Minutes of the Annual Council Meeting
Held on Monday 9 May 2016 at 7.30pm Brasted Recreation Ground Pavilion

Present: Councillors: J Hardey (Chairman), H Robson (Vice Chairman), P Furst, V Harbert, C Rogowska, S Thorogood, C Wilson

In attendance: A Hanson (Parish Clerk/RFO)
P Thomas (RFO)
R Parry (Kent County Councillor arrived 8.15pm)

The Chairman (J Hardey) welcomed everyone to the meeting, introduced the new Clerk/RFO, A Hanson, and thanked the councillors for their work during the year. Cllr Hardey stepped down as Chairman.

1 Election of Chairman
   • Nominations for Chairman were: Councillor Hardey (Proposed: HR/ Seconded CW).
   • Councillor Hardey was elected as Chairman of Brasted Parish Council (Yes: 5, No: 0, Abstentions: 2).

2 Election of Vice Chairman
   • Nominations for Vice Chairman were: Councillor Robson.
   • Councillor Robson was unanimously elected as Vice Chairman of Brasted Parish Council.

3 Declarations of Acceptance of Office
   • Councillors Hardey and Robson signed the declarations of Acceptance of Office.

4 Minutes of the meeting held on 14 March 2016
   • These were signed as a true record.

5 Appointment of members to committees
   Finance Committee
   J Hardey (Chair), H Robson (Vice Chair), P Furst, R Pearce, C Rogowska, S Thorogood.

   Planning Committee
   R Pearce (Chair), V Harbert (Vice Chair), J Hardey, C Wilson
   • Cllr Pearce was nominated in her absence by Cllr Wilson and seconded by Cllr Robson to remain as Chair. Yes: 4, Abstentions: 2
   • Due to Cllr Pearce’s absence this will be confirmed at the next meeting of the Planning Committee.

   Recreation Ground & Open Spaces Committee
   H Robson (Chair), C Wilson (Vice Chair), J Hardey, C Rogowska, S Thorogood

6 Review of Terms of Reference for Committees
   • P Thomas has reviewed these. No changes are necessary.

7 Review and Adoption of Standing Orders and Financial Regulations
   • Cllr Hardey proposed that section 15 of the Standing Orders be amended so that all elected councillors must stand on at least 1 committee.
• The motion was unanimously approved. The Clerk to update the Standing Orders.

8 **Representatives for specific issues:**
- **Brasted Village Hall:** Cllr Rogowska
- **Tree Warden:** Cllr Robson
- **Highways:** Cllr Hardey
- **Footpaths:** Cllr Robson
- **Floodwarden:** Cllr Robson
- **CPRE:** Cllr Rogowska

9 **Review of Other Governance Documents**
P Thomas recommended no changes to the Internal Controls, Health & Safety Policy & Freedom of Information Policy.

10 **Apologies**
- R Pearce - absent
- A Firth – Council Business

11 **Open Session – Public Question Time**
No members of the public were present.

12 **Declarations of interest relevant to items on this Agenda**
- Cllr Rogowska declared an interest in an item for further discussion.

13 **Announcements from the Chairman**
- The Chairman gave thanks for his re election.
- He also reminded councillors of the use of an objection rather than an abstention for any disagreement. Matters for concern can also be raised with the Vice Chairman.

14 **Matters arising from the Minutes of 14 March 2016**

14.1 **Sundridge & Brasted Social Club**
- Both councils are waiting to sign the new lease.
- The Clerk to contact Sundridge Clerk for an update.

14.2 **Village Caretaker**
- A draft job description will be submitted to the June 2016 Council meeting.

14.3 **New Parish Office**
- Quotations are being updated. This item will be on the June 2016 full council agenda.

15 **Minutes of Annual Parish Meeting and matters arising not covered in other items**
No minutes of this meeting are available yet.
- Cllr Hardey proposed that further discussion regarding the tennis club should be undertaken at the next Recreation Ground & Open Spaces Committee meeting.
- Cllr Hardey expressed appreciation that 3 district councillors attended the meeting.

16 **Matters arising from committees**

16.1 **Planning Committee**
- No matters arising.
- Cllr Hardey suggested it would be useful if 2 additional people with planning experience are co-opted onto this committee.

16.2 **Recreation Ground & Open Spaces Committee**

16.2.1 **Ground works – Travellers**
• Cllr Robson is obtaining quotes.
• Cllr Hardey noted that the grass by the pavilion has been adversely affected by vehicles driving up to the pavilion.
• BPC needs a new policy to prevent vehicles driving down to the pavilion unless they are the main hirer of the pavilion or have a disability. Signage should be put up to this effect.
• The school and boot camp to be notified by e-mail of this new policy.
• The booking conditions of the pavilion will need to be altered accordingly.
• The car park will need to be resurfaced and lighting installed.
• All councillors agreed to park in the car park when attending future meetings.

16.2.2 Purchase of Speedwatch
• Cllr Thorogood updated the meeting.
• Kent Speedwatch has offered BPC equipment at half price, the cost to BPC being £1,085 + VAT.
• Funds for this purpose were approved at the last meeting. The purchase was unanimously approved.

