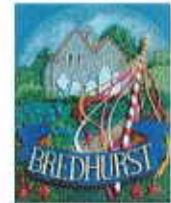


BREDHURST PARISH COUNCIL
Minutes of the Annual Parish Council Meeting
Held at Blacksmiths Barn on
Wednesday 27th May 2026 at 6.30pm



Present: Cllr Vanessa Jones (Chair), Cllr Greg Davis (Vice Chair), Cllr Richard Collins, Cllr Claire Sharp, Cllr Jasmine Chandler and Cllr Ian Hopson.
 Melanie Fooks – Clerk & RFO
 Public – 3

460/26 Election of Chair, including Declaration of Acceptance of Office
 Cllr Vanessa Jones was elected as Chair and unanimously agreed by all Cllrs. Declaration of Acceptance of Office was signed and witnessed by the Clerk.

461/26 Election of Vice-Chair, including Declaration of Acceptance of Office
 Cllr Greg Davis was elected as Vice-Chair and unanimously agreed by all Cllrs. Declaration of Acceptance of Office was signed and witnessed by the Clerk.

462/26 Apologies for Absence
 Apologies **accepted** from Cllr Sue Harwood

463/26 Declarations of Interest
 Cllr Jones declared an interest in item 472c as she is a neighbour of the applicant.

464/26 Motion to exclude the press and public from the meeting for all items in the Closed Session.
 Motion **agreed** by all Cllrs. Proposed Cllr Sharp, seconded Cllr Collins.

465/26 Minutes of the 8th April 2026 Parish Council Meeting and Closed Session.
 The minutes were **agreed** by Cllrs and signed by the Chair.

466/26 Matters Arising (for information only)
Action Points from 08-04-26

Action Points	Actions	Clerk or Cllr	Completed or Agenda Item on 27/05/26
AP1	Book Annual Playground Inspection with ROSPA	Clerk	Completed
AP2	Purchase Cherry trees in memory of Jim Chalmers	Cllr Jones	Completed
AP3	Contact Auditors re Village Hall Accounts	Clerk	Ongoing
AP4	Source Metalwork Company to repair Village Sign	Clerk	Item 471
AP5	Respond to planning application 26/500542/LCDEX	Clerk	Completed
AP6	Process CCLA investment	Clerk	Completed
AP7	Publish approved policies	Clerk	Completed
AP8	Forward updated HIP to KCC	Clerk	Completed
AP9	Re-advertise for Speedwatch volunteers	Clerk	Completed
AP10	Purchase 3 x subscriptions to What3words	Clerk	Ongoing
	Outstanding Actions		
	Request quotes for work identified in FRA for BVH	Clerk	Ongoing
	Investigate additional funding towards safety surface	Clerk	Ongoing
	Obtain quotes for kerb installation in Forge Lane.	Clerk	Ongoing
	Set date for meeting with KCC Cllr and Bredhurst School	Clerk	Ongoing

Public Open Session

467/26 Review of Committees and Representatives
 Cllrs Jones, Davis, Chandler and Collins were appointed to the Personnel Committee. The Terms of Reference and Scheme of Delegation was reviewed and **agreed** with no changes.
 Cllrs Jones, Sharp, Harwood and Collins were appointed to the Bredhurst Village Hall Committee.

468/26 Review of BPC Representatives to Outside Bodies

Kent Association of Local Councils – 2 representatives were appointed, Cllrs Sharp and Hopson.

469/26 Annual Review of Policies and Procedures

The following policies were reviewed and adopted:

- FOI & Publication Scheme
- Delegation of Powers – Planning

The following policies to be deferred to the next meeting:

- Compliments, Complaints and Comments
- BPC IT & Internet Usage

AP1: Clerk to circulate policies.

470/26 Meeting Schedule

Cllrs received and noted the schedule of meetings for the year ahead.

Month	Date	Time
June	10/06/26	7pm
July	08/07/26	7pm
August (Provisional)	12/08/26	7pm
September	09/09/26	7pm
October	14/10/26	7pm
November	11/11/26	7pm
December	09/12/26	7pm
January (Provisional)	13/01/27	7pm
February	10/02/27	7pm
March	10/03/27	7pm

471/26 Village Maintenance

One quotation was received for the Village Sign repair. Cllr Hopson proposed, seconded by Cllr Collins with all in favour to proceed with Grand Metalworks Ltd at a cost of **£1750.00 + VAT**.

