

# **BREDHURST PARISH COUNCIL**



## **Minutes of the Ordinary Parish Council Meeting held at Bredhurst CE Primary School, on Wednesday 8<sup>th</sup> June 2016 at 6.30pm**

**Present:** Cllr Vanessa Jones (Chair), Cllr Nichola Carr (Vice-Chair), Cllr Steve Bowring, Cllr Louise Ferne, Cllr David Hales, Bex Ratchford (Clerk)

Public: 15

### **21. Apologies for absence**

Apologies were received from Borough and Parish Cllr Malcolm Greer (MBC event), Borough Cllr Derek Butler (MBC event) and Borough Cllr Wendy Hinder (MBC event).

### **22. Declarations of interests**

Cllrs had no interests to declare.

### **23. To approve the minutes of the meeting held on 11<sup>th</sup> May 2016**

The minutes were **agreed** as an accurate record of the meeting and were signed and dated by the Chair.

### **24. Police briefing**

PCSO Adlington gave the crime report for the ward. There had been no crimes in Bredhurst. Some 4x4s had been seen in Bredhurst Woods but there was no reported damage. Motorbikes had also been seen in Bredhurst Woods but had the necessary permits. Another Operation Gasket is being organised for next month; volunteers would be welcomed.

### **25. Matters arising (for information only)**

- a. AP1: all DPI forms either sent directly or via the clerk.
- b. AP2: agenda item 27.
- c. AP3: agenda item 27.
- d. AP4: problems with website training video are due to too many people trying to access it. It will hopefully be resolved soon.
- e. AP5: agenda items 30 & 31. Other policies to follow.
- f. AP6: assets and asset register to be reviewed over the course of this year.
- g. AP7: printer purchased.
- h. AP8: contract produced and signed.
- i. AP9: response to planning application sent.
- j. AP10: agenda item 29.
- k. AP11: meeting dates sent to Helen Whately MP.
- l. AP12: contract confirmed.
- m. AP13: response to complaint sent.

**26. Presentation from Matthew Brett-Chaponnel regarding proposed planning application for land at Forge Lane**

Prior to the presentation, the Chair made it clear that as no planning application has yet been made, the council could hear the presentation but would not make any comment on the proposals.

Matthew explained the land was once part of Green Court but for many years has been in separate ownership. The site is approximately two acres and is well screened. Matthew felt a low density development was appropriate and the immediate neighbours have been contacted. The proposal is for six five-bedroomed detached properties, all with double garage. The design is traditional but each property would have its own character. They would be environmentally friendly with energy saving features which would mean an 18.3% energy reduction. The proposal would integrate bat boxes and use fencing which allows migration for wildlife. There is no intention to demolish the barn or make it a residential dwelling (although planning permission was once sought for this). It could be retained and be converted for community use.

The meeting adjourned for a short public session and questions. The amount of parking was queried and whether it would be sufficient. There would be other, non-designated parking spaces in addition to the garages and specific parking areas. The existence of bats in the trees before they were cut down was queried and whether any offences had been committed. Matthew was not involved in the removal of the trees and it would be difficult to prove any assertions. Access was queried. The existing access adjacent to the barn in Forge Lane would be used as this offers good visibility. The trees and planting intentions were queried. The trees shown on the plan are all existing but new planting of native species would also take place. The proposal is to remove the cedar in the centre of the area, which is covered by a TPO, but a survey has shown it is virtually dead and unlikely to last longer than 5-10 years. There were no further questions and Matthew was thanked for attending.

**27. Newsletter**

The final draft is ready and it was **agreed** that Cllr Ferne would produce the newsletter and it would be printed on the council printer, with a deadline of one week. It should be around 12-14 pages long. **Action 1: Cllrs Jones, Carr and Ferne to liaise on final copy and printing.**

**28. HGV road usage**

Following an incident where Cllr Jones had followed an HGV along Westfield Sole Road which is designated unsuitable for HGVs, a letter had been sent to the DVSA. No response had been received as yet.

**29. Clerk's salary arrangements**

- a. It was **agreed** to pay arrears due to recommended salary increase.
- b. It was **agreed** to make an interim payment for two weeks to cover 13<sup>th</sup> June-26<sup>th</sup> June.
- c. It was **agreed** to pay monthly in future, on 27<sup>th</sup> of every month, starting in July.

**30. Disciplinary policy**

It was **agreed** to adopt the draft disciplinary policy.

**31. Grievance policy**

It was **agreed** to adopt the draft grievance policy.

**32. Planning**

- a. 16/501012 – Land north at Blind Lane – erection of 3 pairs of semi-detached dwellings with associated landscaping, access and parking – refused – noted.
- b. An application to discharge conditions on a listed building had also been received but this did not require comment.

**33. Finance**

- a. The financial statement and bank reconciliation were reviewed and accepted. The Parish Services Scheme grant had been received (£650.50), plus a donation from BWAG of £250 towards the printer, plus £17.87 for the allotment water bill.

<b>Account</b>	<b>Balance as of 31/05/16</b>
Current Account	231.04
Reserve Account	25,395.47
<b>Total</b>	<b>25,626.51</b>

- b. The Internal Audit Report was received. The asset register needs reviewing and this is being addressed. Recommendations regarding signing bank reconciliations and statements are being implemented. Thanks were given to the clerk for a successful internal audit.
- c. Payments were **agreed** as follows:

<b>Cheque</b>	<b>Payment</b>	<b>Amount</b>
BACS	Bex Ratchford – wages and office rental	401.96
1378	Bex Ratchford – back pay as per minute 29a	5.70
1379	Barge Group – playground repairs	1814.40
1380	Appointment Business Machines – printer	600.00
1381	Savills – playing field rental	112.50
1382	Landscape Services – playground maintenance	208.02

**34. Reports from parish councillors**

Cllrs Jones and Carr had attended the Civic Day Parade and Service. They had also attended the Village Hall AGM.

**35. Reports from borough and county councillors (if present)**

No reports received.

The meeting adjourned for a short public session. Lots of hedging has been taken out at Forge Lane and there was speculation from members of the public as to the reason why. As a precautionary measure, MBC enforcement has been informed.

**36. Correspondence**

All correspondence was noted.

- a. Complaints about road resurfacing – forwarded to KCC.

- b. Comments regarding knocked-over bollard and traffic restrictions on The Street – bollard reported to KCC and now mended; comments forwarded to KCC.
- c. Armed Forces Day Flag Raising Ceremony – Cllr Greer will be attending in his capacity as Deputy Mayor.
- d. Email from Maidstone KALC regarding MBC Local Plan – it was **agreed** not to participate in the opposition to the Local Plan as BPC has no reason to challenge it. **Action 2: Clerk to inform Maidstone KALC and Cllr Jones to inform Boxley PC.**
- e. KALC Community Resilience/Emergency Planning questionnaire – completed. **Action 3: Clerk to send.**
- f. Notification of EIS website charges as of October – to be discussed next meeting.

**37. Close of meeting**

The meeting closed at 7.43pm.

**The next meeting will be held on Wednesday 6<sup>th</sup> July 2016 at 6.30pm.**

Signed.....

Date.....