

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 5th March, 2019 at 7:30pm

Present: Cllr Michael Bollom (Chair)
Cllr Fabienne Hughes (Vice Chair)
Cllr Richard Ash MBE
Cllr Geoff Bennett
Cllr Helena Goodwin
Cllr Graeme Hannington
Cllr Jon Hughes
Cllr Frank Jagger
Cllr Pat Marshall MBE
Cllr Jo Tribley
Cllr Tony Ryan

Also in attendance was the Clerk Sarah Lewis, Borough Councillors Spooner and Springett, 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.**
The Clerk declared that the meeting was to be recorded for minuting purposes.
- 2. Apologies and absence**
Apologies were received and accepted from Cllr Vivien Bowles and Cllr Suzanne Camp. Apologies had also been received from Borough Cllr Mike Cuming. A resignation had been received from Cllr Josie Smith and the Chairman has wished her well and thanked her for her work as a parish councillor.
- 3. Declaration of Interests, Dispensations, Predetermination or Lobbying**
Cllr Ryan declared an interest in item 8d as a relative of the organiser.
- 4. Signing of the Minutes of the last meeting**
The minutes of the meeting of the Full Council on 5th February 2019 were agreed as a true record and duly signed.
- 5. Matters arising from the last minutes and action points.**
Rosemary Road lease update: The Clerk is in discussions with the relevant department to renew the lease. The matter is ongoing
- 6. Reports:**
Reports had been received from Borough Councillors Springett, Cuming and Spooner prior to the meeting and were noted.
A discussion took place regarding the communication between the MBC Planning Department and the Parish Council in regards to notification of planning meetings. Cllr Spooner will suggest that Agendas are sent to the parish office directly. Cllr Fabienne Hughes spoke regarding planning decisions on

behalf of the parish council and highlighted that responses from BPC are recommendations and that Borough Councillors who represent Bearsted should be seen to voice the parish council's views and concerns.

Cllr Springett spoke regarding planning applications not being advertised on the parish council noticeboards. The Chair advised that once the elections have taken place and new committees have been formed, the procedure for the planning committee will be reviewed.

A recent planning training course has been declined as the Council felt that it was too close to elections to justify the expense of training councillors who may not be elected in May.

A report from the PCSO had been circulated prior to the meeting and was noted. A report from the Community Warden had been circulated prior to the meeting and was noted.

Chairman's Report: The Chair reported on recent issues which included the submission of a Freedom of Information request to MBC regarding licensing for local fetes and fairs in the area. Councillors will be informed of the results. Newsletters have been delivered locally and it was reported that the responses for the Resident's Survey have been limited, however there is still some time to closing.

Councillors were reminded of the Bearsted Keep Fit classes which commence at the end of the month and requested to attend.

Clerk's Report: A report had been circulated prior to the meeting and was noted.

7. Committee and Working Group Reports.

Finance Committee: Cllr Goodwin gave a report on behalf of the Finance Committee.

Planning Committee: Cllr F Hughes gave a report on behalf of the Planning Committee. It was highlighted that a previous planning approval for the KIMS building was made with a mitigating factor in the woodland area that was to remain as a nature reserve. This condition is potentially to be overturned with the subsequent recent application for the schools at Popes Wood. The Planning Committee will inform the Council of any updates.

Environment Committee: Cllr Jon Hughes gave a report on behalf of the Environment Committee which was noted.

Cllr Ash gave a report following a recent KALC meeting on the subject of bullying. A seminar will follow to include a group of neighbouring parishes.

Cllr Ash reported that the PSS money was less than last years by 20% .

Market on the Green: A report was given by Cllr Tribley following the successful relaunch of the Market on the Green. It was reported that despite the poor weather, 17 stallholders attended and entrance donations, tote bag donations and a donation from the Oak on the Green from the proceeds of the sale of coffee that morning amounted to £255 which will be donated to Kent Wildlife Trust.

Mynn Awards: Councillors were advised that not many nominations had been received and that whilst they are still open, Councillors were urged to try and obtain some nominations.

8. Finance

- a) The following payments were agreed for authorisation with a vote of 8 in favour and 3 abstentions.

Contractor	Finance and payroll support	£	185.71
HMRC	Tax and NI	£	88.09
Andrew French	Fencing to EHF	£	1500.00
KCC	Stationary	£	74.70
Councillor	Reimbursement	£	345.45
Mail Publications	Downs Mail sponsored page	£	338.40
Landway Surfacing	Repair of man hole cover in church car park	£	103.20
Involving Kent	Donation S137 min ref 324 8d) ii)	£	500.00
Compute4U	Hire of office laptops	£	72.00
SLCC	Clerk's membership	£	196.00
* Classic Cars on the Green	Donation	£	400.00
Madginford Hall	Hire of halls	£	11.49
Advent Electrical	Electrical fault repair Church Landway	£	60.00
Heritage Trust Network	Annual subscription	£	50.00
Councillor	Reimbursement	£	50.11
Staff expenses	Expenses	£	45.88
Contractor	Newsletter delivery charge	£	500.00
Councillor	Expenses	£	9.70
**Edge IT	Online computer package renewal	£	1,247.64
<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>			

* Subject to approval at item 8d(i)

** Subject to approval at item 8h

- 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:**
i) A request had been received from Classic Cars on the Green for a donation of £400 towards the Kent Air Ambulance. The request was endorsed by the Finance Committee at the previous Finance Committee meeting and was agreed by a vote of 10 in favour and one abstention. It was also agreed that these donations would be considered but not necessarily granted every year due to possible budget restraints.
- e) A quote had been received from Paul Waring for the Grass Cutting and Maintenance for 2019/2020 and was recommended for Full Council approval by the Finance Committee. The quote detailed the various tasks with corresponding prices. A total had not been submitted as this would be dependent on how often each task was addressed however it was identified that costs would be approximately £7,000. This was approved by a unanimous vote. A discussion was held regarding the maintenance costs for the upkeep of the football pitches at the EHF and the Green. The Clerk will inform the clubs of the relevant fee for the use of the Green and the Elizabeth Harvie field for the next season.
- ACTION: CLERK**
- f) The budget for 2019/2020 which had been approved for adoption at the Finance and General Policy meeting was agreed by a unanimous vote.
- g) Quotes for mobile parking signs are still being sought. However guidelines have been obtained and funding is also being sought. A discussion was held regarding the effectiveness of vehicle activated speed signs. This will be deferred to the next Environment meeting.

