

BEARSTED PARISH COUNCIL

Minutes of the Full Council meeting of Bearsted Parish Council held at Madginford Hall, Egremont Road, Bearsted on Tuesday 27th November, 2018 at 7:00pm

Present: Cllr Michael Bollom (Chair)
Cllr Fabienne Hughes (Vice Chair)
Cllr Richard Ash MBE
Cllr Vivien Bowles
Cllr Suzanne Camp
Cllr Helena Goodwin
Cllr Frank Jagger

Also in attendance was the Clerk Sarah Lewis, and Admin Assistant Emma Hull, Ward Councillors Springett and Spooner, and Deputy Editor Doug Kempster from the Downs Mail and KM Correspondent Rosemary Pearce.

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 Geoff Bennett, Graeme Hannington, Jon Hughes, Pat Marshall, Tony Ryan and Josie Smith.

3. Declaration of Interests, Dispensations, Predetermination or Lobbying

There were no such declarations.

4. Co-option of a Councillor.

Mrs Joanna Tribley had submitted a statement prior to the meeting which had been circulated to Councillors. A short presentation was given by Mrs Tribley highlighting areas of expertise and interests that could be brought to the Council. Members of the press and public were asked to leave the room whilst the Council considered the co-option application.

Following a brief discussion, Mrs Tribley was co-opted by unanimous vote. Members of the press and public were invited back into the meeting, and Cllr Tribley took her seat with other members and Acceptance of Office documents were duly signed.

5. Signing of the Minutes of the last meeting

The minutes and closed session minutes of the meeting of the Full Council on 23rd October, 2018 were agreed as a true record and duly signed. The minutes of the closed session extraordinary meeting of the Full Council on 6th November, 2018 were agreed as a true record and duly signed.

6. Matters arising from the last minutes and action points

The results of the recent combined topographic and boundary survey for the land at Meadow Bank was discussed. It was agreed that there was very little

encroachment from neighbouring properties. The tree survey within the report was noted. It was agreed that these surveys will be very useful when deciding how to proceed with the rejuvenation of the area.

7. Reports:

Borough Councillors Reports had been circulated prior to the meeting and had been noted. It was agreed to defer the reports to later on in the meeting as Cllr Springett had been delayed and wasn't present.

PSCO Turner was present and gave a verbal report which covered the following issues: general crime levels in Bearsted are low however continued vigilance was highlighted and a reminder not to leave presents in sight over the Christmas period and to re visit home security prior to the Christmas season was given. It was stressed that reports of suspected crime should be reported via 101 or in the case of an emergency, 999.

The Community Warden Sally Williams had submitted a report which had been circulated prior to the meeting. The continued parking violations of vans accessing a house to the Windmill Heights end of Roseacre Lane has been reported to MBC enforcement after many failed attempts by the Community Warden to stop the situation. Parking in general remains a problem in Bearsted.

Cllr Val Springett joined the meeting at 19:21hrs

Borough Councillors Reports: Cllr Spooner reported on the Park and Ride car park likely to close on 31st May 2019. The issue of ownership of the Yeoman Lane car park is ongoing and Cllr Spooner is in discussions with MBC legal department. The new school plans for development off of the Bearsted Road was highlighted and the public consultation event. Discussion took place regarding the accessibility of the site and resulting traffic implications for Bearsted. Boxley Parish Council are holding a meeting regarding this development on 3rd December 2018 at The Early Bird pub.

Cllr Springett reported on more night time closure dates for the M20 scheduled for the next month between jct 7-9 for works between jct 8-9. She is working with Highways England to encourage the closure of the motorway at jct 8 to try and avoid the residential areas being used by heavy traffic.

The Chairman gave his report which included the conclusion of the War memorial restoration; the remembrance service; a brief report following initial meetings with the head of KCC and Network Rail regarding the favoured acquisition of the former Goods Shed on Ware Street (known locally as the Coal Yard) for a community resource. Cllr Bollom thanked Councillors, staff and volunteers for their continuing work and wished them a happy Christmas. The Clerk's report had been circulated prior to the meeting and was noted.