AP2: Clerk to instruct contractor.

472/26 Planning

- No update to report regarding the Lidsing Garden Development.
- 26/501338/FULL** - Fledgeby Blind Lane Bredhurst Kent ME7 3JR. Proposed extension to existing detached garage to provide additional garage space and incidental garden room for use ancillary to the main dwelling. **Ratified out of meeting decision: Do not wish to object.**
- 26/501450/FULL** - Grove House Dunn Street Road Bredhurst Kent ME7 3LX. Proposed Erection of a detached timber outbuilding ancillary to the main dwelling (**retrospective**). The applicant and a neighbour were invited to speak. The applicant stated the new outbuilding he has built replaces an old rotting shed and is a modest increase in size. The neighbour supported the application.

Cllr Davis proposed, seconded by Cllr Collins with 4 in favour and 2 abstentions to **REFUSE** the application and call it in to MBC Planning Committee for the reasons below:

- The outbuilding has been built in front of the building line of the main dwelling. MBCs Residential Extensions SPD, para 4.47 states 'Garages and other outbuildings should be subservient in scale and position to the original dwelling and not impact detrimentally on the space surrounding buildings or the street scene by virtue of their scale, form or location. Garages or outbuildings set in front of the building line will not normally be allowed'. Cllrs do not want this structure to set a precedent for large structures to be built in front gardens.
- The applicant's photo shows the previous structure was a tiny potting shed, approximately 2m x 1m. The replacement structure is 6m x 4m, more than 3 times the size and cannot be considered a modest increase in scale as stated in the application.
- The boundary hedging which screens the building is deciduous, and the structure could be partially viewed over winter months.

- If the hedge dies or is removed, the structure would be fully visible and adversely affect the street scene.
- The structure has been built immediately adjacent to a veteran Yew tree which is covered by a TPO, and the newly built structure covers the root protection area.

AP3: Clerk to submit comments to MBC.

473/26 Finance

- a. Financial statement and bank reconciliation for P/E 30th April 2026 was **agreed** by all Cllrs and signed by the Chair.

Unity Trust Bank Accounts as at 30/04/2026	
Bredhurst Parish Council	£ 71,958.97
Blacksmith Barn	£ 10,502.90
Bredhurst Village Hall	£ 33,274.27

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

Payments made out of meeting.

Details	Amount	VAT*	Total	Auth
KALC – Annual Subscription	241.48	48.30	289.78	IH/SH
Lloyds Corporate Multipay Card – April Statement			69.99	IH/SH
Barn Deposit Refund Ref 129-25/26	100.00	-	100.00	IH/SH
Barn Deposit Refund Ref 138-25/26	100.00	-	100.00	IH/SH
V Jones – Barn Sundries	4.79	.96	5.75	IH/SH
Barn Deposit Refund Ref 141-25/26	100.00	-	100.00	IH/SH
Onecom – Barn Internet – April 7800435	38.69	7.74	46.43	IH/SH
EDF Energy - Barn Electricity – March	215.21	10.76	225.97	IH/SH
V Jones – Cherry Trees – Blacksmith Barn	116.65	18.33	134.98	IH/SH
Three Counties – Grounds Maintenance – April	300.00	60.00	360.00	IH/SH
BCTec Ltd 365 Microsoft Subscriptions	32.90	6.58	39.48	IH/SH
Parish Caretaker – April Salary		-		IH/SH
Clerk’s Salary – April Salary		-		IH/SH
Nest Pensions – April Contributions		-		IH/SH
HMRC – April Contributions		-		IH/SH
Scribe Accounting – May – Inv 17970	37.00	7.40	44.40	RC/SH
Southern Water – Barn Water Bill	44.80	-	44.80	IH/SH
Bredhurst Village Hall – Lizi Sage – Hire Fee (paid in to BPC account in error)	40.00	-	40.00	IH/SH
KCC – Internal Audit Invoice	401.00	80.20	481.20	IH/SH
Every Little Nook – Barn Cleaning April	51.00	-	51.00	IH/SH
Rachel Ford – April gardening (7.5 Hours)	225.00	-	225.00	IH/SH
CCLA Investment – Minute 448/26H	50,000	-	50,000	IH/SH
Wellers Law Group – Changing Charity Status - BVH	2304.50	441.90	2746.40	IH/SH
Lloyds Corporate Multipay Card – May Statement	74.94	14.38	89.32	IH/SH
Barn Deposit Refund – Ref 128-25/26	100.00	-	100.00	IH/SH
Barn Deposit Refund Ref 148-25/26	100.00	-	100.00	IH/SH
Barn Deposit + 70% of Hire Fee – Cancellation Refund - Ref 136-25/26	146.20	-	146.20	IH/SH
Barn Deposit Refund Ref 142-25/26	100.00	-	100.00	IH/SH
EDF Energy – Barn Electricity April	115.98	5.80	121.78	IH/SH
ICO Annual Renewal – ZB04076	47.00	-	47.00	IH/SH
OneCom – Barn Internet May 7819234	41.52	8.30	49.82	IH/SH

