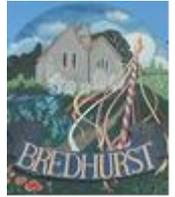


# **BREDHURST PARISH COUNCIL**



## **Minutes of the Ordinary Parish Council Meeting held at Bredhurst CE Primary School, on Wednesday 7<sup>th</sup> February 2018 at 6.30pm**

**Present:** Cllr Vanessa Jones (Chair), Cllr Nichola Carr (Vice-Chair), Cllr Steve Bowring, Cllr David Hales (from item 130), Cllr Derek Butler (MBC), Cllr Wendy Hinder (MBC), Bex Ratchford (Clerk)  
Public: 8

### **127. Apologies for absence**

Apologies were received from Cllr Greer due to another meeting and Cllr Hales who was due to be a little late.

### **128. Declarations of interests**

Cllr Carr declared an interest in agenda item 140b due to being a close neighbour.

### **129. To approve the minutes of the meeting held on 6<sup>th</sup> December 2017**

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

### **130. Resignation**

Cllr Hales arrived at 6.40pm. Cllr Malcolm Greer has resigned due to work and other commitments. His letter of resignation was read out and cllrs expressed their thanks to Malcolm for his strong support over many years. His resignation leaves the council with only four out of seven members. It was **agreed** to advertise for new members with posters on the noticeboards, in the local press, on the website and Facebook page, and with flyers delivered to residents. **Action 1: Clerk to create posters and flyers.**

### **131. Police briefing**

PCSO Adlington was not present but the crime figures had been obtained via the E-watch website. There have been a number of crimes in Boxley and one in Bredhurst – a theft of a motor vehicle in The Street.

The meeting adjourned for a short open session. A resident queried the presence of a blue and white cone outside the school but BPC was not aware of the reason.

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

- a. AP1: the road sweeper has been. Cllr Carr has also chased KCC regarding the subsiding path on the bridge.
- b. AP2: agenda item 133.
- c. AP3: agenda item 141a.
- d. AP4: agenda item 135.
- e. AP5: agenda item 136.
- f. AP6: planning comment made.

#### 140. Planning

This item was brought forward at the Chair's discretion.

- a. 17/505896 – Bredhurst Lodge, The Street – erection of a single storey rear extension – approved by MBC – noted.
- b. 18/500405 – Stockins Meadow, Blind Lane – demolition of existing bungalow and erection of a detached dwelling and a garage. Cllr Carr declared an interest and left the room for this item. The applicant was present and confirmed the living arrangements for the proposed dwelling. The ridge height has been reduced since the original application. A resident suggested there should be restrictions on the size of lorries permitted to use Blind Lane. It was **agreed** to comment in favour of the application but with the condition that no lorries over 7.5 tonnes should be used (except for the concrete lorry). **Action 2: Clerk to make planning comment.**

#### 133. Playing field

The preparation of the new lease is taking longer than expected. BPC has received a draft Heads of Terms contract and comments have been sent back. Savills have agreed that the old rent will only be payable up to December 2017, with the new lease and new rental charge starting on 1<sup>st</sup> January 2018. Despite requests from BPC and the diocese, Bredhurst Village Hall Committee has not confirmed if a tree survey has been carried out. BPC requires a copy of the report as the area in question is the shared access.

Cllr Carr and a resident have prepared some drafts for the new sign for the field, incorporating the KCC, MBC and Kent Police logos. It was **agreed** to pursue the second option, with three plastic signs to be made – one larger for the entrance to the field and two smaller for the vehicular access gate and the toddlers' play area. It was **agreed** that Cllr Carr would finalise the sign design, check with cllrs and progress the sign manufacture, up to the value of £400 plus VAT for signs and posts. **Action 3: Cllr Carr to finalise design and progress manufacture.**

#### 134. Tree survey

A quote had been received for the annual tree survey and as it was cheaper than the company used last year, it was **agreed** to use the new contractor and to obtain the survey by the end of March. **Action 4: Cllr Jones to inform contractor.**

#### 135. Grass cutting & weed killing

A further site visit has been held with the contractor and it was **agreed** to accept his revised quote as it was significantly cheaper than the others received. **Action 5: Clerk to inform contractor.**

#### 136. Resurfacing

A site visit has been held with a contractor and two quotes have been received although one is nearly a year old. It has been confirmed by KCC that the land in question outside Abbots Court is un-owned and it is not their responsibility to repair the many potholes. A resident has said they would be willing to contribute to the cost. It was **agreed** to send the quotes to the interested parties asking if and how much they would be willing to contribute. **Action 6: Clerk to write to interested parties.**

#### 137. Great British Spring Clean

This is a national initiative being held on 2<sup>nd</sup>-4<sup>th</sup> March, although other dates can also be chosen. MBC will remove any waste collected. It was **agreed** to have an event on Saturday

10<sup>th</sup> March and that Cllr Carr would identify areas for work and co-ordinate. It was also **agreed** to flyer the village advertising the event. **Action 7: Cllr Carr to co-ordinate and create flyer.**

**138. Donation to school**

It was **agreed** to donate £100 to the school for meeting hire this financial year.

