

BREDHURST PARISH COUNCIL
Minutes of the Ordinary Parish Council Meeting
Blacksmiths Barn
Wednesday 8th April 2026 at 7.00pm



Present: Cllr Vanessa Jones (Chair), Cllr Sue Harwood, Cllr Ian Hopson and Cllr Jasmine Chandler after item 438
 Melanie Fooks – Clerk & RFO
 Members of the public – 1

436/26 Apologies for Absence

Apologies **accepted** from Cllrs Collins, Davies, Sharp and Borough Cllr Stephen Thompson.

437/26 Declarations of Interest

None.

438/26 Co-Option of Parish Councillor

One application was received. Cllr Jones proposed, seconded by Cllr Harwood to co-opt Jasmine Chandler to join Bredhurst Parish Council. Declaration of Acceptance of Office was signed and witnessed by the Clerk.

439/26 Motion to exclude the press and public from all items in the Closed Session.

Cllr Jones proposed, seconded by Cllr Harwood **agreed** by all Cllrs.

440/26 Minutes of the 11th March 2026 Parish Council Meeting and Closed Session.

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

441/26 Matters Arising (for information only)

Action Points from 11-03-26:

Action Points	Actions	Clerk or Cllr	Completed or Agenda Item on 08/04/26
AP1	Circulate revised Barn Hire T&Cs to regular hirers.	Clerk	Completed
AP2	Contact the Diocese of Rochester re BVH lease.	Cllr Jones	Completed
AP3	Meet with Taylor Roberts Architects for preliminary discussion.	Clerk/ Cllr Jones	Item 445C
AP4	Contact BBL Architects to arrange date for meeting.	Cllr Jones	Item 445C
AP5	Publish newly adopted policies for BVH.	Clerk	Completed
AP6	Publish future litter picking dates.	Clerk	Completed
AP7	Amend and publish approved policies.	Clerk	Completed
AP8	Liaise with KCC re road narrowing works.	Clerk	Ongoing
AP9	Arrange meeting with KCC Cllr, the School and BPC.	Clerk	Ongoing
AP10	Complete LGR and ProW consultations.	Clerk	Completed
	Outstanding Actions		
	Request quotes for work identified in FRA for BVH.	Clerk	Ongoing
	Investigate additional funding towards safety surface	Clerk	Ongoing
	Obtain quotes for Forge Lane kerb installation.	Clerk	Ongoing

There was a short public session.

442/26 Police

There were no crimes reported during March.

443/26 Community Playing Field

a. Cllrs **noted** weekly and monthly inspection reports for March and actions required. The play equipment and furniture will be jet washed now the weather has become drier and warmer.

b. Cllr Jones proposed, seconded by Cllr Hopson with all in favour to proceed with booking the annual play inspection by ROSPA in July/August at a cost of £118.00 + VAT.

AP1: Clerk to book inspection.

444/26 Blacksmiths Barn

a. Cllrs received and noted the Caretaker's report and actions required.

- b. Cllr Jones proposed, seconded by Cllr Harwood with all in favour to purchase two flowering Cherry trees. One to be funded by BPC and one by BWAG at a cost of approximately £70.00 per tree, in memory of resident Jim Chalmers. The trees to be planted at the entrance to Blacksmith Court. **AP2: Clerk to purchase the trees.**

445/26 Bredhurst Village Hall

- a. **Received** and **noted** BVH's accounts from 1st March 2026 – 31st March 2026. The Clerk will prepare the accounts for auditing prior to submission to the Charities Commission.
AP3: Clerk to contact auditors.
- b. Cllrs **received** and **noted** the Caretaker's report highlighting minor repairs that have been carried out during his inspections of the hall.
- c. The Clerk and Cllr Jones have met with architects Taylor Roberts and will meet with BBLs architect on 21st April to discuss options for the refurbishment of the Hall. Reports from both meetings will be considered at the next Village Hall Committee meeting.

446/26 Village Maintenance

- a. The monthly litter pick will take place on 11th April, deferred from the Easter weekend.
- b. Cllrs **received** and **noted** the Caretaker's report on the Village Sign which requires attention.
AP4: Clerk/Cllrs to source a metal work company to carry out repairs.

