

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 2nd July, 2019 at 7:30pm

Present: Cllr Michael Bollom (Chair)
Cllr Fabienne Hughes (Vice Chair) (19:34hrs)
Cllr Richard Ash MBE
Cllr Jon Hughes (19:34hrs)
Cllr Frank Jagger
Cllr Pat Marshall MBE

Also in attendance was the Clerk Sarah Lewis, the Assistant Clerk Erin Sugden, 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 Cllrs Camp, Goodwin, Hannington, Spooner and Tribley and the reasons were noted. Borough Councillor Mike Cuming had also given his apologies.
3. **Declaration of Interests, Dispensations, Predetermination or Lobbying**
Cllrs Jon and Fabienne Hughes have an interest in item 8a as directors of Advent Electrical.
4. **Signing of the Minutes of the last meeting**
The minutes for the meeting of the Full Council on 4th June 2019 were agreed as a true record and duly signed. The Minutes of the closed session of the Finance Committee meeting on Tuesday 28th May were agreed as a true record and duly signed.
5. **Matters arising from the last minutes and action points.**
Cllr Ash reported on the PROW application for the pathway to the Green at Smarts Cottages. This application has been very slow to process due to other public footpath matters taking priority, however it was reported that the matter is amongst the next to be considered with KCC.
The expired lease for the open space at Rosemary Road was discussed. The Assistant Clerk explained that there was some confusion with MBC regarding renewing the lease and maintenance of the area which she is waiting to be clarified by MBC.

ACTION: CLERK
6. **Reports:**
Suggestion was made for Borough Councillors reports and PCSO/Community Warden reports to be sent to the office no later than the Thursday before a Full Council meeting in order that Councillors can consider the contents ahead of the meeting. The Clerk will email those involved with this request.

ACTION: CLERK

A further suggestion was made for reports from Committees to also be available on the Thursday prior to a Full Council meeting. This was declined by a unanimous vote as it was considered that this would add to the workload of Councillors.

Borough Councillors reports had been circulated prior to the meeting and were noted. Cllr Spooner will be asked if he can provide numbers for new build houses that are planned for Bearsted and to the south of the village.

A PCSO report was not available due to holiday commitments.

A report from the Community Warden had been circulated prior to the meeting; current issues include doorstep callers and rogue traders which are being addressed and some fly tipping at Water Lane.

The Chair presented his report which was noted. The Chair requested that once minutes have been concluded for all meetings, that Councillors should be sent a copy for their records as final approved minutes. The Clerk/Assistant Clerk's report had been circulated prior to the meeting and was noted. The Clerk reiterated that due to staff sickness, the office is extremely busy and therefore all non-urgent issues are requested to be addressed by email where possible and visits to the office should be kept to a minimum in order to allow the smooth operation of work.

7. Committee and Working Group Reports.

Finance Committee: The Finance Committee meeting of 25th June 2019 had been cancelled as Councillors felt that the lack of the necessary information and papers prior to the meeting left little time for preparation. Cllr Bollom requested the issue of Councillors' papers to be raised as an Agenda item for the next meeting of the full council.

Environment Committee: Cllr Jon Hughes reported that following an email request from the Clerk to give a more detailed report to Full Council, he felt that because the minutes for the Committee were openly available, this was not necessary and a brief overview should be acceptable.

An update was given by Cllr Fabienne Hughes regarding possible plans for reinstating the village pond by means of lining rather than repuddling and has taken advice from a very well informed resident to gather costs which will be considered at the next Environment meeting for recommendation to full council. The Chair requested a copy of the final Environment minutes are sent to him following meetings.

Communications Committee:

This newly formed Committee will hold its initial meeting on 9th July 2019 reports will be available thereafter.

Reports from Working Groups

Market on the Green: The market has 26 stalls confirmed for this coming Sunday 7th July 2019 with 2 further possible bookings. Councillors will be attending to help and the Air Ambulance Kent, Surrey, Sussex will be collecting entrance monies. Thanks were given to Cllr Jo Tribley for her hard work in supporting the smooth running of the market and to the Assistant Clerk for her contribution. Works to the electric box on the Green have been deferred to the next Environment meeting as there will not be much demand on it for this coming market.

Fireworks: No further updates were available.

Playscheme: Preparations are progressing well with flyers being posted around the village. Sales are similar to last year. The playscheme leader Amanda Franklin had highlighted the issue of the budget and the provision for staffing costs which will be addressed by the Assistant Clerk.