* VAT to be reclaimed.

Payments for authorising at meeting.

Details	Amount	VAT*	Total	Auth
UTB Monthly Bank Charges (Barn) May	7.00	-	7.00	GD/RC
UTB Monthly Bank Charges (PC) May	7.00	-	7.00	GD/RC
BCTec Inv. 34288 Tech Support Cllr Jones	96.25	19.25	115.50	GD/RC
Three Counties, Grounds Maintenance – May Invoice	300.00	60.00	360.00	GD/RC
Mike Searley – Grass Cutting Blacksmith Barn	120.00	-	120.00	GD/RC
Safeplay Ltd – Quarterly Inspections	56.25	11.25	67.50	GD/RC
V Jones – Rumwood Nurseries – Plants for Barn	114.47	22.90	137.37	GD/RC

* VAT to be reclaimed.

- c. **Noted** receipts and payments for the period 01/04/2026 - 30/04/2026.
- d. Cllrs **noted** update on signatories and to add Cllr Chandler as a signatory for the UTB accounts.
AP4: Clerk to contact UTB.
- e. Cllrs **received** and **noted** the Internal Auditor's End of Year Report for 2025-26 and were pleased there were no major issues.
- f. Cllrs **noted** the typographical error of payment 26 to Rachel Ford in the May 25 minutes, recorded as £220.00 and should have been £275.00. This was highlighted in the Internal Auditor's Report.
- g. The Annual Governance and Accountability Return 2025-26 including the Statement of Variance was **agreed** by all Cllrs and **signed** by the Chair. Cllrs noted the dates of the Exercise of Public Rights Notice period of Friday 5th June – Thursday 16th July 2026.
AP5: Clerk to submit return and publish documents on the PC website.
- h. Cllr Davis proposed, seconded by Cllr Sharp with all in favour to add Cllr Jones as an additional cardholder for the Parish Council's Lloyds Corporate Multipay account.
AP6: Clerk to contact Lloyds Corporate Multipay.
- i. Cllr Chandler proposed, seconded by Cllr Sharp with all in favour to apply for a Bredhurst Village Hall Lloyds Corporate Multipay Card with the Clerk and Cllr Jones as cardholders.
AP7: Clerk to contact Lloyds Corporate Multipay.
- j. Cllrs decided to defer the decision regarding the renewal of the PC's Insurance Policy as details of the level of cover and renewal premium are awaited. An out of meeting decision will be required.
AP8: Clerk to circulate to Cllrs once received.

474/26 Reports from Parish, Borough, and County Councillors (if present)

There were none.

475/26 Speedwatch

Due to lack of availability of volunteers, there were no sessions held last month.

476/26 Community Monthly Litter Pick Update

A Litter Pick took place on Saturday 10th May. Two new volunteers attended. The volume of rubbish is decreasing, and future events could deal with other issues such as leaf clearance.

477/26 Correspondence

Cllrs **received** and **noted** the following correspondence: KALC News – May Edition; Maidstone KALC Area Committee Agenda; MBC Parish Newsletter and MBC What's on in June Newsletter.

478/26 Closed Session

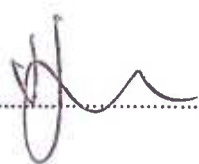
Personnel, Bredhurst Village Hall and Enforcement matters - Details minuted separately.

479/26 Close of Meeting

Meeting closed at 8.08 pm with no further business to discuss.

480/26 Date of Next Meeting – Wednesday 10th June 2026 at 7.00pm.

Signed.....



Date 10/6/26.....