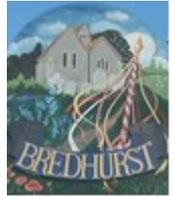


# **BREDHURST PARISH COUNCIL**



## **Minutes of the Ordinary Parish Council Meeting held at via Microsoft Teams, on Wednesday 2<sup>nd</sup> December 2020 at 6.30pm**

**Present:** Cllr Vanessa Jones (Chair), Cllr Nichola Carr (Vice-Chair), Cllr Steve Bowring, Cllr Claire Sharp, Cllr Anne Brindle (MBC), Cllr Bob Hinder (MBC), Bex Ratchford (Clerk)

Public: 35

### **278. Apologies for absence**

There were no apologies received.

### **279. Declarations of interests**

Cllrs had no interests to declare.

### **280. To approve the minutes of the meeting held on 4<sup>th</sup> November 2020**

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

### **284. Planning**

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

- a. Representatives from Hume Planning Consultancy were present to give information about the Lidsing Garden Community development proposed as part of MBC's Local Plan Review. They explained that the proposed site is 145 hectares in total, with 125 north of the M2 and 20 south, in Bredhurst in the AONB. The area in Bredhurst will not be for housing, but will be woodland with a new through road making an extra arm to J4 of the M2. This will involve demolishing the existing bridge over the M2 at The Street. Transport links will be adapted, with a view to improving East-West connectivity. The aim is to provide faster, more direct routes and thus reduce congestion through Bredhurst and other surrounding areas, although the plans do not include any improvements to North-South roads i.e. through Bredhurst and Boxley towards Maidstone. Hume Planning Consultancy wants to work with residents and the parish council to establish and address concerns.

Cllrs and residents raised questions and concerns regarding the height of the new road which will form the new junction to the M2 and its proximity to Kemsley Street; the likelihood of road users using the new routes; access to public transport; the amount of houses; the amount of local facilities (schools, hospitals, doctors); the amount and type of consultation; the other proposed developments in the area (Gibraltar Farm and Gleamingwood Drive) and the planning policy and process.

Responses were that the new road will be as low-lying as possible given that it will connect to the existing M2 roundabout, but it will be screened; it is hoped that by providing more direct routes, road users will be encouraged out of the village; the original plan was to build 2400 houses per hectare, but this has been reduced to 2000 to provide more open spaces; Bredhurst school could be expanded; the consultation process is currently focussing on Bredhurst and Boxley, but this will shortly become a broader exercise; the Local Plan Review is in consultation currently and will then go to the planning inspector, so there will be no application before next summer; the pressure to

provide housing increases every year and the requirement currently stands at 1214 houses per annum.

The representatives were thanked for attending and it was **agreed** to circulate details of their website and the slides from the presentation. **Action 1: Clerk to circulate website details and presentation.**

It was **agreed** to oppose the proposal and therefore to comment on the Local Plan Review with objections. It was **agreed** to set up a working party of approximately ten members, plus any cllrs from Boxley PC who wish to join subsequent to their meeting next week. Cllr Jones and Cllr Carr will represent BPC on the working party and will be responsible for inviting other members in roughly equal amounts from Wigmore, Hempstead and Lordswood. **Action 2: Cllr Jones and Cllr Carr to set up working party.** It was **agreed** that the working party's remit would be to publicise the proposal and encourage people to comment. It was **agreed** that BPC would join the Facebook group 'Against Lidsing Garden Development' set up to oppose the development, with the clerk, Cllr Jones and Cllr Carr able to post and make comments on BPC's behalf. **Action 3: Cllr Jones to join the Facebook group on BPC's behalf.** It was **agreed** to provide the working party with a budget of £500 for any necessary publicity, creating a new budget heading to do so. It was **agreed** that Cllr Jones would draft BPC's response to the Local Plan Review, and it would be checked by the clerk and cllrs before submission. **Action 4: Cllr Jones to draft response, clerk and cllrs to check.**

b. There were no other planning matters to discuss.

#### **281. Police briefing**

There was no police briefing available.

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

- a. AP1: Remaining items for the Barn still to be purchased. **Action 5: working party to purchase remaining items when appropriate to do so.**
- b. AP2: pensions still to be investigated. **Action 6: Clerk to investigate pensions.**
- c. AP3: KCC thanked for art packs.
- d. AP4: Terms of Business signed and returned; agenda item 291.
- e. AP5: Ecotricity not contacted due to lack of hours; no bill received.
- f. AP6: this was not discussed.
- g. AP7: one quote received; agenda item 287.
- h. AP8: TEEC contacted and website data transferred; agenda item 288.
- i. AP9: CCTV company contacted; response awaited.
- j. AP10: rules added to Facebook group.
- k. AP11: list of prohibited words still to be added. **Action 7: Cllr Carr to add list.**
- l. AP12: planning comment not made due to lack of hours.
- m. AP13: narrative and statement of material variances provided; agenda item 294.
- n. AP14: training booking attempted, but fully booked.

#### **283. Casual Vacancy**

Applications had been received from four candidates for the three vacant positions. Each candidate was invited to supply a short statement of their background, skills and reasons for wanting to join the council. One was read out by the clerk as the applicant was not able to be present; the other three were present and spoke briefly. It was **agreed** to co-opt Dan Fifield, Chantelle Goodwin-Sword and Warren Salter to the three vacant positions. **Action 8:**

**Clerk to inform the unsuccessful candidate and send all necessary paperwork to the three new cllrs ready for co-option at the next meeting.**

**285. Barn**

It was **agreed** to give the Barn a deep clean and to keep it closed and to review the situation at the next meeting. **Action 9: Cllr Jones to request a deep clean for the Barn from the cleaning company.**

**286. Grounds maintenance**

Three quotes had been received to cut the grass on the playing field and the village green, to trim the footpaths and to weed kill. It was **agreed** to accept the lowest quote from Landscape Services for all three services. **Action 10: Clerk to inform Landscape Services.**

**287. Playing field**

Only one quote had been received for levelling and turfing at the pedestrian entrance to the field so this was deferred to next meeting.

