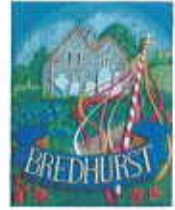


**BREDHURST PARISH COUNCIL**  
**Minutes of the Ordinary Parish Council Meeting**  
**Blacksmiths Barn**  
**Wednesday 12<sup>th</sup> November 2025 at 7.00pm**



**Present:** Cllr Vanessa Jones (Chair), Cllr Greg Davis (Vice Chair), Cllr Richard Collins, Cllr Sue Harwood, Cllr Ian Hopson, Cllr Toby Rowe (from 7.18pm) and Cllr Claire Sharp.  
 Melanie Fooks – Clerk & RFO  
 Public - 1

**328/25 Apologies for Absence**

Apologies **accepted** from MBC Cllr Thompson. No apologies from KCC Cllr Dixon.

**329/25 Declarations of Interest**

None.

**330/25 Motion to exclude the press and public from all items in the Closed Session.**

Cllr Davis proposed, seconded by Cllr Collins, **agreed** by all Cllrs.

**331/25 Minutes of the 8<sup>th</sup> October 2025 Parish Council Meeting and Closed Session.**

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

**332/25 Matters Arising (for information only)**

**Action Points from 08-10-25**

Action Points	Actions	Clerk or Cllr	Completed or Agenda Item on 12/11/25
AP1	Contact Safeplay re renewal of ¼ playground inspections	Clerk	Completed
AP2	Notify hirers/suppliers of new Blacksmiths Barn account.	Clerk	Completed
AP3	Circulate date of BVH Management Committee meeting to Cllrs.	Clerk	Completed
AP4	Submit signed documents to UTB for new BVH bank accounts.	Clerk	Completed
AP5	Obtain further quotes for Fire Risk Assessments for Blacksmiths Barn and BVH. Circulate to Cllrs.	Clerk	Completed
AP6	To circulate quotes for an external power supply and Christmas lights for BVH.	Cllr Jones	Completed
AP7	To purchase daffodil bulbs and circulate poster to advertise for volunteers.	Clerk / Cllr Jones	Completed
AP8	Submit response to MBC re planning Application 25/503527/FULL	Clerk	Completed

**There was a short public session.**

**Item 338 was taken after Item 333 for the benefit of the of the member of public present.**

**333/25 Police**

- a. Cllr Jones and the Clerk attended the recent Cluster meeting with Kent Police and MBC where various issues were discussed. One crime was reported during October reported via [ewatch.co.uk](http://ewatch.co.uk), that on Monday 13th October between 12:00 and 14:00 in Dunn Street Road, young people caused damage to transmission towers. Crime Report No. 46/178648/25
- b. Police Surgery in Bredhurst Village Hall on 1<sup>st</sup> November between 9am-10am was attended by 2 residents. Hopefully, the next surgery will be at a more convenient time for residents.

**334/25 Community Playing Field**

Cllrs **noted** weekly inspection reports for October and November and actions required.

### 335/25 Blacksmiths Barn

- a. Cllr Davis proposed, seconded by Cllr Sharp with all in favour to ratify the decision to use EDP Fire Solutions to carry out a Fire Risk Assessment at Blacksmiths Barn at £112.50. This was carried out on Tuesday 11<sup>th</sup> November and reports will be available within 2 weeks of the inspection.
- b. Cllr Sharp proposed, seconded by Cllr Collins with all in favour to **ratify** the decision to accept the Insurance quote for Blacksmiths Barn from Folgate at a cost of £568.28.

**AP1: Clerk to notify Insurance Company.**

- c. Inconsiderate parking in Blacksmiths Court. Cllrs agreed not to introduce a breach of conditions deposit for regular hirers but agreed all regular hirers will be reminded of the hire conditions and, if further complaints received, a deposit will be introduced and retained when conditions breached.

**AP2: Clerk to notify hirers.**

- d. Other Blacksmiths Barn Matters

- The air conditioning service is scheduled for 26<sup>th</sup> November at the same cost as last year £50.00.
- Fire equipment is due for annual service.

