

BREDHURST PARISH COUNCIL
Minutes of the Ordinary Parish Council Meeting
Blacksmiths Barn
Wednesday 13th November 2024 at 7.00pm



Present: Cllr Vanessa Jones (Chair), Cllr Greg Davis (Vice Chair), Cllr Sue Harwood, Cllr Richard Collins, and Cllr Claire Sharp.
 Melanie Fooks – Clerk & RFO
 Public – 0

125/24 Apologies for Absence

Apologies **accepted** from Cllrs Fifield and Gooda. Borough Cllr Thompson also sent apologies.

126/24 Declarations of Interest

Cllr Jones declared an interest in item 134d as the applicant had asked for advice which she sought from MBC and passed to the applicant.

127/24 Motion to exclude the press and public from the meeting for all items in the Closed Session.

Motion **agreed** by all Cllrs. Proposed Cllr Davis, seconded Cllr Collins.

128/24 Minutes of the 9th October 2024 Parish Council Meeting and the Closed Session.

The minutes were **agreed** by Cllrs and signed by the Chair.

129/24 Matters Arising (for information only)

Action Points from 9-10-24

Action Points	Actions	Clerk or Cllr	Completed or Agenda Item on 13/11/24
AP1	Locate original artwork for the information board and update it and get it reprinted	Clerk	In progress
AP2	Contact Playfix to carry our playground repairs.	Clerk	131b
AP3	Contact Landscape Services to establish notice period	Clerk	133c
AP4	Contact Southern Fencing for a quote for repairs to the fencing between the playground and village hall	Clerk	133a
AP5	Contact Safeplay regarding their inspections	Clerk	131c
AP6	Investigate Ring Doorbell and Verisure CCTV options	Clerk	In progress
AP7	Update Hire Conditions for Blacksmith Barn and upload to PC website	Clerk	Completed
AP8	Inform Utility Aid re new Energy Supplier	Clerk	Completed
AP9	Contact Zurich Insurance to seek advice on the boundary fence	Clerk	132e
AP10	Contact Audi Dealership regarding petrol spill on the road outside the barn.	Clerk	132c
AP11	Obtain quotations for redecorating Blacksmith Barn	Clerk	132f
AP12	Contact Fitzpatrick Woolmer and Lucanus for the purchase and installation of the replacement noticeboard at the Allotments	Clerk	Completed
AP13	Send Letter of thanks to Paul Carter for his grant towards the Allotment Noticeboard.	Clerk	Completed
AP14	Obtain quotes for replacement bench and send to Cllrs	Clerk	133b
AP15	Obtain quote for installation of bench from Lucanus	Clerk	133b
AP16	Send email to residents thanking them for their support to Lidsing and ask that they take down their banners	Clerk	Completed
AP17	Write to Headteacher of Bredhurst Primary School regarding the installation of yellow lines nearer the time of installation	Clerk	Feb/Mar 25

AP18	Inform Lucanus Services they were successful with their Tree Inspection quote.	Clerk	Completed
AP19	Forward any comments from Cllrs to Maidstone KALC committee on the Model Code of Conduct	Clerk	No comments received
AP20	Respond to MBC Discretionary Rate Relief Consultation	Clerk/ Cllr Jones	Completed

130/24 Police

- a. There were no crimes reported since the last meeting.

131/24 Community Playing Field

- a. Cllrs **received** the Safeplay reports for October. A missing cap on the wooden play equipment had been raised and this was added to the playground repairs being carried out by Playfix.
- b. Cllrs **Ratified** the Clerk's decision after consulting with the Chair to proceed with Playfix to carry out the playground repairs at a cost of **£635.00 + VAT**, proposed by Cllr Sharp, seconded by Cllr Harwood with all in favour. The repairs were carried out on 8th November 2024.
- c. Cllrs considered renewing the quote from Safeplay to carry out monthly playground inspections in 2025. It was proposed by Cllr Collins, seconded by Cllr Sharp with all in favour not to proceed with Safeplay. It was **agreed** that the Clerk would carry out monthly inspections from January 2025 and for her to investigate refresher training for her and Cllr Jones.

