

## **BEARSTED PARISH COUNCIL**

Minutes of the Full Council meeting of Bearsted Parish Council held  
at Madginford Hall, Egremont Road, Bearsted on  
Tuesday 10<sup>th</sup> July, 2018 at 7:30pm

Present: Cllr Michael Bollom (Chair)  
Cllr Fabienne Hughes (Vice Chair)  
Cllr Richard Ash MBE  
Cllr Geoff Bennett  
Cllr V Bowles  
Cllr Suzanne Camp  
Cllr Helen Goodwin  
Cllr Jon Hughes  
Cllr Pat Marshall MBE

Also in attendance was the Clerk, Sarah Lewis, Ward Councillors Springett, Cuming and Spooner, Simon Finlay from the Downs Mail and 4 members of the public.

The Chairman congratulated Cllr Richard Ash on behalf of the Parish Council in recognition of his recent MBE honour for services to Bearsted and presented him with a gift from the Council.

### **Reports from members of the Public**

A resident spoke in objection to the planning application for Barty Farm and the landscape buffers depths. This is to be further discussed at item 6.

1. **Declarations of intention to record.**  
There were no such objections.
2. **Apologies and absence**  
Apologies were received and accepted from Cllrs Tony Ryan, Tony Grieves and Josie Smith.
3. **Declaration of Interests, Dispensations, Predetermination or Lobbying**  
Cllr Bollom declared an interest in item 18 as previously entered on the register. Cllrs Bollom, Hughes', and Bennett declared an interest in item 15a as payees. It was noted that lobbying had taken place via a number of correspondences regarding the Barty Farm and Barty House planning applications to be discussed at item 6.
4. **To resolve to go into closed session during item 22 and to exclude the press and to consider HR matters. (*Admissions to Meetings*) Act 1960, *Standing Order 10 (xi)***  
This was agreed by a unanimous vote.
5. **Reports:**  
Borough and County Councillors: Reports had been circulated prior to the meeting and had been noted. The Chairman asked for the Ward Councillors support in contesting the recent traders licensing requirements from MBC in respect of the village Green and Cllr Springett will make enquiries. Reports from the PCSO and the Community Warden were not available.

Cllr Springett announced that following this item, she would now be in attendance as a member of the public.

**6. Planning Applications for consideration:**

Application ref: 18/502850/LBC	Barty House Nursing Home and Land at Barty Farm, Roundwell, Bearsted	Listed building consent for alterations to boundary wall, relocation of gas cabinet and provision of landscaping to facilitate improved access
Application ref: 18/502860/OUT	Barty Farm, Roundwell, Bearsted	Variation of Conditions 5 (Surface Materials), 7 (Landscaping), 19 (Foul and Surface Water Drainage), and 31 (Approved plans) of application 14/506/738/OUT (Outline application for the erection of 100 dwellings) to allow for flexibility on open space and landscape details, include additional alterations to the listed wall at Barty House, and alter the time for the delivery of approved surface materials and drainage.

Following a discussion regarding the application **18/502850/LBC**, it was resolved to raise no objection by a vote of 6 in favour and 3 abstentions.

Following a discussion regarding the application **18/502860/OUT**, the Council recommend refusal of this application on the following grounds: Concerns for the boundary of Plots 89/90 and Magnolia House where the width of the landscape buffer is greatly reduced compared to the other properties backing onto the development. MBC Strategic Policy H1 (21) 1 states that an undeveloped section of land will be retained along the southern and western boundaries of the site, and landscape buffers will be included in these areas to protect the amenity and privacy of residents living in Water Lane and Roundwell. BPC therefore object to the revised planning applications because of concerns for the privacy of residents because of insufficient landscaping depth. BPC request that the boundary should be adjusted to afford all residents protection of privacy and should be constructed using plants/trees at an early stage of the building project so that growth is sufficiently established once the development is completed.

**7. Councillor vacation of office**

The Council were informed that Jonathan Askin is no longer a member of the Council following failure to attend a relevant meeting for a period of six consecutive months (LGA 1972, s 85). The Parish Council wish Jonathan well in his future endeavours.

**8. Minutes of the last meeting**

The minutes of the Full Council meeting held on Tuesday 5<sup>th</sup> June, 2018 were agreed as a true record and duly signed.

**9. Matters arising from the last minutes and action points.**

There were no such matters not covered in the Agenda.

**10. Adoption and review of the following revised policies:**

- New Standing Orders: These were approved for adoption by a unanimous vote and signed accordingly subject to a few minor typographical errors.
- New Financial Regulations: These were approved for adoption by a unanimous vote and signed accordingly.
- Privacy Statement: This was approved for adoption by a unanimous vote and signed accordingly.
- Records Management and Retention Policy: This was approved for adoption by a unanimous vote and signed accordingly.

