

BEARSTED PARISH COUNCIL

Minutes of the Full Council meeting of Bearsted Parish Council held at Madginford Hall, Egremont Road, Bearsted on Tuesday 4th June, 2019 at 7:30pm

Present: Cllr Michael Bollom (Chairman)
Cllr Denis Spooner
Cllr Frank Jagger
Cllr Helena Goodwin
Cllr Jo Tribley
Cllr Jon Hughes
Cllr Pat Marshall MBE

Also in attendance was the Assistant Clerk Erin Sugden (AC), Admin Assistant Emma Hull, Deputy Editor Doug Kempster from the Downs Mail, KM Correspondent Rosemary Pearce and PCSO Zoe Turner

Reports from members of the Public

A member of the public requested an update about the pathway in between Smarts Cottages. Cllr Bollom informed the meeting that discussions have been had with KCC and that we are currently second on the list to be considered. As Cllr Ash was not available with an update it would be placed on next Full Councils agenda.

- 1. Declarations of intention to record.**
The AC declared that the meeting was to be recorded for minuting purposes.
- 2. Apologies and absence**
Apologies were received and accepted from Cllr Fabienne Hughes, Cllr Suzanne Camp and Cllr Richard Ash MBE. Apologies had also been received from Borough Cllr Val Springett, Cllr Mike Cumming and Community Warden Sally Williams.
- 3. Declaration of Interests, Dispensations, Predetermination or Lobbying**
No additional interests declared.
- 4. Co-option of a Councillor**
Following a statement from Graham Hannington who was standing for co-option for the ordinary vacancy, the press and public were asked to leave the room whilst the Council considered the candidates' application. A vote was cast in favour of co-opting the candidate and the press and public were invited back into the meeting. Cllr Hannington was congratulated on his post and given the appropriate paperwork by the Admin Assistant to sign.
- 5. To resolve to go into closed session and to exclude the press and the public at item 22 (Admissions to Meetings) Act 1960 in accordance with standing order 10 (xi) for consideration of HR matters and legal matters.**
- 6. Signing of the Minutes of the last meeting**
The minutes for the meeting of the Full Council on 7th May 2019 were agreed as a true record and duly signed.

7. Matters arising from the last minutes and action points.

There were no matters to report.

8. Statement of Internal Control

Due to the internal audit not taking place until 5th June 2019 the AC was not able to produce the 2018-2019 Statement of Internal Control. The AC recommended the need to hold an extra-ordinary meeting to agree to the Statement of Internal Control and also items 9. Annual Governance Statement 2018-19 and item 10. Accounting Statement for 2018-19. The AC will arrange this meeting for Tuesday 18th June at 7pm location to be confirmed.

ACTION:ASSISTANT CLERK

9. Annual Governance Statement for 2018-19

Deferred to extra-ordinary meeting

10. Accounting Statements for 2018-19

Deferred to extra-ordinary meeting

11. Reports:

Reports had been received from Borough Councillors Springett, Cuming and Spooner prior to the meeting and were noted.

The AC was requested to follow up with regards to the lease of the open space at Rosemary Road.

ACTION:ASSISTANT CLERK

The PCSO Zoe Turner sent through a report detailing two thefts, one case of criminal damage and one case of nuisance youths. It was also mentioned that there has been a spate of crimes whereby external post-boxes have been looked through and addresses stolen.

AC to check with Sally William about portable CCTV equipment that can be temporality installed with the aim to reduce nuisance behaviour in some areas.

ACTION:ASSISTANT CLERK

Community Officer Sally Williams had submitted a brief report prior to the meeting which had been circulated. Her work has been predominantly community welfare concerns.

Chairman's Report: Cllr Bollom spoke of the HR matters that are ongoing, meeting with residents about Meadow Bank and is hopeful that this issue has been solved after a year of talks. A meeting took place with Bearsted Cricket Club to hear of their intentions for covers and an extension to the pavilion. A meeting has been planned for Paul Carter, Cllr Bollom, Cllr Jagger and Cllr V Springett to discuss traffic concerns however a further meeting is required to discuss the Coal Yard with members of the Parish Council who are involved. Church Lane Car Park re-surfacing work is planned for the week of 12th August, Cllr F Hughes and Cllr Bollom assisted with planting of new summer bedding flowers for the Welcome Planters and it is noted that the grass areas at the Yeoman Lane car park needs regular attention. It was requested that councillors let the AC know of their availability for helping out at the Bearsted & Thurnham Fayre.

Clerk's Report: A report submitted by the Assistant Clerk had been circulated prior to the meeting. It requests that councillors seek approval before submitting an 'Expenses Report'. This was unanimously agreed.

12. Committee and Working Group Reports.

Finance Committee: Cllr Goodwin reported that due to the yearend process not being complete there were not financial reports available. These will be worked

on once the Finance Assistant Nicola Brittain has completed the audit. It was agreed that a direct debit would be set up to deal with the payroll. Playscheme booking system was reported to be live and 69 tickets have been sold to date. Market on the Green is averaging out financially after the initial set up costs. Cllr Jagger reported on his findings about becoming VAT registered. It is felt there is no reason to make any changes at the moment. Should the council's status change regarding leasing or letting property this should be reviewed.

Audit documentation is all being prepared and there are no concerns.

HR- There are details outstanding from the parties involved and the matter continues.

Environment Committee: Cllr J Hughes reported that there were lots on the agenda but no urgent matters.

Traffic Working Group- Continue to work on issues within Bearsted. A meeting with KCC is planned on the 13th June. Cllr Jagger recommended the Highways Improvement Plan is the document that goes forward with recommendations for traffic control. A vote was taken and it was approved with all in favour.

The joint working group with Boxley have been meeting and this group is approaching neighbouring councils to see if there is additional interest.

