

BEARSTED PARISH COUNCIL

Minutes of the Full Council meeting of Bearsted Parish Council held at King George V Memorial Hall, Manor Rise, Bearsted on Tuesday 5th June, 2018 at 7:30pm

Present: Cllr Michael Bollom (Chair)
Cllr Fabienne Hughes (Vice Chair)
Cllr Geoff Bennett
Cllr Vivien Bowles
Cllr Helen Goodwin
Cllr Pat Marshall MBE (late)
Cllr Tony Ryan
Cllr Josie Smith (late)
Cllr Jon Hughes

Also in attendance was the Clerk, Sarah Lewis, the Assistant Clerk, Erin Sugden, Admin Assistant, Emma Hull, Ward Councillor Val Springett and 8 members of the public.

Reports from members of the public

An allotment plot holder questioned the rent increase that is to be imposed on plots from May 2019. The Environment Committee will supply an explanation to the Allotment Committees in due course.

- 1. Declaration of intention to record**
There were no such declarations.
- 2. Apologies and absence**
Apologies were received and accepted from Cllr Richard Ash, Cllr Tony Grieve and Cllr Suzanne Camp.
- 3. Declaration of Interests, Dispensations, Predetermination or Lobbying**
Cllr Bollom declared an interest in item 14j as a relation by marriage of the contractor. This was noted in the register.
- 4. To resolve to go into closed session during item 22 and to exclude the press and to consider HR matters. (*Admissions to Meetings*) Act 1960, Standing Order 10 (xi).**
A unanimous agreement was received.
- 5. Verbal report from Gen2 Project Management Consultants on proposals for the future use of the Library premises on The Green.**
A presentation was given regarding plans for the change of use of the library on the Green to incorporate residential units as well as a library. This was purely an information giving session and no input was given by the councillors or members of the public.

Cllr F Hughes left the meeting at 19:42 and rejoined at 19:44.

Cllr P Marshall joined the meeting at 19:44 with apologies to the Chairman.

Cllr J Smith joined the meeting at 19:47 with apologies to the Chairman.

6. Reports

Reports had been received from Borough Councillors Springett, Cuming and Spooner prior to the meeting and were noted. Cllr Val Springett highlighted the fact that she would like any incidents or accidents on Ware Street/The Street/Roundwell to be reported to her in order that she can lobby MBC for a resolution to the speeding and parking issues.

An additional report was received from the Community Warden Sally Williams.

7. Minutes of the last meeting

The minutes of the Full Council meeting of Tuesday 1st May 2018 were agreed as a true record and duly signed.

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

There were no such matters.

9. Statement of Internal Control

The Council considered and approved the Statement of Internal Control for the year ending 31 March 2018. The Chairman and Clerk signed the statement on behalf of the Council.

10. Annual Governance Statement for 2017-18

The Council considered and approved the Annual Governance Statement for 2017-18. The Chairman and Clerk signed the statement on behalf of the Council.

11. Accounting Statements for 2017-18

The Council considered and approved the Accounting Statements and supporting documents as provided by the Responsible Financial Officer who had prior to the meeting signed Section 2 of the Annual Return for 2017-18. The Chairman signed the statement on behalf of the Council.

12. Dates for public inspection of unaudited Annual Governance & Accountability Return.

The Clerk informed the Council that the dates for public inspection would run from Monday 2nd July 2018 – Friday 10th August 2018.

13. Committee Meeting and Working Group Reports

A report was received from Cllr Helena Goodwin on behalf of the Finance Committee and was noted.

A report was received from Cllr Fabienne Hughes on behalf of the Planning Committee and was noted.

A report was received from Cllr G Bennett on behalf of the Environment Committee and was noted.

Working Groups:

A report was received from Cllr Josie Smith on behalf of the **Fireworks** working group following their recent meeting and the following recommendations were proposed:

- Approval of a quote from Fantastic Fireworks for £3975.00: this was approved by a unanimous vote.
- Approval of costs for a PA system to a cost of £950 to allow 10% increase on last year's costs: this was approved by a unanimous vote.
- Approval of the budget to be £8,000 to allow 10% increase on last year's costs: this was approved by a unanimous vote.

A report was received from Cllr Michael Bollom on behalf of the **Christmas Event** working group. Matters are ongoing.

A report was received from the Assistant Clerk on behalf of the **Market on the Green**. The market was cancelled in May as regular stallholders had other commitments resulting in fewer than normal attendance, and the ongoing licencing issues had caused some technical problems. The market will run in June however will be cordoned off with a nominal entry fee to comply with MBC licencing regulations. The Council were also informed that interviews for a Market Manger will be held next week.

A report was received from Cllr Fabienne Hughes on behalf of the **Playscheme** working group. Ticket sales have been steady and the event is well advertised. The sponsorship donation from Barretts Landrover has been received and an order has been placed for the staff T-shirts.

