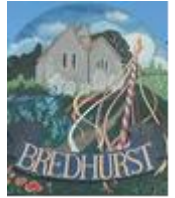


BREDHURST PARISH COUNCIL



Minutes of the Ordinary Parish Council Meeting held at St Peter's Church, on Wednesday 6th November 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 Wendy Hinder (MBC), Bex Ratchford (Clerk)

Public: 8

101. Apologies for absence

Apologies were received from Cllr Noble and Cllr Bob Hinder (MBC).

102. Declarations of interests

Cllrs had no interests to declare.

103. To approve the minutes of the meeting held on 17th October 2019

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

104. Police briefing

The police website has been updated with the facility to check the local area. Boxley ward had 22 reported crimes in the last month.

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

105. Matters arising (for information only)

- a. AP1: bank account opened; agenda item 112.
- b. AP2: flyer produced and distributed; agenda item 107.
- c. AP3: clarification obtained; BPC will be responsible for the section of road outside the barn. The local supplier contacted about gates for the car park does not do the necessary design; Cllr Jones is enquiring with other suppliers.
- d. AP4: the quote for cover from BPC's insurer could only be in BPC's name so the developer has accepted the next cheapest quote.
- e. AP5: hasp still to be fitted to gate, although it was noted that it is still secure in the meantime. **Action 1: Cllr Merrick to fit hasp.**
- f. AP6: one quote had been broken down but it was **agreed** to discuss widening the path once the holly has been cut back, which is due to happen this month.
- g. AP7: more information on website options is awaited.
- h. AP8: Grant Awarding Policy published.
- i. AP9: planning comment made.
- j. AP10: advert for defibrillator sign forwarded to village hall committee.
- k. AP11: response to Local Plan Review forwarded.
- l. AP1: signed lease returned.
- m. AP2: flooring and blind contractors spoken to; agenda item 107.
- n. AP3: agenda item 107.
- o. AP4: agenda item 107.
- p. AP5: suggested expenditure details circulated; agenda item 107.
- q. AP6: planning comment made.

106. Gibraltar Farm

There was no update.

107. Blacksmiths, Bredhurst Community Barn

The flooring will be completed tomorrow and the window blinds will be installed next week. The turf has been laid and lighting will be put in place around the car park. The building insurance is now effective. The solicitor has sent the invoice for half the costs of producing the lease. The developer will make the first £3000 payment in the next few days. **Action 2: Cllr Jones to send bank details to the developer.**

Cllr Carr confirmed the Health & Safety compliance pack and maintenance pack are now ready. Although signing off is discretionary, a Health & Safety consultant is prepared to do this free of charge and it was **agreed** to arrange for this to be carried out. **Action 3: Cllr Carr to arrange.** Once this is done, the capacity of the barn can be confirmed. It was **agreed** that the compliance pack and maintenance pack may be published once signed off. **Action 4: Cllr Carr to forward to the clerk.** Cllr Carr is still checking the legal position with regard to licence and waste removal requirements.

It was **agreed** to set up a working party to decide on specific suppliers and costs for individual items. It was **agreed** that the membership would be all cllrs, and the quorum would be Cllr Jones, Cllr Carr and one other as a minimum. Meeting dates and times will be set to suit cllrs. It was **agreed** that the working party could spend within the following budgets (all excluding VAT):

Section 1 – Barn (furniture etc): £4500

Section 2 – Kitchen (hot water heater, crockery, cutlery etc): £700

Section 3 – WC (hand drier, baby changing table etc): £350

Section 4 – Storage area (plastic sheeting for walls): £300

Section 5 – Outside (gates, hose pipe): £2000

Section 6 – Health & Safety (fire extinguisher and/or fire blanket etc): £200

Total: £8050

It was also **agreed** that the working party would look at the hire agreement and hire charges but the final decision would be made by the full council. **Action 5: Cllr Jones to set initial meeting date for working party.**

108. Allotments

The tenant of plot 1 has left the village. The tenant of plot 2 would like to take plot 1 and it was **agreed** that he could do so as his was the only name on the waiting list. **Action 6: Clerk to inform tenant and collect rental fee.**

