

BEARSTED PARISH COUNCIL

Minutes of the Full Council meeting of Bearsted Parish Council held
at Madginford Hall, Egremont Road, Bearsted on
Tuesday 18th September, 2018 at 7:30pm

Present: Cllr Michael Bollom (Chair)
Cllr Fabienne Hughes (Vice Chair)
Cllr Richard Ash MBE
Cllr Geoff Bennett
Cllr V Bowles
Cllr Suzanne Camp
Cllr Jon Hughes
Cllr Pat Marshall MBE

Also in attendance was the Clerk, Sarah Lewis, Admin Assistant Emma Hull, Ward Councillors Springett, Cuming and Spooner, Simon Finlay from the Downs Mail and 13 members of the public.

The Chairman opened the meeting by reminding those present who had submitted a report, to keep any question and answer sessions concise due to the time restraints of a full Agenda.

Reports from members of the Public

There were no such reports.

1. Declarations of intention to record.

There were no such declarations.

2. Apologies and absence

Apologies were received and accepted from Cllrs Tony Ryan, Helena Goodwin and Josie Smith.

3. Declaration of Interests, Dispensations, Predetermination or Lobbying

There were no such declarations.

4. Reports:

Borough and County Councillors: Reports had been circulated prior to the meeting and had been noted.

Cllr Spooner informed the meeting that some developments had been made with the provision of a 5-10m wide strip to the rear of the Roundwell properties backing onto the proposed Barty Farm development. It was also highlighted that there may be issues with the lack of a pedestrian crossing to the north side of Roundwell and this will be raised at the next meeting with the developers.

Cllr Springett reported that the recent diversions that were in place for the M20 closures were much improved and there was a marked reduction in traffic cutting through the village along Ware St/The Street/Roundwell between junctions 7 and 8. She will make further enquiries regarding the agreed installation of 'No HGV' signs at either end of this stretch of road and report back at the next meeting.

Reports from the PCSO and the Community Warden had been circulated prior to the meeting. The Community Warden reported that she had been working

closely with PCSO Turner recently to show a visible presence in the village. It was reported that parking issues continue to be a problem, especially in the vicinities of the schools and along the Landway. Drivers are being reminded that it is an offence to park on the pavement and within 10m of a junction.

5. Report from Music on the Green

A report had been circulated from the event organisers prior to the meeting and was noted. Councillors were informed that although the inclement weather conditions had reduced the attendance figures from previous years, financial targets had been achieved. The organisers would like to run the event next year on the August bank holiday weekend. Councillor Richard Ash asked the organisers if they had considered holding the event as a 2 day event on 24th and 25th August in view of the vast amount of organisation that goes into the set up. The organisers felt that this would prove difficult due to the cricket match on the same Bank Holiday weekend. It was decided that it was to be discussed further at the next Environment Committee meeting. Correspondence had been received from the Bearsted and Thurnham Club regarding the unsuitable siting of the toilets for the event by the cricket pavilion. The Parish Council and the Cricket Club will work together with the event organisers for a suitable resolution.

ACTION: ENVIRONMENT COMMITTEE

6. Report from Summer Playscheme 2018

A report had been circulated prior to the meeting. The meeting was informed that there was a significant loss of revenue this year. Reasons for such were not clear however it was thought that the exceptional weather had contributed to the decline in numbers of children attending. The playscheme leader apportioned some blame on the online ticketing system which some parents had reported as being difficult to use and time consuming. Enquiries will be made for a resolution with Eventbrite and other online ticketing providers will be approached. It was felt that there should be a bigger push on advertising the event in future. Admin assistant Emma Hull was congratulated on her contributions in assisting the smooth running of the event.

ACTION: ADMIN

7. Co-option of Councillors

Mr Greame Hannington and Mr Frank Jagger had each submitted a statement prior to the meeting which had been circulated. A short presentation followed highlighting areas of expertise and interests that could be brought to the Council from both candidates.

Members of the press and public were asked to leave the room whilst the Council considered the co-option applications.

Greame Hannington was co-opted by unanimous vote.

Frank Jagger was co-opted by unanimous vote.

Members of the press and public were invited back into the meeting, and Cllrs Hannington and Jagger took their seats with other members where Acceptance of Office documents were duly signed.

