

BEARSTED PARISH COUNCIL

Minutes of the Meeting of the Bearsted Parish Council held at Madginford Hall, Egremont Road, Bearsted on Tuesday 12th May 2009 at 7.50pm

Present: Mr Walton (chairman), Messrs Ash, Cuming, Dyke, Ethridge, Harris, Hughes, Licence, Smith, Stark, Young, Mrs Cuming, Mrs Marshall MBE, Mrs Stevens together with the Clerk, Mrs Rimmer, and one member of the public.

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** – Mr Street, PCSO Stevens, 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. Mr Ash and 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.

Mrs Cuming, Mr Ethridge, Mr Licence and Mr Smith stated that they were members of the Woodland Trust 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 14th April 2009 were read agreed and signed as a true record of the meeting, following amendment to 9.2(i) to read flexible not feasible.

4 **Action Points from Previous Minutes:**

4.1 **Bowls Club lease – update**

Advice from solicitor that lease is with Bowls Club for signature. Upon receipt copy of lease will be forwarded to parish for safekeeping.

4.2 **Parish Plan – update**

Meeting set for 19th May to discuss way forward and preparation of display for Bearsted and Thurnham Fayre.

4.3 **KCC - Proposed licence to sublet land to pre-school**

Copy of letter to Paul Carter circulated. No response to date. KCC Property department to send Parish Council copies of lease held dated 6th August 2009, a copy of original lease dated 6th August 1984.

Mr Ethridge wished to register his discontent at the manner in which this matter was being addressed in that the actions being taken were not those agreed in November 2008. The Clerk reminded Councillors that the minutes had been approved and signed in December 2008 without amendment and therefore stand as a true record of proceedings.

5 Matters Arising and Points of Action update

5.1 Play Area – Woodland Trust land

Mrs Stevens reported that she and the Clerk had met with Mr Ashness to discuss the proposals. Mr Ashness has confirmed that the Woodland Trust have confirmed that no further consultation will be necessary to proceed with the play area, excluding the metal goal areas. Funding was in place and this project could now come to fruition.

It was therefore proposed by Mrs Marshall, seconded Mr Ash that this project be moved on with the exception of this area. Agreed.

Action: Clerk to place order for works.

As a result of the reduction in cost the \$106 monies available for recreational facilities in the parish would not be required for this project.

Action: Open Spaces Committee and Youth Committee to discuss projects to utilise this funding.

The matter of finding a location for a youth facility would be one that needed to be revisited. It was felt that the Elizabeth Harvie Field was not a suitable location.

Action: Youth Committee to discuss

5.2 Drop in Centre, Bearsted Library

Letter received from Mr Hill, KCC Cabinet Member for communities requesting a meeting to discuss the Parish Council proposals regarding this scheme.

Action: Meeting to be arranged with Sue Sparks, Strategic Manager KCC

5.3 Points of Action Update

- a) The Clerk reported that all points of action from the April minutes had been completed.
- b) The issue of the Seeboard standing order had been resolved.
- c) EDF advise that Murphys have resown the area of the green following works
- d) No response to all other communications

6 Police Report

PCSO Steven's written report noted that there had been 4 crimes in the past month.
Appendix 1

7 Correspondence

- a) Email – KALC. Details of new Local Council Administration book and amendments to previous editions. It was agreed that this publications was a necessary tool for the Clerk's work.

Action: Order to be placed

- b) Barty House – invitation to visit home during construction works
- c) KALC – Councillors Information Day – 20th June. Mr and Mrs Cuming to attend
- d) Richard Ash – thank you card for kind wishes during recent illness.
- e) Maidstone Borough Council Play Area Inspection – the current report highlights areas in need of attention. It was agreed that quotations be obtained for the replacement of the gate and fence to fall in line with statutory requirements and repairs undertaken as a matter of Health and Safety. Funding for these works could be found from the S106 agreement in relation to St Faiths.
Action: *Quotations for fencing and repairs to be obtained.*

8 Planning

8.1 Planning Committee Report

Minutes of the meeting held on 6th May 2009 were agreed as a true record of proceedings. Appendix 2

Mr Ethridge detailed those proposals upon which the committee had recommended refusal. Discussion took place regarding the ‘calling in’ of applications and the delegated powers the planning committee had. If the recommendation from the Parish Council does not agree with that of the planning officer then there is a considerable financial outlay to MBC regarding this application. Mrs Marshall advised the planning committee that the representation they make to the MBC Planning Committee should be in addition to those comments made on their written recommendation, as a means of supporting their case not simply restating the case already put forward.

It was re-affirmed that once a decision had been made by the committee and ratified by full council then no amendment to the recommendations should be made.

Action: *Clerk to contact other Council’s to obtain their views on ‘calling in’.*

8.2 Update re KIG Planning Application

a) MBC Planning Meeting on 7th May was thought to have been a well organised meeting with good attendance and presentations. The committee has decided to refuse the application on 18 detailed grounds.

Action: *Letter to be sent to MBC Planning Department thanking them for an informative and well planned presentation.*

b) The Joint Parishes Group are due to meet on 20th May to discuss the way forward and to set about their case for the Public Enquiry.

