



**Minutes of the Full Council meeting of Bearsted Parish Council held at Madginford Hall, Egremont Road on Tuesday 14<sup>th</sup> September 2021 at 7.30pm**

Present:	Cllr Michael Bollom (Chair)	Cllr Sandra Knatchbull
	Cllr Richard Ash MBE	Cllr Pat Marshall MBE
	Cllr Martin Broughton	Cllr Mark Peters
	Cllr Fabienne Hughes (Vice-Chair)	Cllr Adam Powell
	Cllr Jon Hughes	Cllr Denis Spooner
	Cllr Tom Jenkins	Cllr Joanna Tribley

Also, in attendance was the Clerk, two Administrators, Cllr Springett, and 23 members of the public.

**Reports from members of the public**

A member of the public spoke of their concern that the council were to consider the future of the land next to KM73. They spoke of the responsibility of a council to safe-guard parcels of land and not be deterred by maintenance costs.

The second member of the public spoke in opposition of Project A and concerns they had with the transfer of title K860309. The member of the public requested that when the informal consultation feedback is considered it is done so in the presence of the public.

A third member of the public spoke about the speeding traffic, volume and in their opinion the need for calming measures on Church Lane. They suggested that funds should be raised to develop the land (title K860309) for the younger generation. The member of the public shared their concerns around the intentions of the land donation and its future use.

**1. Declarations of intention to record**

The Chairman declared that the meeting would be recorded for minuting purposes.

**2. Apologies and absences**

Apologies were received and accepted from Cllrs S. Camp and G. Hannington.

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

Cllr Spooner declared an interest due to his association with the Bearsted and Thurnham Society. He declared he had been lobbied. He also declared he had been lobbied on 8.g re Project A.

Cllr Ash declared he had an interest due to him being the acting Treasurer of the Madginford Hall (item 11b). He also declared he had been lobbied on 8.g re Project A.

Cllr Marshall declared she had an interest due to her being on the Madginford Hall Committee. (Item 11b).

Cllr Knatchbull declared her interest in item 11ai.

4. It was resolved with all in favour to go into closed session and to exclude the press and public at item 20 (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 13<sup>th</sup> July 2021 were agreed as a true record and duly signed.

**6. Clerks report**

There were no matters to report.

**7. Reports:**

- a) Borough Councillors: Cllr Spooner added to his report that the Local Plan will not be reviewed 21<sup>st</sup> September but on the new date of 4<sup>th</sup> October.  
Cllr Springett was asked if Cllr Tribley could attend the meeting regarding the A249. Cllr Springett agreed she would inquire if this was possible.
- b) Community Warden: The Warden continues with welfare visits with residents. She reported that she assisted a person found sleeping in the Bearsted Woodland Trust and will be helping to allocate tickets for the Old Time Music Hall event.
- c) PCSO: The crimes reported over the past 6 weeks were distributed to Councillors.
- d) Clerk: The Clerk welcomed the new Administrator and reported that the Playscheme had been hugely successful with over 120 children attending each week. The office staff have been consolidating feedback from the informal consultation for Project A and responding to a number of Freedom of Information requests. The Clerk reported that the results from the external audit had been received and there were no findings. Time had been spent trying to locate the MPAN numbers for the street lighting to enable load testing to be completed ahead of the Christmas lights being installed. Volunteers for the Fireworks event were requested.

**8. Committee Meeting and Working Group Reports.**

- a) Environment Committee: Cllr Broughton met with a local Arboriculturalist who recommended an English Oak as a replacement for the Cherry tree by the pond and a Cherry Tree to be planted near to the Larch that had been recommended to be felled. Cllr Broughton proposed to allow for £1500 for the English Oak, £1000 for a Cherry tree and up to £500 for planting. It was resolved with all in favour.

**ACTION: CLLR BROUGHTON**

- b) Finance Committee: No matters to report.
- c) Communications Committee: Data from the traffic survey will be published on the website, the committee are working on arrangements for the Old Time Music event with the assistance of Sally Williams. Arrangements for the Fireworks Display continue.
- d) Planning Committee: The committee did not meet but submitted comments under delegated powers during the recess period.
- e) Traffic Committee: The committee discussed the results of the traffic survey and resolved to concentrate on actions to address the A20 speeding including a speed limit review and the pedestrian safety crossing on Ware Street/The Street. The committee divided itself up giving members allocated areas within the Parish to keep an eye on traffic issues.
- f) HR Committee: The committee did not meet.

g) Reports from Working Groups

Project A: Cllr Powell updated the council on Project A. It was recommended that Kim Martin (representative of the Bearsted and Thurnham Tennis Club) to join the working group which was proposed by Cllr Bollom and resolved with 10 in favour and 2 abstentions.