**11. Committee Meeting and Working Group Reports.**

Finance and General Policy Committee: The last meeting was deferred and no report was given.

Planning Committee: A report was received from Cllr Fabienne Hughes and was noted.

Environment Committee: A report was received from Cllr Bennett and was noted.

Events reports:

Playscheme: Ticket sales have been up however the admin team are pushing the advertising both on Social Media and by the production and distribution of further leaflets giving more detail on times, ages and activities which is hoped will attract further sales. The working group will meet again this week to make final arrangements.

Bearsted in Bloom: It was reported that a number of entries have been withdrawn due to the current dry weather and its effect of gardens and baskets. It was proposed to cancel the event for this year to return in the Spring/early Summer of 2019 when weather conditions are usually more conducive. This was met with a unanimous vote in favour.

Old Time Music Hall: Cllr Ryan had prepared a report which was circulated prior to the meeting. A provisional date for the event has been set for 13<sup>th</sup> October 2018 and the venue is to be Invicta Grammar School which is the most suitable in size for this growing event, also for facilities, access and parking provision. Final budget estimate is £2,600 however this possibly could be reduced. Some discussion was had regarding levying an entry charge for members of the public however this was considered inappropriate. A proposal was made to accept the details of Cllr Ryan's report and budget and proceed with the event planning was made and agreed by a unanimous vote.

Christmas Event: Cllr Camp gave an update following communication from the Holy Cross Church who would prefer to keep the current Carol Service format on the Green as it is. Bearsted Parish Council respect this

decision entirely and are fully supportive. The opportunity for a ‘Quiet “Meet Father Christmas”’ event for children who might be otherwise overwhelmed by loud noises and busy environments has been suggested and will be further investigated.

Fireworks: This event is in hand and on-going.

Reports from members of the Council for outside bodies: Cllr Ash reported that he had attended a Community Infrastructure Seminar however he felt that much of the information shared will not apply to Bearsted.

## 12. Newsletter

It was agreed to suspend the production of a Parish Council Newsletter for the future by a vote of 9 in favour and 1 abstention. A draft copy of a Parish Council Information Booklet containing contact details for local businesses and services was circulated. Cllr Bollom reported that the cost of producing the booklet at 22p per copy will be more than offset by the revenue produced from the advertising sections of the booklet. Costs for delivery have historically been approximately £400. Interest and commitment in placing adverts has been very positive and Cllr Bollom is confident that all spaces will be taken. It was agreed by unanimous vote to proceed to order 4500 copies with associated costs as follows:

Design and layout charges	£ 250.00
Proof Printing, sales and advert design	£ 75.00
4500 print run leaving 500 spare @ 0.223p each	£ 1003.00
Distribution Allowance	£ 400.00
TOTAL COSTS	£1728.00
Revenue on advertising	£2460.00
BALANCE	£ 732.00

## 13. Market on The Green.

The market is due to relaunch in September. The appointment of a Market Manager is for discussion at closed session item 22.

## 14. Tariff for The Green

A proposal was made for the introduction of a tariff for charges for the use of the Green and the Elizabeth Harvie field for organisations that use the areas as part of their business. A fee for charitable use may be waived by the Council if they deem it appropriate. Discussions followed to allow the Football Clubs concessionary rates and allow opportunities for them to earn revenue at Parish Council run events. The resolution was carried with a vote of 9 in favour and 1 abstention. The Clerk will post the Tariff to the Parish Council website which will commence 1<sup>st</sup> January 2019.

**ACTION: CLERK**

## 15. Finance

## a) Resolution to authorise payments:

The following payments were agreed for authorisation

HMRC	Tax & NI	£ 748.70
Nicola Maguire	Finance and payroll support	£ 252.67
MBC	Essential repairs to playground equipment	£ 904.80
KALC	Councillor planning training event	£ 432.00
Jen Contractors Ltd	Call out and removal of graffiti on slide in Green Play Area	£ 102.00
Edge IT Systems Ltd	Finance software support at audit preparation	£ 261.90
CPRE (Campaign to Protect Rural England)	Annual membership renewal	£ 36.00
KALC	Clerk's Conference 2017	£ 72.00
KALC	Clerk and Assistant Finance Conference 2017	£ 144.00
Tantons Tree Surgeons Ltd	Trench digging at Church Landway allotments following water leak.	£ 540.00
BJW Computers Ltd	Printer toners	£ 84.00
Mr G Bennett	Reimbursement for painting materials re parish shed	£ 23.85
Traditional Stone Restoration Ltd	50% Deposit for War Memorial repair and restoration	£ 3,680.93
Fantastic Fireworks Ltd	Professional fireworks display services 2018	£ 4,770.00
Mr B Clifford	Expenses for Mynn Award engraving 2018	£ 15.00
Mr B Clifford	Expenses for Mynn Award engraving 2016	£ 12.00
Mr M Bollom	Chairmans Allowance: Flowers for APM and parking charges for MBC meeting	£ 62.50
LRH Property Maintenance	Charges for putting up signs in car park at parish office	£ 20.00
Invicta Law Ltd	Professional charges for title investigations at Bell Lane/Meadowbank	£ 424.80
Gulp Refreshments	Refund for Market on the Green pitch 23.5.18	£ 15.00
KCC	Stationary	£ 57.78
Advent Electrical (Kent) Ltd	Electrical work lighting at Church Landway	£ 60.00
Mrs F Hughes	Reimbursement for leaving gift for Assistant Clerk's maternity leave	£ 30.99
Jen Contractors Ltd	Call out and clearance of rubbish from path clearance	£ 48.00
Mr M Bollom	Co-opted councillor printing allowance	£ 37.46
Mail Publications Ltd	Downs Mail sponsored page June 18	£ 330.00
BT	Phone, broadband and mobile charges	£ 60.48
OPUS	Street Lighting	£ 11.99

