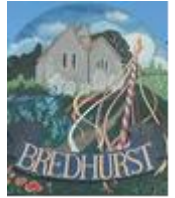


# BREDHURST PARISH COUNCIL



## Minutes of the Ordinary Parish Council Meeting held at Blacksmiths Barn, on Wednesday 4<sup>th</sup> March 2020 at 6.30pm

**Present:** Cllr Vanessa Jones (Chair) (from agenda item 164), Cllr Nichola Carr (Vice-Chair), Cllr Steve Bowring, Cllr John Merrick, Cllr Miriam Noble, Cllr David Till, Cllr Bob Hinder (MBC), Cllr Anne Brindle (until agenda item 161), Bex Ratchford (Clerk)

Public: 4

### **150. Apologies for absence**

Apologies were received from Cllr Jones who was detained at an appointment. Due to Cllr Jones late arrival the meeting was chaired by Cllr Carr. Cllrs acknowledged the sad loss of Cllr Wendy Hinder and offered their condolences to Cllr Bob Hinder. Thanks were expressed for all the work done by Cllr Hinder for Bredhurst and the wider community over many years.

### **151. Declarations of interests**

Cllrs had no interests to declare.

### **152. To approve the minutes of the meeting held on 5<sup>th</sup> February 2020**

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

### **153. Police briefing**

There was no police briefing available but the figures had been checked on the E-watch website. There were no crimes listed for Bredhurst in the last month. Cllr Till and Cllr Noble reported issues relating to the churchyard. They explained that the church has national rules and regulations regarding what can and cannot be placed on graves and in implementing these rules has come under criticism. Some of these issues have been reported to the police by the church. Cllr Till and Cllr Noble explained that the police have advised residents to call 999 if anyone is seen acting in a suspicious or inappropriate manner in the churchyard.

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

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

- a. AP1: reinforcement blocks have been made, hasp has been purchased and will be fitted soon.
- b. AP2: CIL Spending Plan still to be formulated.
- c. AP3: CCTV policies still to be checked.
- d. AP4: key safe installed.
- e. AP5: information sent to hirers.
- f. AP6: tree contractor informed, VTA booked for 25<sup>th</sup> March. **Action 1: Clerk to inform village hall committee.**
- g. AP7: landscaping contractor informed.
- h. AP8: agenda item 160.
- i. AP9: tidy up day publicised on Facebook. **Action 2: Clerk to email residents.**
- j. AP10: agenda item 162a.

**155. Gibraltar Farm**

A new submission with access on North Dane Way has been received. BPC will reiterate comments as necessary.

**156. Blacksmiths, Bredhurst Community Barn**

This item was deferred at the Chair's discretion.

**157. Play area**

Cllr Merrick has applied for further funding from the Strategically Important Play Area scheme and obtained £2840 to replace the swinging steps and tramlines of the log walk and install replacement items. It was **agreed** to pay the £500 necessary to obtain the funding.

**Action 3: Clerk to return funding acceptance.** Quotes had been received to sand, prime and repaint the swings and climbing frame. It was **agreed** to accept the lower quote of £795. It was also **agreed** to accept a quote to jet wash the rest of the trim trail at a cost of £165 and to add the benches if possible. The total cost of all the work is within the budget remaining.

**Action 4: Cllr Merrick to inform contractor.** The patches of wetpour to be repaired will be done later in the year when the weather is warmer.

**158. Field gate**

Quotes had been received for different types and sizes of gate. It was **agreed** not to concrete the extra width of the path but that a gate was necessary to secure the field. It was **agreed** to consider the different options and obtain further quotes for next meeting. **Action 5: Cllrs to consider options and clerk and Cllr Jones to clarify and obtain more quotes as necessary.**

**159. Allotments**

Two allotment holders have asked permission to install small ponds on their allotments. It was **agreed** to ask for more details as to size and depth, to clarify how the ponds will be filled and to check with other allotment holders that they are happy with the proposal. **Action 6: Clerk to contact allotment holders.**

**160. Website**

Some progress has been made in investigating providers. The two most likely are currently Wix or Vision ICT. **Action 7: Clerk to continue testing providers and send details of sample websites to cllrs.**

**161. Planning**

a. 20/500438 – Land rear of Forge Lodge, Forge Lane – approval of received matters of landscaping following an outline application 16/506195 for residential development – noted.

