



**Minutes of the Full Council meeting of Bearsted Parish Council held remotely on
Tuesday 13th April 2021 at 7:30pm**

Present:	Cllr Michael Bollom (Chair)	Cllr Graeme Hannington
	Cllr Fabienne Hughes (Vice Chair)	Cllr Tom Jenkins
	Cllr Richard Ash MBE	Cllr Pat Marshall MBE
	Cllr Martin Broughton	Cllr Sandra Knatchbull
	Cllr Suzanne Camp	Cllr Joanna Tribley
	Cllr Nigel Cox	

Also, in attendance was the Clerk Erin Sugden.

Reports from members of the public

None.

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 from Cllr Adam Powell and Cllr Jon Hughes.

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 March 2021 were agreed as a true record and duly signed.

5. Clerks report

There had been a delay in opening the Skipton Bank Account due to their error, but it was reported the account should be open within three days.

6. Reports:

- a) Borough Councillors: The reports were duly noted.
- b) Community Warden: The report was duly noted.
- c) PCSO: No report was available.
- d) Chairman: The Chairman reported that he had attended the Clerk's 6-month appraisal, he requested that all Councillors submit a brief report of their involvements within their committees to the Clerk and for inspection sheets to be sent to the administrator ahead of the audit.
- e) Clerk: The Clerk attended grant application and crisis management training. The Clerk requested to attend PR Training at a cost of £42 which was proposed by Cllr Bollom and unanimously agreed. The Clerk also informed the council that the office will be closed the week of the 10th May to enable preparations for the audit.

7. Committee Meeting and Working Group Reports. (15 mins)

- a) Environment Committee: It was reported that Warings will continue with ground maintenance, replacement trees on The Green are being researched, pond maintenance was deferred to the next meeting but information had been provided early and will be discussed at item 10. A meeting with the Wildwood Trust is being arranged and it was noted that the Wildwood Trust are not running the Meadowbank project nor are they leasing the land. Two lampposts in the conservation area are to be painted by KCC, a temporary bin has been sited on The Green and the Bench Policy reviewed.
- b) Finance Committee: (item discussed during item 8c) The committee considered the end of year balance of account and proposed to transfer £10,000 from the reserves account to pay for some project works taking place. Cllr Cox proposed to open a Cambridge Building Society savings account with Cllrs Cox, Bollom, Broughton and Hannington as signatories with any 2 to sign at any time. It was agreed to open the account and transfer £85,000 as soon as possible, with 10 in favour.
- c) Communications Committee: An application for a new noticeboard funded by MBC will be applied for, a new page on the website detailing who BPC is affiliated with will be introduced as well as a new Planning Application Tracker provided by Hugo Fox. The Committee decided to defer the Mynn Awards but confirmed that Playscheme will return (26th July-6th August with extended hours 9am-3pm), Bearsted in Bloom (29-31st May), Old Time Music (16th October), Fireworks by Dynamic Fireworks (5th November). Planters on the A20 have been refused by KCC but alternative options are being considered. At the present time Market on the Green does not have a return date.
- d) Planning Committee: A couple of contentious applications were considered. The committee recommended approval of the car park within the Bearsted Woodland Trust. MBC have changed the way they require councils to submit comments which results in the Administrator repeating work within the Edge System, so it was decided with the introduction of the Planning Application Tracker on the website Edge was no longer required.
- e) Traffic and Transportation Committee: The committee reviewed their Terms of Reference, Cllr Tribley proposed these to the council with a resolution passed unanimously.
It was felt a number of speed surveys were required, Cllr Tribley proposed an allowance of up to £1200 be spent for surveys at Ware Street (Sandy Mount), Roundwell (Hillbeck Care Home), A20(30mph sign by Major's Lakes), Otham Lane, The Street, Roseacre Lane, Yeoman Lane & The Landway. The resolution was passed by unanimous vote. Liaison with Thurnham PC and Network Rail regarding signage at Bell Bridge will take place. Enquiries were made about the water ways at Bell Bridge due to the continued flooding, it was confirmed that all utilities were clear. This will be reported in the newsletter in May.
The committee requested KCC consider speed calming measure on Roseacre Lane when it is resurfaced but were told as it was a different department this cannot be considered.

- f) HR Committee: The Chairman carried out the Clerks 6-month review.
- g) Reports from Working Groups: None.
- h) Reports from members of the Council for outside bodies: Cllr Ash reported from the KALC meeting. Much was said about the decision not to permit virtual meetings past the 6th May, councils are urged to sign up to the new Model Code of Conduct. The Parish Service Scheme has increased in line with the rise in council tax.