Bearsted Cricket Club: Cllr Jagger and Cllr Bollom met with BCC to discuss their scope of aspirations this includes 3 covers with sponsors, extension to pavilion and further side screens which would be all weather. BPC expressed concern about commercial sponsorship and the extension of the pavilion would need to adhere to conservation regulations. AC to requested BCC a full proposal together and to the council for review on all aspects of its plans.

ACTION:ASSISTANT CLERK

Market on the Green: A total of £490.45 was taken on the entrance including the sale of tote bags. The donation to The Goodman Centre will be calculated and published. There were 26 stalls but 1 no show with 578 adults attending.

Although this was a lower attendance maybe due to the end of half term we agreed not to count the children on entry which would inevitably reduce the numbers against the last few markets that did include children numbers being records.

The Alcohol License was an issue this month and so an allocated area was fenced off for stands selling/giving samples of alcohol.

The Market Manager spoke to stall holders about their interest in a Christmas Market. There were issues with the electrical supply so it was suggested the Environment Committee discuss to need for more power to be installed.

The Market Manager suggested agenda items for future working group meetings.

Fireworks: Dynamic Fireworks have been appointed as well as Lee Harrison to assist with the set up and dismantle.

Summer Playscheme: Leaflets are being distributed to schools, banners are up and messages are on social media.

Reports from members of the Council for outside bodies: There were none

13. Finance

- a) Resolution to authorise payments. It was agreed by a unanimous vote. 7 in favour and 1 abstention.

The following subsequent payments for June were agreed for authorisation:

BJW Computers	Waste Bottles	£8.40
BJW Computers	Black Toner	£42.00
Opus Energy	Electric-The Green	£10.84

Opus Energy	Electric – Tractor Barn 22.3- 20.4	£30.42
BT	Telephone- Apr-Mar	£204.60
KCC	Stationary	£68.76
Payroo	Payrol – Monthly sub	£12.00
MBC	Bin- The Green	£130.00
Paul Waring	Lawn Maintenance & additional work	£591.66
Paul Waring	Vertidrainng-The Green	£6882.00
Compute4U	Leased Laptops	£72.00
Brook Security	10 x brass padlocks	£111.00
SLCC	Membership	£136.00
BG Electrical	Defib install Madginford	£530.40
LRH Property Main	Market on the Green	£85.00
LRH Property Main	Replace cork in Notice boards	£514.20
Chubb	Annual contract	£132.82
Opus Energy	Electrics April- The Street	£35.75
Opus Energy	Electrics April- The Street	£11.63
Cllr M Bollom	Expenses - Paint	£89.30
T. Ryan	APM Refreshments	£98.83
HR Services Partnership	HR Advice	£828.00
Opus Energy	Electric – Tractor Barn 21.04 – 21.05	£27.57
Cllr M Bollom	Expenses Playscheme printing	£36.50
MBC	Bin -The Green 23.07.19	£130.00
Nicola Maguire	Finance & Payrol support	£364.30
Cllr M Bollom	Expenses: Flowers for boxes	£91.76
Cllr F Hughes	Expenses: Pond survey, Drinks for comm payback, paint & Paintbrushes for fences.	£130.55
<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) **Finance Reports**
There are currently no finance reports due to the 2018-19 year not being closed. Once the audit for the previous year has been completed next week, work will begin on the finance reports for 2019-20.
- c) **Balances of accounts**
These have not been circulated as they do not give a true reflection of the accounts due to the 2018-19 year not being closed.
- d) **Grants and Donations requests:**
None received.

14. Policies for adoption or renewal

There were no policies to consider for adoption or renewal.

15. Planning Committee

It was discussed at the AGM about the status of the Planning Committee. This had been deferred to today's meeting to allow councillors to consider the options of joining.

Cllr Bollom started by saying that a Planning committee should be looked at once again due to residents' concerns. There was discussion about the effectiveness of a parish council planning committee due to Maidstone Borough Council not seriously considering objections from residents or recommendations from BPC. However, it was agreed that BPC have a duty to its residents to consider applications.

Cllr Hannington, Cllr Tribley and in his absence Cllr Bollom informed the council that Cllr Ash would be willing to join the committee should it be reform. It was proposed to reinstated the Planning Committee with all in favour.

Cllr Hannington volunteered to chair the committee but this would not be voted on until the committee meet. The AC is to work out dates with group for the meeting.

Cllr Spooner informed the council that Maidstone Borough Council offer planning training with no charge and KALC also offer a training course. The AC will arrange training for Cllr Hannington.

ACTION: ASSISTANT CLERK

Cllr Bollom offered to be a substitute member of the Planning Committee. This was approved with 7 in favour and 1 abstention.

16. Church Lane Car Park Update

The AC informed the council that after liaising with the Church, sport facilities and groups around the Church Landway car park the date set for the work to commence is the 12th August 2019.

Cllr Bollom will speak with the contractor to request 'Road Closed' signs.

ACTION: CLLR BOLLUM

17. Play Areas

The AC informed the council of a piece of broken equipment at the Bearsted Woodland Trust play area. Two quotes have been submitted Proposed cost of £369.75 by Playdale was recommended to fix the equipment and the council voted in favour of this.

ACTION: ASSISTANT CLERK

18. Correspondences

None received.

19 Future Agenda items

Traffic Working Group
Smarts Cottages

20. Downs Mail

Playscheme
Car Park
Traffic Working Committee
Pond

ACTION:CLLR BOLLUM

21. Date of the next Full Council Meeting will be 2nd July 2019

There being no further business to transact, the meeting closed at 20:54 hrs and went into closed session to discuss item 22.

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

22. Closed session:

- a) HR matters
- b) Legal matters