AP1: Clerk to investigate suitable playground inspection training.

- d. Cllrs considered a quote from ROSPA for the annual playground inspection at a cost of **£84.00 + VAT**, this will take place during July/August when ROSPA Inspectors are in Kent. Cllr Davis proposed to accept the quote, seconded by Cllr Collins with all in favour.

AP2: Clerk to notify ROSPA.

132/24 Blacksmiths Barn

- a. The Clerk explained that, due to time constraints, investigation into CCTV companies had not been possible, Cllr Davis agreed to investigate and report back at the December meeting.
AP3: Cllr Davis to obtain CCTV quotations.
- b. Cllrs **Ratified** the Clerk's decision after consulting with Cllrs out of meeting to proceed with Folgate Insurance for Blacksmiths Barn building insurance at a cost of **£537.26** an increase of £9.64 on previous year, proposed by Cllr Davis, seconded by Cllr Harwood with all in favour.
- c. Cllrs **received** and **noted** the update that Audi are in talks with the vehicle owner regarding the costings for repairing the damage to the road and the issue is ongoing.
- d. Cllrs **received** an update on the compliance pack for the Barn. The Clerk confirmed that PAT Testing had been carried out that morning at a cost of **£40.00 + £1.50** per item. She also confirmed that a new First Aid Kit had been ordered as the contents of the current one had expired. Cost **£18.99**.
- e. Cllrs **received** an update on the situation with the neighbouring boundary fence. The Clerk contacted the Landlord to establish the ownership and responsibility of the fence and to clarify what, if any, are the implications to BPC's lease. The Landlord sought legal advice and has confirmed that the deeds for The Old Post Office appear to be silent with regards to maintenance. In a situation where deeds are silent, both parties have to work with each other to arrange maintenance. The Landlord confirmed, if no further action is taken by BPC, it would not affect the lease. BPC agreed to consider the matter closed.
AP4: Clerk to contact the residents of The Old Post Office.
- f. Cllrs considered the quote received for the redecoration of the walls in the main room and kitchen of the Barn. The Clerk had attempted to get three quotes, one declined, one quote was received, and the other had not been received in time for the meeting. Cllr Collins proposed to proceed with Quote 1 and to use vinyl soft sheen paint with both labour and cost of materials totalling **£658.00**, this was seconded by Cllr Davis with all in favour.

AP5: Clerk to instruct the contractor.

- g. Cllrs **agreed** a quote to supply and fit fire equipment and signage at the Barn to ensure it is compliant with fire regulations. Cllr Sharp proposed, seconded by Cllr Collins with all in favour to proceed with County Fire Protection at a cost of **£190.05 + VAT**.

AP6: Clerk to instruct County Fire Protection.

- h. **Other Blacksmiths Barn matters -**

- Annual maintenance of the air conditioning unit will be on 19th November at **£50.00 + VAT**.
- Cllrs **agreed** to purchase new external Christmas Lights for the barn as the existing are not working properly. Cllr Sharp proposed, seconded by Cllr Davis with all in favour to set a maximum budget of **£350.00** for the purchase of the lights and installation.

AP7: Clerk to obtain installation quotes and circulate to Cllrs.

AP8: Cllr Jones to purchase the lights.

133/24 Village Maintenance

- a. **Replacement Allotment Fencing** - Southern Fencing have installed the allotment fencing. As a gesture of goodwill, they also replaced the damaged fence panels between the Village Hall and the fenced playground. An email of thanks was sent to Southern Fencing.
- b. **Replacement Bench** – Cllrs **Ratified** the Clerk’s decision made out of meeting to proceed with Wealden Benches to purchase a 4-seater teak bench with Bredhurst Parish Council engraved along the top rail at a cost of **£819.95 + VAT** and to accept Lucanus’s quote of **£50.00** for removal of old bench and installing new bench. Proposed by Cllr Davis, seconded by Cllr Collins with all in favour. Cllrs also **agreed** that the leaves in this area are cleared by Mike Searley.

