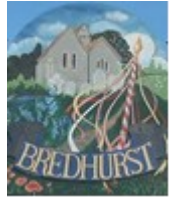


# **BREDHURST PARISH COUNCIL**



## **Minutes of the Ordinary Parish Council Meeting held via Microsoft Teams, on Wednesday 4<sup>th</sup> November 2020 at 6.30pm**

**Present:** Cllr Vanessa Jones (Chair), Cllr Nichola Carr (Vice-Chair), Cllr Steve Bowring, Cllr Claire Sharp, Bex Ratchford (Clerk)

Public: 1

### **258. Apologies for absence**

There were no apologies received but it was noted that the meeting access link had not been publicised on Facebook.

### **259. Declarations of interests**

Cllr Jones declared a pecuniary interest in agenda item 272a, as her employer is a neighbour of the applicant.

Cllr Carr and Cllr Bowring declared a non-pecuniary interest in agenda item 272a as a neighbour of the applicant uses their businesses.

### **260. To approve the minutes of the meeting held on 27<sup>th</sup> October 2020**

a. Minute 256: It was **agreed** to delete the word 'by' from the first sentence.

Subject to these amendments, the minutes were **agreed** as an accurate record of the meeting and were signed and dated by the Chair.

### **261. Police briefing**

There was no police briefing available.

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

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

- a. AP1: casual vacancy notices published on Facebook.
- b. AP2: remaining items for the Barn still to be purchased. **Action 1: working party to purchase remaining items when appropriate to do so.**
- c. AP3: pensions still to be investigated. **Action 2: Clerk to investigate pensions.**
- d. AP4: a CCTV policy had been found from other councils; agenda item 269.
- e. AP5: Ecotricity contacted; agenda item 264.
- f. AP6: this was not discussed.
- g. AP7: Barge had been contacted and had recommended one contractor; agenda item 265.
- h. AP8: BVH contacted and a response awaited.
- i. AP9: field closure publicised by Cllr Carr.
- j. AP10: MBC informed by Cllr Jones.
- k. AP11: agenda item 267.
- l. AP12: rules sent and Facebook moderation investigated; agenda item 270.
- m. AP13: budget report amended and variances and narrative provided; agenda item 273b.
- n. AP14: residents informed and art packs collected. Thanks were expressed to KCC for the quality of the packs. **Action 3: Clerk to thank KCC.**
- o. AP15: agenda item 271.
- p. AP16: email forwarded.

- q. AP17: courses booked and attended.
- r. AP18: KALC News forwarded.
- s. AP19: details forwarded.
- t. AP1: minutes amended and publicised.
- u. AP2: email sent to HR Services Partnership and Terms of Business supplied for signing.

**Action 4: Clerk to sign and return.**

#### **263. Casual Vacancy**

Two parties had expressed an interest but had not pursued it and were not able to be present, so this was deferred to the next meeting.

#### **264. Barn**

Ecotricity have been emailed twice since the last meeting and sent a meter reading, but no response has been received. It was **agreed** to keep chasing. **Action 5: Clerk to chase on at least a monthly basis.** It was **agreed** to renew the buildings insurance with the same company. It was **agreed** to keep the Barn closed and to review the situation at the next meeting in December. It was **agreed** to put the heating on on a low setting. **Action 6: Cllr Jones to put heating on.**

#### **265. Grounds maintenance**

Two quotes had been received but one was still awaited due to the contractor being on holiday recently, so this was deferred to the next meeting. The previous contractor has been asked to return the key to the vehicular field gate.

#### **266. Playing field**

It was **agreed** that the area next to the path by the church shop needs attention. **Action 7: Clerk to get quotes to excavate, add top soil and either reseed or turf.**

#### **267. Allotment fencing**

The fencing has been repaired by one of the allotment holders and thanks were expressed to him for this.

