

**BREDHURST PARISH COUNCIL**  
**Minutes of the Ordinary Parish Council Meeting**  
**Blacksmiths Barn**  
**Wednesday 11<sup>th</sup> June 2025 at 7.00pm**



**Present:** Cllr Vanessa Jones (Chair), Cllr Greg Davis (Vice Chair), Cllr Richard Collins, Cllr Sue Harwood, Cllr Ian Hopson, Cllr Toby Rowe and County Cllr Spencer Dixon from 7.22pm.  
 Melanie Fooks – Clerk & RFO  
 Public – None

**246/25 Apologies for Absence**

Apologies **accepted** from Cllr Sharp.

**247/25 Declarations of Interest**

Cllr Jones declared an interest in item 262 Future Management of Bredhurst Village Hall as she is Chair Bredhurst Village Hall Charity.

**248/25 Motion to exclude the press and public from the meeting for all items in the Closed Session.**

Motion **agreed** by all Cllrs. Proposed by Cllr Jones, seconded Cllr Davis.

Cllr Jones also proposed, seconded by Cllr Davis to move item 254a to the closed session due to the personnel nature of the item. Motion **agreed** by all Cllrs.

**249/25 Minutes of the 14<sup>th</sup> May 2025 Annual Parish Council Meeting and Closed Session.**

The minutes were **agreed** by Cllrs and signed by the Chair.

**250/25 Matters Arising (for information only)**

**Action Points from 14-05-25**

Action Points	Actions	Clerk or Cllr	Completed or Agenda Item on 11/06/25
AP1	Create calendar and assess policies for review.	Clerk	Item 257a
AP2	Monitor wooden play equipment and order caps.	Clerk	In progress
AP3	Monitor safety surface weekly. Await quarterly and annual inspections.	Clerk	On-going
AP4	Devise weekly inspection rota and record sheet.	Clerk	Completed
AP5	Draft 'No Mow May' Policy.	Clerk	Item 257b
AP6	Instruct gardener to carry out weeding by Allotment Noticeboard and raised beds in Hurstwood Road.	Clerk	Completed
AP7	Send updated Asset list to Insurers and to circulate revised premium to Cllrs.	Clerk	Item 256h
AP8	Produce Speed Watch flyer and circulate to Cllrs and then to residents once approved.	Clerk	Item 258c

**As there were no members of the public present there was no public session**

**251/25 Police**

There were no crimes reported since the last meeting.

**252/25 Community Playing Field**

a. Cllrs **received** and **noted** the Clerk's May/June weekly inspections.

The Clerk informed Cllrs that her inspection highlighted a few issues:

- Missing caps on multiplay equipment and wooden play equipment. Shackles for the junior swings are on order.
- Cllrs were notified that after a meeting with Safeplay inspector the risk for the worn chain links on the Zip Wire seat had been downgraded to low risk from medium, but the inspector advised to keep monitoring.

b. **Ratified**, the re-signing of the Community Playing Field lease on 14<sup>th</sup> May 2025.

- c. Consideration was given to the quotes for re-siting the picnic bench inside the fenced play area. Cllrs agreed to defer the decision to the July meeting following a site visit to see if the proposed area will be affected by tree roots.

**AP1: Cllrs to visit playground, Clerk to bring back to July meeting.**

#### 253/25 Blacksmiths Barn

Ratified, the Clerk's decision, made out of meeting after consulting with Cllrs for Lucanus Services to carry out resurfacing requirements to store the salt bin at Blacksmith Barn at a cost of **£182.00**.

Proposed by Cllr Rowe, seconded by Cllr Davis with all in favour.

**AP2: Clerk to instruct Lucanus Services to carry out the work.**

#### 254/25 Village Maintenance

- a. Parish Caretaker this item was taken in the closed session.  
b. Cllrs Davis proposed, seconded by Cllr Hopson with all in favour for the Clerk to purchase a portable pressure washer at £120.83 + VAT, a water carrier at £12.99 + VAT and an extendable brush at £23.99 + VAT for cleaning playground equipment, street furniture and many other areas around the parish.

**AP3: Clerk to purchase equipment.**

- c. **Ratified** the clerk's decision after consulting with Cllrs out of meeting to approve the increased cost for sanding and re-oiling the bench outside Green Court and the Allotment Noticeboard at a total cost of £316.56. Proposed by Cllr Davis, seconded by Cllr Harwood with all in favour.

