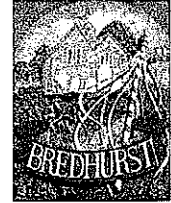


BREDHURST PARISH COUNCIL
Minutes of the Ordinary Parish Council Meeting
Blacksmiths Barn
Tuesday 5th September 2023 at 6.30pm



Present: Cllr Jones (Chair), Cllr Bowring (Vice Chair), Cllr Sharp, Cllr Fifield, Cllr Collins, Cllr Gooda, Cllr Harwood
 Clerk and RFO – Helen Elstone
 Public – None

824. Apologies for Absence

MBC Cllr Bryant

825. Declarations of Interest

None

826. Minutes of 5th July 2023 Parish Council Meeting

The minutes were **agreed** by Cllrs and signed by the Chair following amendment to action point numbers:

- 815 AP5 to AP6, AP6 to AP7, AP7 to AP8
- 816 AP8 to AP9, AP9 to AP10, AP9 to AP11
- 817 AP10 to AP12
- 818 AP11 to AP13, AP12 to AP14
- 819 AP13 to AP15
- 821 AP14 to AP16, AP15 to AP17, AP16 to AP18

827. Police

Nothing to report.

828. Matters Arising (for information only)

Action Points from 05-07-23

Action Points	Actions	Clerk or Cllr	Completed or Agenda Item 05-07-23
AP1	Amend policies and arrange website updates	Clerk/Cllr Jones	Completed
AP2	Research Climate Change/Health & Wellbeing Policies	Clerk	Ongoing
AP3	Purchase additional iCloud storage/external hard drive	Clerk	Completed
AP4	Install playground sign	Cllr Bowring	Completed
AP5	Instruct contractor re annual Visual Tree Inspection (VTA)	Clerk	Completed
AP6	Obtain Health & Safety quotes	Clerk	Ongoing
AP7	Obtain quotes and approach landlord	Clerk	830b
AP8	Forward photos of damaged worktop to the landlord	Cllr Jones	Completed
AP9	Instruct contractor re wall repair and new bollard	Clerk	Completed
AP10	Allotment rents to be amended and invoices sent	Clerk	Completed
AP11	Chase KCC re repair to railings	Clerk	Completed
AP12	Advise MBC of new road name	Clerk	Completed
AP13	Chase UTB for response	Clerk	Completed
AP14	Obtain noticeboard quote and submit application	Clerk	Completed
AP15	Standing orders to be amended and uploaded to website	Clerk	Completed
AP16	Respond to resident	Clerk	Completed

AP17	Respond to resident	Clerk	Completed
AP18	Issue an apology to the resident	Clerk	Completed

829. Community Playing Field

- a. Cllrs considered quotations regarding playground repairs, identified in monthly inspections. It was proposed by Cllr Gooda, seconded by Cllr Collins, that Contractor A be appointed to carry out the repairs. **Agreed** by Cllrs.
AP1: Clerk to advise contractor to carry out the repairs.
- b. Cllrs to receive update on Community Playing Field matters.
None

830. Blacksmiths Barn

- a. One contractor has been identified to provide a full update on Health and Safety procedures documentation.
AP2: Defer to next meeting.
- b. Cllrs considered quotations regarding installation of air conditioning. It was proposed by Cllr Gooda, seconded by Cllr Bowring that Contractor B, Option 1 be accepted. **Agreed** by Cllrs.
AP3: Clerk to advise contractor to carry out works.
- c. Other Barn related items
Following the successful pizza van visit on 3rd September it was proposed that a trial monthly visit is arranged. **Agreed** by Cllrs.
AP4: Cllr Jones to contact vendor.

831. Village Maintenance

- a. Highways updates
 - i. School barrier repair has now completed.
 - ii. Landscape Services advise that weed spraying was carried out in May. The July weed spraying is programmed for end August/beginning September and September spray will take place in Sept/Oct.
AP5: Clerk to request exact dates for spraying in order that council can monitor.
 - iii. '20' bin stickers delivered to all houses within 20mph zones.
 - iv. Blocked drains, obscured signs and faint road markings reported to KCC.
- b. Village Green repair to the wall and bollard completed.
AP6: Cllr Jones to ask contractor to replace reflector on bollard.
- c. Other village maintenance matters.
Village sign – Metal support is rusted.
AP7: Quote to be obtained to replace metal structure.

