



## Minutes of the Full Council meeting of Bearsted Parish Council held remotely on Tuesday 16<sup>th</sup> June 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 Graeme Hannington  
Cllr Jon Hughes  
Cllr Tom Jenkins  
Cllr Sandra Knatchbull  
Cllr Denis Spooner  
Cllr Jo Tribley

Also, in attendance were the Clerk Erin Sugden, Administrator Amy Bush and Borough Cllr Mike Cuming.

### Reports from members of the Public

None.

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

The Clerk declared that the meeting was to be recorded.

#### 2. Apologies and absence

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

#### 3. Declaration of Interests, Dispensations, Predetermination or Lobbying

Cllr Bollom declared an interest in item 8c.

#### 4. Signing of the Minutes of the last meeting

The minutes for the meeting of the Full Council on the Tuesday 12<sup>th</sup> May 2020 were agreed as a true record and duly signed.

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

The gate at St Faiths Lane footpath was deferred to the Environment Committee and Cllr J Hughes informed the committee that quotations were being sought.

#### 6. Reports:

Borough Councillors: The reports received were duly noted.

Community Warden: The Clerk informed the Council that the Community Warden has continued with the welfare of local residents.

PSCO: The newsletter was duly noted.

Chairman: The Chairman congratulated the office staff and Councillors for their continued commitment during the lockdown period and willingness to engage in new technologies.

Communications have continued with the organiser of Classic Cars on The Green. Although the event cannot take place during the Summer, he is eager to work within the Government guidelines to operate the event in September. The Parish Council will follow advice from the Government and will request that all necessary insurances and permissions are sought before permission is given for such an event on The Green.

The new BPC website went live this week and the Chairman thanked everyone involved for their hard work in completing this project.

The Council are actively seeking a new Councillor to join the Finance Committee since the retirement of Helena Goodwin at the end of last month. Thanks, were given to Helena Goodwin for her commitment over the past five years and the progress she made with the Council.

The Chairman announced that Erin Sugden has been appointed the new Clerk to the Council and will resume duties since being the Acting Clerk for little under a year.

The Finance and General Policy Meeting did not take place last week due to an error in the publishing of the agenda the previous week while the Clerk was on annual leave.

Acting Clerk: Website training had taken place for the office staff since the launch of the new website this week. It was reported that since the launch 40 people have signed up for the e-newsletter. It is hoped the first edition will be compiled by end of the month.

Since lockdown has eased there has been an influx in complaints to the Clerk about breaches in social distancing and waste being left in public areas. All breaches are recommended to be reported to 101 and the Clerk has ordered temporary bins for The Green.

The Clerk requested that £10 be spent on a 'New Clerk' webinar which will take place in September. This was proposed by the Chairman and unanimously agreed.

## **7. Committee Meeting and Working Group Reports.**

Finance and General Policy Committee: No meeting took place.

Planning Committee to include recent decisions : Cllr Hannington was pleased to report that the application for 440 new homes at Church Road, Otham had been refused by the MBC Planning Committee but it is expected that there will be an appeal by the developer. 130A Ashford Road was approved by MBC but with strict regulations about the method of works.

Environment Committee: The Committee are continuing with recommending areas throughout the Parish that required maintenance and improvements.

Communications Committee: The Parish Booklet has now been delivered to all homes. It was agreed that no further pages will be taken with the Downsmail (the exception being advertising for events) and a newsletter will be produced. The publication of the newsletter will be via the BPC website, emailed to those signed up and printed version for pick up in a number of locations.

Market on The Green continues to stay closed due to the new rules and regulations in place for both the organiser and stall holders. It was reported by the Market Manager that many Christmas Markets are also cancelling due to the uncertainty.

The Committee are monitoring the Government guideline around large events such as the fireworks display.

An extraordinary meeting has been called to discuss the invoice submitted by Aylesford Electrical for the Christmas lights installation. This meeting will take place on Monday 22<sup>nd</sup> June at 10am.

### Reports from Working Groups

Summer Playscheme: The Clerk reported that the organiser is working on the policies to be in place ahead of tickets being released. A meeting with Roseacre School is being arranged to enable a suitable risk assessment to be carried out.

Traffic Working Group: Cllr Tribley reported that KCC have sent a revised map showing double yellow lines on the northern side of Ware Street which will be sent to residents this week. KCC advised that an informal consultation is not required as this process had already been completed.

