

BEARSTED PARISH COUNCIL

Minutes of the meeting of Bearsted Parish Council held at
Madginford Hall, Egremont Road, Bearsted on Tuesday 11th July,
2017 at 7:30pm

Present: Cllr Richard Camp (Chair)
Cllr Paul Young (Vice Chair)
Cllr Richard Ash
Cllr Helena Goodwin
Cllr Jon Hughes
Cllr Fabienne Hughes
Cllr Pat Marshall MBE
Cllr Fiona Redman

Also in attendance were the clerk Sarah Lewis, Simon Finlay from the Downs mail, County/Ward Cllrs Mike Cuming and Denis Spooner. There were no members of the public present.

REPORTS FROM MEMBERS OF THE PUBLIC

There were no reports.

1. Apologies and absence

Apologies were received and accepted from Cllr Jonathan Askin (health), Cllr Geoff Bennett (conflicting appointment), Cllr Suzanne Camp (work commitments), Cllr Dan Connor (work commitments), Cllr Terry O'Sullivan (work commitments), Cllr Tony Ryan (work commitments)

2. Declaration of Interests, Dispensations, Predetermination or Lobbying

Two declarations of interest in item 10 and were duly entered into the register.

3. To resolve to go into closed session and to exclude the press and public at item 17 (Admissions to Meetings) Act 1960 in accordance with standing order 10 (xi).

Resolution was made to discuss item 17 in closed session.

4. Minutes.

The minutes relating to the previous full council meeting of 4th June, 2017 were agreed as a true record and duly signed. Action points from these minutes were reviewed and noted.

5. Reports.

5.1. **PCSO and Police Issues:** There were no reports available. The clerk will enquire with the Police Headquarters regarding the local PCSO and his availability for future meetings.

ACTION: CLERK

5.2. **Community Warden:** Apologies had been given by Community Warden Sally Williams prior to the meeting and her report had been circulated and noted with thanks.

6. Reports from Borough and County Councillors:

- 6.1 **Report from Borough Cllr Val Springett:** Apologies had been given by Cllr Springett prior to the meeting and her report had been circulated and noted with thanks. Some discussion took place regarding the content of the report, in particular the ANPR systems to record speeding vehicles. This matter will be taken up by the Environment Committee
- 6.2 **Report from Borough Cllr Mike Cuming:** Councillor Cuming presented his report to council which was noted with thanks.
- 6.3 **Report from Borough Cllr Denis Spooner:** Councillor Cuming presented his report to council which was noted with thanks.

7. Draft Minutes of Recent Committee Meetings

- 7.1 Planning Committee (July 2017): A report was given and noted.
- 7.2. Finance and General Policy Committee (July 2017): A report was given and noted.
- 7.3 Communications and Community Committee (June 2017): A report was given which led to a discussion regarding the Farmers Market and its relaunch as Market on the Green and move to Saturdays. The Committee will monitor the new arrangements and report back to full council. The upcoming playscheme was discussed and some concerns regarding administration were addressed. The Clerk will liaise with Cllr Young and the playscheme leader to address these issues. The Christmas Market was discussed and concerns were voiced regarding the capacity of the electricity supply and the possible need for stallholders to provide their own power. The issue will be addressed by the Committee.
- 7.4 Environment Committee (June 2017): A report was given and noted. Some discussion arose regarding a request from Roseacre Raiders football club for the provision of a storage container on the Elizabeth Harvie field. Initial enquiries have outlined the requirement of short term planning permission. Informal feedback from councillors appeared to support the provision of a storage facility, however question over the type of storage provision and cost to the council was voiced. The Committee will further investigate the opportunities and will bring it back as an Agenda item at the next full council meeting.

8. Finance

- 8.1 To authorise payments of accounts: The following payments were noted and unanimously agreed:

Sam Simmonds	£93.00
RIP Cleaning Services	£194.40
Whitehead Monckton	£378.00
Ms H J Munro	£390.00
P A Ryan	£243.27
Mrs Sarah Lewis	£1,286.42
HMRC	£735.43
Chubb Fire & Security Ltd	£81.48
Mrs Sarah Lewis	£26.99
Annette Le-Breton	£160.00
Kent County Council	£25.20
Clare Heine	£750.00
Nicola Maguire	£68.65

Kent County Council	£111.12
BT	£96.91
Opus	£22.95
Opus	£4.91
Kent County Council	£5.00

8.2 To agree the Councillor Allowances payments for 2016/17. Council were informed by the Clerk that there is no power to provide a separate printing and ink expenses provision and this will now cease. It was unanimously agreed that Councillors Allowances will be paid to elected councillors at £24 per meeting with a limit of up to 20 meetings. These payments will be run through payroll according to audit recommendation with relevant Tax and NI deductions. Co-opted councillors will be able to claim paper and ink from the admin team under s111 (LGA 1972).