447/26 Planning

- a. There were no further updates on the Lidsing Garden Development. The promoters cancelled the consultation due in March, and a rescheduled date is awaited.
- b. 26/500542/LDCEX Lawful Development Certificate for existing change of use from playing field to a private garden for family activities and events at Nursery House, The Nursery, Bredhurst Kent ME7 3BJ. Cllrs agreed that this application is ambiguous and needed further clarification and may require a full planning application for the proposed use.
AP5: Cllr Jones and the Clerk to respond to this application.

448/26 Finance

- a. The financial statements and bank reconciliations for P/E 31st March 2026 were **agreed** by all Cllrs and signed by the Chair.

Unity Trust Bank Accounts as at 31/03/2026	
Bredhurst Parish Council	£ 31,089.86
Blacksmith Barn	£ 10,691.44
Bredhurst Village Hall	£ 31,555.74

- b. All payments made out of and at meeting were **agreed** by Cllrs.
Cllrs Harwood and Hopson were nominated to authorise forthcoming payments.

Payments made out of meeting:

Details	Amount	VAT*	Total	Auth
BCTec Ltd 365 Microsoft Subscriptions Inv. 337238	32.90	6.58	39.48	RC/SH
Three Counties – Grounds Maintenance March Inv. 7886	300.00	60.00	360.00	RC/SH
Barn Deposit Refund Ref 127-25/26	100.00	-	100.00	RC/SH
Nest Pensions – March Contributions	113.70	-	113.70	RC/SH
Clerk's Salary and Office Rental – March	-	-	-	RC/SH
HMRC – March Contributions	-	-	-	RC/SH
Parish Caretaker - Feb/March Maintenance	-	-	-	RC/SH
OneCom – Barn Internet	38.69	7.74	46.43	RC/SH
Scribe Accounting – April	37.00	7.40	44.40	RC/SH
Every Little Nook – Barn Cleaning March	58.00	-	58.00	RC/SH
Rachel Ford – March gardening	255.00	-	255.00	RC/SH
Savills Q1 Playing Field Rent	137.50	-	137.50	RC/SH

Payments made at meeting:

Details	Amount	VAT*	Total	Auth
Scribe April Invoice 17612	37.00	7.40	44.40	SH/IH
UTB Monthly Bank Charges PC April	7.00	-	7.00	SH/IH
UTB Monthly Bank Charges PC April	7.00	-	7.00	SH/IH
BCTec Inv 33987 Tech Support Cllr Jones	23.10	4.62	27.72	SH/IH

* VAT to be reclaimed.

- c. **Noted** receipts and payments for all accounts for the period 01/03/2026 - 31/03/2026.
- d. Cllrs received Q4 monitoring budget. The Clerk reported the following major differences:
 - Staff costs were over budget due to increased hours and extra responsibilities for BVH.
 - Printing costs were over budget due to high number of flyers etc being printed for the Parish.
 - Playground maintenance was underspent. Safety surface works will be carried out in 2026/27.
 - Village Projects was underspent. An earmarked reserve has been set aside for 2026-27.
- e. The Clerk confirmed the Q4 VAT reclaim of £598.92 had been submitted to HMRC. In total the Parish Council has reclaimed £2741.76 during 2025-26.
- f. Cllrs received and approved the following expected regular payments:

BPC – Expected Regular Payments - 2026-27

Description	Supplier	Frequency	Amount
Accounts Package Subscription	Scribe Accounting	Monthly	£37.00
Cllr & Clerk Microsoft 365 Subscription	BCTec Ltd	Monthly	£32.90
Bank Charges	UTB	Monthly	£7.00
Lloyds Corporate Multipay Card	Lloyds Bank	Monthly	£3.00
Pension Contributions	Nest Pensions	Monthly	Variable
Tax and NI Contributions	HMRC	Monthly	Variable
Salary (Clerk)	BPC	Monthly	Variable
Salary (Parish Caretaker)	BPC/Blacksmith Barn/BVH	Monthly	Variable
Office Rental	BPC	Monthly	£40.00
Allotment Water Bill	Business Stream	Quarterly	Variable
KALC Subscription	KALC	Annually	£241.48
ICO Subscription	ICO	Annually	£47.00
Clerk's SLCC Subscription	SLCC	Annually	£253.00
CPRE Subscription	CPRE	Annually	£60.00
Insurance	Zurich	Annually	£657.00
Playground Inspections	Safeplay Ltd	Quarterly	£56.00
Playing Field Rent	Savills	Quarterly	£137.50

