



Minutes of the Full Council meeting of Bearsted Parish Council held at Madginford Hall, Egremont Road on Tuesday 17th June 2025 at 7.00pm

Present:	Cllr Val Springett – Vice Chair	Cllr Max Huseyin
	Cllr Richard Ash MBE	Cllr Frank Jagger
	Cllr Pat Catt	Cllr Kapil Kaushik
	Cllr Clive English	Cllr Jodie Pottage
	Cllr David Hall	Cllr Denis Spooner

Also, in attendance were The Clerk Joanne Upton, the Deputy Clerk Amy Bush and KCC Cllr Spencer Dixon and two members of the public.

Vice Chair, Cllr Springett took the Chair.

Reports from members of the public

One member of the public reminded Councillors that the Fayre is on the 28th June and welcomed all to attend and requested volunteer help both for the Friday and Saturday.

1. Declarations of intention to record.

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

2. To elect a Chair

Cllr Ash nominated Cllr Springett to Chair this meeting, with no further nominations, Cllr English seconded the nomination, and this was resolved with 8 in favour and 1 abstention. Cllr Hall advised the Council that if no one else offers to become Chair, he would be happy to stand from September 2025.

3. Apologies and absences.

Apologies were received and duly noted for Cllr's Monday, Smith, Turner and Waters.

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

Cllr's English, Springett and Pottage declared an interest in items relating to the Madginford Hall Committee, as members.

5. Signing of the Minutes of the last meeting.

- The minutes of the Annual Meeting of the Council 13th May 2025 were agreed as a true record and duly signed.
- The minutes of the Full Council meeting 13th May 2025 were agreed as a true record and duly signed.

6. Co-option

- Cllr Springett proposed to co-opt Max Huseyin, this was seconded by Cllr Ash and resolved with all in favour.
- Cllr Springett proposed to accept Cllr Huseyin as a member of the Environment Committee, this was seconded by Cllr English and resolved with all in favour.

Cllr Max Huseyin signed the Declaration of Acceptance of Office and joined the meeting.

7. Reports:

- a) Borough Councillors: Cllr Ash congratulated Cllr Oliver as Vice Chair of the Overview Scrutiny Committee. Cllr Ash requested that Borough reports should only contain information relevant to Bearsted, and could they provide more information on issues raised for the Ward meetings.
- b) KCC Councillor: Cllr Dixon introduced himself and advised he his Chair of the Sacra (religious education) committee. He will be meeting with the Cabinet Member for Highways this week and starting surgeries from next month and is keen to start reporting issues to County Hall. Cllr Dixon agreed to attend a meeting with Cllr's Ash and Springett to discuss traffic and road concerns, which he can discuss with the Highways Cabinet Member.
- c) Community Warden: The report was noted, and the Council acknowledged the benefits of reinstating the service to the Parish.
- d) Police: There was no report.
- e) Clerk: The Clerk advised that the CPS was unable to attend this month but will be back in July. The Madginford Library have requested a Cllr attend their Talk Time Group to advise residents what the Parish Council does. Cllr Springett volunteered to attend. Cllr's can send updated Bio's for the website. The office will be closed on Thursday 19th for the Clerk to attend meetings.
The Clerk reminded Cllr's that the Parish Council do not own the hall or office and therefore the planned extension would revert back to KCC once the lease ends, if not renewed in 2083. The Council confirmed there is no other option for the Parish Office to relocate and therefore should proceed with the extension. It was agreed to refer back to the Finance Working Group to investigate the option of approaching KCC to see if we can obtain ownership of the land.
The Clerk asked if the Council would like to move the Finance Working Group meetings to the evenings if this would allow other members to attend. It was agreed that the Clerk liaises with the Working Group members and any other Councillors interested in attending these meetings.

