via the E-watch website. There have been no crimes reported in Bredhurst in the last month except the graffiti and vandalism of the AONB sign.

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

7. Matters arising (for information only)

- a. AP1: response sent regarding police presence at meetings.
- b. AP2: planning comment made.
- c. AP3: planning comment made.
- d. AP4: planning comment made.
- e. AP5: vacant allotment advertised; agenda item 13.
- f. AP6: it has not been possible to progress the Calor application.
- g. AP7: MBC thanked for waste collection.
- h. AP8: details of claim have been sent to the insurance company and a response is awaited.
Sign still to be removed. **Action 1: Cllr Bowring and Cllr Merrick to progress sign removal.**
- i. AP9: risk assessments provided to Cllr Carr.
- j. AP10: contractor informed re tree marking and tree survey carried out; agenda item 12.
- k. AP11: bollards to be discussed next meeting.
- l. AP12: troughs still to be planted. **Action 2: Cllr Jones to plant troughs.**
- m. AP13: auditor happy for BPC to hold funds for the village show, accounts still to be checked. **Action 3: Cllr Carr to send accounts and clerk to check.**

8. Review of policies and other annual arrangements

- a. Standing Orders – reviewed and **agreed**.
- b. Financial Regulations – reviewed and **agreed**.
- c. Equal Opportunities – reviewed and **agreed**.
- d. Publication Scheme – reviewed and **agreed**.
- e. Risk Assessments – reviewed and **agreed**.
- f. Other policies – reviewed and **agreed**.
- g. Fire hydrant checks will take place in October and March.
- h. Delegation scheme – it was **agreed** to change the wording of point 8 from ‘should’ to ‘may’ and to add a paragraph about writing to neighbouring properties where possible. **Action 4: Clerk to amend 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 other cllrs to attend if they wish. Cllr Bowring was elected as representative to the Police Liaison meetings.

10. Gibraltar Farm

Medway Council has not yet set a date for the planning committee to consider the application. The village correspondent published a viewpoint in favour of the development in the KM village column. Complaint has been made to the KM, a verbal apology received and a short piece in the following week’s paper. Cllr Jones is continuing to lobby KCC highways about the detrimental impact the development would have on roads in Bredhurst.

11. Play equipment

The zip wire has been installed and although it is sitting rather high at the moment, the supplier has assured us it will drop with time and usage over the next few months. The spoil needs to be collected and it was **agreed** that Cllr Carr would organise this. **Action 5: Cllr Carr to organise removal of spoil.** Some topsoil is needed at the ends and drop bolts are required at the entrance gate. It was **agreed** that Cllr Merrick would organise this at a cost of £71. **Action 6: Cllr Merrick to organise topsoil and drop bolts.** It was **agreed** to book the playground inspection once the spoil has been removed. **Action 7: Clerk to book inspection when ready.**

12. Tree survey

The full report had not yet been received but a brief summary was available. The only issue of any urgency is further investigation of the horse chestnut outside The Bell. It was **agreed** to ask for more details and a quote. **Action 8: Clerk to ask for details and a quote.**

13. Allotments

The allotment has been advertised but it appears the ex-partner of the previous tenant is now working on the plot. As no contact details were available for him, it was **agreed** to leave a letter in the shed on site, with a copy of the allotment policy, asking him to contact BPC as matter of urgency. **Action 9: Clerk to write letter.**

14. Planning

- a. 19/501761 – Abbots Court Farm, The Street – replacement of an existing B1 commercial building with a new B1 office building together with ancillary storage space and parking arrangements (resubmission of 18/505766) – it was **agreed** to comment with the same

comment as to the previous application about no residential usage. **Action 10: Clerk to make planning comment.**

- b. MC/19/0765 – Land at East Hill, Chatham – outline planning application with some matters reserved (appearance, layout, scale and landscaping) for construction of up to 800 dwellings, primary school, supporting retail space of up to 150sqm and GP surgery with associated road link between North Dane Way and Pear Tree Lane and other road infrastructure, open space and landscaping. There are fewer objections currently logged regarding this application than Gibraltar Farm. It was **agreed** to encourage residents to object to this also. **Action 11: Clerk to email residents and post on website.**
- c. 19/500923 – 11 Fir Tree Grove – erection of a two storey side extension, a single storey side extension and creation of front canopy. BPC objected as per minute 148a but the planning officer is of the opinion the loss of privacy will not be significant. It was **agreed** not to call it in to the MBC planning committee but to request a site visit if possible. **Action 12: Clerk to contact planning officer.**

15. Finance

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

Account	Balance as of 30/04/19
Current Account	829.84
Reserve Account	35,580.17
Total	36,410.01

- b. It was **agreed** to continue with David Buckett as the Internal Auditor for 2019-20.
- c. AGAR – end of year accounts 2018-19
 - i. The Annual Governance Statement was reviewed and signed.
 - ii. The Accounting Statements for 2018-19 were approved and signed.
 - iii. The Certificate of Exemption was reviewed and signed.
- d. It was **agreed** not to pay for the second half of the zip wire until it has been used and tested over the next month.
- e. As no invoice for the insurance had been received but it is due for renewal before next meeting and BPC is part way through a Long Term Agreement, it was **agreed** to raise a cheque for this between meetings once the invoice has been received.
- f. Payments were **agreed** as follows:

Cheque	Payment	Amount	VAT*	Total
BACS	Clerk – wages and office rental (for info only)			
1497	Clerk – expenses (stamps & printer ink)	37.31	-	37.31
1498	Lucanus Services – zip wire removal & tree pruning	405.00	-	405.00
1499	Cllr Jones – paper	4.99	-	4.99
1500	KCS – stationery	49.20	9.84	59.04
1501	Barge – grounds maintenance	237.08	47.42	284.50

* VAT to be reclaimed

16. Reports from parish councillors

Cllr Carr reported that approximately 50 bags of litter and 20 tyres were collected and removed by MBC from the Tidy Up Day. Thanks were expressed to residents. **Action 13: Clerk to send email.** The railings outside the school were replaced in the Easter holidays but have

been crashed into again. Cllr Carr has reported this to KCC and they have now been removed again.

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

Nothing to report.

18. Correspondence

All correspondence was noted.

The meeting adjourned for a short public session. The issue of traffic was raised and the possibility of using Speedwatch to gather evidence was discussed. Builders are currently parking in Dunn Street Road close to where the road narrows to one lane and this is not helping. KCC has been asked to look into this. The timing of bin collections was raised and residents were advised to raise their concerns with MBC directly. It was suggested that litter picks could be held four times a year and it was noted that this is usually done, but the top end of Dunn Street Road/junction with Fourwents can only be done under certain circumstances, for example when the road is closed, due to safety concerns. A resident received notification that KCC is investigating the problem with the drains.

19. Close of meeting

The meeting closed at 8.00pm.

The next meeting will be held on Wednesday 5th June 2019 at 6.30pm.

Signed.....

Date.....