**139. Data Protection**

The clerk had attended training on the new GDPR. The new law gives consumers more rights over their data – how it is obtained, used and stored and how long for. Mailing lists must be ‘opt-in’ rather than ‘opt-out’. The residents’ email list is being updated on this basis, and email contacts have been gone through and deleted where necessary. The council’s actions and data control measures must be ‘reasonable’ and ‘proportionate’. The council must appoint a Data Protection Officer, who cannot be the clerk or a cllr. It is hoped that borough councils will take on this role for PCs but if not, external companies are offering it as a service, with one such charging £150 per annum. The council may need to register with the Information Commissioner’s Office. A notice on the agenda to make members of the public aware they could be recorded could be useful. A new Data Protection Policy will be required and it is hoped one will be available through KALC or other PCs. It was **agreed** to continue monitoring the situation. **Action 8: Clerk to monitor and update cllrs as necessary.**

**141. Finance**

- a. Cllrs considered the proposed budget for 2018-19. Office expenses (£300) includes all printing; training (£120) allows for two courses; memberships (£86) allows for ACRK and CPRE; playing field rental (£1) is at the new rate; playing field maintenance and village green grass cutting (£996) allow for one extra cut if necessary; allotment water is reimbursed under income; donation to the school was set at £150; village maintenance was set at £200; and playground repairs was set at £3000. This figure was included in last year’s field consultation and residents were informed that if BPC renewed the lease this would result in an increase to the precept to cover the cost of maintaining and renewing the play equipment. The cost of replacing the cable runway (as advised on the annual play inspection) would be at least £6000 and would be budgeted for across two years. The budget was **agreed** at £13,612. It was **agreed** to precept for the full budget minus the income due to be received from other sources. The precept was therefore **agreed** at £12,418, meaning a Band D charge of £71.37. **Action 9: Clerk to return precept form.**
- b. The financial statement and bank reconciliation were reviewed and accepted. The allotment rent has all been received. The mandate now no longer requires Cllr Greer, so an updated form will be taken to the bank. All other cllrs have completed the necessary forms. **Action 10: Clerk to take updated form to the bank.**

<b>Account</b>	<b>Balance as of 31/01/18</b>
Current Account	902.97
Reserve Account	12,461.24
<b>Total</b>	<b>13,364.21</b>

- c. Payments were **agreed** as follows:

Cheque	Payment	Amount	VAT*	Total
BACS	Clerk – wages and office rental (two months)	844.44	-	844.44
1434	Clerk – expenses (stamps, mileage and parking)	13.60	-	13.60
1424	Savills – field rental to 31/12/17	112.50	-	112.50
1435	Landscape Services – second half grounds maintenance	147.57	29.51	177.08
1436	KALC – GDPR training	10.00	2.00	12.00

\* VAT to be reclaimed.

#### 142. Reports from parish councillors

Cllr Jones has reported a number of potholes which have been filled, although the work is not of a particularly high standard. It was **agreed** to write to KCC expressing dissatisfaction with the quality of the work and the way it is scheduled. **Action 11: Clerk to write to KCC.**  
Cllr Carr has reported the broken bollard on the build out in Dunn Street.

#### 143. Reports from borough and county councillors (if present)

Cllr Butler reported that the Speedwatch scheme is still available. MBC and KCC are setting their budgets currently and Cllr Butler intends to write regarding the distribution of funds to rural areas. It was suggested BPC contact KCC regarding possible funding for play equipment. **Action 12: Clerk to contact KCC.**

#### 144. Correspondence

All correspondence was noted.

- a. An email regarding HGVs in Forge Lane has been received and responded to.
- b. The Local Government Ethical Standards consultation will go on next meeting's agenda.
- c. Cllr Jones has completed the KALC membership survey.
- d. A request has been received to use the playing field for the village show on 1<sup>st</sup> September. It was **agreed** to ask for more details. **Action 13: Cllr Carr to obtain and provide more details.**

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

#### 145. Close of meeting

The meeting closed at 8.06pm.

The next meeting will be held on **Wednesday 7<sup>th</sup> March 2018** at 6.30pm.

Signed.....

Date.....