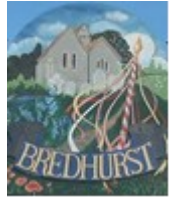


BREDHURST PARISH COUNCIL



Minutes of the Ordinary Parish Council Meeting held via Microsoft Teams, on Wednesday 2nd September 2020 at 6.30pm

Present: Cllr Vanessa Jones (Chair), Cllr Nichola Carr (Vice-Chair), Cllr Steve Bowring, Cllr John Merrick, Cllr Anne Brindle (MBC) (until agenda item 226), Cllr Bob Hinder (MBC) (until agenda item 218), Bex Ratchford (Clerk)

Public: 1

212. Apologies for absence

Apologies were received from Cllr Noble and Cllr Till.

213. Declarations of interests

Cllr Jones declared a non-pecuniary interest in agenda item 222b as the Chair of BWAG.

214. To approve the minutes of the meeting held on 5th August 2020

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

215. Police briefing

There was no police briefing available.

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

216. Matters arising (for information only)

- a. AP1: remaining items for the Barn still to be purchased. **Action 1: working party to purchase remaining items when appropriate to do so.**
- b. AP2: pensions still to be investigated. **Action 2: Clerk to investigate pensions.**
- c. AP3: play area inspection booking form sent but RoSPA only charge the reduced rate for inspections in July & August. The full rate is £232. It was **agreed** to book this for July/August 2021 and to book the cheapest provider for this year. **Action 3: Clerk to book inspection.**
- d. AP4: Barn risk assessment and supplemental terms of hire updated.
- e. AP5: enquirers informed regarding Barn closure.
- f. AP6: electrician informed; agenda item 219.
- g. AP7: Ecotricity contacted; agenda item 219.
- h. AP8: advice requested; agenda item 219.
- i. AP9: developer chased; agenda item 219.
- j. AP10: signs purchased; agenda item 220.
- k. AP11: responses made as desired.
- l. AP12: some tasks completed; agenda item 221.
- m. AP13: membership of ACRE renewed.
- n. AP14: residents responded to regarding speeding.
- o. AP15: invoices will be requested in December and July next year.
- p. AP16: Martin Thomas engaged as internal auditor for 2020-21.
- q. AP17: cards of condolence sent as desired.
- r. AP18: BVH contacted regarding barrier; agenda item 220.

217. Review of policies and other annual arrangements

- a. Standing Orders – reviewed and **agreed** with no changes.
- b. Financial Regulations – it was **agreed** to remove 3.2; to add ‘with the exception of regular payments as per 5.6 in months when the council does not meet’ to 5.2, 5.4 and 6.6 (although this was against the advice of the clerk); and to add ‘where the value is below £100 best value will be sought but quotations will not be necessary’ to 11.1.8. The clerk confirmed that quarterly budget reports are produced as per 4.7.
- c. Equal Opportunities – reviewed and **agreed** with no changes.
- d. Publication Scheme – reviewed and **agreed** subject to adding the remaining policies and a reference to the Barn.
- e. Risk Assessments (general, litter pick, fire hydrant checks, Barn COVID-19 and play area COVID-19) – reviewed and **agreed** subject to minor changes regarding inspections from footpaths, additional lookouts and review dates. **Action 4: Cllr Carr to send amended risk assessments to clerk.**
- f. Other policies
 - i. Allotment Plot Allocation Procedure – reviewed and **agreed** with no changes.
 - ii. Allotment Tenancy Agreement – reviewed and **agreed** subject to adding a date.
 - iii. Community Field Policy – reviewed and **agreed** with no changes.
 - iv. Compliments, Complaints and Comments Policy – reviewed and **agreed** subject to a minor change of wording.
 - v. Disciplinary Policy – reviewed and **agreed** with no changes.
 - vi. Grant Awarding Policy – reviewed and **agreed** with no changes.
 - vii. Grievance Policy – reviewed and **agreed** with no changes.
 - viii. Internet Usage Policy – reviewed and **agreed** with no changes.
 - ix. Media Policy – reviewed and **agreed** subject to adding the community Facebook page and Whatsapp group to paragraph 20.
 - x. Privacy Notice – reviewed and **agreed** with no changes.

Action 5: Clerk to update policies and publish.

- g. CCTV Policy – it was **agreed** that Cllr Bowring and Cllr Merrick would draft a policy. **Action 6: Cllr Bowring and Cllr Merrick to draft policy and circulate within one week.**
- h. Accessibility Policy – it was **agreed** that the clerk would draft a policy. **Action 7: Clerk to draft policy.**
- i. Fire hydrant checks – Cllr Carr will continue to perform these.
- j. Delegation schemes (planning and COVID-19) – reviewed and **agreed**.

218. 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.

