



**Minutes of the Full Council meeting of Bearsted Parish Council held at
Madginford Hall, Egremont Road on Tuesday 12th April 2022 at 7.30pm**

Present:	Cllr Richard Ash MBE	Cllr Pat Marshall MBE
	Cllr Suzanne Camp	Cllr Adam Powell
	Cllr Sandra Knatchbull	Cllr Joanna Tribley

Also, in attendance were Clerk Erin Sugden, Administrator Joanne Upton and Cllr Mike Cuming. There were 11 members of the public in the hall and 2 members online.

With the Chairman and Vice-chairman not in attendance, it was proposed by Cllr Powell for Cllr Sandra Knatchbull to chair the meeting. This was resolved with all in favour.

Reports from members of the public

The first member of the public stated he was angry with a Facebook posted by BPC and in his opinion, there were inaccuracies.

The second member of the public spoke of their disagreement with legislation allowing non-residents of Bearsted being elected members of the council. It was their opinion that some members should resign for not attending regular meetings. A third member of the public spoke as the Coaching Coordinator of Bearsted and Thurnham Tennis Club and explained the club's intention to promote the health and wellbeing of the community especially the younger generation who at the present time have limited access to the facilities due to the lack of courts.

A fourth member of the public spoke about the tennis club's previous financial struggle resulting in the rise in members. It was their opinion that the club provides a low-cost facility that promotes, health, well-being, and social activities for the community.

The fifth member of the public declared he did not have a vested interest in Project A but raised his concern about the working relationship between the interested parties. It was their opinion that residents gain benefits from public money being spent.

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 M.Bollom, M.Broughton G.Hannington, T.Jenkins, J.Hughes, F.Hughes, and D.Spooner.

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

Cllrs Ash and Marshall declared they were trustees of Madginford Hall.

4. Signing of the Minutes of the last meeting.

The minutes of 15th March 2022 were agreed as a true record and duly signed. Cllr Ash declared that a member of the public that spoke at the previous meeting had stated information that was not accurate.

5. Clerks report

The Clerk reported that the cost of an unlimited data SIM card was to be £16 per month for the ANPR recording. This was proposed by Cllr Powell and resolved with all in favour. The Clerk also reported that parking in the Madginford Hall car park was much easier.

6. Reports:

- a) Borough Councillors: The reports were duly noted.
- b) Community Warden: The report was duly noted.
- c) PCSO: The report was duly noted.
- d) Chairman: No report.
- e) Clerk: The Clerk reported preparations for the APM and the audit were underway. The Parish office had been working on necessary paperwork for allotments this month. The Clerk had been liaising with the contractor for the Church Lane CCTV installation and arranging plans for Bearsted in Bloom.

7. Committee Meeting and Working Group Reports.

- a) Environment Committee: It was reported that guidance will be sought about drainage at the Church Lane car park, the structural survey completed on the Queen Victoria memorial did not highlight any concerns, but the railings will be painted by CPS. Bicycle parking was considered but deferred to the T&T Committee, discussion was had about the maintenance of The Green and the ground maintenance contract. It was agreed that the cricket club would be able to store a new concertina batting cage near the pavilion. KCC provided a short report about a pipe with a hole in it under the Green. A small number of allotment plot holders at Church Lane required new tenancy agreements as they had swapped plots. The committee agreed to renew membership with CPRE.
- b) Finance Committee: No meeting took place.
- c) Communications Committee: No meeting took place.
- d) Planning Committee: Cllr Powell reported that the old library building had been sold and the new owners intend to renovate it into a single dwelling. Information provided by Cllr Spooner to the committee highlighting delays to the Willington Street junction had been approved by MBC.
- e) Traffic Committee: Cllr Tribley reported that the gateway sign at Hockers Lane/Ware Street and the new village sign at Roundwell were due to be installed. A parking survey of the Ashford Road shops had been completed and will try to identify any resolutions to parking issues in the area. The committee looked at options to prevent the no11 bus from being retired.
- f) HR Committee: No meeting took place.
- g) Reports from Working Groups
 - i. Project A: Cllr Powell proposed that results from Lake Market Research in respect of the informal consultation, Ecology and Biodiversity Net Gains Assessments and the Visual Landscape Impact Survey and Heritage Impact are published online. This was unanimously resolved. Cllr Powell proposed that a public meeting be held to allow members of the public to ask questions about Project A, with the understanding that there may be some questions that are not answerable at this time. This was resolved unanimously. Cllr Powell proposed to spend £18 for a dedicated email account for questions relating to Project A. This was resolved unanimously.
ACTION:CLERK
Cllr Powell proposed that to understand the needs of the allotment plot holders they should be asked at this stage their requirements from an allotment garden. This was resolved unanimously.
- h) Reports from members of the Council for outside bodies: Cllr Ash explained that he did not attend the KALC meeting but the meeting discussed 20mph zones, a diminishing number of PCSOs, and the Local Plan Review for which Maidstone was on track. Cllr Ash declared that Madginford Hall was looking at options to increase parking spaces.

