

BREDHURST PARISH COUNCIL
Minutes of the Ordinary Parish Council Meeting
Blacksmiths Barn
Wednesday 9th September 2026 at 7.00pm



Present: Cllr Vanessa Jones (Chair), Cllr Greg Davis (Vice Chair), Cllr Jasmine Chandler, Cllr Richard Collins, Cllr Claire Sharp.
 Melanie Fooks – Clerk & RFO.
 Members of the public – 3.

526/26 Apologies for Absence
 Apologies **accepted** from Cllrs Hopson and Harwood.

527/26 Declarations of Interest
 None.

528/26 Motion to exclude the press and public from all items in the Closed Session
 There was no Closed Session.

529/26 Minutes of the 8th July 2026 Parish Council Meeting and Closed Session
 The minutes were **agreed** by Cllrs and signed by the Chair.

530/26 Matters Arising (for information only)

Action Points from 08-07-26:

Action Points	Actions	Clerk or Cllr	Completed or Agenda Item on 09/09/26
AP1	Circulate poster to residents for Hazlitt Theatre's Peter Rabbit production	Clerk	Completed
AP2	Obtain quotes for kerb installation in Forge Lane	Clerk	Ongoing
AP3	Arrange repairs and replacements for Village Sign and Post	Clerk	Item 535 a/b
AP4	Publish approved policies on PC website	Clerk	Completed
AP5	Cancel July litter pick and notify residents	Clerk	Completed
AP6	Add agenda item on Martyn's Law procedures to the next BVH Committee meeting agenda	Clerk	Ongoing
	Outstanding Actions		
	Request quotes for work identified in FRA for BVH	Clerk	Ongoing
	Investigate additional funding towards safety surface	Clerk	Ongoing

There was a short public session.

531/26 Police
 There were 2 crimes reported in Bredhurst during July/August.

- On Thursday 16th of July between 18:00 and 23:00, attempted burglary in Hurstwood Road.
- Between Monday 20th of July and Thursday 23rd of July, attempted burglary in The Street.

532/26 Community Playing Field

- Cllrs **noted** weekly and monthly inspection reports for July/August and actions required.
- Cllrs received and noted the findings from the Annual Play Inspection report conducted by ROSPA. There were no major issues and any gradings of medium will be closely monitored through routine inspections.
- Cllr Jones reported the Outdoor Performance of Peter Rabbit on Sunday August 23rd was very well attended with 272 tickets sold.
- No other community field matters.

533/26 Blacksmiths Barn

- a. Cllrs considered two quotes for a sanitary bin from Phs Group and VR Sani Co. Cllrs unanimously agreed that a bin could be purchased and set a budget of £200.00 per year and gave delegated power to the Clerk to decide on a bin that would be suitable for all types of sanitary waste.
AP1: Clerk to contact VR Sani to confirm sanitary bin.
- b. No other Blacksmith Barn matters.

534/26 Bredhurst Village Hall

- a. Received BVH Management Committee nominations. There were no further nominations, current committee members to remain.
- b. Reviewed BVH Management Committee Terms of Reference. There were no changes.
- c. Noted June's accounts and bank statement for BVH.
The total of accounts as at 31/08/26 is £30,822.92:
£23,392.25 Savings Account and £7,430.67 Current Account.
- d. 2025-26 Accounts Update. The Clerk provided Cllrs with an update on the income and expenditure for the hall from the period 01/09/25 – 31/07/26. Income totalled £26,528.77, expenditure £20,769.61 leaving a surplus of £5,759.16.
- e. Cllrs ratified the out of meeting decision to proceed with FairCover/AXA for the Insurance Renewal. This is a one year agreement at a cost of £1,616.00. Proposed by Cllr Sharp, seconded by Cllr Davis with all in favour.
- f. Received recommendations from BVH committee from its meetings on 29th July and 9th September.
 - Additional signage for the entrance gate to prevent vehicles parking in front of the gate and obstructing access. A budget of £250.00 was agreed for 3 signs.
 - Hire Terms were updated to include a maximum capacity of 100 people.
 - Membership to Kent ACRE (Village Hall Advisors) at a cost of £150.00 pa.These recommendations were unanimously agreed.
- g. No other Village Hall matters.

