

BEARSTED PARISH COUNCIL

Minutes of the Full Council meeting of Bearsted Parish Council held
at The King George V Memorial Hall, Manor Rise, Bearsted on
Tuesday 10th October, 2017 at 7:30pm.

Present: Cllr Richard Camp (Chair)
Cllr Paul Young (Vice Chair)
Cllr Richard Ash
Cllr Jonathan Askin (late 7:35pm)
Cllr Geoff Bennett
Cllr Suzanne Camp
Cllr Pat Marshall MBE
Cllr Terry O'Sullivan
Cllr Tony Ryan

Also in attendance were the Clerk, Sarah Lewis, the Assistant Clerk, Erin Sugden, Simon Finlay from the Downs mail, Community Warden Sally Williams and one member of the public.

There were no declarations of intention to record the meeting.

REPORTS FROM MEMBERS OF THE PUBLIC

Enquiry was made as to the progress of the resurfacing of the Church Lane car park which was addressed by Cllr Geoff Bennett. The matter is progressing and assurances were given that the car park resurfacing is to take place within the next few months.

1. **Apologies and absence.**
Apologies had been received and were accepted from Cllrs Jon and Fabienne Hughes (holiday), Cllr Helena Goodwin (holiday) and Cllr Dan Conner (unable to attend).
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying**
There were no such declarations.
3. **Minutes.**
The minutes of the Full Council meeting of 12th September, 2017 were agreed as a true record and duly signed.
4. **Request for storage container on The Green (Bearsted Cricket Club)**
This item was deferred due to lack of representation from The Cricket Club.
5. **Reports**
 - 5.1 The Police report had been circulated prior to the meeting and was duly noted.
 - 5.2 A brief verbal report was received from Sally Williams, Community Warden and noted. Sally reiterated that she was more than happy to receive any concerns from Councillors or residents regarding issues within the Parish.

6. Reports from Borough and County Councillors

- 6.1 A report from Borough Councillor Val Springett had been received prior to the meeting a circulated. Councillor Springett had sent her apologies (conflicting meeting). The contents of her report were noted.
- 6.2 A report from Borough Councillor Mike Cuming had been received prior to the meeting a circulated. Councillor Cuming had sent his apologies (conflicting meeting). A discussion ensued regarding road markings mentioned in the report. Cllr Ash informed the Council that this was in addition to the double line markings which are due to be refreshed at certain hot spot areas. Should this go ahead there will be a consultation before hand. The contents of his report were noted.
- 6.3 A report from Borough Councillor Denis Spooner had been received prior to the meeting a circulated. Councillor Spooner had sent his apologies (conflicting meeting). The contents of his report were noted.

7. Draft Minutes of Recent Committee Meetings

Minutes had been previously circulated.

- 7.1 A brief report was received from Cllr Young on behalf of the Planning Committee following their September meeting and was noted by Councillors.
- 7.2 A brief report was received from Cllr Young on behalf of the Finance and General Policy Committee following their October meeting. Council were informed that the Internal and External audit reports had been discussed and approved. A vote ensued to ratify the Committee's recommendation for approval and was unanimously agreed. The report was noted by Councillors.
- 7.3 A brief report was received from Cllr Young on behalf of the Communications and Community Committee following their September meeting and was noted by Councillors.
- 7.4 A brief report was received from Cllr Bennett on behalf of the Environment Committee following their September meeting and was noted by Councillors. A discussion ensued regarding the launch of the Market on The Green and residents' feedback, which was addressed by Cllrs Bennett and Young.

8. Neighbourhood Plan

A brief update was supplied by Cllr Young following initial talks. Further investigation is required and as such, this item was deferred.

ACTION: CLLR YOUNG

9. Older Peoples Event

This item was null and void as volunteers have now been found.

10. Finance

10.1 The following payments were unanimously agreed and authorised:

£ 135.86	Nicola Maguire	Finance and payroll support
£ 540.00	Tantons Tree Surgeons Ltd	Removal of sycamore saplings, Ware Street
£ 144.00	Tantons Tree Surgeons Ltd	Tree removal, The Green
£ 336.00	Tantons Tree Surgeons Ltd	Tree removal, Bell Lane footpath
£ 38.40	Park Glass Ltd	Replacement glass for Cross Keys noticeboard
£ 813.52	Temerity Media Ltd	Purchase of 2 x gazebos
£ 105.00	Richard Gummery	Ad hoc handyman services

