



**Minutes of the Bearsted Parish Council's Annual Meeting of the Council held at
Madginford Hall, Egremont Road on Tuesday 13th May 2025 at 7.00pm**

Present:	Cllr Val Springett – Vice Chair	Cllr Jodie Pottage
	Cllr Richard Ash MBE	Cllr Carolyn Smith
	Cllr Pat Catt	Cllr Denis Spooner
	Cllr Clive English	Cllr Sean Turner
	Cllr Frank Jagger	Cllr Christopher Waters
	Cllr Martha Monday	

Also, in attendance were The Clerk Joanne Upton, the Deputy Clerk Amy Bush and Cllr Ciaran Oliver and Cllr Oliver Bradshaw, attending on behalf of Cllr Spencer Dixon. There were no members of the public.

1. Election of Chairman and Declaration of Acceptance of Office.

No one accepted being nominated for the position of Chair therefore Cllr Springett agreed to Chair this meeting only. This was proposed by Cllr Smith, seconded by Cllr English and resolved with all in favour.

Cllr Springett took the Chair

2. Election of Vice Chair and Declaration of Acceptance of Office.

Cllr Springett agreed to continue as Vice Chair. This was proposed by Cllr English, seconded by Cllr Ash and was resolved with all in favour. Cllr Springett signed the Declaration of Acceptance of Office.

3. Declarations of intention to record

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

4. Apologies and absences

Apologies and reasons were received from Cllr Hall and were duly noted. Cllr Kaushik was absent.

5. Declaration of Interests, Dispensations, Predetermination or Lobbying

None.

6. To Appoint Committees:

Cllr Hall had previously provided confirmation to the Clerk of which committees he would like to be a member of.

- Environment Committee: Cllr English proposed to accept Cllr's Smith, Jagger, Pottage, Spooner and Ash onto the Committee, this was seconded by Cllr Springett and resolved with all in favour.
- Communications Committee: Cllr Springett proposed to accept Cllr's Hall, Ash, English, Catt, Turner and Kaushik onto the Committee, this was seconded by Cllr English and resolved with all in favour.
- Traffic & Transport Committee: Cllr Ash proposed to accept Cllr's Ash, Springett, Spooner, Catt, Kaushik and Hall onto the Committee, this was seconded by Cllr Smith and resolved with all in favour.
- HR Committee: Cllr English proposed to accept Cllr's Hall, Waters, Catt, Smith, Monday and English onto the Committee, this was seconded by Cllr Jagger and resolved with all in favour.

- e) Finance Working Group: Cllr English proposed to accept Cllr's Smith, Ash, Jagger, English, Kaushik onto the working group, this was seconded by Cllr Jagger and resolved with all in favour.
- f) Planning Committee: Cllr Ash proposed to accept Cllr's Ash, Monday, Kaushik, Smith and Pottage onto the Committee, Cllr English will be a reserve. This was seconded by Cllr English and resolved with all in favour.
Cllr Kaushik was voted onto the Committees he already sits on in his absence.

7. Election of KALC representatives (two members)

Cllr's Ash and Turner agreed they would be representatives. This was proposed by Cllr Springett, seconded by Cllr Ash and resolved with all in favour.

8. Review of Terms of Reference and standing orders specific to committees and sub-committees

- a) Environment Committee: Cllr English proposed to adopt the TOR, this was seconded by Cllr Spooner and resolved with all in favour.
- b) Communications Committee: Cllr English proposed to adopt the TOR, this was seconded by Cllr Catt and resolved with all in favour.
- c) Traffic & Transport Committee: Cllr Ash proposed to adopt the TOR, this was seconded by Cllr Springett and resolved with all in favour.
- d) HR Committee: Cllr Smith proposed to adopt the TOR, this was seconded by Cllr English and resolved with all in favour.
- e) Finance working group: Cllr Ash proposed to adopt the TOR, this was seconded by Cllr English and resolved with all in favour.
- f) Planning Committee: Cllr Ash proposed to adopt the TOR, this was seconded by Cllr Smith and resolved with all in favour.

9. Review of delegation arrangements to committees, sub-committees, and staff.

Cllr Springett proposed to adopt the Scheme of Delegation, this was seconded by Cllr Ash and resolved with all in favour.

10. Review of the Risk Register

Cllr Springett proposed to accept the risk register with no amendments, this was seconded by Cllr Spooner and resolved with all in favour.

11. Review of the Councils asset register

Cllr Waters proposed to accept the asset register once the following items have been confirmed, who owns the bins as these are maintained and emptied by MBC, the value showing for the parish office building as need to confirm ownership and to remove Rosemary Road open space as we no longer maintain this for MBC. This was seconded by Cllr Ash and resolved with nine in favour and two abstentions.

12. Review of arrangements for insurance cover for insurable risks.

Cllr Springett proposed to accept the insurance policies, which was seconded by Cllr Smith and resolved with all in favour.

13. To review direct debits and regular payments.

Cllr Springett proposed to accept the regular payments, this was seconded by Cllr English and resolved with all in favour.

19.34 Adjournment to enable members of the public to address the meeting.

There were no members of the public. There were no comments from the attending KCC and MBC Councillors.

At 19:36 Cllr Springett resumed the meeting. As there was no further matter to discuss the meeting closed 19:38.

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