

BREDHURST PARISH COUNCIL



Minutes of the Extraordinary Parish Council Meeting held via Microsoft Teams, on Wednesday 5th August 2020 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, Cllr David Till, Cllr Bob Hinder (MBC), Bex Ratchford (Clerk)

Public: 2

195. Apologies for absence

There were no apologies for absence.

196. Declarations of interests

Cllrs had no interests to declare.

197. To approve the minutes of the meeting held on 24th June 2020

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

198. 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: appeal submitted but unsuccessful, but small business rate relief has been applied instead. This covers the entire rates and the payment already made for last year has been reimbursed.
- c. AP3: equipment to install the CCTV monitor in a cabinet purchased and contractor informed. The electrician's quote did not include mounting the cabinet; agenda item 200.
- d. AP4: risk assessments drafted; agenda items 199 and 200.
- e. AP5: agenda item 201.
- f. AP6: the noticeboard by the allotments has been washed and will be varnished soon.
- g. AP7: no progress on the new website but the existing one can be kept until November if necessary. The Web Accessibility Regulations come into force in September.
- h. AP8: agenda item 203.
- i. AP9: speech written and submitted to MBC, but the application was approved; agenda item 207.
- j. AP10: direct debit form submitted.
- k. AP11: pensions still to be investigated. **Action 2: Clerk to investigate pensions.**
- l. AP12: auditor contacted and report amended as requested.
- m. AP13: agenda item 208.
- n. AP14: AGAR published and submitted.
- o. AP15: KCC has been contacted and a response is awaited.
- p. AP16: it is not possible to put 20mph signs on bins as these are MBC property. MBC has advised that signs on bins could cause a distraction to drivers.
- q. AP17: enquirer informed.
- r. AP18: the art packs should be delivered soon.

199. Report on decisions taken under the COVID-19 scheme of delegation

Decisions made by the clerk with delegated powers according to the COVID-19 scheme of delegation since the last meeting were:

- a. It was **agreed** that the clerk would attend an online KALC Web Accessibility training course.
- b. It was **agreed** to get quotes for the play area inspection. Four were received and as RoSPA were the cheapest it was **agreed** to book the inspection with them to take place after the new equipment has been installed. **Action 3: Clerk to book inspection.** The other contractors approached to paint the railings did not respond so it was **agreed** to proceed with the quote from Overbury. The work has now been completed. The risk assessment for the play area was **agreed** and it was **agreed** to reopen it with temporary signage in place. The play area has now been reopened.

200. Barn

The draft risk assessment and supplemental terms of hire were **agreed** with minor changes. **Action 4: Clerk to update risk assessment and supplemental terms of hire.** It was **agreed** to keep the Barn closed and to review the situation at the next meeting in September. **Action 5: Clerk to inform enquirers.** It was **agreed** to ask the electrician to mount the CCTV cabinet at an extra cost of £25. **Action 6: Cllr Jones to inform electrician.** An electricity bill had been received but the reading was incorrect. It was **agreed** to provide the correct reading and pay the updated bill when received. **Action 7: Clerk to contact Ecotricity.** It appears that the Barn is currently using approximately 2.5kWh per day, which was felt to be rather high considering it is not in use. **Action 8: Cllr Jones to ask for advice from the electrician.** There has been no response from the developer regarding the dead beech tree. **Action 9: Clerk to chase.**

201. Play area

The toddlers' play area and the railings have been repainted and the other equipment has been jet washed. Thanks were expressed to Cllr Merrick and Cllr Bowring for their hard work in co-ordinating this. Both play areas are now reopen with temporary signage in place. It was **agreed** to purchase two permanent signs at a cost of approximately £50 per sign plus VAT. **Action 10: Cllr Merrick to purchase signs.**

202. Allotments

The area around the allotments has now been strimmed, it is believed by the tenants.

203. LGA Model Code of Conduct consultation

It was **agreed** that cllrs would respond individually if they wished to do so. **Action 11: Cllrs to respond to consultation.**

204. Great British Spring Clean/Village Tidy Up Day

It was **agreed** to spread the tasks out over several days to assist with social distancing. It was **agreed** that cllrs would litter pick in the first week of September and residents would be encouraged to do outside their own houses. It was **agreed** that Cllr Carr and Cllr Merrick would clean the signs, Cllr Jones, Cllr Carr, Cllr Noble and Cllr Sharp would clear the area around the village green and Cllr Sharp would paint and revarnish the noticeboards. **Action 12: Cllrs to complete agreed tasks.** Requests have been submitted to KCC to remove the bollards at the village green, to provide 'take litter home' signage at either end of the village and to refresh the hydrant paint.