- 8. Finance** (Accounts and Audit Regulation 2011/817)
- a) Resolution to approve quotations
- i. Warings: The Environment Committee had discussed the prices of Warings and believed that the best available terms were obtained in respect of quotation. They believed it was good value for money and they had been satisfied with the standard and level of service provided to the Parish. Cllr Ash raised his concern that the contract was over £3000 and 3 quotations should be sought in line with Financial Regulation. The Clerk explained that there had previously been adhoc project work put out for tender and Warings had been successful but as the ground maintenance work was changeable (weather permitting/events etc) it was not possible to get one overall final cost. Cllr Powell proposed to continue using the service of Warings. This was resolved with 4 in favour, 1 abstention, and 1 against (Cllr Ash).
- b) Grants and Donations requests: None.
- c) Authorise payments: Cllr Knatchbull proposed that the council authorise the payments with the exception of the KCC invoice for £100 as it had not been possible for KCC to explain what the invoice was for. This was resolved with 4 in favour and 2 abstentions. (Appendix 1)
- d) Finance Reports: The financial reports were duly noted.
- e) Balances of accounts: The balance of accounts was duly noted.
- 9. Membership (LGA 1972 s143 (1)(b))**
- a) Membership for employees to join the Society of Local Council Clerks: It was proposed by Cllr Knatchbull for staff members to join SLCC at a cost of £340. This was resolved with all in favour.
- b) To approve GDPR training for the administrator: It was proposed by Cllr Ash to spend £42+VAT for training. This was resolved with all in favour.
- 10. Correspondence**
- Correspondence had been received from Kent Association of Local Councils to renew membership at a cost of £1986.00inc VAT. It was proposed by Cllr Tribley to join KALC which was resolved with all in favour.
- 11. Future Agenda Items**
- None.
- 12. Date of the next meeting: Tuesday 10th May 2022**

There being no further business to transact, the meeting closed at 20.28 hrs

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

Appendix 1

<i>Ledger Date</i>	<i>Gross</i>	<i>Transaction Details</i>
09/03/2022	£12.00	Hugofox Ltd - Monthly planner tracker support fee
23/03/2022	£180.00	Safety Inspections Uk Ltd - PAT Testing at Office - March 2022

16/03/2022	£100.00	Kent County Council - Car park space at M Hall 06/08/21 - 05/08/21 ON HOLD
24/03/2022	£19.13	Kent County Council - Envelopes
26/03/2022	£534.00	H&L Graphics Ltd - Welcome to Bearsted Sign
16/03/2022	£171.99	LexisNexis - Copy of Local Council Admin book - new edition
14/03/2022	£1,080.00	Maidstone Tree Surgeons - Fell Red Cedar Tree and remove debris etc
07/03/2022	£3,288.00	Paul Waring - Treat and compost bank opp Station, plant and supply shrubs
18/03/2022	£499.00	High Street Safari - Ar Storytrail at Jubilee event
28/03/2022	£201.60	BHIB Council Insurance - Event Insurance - Jubilee
23/03/2022	£555.00	Audiocrew Ltd - Rent, delivery and removal of uncovered stage
31/03/2022	£260.64	Nicola Brittain - Finance and payroll support Mar
31/03/2022	£34.47	Madginford Hall - Hall Hire - Mar sessions
31/03/2022	£210.00	LRH Property Maintenance - Take out three curb edges, re hang door on NB at Hog Hill, pick up dumped rubbish
15/01/2022	£905.00	Dallas Event Services - Hire of 60 bench sets
31/03/2022	£36.00	CPRE - Annual membership
01/04/2022	£72.00	Compute 4 U - Leased laptop charges
23/03/2022	£15.47	Opus Energy - Elec The Green 19.02 - 21.03
22/03/2022	£81.94	Opus Energy - Elec Church Landway 19.02 - 21.03
23/03/2022	£106.14	British Telecom - March BT charges
09/03/2022	£0.00	Maidstone Borough Council - Rates Office - 2022-23
09/03/2022	£985.53	Maidstone Borough Council - Car Park rates - 2022-23
31/03/2022	£28.31	Castle Water - Adjustment inv 01.04.21-28.02.22. Allotments CL

31/03/2022	£192.40	Castle Water - 01.04.21-28.02.22. Allotments CL
02/03/2022	-£23.00	Lloyds Bank - Contra 3021, Test payment for Jubilee tickets - refund
05/03/2022	£14.39	Lloyds Bank - Zoom monthly charge March
08/03/2022	£15.17	Lloyds Bank - Adobe - licence subscription
02/03/2022	£12.00	Lloyds Card - Aford Awards - Engraving plate only
03/03/2022	£100.00	Lloyds Card - SETON - Car Park signs - antisocial behaviour
04/03/2022	£152.98	Lloyds Card - SETON - Car Park signs - antisocial behaviour
03/03/2022	£9.28	Lloyds Bank - Fence post galvanised steel post prtectors
09/03/2022	£22.55	Lloyds Card - NHBS - Reptile survey felt
09/03/2022	£51.98	Lloyds Card - NHBS - Dormouse nest tubes
09/03/2022	£2.40	Lloyds Bank - Drinks - meeting
09/03/2022	£2.40	Lloyds Bank - Drinks - meeting
09/03/2022	£2.70	Lloyds Bank - Drinks - meeting
09/03/2022	£29.44	Lloyds Bank - Amazon - paper shredder etc
14/03/2022	£2.69	Lloyds Bank - Postage
15/03/2022	£2.00	Lloyds Bank - Co-op milk
14/03/2022	£16.80	Lloyds Card - KALC - Admission to An Intro to Parish Council
14/03/2022	£16.80	Lloyds Card - KALC - Admission to Fire Safety Essentials
14/03/2022	£16.80	Lloyds Card - KALC - Admission to Data Protection Essentials
14/03/2022	£16.80	Lloyds Card - KALC - Admission to Display screen equipment assessment
23/03/2022	£258.00	Lloyds Bank - MBC The Green Licence costs re events

01/04/2022	£59.00	Lloyds Card - Potting Shed drinks
04/04/2022	£3.00	Lloyds Card - monthly card fee
	<i>£2,850.34</i>	Apr payroll
Total	£13,203.14	