



Minutes of the Annual Meeting of The Council, Bearsted Parish Council

Madginford Hall, Egremont Road, Bearsted on Tuesday 12th May 2026 at 6.30pm

Present:

Cllr Christopher Waters (Chair), Cllr Jodie Pottage (Vice Chair), Cllr Richard Ash MBE, Cllr Pat Catt, Cllr Max Huseyin, Cllr Frank Jagger, Cllr Kapil Kaushik, Cllr Martha Monday, Cllr Marie Selby, Cllr Carolyn Smith and Cllr Denis Spooner.

Also, in attendance was the Clerk Joanne Upton, the Deputy Clerk Amy Bush. There were no members of the public.

1. Election of Chairperson and Signing of the Declaration of Acceptance of Office

Cllr Waters proposed himself as Chairman, with no other nominations, this was seconded by Cllr Ash and resolved with all in favour. Cllr Waters signed the Declaration, witnessed by the Clerk.

2. Election of a Vice Chair and Signing of the Declaration of Acceptance of Office

Cllr Waters proposed Cllr Pottage as Vice Chair, with no other nominations, this was seconded by Cllr Smith and resolved with all in favour. Cllr Pottage signed the Declaration, witnessed by the Clerk.

3. Declaration of Intention to Record

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

4. Apologies and Absences

Apologies were received and duly noted for Cllr's Hall, Springett and Turner. Cllr Kaushik will be arriving late, and Cllr English was absent.

5. Declaration of Interests, Dispensations, Predetermination or Lobbying

Cllr Pottage declared interests in items relating to the Cricket and Tennis Clubs, as family are members and an interest in items relating to Madginford Hall Committee as a Hall Committee member. No other declarations were declared.

6. To Appoint Committees

- a) Environment Committee: Cllr Waters proposed the following members, Cllr's Huseyin, Spooner, Pottage, Smith and Jagger, this was seconded by Cllr Monday and resolved with all in favour.
- b) Communications Committee: Cllr Catt proposed the following members, Cllr's Selby, Catt, Hall and English, this was seconded by Cllr Smith and resolved with all in favour.
- c) Traffic Committee: Cllr Waters proposed the following members, Cllr's Hall, Kaushik, Springett, Catt, Ash and Spooner, this was seconded by Cllr Ash and resolved with all in favour.
- d) Planning Committee: Cllr Waters proposed the following members, Cllr's Kaushik, Ash, Monday and Smith, this was seconded by Cllr Catt and resolved with all in favour.
- e) HR Committee: Cllr Jagger proposed the following members, Cllr's Hall, Smith, Pottage, Catt and Monday, this was seconded by Cllr Pottage and resolved with all in favour.
- f) Finance Working Group: The Clerk advised that a request was considered by the existing working group members to move the meetings to Thursday's evening. However, they would recommend keeping it to Thursday mornings. Due to the Clerk & Deputy being unable to Clerk the meetings and this time works for members. Cllr Ash proposed the following members, Cllr's Smith, Jagger, Ash and Huseyin, this was seconded by Cllr Jagger and resolved with all in favour.
- g) Leases Working Group: Cllr Jagger proposed the following members, Cllr's Springett, Jagger, Waters and Hall, this was seconded by Cllr Waters and resolved with all in favour.

7. Review of Terms of Reference and Standing Orders Specific to Committees and Sub Committees

- a) Environment Committee: Cllr Jagger proposed to approve the TOR, this was seconded by Cllr Pottage and resolved with all in favour.
- b) Communications Committee: Cllr Catt proposed to approve the TOR, this was seconded by Cllr Smith and resolved with all in favour.
- c) Traffic & Transportation Committee: Cllr Ash proposed to approve the TOR, this was seconded by Cllr Smith and resolved with all in favour.
- d) Planning Committee: Cllr Ash proposed to approve the TOR, this was seconded by Cllr Monday and resolved with all in favour.
- e) HR Committee: Cllr Waters proposed to approve the TOR, this was seconded by Cllr Monday and resolved with all in favour.
- f) Finance Working Group: Cllr Smith proposed to approve the TOR, this was seconded by Cllr Jagger and resolved with all in favour.
- g) Leases Working Group: Cllr Waters proposed to approve the TOR, this was seconded by Cllr Catt and resolved with all in favour.

8. Election of KALC Representatives (two members)

Cllr Waters proposed Cllr's Ash and Turner, this was seconded by Cllr Smith and resolved with all in favour.

9. Review of the Scheme of Delegation: arrangements to committees, sub committees and staff

Cllr Waters proposed to approve the Scheme of Delegation, this was seconded by Cllr Spooner and resolved with all in favour.

10. Review the Risk Register

Cllr Waters proposed to approve the Risk Register including the amendment concerning data compliance and security, this was seconded by Cllr Pottage and resolved with all in favour.

11. Review the Council Asset Register

Cllr Ash queried why the benches had been removed. The Clerk confirmed the Council had voted in July 2025 to remove the benches as these were not purchased by BPC and as the value was less than £500 per bench, BPC would not claim on the insurance if they were damaged. It was agreed that the Environment Committee will relook at the Memorial Bench policy and determine the level of repairs BPC will commit to.

Cllr Jagger queried whether the Church Landway footpath should be listed as an asset as it is a KCC footpath. Cllr Spooner explained KCC are only responsible for ensuring the footpath remains open to the public. The footpath is on BPC land so the Clerk will confirm with the Auditor if it should be included on the asset register.

Cllr Huseyin proposed to accept the Asset Register pending confirmation on the Church Landway, this was seconded by Cllr Pottage and resolved with all in favour.

Cllr Kaushik arrived at 7:15pm

12. Review of Arrangements for Insurance and Insurable Risks

Cllr Jagger asked if Councillors are covered for liability as individuals. The Clerk will forward the full Insurance Policy document for Councillors to review.

Cllr Waters proposed to accept the insurance arrangements, this was seconded by Cllr Ash and resolved with 10 in favour and 1 abstention.

13. Review of Direct Debit and Regular Payments

Cllr Waters proposed to accept the payments, this was seconded by Cllr Ash and resolved with 10 in favour and 1 abstention.

Adjournment to enable members of the public to address the meeting, there were no members of the public.

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