

BREDHURST PARISH COUNCIL
Minutes of the Annual Parish Council Meeting
(Incorporating the Annual Parish and Ordinary Parish Meeting)
Blacksmiths Barn
Wednesday 24th May 2023 at 6.30pm



Present:

Cllr Vanessa Jones (Chair), Cllr Steve Bowring (Vice-Chair), Cllr Claire Sharp, Cllr Richard Collins and Cllr Lee Gooda
Helen Elstone – Clerk and RFO
Public - 1

787. Apologies for Absence

Apologies received from Cllr Dan Fifield – Cllrs noted and accepted.

788. Election of Chair and Vice Chair including Declaration of Acceptance of Office

Cllr Jones and Cllr Bowring advised that they would be prepared to remain in office for the coming year.
Agreed unanimously.

789. Representations from residents, clubs, and societies

Reports from local organisations were received and noted – see Appendix 1. Thanks to all contributors.

790. Declarations of Interest

None declared.

791. Co-option of Parish Councillor

Notification to allow co-option had been received from Maidstone Borough Council and the formal notices issued. Cllrs were advised that Sue Harwood had put herself forward for co-option. It was proposed by Cllr Bowring, seconded by Cllr Collins that she be co-opted to the Council. **Agreed** unanimously.
AP1: Clerk to inform MBC and UTB.

792. Minutes of 5th April 2023 Parish Council Meeting

The minutes were **agreed** by Cllrs and signed by the Chair.

793. Committees and Election of Representatives

Personnel Committee – Cllrs **agreed** that the Staffing Line Management Committee be dissolved and brought under the Personnel Committee's remit.

Committee – Cllrs Jones, Bowring, Sharp, Collins – **Agreed.**

Representatives on other organisations

KALC Representative – Cllrs Bowring and Sharp – **Agreed**

Police Liaison Representative – Cllr Bowring – **Agreed**

Against Lidsing Garden Development Working Party - Cllr Jones advised that following her election as Borough Councillor she would be stepping down from her role as Parish Council representative. It was proposed by Cllr Bowring, seconded Cllr Jones that, due to her current involvement in the group, Cllr Harwood should join Cllr Fifield on the Working Party – **Agreed.**

AP2: Cllr Jones to update website.

794. Annual Review of Policies and Procedures

It was agreed that the following policies be updated with no/minor changes:

Allotment Plot Allocation Policy

Allotment Tenancy Agreement

Blacksmiths Barn – T&Cs

CCTV Policy – amended to show Helen Elstone as contact / remove Steve Hill.

Code of Conduct

Compliments, Complaints and Comments Policy

Delegation of Planning Powers Policy

Fire Hydrant Check – Risk Assessment

Grant and Donation Awarding Policy

Internet Usage Policy

Litter Pick Risk Assessment

Media Policy – Item 22, remove the words ‘to be’.

Personnel Policy

Privacy Notice

Publication Scheme

AP3: Cllr Jones to update website.

Policies to be deferred to July’s meeting:

Financial Regulations

Financial Transaction Procedure

Routine and Operational Inspection Procedure for Fixed Play Equipment

Standing Orders

The Clerk advised that having recently completed a KALC online survey the Parish Council should consider the addition of the following policies:

General Power of Competence

Health and Wellbeing policy

Training policy and budget

Climate Change Strategy and Action Plan

AP4: Clerk to draft policies.

795. Police

None reported.

796. Matters Arising (for information only)

Action Points from 04-05-23

Action Points	Actions	Clerk or Cllr	Completed or Agenda Item 24-05-23
AP1	Obtain additional quote from sign makers	Clerk	797
AP2	Review existing H&S documents	Cllr Gooda	798
AP3	Instruct contractor to complete noticeboard repairs	Clerk	Completed
AP4	Contact Paul Carter re micro surfacing concerns	Cllr Jones	Completed
AP5	Purchase Coronation bunting and supplies	Cllr Jones	Completed
AP6	Instruct and liaise with barrister and consultants	Cllr Jones	Completed
AP7	Submit objections to Gibraltar Farm	Clerk	Completed
AP8	Obtain details re noticeboard grants	Clerk	802d
AP9	Purchase Norton 360	Clerk	Completed

797. Community Playing Field

- a. Revised playground sign design circulated and 3 quotations obtained. It was proposed by Cllr Bowring, seconded by Cllr Gooda that Supplier 2 be contacted. Cllr Bowring to measure railings to ensure correct fixings are supplied.

AP5: Cllr Bowring to supply measurements to Clerk.

AP6: Clerk to order sign.

- b. Playground Inspection report circulated to Cllrs for consideration. Clerk to obtain quotations for those matters identified as medium risk.

AP7: Clerk to obtain quotes.

- c. Other Community Playing Field matters – None.

798. Blacksmiths Barn

Review of health and safety documents has been completed. Cllr Gooda to action amendments.

AP8: Cllr Gooda to update documents.

