



**Minutes of the Full Council meeting of Bearsted Parish Council held remotely on  
Tuesday 13th October 2020 at 7:30pm**

Present:	Cllr Michael Bollom (Chair)	Cllr Jon Hughes
	Cllr Fabienne Hughes (Vice Chair)	Cllr Tom Jenkins
	Cllr Richard Ash MBE	Cllr Pat Marshall MBE
	Cllr Martin Broughton	Cllr Adam Powell
	Cllr Suzanne Camp	Cllr Sandra Knatchbull
	Cllr Nigel Cox	Cllr Denis Spooner
		Cllr Jo Tribley

Also in attendance were the Clerk Erin Sugden, Administrator Amy Bush, Cllr Val Springett (20.09) and 5 members of the public.

**Reports from members of the public**

A member of the public reported on items that they felt should be removed from Meadowbank.

- 1. Declarations of intention to record**  
The Clerk declared that the meeting would be recorded for minuting purposes.
- 2. Apologies and absences**  
Apologies were received and accepted by unanimous vote from Cllr Graeme Hannington.
- 3. Declaration of Interests, Dispensations, Predetermination or Lobbying**  
Cllrs Jon Hughes and Fabienne Hughes declared an interest in item 9a.
- 4. Signing of the Minutes of the last meeting.**  
The minutes for the meetings of the Full Council on the Tuesday 15<sup>th</sup> September 2020 were agreed as a true record and duly signed.
- 5. Clerks report**  
The Clerk reported that advice had been received from MBC Planning with regards to tree maintenance and this would be reported to the Environment Committee at their next meeting.
- 6. To resolve to go into closed session and to exclude the press and public at item 17(Admissions to Meetings) Act 1960 in accordance with standing order 10 (xi) for consideration of legal costs.**
- 7. Reports: (20 mins)**  
Borough Councillors: All reports were duly noted.  
Community Warden: The report was duly noted.  
PCSO: The report was duly noted.

Chairman: Two 'Meet and Greet' sessions will be held to allow residents to meet with Cllrs on The Green. Cllrs will also be distributing reflective arms bands. The Chairman is still waiting to hear the date for a meeting with Cllr Paul Carter regarding the Coal Yard. Thanks were given to the contractor for fixing the Church Landway lights. Rev Corbyn reported to the Chairman the smaller celebrations for Remembrance Day and that there will not be a Carols on the Green this Christmas. It was reiterated that committees should be considering their budgets for 2021-22.

Clerk: The Clerk updated the council on the training that had been attended and the potential for further training on the planning process. The administrator had started to work on plans for an organised litter picking team.

**8. Committee Meeting and Working Group Reports. (20 mins)**

Environment Committee: It was reported that letters would be sent to residents of Hampson Way that back on to Meadowbank to request any unauthorised items be removed before the waste removal company return to do a final clearance of the area. The Committee agreed that the wicket on the Green could be replaced by the Cricket Club with the surplus soil to be used to even out the outer field. The committee made the recommendation to the council for Advent Electrical to carry out essential repair work to the Church Landway lights at a cost of £2110.00.

Cllr Spooner left meeting

This was proposed by Cllr Broughton and a resolution was passed 10 votes in favour and 2 abstentions.

Cllr Spooner re-joined the meeting.

Finance Committee: It was reported that a number of policies were considered which were to be considered by Full Council with the Reserves Policy deferred to the next meeting.

Communications Committee: It was with regret that due to the Government guidelines the committee had cancelled all upcoming events. It was reported that Music on the Green 2021 had also been cancelled. The committee are looking to have Google analytics installed within the website to monitor the use of the facility. Consideration was made to updates to the website, but it was decided more investigation was required. The Chairman will speak with the Market Manager about planning for the return of Market on the Green in March 2021. The committee supported a resident's suggestion of a Safari Market, Compassionate Neighbours and the purchase of a new noticeboard at Madginford Shops. It was proposed to spend £1799.08 with Greenbeams for the noticeboard which was unanimously agreed.

Planning Committee: The committee had caught up with application received during the recess period. Cllr Hannington had attended a meeting regarding the Woodcut Farm development. The committee continue to monitor The Sycamores and Lilk Meadow developments.

Reports from Working Groups

Traffic Working Group: The group met with KCC and they have agreed to revisit the suggestion for a crossing along Ware Street. It was suggested by KCC that it may cost the Parish up to £3000 to have yellow lines installed along Ware Street. The group requested a speed reduction on Ashford Road near to the Roundwell junction but KCC consider the area rural and not suitable for a speed reduction. KCC informed the group that each Parish in Kent is limited to 2 requests for traffic improvements per year.

