

BREDHURST PARISH COUNCIL



Minutes of the Ordinary Parish Council Meeting Blacksmiths Barn, Wednesday 1st September 2021 at 6.30pm

Present: Cllr Vanessa Jones (Chair), Cllr Nichola Carr (Vice-Chair), Cllr Steve Bowring and Cllr Dan Fifield
Steve Hill – Clerk & RFO
Public: Nil

452. Apologies for Absence

Cllr Chantelle Goodwin-Sword, Cllr Warren Salter, Cllr Claire Sharp and Borough Councillor Bob Hinder (MBC meeting) – apologies accepted.

453. Declarations of Interest

Cllr Carr declared a pecuniary interest and left the room for item 466d (3) regarding application 21/503146/Full as she is the applicant.

454. Minutes of 30th June 2021 Parish Council Meeting

Item 436, AP1 was re-numbered from 365 to 435a. With this amendment the minutes were agreed and signed by the Chair.

455. Police Briefing

- a. There were no crimes reported during the month.
- b. It has been confirmed PCSO Matt Adlington will continue to cover Bredhurst. The previously proposed changes are under review.

456. Matters Arising (for information only)

To receive an update on action points from previous meetings.

APs from 30-06-21	Meeting Date (1 st raised)	Actions	Clerk or Cllr	Completed / Agenda Item 01-09-21
AP1	30-06-21	Barn booking system to be installed on PC	Clerk Cllr Carr	460a
AP2	30-06-21	Source alternative air conditioning quote	Cllr Bowring	460c
AP3	30-06-21	Source sun canopy quotes	Cllrs Jones	460c
AP4	30-06-21	Purchase of replacement aerial seat	Clerk	459e
AP5	30-06-21	Chase drain cover quote	Cllr Jones	459i
AP6	30-06-21	Request KCC Highways site visit	Cllr Carr	461a
AP7	30-06-21	Contact KCC Highways	Cllrs Carr	461
AP8	30-06-21	Improvement re electricity sub station	Clerk	457
AP9	30-06-21	Notify Lucanus of 3-year contract To request quote for remedial work.	Clerk	Completed 458
AP10	30-06-21	Councillor email address issues	Clerk	464
AP11	30-06-21	Clerk to contact MBC planning.	Clerk	Completed
AP12	30-06-21	Clerk to contact MBC planning	Clerk	Completed
AP13	30-06-21	Clerk to contact KALC	Clerk	466c

AP14		Removal of bin in Hurstwood Road	Cllr Carr	Completed
AP15		Clerk to liaise with HMRC	Clerk /MF	Completed
AP16		AGAR 20/21 to be published on website Clerk to notify PKF Littlejohn.	Cllr Jones Clerk	Completed
Meeting Date	Actions		Clerk or Cllr	Completed / Agenda Item 01-09-21
09-06--21	Hornbeam – Awaiting planting date from Lucanus		Clerk	460f
09-06-21	Remaining items for Blacksmith Barn will be purchased when appropriate to do so		BWG	460h

457. Electricity Sub-Station, Hurstwood Road

The railings have been repainted grey but the spikes on top of fence are to remain. Cllr Jones emailed Tim Owens at the AONB Unit to thank him for his help with the matter.

458. Parish Tree Survey

All Cllrs **agreed** to ratify the Clerk's instructions to Lucanus (after consulting with Cllrs out of meeting) to carry out remedial works on 27 August 2021.

