

## **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 23<sup>rd</sup> October, 2018 at 7:30pm

Present: Cllr Michael Bollom (Chair)  
Cllr Richard Ash MBE  
Cllr Vivien Bowles  
Cllr Pat Marshall MBE  
Cllr Frank Jagger  
Cllr Tony Ryan

Also in attendance was the Clerk Sarah Lewis, Deputy Clerk Erin Sugden, Admin Assistant Emma Hull, Ward Councillors Springett and Spooner, Deputy Editor Doug Kempster from the Downs Mail and approximately 67 members of the public.

The Chairman opened the meeting by informing those present that the 15 minute public session had been extended to 30 minutes in relation to item 21 Closed Session Land Acquisition to help Cllrs with their resolution and reminded the public that they were unable to answer direct questions. A maximum of three minutes for each individual was available. The Parish Council Governing body KALC had given their advice that the item should be discussed in closed session.

### **Reports from members of the Public**

A number of residents spoke in regard to land between Bearsted Golf Course and Church Allotments and Chapel Lane currently up for auction. Comments and concerns were noted by members of the Committee for discussion under item number 21 Land Acquisition. The outcome of the discussion of the closed session will be placed on the Parish website and linked to social media by 10.00am on Wednesday 24<sup>th</sup> October, 2018.

A member of the public wished to pass on congratulations in regards to the work that the Community Pay Back scheme are undertaking and also spoke about concerns regarding the Council's decision to no longer hold regular formal planning meetings. This was noted by the Council.

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

A declaration to record the meeting had been received from the Clerk Sarah Lewis.

#### **2. Apologies and absence**

Apologies were received and accepted from Cllrs Fabienne Hughes, Geoff Bennett, Suzanne Camp, Jon Hughes, Helena Goodwin, Josie Smith, and Graeme Hannington.

#### **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 public at items 19, 20 and 21 (Admissions to Meetings) Act 1960 in accordance with standing order 10 (xi) for consideration of HR matters, legal matters and also discussion of commercially sensitive business affairs of the Parish Council.**

This was agreed by unanimous vote.

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

The minutes of the meeting of the Full Council on 18<sup>th</sup> September, 2018 were agreed as a true record and duly signed.

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

There were no such matters.

**7. Reports:**

Borough Councillors Reports had been circulated prior to the meeting and had been noted. Cllr Spooner – reported that there were no further updates in regards to the TPO's and felling of trees in the car park near the Doctors surgery and Yeoman Pub, its unclear who owns the land. Cllr Spooner attended the presentation on the A249, Cllrs from Bearsted and Thurnham were also in attendance. Cllr V Springett - Reported that the M20 closure west bound at Roundwell was working well but not so well at the other junction. The installation of 'No HGV' signs should be in place by early November. Cllr Cuming had sent apologies, his report had been circulated prior to the meeting and was noted. The Community Warden's report had been circulated prior to the meeting, Cllrs would like an update at the next full council meeting in regards to ongoing parking issues.

**ACTION: COMMUNITY WARDEN**

PSCO Turner was present and gave a verbal report which covered the following issues: a potential fraud attempt by a rogue trader had been reported and a reminder was given to residents not to purchase any goods or services at the door; security advice was given to the Scout Hut in regards to an attempted break in; residents are advised to check alarms on their vehicles; a speed watch on the A20 has taken place; antisocial behaviour due to Halloween can be reported on 101; 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.

The Chairman gave his report which included the conclusion of the successful Old Time Music Hall event, the installation of the planters bought with proceeds from the information booklet, an initiative to provide free of charge exercise sessions for residents in return for fee-free use of the Green and the Elizabeth Harvie field and a report on the imminent war memorial works and the corresponding faculty from the diocese.

The Clerk's report had been circulated prior to the meeting and was noted.

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

Reports from all Committees: Reports had not been circulated by Committee Chairs ahead of the meeting and were given by the Parish Council Chairman, Cllr Bollom, in absence of such.

Finance and General Policy Committee

Revised software packages are in place which will help stream line and make information easier to report.

Planning Committee

Applications are now dealt with within seven working days, there are no planning issues to be raised from the Planning Committee for Full Council to discuss this month. The trees in the carpark near The Yeoman Pub and doctor's surgery are all in hand with MBC. Cllr M Bollom is to stand down from the Planning Committee, Cllrs F Hughes Chair, J Smith Vice Chair, J Hughes, V Bowles are on the Committee and G Hannington who has been recently elected has expertise in this area. Cllrs have all attended training this year with the exception of Cllr Hannington.

