



Minutes of the Full Council meeting of Bearsted Parish Council

Madginford Hall, Egremont Road, Bearsted on Tuesday 12th May 2026 at 7.18pm

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 and KCC Cllr Spencer Dixon.

Reports from members of the public

There were no 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 Hall, Springett and Turner. Cllr English was absent.

3. Declaration of Interests, Dispensations, Predetermination or Lobbying

There were no declarations.

4. Signing of the minutes of the last meeting

- a) The minutes of the Annual Parish Meeting on 31st March 2026 were agreed as a true record and signed by the Chairman.
- b) The minutes of the Full Council Meeting on 14th April were agreed as a true record and signed by the Chairman.

5. Reports

- a) Borough Councillors: The reports from Cllr's Spooner and Springett were noted. Cllr Spooner advised there is still no update on the site in Water Lane put forward for the Gypsy and Travelling Show people call for sites.
Cllr Ash expressed disappointment that Ward Cllr Oliver had not provided a report, the Chairman suggested he will write to Cllr Oliver to request a monthly report if unable to attend the meeting.
- b) KCC Councillor: Cllr Dixon congratulated BPC on a very successful Annual Parish Meeting. He advised that the Bearsted Road works are proceeding as planned and KCC have a grant fund available for bus shelters. Cllr Ash advised that the Environment Committee were looking to clean 7 shelters within the Parish, it was agreed Cllr Dixon will provide information on how to apply for the funding.
- c) Community Warden: The report was noted.
- d) Police: There was no report.
- e) Clerk: The Clerk advised that MBC have confirmed that CIL funds can be used for the Rob Turner Art project, BPC have budgeted £1000 of CIL funds towards this project and Cllr Turner will continue to investigate additional funding.
The Data Mapping and Compliance review has been completed, and the Clerk will continue working through the recommendations.
There is an MBC consultation on a proposed pump track at the old park & ride site on Willington Street. It was agreed that Cllr's should respond to this as residents should they have concerns. Cllr Jagger raised a concern about parking for parents bringing children to the site.
- f) Chairman: The Chairman thanked Cllr Hall on behalf of all Councillors and the office staff for all his hard work and dedication over the last three years as Chairman.

6. Committee Meeting and Working Group Reports

- a) Planning Committee: Cllr Ash reported 2 recently considered applications had been refused by MBC that BPC had recommended approval.
Following a request from Cllr Springett the Committee had agreed to respond to applications with 'no comment' or 'no objection' to prevent residents from assuming that BPC had more influence in decision making. BPC are consultees only. Cllr Waters suggested adding that to the response, this would need to be discussed at a Planning Committee.
The Committee had considered areas of the Parish that BPC would like to support or protect from development once MBC issues a 'call for sites'. The Committee propose to support the Coal Yard development and to protect, the Len Valley Nature Reserve, the Rosemary Road open space and the land outside of St Peters Church.
- b) Environment Committee: Cllr Smith proposed to accept the cost of £466 from LRH Maintenance for bench cleaning and repairs, this was seconded by Cllr Pottage and resolved with all in favour. Cllr Smith proposed to accept the cost £145.50 from LRH Maintenance to repair the fence by the CL gate, this is seconded by Cllr Jagger and resolved with all in favour.
Following a request from a resident to consider further initiatives to reduce antisocial behaviour at the car park the Committee resolved to spend up to £300 on additional signage. Cllr Smith proposed to accept this cost, this was seconded by Cllr Jagger and resolved with all in favour. Cllr Smith proposed to accept the cost of £217.50 from Secure Tech to install additional locks on the CCTV column, which was suggested by the Data Compliance report. This was seconded by Cllr Pottage and resolved with all in favour.
The Committee had resolved to budget £500 for cleaning 7 bus shelters in the parish. It was agreed to confirm responsibility for bus shelter maintenance with Cllr Dixon and to explore applying for grant funding to cover these costs. Cllr Waters proposed to approve the £500 costs, in principle, should BPC be unable to source KCC funding, this was seconded by Cllr Pottage and resolved with all in favour.
Cllr Smith proposed to accept the cost of £480 for urgent tree works highlighted by the annual tree survey. This was seconded by Cllr Jagger and resolved with all in favour.
Following complaints from residents about the Cricket warning signs Cllr Smith proposed to keep 2 signs as this is within the permitted development rights and not to apply for planning permission to reinstall the other 2 signs. This was seconded by Cllr Pottage and resolved with all in favour.
Cllr Smith proposed to accept the cost of £960 from Medway Valley Countryside Partnership for 3 workdays at Meadow Bank, this was seconded by Cllr Pottage and resolved with all in favour.
- c) Finance Working Group: The Clerk advised the Working Group had considered the increase in cost for the Community Warden service of 3.8% to £28,026. Cllr Jagger proposed to accept the cost, this was seconded by Cllr Spooner and resolved with 10 in favour and 1 against.
The Clerk reported that KCC are considering BPC's offer to purchase the land at Madginford Hall. A request has been received to consider moving the Finance meeting to a Thursday evening which has already been discussed and voted on at the Annual Meeting of the Council.
- d) Reports from member of the Council for outside bodies: Cllr Ash advised there was no KALC meeting this month.

7. Finance (Account and Audit Regulation 2011/817)

- a) Resolution to approve/ratify quotations or payments:
There were none to consider.
- b) Grants and Donations:
Classic Cars on the Green: £504 for toilet hire. Cllr Ash proposed to approve the grant request, this was seconded by Cllr Jagger and resolved with all in favour.
- c) Authorise May Payments: Cllr Waters proposed to approve the payments, this was seconded by Cllr Smith and resolved with all in favour.
- d) Finance Reports: There were no reports to consider due to the upcoming audit. May & Junes reports will be available at the June Full Council meeting.
- e) Balance of Bank Accounts: Cllr Waters proposed to approve the balances, this was seconded by Cllr Jagger and resolved with all in favour.

8. Agenda Items

The process of requesting agenda items was discussed and Cllr's felt confident in the processes and procedures in place. The Clerk confirmed all draft agenda's will now be sent to all Cllr's giving them the opportunity to request agenda items, even if they are not on that particular committee.

9. Policies

- a) Standing Orders: Cllr Waters proposed to adopt the policy with the amendment concerning agenda items. This was seconded by Cllr Smith and resolved with all in favour.
- b) Financial Regulations: Cllr Waters proposed to adopt the policy with no amendments, this was seconded by Cllr Jagger and resolved with all in favour.
- c) Data Handling Policy: Cllr Pottage proposed to adopt the new policy, as suggested by the Data Compliance report, this was seconded by Cllr Huseyin and resolved with all in favour.
- d) Email Policy: To replace the Email Etiquette Policy, as suggested by the Data Compliance report. Cllr Waters proposed to adopt the amended policy, this was seconded by Cllr Smith and resolved with all in favour.
- e) IT Policy: Cllr Waters proposed to adopt the amended policy, as suggested by the Data Compliance report, this was seconded by Cllr Pottage and resolved with all in favour.
- f) Data Handling Agreement: This form replaces the previous Data Protection Agreement signed by all Councillors upon taking office. All Councillors present signed the form, which was also signed by the Clerk.

10. Future Agenda Items

Office lease and rent, policies and standing items.

11. Date of next meeting, 16th June 2026

There being no further business to transact, the meeting ended at 20:20 hrs.

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