ACTION: Clerk

- f) Chairman: Cllr Springett confirmed she will be attending the KALC meeting with the Clerk on Thursday for an update on the Devolution process.
Cllr Springett advised that the bill from Outset for preparing the Tennis Club lease increased from the original quote to over £8000, this was due to BPC getting caught up in the minute details and BPC should be aware of this the next time a lease is due for renewal. Outset have agreed to reduce the overall bill to £5400 (inc.VAT). Cllr's Hall and Jagger noted that this was however a reasonable cost due to the amount of work completed by Outset.

8. Asset Register

Cllr Springett proposed to accept the restated Asset Register, this was seconded by Cllr Ash and resolved with nine in favour and one abstention.

9. Internal Audit Report

- a) The Council thanked the office team for their hard work on a successful internal audit. The Clerk advised the report raised two areas to note. The auditor noted there was not enough financial information on the website. The Clerk advised that in future the Finance Working Group minutes will be published including additional information on the budget and precept. The other area highlighted is regarding a new assertion for next year's audit which concerns digital compliance.
- b) Cllr Spingett proposed to accept the internal audit report, which was seconded by Cllr Ash and resolved with nine in favour and one abstention.
- c) Cllr Springett proposed to instruct Mr Buckett for the 2025-26 Audit, this was seconded by Cllr Hall and resolved with nine in favour and one abstention.

10. Statement of Internal Control

Cllr Springett proposed to accept the Statement of Internal Control, this was seconded by Cllr Ash and resolved with nine in favour and one abstention.

11. Annual Governance Statement for 2024-25

Cllr Springett read each statement on the Annual Governance Statement.

Statement 1 Cllr Ash proposed to respond yes, this was seconded by Cllr Pottage and resolved with nine in favour and one abstention.

Statement 2 Cllr Springett proposed to respond yes, this was seconded by Cllr Ash and resolved with nine in favour and one abstention.

Statement 3 Cllr Springett proposed to respond yes, this was seconded by Cllr Ash and resolved with nine in favour and one abstention.

Statement 4 Cllr Springett proposed to respond yes, this was seconded by Cllr Jagger and resolved with nine in favour and one abstention.

Statement 5 Cllr Springett proposed to respond yes, this was seconded by Cllr Hall and resolved with nine in favour and one abstention.

Statement 6 Cllr Springett proposed to respond yes, this was seconded by Cllr Hall and resolved with nine in favour and one abstention.

Statement 7 Cllr Springett proposed to respond yes, this was seconded by Cllr Catt and resolved with nine in favour and one abstention.

Statement 8 Cllr Springett proposed to respond yes, this was seconded by Cllr English and resolved with nine in favour and one abstention.

Statement 9 is not applicable.

12. Accounting Statements for 2024-25

Cllr Springett proposed to accept the Accounting Statement, this was seconded by Cllr Hall and resolved with nine in favour and one abstention.

13. Exercise of Public Rights

Cllr Springett proposed to accept the dates for the public rights. This was seconded by Cllr Ash and resolved with nine in favour and one abstention.

14. Committee Meeting and Working Group Reports

- a) Planning Committee: Cllr Ash advised the Committee had recommended approval on one application and 'no comment' on 3 Manor Close, up to the MBC planning officer to decide. Cllr Springett advised that she had been contacted by several residents and has asked for this application to be called to Committee.

- b) Finance Working Group:

Grants & Donations Policy: Cllr Hall advised the Working Group recommends not setting a maximum limit for applications. Cllr Hall proposed to accept the new policy document, this was seconded by Cllr Ash and resolved with 7 in favour, 2 against and one abstention.

Madginford Hall Bills: Cllr Hall proposed that BPC pay £1324.14 which is 10% of the gas & electric bill from April 22 to March 24. The remaining bills for this time period will be written off against the outstanding £1256.57 owed to BPC from Madginford Hall Committee for the Brays bill to remove shed contents due to a sewage leak. On going the Hall Committee will provide invoices for April 24-25 and BPC will pay 10% of this. The Hall Committee will look to provide quarterly invoices from April 2025. This was seconded by Cllr Ash and resolved with 5 in favour and two abstentions. Cllr's Springett, English and Pottage did not vote as they are members of the Hall Committee.

