

**BEARSTED PARISH COUNCIL**

Minutes of the Full Council meeting of Bearsted Parish Council held  
at Madginford Hall, Bearsted on  
Tuesday 2<sup>nd</sup> April, 2019 at 7:30pm

Present: Cllr Michael Bollom (Chair)  
Cllr Richard Ash MBE  
Cllr Geoff Bennett  
Cllr Vivien Bowles  
Cllr Suzanne Camp  
Cllr Helena Goodwin  
Cllr Graeme Hannington  
Cllr Frank Jagger  
Cllr Pat Marshall MBE

Also in attendance was Admin Assistant Emma Hull, Borough Councillors Spooner and Springett, Deputy Editor Doug Kempster from the Downs Mail and KM Correspondent Rosemary Pearce plus four members of the public.

**Reports from members of the Public**

A resident spoke in regards to her concerns for the development of the Rosemary Road open space. Another resident spoke in regards to the two newly installed defibrillators around the parish and the need for training which has been planned.

**1. Declarations of intention to record.**

The Chair declared that the meeting was to be recorded.

**2. Apologies and absence**

Apologies were received and accepted from Cllr Fabienne Hughes, Cllr Jon Hughes, Cllr Jo Tribley and Cllr Tony Ryan. Apologies had also been received from Borough Cllr Mike Cuming and the Clerk, Sarah Lewis.

**3. Declaration of Interests, Dispensations, Predetermination or Lobbying**

There were no such declarations.

**4. To resolve to go into closed session and to exclude the press and the public at item 23 (Admissions to Meetings) Act 1960 in accordance with standing order 10 (xi) for consideration of HR matters and legal matters.**

**5. Signing of the Minutes of the last meeting**

The minutes of the meeting of the Full Council on 5<sup>th</sup> March 2019 were agreed as a true record and duly signed.

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

Rosemary Road lease update: There are ongoing discussions between the Parish Clerk and the relevant department in regards to the renewal of the lease. The Clerk will make contact in a couple of weeks if a response isn't duly received.

**ACTION: CLERK**

Update on rates for Church Lane Car Park: Cllr M Bollom has been in conversation with MBC and the rating office in regards to the resurfacing programme. As these changes do not increase the spaces to the car park it is felt that the rates will potentially stay the same. Cllr Bollom is waiting a written response to that affect which hopefully will be received in the next two weeks.

**7. Reports:**

Reports had been received from Borough Councillors Springett, Cuming and Spooner prior to the meeting and were noted.

Cllr D Spooner – still waiting further information about the ownership of Yeoman Lane car park. Rosemary Road still awaiting information from MBC Officers about any pre-existing covenants or restrictions requiring this land to be used for only recreational purposes.

Cllr V Springett – attended a site meeting in regards to double yellow lines to be placed at the top of Manor Rise. A final proposal will be sent before a formal consultation takes place with residents in the area. Cllr Springett has been in conversation with the Clerk in regards to help listing the parking/traffic issues for the Parish holistically via the Highways Improvement Plan. It was agreed to note this as an agenda item for after the elections have taken place.

**ACTION: CLERK**

In the absence of Cllr M Cuming his submitted report was duly noted.

PCSO Zoe Turner reported various incidents around the parish including shoplifting, attempted burglaries and drilling of a fuel tank to obtain petrol. Currently there are plans for a bike marking event with the date yet to be confirmed.

Community Warden Sally Williams has dealt with numerous door to door cold callers across the parish, reported fly tipping along the Landway which has subsequently been removed. Whilst litter picking in the Church Lane car park Sally removed 48x nitrate canisters and balloon packaging. The Clerk to make enquiries with MBC in regards to the possibility of having mobile CCTV camera for six weeks once again.

**ACTION: CLERK**

Chairman Cllr M Bollom: reported that work on the coal yard building roof has commenced. Met with KCC in regards to the Church Lane Car Park. With the help of the Assistant Clerk preparations are well under way for the Annual Parish Meeting. Last year's APM was well attended and Cllrs are asked to help promote this year's event which is to take place on Wednesday 1<sup>st</sup> May. Attended a BPC HR meeting of which one of the items discussed was the Assistant Clerks imminent return from maternity leave. A Mynn Award Committee meeting took place last week where the chosen winners were agreed, and who will be presented at the APM on the 1<sup>st</sup> May. The Chair took this opportunity to thank fellow Cllrs, Clerk and Office Staff for all the work that has taken place in the last 14 months whilst in the Chair. There was no Clerk report due to illness.

**8. Committee and Working Group Reports.**

Finance Committee: Cllr Goodwin as Chair gave a report on behalf of the Finance Committee. Preparations are under way in regards to the imminent financial year-end audit. Nicola Brittain who helps with BPC finances will be on hand to oversee the audit due to the possible absence of the Clerk who is awaiting an imminent medical procedure. There is currently a system glitch with one of the finance reports from AdvantEDGE who provide BPC with IT software packages which is being investigated. With guidance from KALC, the HR Committee are looking into official grading of office staff personnel. It was recognised and noted all the hard work that the Clerk and office staff undertake.

Planning Committee: In the absence of the Chair of Planning Cllr G Hannington reported that a formal objection has been submitted to MBC in regards to Application No.18/506656/FULL Popes Field, Bearsted Road, Weaving. The Chair made a point of thanking Cllr Fabienne Hughes as Chair of Planning for her efforts and assistance from Councillors for the excellent response on the new Schools application. Re. Application No. 19/501221/FULL Land to the South of Cross Keys known as Lilk Meadow. It was noted that there were various concerns in regards to this application one of which being drainage. BPC will be submitting their response by the deadline of the 12<sup>th</sup> April.

Environment Committee: Cllr Geoff Bennett as Chair reported that maintenance work is currently underway on Bearsted Green by Waring's which will be completed by the weekend. The Community Pay Back Scheme have been undertaking various clearance work. Concerns were aired about the possibility that a tree may have been cut down. Cllr G Bennett will report back to the Manager of the scheme to ensure the work the scheme undertakes is work that has been agreed prior to commencement and that is of general clearance and maintenance only.

**ACTION: CLLR BENNETT**

It was noted that the footpaths around the parish require cleaning prior to spraying by Waring's and was asked if this work could be implemented by the team as soon as possible. Cllr R Ash is to meet with a handyman this Thursday in regards to minor welding repairs to the Elizabeth Harvie Field fencing.

**ACTION: CLLR ASH**

Prior to the repairs it would be beneficial for the pay back scheme to attend and clear the overgrowth.

**ACTION: CLLR BENNETT**

Reports from Working Groups

Market on the Green: There are approximately 20 stalls signed up for this Sunday's Market. The excellent work by the Admin Assistant on getting the market to this stage was acknowledged. Fireworks The Deputy Clerk is currently seeking tenders in regards to obtaining the fireworks for this year's event taking place on Friday 8<sup>th</sup> November. Silent fireworks are being considered and will be put to a public vote as well as the accompanying music. Mynn Awards The Committee met on the 27<sup>th</sup> March, four nominations were approved by the Chair of BPC who also sits on the Committee. Presentations will take place at the APM on 1<sup>st</sup> May which includes the new Youth Category. Summer Playscheme A detailed action list was submitted. Preparations are ongoing, the scheme will run for two weeks 29<sup>th</sup> July - 9<sup>th</sup> August 2019.

Reports from members of the Council for outside bodies The report from Cllr Jo Tribley who attended the KALC Annual Planning Conference was duly noted. Cllr Ash attended the funeral of Mike Anthony who had held the position of Chair of Bearsted Council some years back and who was also heavily involved with many local clubs.

**9. Finance**

- a) Finance payments were agreed for authorisation with a vote of all in favour.
- b) Finance Reports  
Reports were circulated prior to the meeting and noted. A few budget heading changes are required and reallocation of funds.
- c) Balances of accounts  
The balances of bank accounts and associated statements were circulated prior to the meeting and noted.
- d) Grants and Donations requests:  
There were no Grants and Donation requests received in March.
- e) Banners for Playscheme cost approval  
In Councillor Fabienne Hughes absence an e mail was sent to Councillors to advise that she had someone to make these free of charge on the proviso their logo could be placed on the banner to which there would now be no vote required. **ACTION: CLLR F HUGHES**
- f) Costs for Playscheme booking system approval  
Cllr H Goodwin will look into the possibility of an alternative booking system other than Event Brite. Due to timescales it was voted with all in favour that if an alternative booking system can't be found in the next two weeks then Event Brite will be used. **ACTION: CLLR H GOODWIN**
- g) Quotes for mobile parking signs and vehicle activated speed signs  
All voted in favour for this item to be discussed at the next Environmental Meeting.
- h) Agreement for Councillors Allowances for elected members 2018-19  
The five elected Cllrs voted in favour with four abstentions from co-opted Cllrs. **ACTION: CLERK**
- i) KALC membership renewal  
The renewal was agreed with all in favour. The Clerk to complete the necessary paperwork. **ACTION: CLERK**
- j) Agreement of SLCC Membership & Joining Fee £132.00 for Admin Assistant  
All Cllrs voted in favour in regards to the SLCC membership & joining fee.

**10. Policies for adoption or renewal**

- a) Memorial bench policy  
All Cllrs voted in favour of the policy on the agreement that a slight amendment is made to 3.6 to read minor damage will be repaired by the Parish Council at its expense if the owner of the bench is not willing to do so. **ACTION: ADMIN**
- b) Harassment, bullying, abuse, intimidation & Whistleblowing Policy  
This item was deferred to the next Full Council meeting due to the request to split certain aspects. **ACTION: ADMIN**
- c) Grants and Donations application form  
All voted in favour of the policy on the agreement that the paragraphs relating to Equal Opportunities were removed. **ACTION: ADMIN**
- d) Debit Card Policy  
All Cllrs voted in favour of adopting the policy.

**11. Agreement for regular duties and hours for litter picker service**

Suggested an agenda item for the Environment Committee to set a small budget to look into having a paid litter picker with a designated route.

**ACTION: CLERK**

The Clerk to contact MBC in regards to obtaining a large bin for bank holiday weekends on the Green as well as costs for approval at Environment.

**ACTION: CLERK**

The Clerk to write to Costa and the Newsagents in regards to providing their own bins outside their shops due to extensive rubbish being collected and the existing bin always full.

**ACTION: CLERK**

**12. Annual Parish Meeting preparation**

Invitations have been sent out and preparations are underway for this year's APM. Cllr T Ryan to deal with the supply of refreshments. The organisation of the food is being dealt with separately this year by Cllrs Bollom and Goodwin.

**13. Key inventory and review of issue process**

It was agreed that an email will be sent to all Cllrs requesting that all parish keys held by Cllrs are to be returned to the office so that a comprehensive key inventory can be made. Keys can then be signed out and kept by Cllrs if it is felt necessary by the Office. All other keys will be kept at the office and will be signed for. The office must have at least 1 key for every need in the village.

**ACTION: CLERK**

**14. Correspondence**

- Local Plan Review – Call for Sites  
The review was acknowledged and noted.
- Maidstone Council Polling Places Review  
The review was acknowledged and noted.
- Legal advice for dealing with household rubbish bin issues on the Green  
It was decided to review this item prior to taking further action as some bins were not left out and the ones that are apparently there is nowhere to put them. This is to be looked into before any action taken.
- FOI Licensing response  
A copy was passed from Cllr M Bollom to Borough Cllr D Spooner for information which showed no other fairs/fetes have paid a licence for stalls.
- Defibrillator Usage  
The Parish Office will be advertising sessions on how to use the equipment, in late May. It was suggested to contact Bearsted Medical Practice who may also be able to advise on usage. Details of a local resident were passed to the Admin Assistant as it was felt that they may also be able to advise.

**ACTION: ADMIN**

- 15. Posting minutes and agendas to social media**  
All Cllrs were in favour of posting all BPC agendas and minutes after final amendments and approval by the Chair onto Facebook as a link to our web site minute page. **ACTION: CLERK**
- 16. Involving survey conclusion**  
Cllr Frank Jagger reported that a total of ninety issues were raised with thirty-five being traffic related. Parking and speeding were the main areas of concern. To be able to raise the issues with the relevant authority individual issues have to be recorded separately which in its self is rather time consuming. It was suggested to incorporate issues into the Highways Improvement Plan with help from Cllr Springett. All residents had been responded to. **ACTION: CLERK**
- 17. Dates for Old Time Music Hall 2019 event**  
There are two possible dates for this popular event being either the 5<sup>th</sup> or 12<sup>th</sup> of October due to the availability of the entertainment company.
- 18. Traffic Working Group**  
Cllrs F Jagger, R Ash, J Tribley, G Hannington and F Hughes are on the newly formed working Group. Cllr G Hannington to look into the next steps on how to take this group forward. **ACTION: G HANNINGTON**
- 19. Report on Church Lane car park**  
With guidance from KCC a tender has been put together in regards to the car park. All Cllrs voted in favour of the tender to be sent out in regards to the resurfacing and associated works. **ACTION: CLERK**
- 20. Future Agenda Items**  
Due to pending Elections Cllrs were unable to discuss.
- 21. Downs Mail**  
To agree on items to highlight in the Bearsted Parish Council sponsored page in the forthcoming edition. Due to the imminent Elections it was decided to cancel the BPC page in the next edition. An email will be sent from the parish office to that affect. **ACTION: ADMIN**  
Issues in regards to discrepancies of publishing style and BPC preferences have been relayed to the Downs Mail. It was suggested that an evaluation of costs between the recent BPC newsletter and the monthly page in the Downs Mail publication will be placed as an agenda item after the pending elections. **ACTION: CLERK**

- 22. Date of the next Meeting: Tuesday 7<sup>th</sup> May, 2019 (following the Annual Meeting of the Parish Council)**

**Members of the press and public and Admin Assistant were asked to leave the meeting in order for it to commence to closed session in accordance with data protection regulations in discussing HR matters.**

**There being no further business to transact, the meeting closed at 21:13 hrs and went into closed session to discuss item 23.**

- 23. CLOSED SESSION:**  
a) HR matters  
b) Legal matters

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