

BREDHURST PARISH COUNCIL



Minutes of the Ordinary Parish Council Meeting held at Blacksmiths Barn, on Wednesday 5th February 2020 at 6.30pm

Present: Cllr Vanessa Jones (Chair), Cllr Nichola Carr (Vice-Chair), Cllr Steve Bowring, Cllr John Merrick, Cllr Miriam Noble (from item 141), Cllr David Till, Bex Ratchford (Clerk)

Public: 5

131. Apologies for absence

Apologies were received from Cllr Sharp, Cllr Brindle (MBC), Cllr Bob Hinder (MBC) and Cllr Wendy Hinder (MBC).

132. Declarations of interests

Cllrs had no interests to declare.

133. To approve the minutes of the meeting held on 4th December 2019

The minutes were **agreed** as an accurate record of the meeting and were signed and dated by the Chair.

134. Police briefing

There was no police briefing available.

The meeting adjourned for a short public session but there were no matters raised.

135. Matters arising (for information only)

- a. AP1: hasp for vehicular gate still to be fitted. **Action 1: Cllr Merrick to source and fit.**
- b. AP2: CIL Spending Plan still to be formulated. **Action 2: Clerk to formulate plan.**
- c. AP3: it was **agreed** not to pursue a Neighbourhood Plan at this time.
- d. AP4: Cllr Carr had spoken to KCC; the verge has not yet been reinstated as more works were needed. Once it is confirmed these are complete the verge will be reinstated.
- e. AP5: locks installed.
- f. AP6: contractor informed, gates installed.
- g. AP7: contractor informed, plastic sheeting should be fitted this week.
- h. AP8: Internet User policy circulated.
- i. AP9: CCTV policies still being checked. **Action 3: Cllr Jones to confirm the position.**
- j. AP10: agenda item 137.
- k. AP11: Hire Agreement updated and published.
- l. AP12: agenda item 137.
- m. AP13: agenda item 137.
- n. AP14: gardener informed.
- o. AP15: agenda item 140.
- p. AP16: agenda item 141.
- q. AP17: planning comment made.
- r. AP18: agenda item 145.
- s. AP19: response with prayer request sent.

136. Gibraltar Farm

There was no update.

137. Blacksmiths, Bredhurst Community Barn

- a. The working party had met and discussed bookings, access arrangements, utilities and the budget. Expenditure on cleaning materials and a key safe had been **agreed**.
- b. Due to the lease showing the incorrect postcode, it has proved difficult to establish which utility companies are supplying the Barn. The postcode shown on the building regulations is ME7 3JU. Cllr Jones had established that Ecotricity is the electricity supplier and they have been contacted. MBC has also been contacted regarding potential rates. Southern Water still have no trace of the address, but this could be due to the confusion with the post code. The landlord's solicitor will issue an amended lease showing the correct address. A fortnightly waste collection can be arranged at £9 per collection but it was **agreed** to wait and see whether this proved necessary.
- c. The working party spend remains the same apart from £1,255.34 on the car park gate and plants; £177.19 on keys, cleaning materials and door handles and locks; and an extra £106 on forms for the registration of the lease. The total spend is £9,842.59, with £12,268.19 forecast. It was **agreed** not to purchase more cutlery, a hot water heater, or a baby changing table until it is established whether these are necessary. It was **agreed** to discuss the name plate at the next meeting. The income to date is £12,006.86 although there are a number of outstanding hire charges to be paid.
- d. There have been a high number of people enquiring about hiring the Barn and there are now eight regular bookings from different groups, totalling 11 hours a week. There have also been a few one off hires. The amount of bookings has proved time consuming for the caretaker, as he is unlocking and locking up for each one. It was **agreed** that a key safe would be a preferable way to manage this in future and that the caretaker would make spot checks and attend the Barn twice a week to carry out a deep clean. **Action 4: working party to arrange installation of key safe.** It was also **agreed** not to accept any new bookings for now but that extra events for regular hirers would be considered. The time taken to deal with bookings and payments was noted and it was **agreed** that hirers must pay for a whole month in one go, by the 27th of the previous month, otherwise the booking would be forfeit. It was **agreed** to write to hirers explaining the new access and payment arrangements and to reiterate the rules regarding parking and amplified music. **Action 5: Clerk to write to hirers.** It was **agreed** to review these arrangements at the next meeting.