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OPUS	Tractor Barn	£	22.24
OPUS	Cricket pavilion	£	7.52
Staff Salary payments	Staff salaries	£	3,233.24
NEST	Staff pensions	£	146.54
<i>Bearsted Parish Council do not disclose personal salary information in accordance with the Data Protection Act 1998, and the Local Government and Housing Act 1989, s11 (Appointment and Management of Staff)</i>			

- b) Income and Expenditure Reports:**  
Reports had been circulated prior to the meeting and were noted.
- d) Balances of accounts:**  
The balances of accounts and associated statements had been circulated prior to the meeting and were noted.
- e) Grants and Donations requests:**  
There were no such requests.
- f) Ratification of Tantons essential tree works at Meadow Bank:**  
This was agreed at a cost of £850 plus VAT with a vote of 9 in favour and 1 abstention.
- g) Rialtas Business Solutions quote for Finance Package:**  
The quote for £1195 with an additional training day at £399 plus mileage was agreed by a unanimous vote however the Chairman was make enquiries for a discount.
- ACTION: CLERK**
- h) Resolution for additional bank authorisations:**  
This was carried by unanimous vote.
- i) Quote for continuation of sleepers to the bank on Ware Street**  
Deferred awaiting information
- j) NDR refund**  
Cllr Goodwin informed the Council of the recent Non-Domestic Rate refund in respect of the Parish Office of £11,422.97. This has resulted in a credit to the Council of £7424.93
- k) Big Lottery Fund – Awards for All underspend**  
The Council were informed that a previous award underspend of £477.75 has been authorised by the Big Lottery Fund for use at the Church Lane Allotment site towards the purchase of replacement sheds following last year’s fire.
- j) Clerk’s Conference 13<sup>th</sup> September 2018.**  
A resolution to support the admin staff in attending this event was made by a unanimous vote. Costs are yet to be announced however it is expected to be a similar price to that of previous years costs of £72.
- 16. Disclosure of Pecuniary Interests and GDPR**  
The Clerk advised the Council that Councillors’ Disclosure of Pecuniary Interests will no longer be held by or displayed on the Parish Council website for matters of data protection. The documents are statutorily displayed on the Borough Council website and Councillors will be required to liaise directly with the Monitoring Officer in such matters in future.
- 17. Correspondence.**  
Correspondence re: Meadow Bank: Further correspondence had been received regarding the cultivation of an area of land at Meadow Bank by a resident with prior consent from BPC. The Council acknowledged the former agreement between the resident and Cllr Ash although no minute reference can be found. A meeting has taken place with the resident and an inspection of the area was made which showed the growing of raspberry bushes and clearance of brambles

and wildlife observation. The Council have had a written confirmation from the resident that they hold no claim to the land and will relinquish to the Parish Council should they be so requested. It was decided to allow the continued maintenance of the area in question whilst the Ecology Survey is being carried out. Plans are afoot to appoint a Chartered Surveyor to conduct a survey of the area to clarify boundaries and land ownership.

**18. Delegation to Clerk for essential handyman works.**

Delegation was granted by unanimous resolution for the Clerk to appoint the services of LH Property Services in respect of urgent tasks.

**19. Future Agenda items**

These will be notified to the Clerk by email.

**20. Downs Mail**

The Chairman and Clerk will liaise with Simon Finlay for the next copy ahead of going to press.

**21. Next Meeting**

A proposal was made for a summer recess and in favour of cancelling the August Full Council meeting accordingly. A resolution for such was passed by a unanimous vote. The next Full Council meeting will therefore be held on 18<sup>th</sup> September, 2018.

**Members of the public and press were asked to leave the meeting as it went into closed session.**

**Signed..... Date.....**