8. Committee and Working Group Reports.

Reports from all Committees: Reports were received and duly noted from Cllr Goodwin on behalf of the Finance Committee and Cllr Fabienne Hughes on behalf of the Planning Committee. No report was received on behalf of the Environment Committee as both the Chair and Vice Chair of that Committee were absent. Following a brief discussion, the Chair of the Planning Committee was asked to confirm a certain day of the week with the other Committee members in order to better streamline responses to the office staff on Planning matters.

ACTION CLLR F HUGHES

Events reports:Fireworks

A debrief report and financial analysis had been circulated prior to the meeting and was noted. The event takings were down on last year which was thought to be partly a public reluctance to buy advanced tickets following the adverse weather conditions for the Music on the Green event.

Reports from members of the Council for outside bodies

Cllr Ash reported attending the recent KALC Annual General Meeting and had collated some useful information to pass to the Clerk. The new interactive website was highlighted as a useful tool.

9. Ratification of Terms of Reference for committees

Following a recent update, the Committee Terms of Reference were voted on accordingly:

Planning Committee: 5 in favour, 3 abstentions

Finance Committee: 7 in favour, 1 abstention

Environment Committee: 6 in favour, 2 abstentions

10. Out of hours contact, etiquette and email

The Email Etiquette Policy and the Data Protection and Social Media Policy had been circulated prior to the meeting and were unanimously agreed for re-adoption. It was noted that, apart from matters of extreme urgency, staff should not be contacted outside of working hours. Contact via email to the parish office regarding Parish Council business should have a clear description of what the email is about in the subject line, and must be strictly via parish council email addresses. Correspondence from Councillors' personal email addresses will be deleted without being opened. Councillors were reminded that all emails regarding Parish Council business must be addressed using Councillor's Parish Council email addresses which are encrypted and comply with GDPR regulations.

11. Involving Residents Initiative

Cllr Jagger had circulated a flyer inviting members of the community to offer comments and suggestions to the Parish Council to improve communication and involve residents. It was suggested that the ideal time for delivery would be early February. Costs for distribution of £400 were approved with a vote of 6 in favour and 2 abstentions. Costs for printing of £114 were approved with a vote of 6 in favour and 2 abstentions. It was further suggested that the delivery of this flyer presented a good opportunity to produce a newsletter to be delivered at the same time which would advertise the forthcoming elections, the relaunch of the Market on the Green, the Summer Playscheme and data collection for vulnerable residents to set up an emergency plan. Printing costs of £157 for a one off newsletter was approved with a vote of 6 in favour and 2 abstentions.

ACTION CLERK/CLLR JAGGER

12. Finance**a) Resolution to authorise payments**

The following payments were agreed for authorisation:

LRH Property Maintenance	Removal of table tennis equipment	£	10.00
KCC	Stationery	£	16.26
LRH Property Maintenance	Repair of notice board	£	25.00
SiTech Surveying Services	Surveys to Meadow Bank	£	2,220.00
Invicta Law	Legal Scheme membership	£	480.00
Traditional Stone Restoration	Renovation and repair of War Memorial	£	5,705.92
WC Hire Ltd	Toilet hire for Fireworks event	£	366.00