AP9: Clerk to instruct the contractor.

- c. **To Review Landscape Services Contract** – Landscape Services had confirmed the notice period is 90 days. It was agreed that BPC would not give notice to Landscape Services but would seek alternative quotations for the contract. Landscape Services had failed to cut the hedges w/c 4/11/24. They have now said these will be cut w/c 18/11/24.

AP10: Clerk to obtain quotes.

- d. Cllrs considered 2 quotes for landscaping the grassed areas outside Green Court. Cllr Davis proposed, seconded by Cllr Harwood with all in favour to proceed with quote 2:
- levelling the area by the noticeboard with topsoil and re-turf at **£290.00**.
 - Weed spray and re-seed area by Village sign in the spring at **£270.00**.

AP11: Clerk to instruct the contractor.

- e. **Maintenance Projects for 2025/26 Budget:**

Cllrs suggested:

- Railings on either side of the M2 bridge at The Street to be repainted.
- Landscaping the outbuilds in the village.

It was **agreed** that the Clerk contacts residents for other suggested improvements.

AP11: Clerk to obtain quotes and contact residents.

- f. **Other Village maintenance matters**

Cllr Davis to report overgrown vegetation obscuring signage in the village.

AP12: Cllr Davis to contact KCC.

134/24 Planning

- a. The Strategic Sites Inaugural Stakeholders Steering Group (which includes Lidsing) will meet on 27th November. Cllrs Davis to represent BPC. Cllr Jones to attend in her Borough Cllr capacity.
- b. [APP/U2235/W/24/3354013- 24/502333/FULL](#) Land Adjacent to The Old Stable, Dunn Street Road, Bredhurst – Change of use of land and building to Class E use. **Cllrs wish to support this appeal.** Cllr Harwood to draft response for Clerk to submit by the deadline.

AP13: Cllr Harwood and Clerk to submit response.

- c. [24/504526/FULL](#) - Scarlett Cottage Dunn Street Bredhurst ME7 3NB - Erection of a single storey rear extension with 3no. rooflights. **Cllrs wish to support this application.**

AP14: Clerk to submit response.

- d. [24/504620/TPOA](#) - 7 Blacksmiths Court Bredhurst ME7 3JU - TPO application to fell four Yew trees (T1, T2, T3 and T4) - TPO 4 of 1977. Cllrs **agreed**, due to a conflict of interest as the applicant is the landlord of Blacksmith Community Barn, BPC will not comment on this application but will defer the decision to the Landscape Officer.

AP15: Clerk to inform MBC.

- e. KALC Neighbourhood Planning Training. The Chair and the Clerk attended training on 24th October and investigated the option of commissioning a Neighbourhood Plan. Cllrs felt it was not right for the Parish to proceed at this time because of the following reasons:
- It requires a huge involvement from residents.
 - They are extremely expensive to get through examination.
 - They are only worth it if there is a high level of development likely within the village.
 - They cannot stop already agreed development.
- f. Other planning matters. There were none.

135/24 Finance

- a. The financial statement and bank reconciliation for P/E 30th October 2024 was **agreed** by all Cllrs and signed by the Chair.
- b. All payments made out of and at meeting were **agreed** by Cllrs. Cllrs Collins and Harwood were nominated to authorise the payments.

Payments made out of meeting.

Ref	Details	Amount	VAT*	Total	Auth
101	Every Little Nook – September Inv. 0070	43.00		43.00	GD/RC
102	Fitzpatrick Woolmer Inv. 56439 Allotment Noticeboard	1726.00	345.20	2071.20	GD/RC
103	HMRC – Outstanding payments S Hill – Income Tax June				GD/RC
104	HMRC – Outstanding payments S Hill – Income Tax /M Fooks Employers NI				GD/RC
105	Bytes October Invoice 1387092	9.64	1.93	11.57	GD/RC
106	OneCom Inv. 7342446	36.36	7.27	43.63	GD/RC
107	Ecotricity (Final) Invoice 05841543	71.44	3.76	75.20	GD/RC
108	HMRC October Deductions				GD/RC
109	(M Fooks) Clerk Salary + Office Rental				GD/RC
110	UTB Service Charge (Monthly)	5.40		5.40	GD/RC
111	The Waterhouse Group (Barn Insurance)	537.26		537.26	GD/RC
112	KALC – Neighbourhood Planning Training x2	100.00	20.00	120.00	GD/RC
113	Southern Fencing (Replacement Allotment Fencing)	2333.33	466.67	2800.00	GD/RC
114	Sheryl Clark – Returned Barn Deposit Ref 84-24/25	75.00		75.00	GD/RC
115	Wealden Benches – Replacement Bench	683.29	136.66	819.95	GD/RC

