



Minutes of the Full Council meeting of Bearsted Parish Council held remotely on

Tuesday 14th April, 2020 at 7:30pm

Present: Cllr Michael Bollom (Chair)
Cllr Fabienne Hughes (Vice Chair)
Cllr Richard Ash MBE
Cllr Martin Broughton
Cllr Suzanne Camp
Cllr Helena Goodwin
Cllr Graeme Hannington
Cllr Jon Hughes
Cllr Jo Tribley

Also in attendance were the Acting Clerk Erin Sugden(AC) and Administrator Amy Bush.

Reports from members of the Public

None.

1. Declarations of intention to record.

The AC declared that the meeting was to be recorded. ~~for minuting purposes.~~

2. Apologies and absence

Apologies were received from Cllr Tom Jenkins and Cllr Pat Marshall MBE. It was proposed and unanimously agreed to accept all apologies received.

3. Declaration of Interests, Dispensations, Predetermination or Lobbying

None.

4. Signing of the Minutes of the last meeting

The minutes for the meeting of the Full Council on the Tuesday 10th March 2020 were agreed as a true record and duly signed.

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

None.

6. Standing Orders Review

The AC explained that due to new legislation introduced to allow for remote meetings to take place the Standing Orders need to reflect this. Councillors reviewed the changes and proposed to accept these unanimously.

7. Reports:

Borough Councillors:

Reports from Borough Councillors were noted.

Community Warden: The Community Warden was unable to produce a report due to being in isolation but is due back to work later this month.

Chairman of the council: The Chairman reported projects he had been involved in over the past month which included the community effort supporting residents affected by COVID-19. He had been approached by the General Manager of Notcutts who kindly donated Easter products to the Bearsted CVD-19 Help Team and plants for community spaces.

The Booklet has sadly had two advertisers cancel. The Booklet will not be printed and distributed until the pandemic is over so to ensure that advertisers get two full years of advertising.

Acting Clerk: The office staff have been supporting the Bearsted CVD19 Help Team, continuing with development of the new website, putting plans in place for the Playscheme and have sent out invoices to allotment holders. With the change of legislation due to COVID-19 the AC has been following press releases and seeking guidance around changes.

8. **Business Contingency Planning**

a) Update on projects the council are supporting.

Resident Jessica Howell is overseeing the voluntary group Bearsted CVD19 Help Team which BPC have offered assistance around Resilience Planning, data storage, email system and sanitising products. Cllr Graeme Hannington is advising the group where he can but also liaising with MBC and the Kent Resilience Forum.

b) To ratify the costs for providing hand sanitising products to volunteers and the use of Zoom.

It was proposed and voted in favour with 8 for and 1 abstention to pay £131.46 for hand sanitising products for the volunteers of Bearsted CVD19 Help Team.

It was proposed and unanimously agreed to pay £11.99 +VAT (£14.39) a month for the use of Zoom to provide remote conferencing facilities.

c) Update on matters affecting council business:

i) Audit

The deadline date for Annual Governance and Accountability Return (AGAR) to be completed and signed by the Chairman has changed to 1st September 2020. When the external audit is complete BPC must be sure that the complete AGAR including notice of the conclusion of audit is published no later than 30 November 2020.

The AC recommended that BPC continue to work toward the internal audit on the 11th May 2020.

ii) Annual General Meeting

New legislation states that the AGM does not need to take place in May. Those in post can stay until it is suitable to hold an AGM safely.

9. **Boiler Service to the Parish Office**

It was proposed and unanimously agreed to pay £150 to have the boiler serviced at the Parish Office. Cllr Goodwin advised that as a rented building there should be an annual service and that the landlord should contribute towards the cost. Cllr Ash to speak to the Hall Committee.

ACTION: CLLR ASH

10. **Kent Association of Local Council Membership Renewal (KALC)**

It was proposed and unanimously agreed to pay £1818.00 to renew BPC's membership with KALC.

11. Finance

- a) Resolution to Authorise Payments: It was unanimously agreed to approve payments.

Invoice Date	Amount	Transaction Details
01.04.20	1818.00	KALC –Subs 01.04-31.03.21
01.04.20	£726.00	Amy Bush – Admin hours worked in March
16.12.19	297.60	BG Electrical – review, replace telephone kiosk light. CLW check
01.02.20	£48.00	Compute4U – Leased Laptop
03.03.20	£45.98	Madginford Hall – Hall hire Feb
11.03.20	£144.00	KALC – 2 x Planning Conference tickets
13.03.20	0.00	MBC – Office/Premises rates
13.03.20	£985.53	MBC – Car park rates 2020-21
17.03.20	£64.80	VisionICT – Hosted email account Mar 20-Feb 21
18.03.02	£430.00	A Harland – New field and gate post
19.03.20	£300.00	Gullands Solicitor – advice re emails and draft letters 17/2- 17/3
22.03.20	£13.60	Opus Energy 20.20-21.03 The Green Elec
22.03.20	£38.01	Opus Energy – Woodland Trust 20.2-21.3
23.03.20	£207.00	British Telecom- BR Charges March
24.03.20	£21.60	VisionICT – Hosted email account 1 Mar – Feb 21
29.03.20	£131.46	Creative Resins – Hand sanitisers and bottles
30.03.20	£864.00	Whitehead Monkton – Prof fees between 16.03-27.03 KCC Appeal.
30.03.20	£30.00	Cllr Helena Goodwin- Expenses – medical report
31.03.20	£458.79	Nicola Britain – Finance Support Mar
31.03.20	£338.40	Downsmail – Advert in Mar Mail- Full Page
31.03.20	£1774.44	Paul Waring - Maintenance
	£8748.21	

- b) Finance Reports: Reports were duly noted.
- c) Balances of accounts: Accounts were duly noted.
It was requested that Cllr F Hughes contact the NatWest Bank to get a statement of the Environmental Projects account as this has not been received but essential to have ahead of the audit.
ACTION CLLR F HUGHES
- d) Grants and Donations requests: None received.

12. Planning Applications

Cllr Hannington advised the council that some applications considered by BPC which raised no objection or comment have been objected to by MBC. It is expected these will be appealed.

From Cllr Spooner's Borough Councillor report it is expected that the MBC Planning Committee may meet on the 30th April. BPC's Planning Committee will aim to continue to meet before this date remotely to consider and comment on applications.

13. Mission Statement and Action Plans

Cllr Bollom had revised BPC's Mission Statement to include a 2020 and a 3-year Vision along with the Action Plan for 2020-21.
The 2020 Mission Statement and 3-year Vision was voted in favour with 8 for and 1 abstention
The Action Plan for 2020-21 was voted in favour with 8 for and 1 abstention.

14. General Correspondence

None received.

15. Future Agenda items

None

16. Date of the next Virtual Meeting: Tuesday 5th May, 2020

There being no further business to transact, the meeting closed at 20.32hrs

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