

BREDHURST PARISH COUNCIL
Minutes of the Ordinary Parish Council Meeting
Blacksmiths Barn
Wednesday 10th December 2025 at 7.00pm



Present: Cllr Vanessa Jones (Chair), Cllr Greg Davis (Vice Chair), Cllr Richard Collins, Cllr Sue Harwood, Cllr Ian Hopson, Cllr Claire Sharp and County Cllr Spencer Dixon.
 Melanie Fooks – Clerk & RFO
 Public - None

349/25 Apologies for Absence

Apologies accepted from MBC Cllr Thompson.

350/25 Declarations of Interest

None.

351/25 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.

352/25 Minutes of the 12th November 2025 Parish Council Meeting and Closed Session.

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

353/25 Matters Arising (for information only)

Action Points from 12-11-25

Action Points	Actions	Clerk or Cllr	Completed or Agenda Item on 10/12/25
AP1	Renew insurance cover for Blacksmiths Barn	Clerk	Completed
AP2	Remind regular hirers of parking restrictions in Blacksmiths Court.	Clerk	Completed
AP3	Contact County Fire Protection to carry out annual fire equipment service at Blacksmiths Barn.	Clerk	Completed
AP4	Instruct Clearwater to conduct a deep clean of BVH.	Clerk	Completed
AP5	Contact contractor to arrange installation of car park gate at BVH.	Cllr Jones	Ongoing
AP6	Instruct Lucanus Services re patio repairs at BVH.	Clerk	Completed
AP7	Obtain quotes for various works at BVH	Clerk / Cllr Jones	Ongoing
AP8	Purchase additional daffodil bulbs.	Clerk	Completed
AP9	Notify Clerk of suggested projects for 26/27	All Cllrs	Ongoing
AP10	Contact UTB for advice re PCs savings account.	Clerk	Ongoing
AP11	Contact Scribe to arrange set up for BVH accounts and booking system.	Clerk	Completed
AP12	Report back to Cllrs re Emergency Plan	Clerk / Cllr Davis	Ongoing
AP13	Circulate Winter Policy to Cllrs	Clerk	Completed
AP14	Contact KCC with approval for the kerbing outside Blacksmith Barn.	Clerk	Completed
AP15	Add 20mph to HIP and inform KCC	Clerk	Completed
AP16	Arrange meeting with KCC re highway issues.	Clerk	Ongoing

There was a short public session.

Item 366 was taken after Item 353 for the benefit of KCC Cllr Spencer Dixon.