459. Community Playing field

- a. The path extension at the pedestrian entrance has been completed.
- b. Cllrs received the annual RoSPA play inspection report. It was **agreed** that Cllrs Bowring and Fifield will provide details of minor works they can undertake and works requiring a quote to the Clerk.
AP1: Cllrs Bowring and Fifield to provide details to the Clerk.
- c. Cllr Fifield provided feedback following his site visit with the RoSPA inspector. He outlined to Cllrs the process used by the inspector.
- d. Cllrs **agreed** to adopt the RoSPA routine weekly checklist which will be used by Cllrs Bowring and Fifield. Completed weekly checklists to be sent to the Clerk monthly, prior to each BPC meeting. Items requiring attention to be highlighted.
- e. The new aerial slide seat has been damaged again within days of being fitted. Dog teeth marks are clearly visible. The condition of the seat will be regularly monitored.
- f. Residents reported two Poplar trees had several lower limbs deliberately snapped off. The lower limbs to the other Poplar trees have been cut back by Lucanus to prevent further damage. The condition of these trees will be monitored by Cllrs and residents and deliberate acts of vandalism will be reported to the police.
- g. Cllrs **agreed** to add a small section of fencing adjacent to the Lime tree and **agreed** the quote from Lucanus to install 2 timber morticed fence posts, arris rails (x2 @ 3m) and featheredge fence boards (x36) to a height of 4ft/1200mm at the estimated cost of £300.
AP2: Clerk to instruct Lucanus
- h. Cllrs discussed ground maintenance issues for the playing field and the village as some areas of work had not been fully completed.
AP3: Cllr Jones to meet with Landscape Services on 1st October
- i. Cllrs considered quotes received for a replacement of damaged drain cover and **agreed** to proceed with the quote from Advance Construction at £488 +VAT.
AP4: Cllr Jones to instruct Advance Construction

460. Blacksmiths Barn

- a. The Barn is fully open and regular bookings are being taken. Cllr Carr will meet with the Clerk to discuss the new booking system. As an interim measure, the Clerk has created various spreadsheets and MS calendar.
- b. An estimated bill was received from Ecotricity for circa £100. Cllr Bowring provided a reading reducing the bill to £10.55. It was **agreed** Cllr Bowring will take monthly readings/photographs and send to the Clerk and Cllr Jones to enable accurate bills to be produced.
- c. Cllrs discussed the merits of air conditioning versus a sun canopy. Factors considered included running costs, ongoing maintenance and ease of use. Cllrs **agreed** to proceed with an electrically operated sun canopy supplied by JP Knight and Sons at £3,276. A quote for electrical works will be circulated to Cllrs once received. Fitting subject to landlord's approval.
AP5: Cllr Jones to liaise with the landlord/electrician and instruct JP Knight and Sons
- d. The current Internet provider is ONECOM for an ADSL 2 service which is very slow. The contract ends 02-02-23. This can be upgraded to FTTC which should provide 50/10 MB/s. Current cost is £24.14 plus VAT for 1-3Mb/s. ONECOM can provide FTTC for £28.27 + VAT for 10/50Mb/s. The availability of SOGEA (Single Order Generic Ethernet Access) is being checked. There may be an additional one-off charge to change the router. Cllrs **agreed** to upgrade to either FTTC or SOGEA, depending on availability, within a budget of £150.
AP6: Clerk will confirm details with ONECOM and order once options are clarified
- e. Cllrs **agreed** to order another MBC green waste bin.
AP7: Cllr Carr to order additional green waste Bin @ £45 PA.
- f. Cllrs considered the quote from Lucanas to plant a Hornbeam tree but **agreed** it is more cost effective for Cllrs to source and plant a tree themselves.
AP8: Cllr Jones to inform Lucanus
- g. The planting of Photinia Red Robin is scheduled for October, subject to availability.
- h. Cllrs considered the need for a Working Party meeting but decided to defer this to a later date.

461. Traffic Issues and Highways

- a. KCC cannot install an additional bollard outside Channing's Barn due to insufficient pavement width. Although they had initially agreed to install kerbstones outside Blacksmith's Barn, they now feel this would be an 'urban intrusion' so this work will not proceed. Road markings will be re-painted. The Pedestrian crossing is being assessed for possible works. Cllrs **agreed** no further action regarding the bollard and kerb stones.
- b. Cllr Bowring and the Clerk attended a Speedwatch presentation which demonstrated the scheme's success. Cllrs **agreed** to try the scheme again providing enough volunteers/residents come forward and subject to the availability of equipment from a neighbouring parish. Full training will be provided. Another deterrent is a fixed Speed Indicator Device (SID). Cllr Bowring **agreed** to lead on this project.
AP9: Clerk to obtain cost of SID and establish availability of volunteers and equipment
- c. Cllr Jones had sent two emails to Inspector Steve Kent requesting speed traps in the village. No reply has been received.

462. Review of Policies

- a. Allotment Plot Allocation Procedure
Reviewed and **agreed** with no changes.
- b. Allotment Tenancy Agreement
Reviewed and **agreed** with no changes.
- c. Blacksmiths Barn Conditions of Hire

- Item 6 – it was **agreed** to amend the wording to ‘the hirer will be responsible for securing the premises and returning the key to the key safe’.
- Item 12 – it was **agreed** to delete ‘all doors must be closed and locked when vacating the premises at the end of the hire’.
- Item 18 – it was **agreed** to insert ‘unless an alternative use has been pre-agreed by Bredhurst Parish Council’.
- Item 21 – it was **agreed** to insert ‘alarm to be set’.
- d. CCTV Policy
It was **agreed** to insert paragraph numbers.
- e. Code of Conduct
Reviewed and **agreed** with no changes.
- f. Comments Form
It was **agreed** to attach the form to the Compliments, Complaints and Comments document
It was **agreed** to amend the Clerk’s details.
- g. Community Field Playground Inspection Procedure
It was **agreed** to insert paragraph numbers.
3rd paragraph – it was **agreed** to add ‘and a seat’
Item 1 – it was **agreed** to insert ‘RoSPA’ before ‘weekly visual inspection checklist’. To insert ‘Reports to be submitted to the Clerk on a monthly basis for circulation to Councillors prior to the next Parish Council meeting’ and ‘findings to be discussed at the next Parish Council meeting or, if necessary, sooner’. Amend final sentence to ‘All actions generated from inspections must be completed without delay’
Item 2, 2nd para – It was **agreed** to insert ‘next Parish Council meeting or, if necessary, sooner’.
Guidance for Emergency Work – it was **agreed** to delete ‘depending on the severity’, the sentence relating to carrying an identification card and ‘at the play area’.
Further Guidance – it was **agreed** to delete ‘be produced which will’
- h. Community Field Policy
Item 18 – it was **agreed** to insert ‘In addition to regular grass cutting’.
- i. Compliments, Complaints and Comments
It was **agreed** to number all paragraphs.
3rd paragraph – it was **agreed** to insert ‘attached to this document’
- j. Covid 19 – Delegation of Powers
It was **agreed** that Covid related documents be held on file and re-introduced as and when necessary.
Item 8 – it was **agreed** that the Terms of Reference remain in force ‘1 year from the date of implementation’
- k. Covid 19 – Play Areas Risk Assessment
It was **agreed** that Covid related documents be held on file and re-introduced as and when necessary, that the review date would be ‘1 year from the date of implementation’ and to amend the Clerk’s details.
- l. Delegated Powers Terms of Reference – Planning Applications
Reviewed and **agreed** with no changes.
- m. Disciplinary
It was **agreed** to remove HR polices from the website and incorporate into the Staff Handbook.
- n. Equal Opportunities
It was **agreed** to remove HR polices from the website and incorporate into the Staff Handbook.
- o. Financial Regulations
Item 6.4 - it was **agreed** to insert ‘payment’ before the word ‘schedule’.
Item 6.5 – it was **agreed** to insert ‘if applicable’ before the ‘signatories’.

- p. Financial Transactions
It was **agreed** to insert paragraph numbers.
Blacksmiths Community Barn – it was **agreed** to insert the word ‘or’ before ‘cheques’ and to delete ‘cash payments and’.
 - q. Fire Hydrant Check – Risk Assessment
Reviewed and **agreed** with no changes.
 - r. General Risk Assessment
Box 1 – it was **agreed** to amend insurers to ‘Came & Co’ and ‘Folgate Insurance Company’.
Box 2 – it was **agreed** to insert ‘monthly checks to be carried out by MBC’ and ‘weekly checks to be carried out by two nominated Councillors’.
Box 3 – it was **agreed** to insert ‘or longer when more cost effective’.
Box 4 – it was **agreed** to insert ‘BACs payments to be authorised by two nominated Cllrs’
 - s. Grant Awarding
It was **agreed** to insert ‘does not award grants’
 - t. Grievance
It was **agreed** to remove HR policies from the website and incorporate into the Staff Handbook.
 - u. Internet Usage
Reviewed and **agreed** with no changes.
 - v. Litter Pick Risk Assessment
Reviewed and **agreed** with no changes.
 - w. Media
Reviewed and **agreed** with no changes.
 - x. Personnel Committee Terms of Reference
Reviewed and **agreed** with no changes.
 - y. Privacy Notice
It was **agreed** to amend the Clerk’s details.
 - z. Publications Scheme
It was **agreed** to amend the Clerk’s details.
 - aa. Staff Line Management Committee – Terms of Reference
Reviewed and **agreed** with no changes.
 - bb. Standing Orders
Reviewed and **agreed** with no changes.
- AP10: Cllr Jones to update policies and publish**

463. Defibrillator

Cllrs **agreed** in principle to purchase a defibrillator, subject to a suitable location, purchase price and ongoing costs.