* VAT to be reclaimed.

Payments for authorising at meeting

Ref	Details	Amount	VAT*	Total	Auth
116	Safeplay Playground Services Inv. 28230	55.00	11.00	66.00	SH/RC
117	Clerk's Expenses (Barn and office)	12.47	1.82	14.29	SH/RC
118	Rachel Ford – Gardening – October – 10 hours	275.00		275.00	SH/RC
119	Rachel Ford – Plants for Blacksmith Barn	23.17	4.63	27.80	SH/RC
120	Mike Searley – Grass Cutting -	50.00	-	50.00	SH/RC
121	TEEC Annual Website Hosting Invoice 3522	161.99	32.40	194.39	SH/RC
122	Boyd's Electrical Ltd – PAT Testing Invoice 3196	65.20	13.04	78.24	SH/RC

* VAT to be reclaimed.

- c. KCC Internal Audit Visit has been rescheduled for 20th November 2024 at Blacksmith Barn.
- d. Receipts – 2nd Instalment of PSS grant £617.43 received 1/11/24.

136/24 Highways and Byways

- a. Highways Improvement Plan. Cllrs agreed for Cllr Jones to investigate with KCC highways the possibility of introducing a Low Traffic Neighbourhood Scheme in the village. These schemes are popular in cities, but to date none have been installed in rural areas.
AP16: Cllr Jones to contact KCC Highways.
- b. KCC have confirmed they will re-paint the give way lines at the top of Dunn Street. Other work will be carried out in better weather/in the next financial year. They have written to landowners to cut back their hedging/trees.

137/24 Allotments – Annual Review of Allotment Rent

Cllrs received and noted the Clerk's report. Cllr Collins proposed, seconded by Cllr Davis with all in favour to increase the allotment rent to £15.00 per plot from August 2025. The Clerk will remind tenants of their obligation to maintain their plots as per their tenancy agreements. The Clerk will also check that all tenancy agreements are signed and up to date.
AP17: Clerk to contact tenants.

138/24 Consultations

- Cllrs received and noted the following consultations and their deadlines:
- a. [Enabling remote attendance and proxy voting at local authority meetings](#) Closes 19th December 2024.
 - b. MBC CIL Process Survey 2024. Closes 17th November 2024.
 - c. [Kent Minerals and Waste Local Plan 2024-39 \(Main Modifications and Sustainability Appraisal\)](#) Closes 28th November.
 - d. [MBC Gypsy, Traveller and Travelling Showpeople Development Plan Document – Preferred Approaches \(Regulation 18b\)](#). Closes 5pm 12th December 2024.

139/24 Reports from Parish, Borough, and County Councillors (if present)
Written update noted from Cllr Thompson.

140/24 Correspondence

- Cllrs received and noted the following correspondence:
- a. 77th KALC Annual General Meeting – Saturday 30th November 2024.
 - b. Highways & Transportation Autumn Parish Seminar – Wednesday 20th November 2024.
 - c. Cllr Stuart Jeffrey, Leader of MBC, to attend BPC on 9th July 2025.
 - d. Email from resident regarding inconsiderate parking.
- AP18: Clerk to respond.

141/24 Closed Session

Personnel matters – Details minuted separately.

142/24 Close of Meeting

Meeting closed at 9.05 pm with no further business to discuss.

143/24 Date of Next Meeting – Wednesday 11th December at 7.00pm.

Sig

..... Date..... 11/12/24