Blacksmith Barn – Expected Regular Payments - 2026-27

Description	Supplier	Frequency	Amount
Electricity Bill	EDF Energy	Monthly	Variable
Internet Bill	Onecom Ltd	Monthly	£38.69
Bank Charges	UTB	Monthly	£7.00
Barn Cleaning	Every Little Nook	Monthly	Variable
Barn Water Consumption	Southern Water	6 monthly	Variable
Barn Gardening	Rachel Ford	Monthly	Variable
Insurance	Folegate Underwriting	Annually	£568.28

- g. Cllr Hopson proposed, seconded by Cllr Harwood, with all in favour to approve the annual subscription to Kent Association of Local Councils (KALC) of £241.48 + VAT.
- h. The Clerk presented a report regarding investing funds into an instant access Public Sector Deposit Fund providing 3.6460% yield net of fees which are 0.21% of total investment. The fund has an AAmmf credit rating. Cllr Jones proposed, seconded by Cllr Hopson with all in favour to invest £50,000 once the precept has been received.

AP6: Clerk to process the investment.

449/26 Policies and Procedures

Cllr Jones proposed, seconded by Cllr Harwood with all in favour to approve and adopt the following policies and procedures:

- a. Election/Co-option Policy and Procedure
- b. Training Policy

AP7: Clerk to publish policies.

- 450/26 Highways**
Highways Improvement Plan:
 Cllrs agreed to ask KCC to replace the dropped kerb opposite Englefield with a full height kerb which may deter cars mounting the pavement when trying to pass at the pinch point.
AP8: Clerk to forward updated HIP to KCC.
- 451/26 Speedwatch**
 Cllr Hopson reported only one session had been held in the last month due to the lack of availability of volunteers. He stated that the scheme is proving successful, but it is disappointing that more volunteers have not come forward. Anyone with an hour or so to spare a month should contact the Clerk for details.
AP9: Clerk to re-advertise to the community.
- 452/26 What3Words**
 Cllrs considered the benefit of What3Words pro subscription (£24.99 per user) which allows photos to be taken which have the what3word location embedded in them. This is helpful when reporting highways and other issues to KCC and MBC. This would also be useful for setting up the asset register for some of the PC assets. Cllr Jones proposed, seconded by Cllr Harwood, with all in favour to purchase 3 subscriptions for Cllrs Jones and Davis and the Clerk.
AP10: Clerk to contact What3Words.
- 453/26 Consultations**
 There were none.
- 454/26 Councillor/Clerk Training**
 The Clerk attended a webinar providing guidance on end of year procedures.
 The Clerk also attended the Kent branch of SLCC AGM, in Bobbing on 19th March. Many exhibitors attended and included presentations from the President of SLCC; Charmain Keatley, KALC CEO, who gave an update on LGR; John Fagan of Scribe Accounts discussed asset management and Claire Reed on changes to Smaller Authorities Proper Practices Panel (SAPPP) practitioners guide.
- 455/26 Reports from Parish, Borough, and County Councillors (if present)**
 There were none.
- 456/26 Correspondence**
 The following correspondence was **received** and **noted**:
- KALC News – April Edition.
 - Maidstone KALC Area Committee Agenda and supporting documentation.
 - Medway Council Developer Contribution Guide.
 - MBC Notice of Heathlands Garden Settlement SPD Adoption Statement.
 - CPRE Kent E Newsletter March.
- 457/26 Closed Session**
 Items covered and minuted separately:
- a. Personnel matters
 - b. Bredhurst Village Hall
- 458/26 Close of Meeting**
 Meeting closed at 8.39pm with no further business to discuss.
- 459 /26 Date of Next Meeting:**

Wednesday 27th May 2026
Annual Parish Meeting at 6pm
 followed by
Annual Meeting of the Parish Council at 7pm

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