AP11: Cllr Fifield to liaise with businesses to agree a location and discuss associated costs

AP12: Clerk to clarify installation and on-going maintenance costs

464. Councillor Email Addresses

Councillor’s email accounts have been changed to CllrXX@bredhurstpc.org.uk and the BPC website has been updated.

465. BPC Laptop

The Parish laptop has failed on several occasions. Cllrs **agreed** with the recommendations of Stuart Edwards (BPC’s IT Consultant) to carry out a maintenance check and purchase an external hard drive as backup.

AP13: Clerk to liaise with Stuart Edwards and purchase an external hard drive

466. Planning

- a. **21/503146/FULL** - Conversion of an existing stable at Stud Farm to provide a new two-bedroom dwelling with associated parking, landscaping, private amenity space and external store at Stables At Stud Farm Dunn Street Road Bredhurst Kent ME7 3NA. **Application refused by MBC.**
- b. **21/503948/TPOA** – Tree Preservation Order Application Yew x 4 (TPO 4 of 1977 – G1) – Fell. **Awaiting decision from MBC.**
- c. To receive an update regarding Neighbourhood Plans.
No update available.
- d. Other planning matters.
 1. **21/502751/OUT** | Outline Application (with all matters reserved except access) for the erection of up to 450 market and affordable dwellings, nursery and supporting retail space up to 85sqm, with provision of main access to Ham Lane; estate roads; cycle and pedestrian routes; residential and community open space and landscaping; new junction for Lidsing Road/Hempstead Road and realignment and widening of Lidsing Road. Off-site related highway works to Westfield Sole Road, Shawstead Road, Hempstead Road, Chapel Lane, Hempstead Valley Drive, Hoath Way roundabout, Hoath Way and M2 Junction 4. (Resubmission of 19/500765/OUT) | Gibraltar Farm Ham Lane Hempstead Gillingham Boxley Road Walderslade Kent ME7 3JJ
Cllrs **agreed** to send a letter of objection.
AP14: Clerk to draft and submit
 2. **21/502976/FULL** | **Retrospective application for the installation of a temporary fence to the front boundary wall Channings Farm Barn Dunn Street Bredhurst - Refused**
The reason given was that the style of fencing was more suited to an urban environment. Cllrs questioned how MBC can justify this decisions whilst the proposed development at Lidsing for 2000 houses is being considered. Also, the identical style of fencing is already present at two other properties in Bredhurst. Cllrs **agreed** to approach MBC Planning for clarification.
AP15: Clerk to write to MBC Planning
 3. **21/503146/FULL** | **Conversion of an existing stable at Stud Farm to provide a new two bedroom dwelling with associated parking, landscaping, private amenity space and external store. | Stables at Stud Farm Dunn Street Road Bredhurst Kent ME7 3NA**
Reasons for refusal:
 - a) *The proposed dwelling is remote from local services and facilities which would result in future occupiers being reliant on the private motor vehicle to travel for their day to day needs and to access facilities.*
Cllr felt this would apply to every dwelling in Bredhurst as all households are dependant on a private motor vehicle for day to day needs.
 - b) *The proposed development would have an adverse effect on the AONB and was contrary to policy DM1*
Cllrs noted that the initial report published on the MBC planning portal appeared to be in favour of the application and stated ‘the overall design of the development will seamlessly fit into the context of the area, which does not have any dominant style or character. The proposal therefore accords with DM1 and Policy DM9’. This report was later removed from the MBC planning portal and replaced with a revised report stating the application was contrary to DM1.
 - c) *The application fails to demonstrate that any attempt has been made at securing an alternative commercial use.*

Cllrs noted the initial report, before being removed from the website, stated 'every reasonable attempt has been made to secure a suitable business re-use for the building. Residential conversion is the only means of providing a suitable re-use'.

Cllrs **agreed** to approach MBC Planning for clarification.