535/26 Village Maintenance

- a. Village Sign repairs Update. The sign will require a full restoration at a cost of £2,500 + VAT. This is now with Sign of the Times which could take 5-6 weeks and should be ready by the end of September.
AP2: Clerk to confirm completion date with contractor.
- b. Cllrs **ratified** the final budget for the Village Signpost of £5,680. This includes full restoration of the sign, new post and frame to be primed in zinc-rich epoxy, before being powder coated. The budget also covers courier fees and installation of the sign.
- c. No other Village maintenance matters.

536/26 Planning

- a. Lidsing Garden Development Update. Cllr Jones confirmed that there has been no further update.
- b. [26/502842/FULL](#). Demolition of existing conservatory and erection of a single storey rear extension with covered outdoor entertaining area. Extension to first-floor accommodation within the roof including front and rear dormers, infill extension to detached garage, external material changes, and associated biodiversity enhancements. Hunters Crest, 3 The Street, Bredhurst, Kent ME7 3LH. **Do not wish to object.**
- c. Other planning matters. MA-26-501450 FULL Grove House – Extension of Time. Cllrs considered the Planning Officer's comments regarding the application. Cllrs confirmed they wish to continue the call-in of the application to the Planning Committee and that the arboricultural report, provided by the applicant, is to be reviewed by the MBC Landscape Officer. Cllr Collins proposed, seconded by Cllr Davis with all in favour to continue with the call-in to the Planning Committee.
AP3: Clerk to notify the Planning Officer.

537/26 Finance

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

Unity Trust Bank Accounts at 31/08/2026	
Bredhurst Parish Council (Current Account)	£ 8,577.20
CCLA (Bredhurst PC Investment Account)	£ 50,000.00
Blacksmiths Barn (Current Account)	£ 11,961.28
Bredhurst Village Hall (Savings Account)	£ 23,392.25
Bredhurst Village Hall (Current Account)	£ 7,430.67

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

Payments made out of meeting:

Details	Amount	VAT*	Total	Auth
BPC				
Clerk's Salary and Office Rental – July	-	-	-	GD/JC
HMRC – Contributions - July	-	-	-	GD/JC
Parish Caretaker – Maintenance – July	-	-	-	GD/JC
Three Counties – Grounds Maintenance -July Inv. 8098	150.00	30.00	180.0	GD/JC
Nest Pensions Contributions – July		-		GD/JC
Vanessa Jones – Refreshments for Lidsing Consultation	8.70	-	8.70	GD/JC
Scribe Accounts – Invoice 20765 – Aug	37.00	7.40	44.40	GD/JC
Safeplay Playground Ltd Inv. 35344 Quarterly playground Inspection	56.25	11.25	67.50	GD/JC
RoSPA Play Safety – Annual Play Inspection	87.00	17.40	104.40	GD/JC
LCMC August Statement	428.34	-	428.34	GD/JC
M Fooks – Community Field Gate Keys (Spare)	15.58	3.12	18.70	IH/SH
BCTec – 365 Microsoft Subscriptions – Inv. 35375- July	32.90	6.58	39.48	IH/SH
BCTec – 365 Microsoft Subscriptions – Inv. 35406- Aug	32.90	6.58	39.48	IH/SH
BCTec – Tech Support – Clerk	13.75	2.75	16.50	IH/SH
Clerk's Salary and Office Rental – Aug				IH/SH
HMRC – Contributions - Aug				IH/SH
Parish Caretaker – Maintenance – Aug				IH/SH
Nest Pensions Contributions – Aug				IH/SH
UTB Monthly Bank Charges (PC)	7.00	-	7.00	IH/SH
Scribe IT Subscription – Sept Invoice	37.00	7.40	44.40	IH/SH
Blacksmith Barn				
OneCom - Barn Internet – Jul Inv. 7861002	41.52	8.30	49.82	GD/JC
EDF Electricity -July invoice KI-2A9A8133-0027	42.54	2.13	44.67	GD/JC
Every Little Nook – Barn Cleaning – July – Inv0208	48.00	-	48.00	GD/JC
Rachel Ford – Gardening (10.5 hrs) - July	315.00	-	315.00	GD/JC
OneCom - Barn Internet – Inv. 7871729	41.52	8.30	49.82	GD/JC
Returned Hire Fee Ref: 26-26/27	56.80	-	56.80	GD/SH
M Fooks – Cleaning Materials -	6.65	1.33	7.98	IH/SH
Returned Hire Deposit Ref 32-26/27	100.00	-	100.00	IH/SH
UTB Monthly Bank Charges (Aug) (Barn)	7.00	-	7.00	IH/SH
Rachel Ford – Barn August Gardening (8 Hours)	240.00	-	240.00	GD/JC
EDF Energy August Electricity Bill Barn	41.96	2.10	44.06	GD/JC
Returned Hire Deposit Ref 29-26/27	100.00	-	100.00	GD/JC
Returned Hire Deposit Ref 140-25/26	100.00	-	100.00	GD/JC
Bredhurst Village Hall				
Returned Deposit BVH1239	150.00	-	150.00	GD/JC
Returned Deposit BVH1180	150.00	-	150.00	GD/JC
Honey Cole – July Cleaning	100.75	-	100.75	GD/JC

British Gas – July Heating Inv. 727210345	21.71	1.08	22.79	GD/JC
Returned Deposit BVH1262	75.00	-	75.00	GD/JC
Returned Deposit BVH1178	150.00	-	150.00	GD/JC
County Fire Protection – Annual Fire Inspection – Inv11352	130.70	26.14	156.84	GD/JC
Eon Electricity July Bill – Inv.			96.63	GD/JC
Returned Hire Fee and Deposit BVH1257	290.00	-	290.00	GD/SH
M Fooks – Cleaning Materials	34.76	-	34.76	GD/SH
BT Group – Hall Internet	40.74		40.74	GD/SH
Norrish & Fisher – Annual Insurance	1616.00	-	1616.00	IH/SH
Aaron Ward – Window Cleaner – Aug Inv. 19	50.00	-	50.00	IH/SH
Returned Deposit BVH1252	150.00	-	150.00	IH/SH
UTB Monthly Bank Charges (Aug)	7.00	-	7.00	IH/SH

* VAT to be reclaimed.

Payments made at meeting:

Details	Amount	VAT*	Total	Auth
UTB Monthly Bank Charges (PC) Sept	7.00	-	7.00	RC/CS
UTB Monthly Bank Charges (Barn) Sept	7.00	-	7.00	RC/CS
UTB Monthly (BVH) Bank Charges - Sept	7.00		7.00	RC/CS
Every Little Nook - Barn Cleaning August	62.00	-	62.00	RC/CS
V Jones – Drought tolerant plants for Barn	137.50	27.50	165.00	RC/CS
BCTec – IT Support Cllrs Hopson – Email Access	4.40	.88	5.28	RC/CS

* VAT to be reclaimed.

- c. **Noted** receipts and payments for all accounts for the period 01/07/2026 - 31/08/2026.
- d. Cllrs **ratified** an amendment to the balance brought forward figure in the 25-26 AGAR submission from £28,541 to £25,841. This was due to the transposition of digits. A charge of £40.00 is applicable for this amendment. This was proposed by Cllr Jones, seconded by Cllr Davis with all in favour.
- e. Cllrs **received** and **noted** Q1 VAT Return. A refund of £733.59 was received on 18/08/26.
- f. **Noted** KCC's Internal Audit visit on Tuesday 20th October 2026 by Teams.
- g. No other financial matters.

