

BREDHURST PARISH COUNCIL



**Minutes of the Ordinary Parish Council Meeting held via Microsoft Teams,
on Wednesday 3 March 2021 at 6.30pm**

Present: Cllr Vanessa Jones (Chair), Cllr Nichola Carr (Vice-Chair), Cllr Steve Bowring, Cllr Dan Fifield, Cllr Chantelle Goodwin-Sword, Cllr Claire Sharp, Cllr Bob Hinder (MBC), Cllr Anne Brindle (MBC) and Melanie Fooks (Clerk)

Public: 0

341. Apologies for absence

None, all Councillors were present.

342. Declarations of interests

Cllr Jones declared an interest in item 353 planning application 21/500820/FULL as she is an employee of the neighbour.

343. To approve the minutes of the meeting held on 3rd February 2021.

The minutes were **agreed** as an accurate record of the meeting and would be signed and dated by the Chair at a later date.

To receive the draft minutes of the Personnel Committee meeting held on 17 February 2021.

The minutes were **received** and, as all members of the Personnel committee were present, were **agreed**.

The meeting was not adjourned for a public session.

344. Police Briefing

No crimes had been reported during the month. Clarification was given with regards to reporting rural crime through rural matters and the need for circulating as soon as received to residents.

345. Matters arising (for information only)

Action Points from meeting held on 03-02-21:

AP1:	Rural Crime Reports – Clerk to contact PCSO Adlington.	See item 344
AP2:	New Electricity Supplier – Clerk to provide details to Cllrs.	See item 346a
AP3:	Field entrance – Clerk to draw up specification.	See Item 347
AP4:	Playground Annual Inspection - Clerk to liaise with Kompan.	See Item 348
AP5:	Weekly Playground inspections – Cllr Bowring to forward to Clerk.	Outstanding
AP6:	New website – Cllrs Fifield, Goodwin-Sword & Salter to forward Photos to Cllr Jones	See item 349
AP7:	Personnel Meeting – Cllr Salter to liaise with Clerk to set date	Done
AP8:	CCTV Policy – Clerk/Cllr Jones to prepare draft policy	See item 351
AP9:	21/500081/500082/LAWPRO – Clerk to draft response	Done
AP10:	Planning Consultancy – Cllr Jones to circulate email to Cllrs	See Item 353b
AP11:	Tree across KH49 – Cllr Bowring to inform Landowner	Done
AP12	Fly tipping Campaign Posters – Clerk to inform residents	Done

Action Points from meetings prior to 03-02-21:

N/A	Remaining items for Blacksmith Barn to be purchased	Outstanding
N/A	Facebook – NC to add list of prohibited words to Facebook	Outstanding

346. Blacksmiths Barn

- a. The Clerk and Cllr Jones have tried to obtain quotes from an alternative electricity supplier. As the existing supply has been registered by Ecotricity as residential instead of a business dwelling, other suppliers are unable to quote. Until this is rectified, quotes cannot be obtained. Ecotricity has offered the Parish Council a refund of £150.00 leaving a debt of £167.50 on the account. Cllr Jones said this was not acceptable as the Parish Council has been waiting 13 months for numerous issues on the account to be resolved and has requested that the full debt be cleared.

AP1: Cllr Jones to contact Ecotricity requesting the full debt be cleared and the supply be registered as a business account.

AP2: Clerk to obtain alternative quotes once this has been done.

- b. The grass cutting, cleaning, and gardening contracts were **received** and **agreed** and would be placed in the budget.

AP3: Clerk to notify the gardener, cleaning company and grass cutting contractor.

- c. Councillors had been informed that several enquiries to hire the barn had been received. It was **agreed** that the Clerk would contact all previous hirers asking if they wish to return and to fit the new enquiries around existing hirer's bookings. Guidance regarding re-opening of Blacksmiths Barn had been received from ACRE and the Clerk advised of the key dates. Councillors **agreed** that, due to Covid 19 restrictions, the Barn will remain closed until further government guidance is available. It was **agreed**:

- hand sanitising unit and sanitiser to be purchased along with relevant signage.
- Cllr Fifield confirmed he would mount the CCTV monitor onto the wall below the CCTV cabinet.
- Cllrs Jones confirmed a further lockdown grant had been received from MBC of £2096.00.
- Cllr Fifield informed councillors that there appeared to be a fault with the under floor heating. Cllr Jones will inform the landlord.

AP4: Clerk to contact previous hirers and keep all potential hirers updated regarding an opening date for the barn.

AP5: Clerk to purchase hand sanitiser unit, sanitiser and signage.

347. Playing field access path

The Clerk informed councillors that a contractor had been contacted regarding the amended specification and will meet with Cllr Jones to discuss BPCs requirements. It was **agreed** that the specification would include separate quotes for resurfacing under the picnic table and the entrance to the toddlers' playground as these were highlighted in the safety inspection report as requiring action. It was also **agreed** to obtain a quote for concreting under the bench.