799. Village Maintenance

- a. Cllrs received an update re damage to kerbing/grass near The Bell. Thanks to Greene King for their £200 gesture of goodwill payment.

AP9: Clerk to obtain 3 quotes.

- b. Cllrs considered repair to damaged bollard at The Green.

AP10: Clerk to obtain quotes.

- c. Cllrs discussed the latest response received from KCC regarding the poor standard of micro-surfacing works at The Street. A formal complaint was considered but Cllrs decided to take no further action.

- d. Cllrs received an update regarding Bredhurst's Highway Improvement Plan. KCC have confirmed no additional measures are possible.

AP11: Cllr Jones to respond to KCC.

- e. Report from resident noted.

AP12: Clerk to action.

800. King's Coronation

The event was very well attended by approximately 150 residents, friends, and family. Thanks to The Bell for providing the buffet at half price, Trainmaster for the extremely popular children's entertainment, the Trombone Courgettes, Flag 2 Fly for providing bunting and other items, For the Sake of Cake for the commemorative cake and to resident Maxine Underhill for additional cakes. Thanks also to those who helped set up the event; to Sir Paul Carter, KCC, for providing funding of £1850 and to a resident for her donation of £50. This enabled the event to be offered free of charge along with free bunting to all households throughout the village which proved very popular.

801. Planning

- a. Cllr Jones updated Cllrs on the Local Plan Hearing which she attended today with BPC's barrister and transport consultant. The site promoter is now proposing an initial delivery of 600 houses (2028-2033) with virtually no infrastructure changes. With a possible 450 houses at Gibraltar Farm, this would result in vehicles from 1050 houses using the existing road network. The M2 bridge replacement at The Street has been proposed to be put back to the end of the scheme (2038-2042). Interim arrangements include upgrading the single lane farm track on the northern side of the M2 to join with Maidstone Road and using the existing bridge for access to the development and the new M2 junction. The promoters acknowledged numerous 'mitigations' would be required in Bredhurst, although everything they proposed from pedestrian refuges in the centre of roads and roundabouts are not feasible or workable in a village setting. It was explained to the Inspector that road widths in Bredhurst must be maintained to accommodate wide farm vehicles and all of the 'urban' style mitigation measures proposed require street lighting which Bredhurst does not have and does not want.

KCC Highways and Medway Council voiced their concerns with the proposals. The Inspector will give his findings from the Hearing in the coming weeks.

b. Other planning matters.

23/501986/full – Erection of 3 no. dwellings with associated garages, parking and amenities including alterations to existing access – Land NE of Redwood Glade, Forge Lane. There were no material planning reasons for objection and a majority vote in favour of approval was **agreed**.

AP13: Clerk to inform MBC.

802. Finance

a. Financial statement and bank reconciliation

Account	Balance as at 22/05/23
Unity Trust Bank Account	£55,917.96

b. The following payments made out of and at this meeting were agreed. Payments made by BACS unless specified otherwise.

Payments made out of meeting.

Ref	Details	Amount	VAT*	Total	Auth
10	Scottish Water - Dec-Mar 23 Inv. 1901821	137.87		137.87	DD
11	Eden House Music - Coronation Event	200.00		200.00	DF/CS
12	Heritage Designer Homes Ltd - Barn Decorating	2220.00		2200.00	DF/CS
13	Managed Technology - Inv.144408	32.34	6.45	38.69	DF/CS
14	Southern Water	25.40		25.40	DF/CS
15	Bytes Software Services Ltd	8.77	1.75	10.52	DD
16	For the Sake of Cake - Coronation Event	85.00		85.00	DF/CS
17	Ecotricity - Bill no. 03479340 - April	191.65	9.58	201.23	DF/CS
18	Onecom - Inv. no 767426 - April	33.70	6.74	40.44	DD
19	ICO	35.00		35.00	DD
20	BBM Promotions - Coronation Event	73.00		73.00	DF/CS
21	Eden House Music - Coronation Event	450.00		450.00	DF/CS
22	BBM Promotions - Coronation Event	85.00		85.00	DF/CS
23	Mrs L Wood – Trainmaster - Coronation Event	220.50		220.50	DF/CS
24	Landmark Chambers	8250.00	1650.00	9900.00	DF/CS
25	Clerk's Salary - April (SH)	-		-	SO
26	HMRC – PAYE - April (SH)	-		-	SO
27	Cllr Gooda - Coronation Event – The Bell Food	323.75		323.75	DF/CS
28	Bespoke Property Consultants	420.00	84.00	504.00	DF/CS
29	Clerk Salary – May (HE)	-		-	DF/CS
30	Clerk Office Rental – May	-		-	DF/CS

* VAT to be reclaimed.