#### **268. Website**

It was **agreed**, against the advice of the clerk, to suspend Standing Orders and to rescind the decision reported on 24<sup>th</sup> June (minute 183) to use Wix for the new website. It was **agreed**, to engage TEEC Limited to build and host a new website at a cost of £10 per month and to transfer across all data from the old website for a fee of £440. **Action 8: Clerk to contact TEEC Limited and progress new website and transfer of data.**

#### **269. CCTV Policy**

Cllr Bowring had provided a policy used by another parish council, but it would need amending and the procedures currently in place with regard to the data need clarification. It was **agreed** to contact the company who provided the CCTV for advice. **Action 9: Cllr Jones to contact CCTV company.**

#### **270. Social media**

Cllr Jones had provided some suggested rules, similar to those used by other groups, regarding courtesy, bullying, privacy and business promotion. It was **agreed** to adopt these. **Action 10: Clerk to add rules to group.** Facebook provides moderation if prohibited words

are provided by a group admin. It was **agreed** to provide a list of unsuitable words. **Action 11: Cllr Jones to add list of words.**

## 271. Correspondence Policy

A draft policy was not available so this was deferred to the next meeting.

## 272. Planning

- a. 20/504542 – The Bell, The Street, Bredhurst – erection of festoon lighting and stained timber posts to rear patio and garden. Due to the interests registered under minute 259 above, it was **agreed** not to comment on this application.
- b. MC/19/0336 – Gibraltar Farm – outline application for the erection of up to 450 market and affordable dwellings, nursery and supporting retail space up to 85sqm, with provision of main access to Ham Lane; estate roads; cycle and pedestrian routes; residential and community open space and landscaping; new junction for Lidsing Road/Hempstead Road and realignment and widening of Lidsing Road. Off-site related highway works to Westfield Sole Road, Shawstead Road, Hempstead Road, Chapel Lane, Hempstead Valley Drive, Hoath Way roundabout, Hoath Way and M2 junction 4. It appears the only alteration to the application is the access point has been moved further up North Dane Way. It was **agreed** to reiterate previous objections. **Action 12: Clerk to make planning comment.**

## 273. Finance

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

Account	Balance as of 30/10/20
Unity Account	34,164.55

- b. The budget report for the second quarter was reviewed. The narrative and statement of material variances was based on the year end forecast, rather than the second quarter. Another report was requested based on the second quarter. **Action 13: Clerk to provide narrative and statement of material variances based on second quarter for next meeting.**
- c. Payments were **agreed** as follows:

No.	Details	Amount	VAT*	Total	Auth
64	James Carr – hedge cutting (as per last meeting)	920.00	-	920.00	SB, CS
69	Barge – grounds maintenance (October)	241.82	48.37	290.19	SB, CS
70	The Waterhouse Group – Barn insurance	416.34	-	416.34	SB, CS
71	KALC – Health & Safety course	14.00	2.80	16.80	SB, CS
72	Clerk – expenses (wall planner)	1.49	-	1.49	SB, CS
73	Southern Water – Barn water (10/10/19-02/10/20)	1.36	-	1.36	SB, CS
74	Lucanus Services – tree work identified in VTA	730.00	-	730.00	SB, CS
75	Mike Searley – Barn grass cutting (14 <sup>th</sup> Oct)	15.00	-	15.00	SB, CS
76	Mona Cleaning – Barn cleaning (October)	15.00	-	15.00	SB, CS
77	Rachel Ford – gardener (October)	70.00	-	70.00	SB, CS
78	Clerk – wages and office rental (November)				SB, CS
D/D	Bytes – Microsoft Office (October)	8.82	1.76	10.58	
D/D	Onecom – Barn internet	23.10	4.62	27.72	

\* VAT to be reclaimed.

**274. Reports from parish councillors**

Cllrs had nothing to report.

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

There were no borough or county councillors present.

**276. Correspondence**

All correspondence was noted.

- a. It was **agreed** that Cllr Jones, Cllr Carr and Cllr Sharp would attend KALC training regarding chairing virtual meetings. **Action 14: Clerk to book training.**

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

**277. Close of meeting**

The meeting closed at 7.43pm.

The next meeting will be held on **Wednesday 2<sup>nd</sup> December 2020** at 6.30pm.

Signed.....

Date.....