109. CIL Spending Plan

The CIL payment relating to the Blacksmith Court development has now been paid and although not a requirement, it was **agreed** to formulate a Spending Plan as this will assist in the annual report which must be sent to MBC. It was **agreed** to include the gates for the barn, bollards outside the school and at the village green, railings in The Street, noticeboards and hedge maintenance. **Action 7: Clerk to formulate CIL Spending Plan.** It was also **agreed** to investigate the work necessary for a Neighbourhood Plan as this would mean more CIL money would be payable to BPC. **Action 8: Clerk to investigate Neighbourhood Plan.**

110. MBC Local Plan Call for Sites

The Call for Sites is not a public consultation and none of the suggested sites have been agreed by MBC. It will be an ongoing process where MBC will assess need and suitability. MBC cllrs were thanked for their comments. Residents expressed some concern, particularly over the suggested site for 80 houses at Abbots Court Farm. There is the opportunity to meet with the officer from MBC and it was **agreed** that this should be arranged. **Action 9: Clerk to arrange a meeting.**

111. Planning

There were no planning issues to discuss.

112. Finance

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

Account	Balance as of 31/10/19
Current Account	673.71
Reserve Account	28,261.53
Unity Account	500.00
Total	29,435.24

b. The budget report was reviewed and accepted.

c. Due to cllrs not yet having access to the online account it was **agreed** to make payments by cheque, as follows, with the payment to JP Knight to be sent once the blinds have been fitted:

Cheque	Payment	Amount	VAT*	Total
BACS	Clerk – wages and office rental (for info only)			
1521	Transfer to Unity Trust Bank (between meetings)	-	-	-
1522	Clerk – expenses (ink, wall planner and pens)	18.48	-	18.48
1523	Barge – grounds maintenance	237.08	47.42	284.50
1524	Gill Turner Tucker Solicitors – barn lease execution (half)	401.00	75.00	476.00
1525	The Waterhouse Group – barn insurance	395.20	-	395.20
1526	NJ Carpets & Flooring – barn flooring	2720.00	-	2720.00
1527	JP Knight & Sons – barn window blinds	793.00	158.60	951.60

* VAT to be reclaimed.

113. Reports from parish councillors

Cllr Carr has met with Kent Highways to discuss the Highways Improvement Plan. The list has been prioritised to four main issues (chicanes, bollards around the school, wooden bollards at Dunn Street, and removal of soil building up on footpaths) which will now be considered for viability. If the project regarding chicanes is taken forward it will be subject to consultation.

Cllr Jones reported that the AONB sign at Forge Lane has now been repaired and reinstalled. Thanks were expressed to the owner of Forge Lodge who arranged for this work to be carried out. **Action 10: Cllr Jones to request an invoice from the owner of Forge Lodge.**

Cllr Jones reported on the ongoing issues with National Grid regarding the damage to the village. Damage has also been caused to a grassed area in Dunn Street by UK Power Networks. **Action 11: Cllr Jones to chase National Grid and submit a complaint to UKPN.**

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

Cllr Brindle and Cllr Hinder reported on the large amount of work as a result of the Call for Sites.

115. Correspondence

- a. An email had been received about litter on Forge Lane but the area in question is outside the parish boundary. **Action 12: Clerk to respond and forward email to Cllr Carr.**
- b. An email had been received about a blocked footpath (KH55); the landowner has already spoken to Cllr Jones and the problem has been reported to KCC.
- c. A number of messages had been received regarding the temporary traffic lights in the village and the poor management of the road works. BPC had not been notified about the works in advance and residents were advised to contact the company responsible with their complaints.

The meeting adjourned for a short public session. It was noted that maintenance of footpaths was the responsibility of the landowner. BPC was thanked for its work on the barn.

116. Close of meeting

The meeting closed at 8.08pm.

The next meeting will be held on **Wednesday 4th December 2019** at 6.30pm.

Signed.....

Date.....