**162. Finance**

a. Cllr Bowring is now set up with the bank, Cllr Sharp and Cllr Noble still to arrange. **Action 8: Cllr Sharp and Cllr Noble to contact the bank.**

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

Account	Balance as of 29/02/20
Unity Account	22,703.26

- c. The clerk's wages and overtime were deferred and then **agreed** under agenda item 166 below.
- d. Payments were **agreed** to be paid by BACS and authorised as follows:

No.	Details	Amount	VAT*	Total	Auth
1	Barge – grounds maintenance (Feb)	237.08	47.42	284.50	NC, SB
2	Onecom – Barn internet	13.21	2.64	15.85	NC, SB
3	Advance Construction – plastic sheeting & key safe	463.32	92.66	555.98	NC, SB
4	Cllr Merrick – anti-virus software	12.49	2.50	14.99	NC, SB
5	Clerk – wages and office rental				NC, SB
6	Clerk – overtime & expenses	281.17	-	281.17	NC, SB

\* VAT to be reclaimed.

### 163. Reports from parish councillors

The potholes in Forge Lane have been reported. Cllr Carr is speaking to KCC Highways regarding the large puddle outside the church. The fridge freezer fly tipped on the verge on Forge Lane bridge has also been reported.

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

The council was encouraged to respond to the MBC Gypsy and Traveller Accommodation Survey. The Rural Police Team caught and prosecuted the person responsible for fly tipping in Yelsted Lane.

### 165. Correspondence

All correspondence was noted.

- a. The council had been contacted by school parents concerned at the decision by the village hall committee to no longer allow parents to park in the hall car park when dropping off or collecting children from school. Those concerned were advised to contact the village hall committee as BPC has no jurisdiction over the car park.

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

### 156. Blacksmiths, Bredhurst Community Barn

- a. The working party had met and discussed various issues including hiring arrangements, the hire agreement, items still needed, kerbstones, snagging and advertising on the website. KCC are looking into the possibility of extending the kerbstones, Cllr Jones has contacted the developer about the snagging, the clerk will put a page on the website with details of the Barn, regular hirers and how to book. **Action 9: Clerk to update website.**
- b. An electricity bill has been received but is wrong on a number of counts, including the supply address. The clerk has queried this with the supplier. There has been no response from the water company, Maidstone Borough Council or the solicitor regarding the lease. **Action 10: Clerk to chase.**
- c. Expenditure is still within the overall original Barn set-up budget, with approximately £900 remaining. It was **agreed** to purchase the remaining cutlery, the name plate, the hosepipe, a sign for the toilet, noticeboards, a label printer and more cleaning equipment. **Action 11: working party to arrange purchase of remaining items.**
- d. All regular hirers have been informed of the new procedure for paying and most have complied. It was **agreed** to chase the remaining hirers for payment. **Action 12: Clerk to chase.** The Geese Project has cancelled its bookings in March and it was **agreed** to refund

their hire fee. **Action 13: Clerk to process refund.** It was **agreed** to respond to other enquiries and start taking new bookings again. **Action 14: Clerk to respond.**

- e. Cllr Carr declared a non-pecuniary interest and left the room for the first part of this agenda item. Cllrs felt that as the Barn is now so busy it was necessary to employ a professional cleaner. It was **agreed** to make a payment to Cllr Carr's father of £50 in thanks and as a token of appreciation of all his work to date. **Action 15: Clerk to write and process payment.** Cllr Jones declared a non-pecuniary interest and left the room for the remainder of this agenda item. There were initially four expressions of interest in cleaning the Barn but only two were still able to do the work and had submitted quotes. It was **agreed** to accept the cheaper quote from Mona Cleaning. **Action 16: Clerk to inform contractors.**
- f. A quote had been received from Barge to add grass cutting at the Barn, at a cost of £13.04 per cut. It was **agreed** to accept this as long as they can take away and dispose of the clippings for a maximum of an extra £5 per cut. **Action 17: Clerk to contact Barge.**

**166. Staffing review (closed session)**

Members of the public and the clerk left the room for this item.

Due to increased workload and responsibility for the Barn plus investigation and moving of data to a new web provider, it was **agreed** to increase the clerk's hours to 45 per month and to increase the pay scale to SCP 12, backdated to the beginning of December 2019. It was **agreed** to pay the overtime since December at the higher rate.

**167. Close of meeting**

The meeting closed at 8.23pm.

**The next meeting will be held on Friday 17<sup>th</sup> April 2020 at 6.30pm.**

Signed.....

Date.....