Cllr Tribley proposed that due to the increased issues being highlighted around highways and traffic it would be more suitable for a committee to form to deal with such matters. A resolution for a Traffic Committee to form was unanimous passed.

Reports from members of the Council for outside bodies: Minutes were received from the KALC meeting and had been circulated prior to the meeting.

**9. Finance (10 mins)** (Accounts and Audit Regulation 2011/817)

- a) Resolution to authorise payments: It was proposed by Cllr Bollom to approve the following payments with 11 in favour and 2 abstention:

Ledger date	Gross	Heading	Transaction Details
23/08/2020	£26.08	710/5	Kent County Council - Elastic cord - playscheme
16/09/2020	£1,617.44	175/1	BHIB Council Insurance - Insurance for year 01.10.20
21/09/2020	£180.00	120/1	KALC - Training session - 3 people attended 01.10.20
24/09/2020	£45.18	115/5	Kent County Council - Polypropylene dividers, envelopes
25/09/2020	£4.12	710/5	Kent County Council - Chalk, playground markers etc Playscheme
29/09/2020	£60.00	120/1	KALC - Councillor training (Martin) 05.11
30/09/2020	£257.59	100/8	Nicola Brittain - Finance and Payroll - Sept
30/09/2020	£569.25	100/8	Amy Bush - Hours worked September
01/10/2020	£48.00	115/4	Compute4U - Leased laptops Oct x 2
02/10/2020	£2.22	115/5	Kent County Council - Planner for year
05/10/2020	£27.60	200/7	Cllr Sandra Knatchbull - Expenses re comm payback morning
10/10/2020	£2,110.00	290/2	Advent Electrical - Repair Church Landway joints (lighting)
12/10/2020	£43.99	200/7	Cllr Fabienne Hughes - Expenses re "CPS"
	£4,991.47		

- b) Finance Reports: The financial reports were duly noted.  
 c) Balances of accounts: The balance of accounts was duly noted.

**10. Dates for 2021 Council Meetings** (LGA 1972 s12.p15)

Dates for 2021 council meetings were proposed by Cllr Bollom with all in favour. The Traffic Committee dates will be worked out and circulated to Councillors.

**11. Approval of quotations** (Accounts and Audit Regulation 2011/817)

- a) Play area replacement equipment: Cllr Bollom proposed to spend £1387.12 with MBC to replace a balance beam and cargo net in the Woodland Trust play area. A resolution was passed with all in favour.  
 b) Replacement of Church Landway noticeboard: Cllr Bollom proposed to spend £1799.08 with Greenbeams to replace the noticeboard on the Church Landway. A resolution was passed with all in favour.

- 12. Training** (LGA 1972 s111)
- a) SLCC Managing People: Cllr Bollom proposed to send the Clerk on a Managing People course at a cost of £60. A resolution was passed with all in favour.
  - b) Cyber security: Cllr Bollom proposed to send the Clerk on a Cyber Security course at a cost of £30. A resolution was passed with all in favour.
- 13. Update of Policy**
- a) Record Management: Cllr F Hughes proposed that the Council accept the revised policy. A resolution was passed with all in favour.
  - b) Paternity Policy: Cllr J Hughes proposed that the Council accept the revised policy. A resolution was passed with all in favour.
  - c) Lone Worker: Cllr F Hughes proposed that the Council accept the revised policy. A resolution was passed with all in favour.
  - d) Recording Meeting Policy: Cllr J Hughes proposed that the Council accept the revised policy. A resolution was passed with all in favour.
- 14. Correspondence (5 mins)**
- a) Resident request for rubbish to be cleared from Meadowbank: A resident had written to the council regarding Meadowbank. The Chairman explained that he, accompanied by the Clerk had visited the site and in their opinion there was some historical waste items that required removal but there was no evidence of further cultivation or land being barricaded for private use.
- 15. Future Agenda items**  
None
- 16. Date of the next Meeting: Tuesday 10<sup>th</sup> November 2020**

**At 20.24hrs the meeting moved to closed session and members of the public and press were asked to leave.**

- 17. Closed session:**
- a) A proposal was made by Cllr Bollom to appoint Whitehead Monckton at a cost of £1800 to represent the Parish Council in matters relating to land donation. A resolution was made to accept the quotation by unanimous vote.

**There being no further business to transact, the meeting closed at 20.34hrs**

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