£ 235.20	Absolute Creative Print Ltd	Purchase of 4 banners for Market on the Green
£ 350.18	HMRC	Tax and NI
£ 26.55	E Sugden	Mileage costs for Clerks Conference (59 miles @ £0.45per mile)
£ 480.00	PKF Littlejohn LLP	External audit fee
£ 47.20	S Lewis	Clerk's expenses
£ 348.00	Reed Printers	5000 A5 Newsletter
£ 330.00	Mail Publications Ltd	Downs Mail- September
£ 224.40	BJ W Computers Ltd	Toners and waste collection
£ 4.50	E Sugden	Mileage costs for Clerks Networking
£ 184.50	Bearsted & Thurnham WI Hall	Hall Hire for Older People Event
£ 21.00	Emma Hull	Temporary Event Notice
£ 86.18	King George V Memorial Hall	Hall Hire for Quarter 2 17/18
£ 183.00	Richard Gummy	Paint and labour for Parish Shed at Church Lane allotments
£ 180.00	Jencontractors Ltd	Canine waste disposal
£ 4,372.50	Fantastic Fireworks	Fireworks professional display services
£ 100.00	CASH	Float for Fireworks event
£2,006.61	STAFF SALARIES	
£ 33.75	OPUS Energy	Unmetered Supply street lighting
£ 11.96	OPUS Energy	Unmetered Supply street lighting
	Kent County Council	Bearsted Green Library monthly rent (7.9.17-6.10.17)
£ 131.89	BT	Telephone and broadband
<i>Bearsted Parish Council do not disclose personal salary information in accordance with the Data Protection Act and the Local Government and Housing Act 1989 s11, 'Appointment and Management of Staff'</i>		

- 10.2 Income and Expenditure reports had been circulated prior to the meeting and were unanimously agreed.
- 10.3 Recent bank statements were available for inspection.
- 10.4 The Grants and Donations Policy has been updated and forwarded to Bearsted & Thurnham Fayre Committee, The Heart of Kent Hospice and to Music on The Green.
- 10.5 The Clerk raised the issue of producing a Reserves Strategy Policy and 'earmarking' reserves for certain projects/contingencies. A recommendation was made for the adaption of wording from other published policies and Cllr Bennett will work with the Clerk to produce an initial draft, to be passed to the Finance Committee for approval.
- ACTION: CLERK/CLLR BENNETT**

11. Fidelity Guarantee Insurance

The Admin team had made enquiries with the Council's Insurance brokers regarding increasing the Fidelity Guarantee cover by £150,000 to £400,000, the annual additional premium being £235.20 inclusive of tax. A vote was cast and unanimously approved to accept the terms and prices.

12. Correspondence

- Correspondence had been received from Natwest regarding tax status. Cllr Young informed the Clerk that this matter has already been addressed and he will contact the bank for confirmation.
- ACTION: CLLR P YOUNG**
- Campaign to Protect Rural England subscription renewal. It was unanimously agreed to renew the subscription at an annual cost of £36.00.
 - KALC Annual General Meeting. This information was passed to the Parish Council representatives, Cllrs Marshall and Ash for their attention.

13. Madginford Hall

An update on the hall lease enquiries and parking space requests. The Admin team will be invited to attend a meeting to address all parking issues in due course. Two designated parking spaces have been approved and the Admin Team will obtain prices for signs and ground markings and report back to the Finance Committee and Madginford Hall Committee.

ACTION: ADMIN

14. Ratification of Finance Committee recommendation for defibrillators within the Parish and locations

A brief report was received regarding the recommendation for the purchase of two defibrillators at a cost of £1200 each excluding VAT. The recommendation was unanimously ratified. Cllr Marshall will make relevant arrangements for the purchase and further discussion will be held as to the locations. Suggested locations are within the redundant phone box by the shops at The Green, and at the Co-op car park on Egremont Road.

ACTION: CLLR MARSHALL

15. Matters for discussion

- Dementia Friendly Community. The Assistant Clerk reported on the opportunity for the Parish to become a Dementia Friendly Community and the benefits surrounding. The Assistant Clerk will pursue further information and report back.
- Carols on The Green. This event will be held on 13th December 2017 with further details to follow.

16. Downs Mail

The Council agreed on highlighting all forthcoming events as well as the Dementia Friendly initiative. The Clerk pointed out that minutes to all meetings are published to the website with details for items favoured to be highlighted by the Downs Mail.

17. Future Agenda Items

The Markets in Financial Instruments Directive 2 was requested to be put on the next Finance Committee Agenda.

18. Date of next Full Council

The next Full Council meeting will be held on Tuesday 14th November, 2017 at 7:30pm at Madginford Hall, Egremont Road.

There being no further business to transact, the meeting ended at 9:30pm.

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