205. ACRE membership

It was **agreed** to renew membership of ACRE at a cost of £55. **Action 13: Clerk to renew.**

206. Speeding

A number of residents have raised concerns about speeding through the village. It was noted that the issue was much worse before the traffic calming measures were introduced and that additional safety measures are being installed at Fourwents this month. It was also noted that when further traffic calming measures such as repeater signs, roundels and reactor signs have been requested in the past the response from KCC has been that they cannot be installed in conjunction with the existing buildouts. It was **agreed** to respond to residents with these points and encourage them to contact KCC with their concerns and to report details of persistent offenders to the police, ideally with vehicle registration details, dates and times. **Action 14: Clerk to respond to residents.**

207. Planning

- a. The application for Gibraltar Farm was approved by Maidstone Borough Council planning committee but is still awaiting a decision from Medway Council.
- b. The sites submitted under the call for sites will be discussed by MBC later this month.

208. Finance

- a. It was **agreed** that invoices for regular contracts submitted by the last working day of the previous month could be paid on what would be the normal meeting date in January and August when the council would not normally meet or in other months should meetings not be able to take place. **Action 15: Clerk to request invoices from contractors by the last working day of the month when relevant.** The process for authorising bank payments was confirmed; the clerk will circulate invoices to the two nominated cllrs then set up payments for authorisation.
- b. It was **agreed** that purchases or minor works under £100 would not need three quotes and could be agreed via email by a quorum of cllrs.
- c. The financial statement and bank reconciliation were reviewed and accepted.

Account	Balance as of 31/07/20
Unity Account	33,388.35

- d. Four auditors had been approached with two responses. One of these declined to quote so it was **agreed** to accept the quote for £182 from Martin Thomas. **Action 16: Clerk to engage Martin Thomas as internal auditor for 2020-21.**
- e. Payments made under delegated powers were as follows:

No.	Details	Amount	VAT*	Total	Auth.
30	Barge – grounds maintenance (June)	241.82	48.37	290.19	VJ, DT
31	Savills – field rental second quarter	112.50	-	112.50	VJ, DT
32	Business Stream – allotment water	34.74	-	34.74	VJ, DT
33	Clerk – expenses (ink)	37.20	-	37.20	VJ, DT
34	Cllr Merrick – cabinet etc for CCTV in Barn	79.30	15.86	95.16	VJ, DT
35	Clerk – wages and office rental (July)				VJ, DT
36	Mona Cleaning – Barn cleaning (May & June)	30.00	-	30.00	VJ, DT
37	MBC – allotment land rental	5.00	-	5.00	VJ, DT

38	Mike Searley – Barn grass cutting (5 th & 19 th June)	35.00	-	35.00	VJ, DT
39	Barge – grounds maintenance (July)	241.82	48.37	290.19	VJ, DT
40	Rachel Ford – gardening (7 th , 9 th & 21 st July)	160.00	-	160.00	VJ, DT
D/D	Bytes – Microsoft Office (June)	8.82	1.76	10.58	
D/D	Onecom – Barn internet (July)	23.10	4.62	27.72	

* VAT to be reclaimed.

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

No.	Details	Amount	VAT*	Total	Auth.
41	KALC – Web Accessibility Training (half)	25.00	5.00	30.00	SB, JM
42	Playdale – play area equipment first half	1670.00	334.00	2004.00	SB, JM
43	Ecotricity – Barn electric	tbc	tbc	tbc	SB, JM
44	ACRE membership	55.00	-	55.00	SB, JM
45	Mike Searley – Barn grass cutting (3 rd & 17 th July)	35.00	-	35.00	SB, JM
46	Mona Cleaning – Barn cleaning (July)	15.00	-	15.00	SB, JM
47	Overbury Estates – play area cleaning and painting	1625.00	325.00	1950.00	SB, JM

* VAT to be reclaimed.

209. Reports from parish councillors

Cllr Jones reported the sad death of Bill Anderson, who had been a parish cllr for many years. It was **agreed** to send cards of condolence. **Action 17: Cllrs to send cards as appropriate.**

It was reported that a barrier had been installed at the village hall car park and the clerk had emailed the committee regarding this, with no response. The barrier has now been removed but concerns were expressed over BPC's right of access as a contractor had been unable to gain access to the field on a previous occasion. **Action 18: Clerk to email BVH committee again.**

210. Correspondence

All correspondence was noted.

- A request to use the field for fitness training was refused as it did not fulfil the criteria of the policy.
- Details of the funeral of a resident had been posted on the website and the Facebook page with the family's permission.
- A resident reporting stolen property was advised to contact the police.

211. Close of meeting

The meeting closed at 9.03pm.

The next meeting will be held on **Wednesday 2nd September 2020** at 6.30pm.

Signed.....

Date.....