#### 255/25 Planning

- a. Cllrs Jones informed Cllrs that the Lidsing SPD Stakeholder Steering Group meeting due to be held on 22 June has been postponed until July, date to be confirmed.  
b. [25/501814/TPOA](#) – TPO Application for the removal on one tree (species unknown). At St Peters Church, Hurstwood Road, Bredhurst ME7 3LA. **Defer decision to the MBC Tree Officer.**  
c. [25/502160/LBC](#) – Listed Building Consent for external alterations including external signage at The Bell, The Street, Bredhurst ME7 3JY. **Do not wish to comment.**  
d. [25/502157/ADV](#) - Advertisement consent for 1 x externally illuminated pictorial projecting sign, 2 x externally illuminated fascia signs, 3 x non illuminated fascia sign set of individual letters, 1 x internally illuminated fascia sign 1 x internally illuminated new gibbet, pictorial panel, header and amenity board to existing post at The Bell, The Street, Bredhurst ME7 3JY. **Do not wish to comment.**

#### 256/25 Finance

- a. The financial statement and bank reconciliation for P/E 31<sup>st</sup> May 2025 was **agreed** by all Cllrs and signed by the Chair.  
b. All payments made out of and at meeting were **agreed** by Cllrs.  
Cllrs Collins and Harwood were nominated to authorise forthcoming payments.

##### Payments made out of meeting.

Ref	Details	Amount	VAT*	Total	Auth
31	Lloyds Corporate Multipay Card (monthly Fee)	£3.00		£3.00	
32	Amber Lloyd – Refunded Barn Deposit Ref 51-25/26	£100.00		£100.00	
33	OneCom Ltd Invoice 7561752 May Invoice	£38.69	£7.74	£46.43	
34	M Fooks Salary + Office Rental – May				
35	HMRC Deductions – May				
36	UTB Service Charge – Monthly	£6.00		£6.00	
37	Nest Pensions – Clerk's Pension - May				
38	Rachel Ford – Gardening May invoice 8hrs	£220.00		£220.00	

\* VAT to be reclaimed.

**Payments for authorising at meeting.**

Ref	Details	Amount	VAT*	Total	Auth
39	Citisense Ltd – Traffic Survey	£190.00	£38.00	£228.00	RC/SH
40	BCTec Tech Support April	£196.90	£39.38	£236.28	RC/SH
41	BCTec Tech Support May	£41.25	£8.25	£49.50	RC/SH
42	BCTec – 365 Microsoft Subscriptions	£28.20	£5.64	£33.84	RC/SH
43	KALC Course – The Essentials of Being a Good Employer - invoice 12459044103	£100.00	£20.00	£120.00	RC/SH
44	KALC – Nuts and bolts of a Parish Council invoice 12485145023	£100.00	£20.00	£120.00	RC/SH
45	Lucanus – Bench and Noticeboard Sanding and Oiling	£315.56	-	£315.56	RC/SH
46	Zurich Insurance – Annual Renewal 25/26	£656.53	-	£656.53	RC/SH
47	Cllr Davis – NALC Bitesize Training Courses	£96.00		£96.00	RC/SH
48	Every Little Nook – Inv. 011– May	£61.00		£61.00	RC/SH
49	KCC Internal Audit Invoice 900213942 2 <sup>nd</sup> Audit Visit	£386.00	£77.20	£463.20	RC/SH
50	Cllr Jones – Glossy Paper + Compost for Blacksmith Barn	£57.98		£57.98	RC/SH
51	Mike Searley – Barn Grass Cutting (£100.00) Re-turfing outside Green Court (£250.00)	£350.00		£350.00	RC/SH

\* VAT to be reclaimed.

- c. **Noted** receipts and payments for the period 01/05/2025 - 31/05/2025.
- d. Cllrs **received** the Internal Auditors End of Year Report and were pleased that outstanding issues from the previous year had now been addressed and were resolved. There was just one outstanding issue regarding Precept testing and this would be tested during the first visit in October/November for the year 2025-26. Cllr Jones expressed the Council's thanks to the Clerk for her hard work in achieving the outcomes in the report.
- e. The Annual Governance Statement for 2024/25 was **agreed** by all Cllrs and **signed** by the Chair and the Clerk.
- f. The Accounting Statement including the statement of variance for 2024/25 were **agreed** by all Cllrs and **signed** by the Chair and the Clerk.
- g. The dates of the Exercise of Public Rights Notice period of 23<sup>rd</sup> June – 1<sup>st</sup> August 2025 were noted by all Cllrs. This notice will be published on the PC's website and noticeboards.

