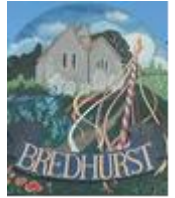


BREDHURST PARISH COUNCIL



Minutes of the Ordinary Parish Council Meeting held at Blacksmiths Barn, on Wednesday 4th December 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 (until agenda item 124), Cllr David Till, Cllr Anne Brindle (MBC) (until agenda item 124), Cllr Bob Hinder (MBC) (until agenda item 118), Cllr Wendy Hinder (MBC) (until agenda item 124), Bex Ratchford (Clerk)

Public: 10

117. Apologies for absence

There were no apologies for absence. All were welcomed to Blacksmiths Barn and all were thanked for donations made.

118. Declarations of interests

Cllr Carr declared a non-pecuniary interest in item 123g as her father is one of the applicants.

119. To approve the minutes of the meeting held on 6th November 2019

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

120. Police briefing

PCSO Adlington gave an update. Twitter is being increasingly used as a tool to spread awareness. As is normal at this time of year, there has been a rise in burglaries, particularly car key burglaries. Residents were advised to always double lock their doors. PCSO Adlington's area now covers North Downs Ward, which comprises 11 parishes. The possibility of holding surgeries in the Barn was raised.

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

121. Matters arising (for information only)

- a. AP1: hasp for vehicular gate still to be fitted. **Action 1: Cllr Merrick to source and fit.**
- b. AP2: bank details sent, payment awaited.
- c. AP3: signing off still to be arranged; agenda item 123.
- d. AP4: packs received; agenda item 123.
- e. AP5: working party met; agenda item 123.
- f. AP6: allotment holder informed.
- g. AP7: CIL Spending Plan still to be formulated. **Action 2: Clerk to formulate plan.**
- h. AP8: Neighbourhood Plans still to be investigated. **Action 3: Clerk to investigate.**
- i. AP9: meeting arranged; agenda item 127.
- j. AP10: invoice received; agenda item 126.
- k. AP11: Cllr Carr had ascertained that the works were done by KCC Highways as an emergency, hence there being no prior warning. KCC is aware of the damage but a formal report needs to be submitted and KCC will then take this up with the contractor. **Action 4: Cllr Carr to submit report.**
- l. AP12: response re litter sent and email forwarded.

122. Gibraltar Farm

There was no update.

123. Blacksmiths, Bredhurst Community Barn

- a. The finalised lease has been received via email, after chasing a number of times.
- b. The working party (Cllr Jones, Cllr Carr, Cllr Merrick and Cllr Noble) met and agreed on furniture (tables, chairs, chair trolleys, TV etc), kitchen equipment (crockery, cutlery etc), and bathroom equipment (mirror etc), most of which has now been purchased, along with an accident book, first aid kit and fire equipment. Cllr Merrick will adapt the locks on the doors. **Action 5: Cllr Merrick to adapt locks.** Two quotes had been received for the car park gates; it was **agreed** to accept the lower of the two at £1105. **Action 6: Cllr Jones to inform contractor.** A quote for protective sheeting had been received for £415; as this was more than anticipated, it was **agreed** to increase the budget for this to £500 and to request sheeting in the bathroom by the hand drier. **Action 7: Cllr Jones to inform contractor.** The hand drier and outside lighting have been installed by the developer free of charge. The PAT test has been done free of charge. Cllr Merrick has lent a hosepipe for the present but one will need to be purchased. The broadband supply has been ordered and should be installed in the New Year. It was **agreed** to provide free Wifi to Barn users and the user policy drafted by Cllr Merrick was **agreed.** **Action 8: Clerk to publish policy.** A resident has donated an alarm and CCTV system worth £5,500 free of charge. It was noted that a policy will need to be put in place to govern usage and storage of data. **Action 9: Cllr Jones to check what policies are used by the CCTV provider.**
- c. Within the working party budget headings, the spend so far is:
 - Section 1 – Barn (furniture etc): £4098.42 (out of £4500) with one door mat still to be purchased.
 - Section 2 – Kitchen (hot water heater, crockery, cutlery etc): £327.05 (out of £700) with some cutlery and a hot water heater still to be purchased.
 - Section 3 – WC (hand drier, baby changing table etc): £42.62 (out of £350) with a bin and a changing table still to be purchased.
 - Section 4 – Storage area (plastic sheeting for walls): see minute 123b.
 - Section 5 – Outside (gates, hose pipe): see minute 123b.
 - Section 6 – Health & Safety (fire extinguisher and/or fire blanket etc): £145.77 (out of £200) with a thermometer still to be bought.Total from working party: £4613.86 (out of £8050)
Total barn budget to date: grants and donations of £11,244.36 (plus in kind donation of £5,500); expenditure of £9,223.06 (plus security system at £5,500 still to be fitted). No parish funds have been used so far. Businesses, residents and non-residents were thanked for their generous donations and support.
Action 10: working party to continue to meet as necessary and purchase remaining items within the budget.
- d. The contents of the Barn have been added to the PC insurance at no extra cost for the remainder of this year and a slight added charge from next year.
- e. Enquiries have been received from weekly and monthly hirers, including BWAG, a yoga group, a meditation group and a baby group.
- f. The suggested capacities based on fire regulations, exits and layouts are 180 standing, 90 seated (no tables), plus other variations. These were felt to be generous and may need revising. It was **agreed** to ask hirers to inform BPC of expected attendance to ensure limits are adhered to. Subject to this change and other minor changes, the draft hire agreement