KALC	Councillor training	£	144.00
Tantons Tree Surgeons	Tree works in Rosemary Road	£	564.00
Tantons Tree Surgeons	Tree works on Church Landway	£	576.00
Warings	Grounds maintenance contract	£	2,312.88
Madginford Hall	Room hire	£	45.96
Compute4U	Computer lease	£	72.00
LRH Property Maintenance	Telephone box refurbishment	£	465.00
Urban Blue Bus	First aid for Fireworks event	£	150.00
TMS Protection	Security at Fireworks event	£	1,113.00
Mail Publications Ltd	Downs Mail advertorial page	£	338.40
Hire Station Ltd	Signs, lighting and barrier rental	£	401.56
Kate Baldock Ecology	Pond management	£	450.00
Ben Heaslip	Sound equipment for Fireworks event	£	1,010.00
KCS4 Education	Litter pickers	£	226.80
Ashwood Surfacing	Remedial work on Church Landway	£	600.00
B G Electrical Contractors	Lighting repair on Church Landway	£	1,395.60
LRH Property Maintenance	Preparation of base for Playscheme shed	£	255.00
Andrew French	Oak sleeper retainer wall	£	2,100.00
Andrew French	Erection of Playscheme shed	£	144.00
Edge IT Systems	Hosted services annual charge	£	541.20
BT	Phone and internet charges 30/6-18/11	£	660.36
OPUS	Electricity charges at The Green	£	8.16
OPUS	Electricity charges at the BWT barn	£	25.86
OPUS	Electricity charges for street lighting	£	12.06
OPUS	Electricity charges for street lighting	£	40.03
Councillor payment	Expenses for Old Time Music Hall event	£	353.46
Councillor payment	Expenses for Playscheme shed purchase	£	86.00
Staff expenses	Stationery	£	2.50
Staff expenses	Supplies for Fireworks event	£	93.27
HMRC	Tax and NI	£	958.32
HMRC	Tax and NI	£	87.89
Staff members	Salaries and overtime	£	3,306.64
Contracted staff	Payroll and finance support - Oct	£	251.59
Contracted staff	Payroll and finance support - Nov	£	211.16
<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) Finance Reports
Reports had been circulated prior to the meeting and were noted.
- c) Balances of accounts
The balances of bank accounts and associated statements had been circulated prior to the meeting and were noted.
- d) Grants and Donations requests:
A request had been received from Mark Shaw for a Christmas Dinner initiative for elderly single residents to be held at Madginford Hall. It was agreed to donate £100 to this event.
- e) Ratification of final costs of war memorial renovation at £9,386.85. This was agreed by a unanimous vote.
- f) Quotations for surfacing and fencing to Meadow Bank/Bell Lane. A quotation from A Harland for the supply and installation of stock fencing and a field gate at a cost £1,300.00 which has the Environment Committee approval for works proceeding was agreed by a unanimous vote. A quotation for reinstating the unmade bridleway path adjacent to Meadow Bank on Bell Lane had been received from Landway Surfacing for £4,860.00 which has the Environment Committee approval for works proceeding were agreed by a unanimous vote.
- g) A quote for the repair of the Church Landway car park light has been requested from B G Electricals. BPC will source the parts and the Clerk was instructed to go ahead with the repair as a matter of health and safety.

- h) A quotation for drainage channels to be installed outside the Tennis Club and Bowling Club entrances on the Church Landway had been received from LRH Property Maintenance at a cost of £1,334.60 which has the Environment Committee approval for works proceeding only on the entrances to the Tennis Club and the Bowls club. This was agreed by a unanimous vote.
- i) Query was raised as to the high cost of the recent BT invoice. Cllr Goodwin reported that the Parish Council had been inadvertently undercharged for a few months and this bill reflected the underpayments. She has made enquiries with BT for a better package as all products are now out of contract and will report back with costings.

ACTION: CLLR GOODWIN

13. Planning applications for consideration

An appeal for an application in Plantation Way was discussed however comments were closed at Parish Council level. This was for information only and was noted.

14. Proposed dates and location for the Summer Playscheme 2019

It was unanimously agreed to use Roseacre School subject to confirmation that costs for hiring are £1000 for the two-week period. It was further agreed by unanimous vote to hold the playscheme from 29th July to the 9th August 2019.

ACTION: ADMIN

15. Correspondence

Correspondence had been received from a resident regarding inadequate lighting on the Church Landway. Cllr Jagger and Bollom have investigated the situation and have concluded that the lighting levels are adequate. It was noted however that some trees within the Scout hut land were overshadowing some of the lighting and the Clerk was asked to request that they instruct a tree surgeon to remove dead trees and branches and reduce branches that are currently impeding the lighting. Recommendation to maintain the current lighting levels was agreed by a unanimous vote. The Clerk will inform the resident accordingly.

ACTION: CLERK

16. Future Agenda items

Exercise on the Green
Budget for 2019/2020

17. Downs Mail

Cllr Bollom reported that the copy is already in hand. It was agreed to feature recent correspondence from a younger member of the community regarding litter picking. The Clerk will check with the Parish Council insurers to make sure BPC's Public Liability insurance covers minors.

ACTION: CLERK

18. Date of the next Meeting: Tuesday 8th January, 2019

Councillors were informed that the December Environment meeting is cancelled to reconvene in the New Year.

There being no further business to transact, the meeting closed at 20:48hrs and members were invited to partake in festive drinks and nibbles.

Signed..... **Date**.....