AP6: Cllr Jones to meet with contractor to discuss specification.

348. Playground Annual Inspection

- a. The Clerk updated councillors regarding Kompan's response to BPC's queries with their report. Whilst the report has given the play area an overall LOW risk, Kompan identified that the Junior Multiplay equipment did not meet current legislation due to it being an older piece of equipment. The Clerk advised that she had written to the manufacturer, Wicksteed, to get advice on what improvements, if any, could be made. She has also written to Playdale with regards to the Aerial Runway for their advice and MBC have also been approached for their advice as they inspect the equipment on an ad-hoc basis. Information including any costings

will be brought back to the next meeting. All other findings will be monitored as part of the weekly inspections.

AP7: Clerk to provide report for next meeting.

- b. The weekly inspection reports, procedure, and inspection rota compiled by Cllr Goodwin-Sword was considered by Councillors and, after discussion and a few minor amendments, they were **agreed** and **adopted**. Cllrs Bowring and Fifield **agreed** to share the weekly inspections on a rotational basis and, after each inspection, submit their inspection form to the Clerk.

AP8: Cllr Jones to make the agreed amendments to the procedure and publish on the website.

349. Website

Cllr Jones provided an update on the website explaining that, provided Councillors were in agreement, the site was ready to go live. Councillors agreed www.bredhurstparishcouncil.org.uk as the new domain name and all email addresses to end in @bredhurstpc.org.uk. Emails to be hosted and backed up by TEEC as part of our existing £10pm contract. Cllr Jones proposed with all in favour of giving notice to Bytes and transferring email management to TEEC.

AP9: Clerk to contact Bytes.

AP10: Cllr Jones to contact TEEC.

350. Personnel

Councillors considered the recommendation from the Personnel Committee and agreed to purchase a further 10 hours of consultancy from HR Services. Cllr Jones informed councillors that after taking into account the additional purchase of 10 hours, the latest HRPS statement showed a deficit of 2.5 hours. Therefore, it was proposed by Cllr Carr, seconded by Cllr Sharp with all in favour to increase the total purchase to 15 hours.

AP11: Clerk to contact HR Services.

351. Policies and Procedures

- a. CCTV Policy - **Received** and **adopted**. The Clerk confirmed that the ICO annual subscription at £35.00 per annum which was **agreed**. **AP12: Clerk to liaise with ICO.**
- b. Code of Conduct - **Reviewed** and **agreed**.
- c. Covid 19 Delegation of Powers ToRs - Councillors **reviewed** and **agreed** the amendment extending the expiry date to 6th May.
- d. Standing Orders - **Agreed** the amendments regarding the inclusion of Personnel and Staff Line Management committees.

AP13: Cllr Jones to publish policies on the website.

352. Parish Council Elections – 6th May 2021

The Clerk informed Councillors that she was in the process of creating a poster and would circulate it out of meeting for approval. Once approved it would be placed on the noticeboard and sent to residents. Borough Cllr Bob Hinder advised Councillors that, if they wish to stand for election, that the Clerk completes the paperwork for them to sign as any incorrect addresses or electoral role details will lead to the application being rejected.

AP14: Clerk to circulate poster and timetable to Councillors and residents.

353. Planning

- a. 21/500695/SUB Submission of details pursuant to conditions 10 (landscape scheme), 12 (closure report), and 14 (electric vehicle charging point), of application 17/501784/FULL. Channing Farm Barn Dunn Street Bredhurst ME7 3NA. **Noted.**

21/500820/FULL | Erection of five huts to the existing patio area with festoon lighting and a covered pergola. | The Bell The Street Bredhurst Gillingham Kent ME7 3JY. **BPC does not wish to object.**

- b. Councillors considered an email received by Cllr Jones from Planning Consultant Mr McCreery offering planning advice regarding the proposed Lidsing Development for a monthly retainer of £1500pm. Councillors agreed to thank him for his offer of help but decided BPC cannot afford this ongoing monthly fee.

AP15: Clerk to write to Mr McCreery.

Cllr Jones informed Councillors that she had received an email from the developer of Blacksmith Court asking the Parish Council's view on the erection of 1.8m high electric gates at the entrance to Blacksmith Court adjacent to Blacksmiths Barn and using the Barn's electricity supply. Cllr Jones explained the developer said if councillors were not happy with the proposal that the gates could be set further back towards the bungalow and an alternative electricity supply could be used. Councillors unanimously agreed that by placing the gates adjacent to the barn would cause issues for hirers accessing the car park. They also felt that the height of the gates were too high and not in keeping with the AONB.

AP16: Clerk to write to the developer outlining the Parish Council's view.

Cllr Jones informed members that Medway Council had unanimously refused the East Hill planning application, this is the same applicant proposing the Gibraltar Farm and Lidsing Garden Community Development.