- 354/25 Police**
There were no crimes reported during November.
- 355/25 Parish Councillor Vacancy**
Following the resignation of Cllr Rowe, BPC would like to thank him for his contributions to the Council. It was agreed that the vacancy will be advertised in the new year.
AP1: Clerk to circulate vacancy.
- 356/25 Community Playing Field**
a. Cllrs **noted** weekly inspection reports for November and December and actions required.
b. The hazardous tree in the playing field is being dealt with by Lucanus Services at a cost of £485.00. The area has been cordoned off and residents notified via Facebook.
AP2: Cllr Jones to instruct Lucanus Services.
- 357/25 Blacksmiths Barn**
a. Cllrs **received** and **agreed** the recommendations of the Fire Risk Assessment.
b. Blacksmiths Barn 2026-27 Budget was deferred to January's meeting.
- 358/25 Bredhurst Village Hall**
a. Cllrs received the recommendations from BVH Committee.
 - The Diocese of Rochester has approved the installation of a car park gate. Cllr Collins proposed, seconded by Cllr Hopson with all in favour to instruct Lee and Sons.
AP3: Cllr Jones to instruct Contractor.
 - Cllr Davis proposed, seconded by Cllr Sharp with all in favour to replace the bulkhead light above the defib unit at £144.00 and replace faulty lights at the top of the steps at £336.00.
AP4: Cllr Jones to instruct Contractor.
b. **Received** and **noted** BVH's accounts from 1st November 2025 – 30th November 2025.
c. Cllr Jones reported that contractors, instructed by the insurer, investigated the blocked car park drain. They found the old soakaway had not been maintained, so its replacement is not covered by the policy. Their work cleared much of the blockage, improving drainage for now, but BVH will need to budget in future for a new soakaway. The insurer will refund the £250 excess.
d. Cllrs noted the Fire Risk Assessment and the recommended work needed to comply with regulations. The Clerk will obtain quotes for installing a public building fire alarm system and replacing fire doors.
AP5: Clerk to request quotes.
- 359/25 Village Maintenance**
No village maintenance matters.
- 360/25 Planning**
a. The Lidsing Garden Development Draft SPD Consultation and Drop-In session will be held on Saturday 13th December 2025, 12pm-3pm at Blacksmiths Barn and will be hosted by Borough Cllrs Stephen Thompson and Vanessa Jones. A flyer has been delivered to residents. This will be the final chance for residents to get clarification on the proposals.
b. **25/504697/SUB** – Submission of details pursuant to conditions 4 (tree protection), 5 (landscape scheme) 6 (landscape maintenance), 7 (external lighting), 9 (ecology scheme) and 10 (green roof and embankment area) subject to application 25/502788/FULL at Sword Manor, Blind Lane, Bredhurst ME7 3JS. **For information only.**
c. **25/504882/FULL** - Erection of single storey rear extension including insertion of 1no. rooflight. Reconfiguration of existing garage including part garage conversion into habitable space and erection of a part first floor/part two storey side and rear extension, including 1 no. rear dormer at 1 Fire Tree Grove, Bredhurst ME7 3LB. **Do not wish to object.**
AP6: Clerk to submit response.
- 361/25 Finance**
a. The financial statements and bank reconciliations for P/E 31st October 2025 and 30th November 2025 were **agreed** by all Cllrs and signed by the Chair.

b. All payments made out of and at meeting were **agreed** by Cllrs.

Cllrs Davis and Harwood were nominated to authorise forthcoming payments.

Payments made out of meeting.

Details	Amount	VAT*	Total	Auth
Returned Hire Deposit Ref 94-25/26	50.00	-	50.00	IH/CS
Lloyds Corporate Multipay Card (November)	206.93	40.79	247.72	IH/CS
Returned Hire Deposit Ref 37-25/26	100.00	-	100.00	IH/CS
Cllr Jones – Refreshments & Plants for troughs	49.82	7.33	57.25	IH/CS
EDP Fire Solutions - Barn FRA	112.50	-	112.50	IH/CS
M Fooks - Nov Salary + Office Rental		-		IH/GD
HMRC - November Contributions		-		IH/GD
OneCom Inv. 7691776 (Barn Internet)	38.69	7.74	46.43	IH/CS
UTB Monthly Service Charge (PC) November	6.00	-	6.00	IH/CS
Scribe Accounts - Monthly Subscription – December	37.00	7.40	44.40	IH/CS
Nest Pensions - November		-		
Lucanus Services – BPC108 – Installing External Christmas Lights (Barn)	50.00	-	50.00	IH/CS
Every Little Nook Inv. 0148 November Cleaning	44.00	-	44.00	IH/CS
Rachel Ford – November Gardening (5 hours)	137.50	-	137.50	IH/CS
Returned Hire Deposit Ref 106-25/26	100.00	-	100.00	IH/CS

