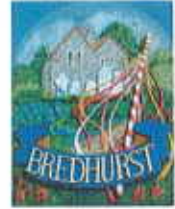


BREDHURST PARISH COUNCIL
Minutes of the Ordinary Parish Council Meeting
Blacksmiths Barn
Wednesday 5th July 2023 at 6.30pm



Present:

Cllr Vanessa Jones (Chair), Cllr Steve Bowring (Vice-Chair), Cllr Richard Collins, Cllr Sue Harwood
Helen Elstone – Clerk and RFO
Public - None

808. Apologies for Absence

Apologies received from Cllrs Gooda and Sharp.
No apologies received from Borough Cllrs Hinder or Bryant.

809. Declarations of Interest

None declared.

810. Minutes of ^{24th} 25th May 2023 Parish Council Meeting

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

811. Annual Review of Policies and Procedures

Cllrs **agreed** to amend the following documents in line with circulated recommendations:
Financial Regulations – **Agreed** for clerk to purchase additional iCloud storage and an external hard drive.
Financial Transaction Procedure
Standing Orders
Routine and Operational Inspection Procedure for Fixed Play Equipment

Cllrs **agreed** to adopt the following policies:

Risk Assessment - Following the internal audit, risk assessment now includes additional risks identified.
General Power of Competence - Clerk to undergo training. Once completed, council will adopt the GPC.
Training, Learning and Development
Equality and Diversity - Adopted to replace the current Equal Opportunities policy.

Further research required regarding the following policies:

Climate Change Strategy and Action Plan
Health and Wellbeing policy

AP1: Clerk to amend policies and arrange website updates.

AP2: Clerk research Climate Change and Health and Wellbeing policies.

AP3: Clerk to purchase additional iCloud storage and external hard drive.

812. Police

- a. Cllrs received details of new Kent Police Neighbourhood Model. A Beat Officer has been appointed to each area. PC Mitchell Hunt now covers Bredhurst.
- b. Cllrs received the monthly crime report for April 2023, this being the latest update on the Kent Police website. Crimes included ASB, vehicle crime and criminal damage.

813. Matters Arising (for information only)

Action Points from 25-05-23

Action Points	Actions	Clerk or Cllr	Completed or Agenda Item 05-07-23
AP1	Inform MBC and UTB of co-option of Parish Cllr	Clerk	Completed
AP2	Update website re Committees and Representatives	Cllr Jones	Completed
AP3	Update policies and procedures on website	Cllr Jones	Completed
AP4	Draft policies to be prepared re deferred policies	Clerk	812
AP5	Measure playing field railings for new sign fixings	Cllr Bowring	Completed
AP6	Order new playing field sign	Clerk	Completed
AP7	Obtain quotes for medium risk items identified in play area safety inspection	Clerk	815
AP8	Update H&S documents	Cllr Gooda	816a
AP9	Obtain quote for damaged kerb	Clerk	817
AP10	Obtain quote for damaged bollard	Clerk	817
AP11	Respond to KCC re Highway Improvement Plan	Cllr Jones	817c
AP12	Respond to resident re matters raised	Clerk	Completed
AP13	Respond to MBC re planning application 23/501986	Clerk	Completed
AP14	Add Cllr Harwood to bank account	Clerk	Completed
AP15	Contact UTB re log in details	Cllr Gooda	Ongoing
AP16	Obtain details noticeboard grants	Clerk	Completed

814. Community Playing Field

- a. Cllrs were advised that the new sign for the toddlers' play area has been purchased.
AP4: Cllr Bowring to install.
- b. The clerk met with Contractor A regarding a quote for repairs identified in the safety inspection. Quote is awaited. Contractor B was unable to quote without carrying out their own inspection at a cost of £399. A quote has already been received from the inspection company. It was agreed to wait for Contactor A's quote before proceeding.
- c. Cllrs **agreed** that the current contractor carries out the Annual Visual Tree Inspection (VTA) and minor remedial work is carried out at the same time to the value of £1,000.
AP5: Clerk to instruct contractor.

815. Blacksmiths Barn

- a. In view of the number of Health and Safety documents to be reviewed, Cllrs **agreed** to obtain a quote from a specialist Health and Safety company.
AP6: Clerk to obtain quote.
- b. Cllrs were advised Master Alarms had ceased trading and Spy Alarms have taken over the contract.
- c. Cllrs **agreed** to consider installation of air conditioning. Quotes to be obtained. Landlord to be approached for permission.
AP7: Clerk to obtain quotes and approach landlord.
- d. Cllr Jones reported that the landlord's contractor had installed a new kitchen sink but this had caused damage to the worktop. Repairs had been carried out but damage is still very visible.
AP8: Cllr Jones to forward photos of damage to the landlord.

816. Village Maintenance

- a. Cllrs considered quotations received re damage to kerbing/grass near The Bell. Contractor A provided quote for £848 to repair damaged brickwork. Contractor B quoted to repair damaged brickwork and damaged bollards – see agenda item below.
- b. Cllrs consider the combined quote to repair damaged brickwork and bollards at £420.00 and **agreed** to instruct Contractor B. Contractor B also suggested the installation of a further post on the green next to the wall to possibly prevent further damage. Cllrs **agreed** to monitor the situation.

AP9: Clerk to instruct contractor.

- c. Highways update deferred to next meeting.
- d. Clerk advised that following a query regarding water bills by allotment holders, a meter reading has now been supplied to Business Stream and an amended bill is awaited. Once this has been received allotment holder bills will be amended. An allotment holder has agreed to supply quarterly readings to ensure that future bills are based on actual rather than estimated readings.

AP10: Allotment bills to be amended on receipt of invoice.

- e. Cllr Collins asked if there was an update regarding the railing repairs outside the school.