16.2.3 Road Survey
• Cllr Rogowska circulated the first draft Road Survey.
• The Council agreed some modifications and suggested that when finalised the Survey should go out with the first parish newsletter.

16.2.4 Treeworks on the Green
• Cllr Wilson circulated a new quote for paving at the meeting, which is comparable to the previous quote.
• In total 3 quotes have been sought and 2 have been received.
• Cllr Hardey proposed and it was unanimously agreed that the Paramount Paving quote (Area 1 £2,400 + VAT, Area 2 £1,800 + VAT and Area 3 £2,400 + VAT) be accepted.
• Cllr Wilson will put up signs warning the public of the disruption the works will entail and liaise with the tree surgeon to determine in which of the 3 proposed areas the works will be carried out.

16.2.5 New Storage Container
• Cllr Hardey will get quotes for a new storage container and bring this to the Recreation Ground & Open Spaces Committee meeting.

16.2.6 New Kitchen
• Councillor Hardey stated that this will be installed free of charge. The cost of the kitchen units is due to be obtained on 14 May 2016.

16.3 Finance Committee

16.3.1 Bank account & account signatories
• A new application will need to be submitted with the new Clerk’s details. All councillors will be signatories.

17 Other Business

17.1 District Councillor Report
Not in attendance.

17.2 Discussion of Aims and priorities for 2016-17
The 2 priorities are:

17.2.1 Completion of Phase II of the playground project.
Cllr Furst suggested BPC should apply for a grant to Kent Playing Fields Association.

17.2.2 A crossing on the A25 at the west end of Brasted village.

17.3 Brasted Fete 2016
- The fete will be organised by a sub committee of the Recreation Ground & Open Spaces Committee and will take place on 2 July 2016.
- Volunteers are needed and are asked to contact Cllrs Robson and Hardey.
- Books or broken crockery are needed for the fete.
- Cllr Thorogood suggested Speedwatch could attend the fete and Cllr Hardey suggested a speedwatch stall.
- Cllr Hardey stated that new tables are to be purchased for the fete and that local sponsorship would be needed.

18 Kent Highways
18.1 Updates from reported fault
- Cllr Hardey reported there was no change apart from the drain by the new crossing.
- Cllr Rogowska stated that a tree was partially blocking Rectory lane – it was suggested that she reports it to Kent Highways.
Finance

P Thomas circulated the Finance Report from 9 May 2016. The current bank balance is £63,353.02.

19.1 Approval of payments to be made

The RFO submitted payments for approval listed as:

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TOTALS £9,352.78 1469.92

19.2 Annual Return

P Thomas and the Clerk/RFO are meeting the internal auditor on 20 May 2016 to produce the Annual Return.

19.3 Internal Auditor appointment for 2016/17
This will be discussed at the Finance Meeting on 16 May 2016.

19.4 Insurance: Quote & Renewal
Insurance renewal – this will need to be approved at the June meeting. The clerk will request 3 quotes.

20 Correspondence
P Thomas shared and distributed the correspondence that has been received.

There were 2 particular items of correspondence that P Thomas drew to the Councillors’ attention.
- Zurich has confirmed that the case regarding the accident on the Green has been closed.
- Pulse Cleaning have increased their fees by 4% - this will go forward to the Recreation Ground & Open Spaces Committee.

21 Information Exchange
- Cllr Parry suggested Councillors notify him of any highways issues as he will be in the parish of Brasted with Kent Highways on Friday 13 May.
- Cllr Parry also notified BPC that Highways England is seeking evidence for their Route Strategies for 2020 to 2025 and they “want to gather a comprehensive view of the performance, impact and challenges related to the strategic road network as well as the predicted future challenges, and to understand local and regional aspirations.” The KALC Finance & General Purposes Sub Committee will be considering the KALC response at its next meeting on 21 June.
- Cllr Hardey informed Cllr Parry that the new crossing in Brasted High Street was in full use and very much appreciated, however residents and BPC would prefer the column lights to be the same height as the existing crossing. BPC have not yet been invoiced for the crossing.
- Cllr Harbert reported that the Stanhope Arms street lights need attention.
- Cllr Rogowska updated the meeting on the current situation with respect to allotment holders.
- Cllr Hardey will remind the contractor that the grass pathways in the allotments need to be mowed.
- Recreation Ground & Open Spaces Committee – Cllr Hardey suggested that as this was the largest committee, its operation would be improved if each councillor on the committee had separate responsibilities.
- Cllr Hardey will put up a noticeboard by the allotments with relevant contact details.
- Cllr Hardey reminded councillors of the importance of notifying the police of any criminal damage. This is not the responsibility of councillors.
- Cllr Hardey suggested a newsletter could be 6 monthly, volunteers will be needed to assist.
- There was discussion about the unadopted highway on the green. Councillors agreed the unadopted pathway should not be adopted.
- Cllr Wilson reminded the RFO that the Happy Drains invoice should be paid.

The meeting closed at 8.45pm.

The next Council Meeting will be on Monday 13 June 2016 at 7.30pm at Brasted Pavilion.

Signed as a correct record ................................. Chairman Date .............