8. Planning Committee

A discussion regarding planning Committee decisions took place and it was highlighted that there are a reduced number of members to the committee resulting in decisions being made by a small minority. Cllr Fabienne Hughes put forward a proposal for the Planning Committee to assess applications and bring any controversial applications, those with public interest and any developments

etc to Full Council for decision and comment. Applications that have no reason for objection and are not considered controversial would not be commented on and would be deferred to Maidstone Borough Council for a decision. The Planning Committee will liaise via email in such cases and only meet when necessary. This motion was carried with a unanimous vote.

Cllr Hannington was appointed to the Planning Committee due to his experience which was duly noted.

9. Allocation for members to Finance Committee.

Cllr Frank Jagger was duly appointed.

10. Signing of the Minutes

The minutes of the meeting of the Full Council on 10th July, 2018 were agreed as a true record and duly signed.

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

There were no such matters.

12. Committee Meeting and Working Group Reports.

Finance and General Policy Committee: A report was received from Cllr Bollom as the Chair of Finance was not present and was noted. The updated Council Action Plan was approved with amendments to include the War Memorial by a unanimous vote.

Planning Committee: A report was received from Cllr Fabienne Hughes and was noted.

Environment Committee: A report was received from Cllr Bennett and was noted. Councillors were informed that faculty has now been granted by the Diocese for the repair works to the war memorial. Public notice has been served and works will commence in time for completion for Remembrance Day. Essential tree works for the oak tree by the car park on the Church Landway for pollarding were agreed with a vote of 8 in favour and 2 abstentions. The damaged surface below the tree will be addressed following works.

Artwork for the planters had been circulated prior to the meeting and purchase of the 9 planters was unanimously approved.

Events reports:

Old Time Music Hall: Cllr Ryan had given his apologies for this meeting and will circulate a report in the next few days.

Fireworks: A report from the Assistant Clerk had been circulated prior to the meeting and was noted. A quote had been received from TMS Security for marshalling of £1024 which was agreed by a vote of 8 in favour and 2 abstentions.

A discussion followed regarding the need for advertising banners to be displayed with such wording appropriate to be used each year. A quote had been received from Vinyl Banners Printing for £107.20 and was agreed with a vote of 6 in favour, 2 against and 2 abstentions. It was agreed that the banners should have no date printed so that they can be used every year.

Reports from members of the Council for outside bodies: There were no such reports.

13. Terms of Reference for Committees

Following the disbandment of the Community and Communications Committee, it had been pointed out that Terms of Reference for full council and committees needed updating. Cllr Ash will work with the Clerk to update all Terms of Reference.

ACTION: CLERK/CLLR ASH**14. Proposed meeting dates for 2019**

Meeting dates for 2019 had been circulated prior to the meeting and were agreed by unanimous vote. With the exception of January, meetings will run with Full Council on the first Tuesday of the month, Environment Committee on the third Tuesday, and Finance on the fourth Tuesday of the month. These dates will be posted to the noticeboards and website.

ACTION: ADMIN**15. Market on the Green**

Cllr Bollom reported that the Market is due to relaunch in March to allow time for preparations. A feature in the Downs Mail will invite members of the public to suggest what type of market and stalls they would like to see.

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

The following payments were agreed for authorisation

Water Choice	Water charges for the Street allotments	£	79.02
Mrs E Watts	Reimbursement for garden waste bin rental	£	7.00
Mini Sports Academy	Football session at Play scheme	£	50.00
KCC	Stationery for Play scheme	£	177.96
KCC	Stationery for Play scheme	£	24.18
EDF Energy	Electricity costs for Xmas lighting 17/18	£	56.44
Wayne Matthias	Football session at Play scheme	£	50.00
Amanda Franklin	Misc. Play scheme equipment	£	331.06
LRH Property Maintenance	Renovation and repair of gate at Church Landway	£	490.00
Lenham Oak	Oak for fencing at The Green (part 1)	£	830.52
Sarah Lewis	Clerk's Expenses – stamps	£	13.92
	Clerk's Expenses – labels	£	16.99
Opus Energy	DD for Electricity on The Green Est. 6.9.18	£	7.76
Opus Energy	DD for Electricity at the Tractor Barn Est. 6.9.18	£	22.98
BT	Phone, broadband and mobile charges	£	60.48
Jencontractors	Graffiti removal playground at the Green	£	78.00
	Litter picking at the pond on the Green	£	54.00
A Harland Fencing	Replace log wall on the Green/Yeoman Lane	£	1,000.00
Nicola Maguire	August payroll and finance support	£	215.67
Mail Publications Ltd	Downs Mail August sponsored page	£	347.36
Patrick Finnis	Delivery of Information Booklets	£	400.00
John Lawson Circus	Return of deposit less repairs for damage	£	350.00
King George V Memorial Hall	Quarter two hire of hall costs	£	111.49
Compute4U	September computer lease charges	£	72.00
LRH Property Maintenance	Replacement of missing slat in Church Landway play area fence	£	47.00
LRH Property Maintenance	Replacement of the handrail for the steps at Church Lane car park	£	139.50
Lenham Oak	Oak for fencing at The Green (part 2)	£	1,517.88
	Play scheme salaries	£	5,202.36
	Play scheme volunteer payments	£	1,150.00
Cllr Suzanne Camp	Reimbursement for art materials	£	68.73
Cllr Michael Bollom	Reimbursement for Flower Festival display costs	£	184.00