354. Public Rights of Way

The Parish Council has received several complaints over many months from residents regarding the height and design of a stile on KH55. PRoW were first alerted to the problem in August 2020. PRoW confirmed they have spoken to the landowner but, despite this, alterations have still not been made to make the stile safe. PRoW were asked for an update for this meeting but no reply was received.

AP17: The Clerk to keep chasing PRoW for an update.

355. Village Maintenance

Normally at this time of year the Parish Council would organise a village clean-up day but, due to Covid 19 restrictions, this is not allowed. BPC thanked many residents who have cleared rubbish, particularly after the recent snow which saw a huge amount of rubbish being left by users of the area. It was agreed to ask residents to help keep the village clean by regularly checking and removing any litter outside their property. Also, if they live near a street name plate or road sign to please give them a wash. It is hoped that by all working together, we can keep our village looking nice. Green sacks issued by MBC can be requested from the Clerk for litter picking. A resident had written to the Clerk regarding the ineffectiveness of the mechanical sweeper whilst in Bredhurst last week. MBC were contacted and it returned to the village a couple of days later and made a noticeable improvement. MBC confirmed that the sweeper works to a six-week cycle but could not supply exact dates of when it will return. Councillors asked if MBC could provide someone to use a petrol blower to blow the rubbish from the footpath into the road for the mechanical sweeper to sweep up as the footpaths appear to be ignored.

AP18: Clerk to investigate with MBC.

356. Reports from Parish Councillors.

There were none.

357. Reports from Borough and County Councillors (if present)

Borough Cllr Anne Brindle stated that she had attended a recent Planning and Full Council Meeting at MBC.

Borough Councillor Bob Hinder highlighted a new initiative of clusters that MBC have created, to deal with antisocial behaviour across the borough. Boxley ward has been linked with North Downs, Detling and Thurnham. These clusters will meet twice a year to bring to MBC's attention any areas where antisocial behaviour is taking place. The first meeting is in June and Councillors were asked to let him know if there are particular issues in Bredhurst.

He also stated that KALC was circulating a government led consultation regarding the Model Design Code which involves local planning authorities drawing up their own design code with local people that developers would have to adhere to and would become part of the NPPF. The deadline for the consultation is Friday 12 March 2021.

AP19: Clerk to provide a briefing note to Councillors highlighting salient points for submission. Borough Cllr Anne Brindle confirmed that MBC had already done a lot of work on this and she would forward details to the Clerk.

358. Correspondence

Cllrs received and noted the correspondence. Cllr Jones drew Councillors attention to Census Day – 21st March and asked for it to be publicised to residents and posted on the noticeboard.

359. Finance

a. The financial statement and bank reconciliation were **received** and **accepted**.

Account	Balance as of 28/02/21
Unity Account	39,422.12

b. The following payments were **agreed** and authorised as follows:

Ref	Details	Amount	VAT*	Total	Auth
96	HR Services (12530) - 5 hours pre-paid	355.00	71.00	426.00	VJ, NC
97	KCC Commercial Services - Stationery	74.54	14.91	89.45	VJ, NC
98	M Fooks, Cartridge Save - Printer Ink	22.13	4.43	26.56	VJ,NC
99	Clerk's Salary and office rental (Jan-Feb)	-	-		VJ,NC
99	HMRC - PAYE	-	-		VJ,NC
100	Cllr Jones - Plants for Parish Planters	30.76	6.14	36.90	CS,SB
101	HR Services (12380) - 10 hours pre-paid	710.00	142.00	852.00	CS,SB
102	HR Services (12568) - 5 hours pre- paid	355.00	71.00	426.00	CS,SB
D/D	Bytes – Microsoft Office (February)	8.82	1.76	10.58	CS, SB
D/D	Onecom – Barn internet (February)	23.10	4.62	27.72	CS,SB

*VAT to be re-claimed

Cllrs Bowring and Sharp agreed to authorise the payments from the meeting.

c. Bank Mandates for Cllrs Fifield, Goodwin- Sword and Salter. It was **agreed** that the new Councillors are added as signatories on the Parish Council Unity Trust Bank account. **AP20: Cllrs Fifield, Goodwin- Sword and Salter to provide the Clerk with details required by UTB.**

The meeting was not adjourned for a public session.

In view of the confidential nature (personal details and data) of the following items, they were taken in closed session.

- d. 19/20 Internal Auditor's Report

AP21: Clerk to contact KALC and this year's Independent Internal Auditor.

- e. VAT Return

AP22: Clerk to submit claim.

- f. Passwords

AP23: Cllr Salter agreed to report back to councillors on his findings.

- g. Emails

AP24: Clerk to continue working with Microsoft colleagues.

- h. HMRC.

AP25: Clerk to continue to work with HMRC.

360. IT Provisions (Supplementary Agenda Item)

Cllrs **agreed** the renewal the anti-virus software for the PC laptop.

AP25: Clerk to action.

361. Close of meeting

The meeting closed 8.26pm.

362. Date of Next Meeting - Wednesday 7th April 2021 at 6.30pm

Signed..... Date.....