

## **BEARSTED PARISH COUNCIL**

Minutes of the Full Council meeting of Bearsted Parish Council held  
at King George V Memorial Hall, Manor Rise, Bearsted on  
Tuesday 27<sup>th</sup> March, 2018 at 7:30pm

Present: Cllr Fabienne Hughes (Temporary Chair)  
Cllr Richard Ash  
Cllr Michael Bollom  
Cllr Vivien Bowles (pending co-option)  
Cllr Suzanne Camp  
Cllr Helena Goodwin  
Cllr Tony Grieves (pending acceptance of office)  
Cllr Jon Hughes  
Cllr Pat Marshall MBE  
Cllr Tony Ryan  
Cllr Josie Smith

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

Cllr Fabienne Hughes opened the meeting as temporary Chair ahead of the election of Chair.

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

There were no such reports.

1. **Declarations of intention to record**  
There were no such declarations.
2. **Election of Chair and Vice Chair**  
A proposal for Cllr Michael Bollom to be elected as the Chair to Bearsted Parish Council was received, seconded and unanimously approved.  
A proposal for Cllr Fabienne Hughes to be elected as the Vice Chair to Bearsted Parish Council was received, seconded and carried with a vote of 8 in favour and 1 abstention.  
Cllr Bollom took over as Chair for the meeting and thanked the outward Chairman, Cllr Richard Camp, for his work on behalf of the Council.
3. **Receive Declarations of Office**  
Mr Tony Grieves who had been elected unopposed at a recent bye election, signed his signed his Acceptance of Office.
4. **Apologies and absence**  
Apologies had been received from Cllr Askin and Cllr Bennett and were accepted.
5. **Declaration of Interests, Dispensations, Predetermination or Lobbying.**  
Cllr Tony Grieves declared an interest in item 12 as an allotment holder of the Church Lane Allotment site which was entered onto the register.
6. **Co-option of a Councillor**

An application for co-option had been received from Vivien Bowles. Following a brief presentation from Ms Bowles, the press and public were asked to leave the room whilst the Council considered the application. Ms Bowles was welcomed onto the council by a unanimous vote. A Declaration of Acceptance was duly signed.

**7. Co-option of members to Committees.**

The following councillors were elected onto the named committees:

Environment: Cllr Michael Bollom  
Planning: Cllr Vivien Bowles  
Finance: Cllr Josie Smith  
Cllr Michael Bollom

**8. To resolve to go into closed session and to exclude the press and public for item 18 relating to HR matters and in accordance with (*Admissions to Meetings*) Act 1960, Standing Order 10 (xi).**

It was unanimously agreed to discuss item 18 in closed session.

**9. Minutes of the last meeting:**

The minutes of the Full Council meeting of Tuesday 20<sup>th</sup> February, 2018 were agreed as a true record and duly signed.

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

There were no issues to be discussed.

**11. Reports.**

Borough and County Councillors:

A report had been received and circulated from Borough Cllrs Val Springett, Denis Spooner and Mike Cuming prior to the meeting and were duly noted. There was some discussion regarding the proposal to develop 2 new schools on the Kent Medical Campus, however no firm decisions have been made by MBC, the issue will therefore be revisited.

Police:

No report was available.

Community Warden:

A report had been received and circulated prior to the meeting and was noted. The issue of dog waste was discussed and the issue of overflowing bins. It was agreed to highlight the MBC waste collection days, which are Mondays and Fridays, on Social Media and in the Downs Mail with information on how to contact MBC regarding any missed bins. There continues to be areas where dog owners are not clearing up after their pets. The Assistant Clerk is looking into the feasibility of producing an interactive map to highlight areas where dog waste has been noted to try and enforce more responsible ownership.

KM Correspondent:

There was no report.

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

Finance and General Policy

A brief update was received from Cllr Goodwin and noted. It was suggested that the Committee review the list of Council Policies with a view to devising a time frame for review for each policy as some do not require an annual review.

**ACTION: CLERK**

Planning Committee

A brief update was received from Cllr Fabienne Hughes.

Query was made regarding the additional membership of one councillor on the committee that had not been minuted at the previous Full Council or circulated on the committee membership register. The Clerk apologised for this error as she had not noted the show of hands correctly at the Full Council meeting. It was accepted that Cllr Jon Hughes is a member of the Planning Committee.

A discussion regarding declaring 'other significant interests' to a recent planning application from the spouse of a former councillor was held. The Clerk will seek clarification regarding the rules in this circumstance from KALC and report back to Council.

**ACTION: CLERK**

Environment Committee

A brief update was given by Cllr Jon Hughes and noted.

Event Working Groups:

a) Playscheme

Minutes of a recent meeting of the working group had been circulated prior to the meeting and was noted. The issue of budget control was discussed and a request for the group to seek approval from the Finance Committee initially with all expenditure to ensure proper controls were in place was agreed.

A proposal for ordering a batch of teeshirts with a new logo at a competitive price from Krowmark was agreed by a unanimous vote, the costs for which would be negotiated and circulated prior to ordering.

