

BEARSTED PARISH COUNCIL

Minutes of the Full Council meeting of Bearsted Parish Council held
at Madginford Hall, Egremont Rd, Bearsted on
Tuesday 16th January, 2018 at 7:30pm

Present: Cllr Richard Camp (Chair)
Cllr Paul Young (late 22:00hrs) (Vice Chair)
Cllr Richard Ash
Cllr Jonathan Askin
Cllr Geoff Bennett
Cllr Suzanne Camp
Cllr Helena Goodwin
Cllr Jon Hughes
Cllr Fabienne Hughes
Cllr Pat Marshall MBE
Cllr Fiona Redman
Cllr Tony Ryan

Also in attendance was the Clerk Sarah Lewis, the Assistant Clerk Erin Sugden, Simon Finlay of The Downs Mail, Ward Councillors Val Springett and Denis Spooner and 3 members of the public.

REPORTS FROM MEMBERS OF THE PUBLIC

A member of the public outlined a Local Exchange Trading Scheme initiative which is to be implemented in the Parish. The Parish Council voiced their support for the initiative and will circulate details via their social media platforms.

A member of the public introduced himself as a Neighbourhood Watch representative and spoke about the lack of PCSO attendance at parish council meetings.

1. Declarations of intention to record

There were no such declarations.

2. Apologies and absence

Apologies were received and accepted from Cllr Terry O'Sullivan and Cllr Marcel Booneart. The Council were advised of the recent resignation of Cllr O'Sullivan.

3. Declaration of Interests, Dispensations, Predetermination or Lobbying

Cllr Pat Marshall declared an interest in item 9g as a member of the Bearsted and Thurnham Fair Committee which had been previously recorded.

4. To resolve to go into closed session and to exclude the press and public for item 19 relating to personnel matters and in accordance with the Data Protection Act 1998, the Local Government and Housing Act 1989, and (Admissions to Meetings) Act 1960, Standing Order 10 (xi).

5. Minutes of the last meeting:

The minutes of the Full Council meeting of Tuesday 12th December, 2017 were agreed as a true record and duly signed.

6. Matters arising from the last minutes and action points.

There were no matters arising.

7. Reports.

Borough and County Councillors: Reports were not available as the festive period had been quiet, however Cllrs Val Springett and Denis Spooner gave a verbal report which was noted.

Police: A police report had been circulated prior to the meeting and was noted.

Community Warden: No report had been received.

8. Committee Meeting minutes

An update was received from the Finance Committee. All other committees had not met during December.

9. Finance**a) Resolution to authorise payments:**

The following payments were agreed for authorisation

| | | |
|--|---|------------|
| Park Glass Ltd | Replacement glass for noticeboard at Cross Keys | £ 38.40 |
| Madginford Hall | Hall Hire Nov 1 - Dec 19 | £ 68.94 |
| Vision ICT | Website domain and email charges | £ 32.40 |
| Medway Towns Bands | Performance fees for Christmas Fair | £ 150.00 |
| Mail Publications Ltd | Down's Mail sponsored page Dec 17 | £ 330.00 |
| Artpod Ltd | Festival flags for Christmas Fair | £ 80.00 |
| Jen Contractors Ltd | Various ad hoc cleaning services | £ 399.60 |
| Paladin Secure Ltd | Security services at Fireworks event | £ 1,320.00 |
| J Hughes | Reimbursement for key cutting services | £ 57.00 |
| SLCC | Assistant Clerks ILCA course | £ 118.80 |
| Compute4U | Lease hire for office laptops Dec17 | £ 48.00 |
| MBC | Refuse collection for Christmas Fair | £ 184.80 |
| Mrs S Lewis | Clerk's expenses for stationery items | £ 15.27 |
| Mrs H Goodwin | Expenses for gift to former cllr. (chairmans allowance) | £ 18.00 |
| King George V Memorial Hall | Meeting room and hall hire quarter 4 | £ 86.18 |
| Jen Contractors Ltd | Various ad hoc cleaning services | £ 378.00 |
| A Harland | Repairs to broken glass at noticeboard at Cross Keys | £ 100.00 |
| Nicola Maguire | Finance and payroll support | £ 137.32 |
| HMRC | Tax and NI | £ 350.18 |
| | | |
| Direct Debits | Opus | £ 42.34 |
| | Opus | £ 11.78 |
| | NEST | |
| | BT | £ 153.16 |
| <i>Bearsted Parish Council do not disclose personal salary information in accordance with the Data Protection Act 1998, and the Local Government and Housing Act 1989, s11 (Appointment and Management of Staff)</i> | | |

