

# **BREDHURST PARISH COUNCIL**



## **Minutes of the Ordinary Parish Council Meeting Blacksmiths Barn, Wednesday 9 June 2021 at 6.30pm**

**Present:** Cllr Vanessa Jones (Chair), Cllr Nichola Carr (Vice-Chair/minutes), Cllr Steve Bowring, Cllr Dan Fifield, Cllr Warren Salter.

**Public:** 1

### **414. Apologies for absence**

Cllrs Bob Hinder (MBC), Cllr Anne Brindle (MBC), Cllr Heidi Bryant (MBC), Cllr Claire Sharp, Cllr Chantelle Goodwin-Sword and Melanie Fooks (Clerk) – apologies accepted.

### **415. Declarations of interests**

No declarations were made.

### **416. To approve the minutes of the Parish Council meeting held on 19 May 2021.**

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

The meeting adjourned for a short public session. A resident expressed concern regarding speeding traffic and insufficient regard given to horse riders. Options discussed included the re-painting of road markings. The resident was advised these items come under the jurisdiction of KCC Highways but BPC are happy to raise issues with KCC. This item will be added to next month's agenda.

### **417. Police briefing**

There were no crimes reported during the month. It was noted that there was an alleged incident in Lidsing which was shared on Facebook.

**AP1: Clerk to check details with PCSO**

Concerns were raised in relation to nuisance vehicles congregating outside the Village Hall and the allotments.

**AP2: Clerk to raise concerns with PCSO**

### **418. Matters arising (for information only)**

#### ***Action Points from meeting held on 19-05-21:***

<b>AP1</b>	Review opening of Blacksmith Barn	Clerk	420a
<b>AP2</b>	Installation of Air Conditioning – Contact Landowner/MBC	Clerk	420e
<b>AP3</b>	Replacement Hornbeam – Awaiting planting date from Lucanus	Clerk	Actioned
<b>AP4</b>	Community Field Path – Clerk to contact Lucanus for start date	Clerk	421a
<b>AP5</b>	Cllr Email Accounts – Clerk to contact TEEC to address issues	Clerk	422
<b>AP6</b>	Ad-Hoc IT Consultancy – Clerk to Contact Stuart Edwards	Clerk	Actioned
<b>AP7</b>	Clerk to contact PRow regarding the installation of a kissing gate	Clerk	424
<b>AP8</b>	Neighbourhood Plans – Deferred to June Meeting	Clerk	Def. to July
<b>AP9</b>	Grant funding for Electric Car Charging Points	Clerk	420d
<b>AP10</b>	Acceptance of 3 year insurance quote – Clerk to contact insurers	Clerk	Actioned

**Action Points from previous meeting:**

03-03-21	19/20 Internal Auditor – contact internal Auditor and KALC	Cllr Salter	425b
03-03-03	Passwords – Breach of Data	Cllr Salter	Actioned
03-03-21	HMRC – Submission	Clerk	Ongoing
02-12-20	Facebook – to add list of prohibited words to Facebook	Cllr Carr	Actioned
Ongoing	Lidsing Working Group – Maintain pressure on MBC	LWG	Ongoing
Ongoing	Remaining items for Blacksmith Barn will be purchased when appropriate	BWG	Ongoing

**419. Review of policies and procedures**

It was **agreed** to amend Financial Regulations 7.4. 'Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be *kept confidential and secure*'. Delete '*recorded in a separate confidential cash book*'.

**420. Blacksmiths Barn**

- a. Cllrs **agreed** that the opening date for the barn would be in line with Government guidance and agreed by Cllrs via email.

**AP3: Cllrs to consider Govt. announcement on 14<sup>th</sup> June and agree opening date via email**

- b. To consider a booking system for the barn. It was **agreed** to proceed with the purchase of the electronic booking system, ideally, two weeks in advance of the first booking.

**AP4: Cllr Carr to confirm the purchase of the booking system**

- c. To consider the quotation for CCTV and Alarm annual maintenance contract. It was **agreed** to proceed with the quote from Master Alarms at £140+VAT for an initial service and £165+VAT pa annual maintenance on a rolling contract with a 3 month notice to terminate clause.

**AP5: Clerk to confirm with contractor**

- d. To consider applying for a grant for the installation of an electric vehicle charging point. Cllr Sharp was not at the meeting to provide an update so item deferred to the July meeting.

**AP6: Clerk to add EV charging point to July agenda**

- e. To consider the installation of air conditioning. Cllr Jones has met with the barn landlord to discuss the installation of air conditioning within the barn. The landlord has agreed in principle for air conditioning to be installed but would like the external box to be positioned at the end of the barn nearest the gate to alleviate the visual impact. It was also **agreed** to get an alternative quote for an awning to be installed over the patio doors as a comparison/alternative.

**AP7: Cllr Bowring and Cllr Carr to source an alternative air conditioning quote**

**AP8: Cllr Jones to source a quote for an awning**

**421. Community playing field**

- a. The contractor has confirmed that, subject to weather conditions, they will commence work to the footpath on Thursday 24<sup>th</sup> June. It will take approximately 4 days to complete and, whilst work is taking place, public access to the field will be via the double gates to the left of the field.

