

BREDHURST PARISH COUNCIL



Minutes of the Annual Parish Council Meeting held at Bredhurst CE Primary School, on Wednesday 11th May 2016 at 6.30pm

Present: Cllr Vanessa Jones (Chair), Cllr Nichola Carr (Vice-Chair), Cllr Steve Bowring, Cllr Louise Ferne, Cllr Malcolm Greer, Cllr David Hales, Cllr Derek Butler (MBC), Cllr Wendy Hinder (MBC), Bex Ratchford (Clerk)

Public: 4

1. Apologies for absence

All cllrs were present. Cllr Ferne was welcomed as a new cllr.

2. Election of Chair and declaration of acceptance of office

Cllr Jones was elected as Chair and signed the declaration of acceptance of office.

3. Election of Vice-Chair and declaration of acceptance of office

Cllr Carr was elected as Vice-Chair and signed the declaration of acceptance of office.

4. Declaration of acceptance of office by all other members

All members signed the declaration of acceptance of office.

5. Declarations of interests

- a. Some cllrs signed DPI and DNPI forms, with others to do so and return to the clerk as soon as possible. **Action 1: Cllrs to return completed forms to the clerk.**
- b. Cllrs had no interests to declare.

6. To approve the minutes of the meeting held on 13th April 2016

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

7. Police briefing

PCSO Adlington gave the crime report for the ward. There have been three crimes in Bredhurst and some serious burglaries nearby within Boxley Ward. There have been no more nuisance vehicles stopped, but six bikes in Bredhurst Woods were reported via 101 due to a walker seeing a sign recommending this. A query was raised regarding police helicopters flying over the village. If residents wish to have more details about why helicopters are in the area they are advised to phone 101 for information.

The meeting adjourned for a short public session but there were no matters raised.

8. Matters arising (for information only)

- a. AP1: letter thanking police sent, response received.
- b. AP2: newsletter meeting taken place and articles assigned to be written. Once collated Cllr Ferne agreed to look at producing the newsletter. **Action 2: Cllr Jones, Cllr Carr and clerk to write articles. Action 3: Cllr Ferne to produce newsletter.**
- c. AP3: potholes reported again and partially filled, although this is not particularly effective.
- d. AP4: agenda item 12.
- e. AP5: funding will be identified as and when it becomes available.
- f. AP6: agenda item 15.
- g. AP7: website meeting taken place and passwords received. A query was raised over the training video. **Action 4: Cllr Carr to check this.**
- h. AP8: apologies to Mayor-Elect's invitation sent.

9. Chair's Report

Cllr Jones presented the Annual Report on behalf of the Parish Council. She was thanked for all her hard work and input.

10. Review of policies and other annual arrangements

- a. Code of Conduct – reviewed and noted.
- b. Standing Orders – reviewed and approved.
- c. Financial Regulations – reviewed and approved.
- d. Equal Opportunities – reviewed and approved.
- e. Publication Scheme – reviewed and approved.
- f. Risk Assessments – reviewed and approved.
- g. Other policies – suggested policies included grievance, disciplinary, complaints, media and grants awarding. **Action 5: Clerk to circulate suggested policies.**
- h. Fire hydrant checks – it was **agreed** this would be done in October and April by Cllr Carr.
- i. Asset checks – it was **agreed** to check the current status of the assets with a view to updating the asset register over the next year. **Action 6: Clerk to review assets and asset register.**
- j. Village maintenance – purchase of plants – it was **agreed** that Cllr Jones would purchase plants for two troughs and the wall at Hurstwood Road, in the spring, up to the value of £100.

11. Committees and election of representatives

No committees were felt to be necessary. Cllr Bowring and Cllr Carr were elected as representatives to KALC. Cllr Bowring was elected as representative to the Police Liaison meetings.

