



**Minutes of the Full Council meeting of Bearsted Parish Council held at Madginford Hall,
Egremont Road on Tuesday 13th May 2025 at 7.39pm**

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.

Reports from members of the public

There were no members of the public.

Vice Chair, Cllr Springett took the Chair.

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 Hall and Kaushik.

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

None declared.

4. Signing of the Minutes of the last meeting.

- The minutes of the HR meeting 18th March 2025 were agreed by members of the Committee as a true record and duly signed.
- The minutes of the HR closed session 18th March 2025 were agreed by members of the Committee as a true record and duly signed
- The minutes of the Full Council meeting 15th March 2025 were agreed as a true record and duly signed.
- The minutes of the Full Council closed session 15th March 2025 were agreed as a true record and duly signed.

5. Reports:

- Borough Councillors: Councillors commented that it has been very quiet due to the recent elections.
- Community Warden: The Council noted the excellent report provided by the Community Warden.
- Police: No report received; PC Phillips is on annual leave.
- Clerk: The Clerk advised Neil Francis has stepped down and thanked him for his time and contributions to the Council, he has also agreed to continue to assist with the social media project.

The CPS will be working at Meadow Bank on the 18th May. Cllr Pottage agreed to meet the team.

ACTION: Cllr Pottage

The Clerk advised that the Environment Committee have approved moving the location of the Noticeboard on the Green to face visitors as they enter the Green from the White Horse end. Cllr Pottage proposed to accept this in principle, provided the location is

checked with the Market Manager, this was seconded by Cllr Ash and resolved with all in favour.

ACTION: Clerk

- e. Chairman: no report.

6. Committee Meeting and Working Group Reports

- a) Planning Committee: Cllr Ash advised that the Kent Minerals Plan had been adopted. The Design & Sustainability document has been withdrawn and will be replaced with several policies. The Planning & Infrastructure policy will not affect Bearsted. The Committee recommended approval for 4 applications, responded with 'no comment' on a retrospective application and were in favour of another but noted the CIL documents were incorrect.
- b) Finance Working Group: Cllr Ash advised the Committee had reviewed the policy for Grants & Donations. Cllr English proposed to set the budget at 4% of the precept. Cllr Ash proposed an amendment to 5%, which was seconded by Cllr Monday, five voted in favour and six against. Cllr Pottage seconded the proposal for 4%, and this was resolved with 7 in favour and 4 against. Cllr Waters suggested the need for a maximum amount per request. It was agreed this should be deferred back to the Finance Working Group for further discussion.

ACTION: Finance Working Group

Cllr Ash proposed to accept the 2.6% increase in fees for the Financial Support Officer, this was seconded by Cllr English and resolved with all in favour.

Cllr Ash proposed the signatories for the Buckinghamshire Building Society savings account are Cllr's Hall, Smith, Jagger and the Clerk. This was seconded by Cllr English and resolved with all in favour.

Cllr Ash proposed to accept the cost of £3000 for full working Building Regulation drawings, £409 for the application and future cost of £760.00 for Building Control Inspections. This quote is from John Childs Architectural Design. If the third quote comes in less, then the Clerk will use this alternative architect. This was seconded by Cllr Jagger and resolved with all in favour.

Cllr Ash asked the KCC Councillor for an update on the Bearsted Road and Willington Road schemes. Cllr Bradshaw confirmed these are a top priority and they are investigating further funding.

Cllr Ash confirmed the speed reduction to 40 mph on the A20 should be implemented this financial year. The Combined Parishes Traffic Group and Speed Watch groups are working well, and Cllr Springett has requested a meeting with MBC to discuss time limits for parking at the Madginford shops, Cllr Turner will speak to the school about staff parking there.

- c) Communication Committee: Cllr Catt advised the Market Manager has agreed to run the Fireworks event again on the same terms as last year. The Committee are looking at costs for matting on the Green to allow the Market to continue in wet weather. The Christmas Light switch on events will be held on the 30th November but the Rock Choir are not available. Madginford School choir will be attending. The Committee are looking at engaging with residents to promote the benches in the parish by requesting photographs and comments about the beautiful views around the village. The Committee have agreed to take over the summer book hunt and the office have a budget of £300.
- Cllr Catt proposed to accept the cost of £2449 to decorate the Christmas Trees and £2652.30 to hang the motifs. This was seconded by Cllr Turner and resolved with all in favour.
- Cllr Springett proposed to accept the cost of £615 for a new Chair Honours Board. This was seconded by Cllr Ash and resolved with all in favour.
- d) Reports from members of the Council for outside bodies: Cllr Ash advised the next KALC meeting is on the 19th May 2025.

7. Portable Speed Indication Device

The Traffic Committee proposes sharing a SID unit with Detling and Hollingbourne Parishes. Cllr Springett proposed to accept, in principle, the cost of £3374.94, this was seconded by Cllr Jagger and resolved with all in favour.

Cllr Springett proposed the Full Council give delegated authority for her and Cllr Ash to work with the Clerk on a public engagement exercise, this was seconded by Cllr Smith and resolved with all in favour.

Cllr Springett proposed Full Council give delegated authority to her and Cllr Ash to work with Detling and Hollingbourne Parishes to create an agreement for sharing the SID Unit, this document will be brought back to FC for approval. This was seconded by Cllr Ash and resolved with all in favour.

ACTION: Cllr's Springett/Ash/Clerk

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

a) Resolution to approve/ratify quotations or payments:

- i. Playdale, additional costs to BWT play equipment: Cllr Springett proposed to accept the additional cost of £319.06 (exc.VAT). This was seconded by Cllr Ash and resolved with all in favour.
- ii. Evans & Langford: £1620 (inc.VAT) to project manage car park project: Cllr Springett proposed to accept the cost, this was seconded by Cllr Smith and resolved with all in favour. The Clerk is waiting for Evans & Langford to answer two remaining queries on the specification then this will go out to tender.

b) Grants and Donations:

- i. Cricket Club: Cllr Waters recommended that a balance sheet and profit and loss is requested to establish how much available funds the club have and that no decision is made until the Council have agreed the maximum amount per request. It was agreed to defer this back to the Finance Working Group.
- ii. Classic Cars on the Green: Cllr Springett proposed to agree the £504 request to fund toilets for the event. This was seconded by Cllr Smith and resolved with all in favour.

c) Authorise May payments: Cllr Springett proposed to accept the payments, this was seconded by Cllr Smith and resolved with all in favour.

d) Finance reports: There were no reports to consider.

e) Balance of accounts: Cllr Springett proposed to accept the balance of accounts, this was seconded by Cllr English and resolved with all in favour.

f) VAT Claim Q4: The VAT claim was duly noted.

9. Policies

- a) Standing Orders: Cllr Springett proposed to adopt the policy with the amendments due to the new Procurement Act. This was seconded by Cllr English and resolved with all in favour.
- b) Financial Regulations: Cllr English proposed to adopt the policy with the amendments due to the new Procurement Act. This was seconded by Cllr Pottage and resolved with all in favour.

10. Meeting Start Time

Cllr Springett proposed to change the start time for all meetings to 7pm for a trial period of 6 months. This was seconded by Cllr English and resolved with ten in favour and one against.

11. Future Agenda Items

Policies

Standard items

Add KCC Councillor report to agenda

12. Date of the next meeting: Tuesday 17th June 2025

There being no further business to transact, the meeting closed at 21.13 hrs

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