9 Matters of Report

9.1 Finance

(i) Cheques for Payment

It was agreed to approve and sign the cheques as set out in the schedule of payments. In addition to the schedule the gratuity payment regarding Mr Palferman’s office as Clerk had now been calculated and this would be presented for payment also. Appendix 3

(ii) **Audit of Accounts**

The Internal Audit has been carried out and the Statement of Account prepared. It was proposed by Mr Stark, seconded Mr Ethridge that the accounts be approved and signed for submission to the Audit Commission.

(iii) **Insurance**

The Clerk advised Councillors that the Insurance Policy was due for renewal on 1st June. Quotations had been received from three companies and it was proposed that for 2009/2010 the Parish Council be insured with Norwich Union through Came and Company as opposed to Allianz whom had been the Parish insurers for a number of years due to the increased cover and cost saving of the Norwich Union policy. This proposal was seconded by Mrs Marshall.

Action: Audit of assets required to ensure that all assets are covered.

(iv) **Report of Committee meeting held on 27th April 2009** and Points of Action update – Appendix 4

- a) It was agreed that the amendments to the Financial Regulations and Donations policy proposed by the Finance Committee be adopted.
- b) The Clerk advised that the membership subscription to KCPFA was £20.00 per annum. Agreed for payment.

9.2 **Open Spaces Report**

(i) **Report of Committee meeting held on 23rd April 2009** and Points of Action update - Appendix 5

- a) Clerk requested to chase Warnings regarding the planting of the Lavender hedge.
- b) Button Lane gate has been replaced.
- c) Quotation re tarmac the entrance to Church Landway being sought. Further quotations for the remaining of the track to be obtained..
- d) Football pitches – no response to date from local teams regarding use. If no Bearsted teams come forward then it was agreed that the use of the pitches should be opened up to external clubs at a cost of £10 per match.
- e) Question was raised whether the Woodland Trust would allow the placing of goals on the area over the school holidays.

Action: Mrs Stevens to approach Woodland Trust.

9.3 **Youth Report**

- a) Date of next meeting 1st June 2009 at Madginford Hall.
- b) Sports and Activity Day on hold at present due to Community Warden being on sick leave.

Action: Clerk to determine whether anyone is covering her duties

- c) Youth Forum – advert to be agreed
- d) Playscheme – preparation for this year's scheme now well underway. Organisers to meet with Headteacher at Junior School in early June to discuss plans etc.

9.4 **Communications Report**

Date of next meeting 21st May 2009 at King George V Memorial Hall.

9.5 Transportation/ Lighting Report

Date of next meeting 21st May 2009 at King George V Memorial Hall.

9.6 Entertainment Report

Dates now set for Music on the Green, Classic Car Show and Firework display. All details on website. Bearsted Football Club have confirmed that no football will be played on the Green the weekend of the Car Show.

Action: Advert to be taken out in Downs Mail and poster placed on noticeboard.

9.7 Quality Parish Council Application sub Committee

Date of next meeting 18th May 2009 in Parish Office. This is something that the Council needs to take forward this year. Many of the criteria have now been met and it is a case of pulling all necessary paperwork together.

9.8 Chairman's Report

a) Thanked Councillors for giving him the opportunity to be Chairman for another year.

The Council is moving forward which can only be a good sign.

b) Unfortunately Mr Palferman declined the Council's invitation to attend tonight's meeting to be presented with a gift in recognition of his service. But four rounds of golf will be purchased and sent to him with a card.

9.9 Clerk's Report

a) **Meeting dates for approval** – this matter had been covered at the AGM

b) **Office Closures** – the office will be closed for the majority of 13th May and all day on 19th May due to external meetings and training. Consideration needs to be given by the Council as to how the office will be covered during periods of courses, leave and sickness.

Action: Mr Walton to determine whether Mr Palferman would be interested in covering these periods and article to be included in Downs Mail asking if anyone interested in ad hoc office duties.

9.10 **KALC Report** – no report

9.11 **Written Reports from County Councillor and Borough Councillors** – no report

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

Madginford Hall Committee due to meet 13th May.

10 **Matters for next Agenda** – no additional items

11 **Date of Next meeting** – 9th June 2009 at Madginford Hall

There being no further business the meeting closed at 9.55 p.m.

Points of action from Full Council Meeting held on 12th May 2009

Item	Detail	Action
Play Area	Order to be placed with Playdale	HR
	S106 projects to be determined	OSCttee/YCttee
	Youth facility locations to be discussed	YC
Drop in Centre	Meeting to be arranged with KCC	HR
Correspondence	Order to be placed for Local Council Admin book	HR
	Quotations to be obtained for fencing and gates	HR
Planning	Ascertain other Council's approach re calling in	HR
	Letter to MBC re KIG meeting	HR
Insurance	Audit of assets	FCttee
Open Spaces	Goal posts at BWT during school holidays	AMS
Youth	Community Warden cover	HR
Entertainment	Advert in Downs Mail re Music on the Green	Downs Mail
Clerks Report	Cover for office – determine whether CP interested	PW