**AP3: Clerk to contact County Fire Protection.**

### 336/25 Bredhurst Village Hall

- a. **Received** and **noted** the minutes of BVH Management Committee's meeting of 5<sup>th</sup> November 2025.
- b. Current and instant access account with UTB for BVH Charity now open and funds transferred. A small sum has been left in the CAF Bank account for any transactions made after the transfer.
- c. The BVH lease renewal is still with the landlord's solicitors. No update available.
- d. **Received** and **noted** BVH's accounts from 1<sup>st</sup> April 2025 – 31<sup>st</sup> October 2025.
- e. Cllrs **received** and **noted** the Parish caretaker's BVH report.
- f. Cllr Harwood proposed, seconded by Cllr Hopson with all in favour to ratify the decision to use EDP Fire Solutions to carry out a Fire Risk Assessment at BVH for £112.50.
- g. Cllr Sharp proposed, seconded by Cllr Hopson with all in favour to ratify the decision for an additional electrical double socket inside the hall at a cost of £250.00.
- h. Cllrs considered the recommendation of BVH Management Committee to carry out a deep clean of the hall. Two quotes were considered. Cllr Collins proposed, seconded by Cllr Harwood to proceed with the quote from Clear Water Kent of £895.00 for 21 hours of cleaning.

**AP4: Clerk to contact Clearwater and arrange a date.**

- i. Cllrs considered the recommendation of BVH Management Committee to install a car park gate. Permissions will be sought. Cllr Sharp proposed, seconded by Cllr Rowe with all in favour to proceed with the quote at a cost of **£3168.00**.

**AP5: Cllr Jones to arrange.**

- j. Cllr Harwood proposed, seconded by Cllr Hopson with all in favour to accept the recommendation of BVH Management Committee to proceed with Lucanus Services to relay a section of the patio in the rear garden which has become a health and safety issue at a cost of £385.00.

**AP6: Clerk to contact Lucanus Services.**

- k. Cllr Jones provided an update on the blocked drain in the car park. This is now being dealt with by the Hall's insurance company and BVH to pay the excess of £250.00.
- l. Consideration of additional internal and external works discussed and quotes to be obtained.

**AP7: Clerk/Cllr Jones to obtain quotes.**

### 337/25 Village Maintenance

- a. Cllr Davis proposed, seconded by Cllr Harwood with all in favour to purchase additional daffodil and crocus bulbs at a cost of £159.16.

**AP8: Clerk to purchase additional bulbs.**

- b. The contractors have completed all grass cutting for the season except one cut being held back before the end of March. If Cllrs decide the field needs cutting between these times we can pay for additional cuts. All hedges have been cut, and photos were previously circulated. **Noted**.
- c. Other village maintenance matters. There were none.

**338/25 Planning**

- a. The Lidsing Garden Development Draft SPD Consultation and Drop-In session will be held on 13th November 2025, 1pm-5pm Blacksmiths Barn. A flyer has been delivered to residents.
- b. [25/504356/LBC](#) - Listed Building Consent external alterations to outbuilding - re-build red brick wall on northeast elevation and replace wooden window, re-lay top five courses of parapet wall, replace roof timbers, felt, batten and tiles and take down chimney to eaves and re-build to match existing at Kemsley Street Farm Kemsley Street Road Bredhurst Kent ME7 3LS. **Noted.**
- c. Other planning matters - none.

**339/25 Finance**

- a. The financial statement and bank reconciliation for P/E 31<sup>st</sup> October 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 Hopson and Sharp were nominated to authorise forthcoming payments.

**Payments made out of meeting.**

Details	Amount	VAT*	Total	Auth
TEEC Ltd Website & Domain Name Hosting Inv. 5456	11.25	-	11.25	RC/CS
Michael Du Lieu - September Parish Maintenance Invoice	15.50		15.50	RC/CS
EDF Energy - Blacksmiths Barn - September Inv.	57.49	2.87	60.36	RC/CS
Nadia Olver - Returned Barn Deposit Ref 83-25/26	100.00	-	100.00	RC/CS
Rachel Ford - Bulbs	82.32	16.46	98.78	RC/CS
Vanessa Jones - Bulbs	209.16	41.83	250.99	RC/CS
Safeplay Qrtly Playground Inspection Inv.	56.00	11.20	67.20	RC/CS
OneCom Inv. 7691776 (Barn Internet)	38.69	7.74	46.43	RC/CS
M Fooks - Oct Salary + Office Rental				RC/CS
HMRC October Contributions				RC/CS
UTB Service Charge (Monthly)	6.00	-	6.00	RC/CS
Every Little Nook Inv. 0134 September Cleaning	58.50	-	58.50	GD/SH
Rachel Ford – Oct Gardening (10 hours)	275.00	-	275.00	GD/SH

\* VAT to be reclaimed.