12. Resurfacing of KH49/KH50

The landowners are happy for the work to take place. However, the quote for the work to KH49/A was seven months old and has since gone up by £360 to £4860 + VAT. KH50 is £1395 + VAT. This is still the cheapest quote. It was **agreed** to proceed with Hoopers as originally planned. Public Rights of Way will contribute £3000, BWAG £250 and the British Horse Society £200. The landowner of KH49 will remove the fence, and then replace it closer to the road after the resurfacing work. It was noted that the work will need to be monitored and a timeline would be useful for this.

13. Insurance

It was **agreed** to remain in the current three year agreement.

14. Printer

It was **agreed** to purchase a refurbished Konica Minolta C203 printer for council business and to share the purchase cost with BWAG. The printer will use separate account codes for BPC, BWAG and personal printing, enabling each to pay only for what they use. Two quotes had been received at £500 + VAT, but one was for a newer machine that had had less usage. It was **agreed** to accept this quote, and that BPC would pay £250 and BWAG would pay £250 (VAT to be reclaimed) with subsequent printing costs to be paid for individually (0.75p mono and 4.8p colour). The machine has a five year guarantee and includes all consumables, servicing etc. **Action 7: Cllr Jones to progress purchase of printer. Action 8: Clerk to investigate how to list the printer on the asset register and insurance if necessary, and to create an agreement with BWAG.**

15. Planning

- a. MC/16/1562 – Retrospective application for change of use of land to residential for the siting of a mobile home, two touring caravans, a cesspit and hard standing area; construction of a day room; paddock to rear and construction of 1.8m high boundary fencing – Matt's Hill Road – this had been reported to Cllr Jones by a resident of Matts Hill Road as the PC had not been informed by Medway Council. It was **agreed** to respond to Medway Council with concerns of unlawful development, inappropriate drainage and disposal of manure. **Action 9: Cllr Greer to provide bullet points and clerk to comment.** Cllr Butler also offered to express concerns to Medway Council.

16. Finance

- a. The financial statement and bank reconciliation were reviewed and accepted. A donation of £36 had been received from Pickwick Motors towards plants for the village.

Account	Balance as of 30/04/16
Current Account	475.48
Reserve Account	25,743.86
Total	26,219.34

- b. Internal Audit
 - i. The Internal Audit Report was not yet available.
 - ii. It was **agreed** to continue with David Bucket as the Internal Auditor for 2016-17.
- c. Annual Return – end of year accounts 2015-16
 - i. The Annual Governance Statement was reviewed and signed.
 - ii. The accounting statements for 2015-16 were approved and signed.
- d. It was **agreed** to look into paying the clerk monthly rather than four weekly. **Action 10: Clerk to look into this.**

e. Payments were **agreed** as follows:

Cheque	Payment	Amount
BACS	Bex Ratchford – wages and office rental	398.28
D/D	Southern Water – water bill	17.87
1375	Bex Ratchford – stamps	10.26
1376	Cllr Jones – plants for BPC troughs and maintained areas	69.44
1377	Came & Co – insurance	598.54

17. Reports from parish councillors

Nothing to report.

18. Reports from borough and county councillors (if present)

- a. The Local Plan has passed both Regulation 18 and 19 and will now go to the Planning Inspectorate.
- b. Cllr Hinder informed the PC that Helen Whately MP is interested in attending a PC meeting.
Action 11: Clerk to send meeting dates.

The meeting adjourned for a short public session. To avoid confusion regarding shared assets, it was suggested that BPC be shown as the owner of the printer.

19. Correspondence

All correspondence was noted.

- a. Civic Parade and Service – Cllrs Jones and Carr will attend.
- b. Request for an allotment – name placed on waiting list.
- c. Email regarding a damaged fingerpost sign – reported to KCC.
- d. Planning training – Cllrs Bowring and Carr expressed an interest in the October session. It was **agreed** that the clerk would attend if and when possible.
- e. Query regarding weed killing contract – proceed as instructed but leave the build outs.
Action 12: Clerk to inform contractor.
- f. Complaint regarding meeting attendance – response to be sent. **Action 13: Clerk to send response.**

20. Close of meeting

The meeting closed at 8.13pm.

The next meeting will be held on **Wednesday 8th June 2016** at 6.30pm.

Signed.....

Date.....