Reports from members of the Council for outside bodies: None

### 8. Items for Ratification

a) Quotation for tree works on The Green: The Clerk reported the cost of £456 was for the emergency works to the Cherry Tree on The Green. This was unanimously agreed.

b) Quotation for edging to Church Lane Car Park: It was proposed and unanimously agreed to spend £1500 with Harland for this work.

c) Quotation for office printer: It was proposed to spend £1250 with ABC which was agreed with 10 in favour and 1 abstention.

### 9. Finance (10 mins)

a) Resolution to authorise payments: It was proposed and agreed with 10 in favour and 1 abstention to authorise the following payments.

Ledger date	Gross	Transaction Details
22/04/2020	£138.00	Tawny Engineering - Boiler service/repairs
01/05/2020	£48.00	Compute4U - May laptop hire x 2
13/05/2020	£1,980.00	Tantons Tree Surgeons - Tree works per planning - The Green
14/05/2020	£142.78	Chubb Electronic Security - Intruder alarm 01/07 - 30/06/21
22/05/2020	£21.58	Opus Energy - Woodland Trust elec 21.4-21.5
22/05/2020	£12.06	Opus Energy - Elec The Green 21.04-21.5
23/05/2020	£210.38	British Telecom - BT Bill May 2020
26/05/2020	£133.00	LRH Property Maintenance -
26/05/2020	£54.83	Cllr Michael Bollom - Expenses - tray/compost etc for planters
27/05/2020	£1,115.00	Cllr Michael Bollom - Expenses reclaimed - Stapled booklets, Instaprint
29/05/2020	£323.89	Nicola Brittain - Finance/Payroll support May
31/05/2020	£533.50	Amy Bush - Hours worked in May
01/06/2020	£48.00	Compute4U - June laptop hire x 2
01/06/2020	£456.00	Tantons Tree Surgeons - Emergency branch removal - The Green
04/06/2020	£25.00	Erin Sugden - Expenses - Ikea bookcase for office
07/06/2020	£65.00	LRH Property Maintenance - Pump House - Clean down/weed paths etc
07/06/2020	£165.00	LRH Property Maintenance - Dig out path Ashford Rd/Yeoman Lane car park
07/06/2020	£189.00	LRH Property Maintenance - Supply wood/cladding/paint planters by Fish shop
	£5,661.02	

b) Finance Reports: Reports had been circulated prior to the meeting and were noted.

c) Balances of accounts: The balances of accounts and associated statements had been circulated prior to the meeting and were noted.

d) Grants and Donations requests: None

e) Review of Direct Debits: The direct debits were reviewed. The Clerk will check with the Finance Officer with regards to the Kent County Players Association and the reference to pension contributions.

**ACTION: CLERK**

**10. Trees within Bearsted**

Cllr Fabienne Hughes reported that she had sought advice from a qualified horticulturalist who has given information and recommendations on the trees located on BPC land. All trees are now identified, named and mapped. Advice was also given on the health of the trees and any maintenance required. Cllr Hughes will work with the Clerk to prepare a report to circulate to the Council providing an outline of suggested work. Once the report is approved by Council it will be used to apply for planning permission enabling works to be completed during the autumn.

**ACTION: CLLR F HUGHES/CLERK**

**11. The Pond**

Cllr Hannington presented options to the Council for the remedial works required for the Pond on The Green. It was proposed that a butyl pond liner be installed for its longevity and a specification be put together for the Clerk to then seek tenders for work. The specification will be compiled by Cllr Hannington. This was agreed with 10 in favour and 1 abstention.

**ACTION: CLLR HANNINGTON/CLERK**

**12. Policies for Approval**

a) Tree Management Policy: The policy was unanimously agreed.

b) Terms of Reference Environment Committee: Cllr Ash drew attention to his disagreement that the Committee do not 'deal with all matters' regarding Public Rights of Way and so it was recommended this policy go back to the Environment Committee for amendment.

**13. Correspondence (5 mins)**

None

**14. Future Agenda items**

Trees within Bearsted

The Pond

Terms of Reference Environment Committee

**15. Date of the next Meeting: Tuesday 14<sup>th</sup> July 2020**

**There being no further business to transact, the meeting closed at 21.07hrs**

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