AP11: Clerk to chase KCC Highways.

817. Planning

- a. Cllrs Jones provided a Local Plan update. On 21st June, Maidstone Borough Council submitted an updated Infrastructure Delivery Plan and an Integrated Transport Strategy addendum. MBC also wrote to the Inspector and asked him to recommend modifications required to enable the Local Plan to be found sound. The Inspector has not yet responded. Documents referred to our barrister.

- b. Cllrs **agreed** to propose the name Nursery Court as the new road name in relation to planning application 17/502100/FULL.

AP12: Clerk to advise MBC.

- c. Planning application - **23/502432/SUB** - Submission of details to discharge conditions 2 (materials) and 4 (biodiversity scheme) of planning application 22/503277/FULL. Manor Farm, Dunn Street. Noted

818. Finance

- a. Cllrs received and accepted the financial statement and bank reconciliation.

Account	Balance at 03-07-23
Unity Trust Bank Account	£53,262.20

- 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
47	Onecom – May 2023	33.70	6.74	40.44	DDR
48	Tesco Mobile – May -2023	10.50		10.50	DDR
49	Bytes Software – May 2023	8.77	1.75	10.52	DDR
50	Gallagher Insurance	809.31		809.31	SB/CS
51	Every Little Nook – May 2023	64.00		64.00	SB/CS
52	Lucanus Services – BPC21 (Noticeboard)	297.62		297.62	SB/CS
53	Rachel Ford – May Gardening – 8 hours	200.00		200.00	SB/CS
54	Mike Searley – May Grass cutting	50.00		50.00	SB/CS
55	H Elstone – Salary and Office Rental	-	-	-	STO
63	Bytes Software – June 2023	8.77	1.75	10.52	DDR
64	Onecom – June 2023	33.70	6.74	40.44	DDR
65	UTB Service Charge	18.00		18.00	Chgs

* VAT to be reclaimed.

Payments for authorising at meeting

Ref	Details	Amount	VAT*	Total	Auth
56	Savills – Q2 Playing Field Lease	137.50		137.50	VJ/SB
57	Ecotricity – May 2023	177.53	8.87	186.40	VJ/SB
58	Maidstone Signs – Inv. 43223	44.00	8.80	52.80	VJ/SB
59	Rachel Ford - June Gardening – 7 hours	175.00		175.00	VJ/SB
60	Managed Technology June 2023	29.54	5.91	35.44	VJ/SB
61	KCC Cashiers Team – Internal Audit 2022-23	351.00	70.20	421.20	VJ/SB
62	Rachel Ford – Plant purchase	28.73	5.75	34.48	VJ/SB
66	MBC – Hurstwood Road Allotment Lease	5.00		5.00	VJ/SB
67	Every Little Nook – June	92.00		92.00	VJ/SB
68	Safe Play – June Inspection	52.50	10.50	63.00	VJ/SB
69	Motion Consultants Ltd	2650.00	530.00	3180.00	VJ/SB

*** VAT to be reclaimed**

- c. Clerk advised that paperwork to add Cllr Harwood and remove the previous Clerk from the UTB bank account has been submitted.
AP13: Clerk to chase UTB for response.
- d. Cllrs **agreed** to obtain a quote for a replacement noticeboard at the allotments. Once received, application for grant funding to be submitted to MBC.
AP14: Clerk to obtain quote and submit application.
- e. Cllrs received an update on the recent internal audit as previously circulated to Cllrs. The accounts are now with the external auditor.
- f. Cllrs received and accepted the Q1 budget monitoring update.
- g. Cllrs **agreed** the list of regular payments as per Financial Regulation 5.6. It was **agreed** that the clerk be given authority to pay regular payments and payments for work agreed, as per quote, in the event of no meeting being held that month.

819. Report from Parish Councillors

- a. Cllr Bowring provided an update regarding MBC Cluster meetings and the recent KALC meeting. Cllr Jones will attend Cluster meetings in her capacity as Borough Cllr.
- b. The date of future Parish Council meetings were discussed and Cllrs **agreed** to hold them on the 2nd Wednesday of each month, unless otherwise advised.
AP15: Standing Orders to be amended.

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

Cllr Jones met with Sergeant Paul Cook to discuss the new Neighbourhood Policing Model which is a County wide initiative. It will provide an increased number of PCs across Kent but the full complement of officers for our Borough will not be in place for some months. The changes include more PCs including a new Beat Officer role. Officers will be supported by a new Neighbourhood Task Force, who are responsible for working with other agencies on more complex Community Safety issues. They are also supported by a new child-centred policing team, who will work with young people, communities, and schools to protect young people specifically. Residents are reminded that crimes should be reported via 101 or using the online portal and to ensure that a reference number is received. Emergency incidents should continue to be reported via 999.

821. Correspondence

1. Email received regarding the road surface at The Street/M2 bridge. Cllr Jones has fought for months to get more re-surfacing completed and also referred the matter to KCC Cllr Paul Carter. KCC are adamant that no additional surfacing will be carried out.

AP16: Clerk to respond to resident.

2. Email received regarding the cutting back of the hedge in Blind Lane. Clerk to reply the hedge is the landowner's responsibility alternatively, the problem can be reported via the KCC portal.

AP17: Clerk to respond to resident.

3. Email received querying the wording of a planning response submitted by BPC as it was not accurate.

AP18: Clerk to issue an apology to the resident.

822. Closed Session

Personnel items and communications from CIPFA discussed.

823. The meeting closed at 8.17 p.m.

Date of next meeting: Wednesday 13th September

Signed as a true and accurate record

A handwritten signature in black ink, appearing to be 'WJ', written over a horizontal dotted line.

Date 5/9/23