



**Minutes of the Full Council meeting of Bearsted Parish Council held at KGV Memorial Hall, Manor Rise on Tuesday 15<sup>th</sup> June 2021 at 7.45pm**

Present:	Cllr Michael Bollom (Chair)	Cllr Sandra Knatchbull
	Cllr Richard Ash MBE	Cllr Pat Marshall MBE
	Cllr Martin Broughton	Cllr Mark Peters
	Cllr Graeme Hannington	Cllr Adam Powell
	Cllr Jon Hughes	Cllr Denis Spooner
	Cllr Tom Jenkins	

Also, in attendance was the Clerk Erin Sugden, Administrator Amy Bush, Cllr Val Springett and two members of the public.

**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 and accepted from Cllrs Tribley, F. Hughes and Camp.

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

Cllrs Bollom, Ash, Broughton and J.Hughes declared they had an interest in item 12b and Cllr Marshall had an interest in item 15.

**4. To resolve to go into closed session and to exclude the press and public at item 23 (Admissions to Meetings) Act 1960 in accordance with standing order 10a (xi) HR Matters.**

**5. Signing of the Minutes of the last meeting.**

The minutes for the meetings; APM (4<sup>th</sup> May 2021), Annual Meeting of the Council (5<sup>th</sup> May 2021) and Full Council (5<sup>th</sup> May 2021) were agreed as a true record and duly signed.

**6. Clerks report**

The Clerk reported that the title plan K312497 had been addressed.

**7. Statement of Internal Control**

The Council considered and approved the Statement of Internal Control for the year ending 31 March 2021. The Chairman and Clerk signed the statement on behalf of the Council.

**8. Annual Governance Statement for 2020-21**

The Council considered and approved the Annual Governance Statement for 2020-21. The Chairman and Clerk signed the statement on behalf of the Council.

## 9. Accounting Statements for 2020-21

The Council considered and approved the Accounting Statements and supporting documents as provided by the Responsible Financial Officer who had prior to the meeting signed Section 2 of the Annual Return for 2020-21. The Chairman signed the statement on behalf of the Council.

## 10. Reports:

- a) Borough Councillors: The reports detailed the meetings that councillors had attended and results of the recent elections, with Cllr Spooner having been made Chairman of MBC's Planning Committee. Cllr Springett was surprised by the Planning Inspectorates decision on allowing the development at 13 Manor Close.
- b) Community Warden: A number of complaints about dog fouling on footpath KM223 had been received and reported to the dog warden. Ongoing antisocial behaviour at The Mallard Way open space with residents in Lenseid having made complaints. The Warden continues with her welfare visits in the local areas.
- c) PCSO: No report received.
- d) Chairman: The Chairman attended open days for the consultation of Project A and continues to work with the working group. He met with the Kent Downs Community Rail Partnership and received information about adopting Bearsted Station. Conversations continued with KDCRP about the Coal Yard but there was no update on the matter. The Chairman assisted with the judging of Bearsted in Bloom and he thanked all participants and the help from volunteers Heather and Paul Narramore. The Chairman and Cllr Hannington have spent time working with Bearsted Cricket Club to devise a safe way for cricket to be played on The Green.
- e) Clerk: The Clerk has been working with a new website hosting company, providing admin support for Project A and Playscheme. Invoices from Madginford Hall have still not been received.

## 11. Committee Meeting and Working Group Reports. (15 mins)

- a) Environment Committee: The committee did not meet last month.
- b) Finance Committee: The committee did not meet due to councillors not being available. Nigel Cox resigned from the council and so Cllr Bollom proposed for him to be removed from the Unity Trust, Cambridge Building Society and Skipton Building Society bank accounts. This was resolved with all in favour.
- c) Communications Committee: The committee resolved to move the website from Webexpand to Adam Church due to cost saving, Mynn Awards would resume in 2022 due to COVID, a meeting will take place with a prospective Market Manager, Bearsted in Bloom was hugely successful and the sponsor/Judge from Notcutts was so impressed with the caretaker of the Cinder Path that an additional price of £50 Notcutts voucher was given. The organisation of Playscheme, Old Time Music and Fireworks continues. Cllr Bollom proposed to spend £1375 with KCC for load testing of lamp posts in order for Christmas motifs to be fitted in December which was resolved with all in favour.