8.3 Income and expenditure report: Reports are not yet available whilst the finance admin collate figures and update the accounting system. This should be available going forward from next month.

8.4 To note balances of accounts: The latest bank statements were circulated and considered. It was noted that £5000 should be transferred into The Land and Buildings account for the last financial year. The clerk will take this issue up with the finance assistant and the bank.

ACTION: CLERK

8.5 To review and agree amendments to current Grants and Donations policy. This item is deferred.

8.6 Grants and Donation requests. Heart of Kent Hospice is awaiting the amended policy (see 8.5) to apply for a donation.

8.7 To ratify the Finance Committee's staff pension provision resolution. This item is deferred.

9. Progress report on the Bearsted Neighbourhood Plan

This item was deferred as there was no progress to report.

10. Madginford Hall.

To ratify the Finance and General Policy Committee's recommendations regarding arrangements with the lease and car park. A report was given on the current situation. The Committee were informed that there are currently ongoing discussions between Madginford Hall Trustees Committee and Madginford School regarding the use of the Madginford Hall car park. The land and hall were originally leased by KCC to Bearsted Parish Council as custodian trustees, and in turn leased to Madginford Hall Committee. Councillors were informed that the original lease from KCC states that the car park should be used for visitors and staff to the hall and Parish Office, it could also be used for parents dropping off school children and shoppers visiting the local parade of shops. There is no mention of the car park being used for school staff for the duration of the school working day. There are some spaces that are allocated to the school in front of the library however the committee were told that these spaces are exceeded by staff requirements. Legal advice is now being sought to try and remedy/ease the situation. The extension to the hall building which houses the Parish Office is owned by Bearsted Parish Council. A condition of its original planning application was to provide an extra 8 parking spaces.

Following a discussion, the Finance Committee had voted to request from Madginford Hall Trustees that 2 parking spaces are made available solely for the use of the Parish Council, to be situated close to the entrance to the office. This decision was ratified by full Council with 6 votes in favour and 2 abstentions.

11. Future Meeting Schedules

The council were asked by the Clerk to consider moving the current meeting schedule to one whereby full council, and each committee in turn, would meet on a Tuesday evening on a rolling 5 week schedule. It was highlighted that this will make the administration for compiling Agendas and posting to boards, and transcribing minutes more streamlined for staff, would provide Councillors with an easily memorable and regular day for meetings thus encouraging better attendance figures, and encourage councillors to be more inclined to join other committees. The 5 week rolling schedule was proposed, seconded and carried by a unanimous vote. This will be introduced later in the year once the venue bookings have been re-arranged.

ACTION: CLERK

12. IT Support for the Parish Office

Council were informed of the option to contract a local IT Support company to provide software support for office equipment and ad hoc problem solving. The company in question can also supply equipment on lease hire with the cost for 2 laptop computers with full software and hardware support at £20 each per month. Clarity was requested for the fine details of the lease arrangements, and S101 Delegation (LGA, 1972) was awarded to Cllrs Camp, Young, J Hughes, and Goodwin to make necessary decisions and instigate contracts where appropriate within the budget set out for computer equipment.

ACTION: CLERK

13. Matters for discussion

- Reports from parish representatives for external bodies: There were no such reports.
- Correspondence:
Council were alerted to correspondence between a resident and MBC regarding a planning application and a resulting FOI request for information from MBC. It was thought that BPC will be contacted by MBC should they require any information, although the Clerk has previously submitted all documentation she could locate.
- Discussion was held regarding correspondence from a Thurnham Parish Councillor. The Clerk is required to approach the Thurnham Parish Council Clerk for official communication as it was felt that the councillor in question had previously addressed BPC as a member of the public and additionally could have a potential interest within his recommendations. The Clerk will update Thurnham Parish Council and point out that the situation is under review with the Environment Committee.

14. Downs Mail

The council would like to highlight the relaunch of the Saturday Market as well as future events. Mention of the good work of the Heart of Kent Hospice and specific facts and figures relating to Bearsted residents should also be mentioned ahead of the donation from BPC. The Clerk will forward relevant information to Simon Finlay of the Downs Mail.

ACTION: CLERK

15. Future agenda items

There were none highlighted.

16. Co-option of committee members to the Planning Committee

Cllr Richard Camp was duly co-opted by unanimous vote to the Planning Committee.

Press and members of the public were asked to leave the meeting as it went to closed session for item 17.

- 18.** The next meeting will be held on Tuesday 8th August at the King George V Memorial Hall, Manor Rise at 7:30pm.

There being no further business to transact, the meeting ended at 21:50

Signed..... Date.....