was **agreed** with a review to be made in May. **Action 11: Clerk to update and publish hire agreement.**

It was **agreed** to charge £12.50 per hour to groups 1, 2 and 3 (residents, people with an association to Bredhurst and community focused events) and £20 per hour to groups 4, 5 and 6 (local authorities, corporate hire and other categories). It was **agreed** to allow hire in one hour blocks only but to allow a 15 minute set up and pack down period either side free of charge. **Action 12: Clerk to respond to potential hirers and start booking diary.**

- g. Cllr Carr left the room for this item. Two applications for the post of cleaner/caretaker had been received, one from Cllr Carr's father who has offered to perform the role free of charge for an initial period which will allow the workload to be assessed. It was **agreed** to accept this offer. **Action 13: Cllr Jones to inform applicant and clerk to draft contract.**
- h. An application had been received for the post of gardener, to maintain the area outside the Barn, the troughs, the planted area at the entrance to Hurstwood Road and around the outside of the allotments. The applicant would charge £20 per hour and envisages 10 hours in total between October and February and 18 hours in total between March and September. It was **agreed** to accept this quote and review in May. It was also **agreed** to set a budget of £500 for plants. **Action 14: Cllr Jones to inform applicant and clerk to draft contract.** The grass cutting will not be included and it was **agreed** to ask Barge to quote for this. **Action 15: Clerk to get quote from Barge.**

124. Website

The current website is provided free of charge by KCC but will start charging £995 for the first year and £675 for subsequent years from September 2020. Sign up is required by the end of January. Other website providers are available, some of which are free of charge. It was **agreed** not to sign up with Cantium (the existing provider) and to investigate other, cheaper options. **Action 16: Clerk to investigate website providers.**

125. Planning

- a. 19/505297 – 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 (revised scheme to 19/501761). It was **agreed** to comment with the same response as previously made regarding no residential usage. **Action 17: Clerk to make planning comment.**

126. Finance

- a. The account with Unity Trust Bank is now fully open and most cllrs have managed to log in. Despite requests to transfer funds, NatWest have not done this and have now frozen access to online banking. **Action 18: Cllr Jones to chase NatWest.**
- b. The financial statement and bank reconciliation were not available due to lack of access to online banking.
- c. It was **agreed** to pay the invoice for the remaining furniture once it has been delivered.
- d. Payments were **agreed** to be made by BACS as follows (unless otherwise specified):

Details	Amount	VAT*	Total
Clerk – wages and office rental			
Business Stream – allotment water (for info only – paid by D/D)	36.49	-	36.49
Clerk – expenses (postage, stamps, diary & paper)	43.26	-	43.26
Clerk – barn crockery and teaspoons	235.72	47.14	282.86
Barge – grounds maintenance	237.08	47.42	284.50

Lucanus Services – holly cut back	295.00	-	295.00
Bates Office – barn chairs, tables and trolleys	3375.00	675.00	4050.00
CPC – barn IT	693.04	138.61	831.65
Cllr Jones – duplicate barn keys, cleaning materials, kitchen and bathroom equipment	188.12	-	188.12
Appointment Business Machines – printing	17.08	3.42	20.50
Mr & Mrs W Butler – AONB sign repair	302.00	-	302.00
Cllr Carr – barn doormats and fire equipment	176.15	35.21	211.36

* VAT to be reclaimed.

127. Reports from parish councillors

Cllr Jones, Cllr Merrick, Cllr Till and the clerk met with MBC to discuss the Call for Sites. MBC stressed that there was no cause for concern as these were only possible sites and a public consultation will take place later next year.

Cllr Carr attended the KCC Highways Parish Seminar and reported that large developments must consider water supply in the planning process.

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

There were no borough or county cllrs present.

129. Correspondence

- a. Emails had been received from residents about the Barn and responses sent.
- b. An invitation to request prayer at the carol service had been received. **Action 19: Clerk to respond with requests.**

The meeting adjourned for a short public session. A resident expressed thanks for all the work done to secure the barn.

130. Close of meeting

The meeting closed at 8.41pm.

The next meeting will be held on **Wednesday 5th February 2020** at 6.30pm.

Signed.....

Date.....