

# BEARSTED PARISH COUNCIL

**Minutes of the Meeting of the Bearsted Parish Council held at Madginford Hall, Egremont Road, Bearsted on Tuesday 14<sup>th</sup> April 2009 at 7.30pm**

**Present:** Mr Walton (Chairman), Mrs Marshall M.B.E, Mrs Stevens, Messrs Dyke, Ethridge, Hughes, Licence, Smith, Stark and Young together with the Deputy Clerk, Mrs H. Rimmer, PSCO J Stevens, Mr Partridge and Mrs Cuming

## **REPORTS FROM MEMBERS OF THE PUBLIC**

This is a concessionary short session and will be limited to half an hour. Five minutes per person will be allowed initially and only if time permits will further comments be heard.

**This is a for information session only and no action can be taken upon those items raised**

1 **Apologies for Absence** – Messrs Ash, Cuming, Harris, Street and Mrs Riach-Brown

### 2 **Declarations of Interest**

All Councillors were warned of the necessity to disclose any interest they may have in any items to be discussed. Mrs Marshall declared that she would not participate in any discussion concerning planning matters as she was a member of the Borough Council Planning Committee.

Mr Ethridge, Mr Licence and Mr Smith stated that they were members of the Woodland Trust. Mr Licence and Mr Smith stated that they were members of the Bearsted and Thurnham Society and would not participate in any discussions concerning this organisation.

Mrs Marshall and Mr Ethridge stated that they were members of the Madginford Hall Management Committee and would not participate in any discussions concerning the Pre-School lease.

### 3 **Minutes of Previous Meeting**

The minutes of the previous meetings held on the 10<sup>th</sup> March 2009 were read agreed and signed as a true record of the meeting.

### 4 **Action Points from Previous Minutes and urgent matters**

#### 4.1 **Renewal of Bowls Club Lease**

Copy of the lease now received from the Parish Council Solicitor for signature. To be signed by Chairman and Deputy Clerk.

#### 4.2 **Parish Plan update**

Mr Smith gave a summary of the recent Steering Group meeting (Appendix 1). The second consultation stage now needs to be developed. It is proposed that visual displays are prepared detailing the key issues that emerged from the questionnaires to be used at Bearsted and Thurnham Fayre along with exhibitions at Madginford Hall and King George V Memorial Hall in due course.

The Chairman asked that the next stage in the process be moved on looking at the parish as a whole and not those areas either side of the Ashford Road. The Parish Council represents the parish as a whole and should be used as a means to unite.

#### **4.3 Proposed Licence to sublet land to Pre-school**

Letter from Paul Carter stating that investigations have been carried out regarding the siting of the unit on both Madginford School sites. It is felt that the most beneficial site is that at Madginford Hall.

No planning application has been received to date. KCC have been carrying out a feasibility study on the site taking soil samples and looking at the electrical distribution.

Thought needs to be given to how the removal of the bund will affect residents in Merton Road. This was constructed specifically for the purpose of the protection of the residents when the Hall was built.

The development is not seen to be of benefit to the parish as a whole. There is limited land within the parish to use for Parish Council projects. Should permission be granted for the use of land by outside ventures and what will the impact of development on the site have on any future plans by the Management Committee to extend the hall. Could the hall not be extended to accommodate the additional space required by pre-school and alleviate the need for an additional building on the site?

The question was raised as to whether the Parish Council or the Management Committee in fact own the lease for the land around the Car Park.

Further letter to be sent to Mr Carter asking further questions regarding car parking, removal of the bund etc. In addition a meeting with the KCC Estates Manager to be requested to discuss the proposals in detail.

**Action:** *Letter to be sent to Paul Carter requesting further information and meeting with Estates Manager.*

*Deputy Clerk to make enquiries into terms of additional lease.*

## **5 Matters Arising**

### **5.1 Co-option of Councillor**

Following brief presentations by Mrs Cuming and Mr Partridge and the holding of a secret ballot, Mrs Cuming was duly co-opted to the Council.