Payments for authorising at meeting

Ref	Details	Amount	VAT*	Total	Auth
31	Rachel Ford – Gardening 8hrs – April	200.00		200.00	SB/CS
32	Every Little Nook - April	72.00		72.00	SB/CS
33	Clerk - Expenses	34.65	4.83	39.48	SB/CS
34	Clerk - (S Hill) - Norton 360 2023-2024	16.66	3.33	19.99	SB/CS
35	Ecotricity - Bill 03599542	465.95	93.19	559.14	SB/CS
36	Clerk - SLCC Membership	156.00		156.00	SB/CS

37	Rachel Ford – Bulb purchase	101.15		101.15	SB/CS
38	Cllr Jones - Coronation Expenses	136.77	3.95	140.72	SB/CS
39	BBM Promotions - Inv. 4 - Coronation Event	80.00		80.00	SB/CS
40	Clerk's Overtime - May	-		-	SB/CS
41	Safeplay Playground Services Ltd - April	52.50	10.50	63.00	SB/CS
42	KALC Membership 2023-2024	205.40	41.08	246.48	SB/CS
43	Safeplay Playground Services Ltd - May	52.50	10.50	63.00	SB/CS
44	SLCC Training GPC - H Elstone	30.00		30.00	SB/CS
45	Cllr Jones - Rymans Stationery Purchase	36.62	7.33	43.95	SB/CS
46	Managed Technology - May	20.06	4.01	24.08	SB/CS

*** VAT to be reclaimed**

Cllrs Bowring and Sharp **agreed** to authorise the above payments.

- c. Cllrs to note update re UTB account. Clerk Helen Elstone now has full access to the account. Cllrs **agreed** the removal of Steve Hill and addition of Cllr Harwood. Cllr Gooda to contact UTB re log in details.

AP14: Clerk to update UTB.

AP15: Cllr Gooda to contact UTB.

- d. Cllrs informed there are no updates yet regarding grants for new notice boards.

AP16: Clerk to follow up with MBC.

- e. Cllrs received an update re Bredhurst Coronation Event – Income and Expenditure

Income and Expenditure account - King Charles III Coronation Event - 7th May 2023			
Income			
30/03/2023	KCC Coronation Payment	£1,850.00	
11/04/2023	Resident - Donation	£ 50.00	
TOTAL INCOME			£1,900.00
Expenditure			
12/04/2023	BBM Promotions	£ 350.00	
26/04/2023	For the Sake of Cake	£ 85.00	
28/04/2023	BBM Promotions	£ 73.00	
03/05/2023	Eden House Music	£ 650.00	
09/05/2023	BBM Promotions	£ 85.00	
09/05/2023	Trainmaster	£ 220.50	
15/05/2023	Cllr Gooda -Food	£ 323.75	
To Be Paid	BBM Promotions	£ 80.00	
To Be Paid	Cllr Jones – Misc. items	£ 140.72	
Awaiting Receipt	Cllr Sharp – Misc. items	N/K	
TOTAL EXPENDITURE			£2,007.97
Surplus/Deficit			- £107.97

Cllr Jones proposed, seconded Cllr Collins that the deficit for this event would be attributed to the Barn budget – **Agreed.**

f. Cllrs to receive an update re Lidsing – Income and Expenditure

Income and Expenditure Account 2023/2024 – Lidsing Development		
01/04/2023		
Parish Council - 22/23 Brought Forward Balance		£2,944.31
Income		
Parish Council - 23/24 Budget (Max. available if GFM is insufficient)	£7,500.00	
Cheque donations	£ 230.00	
Go Fund Me	£8,768.75	£16,498.75
Total Income		£19,443.06
Expenditure		
Landmark Chambers	£8,250.00	
Bespoke Property Consultants	£ 420.00	
Total Expenditure		£ 8,670.00*
Balance		£10,773.06
Available Budget		£10,773.06

* Receipt from Motion Transport outstanding

- g. Cllrs reviewed End of Year accounts and **agreed** contents of AGAR form. Form signed by Cllr Jones and Clerk. Internal audit to be completed 26th May 2023.
- h. Clerk advised that in 2021 it was **agreed** that the Insurance policy would automatically renew for a 3-year period.
- i. Cllrs **agreed** to renew KALC membership for 2023-2024

803. Report from Parish Councillors

Nothing to report.

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

- a. Cllr Jones advised that she has now been elected as Borough Councillor for Boxley Ward.
- b. No Borough Council reports given.

805. Correspondence

- a. KALC re Parish Council Community Cost of Living Support Grant - circulated to councillors.
- b. KALC re KCC's 'Plan Tree' - call for sites.
- c. MBC notification of permission to fill parish council vacancy by co-option.
- d. Email from resident re open spaces and highway issues.

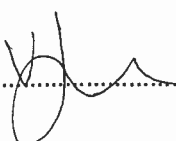
806. Closed session

Cllrs considered various personnel matters – Appendix 2

807. Close of Meeting

There being no further business the meeting closed at 8.15pm.

Date of next meeting: 5th July 2023

Signed.....

Date.....5/7/23.....