- b) Income and Expenditure Reports: These had been circulated prior to the meeting and were agreed.
- c) Expenditure against Budget Report: These had been circulated prior to the meeting and were agreed.
- d) Balances of accounts: The latest bank statements were noted.
- e) Ratification of recommendation for costs to upgrade the Parish Office security system. A quote had been received from Brook Security for £893.77 to upgrade and the recommendation to proceed was unanimously agreed.
- f) To agree costs for KALC @Governance, Procedures and Transparency' seminar for the Clerk. The costs of £72 were agreed.
- g) Grants and Donations requests.

- i) A retrospective request from the Bearsted and Thurnham Fair Committee for the sum of £500 was agreed with a vote of eleven in favour and one abstention.
 - ii) A donation of £500 to Bearsted Football Club was agreed with a vote of eleven in favour and one against.
 - iii) The necessary application form from CPRE had not been received in time for the meeting and therefore could not be considered.
- h) Budget preparation and precept request. A proposal was made to accept option 2 'Maintaining the current Band D charge' with a precept of £117,907.27 being maintained by a £32.35 band D charge. This was agreed by a vote of eleven in favour and one against. A meeting to finalise the budget will be arranged for next week by the Clerk.

ACTION: CLERK

10. Proposal for the future of the Communications and Community Committee and future event management.

A discussion took place regarding the Communications Committee. A proposal had been circulated prior to the meeting. Following a vote of eleven in favour and one abstention, it was decided to disband the Committee in favour of individual 'working groups' for various events held by the Parish Council. It was further agreed to keep the meeting bookings in place, using the now vacant bookings for any other Parish Council business when needed.

11. Committee Structure and Councillor participation

Councillors were encouraged by the Chair to consider committing to two committees each. It was highlighted that following the resignation of Cllr O'Sullivan, the Planning Committee needs new members. The Clerk will ask MBC if they are able to supply councillor training to facilitate new membership to the committee.

ACTION: CLERK

12. Neighbourhood Plan

Cllr Young had stepped down from leading this initiative prior to the meeting. A discussion took place to consider the merits of a Neighbourhood Plan. Options such as a scoping exercise and having orders in place for parcels of land were discussed. It was felt that councillors needed some time to consider options and the matter was deferred to the next meeting.

ACTION: CLERK

13. War Memorial Update

An update was given by the Clerk where the Council were informed that the cross has now been removed from the top of the monument rendering the structure safe and all necessary permissions were currently being sought for its repair/replacement.

14. Ratification of updated Recording Policy

This was unanimously approved and adopted.

15. Correspondence

Correspondence had been received from King George V Memorial Hall regarding hall availability for the Annual General Meeting and Mynn Awards. It was agreed to look at hiring one of the halls for the meeting in May and the Clerk will enquire as to availability.

ACTION: CLERK

16. Future Agenda items

None were highlighted

17. Downs Mail

Councillors would like the following issues highlighted:
The new committee and full council meeting schedule and dates for 2018
The Market on the Green 27th January 2018
Volunteers for environmental enhancement projects

18. Next Meeting

The next full council meeting will take place on Tuesday 20th February, 2018 at Madginford Hall, Egremont Road to start at 7.30pm.

At 2150hrs the meeting moved to closed session and members of the public and press were asked to leave.

There being no further business to transact, the meeting and closed session ended at 10.25pm

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