138. Field gate

It was **agreed** to discuss this next month.

139. Tree survey and maintenance

It was **agreed** to continue with the current contractor for the VTA and to engage him for one day's work to deal with the most pressing issues highlighted by the VTA. **Action 6: Clerk to inform contractor.**

140. Village maintenance

It was **agreed** to continue with the current contractor for the grass cutting, footpath strimming and weedkilling and to ask them to quote to add grass cutting at the Barn to the specification. **Action 7: Clerk to contact contractor.**

141. Website

The clerk has been speaking to other clerks about their website provision and its ease of use. There are a number of options. It was **agreed** not to continue website hosting with Cantium but to continue investigating other providers. **Action 8: Clerk to continue investigating.**

142. Rural Kent

It was **agreed** not to renew membership of Rural Kent.

143. Great British Spring Clean

It was **agreed** to hold a Village Tidy Up Day on 14th March at 10am. **Action 9: Cllr Carr to arrange and clerk to publicise.**

144. Planning

a. 19/505297 – Abbots Court Farm, The Street – replacement of an existing B1 commercial building with a new B1 office building together with ancillary storage space and parking arrangements (revised scheme to 19/501761) – no comment.

145. Finance

- a. Cllrs Bowring, Noble and Sharp are still not able to log on to Unity Trust Bank. **Action 10: Cllrs to speak to bank.** Due to the poor handling of the account closure, NatWest reimbursed us £150. A paying in book has now been received so cheques and cash can be paid in. It was **agreed** that two cllrs would be nominated each month to check the invoices at the meeting and then authorise the payments.
- b. The budget report for the third quarter was reviewed and accepted.
- c. The draft budget for 2020-21 was considered. It was **agreed** to set the budget at £18,324. This includes £1250 for tree maintenance, £3000 for playground repairs and £1500 for village maintenance and projects which remain to be agreed. The expected income from sources other than precept is £1236. The precept was **agreed** at £18,000 to maintain reserves at their current figure. These figures do not include the barn as it was **agreed** to budget for this separately. The expected income from the Barn is £5000 and the expected expenditure is £2504, although these figures are of necessity estimates.
- d. The financial statement and bank reconciliation were reviewed and accepted.

Account	Balance as of 31/01/20
Unity Account	23,639.11

- e. Payments for a Hoover and the installation of the TV for the Barn were also **agreed**.
- f. Payments were **agreed** to be paid by BACS and authorised as follows:

Details	Amount	VAT*	Total	Auth.
Clerk – wages and office rental				VJ, DT
Clerk – expenses (ink, photos and completion of ID2)	123.42	109.48	126.90	VJ, DT
Barge – grounds maintenance (Dec & Jan)	474.16	94.84	569.00	VJ, DT
James Carr – hedge cutting	860.00	-	860.00	VJ, DT
Cllr Merrick – Barn door handle & locks	52.94	10.58	63.52	VJ, DT
Cllr Jones – plants for Barn	150.34	-	150.34	DT, JM
Rachel Ford – gardening (4 hours) and compost	88.49	-	88.49	DT, JM
Peter Hood – Henry Hoover	99.00	-	99.00	DT, JM
P. Wain electrical – TV installation	180.00	-	180.00	DT, JM

* VAT to be reclaimed.

146. Reports from parish councillors

There was nothing to report.

147. Reports from borough and county councillors (if present)

There were no borough or county cllrs present.

148. Correspondence

All correspondence was noted.

- a. The extension of temporary footpath closures by KCC has been posted on the website.
- b. An email regarding metal detecting will be passed on to local landowners for them to contact the enquirer direct.
- c. A poster from KCC regarding waste will be put up on the noticeboards.

The meeting adjourned for a short public session but there were no matters raised.

149. Close of meeting

The meeting closed at 8.19pm.

The next meeting will be held on Wednesday 4th March 2020 at 6.30pm.

Signed.....

Date.....