Staff salaries	September 18	£	3,321.87
HMRC	Tax and NI	£	117.26
NEST	Staff pensions	£	139.31
Opus Energy	Streetlighting	£	33.78
Opus Energy	Streetlighting	£	11.98
<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:**
Reports had been circulated prior to the meeting and were noted.
- d) Balances of accounts:**
The balances of accounts and associated statements had been circulated prior to the meeting and were noted.
- e) Grants and Donations requests:**
There were no such requests.
- f) Ratification of final Information Booklet costs:**
Revised costs were £1,969.00 and were approved by a unanimous vote.
Revenue following costs amounted to £1,271.00
- g) Ratification and agreement for plant purchase:**
The revenue from the booklets together with an agreed extra budget of £327.00 will fund the cost of 9 personalised planters of varying sizes to be positioned beneath freestanding noticeboards in the village, the delivery charges, installation and anchorage of the planters, together with the soil, plants bulbs, and liners. The budget will also cover the provision of some shrubs together with 1000 daffodil bulbs which will be planted to spell the word WELCOME on the bank in Ware Street opposite the Station. This expenditure was approved by unanimous vote.
ACTION: CLLRS BOLLOM/HUGHES'
- h) Ratification of Edge training costs:**
The recent Finance on-site training costs of £511.00 was agreed by unanimous vote.
- i) Recommendations from Admin for additional finance packages/licences:**
The Clerk produced a report following a recent online demonstration of additional packages for the Finance system currently used which covered Planning, Allotment Management, Admin and Asset Management modules. The cost for these additional packages of £1091.20 to include set up and online training was agreed a by unanimous vote, however Cllr Bollom will approach Edge to negotiate a further discount.
ACTION: CLLR BOLLOM
- j) Recommendation for transfer of £125,000 from Unity Trust to earmarked Land Funds reserves.**
It was agreed by a unanimous vote to transfer these funds into the earmarked Land fund as a matter of good financial housekeeping practice. The recent costs for the surfacing works to the Church Landway will be transferred to the Unity Trust current account from the earmarked Environment Projects reserves.
ACTION: CLERK
- k) Unity Trust Multipay card application:**
Following recommendation from the Finance Committee, the Clerk produced application forms for agreement and signature for the procurement of a payment card from Unity Trust to be used by the Clerk for online expenditure. The card will be topped up by transfer from the current account monthly in retrospect. The initial set up cost is £50 and a monthly fee of £3 is applicable. It was unanimously agreed for the card to be applied for and it was agreed for a monthly credit limit of £1,000 and a single transaction limit of £1,000. A cash

withdrawal facility was also agreed by unanimous vote to be available with a single transaction limit of £300 and a maximum limit of £1,000 per month.

17. Correspondence.

Correspondence had been received from Classic Cars on the Green with thanks for the Council's support and informing of the proceeds raised which was £3,747 for Kent Air Ambulance. The Clerk will congratulate the organisers on behalf of the Council.

Correspondence had been received from the Bearsted and Thurnham club with regards to damage to the Green from the Music on the Green event due to the location of the toilets. This item was brought forward and discussed at item 5 on the agenda.

18. Future Agenda items

Chairman's Report
PROW Smarts Cottages (Cllr Ash)
Clerk's report

19. Downs Mail

The Chairman and Clerk have finalised the next page with the Downs Mail.

20. Date of the next meeting:

The next meeting of the Full Council will be Tuesday 23rd October, 2018.

With no further business to transact, the meeting was officially closed at 21:43hrs.

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