***VAT to be reclaimed**

Payments made at meeting

Details	Amount	VAT*	Total	Auth
All Kent Cooling Services (Barn Air Con Service)	50.00	10.00	60.00	GD/SH
Boxley Parish Council (BPC Share of Executive Traffic Survey Summary) Total cost £850.00 +VAT	130.77	-	130.77	GD/SH
BCTec Ltd – Tech support re laptop. Driver fault.	18.15	3.63	21.78	GD/SH
EDF Energy – November Invoice	235.12	11.76	246.88	GD/SH
UTB Monthly Charge - Blacksmiths Barn – December	6.00	-	6.00	GD/SH
UTB Monthly Charge – BPC Account – December	6.00	-	6.00	GD/SH
BCTec Monthly Microsoft 365 Subs. Inv. 32458	31.30	6.26	37.56	GD/SH
Returned Hire Deposit Ref 98-25/26	100.00	-	100.00	GD/SH
Transfer to BVH Account (BVH1115 paid into BPC account in error)	35.00	-	35.00	GD/SH
Transfer to Barn Account (Invoice 111-25/26 paid into BPC account in error)	132.00	-	132.00	GD/SH

*** VAT to be reclaimed.**

- c. **Received and accepted** Lloyds Corporate Multipay Card Expenditure for November.
- d. **Noted** receipts and payments for all accounts for the period 01/11/2025 - 30/11/2025.
- e. Cllrs **received and noted** KCC's Internal Audit report for Visit 1. All previous issues resolved. A new outstanding issue involved the Clerk's hours and SCP rate which needs to be formally agreed.
- f. Budget 2026-27 - deferred to January's meeting.
- g. Precept for 2026-27 - deferred to January's meeting.
- h. The opening of a UTB savings account is on hold until the year-end financial forecast and precept has been reviewed. A decision can then be made on the most suitable savings account.
- i. UTB will be raising its monthly charges from £6.00 to £7.00 with effect from 1st February 2026.

362/25 Policies and Procedures

- a. Staff Appraisal – Date to be confirmed.

AP7: Clerk to circulate dates to Personnel Committee

- b. HR Policies and Procedures – Deferred to the Personnel Committee.
- c. Emergency Plan – This requires further work. Item deferred.
- d. Winter Policies for Blacksmiths Barn and BVH were agreed and adopted with one amendment. If severe weather conditions affect access, the car parks will be closed.

363/25 Highways

- a. BPC have informed KCC to proceed with the new kerbing outside Blacksmiths Barn.

KCC provided detailed plans for the proposed road narrowing between Meynell and Orchard House. BPC have expressed their concern with the design which was felt insufficient to ease the problems e.g. cars mounting the pavement. BPC are seeking further advice.

- b. Repairs to the steps and installation of a handrail on KH52A have been carried out. **Noted.**

364/25 Speedwatch

Cllr Hopson confirmed that, due to bad weather, only 2 sessions have been carried out this month. Three vehicles were travelling over 40mph and were reported to the Police.

365/25 Councillor/Clerk Training

None.

366/25 Reports from Parish, Borough, and County Councillors (if present)

- KCC Cllr Dixon apologised for his limited attendance. He has new roles as Deputy Cabinet Member for Highways and Transport, and Chair of Adult Social Care and Public Health.
- He confirmed KCC's feedback on the Lidsing Garden Development SPD will be provided to the Clerk and he will attend the consultation at Blacksmiths Barn on 13th December.
- He is starting a group of parish representatives to address uncoordinated emergency utility works.
- Details of the KCC road-narrowing design for Bredhurst will be sent to him for his assistance.
- He offered support via the Active Travel Programme which could include funding for a Lollipop Person. The Clerk to inform the school.

AP8: Clerk to forward designs of road narrowing to Cllr Dixon.

AP9: Clerk to inform Bredhurst School of possible available funding.

367/25 Correspondence

- MBC Community Governance Review [Consultation](#) – Closes 1st February 2026.
- Following a complaint from a Rainham resident to his MP, raising his concerns regarding parking issues at Bredhurst School, Naushabah Khan MP has contacted BPC. The Clerk will respond.

AP10: Clerk to respond to MP.

368/25 Closed Session

Personnel matters – Details minuted separately.

369/25 Close of Meeting

Meeting closed at 8.26pm with no further business to discuss.

370/25 Date of Next Meeting – Wednesday 14th January 2026 at 7.00pm

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