The Allotment Committee had been invited to put forward two members to join the group, but no suggestions had been given. Cllr Powell proposed that it would be fair to include all feedback from the informal consultation for Project A that had been sent to the Parish Office (by all means). With the caveat that a name and an email or postal address were provided. This would include residents, non-residents and members of organisations. No weighting system will be put in place for the informal consultation, but this will be considered at a later stage. Each person will have their comments consolidated and will be classed as a single respondent.

Cllr Spooner expressed a view that Bearsted Parish Council Councillors should analyse the feedback before it is shown to members of the Tennis Club, the Allotment Gardens and members of the public.

Cllr Bollom raised his concerns that the council could be accused of not being transparent if they followed this course of action.

Cllr F.Hughes spoke about accusations of BPC not being transparent. She would support parties with different opinions being a part of the feedback process to ensure that there is honesty and openness of this procedure.

Until two members of the Allotment Gardens come forward to join the working group the feedback will not be considered, this is to ensure opposing representation is present during the process.

The Clerk had forwarded advice from Whitehead Monkton about the council's previous resolution not to register Title K860309.

The advice stated it would be unwise to leave the land unregistered. Under Standing Order 9c it was agreed for the matter to be reconsidered at the meeting. Cllr Bollom proposed to register land under title K860309 which was resolved with 9 in favour and 3 abstentions.

- h) Reports from members of the Council for outside bodies: Cllr Ash spoke of Ward Cluster meetings taking place, Parish Service Scheme funding rising in line with council tax and that all resolutions should consider biodiversity and climate change.

**9. Insurance** (LGA 1972 s101)

The council considered three quotations. It was proposed by Cllr Ash to remain with BHIB due to their competitive quotation of £1657.87 which was resolved with all in favour

**10. Audit results** (Audit Commissioners Act 1998 s2)

Councillors took the time to consider the internal audit and will consider improvements for the year ahead. The result of the external audit where duly noted.

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

- a) To ratify payments:
  - i. Invoices from August: Cllr Powell proposed to ratify payment for August with all 11 in favour and 1 abstention.
  - ii. GDPR Training for Cllr Ash: Due to the timing of the event a ticket was purchased using the corporate card and Cllr Bollom proposed to ratify the payment with all in favour.
    - a) Grants and Donations requests:
      - i. Classic Cars on the Green: Cllr F.Hughes proposed to support the request of £569 which was resolved with all in favour.
- b) Resolution to authorise payments: Cllr F.Hughes proposed to pay all invoices with the exception of those to Madginford Hall due to missing dates on the invoice for utilities. This was resolved with 10 in favour and 2 abstentions.
- c) Finance Reports: The reports were duly noted.
- d) Balances of accounts: The balance of accounts were duly noted.
- e) Corporate card expenditure: The corporate expenditure was approved in item 11b.
- f) Resolution to approve quotations
  - i. Quotation for PA System for Fireworks: It was proposed by Cllr Ash to accept the quotation for the Fireworks PA from Ben Heaslip for £1025 which was resolved with all in favour.

**12. Update of Policy (LGA 1972 s.111)**

- a) Debit Card Policy: Cllr Ash proposed to accept the policy with all in favour.
- b) Scheme of delegation: Cllr Powell proposed to accept the policy with all in favour.

**13. Training**

- a) Clerks Conference (Clerk): It was proposed by Cllr F.Hughes for the Clerk to attend Clerks Conference (£50), Finance Conference (£50) and Project Management Training (£50). This was resolved with all in favour.
- b) Public speaking (Cllr Powell): Cllr Ash proposed for Cllr Powell to attend Public Speaking Training at a cost of (£50) which was resolved with all in favour.

**14. Committee Meeting 2022** (LGA 1972 sch12 pa 8(1))

The council were asked by the Memorial Hall Committee to consider if they could delay the start of their Full Council meetings when held at their premises. It was felt that as the meeting had historically been held at 7.30pm this should not change as members of the public were familiar with the start time. Cllr Knatchbull would feedback to the Hall Committee.

**ACTION: CLLR KNATCHBULL**

The internal auditor raised concerns that the current number of committee meetings was not sustainable. Councillors acknowledged that up to 6 committee meetings plus a Full Council meeting was not administrable for the parish office staff.

The Clerk will timetable for the Communications and Traffic committees to meet on alternate months to the Environment and Finance committees, with the Planning and Full council meeting continuing every month.

This will be reviewed at the next meeting.

**ACTION: CLERK**

15. **To consider the future of the land next to footpath KM73 (St Faiths Lane)** (Open Spaces Act 1906 ss9-10)

At the previous Environment Committee, it was suggested that the land next to the footpath KM73 was providing no benefit to the Parish and the committee deferred the subject to the Full Council.

Discussion took place about the use of the land, perceived benefits of such parcels of land and the need to manage land, as open spaces should not be left to 'go wild' for extended periods of time.

Cllr Jenkins suggested that there should be a policy to cover land donations which will be added to the Finance and General Policy Committee.