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

- a) Grants and Donations requests: None.
- b) Resolution to authorise payments (Appendix 1): It was requested that the invoice for Whitehead Monkton be held due to the unsatisfactory length of time they have taken to deal with an open case. It was proposed by Cllr Cox to authorise all invoices but to hold payment to Whitehead Monkton which was agreed with all in favour.
- c) Finance Reports: The reports were duly noted. See agenda item 7b.

20.17: Cllr Knatchbull left

20.19: Cllr Knatchbull returned

- d) Balances of accounts: The accounts were duly noted.
- e) Corporate card expenditure: The expenditure was duly noted.

9. Update of Policy (LGA 1972 s.111) **(5 mins)**

- a) Memorial Bench Policy: It was recommended to add the option of stainless steel for plaques to the policy which was approved with all in favour.
- b) Grants and Donations Policy: The policy was proposed by Cllr Tribley with all in favour.
- c) Scheme of Delegation: Deferred to the next meeting.

10. Pond Update

Cllr Bollom reported that people had been standing on the filtration system and throwing shingle into the pond. It was recommended by the contractor Pond Landscapes that in order to protect the filtration system, a mesh unit be installed; a hedge be planted to restrict access and a sign installed to communicate 'No Access'. The contractor recommended that when necessary general maintenance can be carried out at a cost of £60 per visit. This was proposed by Cllr Broughton with all in favour.

The Clerk will source a suitable sign.

ACTION: CLERK

11. Membership to Kent Association of Local Councils

It was proposed by Cllr Ash for BPC to renew membership with KALC at a cost of £1620 +VAT, the resolution passed unanimously.

12. Mission Statement and Action Plan Update 2021

Cllr Bollom proposed for the Mission Statement to be adopted which was resolved unanimously.

A couple of amendments were suggested to the Action Plan. It was proposed by Cllr Bollom once these are made the document be adopted which was resolved unanimously.

13. Correspondence

Correspondences have been forwarded to relevant committees.

14. Future Agenda Items**15. Date of the next Meeting: Wednesday 5th May 2021**

There being no further business to transact, the meeting closed at 20.42hrs

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

Appendix 1

Ledger date	Gross	Transaction Details
31/03/2021	£698.50	Amy Bush - Hours worked March
31/03/2021	£137.00	Erin Sugden - Expenses April, WFH claim , Eye test
24/03/2021	£10.00	John Williams - Refund of returned key deposit
23/03/2021	£2,016.00	Maidstone Tree Surgeons - Tree works undertaken - The Green
31/03/2021	£219.48	Nicola Brittain - Finance and payroll support Mar
25/03/2021	£470.00	Pond Landscapes Ltd - Repairs to pond - holes, remove stones/branches
30/03/2021	-£700.00	Whitehead Monckton - POA to allocate to inv 200395
30/03/2021	£1,538.88	Whitehead Monckton - Prof fees re purchase land and fees
01/04/2021	£ 48.00	Compute 4 U - Leased Laptop April charges
01/04/2021	£ 60.00	KALC - Dynamic Councillor training M Peters 08/04
12/03/2021	£985.53	Maidstone Borough Council - Car Park Rates 21-22
12/03/2021	£0.00	Maidstone Borough Council - Office Rates 21-22
22/03/2021	£13.32	Opus Energy - Elec The Green 19.02.21-21.03.21
22/03/2021	£36.91	Opus Energy - Woodland Trust elec 19.02 - 21.03.21
23/03/2021	£106.14	British Telecom - BT March 2021
08/03/2021	£15.17	Lloyds Bank - Adobe - licence subscription
29/03/2021	£14.99	Lloyds Bank - Amazon - Self inking rubber stamp
09/03/2021	£35.00	Lloyds Bank - Hunker Down florist
17/03/2021	£3.79	Lloyds Bank - Post Office - postage
23/03/2021	£54.85	Lloyds Bank - Post Office - postage stamps (self adhesive)
08/03/2021	£14.39	Lloyds Bank - Zoom monthly charge March
31/03/2021	£ 59.50	Hi-viz Jacket
31/03/2021	£ 7.65	postage of bank account application
31/03/2021	£ 119.99	Pat Marshall Tablet
08/04/2021	£ 3.00	Lloyds bank - monthly card fee
	£5,968.09	

- Payments may be added to the list if received within the next 3 working days.
- Payments made to members of staff are kept off this expenditure list due to data protection