



Minutes of the Full Council meeting of Bearsted Parish Council held remotely on Tuesday 14th July 2020 at 7:30pm

Present: Cllr Michael Bollom (Chair)
Cllr Fabienne Hughes (Vice Chair)
Cllr Richard Ash MBE
Cllr Martin Broughton
Cllr Jon Hughes
Cllr Adam Powell
Cllr Sandra Knatchbull
Cllr Denis Spooner
Cllr Jo Tribley

Also in attendance were the Clerk Erin Sugden, Administrator Amy Bush, Cllr Val Springett and Community Warden Sally Williams.

Reports from members of the Public

A member of the public spoke in support of item 13 where a survey of trees within Bearsted had taken place. The resident hopes that there would be sympathetic management of the trees going forward with planting of native trees around the Church Lane car park and other areas.

- 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 from Cllr Pat Marshall MBE, Cllr Suzanne Camp, Cllr Tom Jenkins and Cllr Graeme Hannington. 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 16th June 2020 and the Extraordinary meeting of the 22nd June 2020 were agreed as a true record and duly signed.
- 5. Matters arising from the last minutes and action points.**
None.
- 6. Co-option of a Councillor**
Adam Powell had previously submitted a statement prior to the meeting which had been circulated. Members of the public were transferred to a waiting area whilst the Council considered the co-option application. Adam Powell was co-opted by unanimous vote.

Members of the public were invited back into the meeting where Cllr Adam Powell signed the Acceptance of Office documents then was duly appointed on to the Communications Committee.

Cllr Sandra Knatchbull joined the meeting 19.42

7. To resolve to go into closed session and to exclude the press and public at item 19 (Admissions to Meetings) Act 1960 in accordance with standing order 10 (xi) for consideration of Legal Matters.

It was proposed for the Clerk to stay for the closed session which was agreed with 8 in favour and 1 abstention.

8. Reports:

Borough Councillors: The reports received were duly noted. Cllr Denis Spooner updated members on the outcome of the MBC Policy and Resource (P&R) meeting where it was voted to reject the two applications for housing development at Church Road, Otham. He also spoke of his disappointment that the Joint Transportation Group have not indicated when highway improvements will be made around the 2000 homes being built on the Sutton Road.

Community Warden: A written report from the Community Warden was duly noted.

PSCO: A written report from the PCSO was duly noted.

Chairman: The Chairman informed the council he had lobbied committee members of MBC P&R Committee in regards to refusing the Church Road, Otham development. The owner of the Downsmail had contacted the Chairman and he informed them that BPC would no longer be taking a full page in the newspaper and will revert to regular newsletters. The Market Manager had informed the Chairman that it was not viable to run Market on the Green until March 2021 and that a Christmas Market is unlikely. With this information and Government guidelines, BPC can not authorise Classic Cars on the Green to take place in September, but the 21st July 2021 has been confirmed.

Clerk: Through the new parish website a booking system was developed to allow tickets for the Playscheme to commence. The event has all but sold out (2 tickets out of 200) showing that there was a very strong need for this event to take place to support local residents this year.

The new photocopier had been delivered allowing for the newsletter to be printed within the next few days.

There had been a spate of anti-social behaviour throughout the Parish with many incidents occurring on The Green. Signs have been purchased and placed on The Green to help communicate by-laws. Additional bins have been put in place. Government guidelines were only released 48 hours ahead of play areas being permitted to open. After inspecting The Green play area, broken glass had been found. The Chairman attempted to clear this but it was deemed not safe to open until it had been professionally cleaned.

Cllr Fabienne Hughes joined the meeting 19.48

9. Committee Meeting and Working Group Reports.

Reports from all Committees to include:

Finance and General Policy Committee: There was no meeting of the committee this month due to reduced number of Councillors. It was proposed and agreed until

additional members of the Council with financial experience can be appointed, matters of finance and general policy will be included within the Full Council meetings and no F&G meetings will take place. Each other committee will have a separate agenda item each month to maintain their budgets.

Planning Committee to include recent decisions: There were 8 applications considered, none of which the committee objected to. Cllr Graeme Hannington is to arrange a site meeting with MBC Planning to discuss 14/506738/OUT (Barty Farm – The Sycamores) and 19/501221/FULL (Land To The South Of Cross Keys - Lilk Meadow). Cllr Joanna Tribley was pleased that MBC P&R refused the development at Church Road, Otham. The application 20/502860/FULL – Chapel Lane will be discussed at an extraordinary meeting on the 27th July 2020.

Environment Committee: A new gate has will be purchased for St Faiths Lane at a cost of £128.92. Two quotations had been received for the repair to the Church Landway lights, but it was felt they were too expensive and that an alternative solution should be found. Cllr F Hughes will liaise with the Clerk before sending out a new specification. A waste removal company was appointed to clear fly-tipped waste on Meadowbank. Once letters from Invicta Law have been sent 14 days will be allowed for residents to remove any waste before the site will be cleared.

It was proposed and agreed for Cllr Martin Broughton to join the Environment Committee with 8 in favour and 1 abstention.

Communications Committee: The first relaunched newsletter will be sent out within the next few days via email and also available to be picked up in paper copy at our noticeboards. It was proposed and agreed with 8 in favour and 1 abstention to spend £1500 on a new noticeboard to replace the one at Madginford Shops. It was reported that the repair to one letter on the war memorial had taken place.

An initiative to produce and distribute reflective ‘snap bracelets’ was proposed and agreed with 8 in favour and 1 abstention. £1300 will be spent with Promoband.

