

BREDHURST PARISH COUNCIL



Minutes of the Extraordinary Parish Council Meeting held via Microsoft Teams, on Thursday 21st January 2021 at 6.30pm

Present: Cllr Vanessa Jones (Chair), Cllr Nichola Carr (Vice-Chair), Cllr Steve Bowring, Cllr Dan Fifield, Cllr Chantelle Goodwin-Sword, Cllr Warren Salter, Cllr Claire Sharp, Cllr Bob Hinder (MBC), together with Melanie Fooks (Clerk)

Public: 1

299. Apologies for absence

Cllr Anne Brindle (MBC) Apology accepted.

300. To appoint Locum Clerk and RFO

This Item was brought forward at the Chair's discretion. Due to the resignation of the previous Clerk, it was proposed by Cllr Bowring, seconded by Cllr Carr with all in favour to appoint Melanie Fooks to act as Locum Clerk/RFO on the terms and conditions circulated to Councillors and backdated to 13 January 2021, until a permanent Clerk is recruited.

301. Declarations of interests

Cllrs had none to declare.

302. To approve the minutes of the meeting held on 2nd December 2020

Revised minutes were circulated to all councillors prior to the meeting. All councillors present at the 2 December meeting **agreed** that, with the following amendments made, the minutes were an accurate record of the meeting and would be signed and dated by the Chair at a later date.

- a) **Minute 284** it was **agreed** to insert 'although the plans do not include any improvements to North-South roads i.e. through Bredhurst and Boxley towards Maidstone' to the sentence 'The aim is to provide faster, more direct routes '.
- b) **Minute 284.** It was **agreed** to delete the words 'across the woodland' from the sentence 'Cllrs and residents raised questions and concerns' and insert 'and its proximity to Kemsley Street;'
- c) **Minute 287.** It was **agreed** to delete 'the' between for and levelling. It was **agreed** to delete 'by the church shop' and replace with 'at the pedestrian entrance to the field'.
- d) **Minute 288.** It was **agreed** to delete 'but' from the sentence 'The data from the current website'. It was **agreed** to delete 'with the result as it didn't look like Boxley PC's'-and replace with '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'.
- e) **Minute 291.** It was **agreed** to insert 'The clerk also advised delaying setting up the committees until the next meeting in February 21' after 'and therefore be counter-productive'.
- f) **Minute 292.** It was **agreed** to change '5-7' to '10-12' hours' work. Delete the sentence 'They estimate that it would take 41 hours to look at everything'. Insert 'a maximum of before 'an extra 20 hours work'. To insert 'The agreed policies for review include, Clerk's contract, grievance, disciplinary, performance improvement, annual leave and sick absence'.

The meeting was not adjourned for a public session.

303. Matters Arising

Action Point	Action	Agenda Item
AP1	Website details and presentation were circulated.	
AP2	Website working group has been set up.	
AP3	BPC has joined 'Against Lidsing' Facebook page.	
AP4	The response to the Local Plan Review has been submitted.	310
AP5	Remaining items for Blacksmith Barn will be purchased when appropriate to do so.	
AP6	Investigate pensions – Action 1: Clerk to Investigate	
AP7	Add list of prohibited words to Facebook – (NC)	
AP8	New Councillors – Unsuccessful Candidate has been informed and DPI forms have been sent to MBC.	
AP9	A deep clean of Blacksmith Barn has been requested	304
AP10	Landscape Services have been informed of their award of the Grounds Maintenance Contract. Action 2: Clerk to notify unsuccessful companies	
AP11	The new website has been reviewed and amends have been made.	306
AP12	Chase CCTV company for policy wording.	308
AP13	Draft Correspondence Policy (VJ)	309
AP14	Liaise on Personnel Committee meeting dates (VJ/NC/CS)	307
AP15	HR Services have been informed of additional hours required	
AP16	Rural Matters has been forwarded to Councillors	
AP17	KCC Website Grant Applied for via KALC	306
AP18	Email regarding PCSO's has been forwarded to Cllrs	

304. Barn

Cllrs **received** a verbal update from Cllr Jones. It was suggested that the Barn would be closed for the foreseeable future. Cllr Jones confirmed that further local and national restrictions business grants from MBC, had been applied for, and had been successful. The deep clean had not been carried out but would be organised soon. Cllr Carr suggested whilst the Barn was closed that it should be formally checked once a week. Cllr Fifield **agreed** to carry out the check and report back on any issues. He would collect the keys from Cllr Jones. **Action 3: Cllr Fifield to check the Barn weekly.**

Cllr Jones confirmed, despite repeated attempts to resolve matters, there has been no further contact from Ecotricity since they put a stop on the account pending investigation as to why bills produced do not relate to the serial number of the meter on the Barn. It was suggested to switch to another supplier. **Action 4: Clerk to investigate other suppliers and arrange changing account to the most appropriate.**

305. Playing Field Access Path

Cllr Jones confirmed that only one quote had been received and this was for levelling and seeding/re-turfing the pedestrian entrance to the field. After discussion it was agreed to obtain two further quotes. Cllrs asked for the following to be added to the specification:

- Levelling and seeding/re-turfing
- Cut back holly bushes adjacent to that section of the path, level and concrete.
- Remove holly bushes adjacent to the path, level and concrete or turf/re-seed.

Action 5: Clerk to draw up job specification and obtain quotes.