**Action:** *Deputy Clerk to prepare Councillor Welcome Pack for Mrs Cuming and arrange for necessary administration regarding the co-option to be completed.*

### **5.2 Litter on the Green**

Letters written to licensees and licensing department. Email reply from Licensing Enforcement Officer advising that contact will be made by the department with licensees requesting vigilance regarding the issue of glasses etc.

Concern was raised regarding the amount of litter left following football matches by Bearsted FC on the green. Letter to be sent to Football Club requesting that manager's ensure that the area is clear of litter following their matches.

**Action: Situation regarding pubs to be monitored.**

**Letter to be sent to Bearsted FC regarding litter management**

### **5.3 Libel and Slander**

Following a request at the last Full Council meeting the deputy clerk reported that the insurance cover would meet damage claims to a value of £250,000.

**Action: Deputy Clerk to contact NALC to determine whether there is a recommended indemnity limit for such occurrences.**

## **6 Police Report**

PSCO Stevens reported that there had been nine reported crimes in the last month (Appendix 2).

### **6.1 Nuisance Vehicles**

There have been less calls received this month regarding the use of footpaths by mini-motos. Situation to be monitored.

### **6.2 Barty House**

Concern was raised regarding the dangers caused by contractors parking at Roundwell. A letter has been sent to the contractor by the Parish Council requesting consideration from employees when parking. PCSO Stevens reported that no action can be taken against these actions as no parking restrictions are in place in the area.

**Action: PCSO Stevens to discuss with PC Kingwell the possibility of placing traffic cones on the most dangerous sections in a bid to alleviate the problem.**

### **6.3 Dedicated Police Notice board**

PCSO Stevens asked whether the Parish Council was still considering transferring one notice board to himself and the Community Warden. It was reported that all parish notice boards have been recently tidied up and it is felt that the police notices are now more prominent taking up a large proportion of the boards. By providing a dedicated board coverage for the police notices would be limited to one area therefore it was felt that the current system should remain as it reached a wider proportion of the population.

## **7 Correspondence**

- (a) Email from resident regarding traffic hazard during construction at Barty House. Reply has been sent advising that the contractor has been approached.
- (b) Letter from The Kent Men of the Trees regarding their Trees in the Village Competition 2009 – passed to Open Spaces Committee.
- (c) Letter from Kenward Trust including the latest edition of their New Life publication.
- (d) Letter from Mayors Assistant advising that this year's Mayors Charity Fund will be split amongst local groups in the form of grants for projects within the parishes.

**Action: Finance Committee to consider whether any projects meet the criteria.**

- (e) Email from Kent Highways Services detailing a campaign they are running to promote safety of road workers.

**Action: Details and link to be placed on parish website**

- (f) Email from KCC detailing KCC Local Scheme Grants and Small Community Capital Grants.

**Action: Finance Committee to consider whether any projects meet the criteria.**

## **8 Planning**

### **8.1 Planning Committee Report**

An interim meeting was held on 18<sup>th</sup> March to discuss applications that feel outside meeting time restraints. As a result the Planning Committee scheduled for 9<sup>th</sup> April was cancelled with members of the Planning Committee meeting in the Parish Office to comment. The report of these can be found in Appendix 3.

### **8.2 Update re KIG Planning Application**

A meeting has been set for 29<sup>th</sup> April at Tudor Park Hotel, 7.30 p.m. to finalise the report that the Joint Parishes Group will present to the Planning Committee on 7<sup>th</sup> May at the Maidstone Studios, 6 p.m.

Following recent press articles regarding the support of SEEDA for the proposals Mr Horton has written on behalf of the Joint Parishes Group to SEEDA demanding that they explain their support for the Strategic Rail Freight Interchange (SRFI) at this location.

### **8.3 Planning Information Day**

Mr Ethridge reported that both he and Mr Smith had recently attended this event organised by the KALC and would recommend that all Councillors attend if they have an interest in planning.

8.4 Due to the limited numbers on the Planning Committee it was agreed that Mrs Cuming and Mr Hughes be elected to the Committee. Agreed.