- d) Planning Committee: Cllr Hannington reported there were 3 contentious applications. 2 applications were not recommended by BPC and MBC (48 Tydeman Road and Biddenden Close) and MBC's decision to refuse 13 Manor Close, in support of BPC's recommendation, was overturned by the Planning Inspectorate.
- e) Traffic Committee: The committee did not meet last month.
- f) HR Committee: The committee did not meet last month.
- g) Reports from Working Groups
  - i. Project A: Cllr Broughton reported to the committee the recommendations from the recent Working Group meeting. These included: A recommendation to approve the Working Group Terms of Reference which was resolved with all in favour. A recommendation was made for Cllr Adam Powell to join the Working Group which was resolved with all in favour. A recommendation was made to approve the content for the website page which was resolved with 10 in favour and 1 abstention.

The Project Plan was considered but there were no questions/ comments from any councillors.

A list of questions had been received from the Allotment Working Group and responses had been sent back.

Councillor Spooner had sent the Clerk an email but it was felt that a response from the council would be more appropriate. Cllr Bollom responded to comments that were untrue and unfounded. He felt that Cllr Spooner had been mis-informed and not checked facts with the Working Group. Cllr Spooner stated that all statements in his email were accurate. Cllr Spooner agreed to offer guidance going forward with Project A. Cllr Bollom will meet with Cllr Spooner to discuss Cllr Spooner's concerns.

Cllr Jenkins expressed concerns with comments made by residents mis-trusting the Parish Council but highlighted that this was 'historical distrust'.

Cllr Hannington raised concerns with what could be construed as official correspondence being sent to parishioners, from personal emails and reminded all councillors that any business regarding BPC should only be sent via BPC emails inline with BPC Email Etiquette Policy (Nov 2020).

Cllr Knatchbull reiterated that members should be working together and not 'off side' and ensure that only factual statements are given to reduce the chance of defamatory comments reaching social media.

- ii. Playscheme: Staff will be requested to take two COVID tests per week (one prior to event) and log results on gov.uk website. Children will be put in to bubbles the same as in 2020, tickets will only be available on a weekly basis to assist with track and trace.

The Playscheme lead requested new t-shirts for staff and Cllr Bollom recommended a budget of £400 be put forward which was resolved with all in favour.

- h) Reports from members of the Council for outside bodies: Cllr Ash reported on the KALC meeting. He volunteered to be a reserve JTB member, the Code of Conduct was discussed and MBC would like all Parish Councils to adopt it. KCC have been asked to define 'severity' as it is not clear what this is when they reference the word in respect of highway matters. The next meeting will be in July when the new leader of MBC will be present.

## 12. Finance (10 mins) (Accounts and Audit Regulation 2011/817)

- a) Grants and Donations requests: None received.
- b) Resolution to authorise payments: Cllr Hannington proposed to approve all payments on the expenditure list (appendix 1). This was resolved with 7 in favour and 4 abstentions.
- c) Finance Reports: The finance reports were duly noted.
- d) Balances of accounts: The balance of accounts were duly noted.
- e) Corporate card expenditure: The expenditure was duly noted.

## 13. Update of Policy (LGA 1972 s.111)

- a) Councillor Allowances and Expenses: It was noted that councillor allowances for 2020-21 were paid in accordance with previous resolutions made by the council. The new policy was considered and proposed by Cllr Ash with a resolution made with all in favour.

## 14. SLCC Membership for the Clerk (LGA1972.s111)

The Clerk reported that when their membership details were updated the cost of the SLCC membership went up to £185. Cllr Bollom proposed to pay the increase which was resolved with all in favour.

## 15. Bearsted Cricket Club

A resident has reported that a cricket ball had been hit through a window of their home, into a room where their child was present. Correspondence has been exchanged and a meeting has previously been held with BCC to work out how cricket can continue on The Green in a safe manner. BPC's insurance company (BHIB) requested a copy of BCC's insurance policy and risk assessment. The insurance policy was received and forward to BHIB, who had to investigate parts of the policy as they felt it did not cover all risks, BCC's risk assessment was not available at this time. BHIB's advice to BPC was to request cricket be postponed. A letter was sent to BCC explaining this situation. A risk assessment has since been received but Cllr Hannington recommended that BPC may require legal guidance in a finding a resolution with BCC for cricket to continue in a safely managed manner. Cllr Hannington stressed that it was BPC's intention to find a way for play to continue safely, not to seek to stop cricket on The Green. A proposal was made to allocated £1500 for legal services, if required, which was approved with 10 in favour and 1 abstention. NOTE – BCC has moved 20-20 play to their second ground at Hollingbourne.