Environment Committee

The Community Pay back scheme organised by Cllr Bennett is working well, it was suggested to look into using a strong weed killer in some areas either to be used by the scheme purchased by the parish or to look into getting a contractor to do the work. The main Christmas tree and street light decorations are all in hand. The parish have received faculty from the diocese for repair works to the war memorial. Cllrs were reminded to inform Cllr M Bollom of their attendance to the Remembrance service.

**ACTION ALL CLLRS**

**Events reports:**

Old Time Music Hall

The event was well attended, 130 guests were invited, thanks were conveyed to those who helped especially to Barbara Dunford for all the ground work involved and to the WI for preparing refreshments. Thanks have been conveyed to all volunteers personally.

Fireworks

Preparations are in hand for this event to be held on 2<sup>nd</sup> November. Gates open at 6.00 last entry at 7.15 for 7.30 start. Sales are at the moment 415 tickets sold, with 878 people at the moment attending. The Assistant Clerk has met with the security company who confirmed the use of their own radios with a request to trial their body cams, this was agreed on the proviso that signs will be displayed to that effect. It was reported that the event remains in budget. Thanks were conveyed to those who have taken on specific roles at the event with local residents also volunteering. The Assistant Clerk will contact Came & Co to inform them of the use of body cameras.

**ACTION ASSISTANT CLERK**

A company will attend to litter pick, 3<sup>rd</sup> November at 8.00am from the Bearsted Woodland Trust, volunteers are welcome It was suggested to ask the local Scout and Football groups.

**ACTION ASSISTANT CLERK**

Banners have been placed around Bearsted, thanks were conveyed to Cllr Tony Ryan for his assistance. Facebook posts advertising the event are scheduled up until the day and posters are on display at Nottcuts, Bearsted railway station and the newsagents with details also in the Downsmail.

**Reports from members of the Council for outside bodies**

Cllr Ash reported that the KALC meeting was well attended. Cllr Ash advised that if the Council objects to a planning application and wants it brought to the Planning Committee of MBC it must request that it is placed on the agenda and not assume that it will; MBC have confirmed that they are not bringing back the bulky refuse vehicles; the Park & Ride alternative survey closed on the 21<sup>st</sup> October; Mark Green, a senior MBC officer attended the KALC meeting with regards to the draft vision and outcomes. Cllrs Ash, Bowles & Hannington are attending the meeting at Lenham on the 25<sup>th</sup> October. Cllr Marshall has voiced her disappointment at the lack of progress with regards to the market trader licence. Cllr P Marshall to circulate the next KALC meeting date due prior to the next meeting, Cllr R Ash confirmed his attendance.

**ACTION CLLR P MARSHALL**

**9. Recommendations for updates to Terms of Reference for committees**

Cllr Ash met with the Clerk on 17<sup>th</sup> October to go over Terms of Reference which had been circulated prior to the meeting. It was agreed that specific TORs were to

go to the relevant committee to be approved before ratification at the next meeting of the Full Council.

**ACTION ADMIN**

**10. Re-evaluation of Council policies and adoption schedule (Cllr Jagger)**

Currently there are 40 policies, some being statutory and published on the Parish Website. The Clerk and Cllr Jagger will go through all policies and revise where necessary.

**ACTION CLERK**

**11. Involving Residents Initiative: An invitation for residents to offer their views and suggestions (Cllr Jagger)**

An initiative was suggested to approach residents to undertake a survey whereby suggestions, queries and concerns can be received via a survey to a designated email address with responses collated on a database. An agenda item will be placed for the next full council meeting to include cost implications, process and the time of year to undertake such a survey.

**ACTION CLERK**

**12. Finance**

**a) Resolution to authorise payments**

The following payments were agreed for authorisation:

Came & Co	Parish Council insurance renewal	£2,265.09
Ashwood Surfacing	Surfacing at Church Landway	£5,474.28
GeoXphere Ltd	Online mapping services	£175.20
MBC	Bin collection	£155.00
Castle Water	Water supply	£102.36
Furniturecrates	Parish planters	£831.60
Castle Water	Water supply	£526.17
KCC	Stationery	£34.44
PKF Littlejohn	External audit	£480.00
CL Allotments	Reimbursement for sheds	£573.30
Edge IT Systems	Finance package costs	£1,270.20
Downsmail Publications	Sponsored advertising page Sept	£364.72
Opus Energy	Tractor barn electricity supply	£24.09
Opus Energy	The Green electricity supply	£16.47
BT	Calls, broadband and line rental	£208.98
LRH Property Maintenance	Maintenance and painting of steps throughout the village	£750.00
BJW Computers	Photocopier toner	£42.00
Contract payment	Finance and payroll support	£268.06
Councillor payment	Expenses for planters	£165.39
Vinyl Banners Printing	Fireworks event banners	£107.20
Compute4U	Office laptops lease	£72.00
KALC	Training	£432.00
Contractor payment	Internal audit	£462.60
LexisNexis	Reference book	£110.99
Councillor payment	Expenses re coach hire, plants	£684.20
SLCC	Staff training	£118.80
The Players Theatre	Production fee	£1,800.00
Councillor payment	Re Community Service and mileage	£16.75
Urban Blue Bus	First aid facilities	£60.00
Downsmail Publications	Sponsored advertising page Oct	£338.40
Councillor payment	Expenses re Community Service and soil for planters	£39.50
HMRC	Tax and NI	228.25
Staff members	Salaries and overtime	£3,327.92

Cllr Bollom will authorise payments after the meeting and will contact Cllrs Bennett and Goodwin in regards to further authorisations.

- b) Finance Reports  
Cllr Ash will meet with the Finance Assistant with regards to the format of financial reporting required. The Clerk will arrange a convenient time for both to meet.
- ACTION CLERK**
- c) Balances of accounts  
These had been circulated prior to the meeting and were noted.
- d) Grants and Donations requests:  
There were no such requests.
- e) Agreement for staff salaries to be paid the working day before the 25<sup>th</sup> should the 25<sup>th</sup> fall on a non-working day.  
A unanimous resolution was passed for staff salaries to be paid the working day before the 25<sup>th</sup>
- f) Internal and External audit reports  
The recent audit reports had been circulated prior to the meeting and were noted.
- g) Recommendation for approval of quotation for extension to the sleeper wall at Ware Street. A vote was taken to accept the quote with 5 in favour and 1 against. The Clerk will send an email on how the street furniture salt bin and street lamp are to be incorporated into the completion of the sleeper wall before authorising works.
- h) Ratification of costs for fireworks banners  
All were in favour of banner costs of £107.20.

**13. Planning applications for consideration**

There were no such applications.

**14. Proposed dates for Classic Cars on the Green and Music on the Green events 2019**

It was unanimously agreed to grant use of the Green on 28<sup>th</sup> July 2019 for the Classic Cars on the Green event, and for the evening of the 24<sup>th</sup> August for a silent disco and the following day the 25<sup>th</sup> August for the Music on the Green Event. The Admin team will send out booking forms and fees to be completed and returned in order to secure the dates.

**ACTION ADMIN**

**15. Correspondence**

KALC Community Award Scheme:

It was unanimously agreed not to adopt the awards scheme in favour of the existing Mynn Awards.

Correspondence re first review of local plan and housing numbers:

This was covered by Cllr Spooners report and noted.

Old Time Music Hall event feedback:

A number of thank you letters have been received, together with correspondence regarding transportation to and from the event which was noted.

Correspondence regarding health and safety issues:

A previous resolution had been passed to provide two defibrillators for both the north and south of the parish. To the north, the unit is to be sited in the refurbished telephone box kiosk near the Green and it is anticipated to be completed in the next week or so. The Clerk will arrange for a further unit to be purchased subject

to grant applications and positioned to the south of the parish in the vicinity of the Co-op car park in Egremont Road.

**ACTION CLERK**

Clerk to contact KCC highways in regards to the lighting at the back of Madginford shops.

**ACTION CLERK**

It was agreed that there was no need for a resolution in regards to Came & Co as the Parish are in a long term agreement but will put out to tender for quotes next year.

**16. Future Agenda items**

Mynn Awards

**17. Downs Mail**

To agree on items to highlight in the Bearsted Parish Council sponsored page in the forthcoming edition. Doug Kempster to email Cllr Bollom with the copy deadline for the next edition. The Mynn awards will be featured in the January edition of the Downs Mail

**ACTION DOUG KEMPSTER**

**18. Date of the next Meeting: 27<sup>th</sup> November 2018 with a 7pm start**

All to note the 7.00pm start for a festive drink at end of the meeting.

**The meeting moved to closed session at 21:16hrs and members of the press and public were required to leave.**

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