306. Website

Cllr Jones informed Councillors that further amendments had been made on the new website. Once she has checked through them and confirmed that all had been carried out, the link would be circulated to councillors for their views. She also confirmed that BPC had been notified on 20/11/20 that the deadline for moving from the existing EIS website had been moved from 01/01/21 to 31/3/21 but Cllrs had been unaware of this. Cllr Jones submitted an application for a grant being offered by KCC towards the cost of setting up a new website. **Action 6: Cllr Jones to circulate link.**

307. Committees

Agreed to defer to February meeting.

308. CCTV Policy

Agreed deferred to February meeting.

309. Correspondence Policy

Agreed deferred to February meeting.

310. Planning

- a. MBC Local Plan Review. Cllr Jones confirmed the Parish Council's response had been submitted and that the deadline had been extended until 8 January. She confirmed that she was chair of a Working Group, set up to include representatives from Bredhurst, Boxley, Walderslade, Lordswood and Hempstead to oppose the Lidsing development. Four meetings had taken place so far. £1408 had been raised through the 'GoFundMe' page. After deductions for forty 6ft banners, six 12ft banners and 10,000 leaflets, she confirmed a balance of £627.00 was left. This is being held by Boxley Parish Council for future expenditure on this campaign. Cllr Jones explained that the Chair of Lenham Parish Council had contacted her regarding the development proposed near Lenham which is also being considered for inclusion in the local plan review. Cllr Bob Hinder said that the group should be keeping up the pressure even though the deadline for the consultation has closed by lobbying the Policies and Resources Committee at MBC regarding the proposed development. Cllr Salter in his professional capacity as a Lawyer felt that it was not necessary to employ the services of a Barrister at this stage. **Action 7: Working Group to maintain pressure on MBC.**
- b. Gibraltar Farm – Cllr Jones reported that this application had been refused by Medway Council regarding access to the development, but it is likely to go to appeal.
- c. 20/505708 – 8 Blacksmiths Court – erection of 2 no. single storey outbuilding in the rear garden. The Clerk reported that the deadline for response had passed for this application.

311. Finance

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

Account	Balance as of 31/12/20
Unity Account	35,096.16

- b. The budget report for the third quarter was agreed.
- c. 2021-22 Budget. It was proposed by Cllr Jones, seconded by Cllr Carr with all in favour of **accepting** the budget for 2021/22.

- d. To agree the Precept for 2021/22. After consideration of the proposed budget, financial snapshot and the precept calculator it was proposed by Cllr Jones, seconded by Cllr Salter with all in favour of setting the precept at £18,151.00. There will be no increase to residents.
- e. The following payments were **agreed** to be paid and authorised by Cllrs Hood and Sharp.

No.	Details	Amount	VAT*	Total	Auth
85	HR Services Partnership – 10 hours pre-paid	710.00	142	852.00	NC, CS
86	Project Ink Ltd – Lidsing Banners – VJ paid – reimburse VJ at later date.	355.00	71.00	426.00	-
87	Savills – Field Rental (Jan, Feb, Mar 2021)	112.50	0	112.50	NC, CS
88	Lucanus – Emergency Tree Work – Community Field	25.00	-	25.00	NC, CS
89	Clerk Holiday Pay - previously authorised	294.02	-	294.02	SB, CS
90	Clerk – wages and office rental (January) - previously authorised.				SB, CS
D/D	Bytes – Microsoft Office (December)	8.82	1.76	10.58	-
D/D	Onecom – Barn internet	23.10	4.62	27.72	-

* VAT to be reclaimed.

Cllr Carr notified the Clerk that an invoice that she had paid for the Village show website would be forwarded for reimbursement in due course.

- f. Financial Regulations Review and Financial Transaction Policy. Cllrs **received** the amendments to Para.6 – ‘Instructions for the making of payments’ of the Financial Regulations. The amendment will enable payments to be authorised between meetings and reported at the next meeting. It was proposed by Cllr Bowring, seconded by Cllr Sharp with all in favour to **agree** the amendments and **adopt** the Financial Transaction Policy. **Action 8: Clerk to publish policies.**

312. Reports from parish councillors

Cllrs had nothing to report.

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

Cllr Bob Hinder notified Councillors that SWS Services is now owned by a previous employee of SWS and was available to quote if required. Cllr Hinder also stated that MBC are considering bringing in elections for Borough Councillors every four years.

314. Correspondence

All correspondence was **noted**.

All Councillors **agreed** that the list of correspondence could be reduced in future and include only items relevant to the Parish.

1. Local Government bulletin
2. KALC News November
3. Highways England M20 moveable barrier live test
4. MBC COVID winter funding grant opportunity
5. Local Plan Review briefing document from Maidstone KALC.
6. Guidance on protecting against malware.
7. MBC press release re test & trace support payment
8. KCC revised Safeguarding SPD extension
9. KCC media release re cold weather warning
10. NALC news article

11. Came & Co survey
12. KCC Climate Adaptation survey
13. Domestic Abuse Awareness conference
14. MBC info re COVID support available to Parish Councils.
15. KCC media release re asymptomatic testing sites
16. Email from CPRE re criminal cyber-attack
17. Maidstone KALC info on Local Plan Review
18. Details of KALC upcoming events
19. Kent Resilience Team newsletter
20. NALC News on leisure fund
21. KALC letter to Secretary of State re financial support package for local councils
22. Rural Policing Team report and Rural Matters newsletter
23. MHCLG Notes on Neighbourhood Planning
24. KPCC newsletter
25. Road closure
26. Government guidance on safe use of community buildings
27. KCC member environment briefing.
28. Maidstone KALC agenda and paperwork
29. KALC CEO bulletin

The meeting was not adjourned for a public session.

315. Close of meeting

The meeting closed at 7.43pm

316. Date of next meeting - Wednesday 3rd February 2021 at 6.30pm.

Signed.....

Date.....