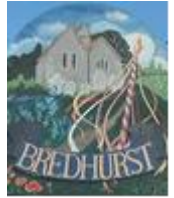


# **BREDHURST PARISH COUNCIL**



## **Minutes of the Ordinary Parish Council Meeting held at St Peter's Church, on Wednesday 5<sup>th</sup> June 2019 at 6.30pm**

**Present:** Cllr Vanessa Jones (Chair), Cllr Nichola Carr (Vice-Chair), Cllr Steve Bowring, Cllr John Merrick, Cllr Claire Sharp, Cllr David Till, Cllr Anne Brindle (MBC), Cllr Bob Hinder (MBC) (until agenda item 26), Cllr Wendy Hinder (MBC), Bex Ratchford (Clerk)

Public: 7

### **20. Apologies for absence**

Apologies were received from Cllr Noble.

### **21. Declarations of interests**

Cllrs had no interests to declare.

### **22. To approve the minutes of the meeting held on 1<sup>st</sup> May 2019**

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

### **23. 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, although an incident was raised by a member of the public in the open session.

The meeting adjourned for a short public session. A new resident to the village requested that a post on the footpath outside her house be removed as it made access to the drive difficult. It had been previously installed at the request of the previous resident. This will be placed on the agenda for next month. A member of the public reported that there had been an incident on the playing field but she was confident that it was an isolated incident and there was no further risk to residents.

### **24. Matters arising (for information only)**

- a. AP1: attempts have been made to remove the damaged AONB sign from the posts, but it has not been possible, so it will need cutting off and reinstalling on new posts once refurbished. It was **agreed** to ask the insurance company to cover this cost. **Action 1: Clerk to contact insurance company.**
- b. AP2: the troughs have not yet been planted; some plants from outside the allotments have been stolen.
- c. AP3: accounts have been sent but the file could not be opened. **Action 2: Cllr Carr to resend.**
- d. AP4: delegation scheme amended and published.
- e. AP5: spoil still to be removed; agenda item 27.
- f. AP6: topsoil laid and bolts installed; agenda item 27.
- g. AP7: inspection booked and taken place; agenda item 27.
- h. AP8: quotes received; agenda item 28.
- i. AP9: letter delivered; agenda item 29.
- j. AP10: planning comment made.

- k. AP11: residents emailed.
- l. AP12: planning officer contacted.
- m. AP13: residents emailed.

### 30. Allotments

This item was brought forward at the Chair's discretion. The previous tenant's ex-partner would like to continue with the allotment. He does not live in the village but no interest was shown in the allotment when it was advertised. It was **agreed** to allow him to continue as a tenant, subject to signing the agreement and payment, until the end of this rental period and review the situation in September. **Action 3: Clerk to arrange tenancy agreement and payment.**

### 25. New road name

Maidstone Borough Council has asked BPC for input into a name for the new road off Forge Lane and the new community barn. A number of names were suggested and it was **agreed** to request Blacksmiths' Court and Blacksmiths' Barn. It was also **agreed** to request that the road sign matches the others in the village. **Action 4: Clerk to inform MBC and pass on details of sign maker.**

Cllr Bob Hinder left the meeting at 7.00pm.

### 26. Gibraltar Farm

There was no update, although amended plans have been submitted. It is not yet known when it will be discussed by Medway Council planning committee. **Action 5: Clerk to monitor planning committee agendas.**

### 27. Play equipment

The zip wire has been installed and modified to fit the requirements of the play safety inspector, although written confirmation of a low risk rating is still awaited. The spoil still needs removing but should be done soon. The topsoil has been laid and the bolts have been fitted. A checklist for weekly and monthly checks has been formulated and will be used in future. It was **agreed** that Cllr Merrick would complete the checks, with help from other cllrs if necessary. The strimming around the base of the equipment has been a little vigorous and it was **agreed** to contact the landscaping contractor about this. **Action 6: Clerk to contact contractor.**

### 28. Tree survey

The full report had been received and work to various trees had been recommended, including one which required attention within one month. A quote for this, plus removal of some other trees and a tree stump, had been received for £245. It was **agreed** to accept this quote and to ask for quotes for the rest of the work identified, on a tree by tree basis. **Action 7: Clerk to inform contractor and obtain further quotes.**

### 29. Bat survey

Although the bat survey confirmed the presence of bats in the horse chestnut, the extent of the occupation was not clear and it was **agreed** to take no further action at this time.