832. Planning

- a. Update regarding MBC's Local Plan Review/Lidsing Garden Development - MBC are expecting to publish main modifications by the end of this week. The timeline MBC is aiming for is that the main modifications will go to the MBC Planning Infrastructure and Economic Development Policy Advisory Committee on 18th September and then onto Full Council on 28th September. Public consultation on the main modifications could start at the end of September and run to the 13th November. The inspector will consider the responses to main modifications consultation and, if no significant areas of concern are raised, the Local Plan will then be presented to MBC for adoption. Once the consultation dates are announced, residents will be advised. It was proposed that BPC will seek legal advice on the main modifications. It was proposed by Cllr Sharp, seconded by Cllr Fifield that BPC could pay up to the budgeted amount for legal advice. **Agree** by Cllrs.
- b. Planning application - 23/503482/PNEXT - 3 Kemsley Street Road, Bredhurst

- Prior notification a proposed single storey rear extension which:
- a) Extends by 4 metres beyond the rear wall of the original dwelling.
 - b) Has a maximum height of 3.77 metres from the natural ground level.
 - c) Has a height of 2.47 metres at the eaves from the natural ground level.

Noted.

- c. Planning appeal – 22/50536/FULL – Anerley, Forge Lane, Bredhurst
Demolition of existing garage and erection of dwelling house with associated landscaping.

Noted.

- d. Other planning matters
None

833. Finance

- a. Financial statement and bank reconciliation (attached) – Cllrs to receive and accept.

Unity Trust Bank Account as at 01/09/2023	£49,798.95
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- 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
70	H Elstone – Overtime June	-	-	-	VJ/SB
71	H Elstone – Salary and Office – July	-	-	-	STO
72	Ecotricity – July	89.67	4.48	94.15	VJ/SB
73	HMRC SDDS	139.38	-	139.38	DDR
74	Bytes – July	8.77	1.75	10.52	DDR
75	Onecom – July	33.70	6.74	40.44	DDR
76	Rachel Ford – Gardening July	200.00	-	200.00	VJ/SB
77	Every Little Nook – July	64.00	-	64.00	VJ/SB
78	H Elstone – Expenses and Mileage	48.57	6.12	54.69	VJ/SB
79	H Elstone – Salary and Office – August	-	-	-	STO
80	Bytes – August	8.77	1.75	10.52	DDR
81	Onecom – August	33.70	6.74	40.44	DDR

* VAT to be reclaimed.

Payments for authorising at meeting

Ref	Details	Amount	VAT*	Total	Auth
82	Lucanus Services – repairs to village wall and post	420.00	-	420.00	CS/DF
83	Safeplay – August Inspection	52.50	-	63.00	CS/DF
84	Commercial Services – Grounds Maintenance	704.55	140.91	845.46	CS/DF
85	Every Little Nook – August	82.00	-	82.00	CS/DF
86	Rachel Ford – Gardening August	250.00	-	250.00	CS/DF
87	H Elstone – Expenses August	35.49	4.77	40.26	CS/DF
88	D Dixon – Booking refund	40.00	-	40.00	CS/DF

* VAT to be reclaimed

- c. Notice boards – The Clerk advised that the grant application had been submitted to MBC and a response was awaited.

AP8: Clerk to chase.

- d. External audit – the Clerk advised that additional information had been requested. This matter is now resolved.

- e. Replacement photocopier – Cllrs considered costings for the replacement of the photocopier. BWAG have confirmed their approval to donate half towards the costs. Cllr Bowring proposed that a new copier is purchased, seconded Cllr Collins. **Agreed** by Cllrs.
AP9: Clerk to arrange purchase.
- f. The CIPFA investigation regarding Mr David Buckett (BPC Auditor TY 19/20) is now concluded and CIPFA have published the reprimand.
AP10: Details to be added to BPC’s website.
- g. Other financial and policy matters
 - i. Climate Change Action Plan and Strategy – KALC advise they have no policy but advise can use S111 LGA 1972 to buy in their consultant Matthew Morris could assist with producing one.
 - ii. Health and Wellbeing Policy – contacted president of KALC, who is Wellbeing Lead for help and advice.
AP11: Clerk to monitor publications regarding this topic.
 - iii. Playing field arrears - contacted by Savill’s regarding a possible payment due in 2021.
AP12: Clerk and Chair to investigate arrears and pay if necessary.

834. Report from Parish Councillors

None

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

None

836. Correspondence

- a. MBC re Emergency Planning Arrangements – BPC to reply to MBC.
- b. Freedom of Information (FOI) request from Chair of Boxley Parish Council for Bredhurst Parish Council’s 2022-2023 YTD VAT submissions. Holding email sent. 20 days’ response period expires 22nd September.
AP13: Response to be issued by 22nd September.
- c. Bredhurst Woods / Kent Tree Plan – forward to BWAG
- d. Resignation of Clerk due to personal circumstances. The Chair thanked the Clerk for her hard work and time with us. The Clerk said she was sorry to be leaving. Cllrs agreed to convene a Personnel Committee meeting. Cllrs accepted the Clerk’s resignation.
AP14: Personnel Committee to be convened.
- e. MBC Planning Training – Cllr Jones and Harwood booked to attend. All other Cllrs encourage to do so.
AP15: Clerk to re-circulate email.

837. Close of Meeting

838. Date of next meeting: 11th October 2023

There being no further business the meeting closed at 7.50 p.m.

Signed

Dated