Cllr Hall proposed to contribute £100 to the Bearsted WI towards the cost of a defibrillator battery £336. This was seconded by Cllr Springett and resolved with eight in favour and two abstentions.

ACTION: Clerk

- c) Environment Committee: Cllr Pottage advised that Cllr Smith remains Chair and Cllr Pottage is now Vice Chair. Cllr Pottage proposed to accept the cost from Hopkins of £754 to provide and install a climate controlled defib cabinet, this was seconded by Cllr Ash and resolved with all in favour.

Cllr Pottage proposed to write to 3 residents who have installed a fence on BPC owned land, requesting they apply to the land registry to gain ownership of the land, at cost to the residents. This was seconded by Cllr English and resolved with 9 in favour and one abstention.

Cllr Pottage proposed to give delegated authority to the Clerk to choose a contractor for the tree work, highlighted from the survey, up to a maximum of £4020. This was seconded by Cllr English and resolved with all in favour.

Cllr Pottage proposed to accept the cost from Just 4 Designs & Print of £297.75 plus £240 for wooden posts and metal spikes for the permanent warning signs on the Green, this was seconded by Cllr Ash and resolved with all in favour.

Cllr Pottage proposed to accept the cost of £1220 for MVCP for additional workdays, this was seconded by Cllr Ash and resolved with all in favour.

Cllr Pottage proposed to accept the cost of £77 per bench for 2 benches at Meadow Bank, this was seconded by Cllr Ash and resolved with all in favour.

Cllr Spooner explained to the Council about the land outside of a property in Madginford, the land was originally owned by the developer, this company no longer exists so the land reverts to the Crown, the resident has erected a fence and cut down two cherry trees. The Council feel this should remain public land. Cllr Pottage proposed to formally request KCC claims ownership and BPC will ask MBC to maintain it. This was seconded by Cllr Springett and resolved with nine in favour and one abstention.

ACTION: Clerk

- d) Reports from members of the Council for outside bodies: Cllr Ash confirmed he and Cllr Turner are BPC representatives at KALC. The village halls should have received the discretionary rate relief forms, the Clerk will write to the halls to ensure they have been received. Cllr Ash advised he will be attending the Democracy and General Purposes Committee meeting and asking questions on behalf of KALC regarding Devolution.

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

- a) Resolution to approve/ratify quotations or payments:
Outset bill for Tennis Club Lease: Cllr Hall proposed to accept the cost of £5400 (inc.VAT), this was seconded by Cllr Jagger and resolved with nine in favour and one abstention.
- b) Grants and Donations:
- i. Cricket Club: Cllr Pottage proposed to pay the £1085 as 50% towards the cost of machinery to maintain the Cricket playing field. This was seconded by Cllr Ash and resolved with nine in favour and one against.
 - ii. Church Lane Allotment Association: Cllr Springett proposed to pay the £259.80 for felt to repair the shed roofs, with the condition this is the last payment from BPC towards shed repairs and the CLAA must put in place a means to raise funds to repair the sheds going forward. This was seconded by Cllr Hall and resolved with eight in favour two abstentions.
 - iii. Bearsted & Thurnham Fayre: Cllr Ash proposed to pay the £696 for toilets for the event. This was seconded by Cllr Pottage and resolved with all in favour.
- c) Authorise June payments: Cllr Springett proposed to accept the payments, this was seconded by Cllr Hall and resolved with nine in favour and one abstention.
- d) April – May Finance reports: Cllr Springett proposed to accept the report, this was seconded by Cllr Ash and resolved with nine in favour and one abstention.
- e) Balance of bank accounts: The Council noted the balances.

16. Future Agenda Items

Policies

Madginford Property

Ragstone Road

17. Date of the next meeting: Tuesday 15th July 2025

There being no further business to transact, the meeting closed at 21.02 hrs

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