ACTION: ASSISTANT CLERK

Traffic Working Group: Cllr Jagger gave an update following the submission of BPCs Highway Improvement Plan and subsequent meeting. KCC are considering 3 pedestrian crossings in the vicinity of the bridge on the North side of Ware Street, the bottom of Sandy Lane and at the railway station with an assessment due in August. BPC have proposed for double yellow lines along Ware Street from the bridge to Sandy Lane which would incorporate parking spaces for 5 cars.

It was reported that the discussions regarding a joint plan with Boxley are progressing well. Other Parish Councils have not responded to invitations to become involved.

A brief update was given regarding the A249 development and the outcomes of a re modelling traffic meeting. There has been a call to readdress the plan with some adjustments including the extension of the proposed rush hour element which is being considered.

Further issues have been raised with KCC regarding effects of recent developments to the south of Bearsted resulting in increased traffic movements through Spot Lane.

Issues in respect of Barty Farm development and the condition 19 at the Popes Field development which will be contested are ongoing. Cllr Jagger will put forward suggested copy of this update for the Downs Mail.

ACTION: CLLR JAGGERReports for members of the Council for outside bodies

Cllr Ash gave a report following attending the KALC AGM for which all members were elected unopposed. It was reported that it is seen as good practice for councillors to attend at least 2 training courses in their 4 year term.

Cllr Ash highlighted the 75th Anniversary of VE day in 2020 and the planning of community events for the SSAFA charity. This will be deferred to the next appropriate Communications Committee.

13. Finance

a) Resolution to authorise payments.

The following payments were agreed for authorisation by a unanimous vote:

Madginford Hall	Hall hire fees for May	£	34.49
Compute4U	Computer lease for May	£	72.00
LRH Property Maintenance	Movement of market equipment	£	100.00
BJW Computers	Printer toner	£	42.00
Downsmail Publications Ltd	June sponsored page	£	338.40
Age UK Maidstone	Sunday 2 nd June Market gate takings	£	401.85
Tantons Tree Surgeons	Emergency tree works on The Green	£	420.00
Contractor fees	Finance office support	£	324.65
LRH Property Maintenance	Marquee cleaning and safety check	£	150.00
Contractor fees	Litter picking	£	82.10

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) Finance Reports

The reports had been circulated prior to the meeting and were approved by a unanimous vote.

c) Balances of accounts

Statements of accounts were not available due to the reconciliation of the beginning of the fiscal year works still in progress.

d) Grants and Donations requests:

There were no such requests.

- e) Approval of newly devised Market on the Green budget evaluation sheet. This was generally seen as a useful tool. The working group will populate the document and suggest any changes needed.
- ACTION: MARKET WORKING GROUP**
- f) Consideration of revised charges in respect of the Downs Mail.
This was deferred to the forthcoming Communications Committee meeting.
- g) Ratification for emergency costs for the removal of dangerous and fallen branches on the Green: Such costs were agreed by a unanimous vote and are detailed on the payments list above.
- 9. Co-option of a further HR Committee member and substitute member.**
The Chair informed the Council that Cllr Hannington was happy to join the Committee and this was agreed by a unanimous vote. Cllr Fabienne Hughes volunteered to be a substitute member which was agreed by a unanimous vote.
- 10. Allotment updates and invoicing issues**
An update was given by the Assistant Clerk who had been working with the Admin Assistant on allotment issues whilst the Clerk was on sick leave. Cllr Fabienne Hughes asked for confirmation that costs to plot holders will show the correct adjustments for next year which was assured.
- 11. Planning Committee Meeting Dates**
It was suggested that the members of the Planning Committee were emailed to ask for their preference for which day of the week the newly formed Committee would meet. The Clerk pointed out that due to office hours and the need to action the resolutions of the Committee, a day at the beginning of the week would work better.
- ACTION: ADMIN TEAM**
- 12. Donation of additional bench**
Following the recent donation of an additional bench, it was suggested that the bench should be sited on the Church Landway facing the tennis courts. The admin team will obtain a quote for installation and request approval from the tennis club and pass this information to the donors for their arrangement. This was agreed by a unanimous vote.
- ACTION: ADMIN TEAM**
- 13. Quotes for LED light conversions on Ragstone Road/Egremont Road footpath**
This item was deferred awaiting further quotes.
- 14. Meadowbank**
Correspondence had been received from Network Rail regarding overhanging Ash trees along the railway line. It was agreed to sanction the removal of the trees at the requesters expense by a unanimous vote.
- 15. General Correspondence**
Available conferences and workshops information had been received from KALC and circulated prior to the meeting. Councillors wishing to attend should contact the Clerk.
- 16. Future Agenda Items**
Joint Parishes Group
- 17.** The date of the next meeting of the Full Council will be 3rd September 2019

There being no further business to transact, the meeting closed at 20:48 hrs

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