- h) A quote from Advantedge for the renewal of the computer package at a cost of £1,247.64 was agreed by a unanimous vote.
- 9. Planning Committee issues, applications and associated correspondence**
- a) Barty Farm. This is now resolved.
- 10. Delegation to the Clerk for instructing handyman works**
Three handymen have come forward with comparable hourly rates of £16 - £25 per hour. The Clerk was granted delegation to use these contractors for essential maintenance issues in the parish.
- 11. Annual Parish Meeting preparation**
Cllr Ryan is not able to supply the buffet for this years meeting, however can attend to the bar. Cllr Goodwin will liaise with Cllr Ryan to get a list of food that is needed and quantities, and Councillors were asked to commit to help with arrangements.
It was agreed by unanimous vote that the Assistant Clerk who is currently on maternity leave will be approached by the Chairman to set up the evening and presentation to a similar format to last year's meeting and her hours will be paid as overtime.
- 12. Correspondence**
An invitation to take part in a National Parking Enforcement survey had been received from Newquay Town Council in an initiative to allow local councils to be a controlling authority in the enforcement of parking fines. Cllr Jagger volunteered to complete the online survey on behalf of BPC.
- A request had been received from Music on the Green following poor sales for the Silent Disco that was planned on the Saturday evening as a prelude to the main event, to move the section to the Sunday evening after the main event as an 'after party'. A discussion took place concerning the closing times of this event, and it was agreed that permission would be granted and that closing should coincide with the local pub closing times of 2300hrs with a vote of 10 in favour and 1 abstention. It was noted that the Music on the Green Committee will not be operating the event in 2020.
 - A request had been received from Boxley Parish Council to form a joint working group to include Boxley, Bearsted, Langley, Leeds and Thurnham Parish Council which will explore and discuss traffic issues in the area. BPC would be required to set up its own working group which would in turn work in unison with the other parish council working groups. A discussion took place and it was agreed that Bearsted should contribute to this initiative and a working group will be set up to include Cllrs Jagger, Hannington, Tribley, Ash and Fabienne Hughes. The Clerk will write to the Chair of Boxley confirming BPCs wish to be involved.
- ACTION: CLERK**
- A request had been received from St Mary's Thurnham PCC for permission to hold their annual plant sale on the Green on the morning of Saturday 11th May 2019. This was agreed by a unanimous vote.
 - Correspondence had been received from Involve Kent with their thanks for the recent donation and was noted.
 - A meeting will be held at the Hilton Hotel on 9th April at 11am concerning the A249 briefing. Cllrs Ash and Hannington will attend and report back.
 - Correspondence has been received from Network Rail to confirm that a contract has been agreed for the emergency works to take place to the roof of the Railway Goods Shed (Coal Yard) to remove vegetation, replace loose tiles, installation of

temporary guttering, removal of tree roots and branches from the building and clear and renew pigeon netting. The work is to be done this month to tie in with budget allowances.

13. Traffic Working Group

This had been covered in item 12.

14. Report on Church Landway and car park

A report by Cllr Bollom with corresponding photographs was circulated amongst the Councillors. Cllr Bollom explained that the surface of the Church Landway was still bedding down and appears to be improving with ruts and damage levelling following rainfall. It was highlighted that a similar pathway within the Bearsted Woodland Trust which has been installed for longer is a lot harder than that of the newly laid Church Landway path. It was discussed further and Councillors agreed by a unanimous vote that a period of six months should be allowed for the pathway to settle and further compact. Should there be any issues, the subject will be re-evaluated at such time.

An engineer from KCC Highways attended a site meeting with Cllr Bollom at the Church Lane car park to address the forthcoming surface requirements. Cllr Bollom was informed that the existing surface will provide a good base following some scraping, clearing and hole filling. KCC will put together a specification for works which will in turn be put out to tender for sealed bids inviting contractors to suggest an alternative specification if they feel it appropriate in order that all options can be considered. This item will be deferred to the next Finance and General Policy meeting. The Clerk will look into existing rateable value on the car park and enquire as to any changes as a result of such works.

ACTION: CLERK

15. Future Agenda Items

BPC stand at the Bearsted and Thurnham Fayre and Carnival: It was agreed by a unanimous vote for there to be a stand for the parish council.

BPC float for the Carnival: this was declined at the Finance and General Policy Committee meeting due to time constraints and the forthcoming election.

16. Downs Mail

It was reported by Cllr Bollom that the next month's copy is in hand. The issue of the poor print quality at the top of the latest sponsored page was discussed and is to be addressed by the Downs Mail.

Condolences will be sent on behalf of the Parish Council to the family of last year's Community Award recipient, George Trotter, who sadly passed away recently.

Date of the next Meeting: Tuesday 2nd April, 2019

There being no further business to transact, the meeting closed at 21:01hrs.

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