A proposal for the venue for this event to be Roseacre School was agreed with a vote of 9 in favour and 2 abstentions.

A proposal for the event to run between the dates of 30<sup>th</sup> July 2018 – 10<sup>th</sup> August 2018 was unanimously agreed.

A proposal for the cost of the daily tickets for the event at £9.50 per child, to include the Eventbrite costs, was unanimously agreed.

A proposal for the staff wage to be in line with the National Living Wage (age appropriate) was unanimously agreed.

b) Market of the Green

Minutes of a recent meeting of the working group had been circulated prior to the meeting and was noted. Following a discussion regarding the employment of a Market Manager on a consultant/contract basis, to receive payment via the takings of the market for the first year, and then to agree a percentage in subsequent years, a proposal was made for a contract to be devised for the appointment of such a person. The vote was carried with 7 in favour, 2 against and 2 abstentions.

A proposal was made for the August Market on the Green to be cancelled due to conflicting dates with the Music on the Green event and was carried by a unanimous vote.

c) Christmas Event

A brief update was given by Cllr Bollom who has been in discussions with the Canon John Corbyn regarding a combined Carols on the Green event. The matter is ongoing.

**13. Finance****a) Resolution to authorise payments:**

The following payments were agreed for authorisation by a unanimous vote:

£ 1,500.00	CPRE	Donation
£ 500.00	Involve Support Services	Donation
£ 5,000.00	Land Fund	Transfer of Funds
£ 90,000.00	Bus Reserve	Transfer of Funds
£ 65.00	Bearsted WI	Hall hire
£ 337.20	JEM Cleaning	Canine waste collection
£ 340.80	JEM Cleaning	Canine waste collection
£ 947.03	MBC	Rates
£ 1,824.00	MBC	Rates
£ 48.00	Compute4U	Computer lease
£ 264.00	Tantons	Tree works
£ 4,080.00	Tantons	Tree works
£ 35.00	Data Protection Registration	
£ 42.00	BJW Computers	Stationary
£ 330.00	Mail Publications	Downs Mail Sponsored Page
£ 28.92	KCC Supply	Stationary
£ 57.45	Madginford Hall	Hall hire costs
£ 55.00	Kent Farmers Market	Annual Subscription
£ 888.00	Arbour Tree Surgery	Tree works
£ 280.80	VisionICT	ICT services
£ 56.24	Heritage Trust Network	Membership fee
£ 348.00	Reed Printers	Newsletter printing costs
£ 66.00	Andrew French Fencing	Post work
£ 255.00	Richard Gummery	General maintenance
£ 1,750.00	A Harland	Fencing works
£ 462.69	HMRC	Tax and NI
<b>£ 109,561.13</b>		
DD/SO		
£ 436.29	BT	Telephone charges/handset
£ 344.79	South East Water	Pond The Green
£ 42.79	South East Water	Alloments, The Street
£ 279.72	South East Water	Alloments, Church Lane
£ 40.18	OPUS	Street Lighting
£ 11.08	OPUS	Street Lighting
£ 2376.82	Staff Salaries	
<b>£ 3531.67</b>		
<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:**

The reports had been circulated prior to the meeting and were unanimously agreed.

**c) Expenditure against Budget reports:**

The reports had been circulated prior to the meeting and were unanimously agreed.

**d) Balances of Accounts:**

The latest versions of the Parish Council bank accounts were available for scrutiny and were unanimously agreed as in order.

**e) Grants and Donations requests:**

No such requests had been received.

**f) Resolution for tenders to Church Landway resurfacing:**

A quotation for £48,500 for the resurfacing works to the Church Landway had been received from Ashwood Surfacing Ltd and was unanimously agreed.

**g) Ratification of £1200 payment to Tantons for essential tree work at the Green:**

The costs were agreed with 10 in favour and 1 abstention.

- h) Resolution for tenders for the pathway and fencing at Bell Lane/Meadow Bank: This matter was deferred to the next Environment Meeting as further quotes are expected.
- i) Ratification of the renewal of contract with Aylesford Electricals for the costs of £2000 for the installation, removal and storage of the festive lights was unanimously agreed.
- j) Ratification of repairs to Church Landway:  
Null and void (duplication)

**14. Correspondence**

Communication from the Bearsted and Thurnham Fayre Committee had been received in thanks for the recent donation made by the Parish Council.

**15. Future agenda items**

Mynn Awards

Preparation for the Annual Parish Meeting on 30<sup>th</sup> May 2018.

**16. Downs Mail**

Agreement was made to highlight the following issues in the forthcoming edition of the publication:

Canine waste bins collection dates and MBC contact information

**17. Next Meeting**

The next meeting of Bearsted Parish Council will be held on **Tuesday 1<sup>st</sup> May 2018** following directly on from the Annual Meeting of the Parish Council.

Members of the public and press were asked to leave ahead of the closed session of the meeting.

**18. CLOSED SESSION**

HR matters.

**There being no further business to transact, the meeting ended at 9:38pm**

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