**AP4: Clerk to publish notice.**

- h. Cllrs **received** and **noted** the Asset list for 2025-26 which had been updated for insurance purposes. Cllr Jones queried the replacement value for Blacksmith Barn entrance gate.

**AP5: Clerk to contact Southern Fencing to clarify.**

- i. Cllr Davis proposed, seconded by Cllr Collins, with all in favour to ratify the insurance renewal policy and fee of £656.53. The PC is in the second year of a 3-year agreement.
- j. Cllrs considered the Clerk's report to use Scribe for the PC's accounting system. A business proposal was received by Cllrs, costs for this package at £37.00 per month, with an initial set up fee of £299.00. Cllr Rowe proposed, seconded by Cllr Davis with all in favour to proceed with Scribe subject to Cllr Rowe talking to them to see if he can negotiate a discount.

**AP6: Cllr Rowe to contact Scribe.**

**257/25 Policies and Procedures**

- a. Cllrs **received and adopted** a yearly schedule for reviewing policies.
- b. Cllr Collins proposed, seconded by Cllr Harwood with all in favour to adopt a 'No Mow May' Policy.
- c. Cllr Jones proposed, seconded by Cllr Davis with all in favour to adopt the Playground Risk Assessment.

**258/25 Highways & Byways**

- a. Highways Improvement Plan. HIPs are submitted to KCC Highways to allow Parishes to suggest road safety improvements. KCC evaluate proposals against highway policies. Projects can be funded by KCC and/or by the Parish. Cllrs **agreed** the following 3 improvements:

- To complete the kerbing outside of Blacksmith Barn.
- Pinch point road markings outside of Englefield to show drivers the road narrows.
- To provide more give way signage at the hatched areas outside of Meynell Cottage and Ivy Cottage.

**AP7: Clerk to submit HIP to KCC.**

- Ratified**, the Clerk's decision after consulting with Cllrs out of meeting to commission a traffic survey to monitor traffic movements through Bredhurst on 1<sup>st</sup> July – 8<sup>th</sup> July at a cost of £190.00 Cllr Rowe proposed, seconded by Cllr Collins with all in favour.
- Speed Watch Volunteer Group – Cllr Hopson **agreed** to be the lead Cllr for the PC. Cllrs unanimously **agreed** the Terms of Reference for the group. The Clerk confirmed that the Police Speed Watch team would supply the equipment and training. They also confirmed that a minimum of 6 volunteers were needed to start the scheme. An advert for volunteers has been supplied by the Speed Watch team which will be emailed to residents and placed on the Noticeboards and publicised on Facebook.

**AP8: Clerk to publicise advert to residents.**

#### **259/25 Councillor Training**

- The Clerk and Cllr Jones will be attending KALC Local Government Reorganisation Seminar at Ashford International Hotel on 19<sup>th</sup> June.
- Cllrs Hopson and Sharp will be attending KALC Training – Nuts and Bolts of a Parish Council on 21<sup>st</sup> July and 6<sup>th</sup> October 2025 respectively.
- Cllr Davis has completed several NALC bitesize courses.

#### **260/25 Reports from Parish, Borough, and County Councillors (if present)**

County Cllr Dixon gave a brief overview of his role since being elected and emphasised to Cllrs that a priority is the Lidsing Development. He will be visiting in the near future to familiarise himself with the area and the likely effects the development will have on Bredhurst and the surrounding area.

#### **261/25 Correspondence**

Cllrs **received** and **noted** the following correspondence:

- KALC Maidstone Draft Minutes - May 2025
- KALC News & Training – June
- Kent PCC's Spring Newsletter
- KALC Executive Minutes – January 2025
- Cllr Jones received a complaint from a resident regarding the parking outside the school during school drop off and pick up times. Cllr Jones suggested that the Parish Council facilitates a meeting with the residents who are affected by parking issues, the Head of Bredhurst School, Village Hall Trustees, St Peter's Church, the Church Shop and The Bell to see if there is a way parties can work together to relieve parking pressures.

**AP9: Clerk to contact interested parties to set up a meeting at Blacksmith Barn.**

#### **262/25 Closed Session**

Personnel matters – Details minuted separately.

Future management of Bredhurst Village Hall – Details minuted separately.

#### **263/25 Close of Meeting**

Meeting closed at 9.03pm with no further business to discuss.

#### **264/25 Date of Next Meeting – Wednesday 9<sup>th</sup> July 2025 at 7.00pm**

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