**AP9: Clerk to notify Church Shop, Village Hall and residents**

- b. RoSPA will carry out their inspection in July at a cost of £72. They also offer a routine checklist at £30+VAT per area and will meet with a Cllr to advise on routine inspections at £42+VAT. Proposed by Cllr Carr, seconded by Cllr Bowring with all in favour.

**AP10: Clerk to notify RoSPA**

It was noted that the wet pour has deteriorated and will be raised as part of the inspection. There is also a cracked drain cover in the field.

**AP11: Clerk to obtain advice/quote re drain cover**

**422. Council email accounts**

Some Cllrs are still having problems setting up their email addresses.

**AP12: Clerk to contact TEEC to raise the issues again**

**423. Planning**

- a. To discuss the new road name to the rear of Forge Lane. Cllrs **agreed** to 'Forge Gardens' for the new development. Proposed by Cllr Bowring, seconded by Cllr Fifield with all in favour.

**AP13: Clerk to inform Maidstone Borough Council**

- b. To discuss the temporary fence at Channing Barn. Cllrs **agreed** to accept the application. Proposed by Cllr Carr, seconded by Cllr Bowring with all in favour

**AP14: Clerk to inform Maidstone Borough Council**

It was requested that all Cllrs take note of the CIL (Community Infrastructure Levy) handout regarding how monies may be spent.

**424. Public Rights of Way – Stile on KH55**

KCC PRoW (Public Rights of Way) have advised that the new kissing gate will be installed within the month.

**425. Personnel issues**

- a. Recruitment for the new Clerk's position is progressing well with an appointment to be made shortly. All Cllrs **agreed** the conditions and salary scale which will be between SCP7 – SCP17 with the final offer to be negotiated by Cllrs Carr and Jones with the successful candidate. The position will be offered on a six month probationary period after which the salary will be reviewed.
- b. A progress report was given regarding matters relating to last year's Internal Audit which has now been escalated.

**426. Reports from Parish Councillors**

- a. Cllr Bowring has carried out monitoring in relation to the electricity usage at the barn. It has shown that electricity usage has now dropped but will be monitored over the next month.  
**AP15: Cllr Bowring to provide an update at next meeting**
- b. To discuss the utility supplier. Discussion took place in relation to the possible transfer to Octopus, but it was **agreed** to remain with Ecotricity for the time being.
- c. A safety concern was raised by a resident in relation to the pinch point outside Channing Barn and the build-out in Dunn Street. The concern is around the use of this area by equestrian riders and cyclists as they are not able to see down the road when vehicles are parked outside the barn and therefore have to pull around the vehicles into oncoming traffic.

**AP16: Clerk/Cllrs to raise with KCC**

**427. Reports from Borough and County Councillors (if present)**

No Borough Cllrs present.

**428. Correspondence**

No correspondence was recorded.

**429. Finance**

- a. The financial statement and bank reconciliation were **received** and **accepted**.

<b>Account</b>	<b>Balance as of 28/05/21</b>
Unity Account	£58,211.82

b. The following payments were **agreed** and authorised as follows:

**Payments authorised out of meeting:**

Ref	Details	Amount	VAT*	Total	Auth
18	V Jones - Compost & Bark – Blacksmith Barn	193.26	38.64	231.90	CS, CGS
19	Clerk's Salary + Office Rental – May	-	-	-	CS, CGS
20	HMRC - PAYE	-	-	-	
21	Clerks Expenses - Hand Sanitiser Units/Postage Electoral Expenses/DPI Forms	30.30	5.34	35.64	CS, CGS
D/D	ICO Data Protection Annual Fee	35.00	-	35.00	CS, CGS

**Payments for authorising at meeting:**

Ref	Details	Amount	VAT*	Total
22	Came & Co – Annual Insurance Premium	672.17	74.66	746.83
23	Ecotricity Bill – Electric Bill	262.48	52.50	314.98
24	Rachel Ford – Gardening (May) 7.5 hours	150.00	-	150.00
25	Mona Cleaning – May	30.00	-	30.00
26	KCC Commercial Services - Stationery	22.00	4.40	26.40
27	Cllr Jones - Stationery	6.99	-	6.99
28	Cllr Carr – KCC Garden Waste Bin	45.00	-	45.00
D/D	Bytes Microsoft 365 subscription (May)	8.82	1.76	10.58
D/D	Onecom Barn Internet (May)	24.14	4.83	28.97

\* VAT to be reclaimed.

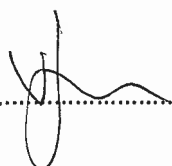
Cllrs Fifield & Bowring **agreed** to authorise the payments from the meeting.

**430. Close of meeting**

The meeting closed 8.14pm.

**431. Date of next meeting – Wednesday 30<sup>th</sup> June**

Signed.....



Date.....

30/6/21