A report was received from Cllr Michael Bollom on behalf of the **Bearsted in Bloom** initiative. The competition has been extensively advertised and entries are now open. It was noted that there was a typing error in the Down's Mail for this competition with an incorrect email address for entries. This address has been set up to capture any entries from readers of the article.

There were no reports from members of the Council for outside bodies as Cllr Richard Ash was not present.

14. Finance

a) Resolution to authorise payments:

The following payments were agreed for authorisation :

Dor-2-Dor	Leaflet distribution	£ 240.00
BJW Computers Ltd	Printer ink	£ 84.00
KCC	Stationery	£ 87.48
KCC	Stationery	£ 10.68
KALC	Planning training	£ 144.00
Madginford Hall	Contribution towards electricity charges	£ 140.94
Madginford Hall	Contribution towards maintenance of land at Madginford Hall	£ 189.30
Madginford Hall	Contribution towards gas charges	£ 223.25
Madginford Hall	Contribution towards refuse collection	£ 135.77
Madginford Hall	Contribution towards water and sewage rates	£ 82.42
Landway Surfacing Ltd	Repairs to stop cock and water meter box at the pond	£ 552.00
Chubb Fire & Security Ltd	Annual contract for Office alarm system	£ 123.55
Compute4U	Lease charges for office laptops	£ 72.00
Mail Publications Ltd	Downs Mail sponsored page May 18	£ 330.00
Krowmark	Playscheme staff uniform Tshirts	£ 302.34
HMRC	Tax & NI May 2018	£ 1,019.84
Phillip Hill	Classic Cars on the Green: Grants and Donations, minute ref: 213	£ 450.00
Nicola Maguire	Finance and payroll support	£ 420.72
Bearsted and Thurnham Fayre	Grants and Donation S137 minute reference	£ 500.00
BT	Phone, broadband and mobile charges	£ 212.79
OPUS	Street Lighting	£ 11.64
OPUS	Street Lighting	£ 35.12
OPUS	Scout hut	£ 21.49
OPUS	Cricket pavilion	£ 32.83
Staff	Staff salaries	£ 2,664.40
NEST	Staff pensions	£ 63.14

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)

- b) Income and Expenditure: Reports had been circulated prior to the meeting and were approved.
 - d) Balances of accounts: Bank statements were available and the balances were noted and approved.
 - e) Grants and Donations requests: A request had been received from the Bearsted and Thurnham Fayre for £500 and was approved as a s137 payment with eight votes in favour and one abstention. Cllr Pat Marshall had previously declared an interest as a trustee of the Fayre Committee.
 - f) Ratification of Warings essential works at the Elizabeth Harvie Field for £600 plus VAT: This was approved by a unanimous vote.
 - g) Charges for the Green: this item was deferred to the next Environment Committee whilst the Admin Team collate more information from other parish councils.
- ACTION: ADMIN**
- h) Budget for Madginford Christmas Tree and lights/timer. A budget of £750 was proposed and approved with a unanimous vote.
 - i) Approval of the Warings annual grounds maintenance was granted by a unanimous vote.
 - j) Approval of noticeboard maintenance quote: A quote from LRH Property Maintenance of £954.00 for the renovation and repair of all parish noticeboards was approved with eight votes in favour and one abstention. The clerk was asked by the Council to make more use of the double noticeboard on the Green.
 - k) Approval of the renovation quote for £6,134.88 from Traditional Stone in respect of the War Memorial was granted by a unanimous vote.
 - l) Consideration of storage unit request from Roseacre Raiders: Cllr Jon Hughes reported that he has been informed that the issue of siting a unit on the area in Cross Keys where the garages were previously will be raised at the next Golding Homes meeting on 15th June 2018.
 - m) Approval of Aylesford Electrical quote of £732 for the repair of the lights at the Church Landway was granted by a unanimous vote.

15. Correspondence

A request had been received from a resident to place a memorial plaque on an unnamed bench on the Green. This was approved if a suitable wooden bench can be identified and an agreement for future maintenance of the bench by the family is undertaken and they adhere to the correct specifications for the plaque. The Admin Team will investigate and contact the resident.

ACTION: ADMIN

16. BPC stall at Bearsted Fayre

A proposal was made for Bearsted Parish Council to have a stall at the Fayre where future events and initiatives could be advertised. This was approved by a unanimous vote.

17. Older Generation Event

Cllr Tony Ryan informed the Council that the event will run again in mid October and a venue is yet to be confirmed.

18. Review of policies:

The Equal Opportunities policy had been circulated prior to the meeting and this was unanimously approved for renewal and signed by the Chairman.
The Complaints policy had been circulated prior to the meeting and this was unanimously approved for renewal and signed by the Chairman.

19. Future Agenda Items

None

20. Downs Mail.

All recent issues are highlighted in the latest edition.

21. Date of the next meeting:

The next meeting of the Full Council will be held on 10th July 2018.

Members of the public and the admin team were asked to leave the meeting at 21:14hrs as the meeting went into closed session for item 22.

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