### 31. Clean Streets Parish Survey

Responses to the questionnaire were collated and once comments from Cllr Carr have been received it was **agreed** that the clerk would submit the online response. **Action 8: Cllr Carr to provide comments and clerk to submit response.**

### 32. Grant awarding policy

This was deferred until the next meeting.

### 33. Planning

- a. 19/500682 – Green Court, The Street – erection of a 3 bedroom 2 storey chalet bungalow, in addition to development at Forge Lane approved under application 18/502929 – approved – noted.
- b. 19/501770 – Hurst House, The Street – erection of single storey side extension with internal alterations. The applicant had spoken to the clerk to confirm that no external alterations had yet been made. Although there is one resident objection on the planning portal, this is relating to the operation of the business at the address rather than the planning application itself. It was **agreed** to comment in favour of the application but to suggest that the skylight be finished in a different material. **Action 9: Clerk to make planning comment.**
- c. 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) – approved – noted.

### 34. Finance

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

Account	Balance as of 31/05/19
Current Account	702.66
Reserve Account	35,115.66
<b>Total</b>	<b>35,818.32</b>

- b. The Internal Audit Report was received and noted. The clerk commented on the difficulty of managing the website, both in terms of complexity and speed.
- c. It was **agreed** to investigate using online banking in future. **Action 10: Clerk to investigate.**
- d. It was noted that the insurance payout for the AONB sign included VAT. **Action 11: Clerk to inform insurance company when asking about the removal of the sign from the posts.**
- e. It was **agreed** to write the cheque for the zip wire but to wait for confirmation of the low risk rating before sending it.
- f. Payments were **agreed** as follows:

Cheque	Payment	Amount	VAT*	Total
BACS	Clerk – wages and office rental (for info only)			
1502	Lucanus Services – bat survey & tree survey	680.00	-	680.00
1503	Barge – grounds maintenance	237.08	47.42	284.50
1504	Came & Co – insurance	589.02	-	589.02
1505	David Buckett – internal audit	277.10	-	277.10
1506	Craigdene – play area inspection	165.00	-	165.00
1507	Appointment Business Machines – printing	66.13	13.25	79.36
1508	Playdale – zip wire second half	5499.98	1100.00	6599.98

\* VAT to be reclaimed.

**35. Reports from parish councillors**

Nothing to report.

**36. Reports from borough and county councillors (if present)**

Cllr Brindle was welcomed as a new borough cllr and thanked residents for their support in the recent elections. Cllr Wendy Hinder commented on the difficulties in planning matters.

**37. Correspondence**

All correspondence was noted.

- a. Cllrs were encouraged to attend training sessions run by KALC.

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

**38. Playing field (closed session)**

Due to the confidential nature of the issue, members of the public left the room for this item. The recent incident in the vicinity of the field was discussed. Information had been provided by the victim and the police. Advice had been sought from KALC and the land agent and insurance company contacted. Both had confirmed that BPC is unlikely to be legally liable and there were no steps that could have been reasonably taken to stop the incident occurring. Advice from the police is that there is no further action necessary on the part of BPC. However, it was felt that safety and access could be improved by cutting back the holly by the pedestrian access gate. It was **agreed** to do this on land leased by BPC, at the right time of year (September/October), to avoid disturbance of nesting birds, and to contact the village hall committee requesting they do the same on land leased by them. **Action 12: Clerk to contact VHC.**

**39. Staffing review (closed session)**

The clerk left the room for this item. Cllrs received feedback from Cllr Jones on the staff appraisal. It was **agreed** that the clerk should progress to SCP 10 (on the new scale), effective from 1<sup>st</sup> April 2019.

**40. Close of meeting**

The meeting closed at 8.48pm.

The next meeting will be held on **Wednesday 3<sup>rd</sup> July 2019** at 6.30pm.

Signed.....

Date.....