

**BRASTED PARISH COUNCIL**

**Minutes of the Annual Parish Council held on Monday 11 May 2015**

**at 7.30 pm in Brasted Pavilion**

**11.1.1. Present:** Councillors J Hardey, V Harbert, R Pearce, H Robson (left 8.30pm), C Rogowska, S Thorogood, S White and C Wilson

**In attendance:** Clerk/RFO: Pat Thomas  
District Councillor Firth

**Public:** 2 Members of the Public

The Chairman (J Hardey) welcomed everyone to the meeting and thanked all Councillors for their work during the year. Cllr Hardey stepped down as Chairman.

*Agenda items*

**1. Election of Chairman and signing of Acceptance of Office**

Nominations for Chairman were: Councillor Hardey  
Councillor Hardey was elected unanimously as Chairman of Brasted Parish Council and signed the Acceptance of Office.

**2. Election of Vice Chairman and signing of Acceptance of Office**

Nominations for Vice Chairman were: Councillor Robson; Cllr Rogowska  
Councillor Robson was elected as Vice Chairman of Brasted Parish Council and signed the Acceptance of Office.

**3. Dedarations of Acceptance of Office**

Cllrs Thorogood & White signed the Acceptance of Office

**4. Appointment of members to committees**

**4.1. Finance Committee**

J Hardey (Chair), H Robson (Vice Chair), P Furst, , C Rogowska and S Thorogood

**4.2. Planning Committee**

C Rogowska (Chair), R Pearce (Vice Chair), V Harbert, J Hardey, and S White

**4.3. Recreation Ground & Open Spaces Committee**

H Robson (Chair), C Wilson (Vice Chair), P Furst, J Hardey, R Pearce, S Thorogood and S White

**5. Minutes of 9 March 2015**

The minutes were accepted and signed as correct.

**6. Minutes of Committees**

**6.1. Minutes of Finance Committee on 8 April 2015**

The minutes were accepted and signed as correct.

**6.2. Minutes of Planning Committee on 6 May 2015**

The minutes were accepted and signed as correct.

**7. Review of Terms of Reference for Committees**

No changes to Terms of Reference for Committees were made.

**8. Review and adoption of Standing Orders and Financial Regulations**

**8.1. Standing orders**

It was agreed to change Section 1.13 to reflect new legislation (The Openness of Local Government Regulations 2014) to read:

*Members of the press and public can use modern technology and communication methods such as filming, audio-recording, blogging and tweeting to report the proceedings of meetings without prior consent.*

**8.2. Financial regulations**

There were no changes to the Financial regulations,

**9. Representatives for specific issues:**

- 9.1. **Brasted Village Hall:** H Robson
- 9.2. **Tree Warden:** H Robson
- 9.3. **Highways & Streetlights:** J Hardey
- 9.4. **Footpaths:** H Robson
- 9.5. **CPRE:** S White

**10. Review of other Governance Documents**

The following documents were reviewed and no changes were made:

- Code of Conduct
- Statement of Internal Control
- Freedom of Information Policy

**11. Apologies**

Cllr Wilson: family commitment

**12. Open Session**

No Members of the Public spoke.

**13. Declarations of Interest relevant to items on this Agenda**

There were none for this agenda

**14. Announcements from the Chair**

The Chairman congratulated all members on their election and thanked Councillors for electing him as Chairman for a third year. He knows all Cllrs work hard and is proud of the work BPC does for the community. He reminded Chairs of committees that they are responsible for action following each meeting and recommends they should take notes. He particularly noted that the Planning committee needs to review working arrangements as this is the most sensitive committee within the community. He would also like to see a village appraisal.

**15. Matters arising from Minutes of 17 March 2014 minutes not covered in other items****15.1. Sundridge & Brasted Social Club**

BPC met with Sundridge with Ide Hill Parish Council and the Sundridge & Brasted Social Club on 20 April to discuss the draft lease. The Social Club have rejected this revised offer at their AGM on 30 April. Cllrs discussed the next steps and agreed unanimously that both Councils should serve a Section 25 notice. The Clerk will inform SwIH of this decision.

PTh

**16. Minutes of Annual Parish Meeting and matters arising not covered in other items**

The Minutes were received. Cllr Furst has contacted residents in Brasted Chart regarding their broadband supply. Cllrs agreed the format this year was successful. There were no other matters arising.

**17. Matters arising from committees****17.1. Planning Committee****17.1.1. Minutes: 6 May 2015**

The Clerk reported information on SE/15/0024/NMA Land North of Tannery Cottages.

**17.2. Recreation Ground & