

BEARSTED PARISH COUNCIL

Minutes of the Full Council meeting of Bearsted Parish Council held
at Madginford Hall, Egremont Road, Bearsted on
Tuesday 1st May, 2018 at 7:30pm

Present: Cllr Michael Bollom (Chair)
Cllr Fabienne Hughes (Vice Chair)
Cllr Richard Ash
Cllr Geoff Bennett
Cllr V Bowles
Cllr Suzanne Camp
Cllr Helena Goodwin
Cllr Tony Grieve
Cllr Jon Hughes
Cllr Pat Marshall MBE
Cllr Josie Smith

Also in attendance was the Clerk, Sarah Lewis, the Assistant Clerk, Erin Sugden, Ward Councillors Springett, Cuming and Spooner, Simon Finlay from the Downs Mail and 10 members of the public.

REPORTS FROM MEMBERS OF THE PUBLIC

Vehicle speed was highlighted by a member of the public and some reported recent Facebook discussions. BPC were requested to clarify that the Facebook group Bearsted Community Hub is not connected to the Parish Council although it uses a similar profile picture.

A resident reported some wire at Meadow Bank which he considers to be a hazard.

1. **Declaration of intention to record**
There were no such declarations.
2. **Apologies and absence**
Apologies were received and accepted from Cllr Tony Ryan.
3. **Declaration of Interests, Dispensations, Predetermination or Lobbying**
There were no such declarations.
4. **To resolve to go into closed session during item 19 and to exclude the press and public to consider HR matters. (*Admissions to Meetings*) Act 1960, *Standing Order 10 (xi)*.**
It was agreed by unanimous vote to go to closed session at the end of the meeting.
5. **Minutes of the last meeting.**
The minutes of the Full Council meeting of Tuesday 27th March 2018 were agreed as a true record and duly signed.
6. **Matters arising from the last minutes and action points.**
There were no matters to discuss.

7. Reports:

Borough and County Councillors:

Cllr Springett's report had been circulated prior to the meeting and was noted. She further spoke about the positioning of an additional 'Unsuitable for HGV' sign to be put up at Ware Street and informed the meeting of a resident petition to stop the use of the road as a diversion when the motorway is shut.

Cllr Cuming's report had been circulated prior to the meeting and was noted. Cllr Cuming briefly updated the meeting regarding the poor condition of the fascia to the front of Madginford Parade. The Clerk responded to say that she has had contact with MBC Planning Enforcement who have located the owner of the properties and have brought the matter to their attention.

Cllr Denis Spooner's report had been circulated prior to the meeting and was noted. Cllr Spooner further spoke about the hospital unit development on Bearsted Road and that although there are no updates, he was able to inform the meeting that KCC are looking for alternative sites for a school. The charges for the Park and Ride were also highlighted as an issue.

PCSO:

The new PCSO Zoe Turner was welcomed by the Chairman and gave a brief report. Zoe intends to hold surgeries in the Library for residents, the dates of which, along with Zoe's contact details, will be displayed on the Parish Council's website. Zoe was keen to encourage residents who are not able to get through to her to continue to use the 101/999 numbers in to report crime and in emergencies as she doesn't always pick up her messages quickly.

ACTION: ADMIN

Community Warden:

Sally Williams had submitted a report prior to the meeting that had been circulated and was noted. A number of nitrogen capsules have been found by the Church Lane allotments and the need for a portable CCTV camera was discussed as this had been successful in addressing the situation previously.

8. Committee Meeting and Working Group reports.

Reports were received from the following committees and working groups: Finance and General Policy. A report was received from Cllr Goodman and was noted.

Planning. A report was received from Cllr Fabienne Hughes and was noted. The training event that is being hosted by BPC on the 13th June 2018 is fully subscribed with the council holding 12 spaces at a discounted rate. It was highlighted that councillors with training will be able to be called on as substitutes by the Planning Committee if needed.

(20:12hrs Cllr Fabienne Hughes was excused from the meeting)

Environment. A report was received from Cllr Bennett and was noted. Feedback had been received from the Bearsted and Thurnham WI in thanks for the preparation for the bench that was recently installed on the Green to mark their centenary. Cllr Bennett reported that the Community Payback scheme is to be operating in the Parish in the near future.

Playscheme 2018. The Assistant Clerk gave a report on the Playscheme. The online ticketing has now gone live and bookings are being taken. The Committee were informed that the new logo was being put onto the staff clothing that had been provided by Barretts Landrover who had kindly sponsored the event.

Market on The Green. The Assistant Clerk informed the meeting that an advert for a Market Manager had been placed on Indeed and on the Parish Council's website and social media platforms. The council were informed that the on-line survey is now live for public opinion on the market and improvements.

(20:20hrs Cllr Fabienne Hughes returned to the meeting)

Christmas Event. The budget for the Christmas tree was reported to the council by Cllr Fabienne Hughes which will include spare bulbs at £100 and £750 for a picket fence to go round the Madginford tree (in line with the Christmas tree at the Green) together with a new matching set of lights for the Madginford tree. The group are actively seeking sponsorship but have secured a cherry picker for decorating the tree.

Reports from members of the Council for outside body meetings. Cllr Ash gave a brief report following a KALC meeting. There had been a police report highlighting that a number of cars had been subject to theft of steering wheels and consoles, however the culprits have been apprehended.

9. Co-option of committee members

Committee members had been confirmed at the Annual Meeting of the Parish Council ahead of this meeting.

10. Finance

a) Resolution to authorise payments:

The following payments were agreed for authorisation

£ 69.46	Nicola Maguire	Finance and payroll support
£ 222.05	Nicola Maguire	Finance and payroll support
£ 20.00	Sevenoaks District Council	Lottery Permit License Annual fee
£ 330.00	Mail Publications Ltd	Downs Mail sponsored page March 18
£ 93.50	Kent Farmers Market Association	Annual insurance for market 2018-19
£ 13.24	Diamond Interiors	Office furniture
£ 1,582.74	Paul Waring	Grass cutting and maintenance 2018
£ 412.80	Reed Displays	Exterior signs for office, playgrounds etc
£ 525.60	Reed Printers	Speed Limit stickers
£ 48.00	Compute4U	Leasing of Parish Office laptops
£ 1,440.00	Tantons Tree Surgeons Ltd	Dead wood lime trees and sycamore
£ 100.09	King George V Memorial Hall	Hall/room hire for quarter 1/18-19
£ 10.69	Sarah Lewis	Clerk's expenses: key cutting and office equipment
£ 28.21	Sarah Lewis	Portable laptop stand
£ 9.89	Sarah Lewis	CAT splitter for router and phone set up
£ 19.90	Sarah Lewis	Extension leads for office desk set up
£ 141.60	Payroo Ltd	Services for 2017/2018
£ 4,578.00	Andrew French Fencing	Installation of retainer wall at bank in Ware St
£ 330.00	Mail Publications Ltd	Downs Mail sponsored page April 18
£ 1,625.00	Siobhan Watts	Recruitment HR support - admin assistant
£ 250.00	Siobhan Watts	Recruitment HR support - market manager
£ 1,596.00	Sitech Surveying Services	Topographic & Underground services survey on the Green
£ 1,019.84	HMRC	Tax and NI
£ 384.00	Cllr Richard Ash	Councillors allowance 17/18
£ 384.00	Cllr Geoff Bennett	Councillors allowance 17/18
£ 364.80	Cllr Suzanne Camp	Councillors allowance 17/18
£ 384.00	Cllr Richard Camp	Councillors allowance 17/18
£ 115.20	Daniel Conner	Councillors allowance 17/18

£ 230.40	Cllr Helena Goodwin	Councillors allowance 17/18
£ 384.00	Cllr Jonathan Hughes	Councillors allowance 17/18
£ 480.00	Cllr Fabienne Hughes	Councillors allowance 17/18
£ 384.00	Cllr Patricia Marshall	Councillors allowance 17/18
£ 288.00	Fiona Redman	Councillors allowance 17/18
£ 480.00	Cllr Tony Ryan	Councillors allowance 17/18
£ 384.00	Paul Young	Councillors allowance 17/18
£ 744.00	Jen Contractors Ltd	Canine waste collection x 6 = £144
	As above: breakdown:	Dismantling of dog bins = £24
		Cleaning of Office = £16
		Litter picking EHF = £36
		Delivery of newsletter = £400
£ 1,530.00	KALC	Annual subscription for NALC/KALC
£ 15.00	Joanne Jeffery	Refund for Market pitch December 17
£ 78.00	Compute4U	Additional laptop lease and set up
£ 650.00	A Harland Fencing & Landscaping	Concrete base for bench on green and renovation of bench at Sharsted Way
£ 58.92	Fabienne Hughes	Reimbursement for plants for Ware St bank
£ 50.50	Fabienne Hughes	pipng for water pipe repair at CL allotments
£ 70.80	Fabienne Hughes	Cable duct for repair at CL allotment
£ 25.00	Michael Bollom	Flowers (Chairman's Allowance)
£ 9.12	KCC	Stationery
£ 216.00	KALC	Assistant Clerk's training
£ 138.00	SLCC	Assistant Clerk's Membership
£ 166.00	D Simmons	Supply and install water main at CL allotments
£ 258.58	Nicola Maguire	Payroll and finance support
£ 43.20	Michael Bollom	Mileage for planning training @ 96miles/£0.45
£ 1,500.00	CPRE	Grants and Donations s137 min ref: 183
£ 146.28	BT	Phone, broadband and mobile charges
£ 307.92	BT	Phone, Broadband and mobile and extra office handset
£ 40.34	OPUS	Street Lighting
£ 12.11	OPUS	Street Lighting
£ 29.19	OPUS	Scout hut
£ 14.51	OPUS	Cricket pavilion
£ 1,989.35		Staff salaries
£ 54.15	NEST	Staff pensions
<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**

The reports had been circulated prior to the meeting and were noted. A simplified spreadsheet format was discussed as being a preferred option. The Clerk will contact the Finance Support to arrange such.

ACTION: CLERK

d) **Balances of accounts.**

The bank statements had been circulated prior to the meeting and were noted.

e) **Grants and Donations request.**

A donation request had been received from Classic Cars on The Green event for the sum of £450 to go towards the Kent Air Ambulance donation. The request agreed to with a unanimous vote.

- f) **Quotation received for re-seeding of the Elizabeth Harvey field hedge area**
Following the recent works, the area around the new fencing requires seeding. The quote was agreed to with a unanimous vote.
- g) **To approve the rounding of figures on the new budget.**
The figures had been rounded to full numbers on the Finance Committees request and was received with approval by a unanimous vote.
- h) **Delegation to the Clerk to approve costs associated with the newsletter.**
Following delays in the production and circulation of the most recent newsletter, a discussion took place on delegation to the Clerk to approve printing and delivery expenses without council approval which has caused delays. It was generally agreed that a quarterly newsletter is too frequent and the consensus was that an annual parish magazine should be published in June of each year. This would begin in 2019. The proposal was met with a unanimous vote in favour of the annual magazine. Delegation was therefore not granted.
- 11. Mission Statement 2018 and Action Plan**
The new Mission Statement and Action Plan had been circulated prior to the meeting and were adopted with immediate effect by a unanimous vote.
- 12. Privacy Policy**
Councillors agreed to adopt the new Privacy Policy by unanimous vote to keep in line with new upcoming Data Protection requirements. The Admin team will display the policy on the Parish Council website.
ACTION: ADMIN
- 13. Policy Review**
- a) Lone Worker Policy: The policy had been updated and circulated prior to the meeting. It was agreed by a unanimous vote to adopt the updated policy.
- b) Email Etiquette Policy: The policy had been updated and circulated prior to the meeting. It was agreed by a unanimous vote to adopt the updated policy.
ACTION: ADMIN
- 14. Model standing orders**
Cllr Ash volunteered to compare and contrast the suggested model standing orders recently received from NALC with the current ones held by the Council and will liaise with the Clerk to implement necessary recommendations.
ACTION: CLLR ASH
- 15. Correspondence**
Correspondence had been received from Thurnham Parish Council regarding the issue of parking on Ware Street. The Council were informed that the Environment Committee are to meet with Maidstone Borough Council to discuss allocated resident parking bays at agreed areas on the stretch of road from the railway bridge to Sandy Mount which will prevent parking at sections with limited visibility and act as a speed calming measure.
- 16. Future Agenda items**
Model Standing Order update

- 17. Downs Mail**
Bearsted in Bloom is to be highlighted in the imminent edition. The playscheme was highlighted for future inclusion.
- 18. Details of next meeting**
The next meeting of the Full Council will be held on Tuesday 5th June 2018
- 19. CLOSED SESSION: HR matters**
Members of the press and public 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 ended at 9:32pm.

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