**16. Risk Assessments (Local Government Act 1894 s8 (1))**

The Administrator distributed the inspections schedule for the next 6-months and requested that councillors return these in a timely manner.

**ACTION: ALL COUNCILLORS**

**17. Community Payback**

Deferred to Environment Committee

**18. Adoption of Station** (Local Government Act 1972 s.137)

Deferred to the next meeting.

**19. Smarts Cottage**

Deferred to the next meeting.

**20. Correspondence**

A request to erect a gazebo on The Green for a birthday party was received and approved with all in favour.

**21. Future Agenda Items**

Adoption of Station

Smarts Cottage

**22. Date of the next Meeting: Tuesday 13<sup>th</sup> July 2021**

**At 21.13hrs the meeting moved to closed session.**

**23. Closed Session**

Cllr Hannington explained concerns that the Clerk had expressed about the increased level of work within the Parish office and the need to find a replacement for a leave of absence of the administrator.

It was proposed by Cllr Bollom that the HR proceed with finding a temporary replacement for the administrator.

**There being no further business to transact, the meeting closed at 21.19hrs**

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

Appendix 1

<b>Ledger Date</b>	<b>Gross</b>	<b>Transaction Details</b>
01/05/2021	£21.60	Vision Ict - Hosted email acct Jul 21 - Jun 22
09/05/2021	£271.00	LRH Property Maintenance - Works carried out at EH Field and The Green Play Area
30/04/2021	£144.00	RTS Creative - Banners x 3, Bearsted in Bloom
05/05/2021	£650.00	Pond Landscapes Ltd - Plant new hedge, top up water level, lay top soil
02/05/2021	£17.00	Cllr Martin Broughton - CPS Lunch
01/04/2021	£3,600.00	Dynamic Fireworks Ltd - Fireworks display 05.11.21 (inv date 17/3)
26/05/2021	£269.78	Nicola Brittain - Finance and payroll support May
14/05/2021	£147.04	Chubb Electronic Security - Intruder alarm 01/07 - 30/06/22
21/05/2021	£70.80	Kent County Council - Fire Extinguisher Mnt (bank ref C815387)
01/06/2021	£48.00	Compute4U - Leased laptop charges
31/05/2021	£649.00	Amy Bush - Admin hours May 2021
27/05/2021	£18.00	Cllr Richard Ash - Expenses re Comm Payback scheme
28/05/2021	£76.21	ABC Business Systems - Colour reading - ink usage Konica Printer
28/05/2021	£303.00	Whitehead Monckton - Prof fees re purchase land and search - balance
08/06/2021	£1,200.00	Advanced Transport Research - speed survey
09/06/2021	£12.00	Hugofox Ltd - Monthly planner tracker charge
29/04/2021	£61.88	King George Memorial Hall - Hire of hall on Tues/Weds May 2021

13/06/2021	£200.00	Advent Electrical - Supply and fit dist board to Church Landway Lighting Controls
11/06/2021	£6.47	Cllr Michael Bollom - Expenses - Comm PB lunches
03/06/2021	£147.38	King George V Memorial Hall - Hire of hall for Tues/Weds in Jun/Jul 2021
22/05/2021	£32.41	Opus Energy - Elec Church Landway 21.04 - 22.05.21
24/05/2021	£12.08	Opus Energy - Elec The Green 21.04.21-23.05.21
23/05/2021	£106.14	British Telecom - May BT charges
08/05/2021	£15.17	Lloyds Bank - Adobe - licence subscription
02/06/2021	£3.00	Lloyds Bank - Card charges - May
13/05/2021	£3.00	Lloyds Bank - Cleaning box for meetings
14/05/2021	£10.78	Lloyds Bank - Cleaning items for meetings
28/05/2021	£38.98	Lloyds Bank - Great British Spring Clean 2 x litter pickers
26/05/2021	£103.40	Lloyds Bank - Office "Christmas" Meal
12/05/2021	£5.00	Lloyds Bank - Office sundries
19/05/2021	£66.00	Lloyds Bank - Post Office 100 x 2nd class stamps
19/05/2021	£20.16	Lloyds Bank - Post Office Large 2nd class stamps comms events
15/05/2021	£17.50	Lloyds Bank - Timpson - spare keys for EHF
08/05/2021	£14.39	Lloyds Bank - Zoom monthly charge May
	£8,361.17	

- Payments made to members of staff are kept off this expenditure list due as detailed in the Inclusions and Exemptions for Publishing Data Policy.