AP16: Clerk to write to MBC Planning

467. Review of Contracts

Cllrs asked the Clerk to undertake a review of all contracts.

AP17: Clerk to undertake a review of all contracts

468. Finance

a. The financial statement and bank reconciliation were **received** and **accepted**.

Account	Balance as of 31/08/21
Unity Account	£48,869.88

b. Cllrs considered quotes from two Internal Auditors. A third quote was not available for the meeting. Cllrs **agreed** the KCC quote at £335+VAT.

AP18: Clerk to inform KCC and the unsuccessful Auditor of BPCs decision

c. To authorise payments made out of meeting and at meeting. Payments to be made by BACS unless specified otherwise.

Payments made out of meeting

Ref	Details	Amount	VAT*	Total	Auth
36	MBC – Hurstwood Road Allotment Rent	5.00	-	5.00	CS & CGS
37	Rachel Ford June Gardening 5.25 hrs & Plants (£50.47)	155.47	-	155.47	CS & CGS
38	Electrical Solutions	47.00	9.40	56.40	CS & CGS
39	HR Services	365.00	73.00	438.00	CS & CGS
40	M Fooks – Rubber Mat for Door Ramp	77.49	15.50	92.99	CS & CGS
41	Mrs S Bowring – Sealer Barn Gate	32.50	6.50	39.00	CS & CGS
42	Mike Searley – June Grass Cutting The Barn	35.00	-	35.00	VJ & SB
43	GB Sports and Leisure – Seat for Arial Runway	97.10	19.42	116.52	VJ & SB
44	Clerks Salary, Holiday Pay and Office Rental	-	-	-	VJ & NC
45	HMRC	173.16	-	173.16	VJ & NC
46	Master Alarms – CCTV and Alarm Service	225.00	45.00	270.00	VJ & NC
D/D	ONECOM SVS LIMITED - July	24.14	4.83	28.97	-
D/D	BYTES SOFTWARE SERVICES - July	8.82	1.76	10.58	-
47	Lucanus Services – Path Extension & Concreting	1,650.00	-	1,650.00	CGS & DF
48	Appointment Business Machines	131.00	26.20	157.20	CGS & DF
49	Ecotricity	102.13		102.13	CGS & DF
50	Playsafety Ltd – RoSPA Report	144.00	28.80	172.80	CGS & DF
51	Commercial Services - Ground Maintenance	725.52	145.10	870.62	CGS & DF
52	Rachel Ford - July Gardening (8hrs)	160.00	-	160.00	VJ & NC
53	Clerk July Salary + Office Rental	-	-	-	-
54	HMRC	-	-	-	-
55	FASTSIGNS	47.86	9.57	57.43	CS & CGS
D/D	ONECOM SVS LIMITED - August	24.14	4.83	28.97	-
D/D	BYTES SOFTWARE SERVICES - August	8.82	1.76	10.58	-

* VAT to be reclaimed / All above payments made out of meeting **agreed** by all Cllrs present

Payments for authorising at meeting

Ref	Details	Amount	VAT*	Total
56	V Jones – Plants for Blacksmiths Barn	116.50	-	116.50
57	Rachel Ford – August Gardening 9.5hrs	190.00	-	190.00
58	Lucanus - Remedial works to trees re VTA	1245.00	-	1245.00
59	Mike Searley – July Grass Cutting The Barn	35.00	-	35.00
60	V Jones - KES – Cable and Trunking for The Barn	4.95	0.99	5.94
61	Master Alarms – CCTV and Router Maintenance	80.00	16.00	96.00
62	Ecotricity – Bill - 16 August 2021	10.05	.50	10.55

* VAT to be reclaimed.

Cllrs **agreed** to an additional 1.5hrs for gardening at Blacksmiths Barn for August.

Cllrs Carr and Fifield **agreed** to authorise the above payments.

469. Reports from Parish Councillors.

None received.

470. Reports from Borough and County Councillors (if present)

None present.

471. Correspondence

Email received from a resident regarding traffic concerns which BPC will respond to.

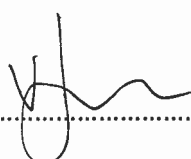
AP19: Clerk to draft response

472. Close of meeting

The meeting closed at 8.25pm.

473. Date of next meeting – Wednesday 6th October 2021 at 6.30pm

Signed.....



Date.....

13/10/21