Cllr Spooner felt the council needed to consider Climate Change and Biodiversity. It was proposed by Cllr Spooner to retain the land next to footpath KM73 which was resolved with 9 in favour and 3 abstentions.

16. **Smarts Cottage**

Cllr Spooner reported that KCC had not actioned the requirements of the Planning Inspectorate but will need to do so by 20<sup>th</sup> October 2021. Cllr Bollom will write to Cllr Paul Carter to inform him of the impending deadline and actions required.

**ACTION: CLLR BOLLOM**

17. **Correspondence**

c) Chapel Lane: An email had been received asking if the council would consider purchasing land on Chapel Lane should it be put up for sale. There was consideration about this in 2018 but the view of the council has since changed. It was proposed by Cllr J.Hughes that if the land were to be advertised for sale BPC would not offer to purchase it. This was resolved with all in favour.

18. **Future Agenda Items**

Committee Meetings  
Smarts Cottages

19. **Date of the next Meeting: Tuesday 12<sup>th</sup> October 2021**

**The meeting closed to the public before continuing in closed session at 21.06**

20. **Closed Session**

HR Matters – appointment of Administrational support  
It was proposed to ratify the appointment of Joanne Upton as the Administrator. Joanne will be a contractor of the council for a period not less than 6-months.

**There being no further business to transact, the meeting closed at 21.08 hrs**

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

## Appendix 1

<b>Ledger Date</b>	<b>Gross</b>	<b>Transaction Details</b>
30/07/2021	£19.30	ABC Business Systems - Colour reading - ink usage Konica Printer
09/08/2021	£1,000.00	Amanda Franklin/TinyTots - 2021 Management fee Playscheme
09/08/2021	£367.44	Amanda Franklin/TinyTots - Misc Playscheme expenses
23/08/2021	£627.00	Amy Bush - Aug office hours
01/09/2021	£72.00	Compute4U - 3 x leased laptop hire costs Sept
03/09/2021	£512.60	David Buckett - Internal audit charges 2020/21
05/08/2021	£80.00	H & F Sports - Junior tennis rackets
30/07/2021	£25.00	H & F Sports - Tennis balls
09/08/2021	£12.00	Hugofox Ltd - Monthly planner tracker support fee
31/08/2021	£531.01	Joanne Upton - Admin hours Aug 2021
18/08/2021	£2.16	Kent County Council - Rubber bands blue
01/09/2021	£77.75	King George V Memorial Hall - Hire halls Tuesdays - WH Room and Main Hall Sept/Oct
09/08/2021	£45.00	Liz Watts - Reimburse MBC Cinder bin
25/08/2021	£857.60	Madginford Hall - 10% allocation of Hall Costs
25/08/2021	£330.80	Madginford Hall - Insurance (multiple yrs)
12/08/2021	£565.78	Melanie Clark - Playscheme staff costs - 26/07-05/08
26/08/2021	£306.36	Nicola Brittain - Finance and payroll support Aug
20/08/2021	£180.00	Parish Online - Parish Online membership

10/08/2021	£72.00	Pest-Tech Ltd - Removal wasp nest at C Lane Allotments
03/09/2021	£480.00	PKF Littlejohn - External audit fees 2020/2021
08/09/2021	£1,000.00	Roseacre Junior School - Hire of site re playscheme 2021
06/09/2021	£217.00	Bearsted & Thurnham WI Hall - Hire of hall inc £100 deposit 16/10 Old Time Event
31/08/2021	£534.00	WC Hire Ltd - Cars on the Green WC Hire 17/09 - 20/09
02/09/2021	£45.30	Kent County Council - Notebooks and boxfiles
15/06/2021	£47.80	Whitehead Monckton - Fees - land and Ap1
22/08/2021	£40.29	Opus Energy - Elec Church Landway 22.07 - 21.08.21
22/08/2021	£12.06	Opus Energy - Elec The Green 22.07.21-21.08.21
23/08/2021	£106.14	British Telecom - Aug BT charges
08/08/2021	£15.17	Lloyds Bank - Adobe - licence subscription
02/09/2021	£3.00	Lloyds Bank - Card charges - August
09/08/2021	£5.25	Lloyds Bank - Co-op batteries for officr
05/08/2021	£27.00	Lloyds Bank - Fruit playscheme - Aldi, popcorn
06/08/2021	£10.35	Lloyds Bank - Fruit playscheme - Tesco
26/08/2021	£19.98	Lloyds Bank - Logitech wireless keyboard and mouse, battery
03/08/2021	£19.78	Lloyds Bank - Tesco - Fruit for playscheme
04/08/2021	£43.51	Lloyds Bank - Twister game, Galt Toys board games, Tennis balls
01/09/2021	£42.00	Lloyds Card - KALC - General admission Data Prot Course R Ash

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