



**Minutes of the Full Council meeting of Bearsted Parish Council held at Madginford Hall,
Egremont Road on Tuesday 17th September 2024 at 7.30pm**

Present:	Cllr Val Springett (Vice)	Cllr Frank Jagger
	Cllr Richard Ash MBE	Cllr Jodie Pottage
	Cllr Pat Catt	Cllr Carolyn Smith
	Cllr Clive English	Cllr Sean Turner
	Cllr Neil Francis	

Also, in attendance were the Clerk Joanne Upton, the Deputy Clerk Amy Bush and 4 members of the public.

Vice Chair, Cllr Springett chaired the meeting in the absence of the Chairman, Cllr Hall.

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 duly noted for Cllr's Chris Waters, Martha Monday, David Hall, Denis Spooner, James Day and Richard Darke.

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

There were 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) HR & Legal Matters.

This was unanimously agreed.

5. Signing of the Minutes of the last meeting.

The minutes of the Full Council meeting 16th July 2024 were agreed as a true record subject to adding 'Cllr Hall' in item 10.

6. Reports:

a) Borough Councillors: No comments or queries raised.

b) Community Warden: No report received.

c) Police: No report received.

d) Clerk: The Clerk reported that BPC now has a contract and the keys for the shed at the Elizabeth Harvie Field and we are just waiting on the Football group to sign a contract.

The Clerk reported that all the previous accounts have now been closed all monies returned to Unity.

The Clerk requested that all Committees start looking at budgets for next year as the budget will need to be finalised in December.

The Clerk advised that the date to move our emails from Vision ICT to Parish Council Websites may be delayed from the 20th to the 27th due to hold ups from Vision ICT. The office will update Councillors once the date is confirmed.

KALC are now accepting suggestions for agenda items for their meetings. If anyone has any suggestions these are to be sent to Cllr's Ash and Smith to raise directly with KALC.

e) Chairman: There was nothing to report.

7. Working Group

- a) Planning Working Group: The Clerk reported that the current system of making decisions by email was not working as intended. Cllr's Ash & English offered to sit on the Planning Committee. Cllr Springett proposed to revert back to holding evening, monthly Committee meetings, this was seconded by Cllr Jagger and resolved with all in favour. Cllr Springett proposed to accept Cllr's Ash & English onto the committee, this was seconded by Cllr English and resolved with all in favour.
- b) Finance Working Group: It was agreed the process for the Finance Working Group is working well and will remain in place.

8. Committee Meeting and Working Group Reports

- a) Finance Working Group: Cllr Springett advised that the working group recommended approval of the donation request from Roseacre School, the payments, finance reports and balance of accounts.
Cllr Springett proposed to accept the quote for £495 from Joe Bloom, MBC approved, for the Biodiversity Net Gain Assessment needed for the planning application for the office extension. This was seconded by Cllr Jagger and resolved with all in favour.
Cllr Jagger proposed to accept the cost of £1656.92 for the insurance renewal and the additional cost of £465.24 for Cyber Security cover. This was seconded by Cllr English and resolved with all in favour.
Cllr Springett proposed to accept the quote from Prism Alarms of £300 per year to take over the maintenance and monitoring of the office alarm. This was seconded by Cllr Ash and resolved with all in favour.
Cllr Smith proposed to accept the quote from Computer 4U of £517.50 to renew the office laptops, with addition £67.50 per month for full IT Support. This was seconded by Cllr Springett and resolved with all in favour.

ACTION: CLERK

- b) Environment Committee: Cllr Smith reported the website advertising the car park to camper van users, is no longer doing so. The Council agreed no further action is required as there have been no further complaints. The Committee will continue to research solutions for the anti-social behaviour.
The Committee voted to support a bill to improve the safety of lithium batteries, it was agreed more information to be sent to all Councillors and voted on at the next Full Council meeting.
- ACTION:CLERK**
- c) Traffic Committee: Cllr Ash reported that Southeast Trains have now paid the full cost of the station crossing from section 106 funds and thanked Cllr Springett and MBC for their work in pursuing this funding.
The new signage at Otham Lane should be installed by November. The double yellow lines at Cavendish/Copsewood/Yeoman Way are now complete, with only one issue raised which the Committee are monitoring.
Roseacre Lane/Ashford Road junction, double yellow lines are going in soon.
Concerns have been raised about speeding on Church Lane, so this will be added to our Highway Improvement Plan.
The Sandy Mount resident engagement for double yellow lines was unclear and needs further analysis before reporting back to KCC.
Several complaints about parking in Manor Close, so a request for double yellow lines will be added to the HIP.
A build out for a safe crossing is being considered for Roundwell by Barty Farm and will be added to the HIP.
Cllr Springett reported the Co-ordinated Parishes Traffic Group are looking at speeding and signage for rural lanes. The Bearsted Speedwatch initiative is almost ready to begin, roadside safety and risk assessments are scheduled for the next two weeks. Speed Indicator Devices are being considered to share between Parishes.
Cllr Ash reported that KCC suggested moving the 30mph sign by Willington Street to before the Fauchons Lane turning and possibly a roundel on the road, at a cost to the Parish Council. The Committee are not in favour of this. Considering turning the island 50m east of the Esso garage into a pedestrian refuge, the Committee are in favour of this.

KCC are proposing to extend the cycle path on A20 from Roundwell to Church Landway, which the Committee is in favour of.

KCC are looking at reducing the speed on the A20 to 50mph from J8 to Bearsted and installing a pedestrian refuge outside the Tudor Park, which will also help to slow traffic.

A recent traffic survey was taken on Ware Street and Ashford Road over 3 days, one of which the motorway was closed. The figures indicate a massive increase of traffic through Bearsted on the night the motorway was closed.

The proposed Aldi store has been approved subject to the access road into Newnham Court being completed.

ACTION: CLLR's ASH/SPRINGETT

- d) Planning Working Group: Nothing to report.
- e) Reports from members of the Council for outside bodies: Cllr Ash reported back from the KALC meeting and asked if our play areas are strategic, if so, there are grants we can apply for, the office will investigate this.
The Heathlands and Lidsing housing developments are going ahead.
Fly tipping has increased or moved from areas where enforcement has increased.
The discretionary rate relief will remain in place for village halls.
The MBC Code of Conduct has been agreed and parish councils must match it.

ACTION:CLERK

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

- a) Resolution to ratify delegated authority to the Clerk re banking decisions, in agreement with the Finance Working Group: Cllr Jager proposed to approve, this was seconded by Cllr Ash and resolved with all in favour.
- b) Grants and Donations: Roseacre School, Cllr Ash proposed to approve the £700 grant request for a temporary sensory tent and other sensory equipment. This was seconded by Cllr Smith and resolved with all in favour.
- c) Ratify August payments: Cllr Springett proposed to approve the payments, this was seconded by Cllr English and resolved with all in favour.
- d) Authorise September payments: Cllr Springett proposed to accept the payments, this was seconded by Cllr Jagger and resolved with all in favour.
- e) Finance reports: The Council accepted the reports.
- f) Balance of accounts: The Clerk confirmed that the Cambridge, Skipton and two NatWest accounts have now been closed. The Council accepted the balance of accounts.

10. Policies

- a) Data Protection Impact Assessment CCTV Statement: Cllr Hall proposed to adopt the policy this was seconded by Cllr English and resolved with all in favour.
- b) Grievance Policy: Cllr Springett proposed to adopt the policy, this was seconded by Cllr Ash and resolved with all in favour.
- c) IT Acceptable Usage. Data Protection & Social Media Policy: Cllr English proposed to adopt the policy, this was seconded by Cllr Catt and resolved with all in favour.
- d) Recruitment & Selection Policy: Cllr Smith proposed to adopt the policy, this was seconded by Cllr English and resolved with all in favour.

11. Church Lane Car Park

Cllr English proposed Evans & Langford write an additional specification for an alternative solution which includes soakaways using Polycrates under 20% of the car park, so some of the car park surface will need to be dug up, soak aways installed and a new porous surface applied, delegated authority to agree a cost for the specification up to £3000. This was seconded by Cllr Springett and resolved with all in favour. Once the specification is received quotes will be obtained for the original option of soakaways in the verges and this alternative solution.

ACTION: CLLR JAGGER/CLERK

12. Audit

Cllr Ash congratulated the office staff on a successful audit with only one minor scope. Cllr Springett proposed no action to take on the minor scope, Clerk missed ticking one box on the AGAR, and will ensure this is actioned correctly next year. And to approve the Annual Notice of Completion for the website. This was seconded by Cllr Smith and resolved with all in favour.

The members of public left the meeting.

13. Closed Session

The Council moved into closed session to discuss HR and Legal Matters.

14. Future Agenda Items

Leases.

Office extension.

Finance.

Policies.

Church Lane Car Park

15. Date of the next meeting: Tuesday 15th October 2024

There being no further business to transact, the meeting closed at 22.04 hrs

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