



Minutes of the Full Council meeting of Bearsted Parish Council held at King George V Memorial Hall, Manor Rise on Tuesday 16th January 2024 at 7.30pm

Present:	Cllr David Hall (Chairman)	Cllr Denis Spooner (Vice Chair)
	Cllr Richard Ash MBE	Cllr Carolyn Smith
	Cllr Pat Catt	Cllr Sean Turner
	Cllr Clive English	Cllr Val Springett
	Cllr Frank Jagger	Cllr Mike Harris
	Cllr Martha Monday	

Also, in attendance was the Deputy Clerk Amy Bush.

Reports from members of the public

There were no reports from members of the public.

1. Declarations of intention to record.

The Deputy Clerk declared the meeting would be recorded for minuting purposes.

2. Apologies and absences.

Apologies were received and noted for Cllr James Day, Cllr Chris Waters and Cllr Alan Rowe.

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

None.

4. To resolve to go into closed session and to exclude the press and public at item 13 (Admissions to Meetings) Act 1960 in accordance with standing order 10 (xi) Land purchase.

This was proposed by Cllr Hall and agreed with all in favour.

5. Signing of the Minutes of the last meeting.

The minutes of the 12th December 2023 meeting were signed as a true record of the meeting.

6. Reports:

a) Borough Councillors: No queries raised on the report from Cllr Spooner.

Cllr Springett had no updates for a full report but shared with Councillors that she had complained to Highways England as no signage was placed at Newcut Road on the previous evening to prevent heavy good vehicles diverting through Bearsted during the motorway closure. She will continue to chase if signs are absent today.

b) Community Warden: The Deputy Clerk advised that no report had been received.

c) Police: The Deputy Clerk advised that no report had been received.

d) Clerk: The Deputy Clerk shared the following updates: Councillors were advised that on conversation with MBC that the decision was taken not to reapply for the Rural England Grant Fund as the project would need to prove a reduction in carbon emissions or increase in biodiversity. The Deputy Clerk made Councillors aware that a new beat officer had been assigned to the area and the office were waiting for him to make contact. She also reminded Councillors to complete the GDPR training if not already completed.

Cllr Ash commented on the abandoned car at the Yeoman car park. In the absence of the beat officer the Deputy Clerk agreed to report the issue.

ACTON: OFFICE

- e) Chairman: The Chairman shared with Councillors that he would be joined by Helen Whately to ride the shopper bus on Friday morning. He reported that the service was going well and usage had increased since the road closures had been lifted. He asked that this is added to the next newsletter.

7. Committee Meeting and Working Group Reports

- a) Communications Committee: Cllr Hall reported updates and proposals from the December Comms Committee meeting:
1. Cllr Hall proposed that the APM would be held at the Golf Club to ensure that adequate parking and space was available for 100+ guests. This was agreed with all in favour.
 2. Cllr Hall proposed that the Mynn Awards would be held annually at APM in April and this would commence from 2025. This was agreed with all in favour. He also suggested all winners from the November 2023 Mynn Awards should be invited to the next APM.
 3. Cllr Hall proposed that with a review into insurance and possible outsourcing the Fireworks event should be planned for 2024. This was agreed with all in favour.
 4. Cllr Hall proposed that subject to confirming a suitable venue the Playscheme would take place in July and August. This was agreed with all in favour.
 6. Cllr Hall proposed to rest the Old Time Music event for 2024. This year the Parish Council will seek to collaborate with the U3A and other amateur dramatic groups. This was agreed with all in favour.
 7. Cllr Hall proposed that an externally organised Christmas Market should take place in 2024. This was agreed with all in favour.
- Cllr Hall reported that a KALC community award scheme was considered by the committee but it was agreed that the existing Mynn Awards were well established and the best option to recognise members of our community. He also reported that the damaged noticeboard on the Ashford Road would be replaced using budget from the Comms Committee. Cllr Hall went on to propose that the Hog Hill noticeboard should not be replaced after blowing down in the recent storm. This was agreed with all in favour.
- b) Finance Committee: Cllr Hall reported updates and proposals from the January Finance meeting:
1. Cllr Hall proposed to accept the Allotment Insurance provider as selected by the Finance committee. This was agreed with all in favour.
 2. Cllr Hall proposed that the Council continue subscribing to the National Allotment Association. This was agreed with all in favour.
 3. Cllr Hall proposed that Council accept the recommendation by the Finance Committee to allocate £1650 for initial stage planning drawings for an extension to the office building. This was agreed with all in favour.
- Cllr Hall also reported that a review of the leases had been completed by Outset. A few issues had been identified and these would be considered and any action required would be presented to Council once established.
- c) Reports from members of the Council for outside bodies: Cllr Ash agreed to represent BPC at relevant CAN meetings and will report any updates. Cllr English reported that the Community Rail Partnership have a stake holders meeting on 23rd April at Maidstone Town Hall and he would circulate the detail.

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

- a) Resolution to approve/ratify quotations or payments.
- i. Cllr Hall proposed to accept the quote of £42 per month for office cleaning. This was agreed with all in favour.
 - ii. Cllr Hall proposed to accept the quote for £135 for installing the new bench on the Ashford Road. This was agreed with all in favour.
 - iii. Cllr Hall proposed to accept the quote for repair work to the Green. This was agreed with all in favour.

- b) Grants and Donations requests: None received.
- c) Authorise November payments: Cllr Hall proposed to accept the payments, this agreed with all in favour.
- d) Finance Reports: Cllr Hall proposed to accept the reports, this was agreed with 10 in favour and 1 abstention.
- e) Balances of accounts: The balances were duly noted.
- f) To consider and agree the precept for 2024-25: It was proposed by Cllr Hall to maintain the current band D charge ensuring no increase in cost to Bearsted residents. This was agreed with all in favour.

9. Policies

To approve amendments to policies as recommended by the Finance and General Policy Committee.

a) Complaints policy.

Cllr Hall proposed to adopt the policy with the changes highlighted by Cllr Monday. This was agreed with all in favour.

b) Record Management policy.

Cllr Hall proposed to adopt the policy this was agreed with all in favour.

c) Councillor Co-option policy.

Cllr Hall proposed to adopt the policy this was agreed with all in favour.

d) Reserves Policy.

Cllr English proposed to fold the Reserves and Debit card policy into the Financial Regulations Policy. This was agreed with all in favour.

e) Mission Statement.

The statement was discussed with some changes to wording proposed by Cllr Monday. Cllr Hall proposed to adopt the statement with some corrections but not to rephrase the section referring to objectives. This was agreed with 9 in favour and 2 abstentions.

ACTION: CLERK

10. BPC Media

To consider and agree which organisations and events can be supported by BPC on our media outlets. The item was discussed with all Councillors in agreement that a set of guidelines should be drafted by the Comms Committee and presented to Full Council at a later date. The office would also make contact with KALC to see if any standard requirements are given to Parish Councils.

ACTION: OFFICE / COMMS

11. Girl Guides

The Council considered a request from the Girl Guides to support their application for grant funding. This was agreed with all in favour.

ACTION: OFFICE

12. Future Agenda Items

Standing items and updates on actions.

13. Closed Session

The Council moved into closed session to discuss a land purchase.

16. Date of the next meeting: Tuesday 13th February 2024

There being no further business to transact, the meeting closed at 21.03 hrs

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