Reports from Working Groups

Summer Playscheme: Cllr Tribley reported that the event has sold out and requested that the working group had permission to send £100 on a new foosball table which was agreed with 8 in favour and 1 abstention. With the event having sold out there is a need for additional staff and further entertainment. It was agreed with 8 in favour and 1 abstention that £1500 of the budget could be spent on entertainment.

Traffic Working Group: Letters to Ware Street residents had been sent with information about the new proposal of double yellow lines. To date no correspondence have been received. Cllr Tribley informed the Council that KCC Highways are dealing with the Governments Covid-19 Travel Fund Schemes with no extra resources, so parish council’s HIPs are currently not being looked at and are on hold until probably September/October.

Reports from members of the Council for outside bodies: Cllr Ash reported on the KALC meeting where leader of MBC Martin Cox attended. He reported that MBC is likely to be short £7-8m due to lost revenues. Cllr Cox said he did not expect this to be made up by increasing council tax. He also praised parish councils on inventive ways they responded during the COVID-19 pandemic.

15. Finance

a) It was agreed with 8 in favour and 1 abstention to approve the following payments:

Ledger date	Gross	Transaction Details
23/06/2020	£1,500.00	ABC Business Systems - Konica Minolta for Office - printer
30/06/2020	£577.50	Amy Bush - Hours worked in June
23/06/2020	£211.34	British Telecom - Bill June
15/06/2020	£68.00	Brook Security - Ashford Road padlock/shackle for gate
01/07/2020	£48.00	Compute4U - June laptop hire x 2
24/06/2020	£47.20	Erin Sugden - Additional payment made re The Green Signs
24/06/2020	£356.27	Invicta Law - Advise re flytipping on council land
08/06/2020	£14.39	Lloyds Bank - Zoom monthly charge June
11/06/2020	£21.14	Lloyds Bank - Adobe yearly charge
13/06/2020	£6.50	Lloyds Bank - Tesco card - anti bac gel and wipes
23/06/2020	£163.12	Lloyds Bank - Tickera - online ticketing system for website
02/07/2020	£6.00	Lloyds Bank - Bank charges re cards x 2
01/07/2020	£14.25	Lloyds Bank - Boots card - Antibac gels
24/06/2020	£178.60	Lloyds Bank - Card part payment made re The Green Signs
17/06/2020	£12.00	Lloyds Card - SLCC - New Clerk Seminar - Sept
28/06/2020	£110.00	LRH Property Maintenance - Replace Bell Lane bollard (pre supplied)
28/06/2020	£105.00	LRH Property Maintenance - Post Ashford Road and put in stake for tree
28/06/2020	£68.50	LRH Property Maintenance - Replace broken glass Cross Keys N Board
30/06/2020	£48.50	LRH Property Maintenance - Repairs PM bench at Woodland Trust
30/06/2020	£263.67	Nicola Brittain - Finance/Payroll support June
22/06/2020	£11.80	Opus Energy - Elec The Green 22.05-21.06
21/06/2020	£27.51	Opus Energy - Woodland Trust elec 22.05-20.06
29/01/2020	£1,536.75	Webexpand.Co.Uk - Balance due, tn 1881 - Balance due, tn 1874 - New website - in wordpress
29/06/2020	£600.00	Webexpand.Co.Uk - Extra website costs re ticketing
	Total	£5996.04

- b) Finance Reports: The finance reports were duly noted.
- c) Balances of accounts: The bank accounts were duly noted.
- d) Grants and Donations requests: None received.
- e) Heritage Trust Network: The Clerk will investigate what the Heritage Trust Network offers and report back to Council.

ACTION: CLERK

11. Councillor Communications and Engagement

- a) Effective communications: The Clerk and Chairman suggested that a WhatsApp group be set up for Councillors to opt in to. The idea being that the Clerk can call for assistance should the situation occur where emails are not likely to be looked at.
- b) Community payback: The Kent, Surrey and Sussex CRC are planning on restarting after lockdown with smaller groups. A risk assessment has been submitted to the Clerk which will be completed and returned. It was suggested that a rota be devised to allow Councillors that can a chance to meet the organiser of the Community Payback and then return later in the day to review the work completed.

ACTION: CLERK

12. The Pond

The specification had been sent to four contractors with a request that closed tenders be submitted before the 24th July 2020. An extraordinary meeting will be held on the 27th July 2020 to review submissions.

ACTION: CLERK

13. Trees within Bearsted

A report from an Arboriculturist had been received and suggestions put forward to MBC Planning for advice. Once information is received back a report will be sent to Councillors with a suggestion that a meeting take place to view the trees requiring work. The Clerk will enquire if the Arboriculturist is able to attend.

ACTION: CLERK

14. Code of Conduct Consultation

The Clerk informed the Council of the LGA Consultation on the model member Code of Conduct. Councillors were asked to provide feedback to the Clerk so that BPC can submit their responses.

ACTION: ALL

15. Policies for approval

a) Terms of Reference Environment Committee: The TOR was agreed with 6 in favour, 1 against and 2 abstentions.

16 Correspondence (5 mins)

a) Chapel Lane – Planning: An extraordinary meeting is to be called on the 27th July 2020 to discuss planning application 20/502860/FULL – Chapel Lane. The Clerk will respond to the resident.

ACTION: CLERK

17. Future Agenda items

Trees in Bearsted
Dates for 2021 Meeting

18. Date of the next Meeting: Tuesday 15th September 2020

At 21.08hrs the meeting moved to closed session and members of the public and press were asked to leave.

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