**288. Website**

The data from the current website has all been transferred. Cllrs were not happy as, prior to the transfer, BPCs current website had not been updated, therefore, some incorrect information was transferred. Also, the new website was not in the agreed layout. It was **agreed** to form a working party to liaise with TEEC to deal with the setting up of the new website. Cllr Jones had drafted Terms of Reference and although the clerk advised against the set up being done solely by cllrs without input from the clerk, as the clerk will administer the website, these were **agreed**. It was **agreed** that Cllr Jones, Cllr Carr and Cllr Sharp would form the working party and liaise with TEEC. **Action 11: Clerk to publish Terms of Reference and Cllr Jones, Cllr Carr and Cllr Sharp to review website and liaise with TEEC.**

**289. CCTV Policy**

The installer had been contacted but no response had been received so this was deferred to next meeting. **Action 12: Cllr Jones to chase installer.**

**290. Correspondence Policy**

This had not yet been drafted so it was deferred to next meeting. **Action 13: Cllr Jones to draft policy.**

**291. Committees**

Following advice from HR Services Partnership, it was **agreed** to form a Personnel Committee and a Staff Line Management Sub-Committee, although the clerk advised that this would create a significant and unnecessary workload, and therefore be counter-productive. The clerk also advised delaying setting up the committees until the next meeting in February 21. Cllr Jones had drafted Terms of Reference and although the clerk advised against including the Chair by default and against excluding the clerk from meetings, unless issues specific to the clerk were being discussed, these were **agreed**. It was **agreed** that Cllr Jones, Cllr Carr and Cllr Sharp would form the Personnel Committee and by default the Staff Line Management Sub-Committee, with membership to be reviewed at the next meeting when new cllrs have taken office. It was **agreed** that Cllr Jones would chair the Personnel Committee and Cllr Carr would chair the Staff Line Management Sub-Committee. **Action 14: Clerk to publish Terms of Reference and committees to agree on meeting dates.**

## 292. Policy and contract review

HR Services Partnership can review the staff contract and initial policies at an extra 10-12 hours work. They can also provide additional policies as necessary. It was **agreed** to engage HR Services Partnership for a maximum of an extra 20 hours work at a cost of £1420 plus VAT and to create a new budget heading for this. The agreed policies for review include, Clerk's contract, grievance, disciplinary, performance improvement, annual leave and sick absence. **Action 15: Cllr Jones to inform HR Services Partnership.**

## 293. January meeting

Although BPC does not normally meet in January, it was **agreed** to meet on the second Wednesday (13<sup>th</sup>), due to bank holidays and the clerk's annual leave.

## 294. Finance

a. The financial statement and bank reconciliation were reviewed and accepted.

Account	Balance as of 30/11/20
Unity Account	34,953.60

b. The budget report for the second quarter was reviewed and accepted.

a. The grass at the Barn had not been cut since last meeting. The invoice for the play area inspection had not yet been received. It was **agreed** to pay this when it arrives once checked for accuracy. Cllr Bowring will go through the report before next meeting. It was **agreed** that the clerk would continue to set up the salary payment separately later in the month, as previously agreed by-cllrs, although the clerk advised this takes extra time.

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

No.	Details	Amount	VAT*	Total	Auth
79	TEEC Limited – website hosting and transfer	565.99	113.20	679.19	SB, CS
80	HR Services Partnership – 5 hours pre-paid	355.00	71.00	426.00	SB, CS
81	Kompan – play area inspection	tbc	tbc	tbc	SB, CS
82	Work not required, no payment made	-	-	-	-
83	Mona Cleaning – Barn cleaning	15.00	-	15.00	SB, CS
84	Clerk – wages and office rental (December)				SB, CS
D/D	Bytes – Microsoft Office (November)	8.82	1.76	10.58	-
D/D	Onecom – Barn internet	23.10	4.62	27.72	-

\* VAT to be reclaimed.

## 295. Reports from parish councillors

Cllrs had nothing to report.

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

Cllrs had nothing to report.

## 297. Correspondence

All correspondence was noted.

a. Emails had been received regarding an unsafe stile and been passed on to Public Rights of Way, who are dealing with it in conjunction with the landowner.

- b. It was requested to forward the Rural Policing Report and Rural Matters newsletter to the public. **Action 16: Clerk to forward.**
- c. An email had been received regarding parking outside a resident's property.
- d. The clerk had attended the Kent Highways Parish Seminar. Issues covered included the online fault reporting tool and the Parish Portal.
- e. KCC is offering grants to parish councils that use their new website supplier but as BPC has already chosen another company, due to the imminent closure of the current website, this would appear not to be available. **Action 17: Clerk to check with KCC.**
- f. Various emails had been received regarding the Local Plan Review.
- g. MBC is offering COVID related grants to organisations paying business rates. The clerk has applied for the grant.
- h. An email had been received asking for feedback regarding PCSOs. **Action 18: Clerk to forward.**

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

**298. Close of meeting**

The meeting closed at 9.18pm

The next meeting will be held on **Wednesday 13<sup>th</sup> January 2020** at 6.30pm.

Signed.....

Date.....