## **9 Matters of Report**

### **9.1 Finance Report**

#### **(i) Cheques for Payment**

It was agreed to approve and sign the cheques as set out in the new revised schedule of payments. Councillors were reminded that they would need to initial both the invoice and cheque stub as confirmation of payment (Appendix 4).

Question raised as to why a standing order is being paid to SEEBoard considering the company was sold some 5yrs ago and Direct Debit being paid to EDF Energy

*Action: Deputy Clerk to investigate*

#### **(ii) Nat West**

New signing mandate required to allow Mrs Rimmer access to the bank account.

*Action: Those Councillors not present to be requested to sign mandate at earliest convenience.*

#### **(b) Finance Committee**

Date of next meeting 27<sup>th</sup> April at Madginford Hall. Mrs Stevens to join committee in capacity as Youth Committee chairman.

### **9.2 Open Spaces Report**

#### **(i) Handyman Tender**

Following the receipt of three tenders it was recommended by Mr Dyke that the main Open Spaces Maintenance contract be awarded to TCC, albeit on a more feasible basis, with Paul Waring carrying out more specialised tasks

such as hedge planting etc. It was proposed by Mr Stark, seconded Mr Young that Mr Dyke's recommendations be accepted. Agreed.

(ii) **Report from meeting held at Button Lane Open Space with MBC on 9<sup>th</sup> April** (Appendix 5)

It was agreed that the proposals from this meeting be accepted and moved forward.

(iii) **Bearsted Green**

(a) It was reported that minimal damage had resulted from the use of the Green by the circus.

(b) Had anything been heard back from EDF regarding the damage caused by Murphy's? Matter had been reported to EDF

*Action: Deputy Clerk to chase*

9.3 **Youth Committee Report**

(i) **Report from Youth Committee held on 23<sup>rd</sup> March 2009**

(Appendix 6)

(a) The minutes of the meeting were agreed as a true and accurate record of proceedings.

(b) Mrs Stevens and Deputy Clerk to meet with Mr Ashness regarding the proposals for the Play Area at the Woodland Trust land. Need to determine whether planning permission will be required.

**Football Pitches** – has this land been officially signed over to the Parish Council and will any of the local teams be using them during the 2009-2010 season?

Football pitch needs to be formally opened. Need to arrange a day to handover and publicise.

*Action: Clerk to write to MPE and Roseacre Raiders to ascertain whether they wish to use the pitch.*

(c) No reply from Paul Carter regarding the use of the Library as a drop-in centre.

(d) Youth Forum – now would be a good time to re-launch as the work at Church Landway becomes a reality as this project stems from the original Youth Forum.

*Action: Letter to be sent to Churches requesting details of their Youth Groups to see if they can be incorporated into the forum*

(e) It was suggested that all members of the Youth Committee be CRB checked.

Action: Clerk to arrange for CRB checks to be carried out

(f) Mrs Cuming was elected to the Committee

9.4 **Communications Report**

(i) **Report of Communications Committee meeting held on 26<sup>th</sup> March**

(Appendix 7).

(a) The minutes were agreed as a true and accurate record of proceedings.

(b) Study of notice boards has been completed and quotations being sought for replacing notice board at Cross Keys. A number of other boards could do with re-siting.

(c) **Website** – site has been improved further and forum is now online.

(d) **Newsletter** – Still feel there is a place for a Parish Council newsletter in addition to pages in Downs Mail. Costings to be reworked.

(e) Mr Young raised the question as to whether the Parish Council should follow Maidstone Borough Council's lead and have a Facebook page or Twitter blog?

**Action:** *To be discussed at next Communications Committee meeting*

(f) Mr Licence raised the question as to whether the Parish Council could produce a leaflet setting out a 30 minute walking tour of the parish, showing historical landmarks etc.

**Action:** *Communications Committee and Open Spaces Committee to discuss*

#### **9.5 Transportation and Lighting Report**

(i) **Report of Transportation Committee meeting held on 26<sup>th</sup> March** (Appendix 8)

(a) Church Landway lighting – although this project was removed from the 2009-2010 budget external funding might be available to allow the project to move forward.

