

BREDHURST PARISH COUNCIL



Minutes of the Annual Parish Council Meeting held at Bredhurst CE Primary School, on Wednesday 3rd May 2017 at 6.30pm

Present: Cllr Vanessa Jones (Chair), Cllr Nichola Carr (Vice-Chair), Cllr Steve Bowring, Cllr Malcolm Greer, Cllr David Hales, Cllr Wendy Hinder (MBC), Bex Ratchford (Clerk)

Public: 7

1. Apologies for absence

Apologies were received from Cllr Louise Ferne due to work commitments.

2. Election of Chair and declaration of acceptance of office

Cllr Jones was elected as Chair and signed the declaration of acceptance of office.

3. Election of Vice-Chair and declaration of acceptance of office

Cllr Carr was elected as Vice-Chair and signed the declaration of acceptance of office.

4. Declarations of interests

Cllr Jones declared a non-pecuniary interest in item 11 as a resident of 'The Cut'. Cllr Carr declared a non-pecuniary interest in item 12a as a close neighbour. Cllr Greer declared a non-pecuniary interest in item 12a as an acquaintance of the applicant and architect. Cllr Jones declared a non-pecuniary interest in item 12b as an employee of a close neighbour.

5. To approve the minutes of the meeting held on 5th April 2017

It was **agreed** to add 'Clerk to thank KCC' to item 166g. Subject to this amendment, the minutes were **agreed** as an accurate record of the meeting and were signed and dated by the Chair.

6. Police briefing

There has been one crime in Bredhurst. Fuel was siphoned from a van, a window was smashed and some tools stolen. The advertising vans on the Lidsing Road bridge have been removed after a phone call from the police and a visit from Medway Council. There was a break-in at a garage but it has not been reported.

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

7. Matters arising (for information only)

- a. AP1: the advertising vans have been removed.
- b. AP2: letter of thanks sent to the police.
- c. AP3: website still in progress but mostly updated.
- d. AP4: comments submitted on Medway Local Plan.
- e. AP5: agenda item 11.
- f. AP6: village show still to be advertised.
- g. AP7: agenda item 10.

- h. AP8: agenda item 10.
- i. AP9: a quote had been received for the work on the trees. It was **agreed** to wait for a response from Savills before progressing the matter.
- j. AP10: a second quote is awaited before landowners can be written to.
- k. AP11: letters regarding footpath clearance still to be sent.
- l. AP12: verge maintenance monitoring is ongoing.
- m. AP13: maintenance of buildouts is ongoing.
- n. AP14: letter of thanks for the bulbs still to be sent.
- o. AP15: soil and plants still to be purchased.
- p. AP16: resident still to be contacted.
- q. AP17: allotment now taken and rent paid for the remainder of the year. The previous holder did not wish to be reimbursed.
- r. AP18: allotment holder written to and work has commenced.
- s. AP19: response sent regarding Maidstone Local Plan Main Modifications.
- t. AP20: village groups invited and attended.
- u. AP21: planning matter ongoing.
- v. AP22: MBC survey taken place and concerns raised.
- w. AP23: map requested and awaited.
- x. AP24: letter to Highways and Police still to be sent.

8. Review of policies and other annual arrangements

- a. Standing Orders – updated and **agreed**.
- b. Financial Regulations – due to be updated and will be reviewed next meeting.
- c-f. It was **agreed** to deal with these over the course of the next year.
- g. Fire hydrant checks – the next check is due to be done soon.
- h. Asset checks – the asset register has been reviewed and updated.

9. Committees and election of representatives

It was **agreed** to continue with no standing committees. Cllr Bowring and Cllr Carr were elected as representatives to KALC. Cllr Bowring was elected as representative to the Police Liaison meetings.

10. Playing field

A letter was sent to Savills with no response so far. Hirers of the village hall have recently been seen with alcohol in the toddlers' play area. It was **agreed** to write to MBC and BVH about this. **Action 1: Clerk to write to both.** A quote for replacing the tyre on the aerial cableway has been received. It was **agreed** to wait for a response from Savills before making a decision on the matter.

11. The Cut

Cllr Jones gave feedback as a resident and then left the room for this item. Feedback has been received from all four residents consulted. Three would prefer to leave 'The Cut' as it is and one raised safety concerns and would prefer the Traffic Regulation Order. It was **agreed** to not pursue any change but to ask KCC if they could help with other safety measures such as a 'concealed entrance' sign. **Action 2: Cllr Carr to arrange a meeting with KCC and clerk to respond to residents.**

12. Planning

- a. Cllr Carr left the room for this item. 17/501784 – Channing Farm Barn – proposed barn conversion to dwelling – it was **agreed** to comment in favour with the same conditions as previously (space to park more than two cars and TPOs considered on the two large trees at the front). **Action 3: Clerk to comment.**
- b. Cllr Jones left the room for this item. 16/508604 – Land at Forge Lane – erection of two detached dwellings, retention of outbuilding and use for parking, improvements to access onto Forge Lane and landscaping (revised details) – it was **agreed** to comment in favour with the conditions that there should be no access at the back of the site, there should be protection for the existing mature trees and BPC would like involvement in the landscaping of the site. **Action 4: Clerk to comment.**
- c. The online survey on ‘thin’ planning applications was completed. Issues raised last meeting regarding comments published on the planning portal website have been raised but comments are still visible. It was **agreed** that Cllr Greer would raise this with the head of planning. **Action 5: Cllr Greer to speak to planning.**

13. Finance

- a. The financial statement and bank reconciliation were reviewed and accepted.

Account	Balance as of 30/04/17
Current Account	396.71
Reserve Account	23501.32
Total	23898.03

- b. Internal Audit
 - i. The Internal Audit Report was not yet available.
 - ii. It was **agreed** to continue with David Bucket as the Internal Auditor for 2017-18
- c. Annual Return – end of year accounts 2016-17
 - i. The Annual Governance Statement was reviewed and signed.
 - ii. The accounting statements for 2016-17 were approved and signed.
- d. Payments were **agreed** as follows:

Cheque	Payment	Amount
BACS	Bex Ratchford – wages and office rental	422.22
1408	Bex Ratchford – extra hours	146.15
1409	KALC – planning conference (half only)	36.00
1410	YPO – dog sign	21.30

14. Reports from parish councillors

Nothing to report.

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

Nothing to report.

16. Correspondence

All correspondence was noted.

- a. Cllr Jones and Cllr Carr will attend the village hall AGM.
- b. Cllrs will attend the celebration service at St Peters on 25th June.

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

17. Close of meeting

The meeting closed at 7.55pm.

The next meeting will be held on **Wednesday 7th June 2017** at 6.30pm.

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

DRAFT