219. Barn

Ecotricity have been using the wrong meter serial number so payments have been put on hold. An amended bill has been requested and should be provided within two weeks. It was **agreed** to make any outstanding payments once the correct bill has been received and checked. **Action 8: Clerk to make payment when appropriate.**

A Small Business Grant of £10,000 has been received from MBC. Other grants may be available. **Action 9: Clerk to check.**

The CCTV cabinet has been installed. The electrician was unable to establish why BPC is being billed for high usage and suggested the supply is checked. **Action 10: Cllr Bowring to monitor daily usage.** Supply to building to be checked once correct bill received.

The developer is organising the removal of the dead beech tree. Three quotes have been obtained, the cheapest is for £2100 from the developer's contractor. It was **agreed** to make a goodwill payment of £1,050 towards costs. MBC have granted permission for the tree to be removed and have stated that it is the landowner's responsibility to replace it with one of a list of particular species. It was **agreed** that the developer would reduce the payment for next year by £1050 and that he would organise the work. **Action 11: Cllr Jones to inform the developer.**

A delivery vehicle has caused some damage to the kerbstones and tarmac outside the Barn. The incident was witnessed and the company has been contacted. They have passed the matter on to their insurance company and a response is awaited.

Enquiries have been received from user groups about reopening the Barn. It was **agreed** to keep the Barn closed and to review the situation at the next meeting in October. **Action 12: Clerk to inform enquirers.** It was **agreed** to purchase hand sanitiser and put up signs in the Barn ready for reopening. **Action 13: Cllr Merrick to purchase hand sanitiser and put up signs.**

220. Play area/playing field

Some of the fence panels had come loose and have been repaired by Cllr Merrick. BVH has apologised for the temporary barrier across the car park and will endeavour to ensure it does not happen again. There are rat bait boxes to both sides of the village hall. BVH had informed BPC that the one close to the church shop would be removed, but as it is still present, it was **agreed** to write again asking them to confirm their intentions. **Action 14: Clerk to write.**

The swinging steps and tramlines have been replaced and MBC thanked for the grant. The signs have been purchased and put up. Thanks were expressed to Cllr Merrick for his work on this. Some new holes have appeared in the wet pour in the toddlers' area, but the patch previously identified has not deteriorated further. It was **agreed** to monitor and review with a view to repairing in the spring.

There has been some vandalism where some trees had their lower limbs ripped off.

Barge has returned a redundant padlock key to Cllr Jones. It was **agreed** to get more keys cut for the padlock to the vehicle access gates. **Action 15: Cllr Jones to get keys cut.**

221. Great British Spring Clean/Village Tidy Up Day

Litter has been collected by cllrs and residents; all residents were encouraged to litter pick outside their own properties. The only area outstanding is the bridge over Forge Lane. The ivy on the wall at the village green has also been stripped back. Thanks were expressed to residents for their help.

222. Planning

- a. 19/504442 – land east of Gleaming Wood Drive, Lordswood – erection of 115 dwellings together with associated infrastructure, open space, landscaping and access works – appeal lodged – noted.
- b. Cllr Jones remained in the meeting to answer questions but then left for the discussion of this item. Felling licence application 019/2212/2020 – this is for BWAG to coppice an area of woodland. It was **agreed** that the work was necessary and to comment in favour of the application. **Action 16: Clerk to comment.**

223. Finance

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

Account	Balance as of 31/08/20
Unity Account	39,261.05

b. Payments made under delegated powers were as follows:

No.	Details	Amount	VAT*	Total	Auth
48	Clerk – wages and office rental (August)				VJ, JM
D/D	Bytes – Microsoft Office (July)	8.82	1.76	10.58	

* VAT to be reclaimed.

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

No.	Details	Amount	VAT*	Total	Auth
49	Electrical Solutions Kent Ltd – installation of CCTV cabinet	95.00	-	95.00	NC, SB
50	Mike Searley – Barn grass cutting (14 th & 28 th August)	35.00	-	35.00	NC, SB
51	Mona Cleaning – Barn cleaning (August)	15.00	-	15.00	NC, SB
52	Rachel Ford – gardener (6 th August)	60.00	-	60.00	NC, SB
53	Cllr Merrick – signs for play areas	105.41	21.08	126.49	NC, SB
54	Clerk – wages and office rental (September)				NC, SB
D/D	Bytes – Microsoft Office (August)	8.82	1.76	10.58	
D/D	Onecom – Barn internet	23.10	4.62	27.72	

* VAT to be reclaimed.

224. Reports from parish councillors

There was nothing to report.

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

The Local Plan is being reviewed. It is hoped to finalise it before the NPPF changes.

226. Correspondence

All correspondence was noted.

- An email had been received about land that could be used for grazing. **Action 17: Clerk to pass on Cllr Carr's contact details.**
- An email had been received with a suggestion for traffic calming. **Action 18: Clerk to thank resident for his suggestion.**

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

227. Staffing (closed session)

Members of the public left the meeting for this item. Cllr Jones no longer wishes to be the clerk's line manager as it has become time consuming and communication has become an issue. It was **agreed** to continue with the status quo at the present time but to try and improve communication.

228. Close of meeting

The meeting closed at 8.43pm.

The next meeting will be held on **Wednesday 7th October 2020** at 6.30pm.

Signed.....

Date.....