**Payments for authorising at meeting.**

Details	Amount	VAT*	Total	Auth
Three Counties - Grounds Maintenance – October Inv7723	1700.00	340.00	2040.00	IH/CS
The Waterhouse Group – Barn Insurance Renewal	568.28	-	568.28	IH/CS
Lucanus Services – Trimming Holly Bush	50.00		50.00	IH/CS

\* VAT to be reclaimed.

- c. **Received** and **accepted** Lloyds Corporate Multipay Card Expenditure for October.
- d. **Noted** receipts and payments for the period 01/10/2025 - 31/10/2025.
- e. **Noted** rescheduled KCC Internal Audit Visit by Teams on 17<sup>th</sup> November 2025. Cllrs were notified of the areas being tested.
- f. Cllrs were asked to consider projects for the 2026/27 budget and to notify the Clerk. Any projects not completed within this financial year will be ringfenced for next year.

**AP9: Cllrs to notify Clerk.**

- g. Cllrs considered the range of UTB savings accounts for the Parish Council. Cllrs unanimously agreed for the Clerk to select the most suitable account for the Parish Council's circumstances.

**AP10: Clerk to contact UTB.**

- h. The Clerk attended a Scribe presentation of a booking system for BVH and Blacksmiths Barn. The benefits of the package consisted of:
  - can be viewed from the Parish Council's website.
  - allows the public to see the diary and request a hire date.
  - once booking is confirmed, system produces an invoice.



- feeds into the Scribe accounts package.
- payments can be paid by bank transfer into the Hall's bank account or paid via a third party. Cllr Colins proposed, seconded by Cllr Sharp with all in favour that Blacksmith Barn's would retain its existing system. BVH will use Scribe in 26/27 at £189.00 set up fee and £27.00 per month.  
**AP11: Clerk to notify Scribe.**

#### **340/25 Policies and Procedures**

- Emergency Plan – It was agreed that Cllr Davis would look at this and report back. It was agreed that a grab pack should be created for both Blacksmiths Barn and BVH.  
**AP12: Clerk & Cllr Davis to arrange.**
- It was agreed that Cllrs would look at the Winter policy for Blacksmiths Barn and BVH and suggest amendments or give approval out of meeting.  
**AP13: Clerk to circulate policy.**

#### **341/25 Highways**

- KCC have provided a detailed drawing of the alterations to the kerbing outside Blacksmiths Barn. The cost will be between £2,500 - £3,000 and KCC will contribute £1,000. Cllr Davis proposed, seconded by Cllr Collins with all in favour to release £2000.00 from general reserves.  
**AP14: Clerk to contact KCC.**
- KCC are carrying out tests to move the speed cushion on Dunn Street Road between Meynell and Ivy Cottage. BPC awaits an update.
- The white stop lines at the junction of Forge Lane and Dunn Street Road have been refreshed.
- A resident has asked for the speed limit in Kemsley Street be reduced to 20mph. KCC have advised the length of Kemsley Street falls below the recommended minimum threshold and does not qualify. It was agreed to add the request to the HIP for further investigation. Cllr Hopson confirmed the Speedwatch safety team have commissioned a site for Speedwatch to be carried out which will help determine the speed of vehicles using this road.  
**AP15: Clerk to contact KCC.**
- PRoW have confirmed that repairs to the steps on KH52A will be carried out in November along with the installation of a short section of handrail at the steepest area. **Noted.**

**The Chair extended the meeting by 30 minutes.**

#### **342/25 Speedwatch**

Cllr Jones thanked Cllr Hopson and Speedwatch volunteers for their time and their findings. In the first month, the number of vehicles speeding was 133, vehicles with no tax 1, and vehicles with no MOT 3. The Police have issued letters to the vehicle owners. More sessions are being planned.

#### **343/25 Councillor/Clerk Training**

None.

#### **344/25 Reports from Parish, Borough, and County Councillors (if present)**

Cllrs Davis and Sharp attended MBCs Parish Conference which they found most helpful.

#### **345/25 Correspondence**

Following a complaint, the PC agreed to meet with KCC regarding parking problems in the vicinity of the school. As agreed with the school in July, parents and guardians should park at The Bell car park, although many are not adhering to this.

**AP16: Clerk to arrange meeting.**


#### **346/25 Closed Session**

- Personnel matters – Details minuted separately.
- Enforcement – Details minuted separately.

#### **347/25 Close of Meeting**

Meeting closed at 9.20pm with no further business to discuss.

#### **348/25 Date of Next Meeting – Wednesday 10<sup>th</sup> December 2025 at 7.00pm**

Signed.......... Date.....10/12/25.....