538/26 Policies and Procedures

Cllrs unanimously agreed to adopt the following policies and procedures with some minor amendments:

- Social Media Policy
- Equality & Diversity Policy

The Asset Disposal Policy & Procedure and Investment Strategy Policy were deferred to the October meeting.

AP4: Clerk to publish policies.

539/26 Highways

- a. **Highways Improvement Plan:** KCC have advised against raising the dropped kerb to full height near Meynell, they have also confirmed that under new regulations the pathway is not wide enough to install wooden bollards to prevent vehicles mounting the pavement. They have identified another potential option of a priority give way system similar to the one further along Dunn Street, near Camilla. Further discussions will need to take place, but they have said this would not happen until KCC have monitored the effectiveness of the signing and white lining due to take place very soon.
- b. **Resident's request for inclusions to HIP for consideration by Cllrs:**
 - Speed restriction to 20mph in Kemsley Street.
 - Additional white lining at Dunn Street Road, outside 1-2 & 3 Providence Cottages where the road narrows and there is a give-way system.

Cllrs considered the Clerk's report and additional support from residents and agreed to include both requests in the HIP.

AP5: Clerk to update plan and send to KCC.

- c. Traffic Survey – The traffic surveys were carried out and circulated to Cllrs. BPC's share was £210.00. Cllrs considered a request from Boxley PC for Citsense to produce an executive summary which will provide a year on year comparison, the cost to BPC would be £108.16. Cllr Davis proposed, Cllr Collins seconded with all in favour to accept this quote.

AP6: Clerk to contact Boxley PC.

- d. The bollard outside Meynell Cottage that was knocked down by a delivery driver has been reinstated by KCC. PC Ben Cox was notified of the witness who saw the incident as KCC may be able to recover the costs from the driver.

540/26 Speedwatch

Since the last meeting, 5 one-hour sessions have been carried out, resulting in 207 vehicles exceeding the 20mph speed limit, 7 with no MOT and 2 with no Road Tax.

541/26 Monthly Community Litter Pick

- a. A litter pick was carried out on 8th August which was attended by Cllrs and residents with several bags of rubbish collected. Cllrs agreed that future litter picks would be decided on an ad hoc basis and dates will be advertised to residents.
- b. Cllrs considered the benefits of borrowing a community litter pick advertising board from MBC. The board is an A-frame and contains litter pickers and sacks for community litter picks. Cllrs ruled out purchasing one as the cost was high and there was no guarantee it would be used. They decided that borrowing one would be more beneficial but had the following questions:
- Where is it located
 - How long can we have it for
 - Does it need to go away each night
 - Is it free
 - What happens if it gets stolen.

AP7: Clerk to contact MBC.

542/26 Councillor/Clerk Training

The Clerk reported the following training was available:

- MBC Planning Changes (online), 14th September. All Cllrs encouraged to attend.
- MBC Parish Conference, 16th September at the Hazlitt Theatre. Cllrs Davis and Sharp to attend.
- Scribifest (online), 17th September. The Clerk and Cllr Jones to attend.
- KALC The Nuts and Bolts of Parish Councils, For Councillors (online), 26th October, £50+ VAT. Cllr Chandler to check availability.

543/26 Reports from Parish, Borough, and County Councillors (if present)

Cllr Jones reported fly tipping in Yelsted Lane and an incident involving animal cruelty to MBC.

544/26 Correspondence

The following correspondence was **received** and **noted**:

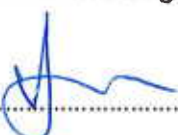
- CPRE – July Newsletter
- A request from KCC's Safer Road User Team has asked if Bredhurst could host a free 1hr 30min Mature Drivers & Passenger Course for up to 30 attendees. They are seeking Parish Council support in providing an accessible venue. Cllrs agreed that Blacksmith Barn may be used.

AP8: Clerk to contact KCC.

545/26 Close of Meeting

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

546/26 Date of Next Meeting: Wednesday 14th October 2026

Signed.....

Date.....14/10/26