**Action:** *Mr Hughes to discuss requirements with local lighting companies and prepare a design for tender.*

(b) What would be the implications of erecting 30mph watch your speed signs at within the parish?

**Action:** *Deputy Clerk to ascertain laws with PCSO*

(c) No recent complaints regarding ARRIVA.

#### **9.6 Entertainment Report**

(i) Preparations under way for Music on the Green on 10<sup>th</sup> July.

(ii) Provisional date set for Firework Display – 4<sup>th</sup> November

#### **9.7 Quality Parish Council Application Sub Committee**

Date of next meeting 18<sup>th</sup> May 2009 at 7.30 p.m. in Parish Office.

#### **9.8 Chairman's Report**

(i) Attended Finance and Legal Update training day on 24<sup>th</sup> March. Situation regarding VAT now clarified and Parish Council can continue to follow current practices to account for VAT

(ii) Discussion took place regarding event to mark the retirement of Mr Clive Palferman who officially retires from office on 1<sup>st</sup> May.

**Action:** *Chairman to contact Mr Palferman to discuss options.*

#### **9.9 Clerk's Report**

(a) The Deputy Clerk reported on two courses that she had recently attended. The Council needs to take action regarding risk assessments on all aspects of their duties. In addition any organisation holding an event on the Village Green should provide the Parish Council with a copy of their Public Liability Insurance and a risk assessment for the event.

**Action:** *Deputy Clerk to contact organisers of events*

#### **9.10 KALC Report**

Nothing to report

#### **9.11 Reports from Borough and County Councillors**

Nothing to report.

**9.12 Reports from Councillors who sit as representatives on local organisations**

Mr Ethridge reminded Councillors of the event being held at King George V Memorial Hall on 26<sup>th</sup> April 2009.

**10 Matters for next agenda**

- (a) **Annual Parish Meeting** – Talk by Ambulance Responder for area.  
Committee Chairmen reminded of their need to prepare a report on their Committee's activities for the year.

*Pursuant to Public Bodies (Admission to meetings) Act 1960, the public were excluded from the remainder of the meeting due to the confidential nature of the business transacted.*

**11 Personnel**

It was agreed that following the retirement of Mr Palferman on 1<sup>st</sup> May 2009 the position of Clerk to the Parish Council be handed to Mrs Rimmer, Deputy Clerk.

**12 Date of next meeting**

- (i) Annual Parish Meeting to be held in King George V Memorial Hall on Tuesday 5<sup>th</sup> May 2009 at 7.30pm.  
(ii) Parish Council Meeting to be held in King George V Memorial Hall on Tuesday 12<sup>th</sup> May 2009 at 7.30 p.m. to include Annual General Meeting (election of chairman and committees)

12 The meeting closed at 11.05 p.m.

Points of Action from Parish Council Meeting held on 14<sup>th</sup> April 2009

<b>Subject</b>	<b>Action</b>	<b>By whom</b>
Pre-school lease	Letter to Paul Carter requesting additional Information	PW/HR
	Terms of original lease to be identified	HR
Co-option	Councillors Welcome Pack to be issued and necessary paperwork completed	HR/HC
Litter on Green	Letter to Bearsted FC regarding litter following Matches	HR
Libel and Slander	Ascertain if recommended indemnity limit	HR
Nuisance Vehicles	Investigate use of cones in most dangerous places	PCSO
Funding Applications		Finance Cttee
KHS Campaign	Details to be placed on website	HR
Seaboard STO	Investigate where this payment is going	HR
Nat West	Councillors to sign bank mandate	RA/MC/MH/ HC
The Green	Chase EDF re Murphy repairs	HR
Woodland Trust	Write to Football Clubs re use of pitches	HR
Youth Forum	Letter to churches regarding youth groups	HR
Facebook/Twitter	To be discussed at next meeting	Communications Cttee
Village Walks	Prepare leaflet	Communications/ Open Spaces
Lighting	Prepare design for Tender	JH
30 mph signs	Determine if legal	HR
Mr Palferman	Arrange event to mark retirement	PW
Events on Green	Ascertain if public liability and Risk Assessment in place	HR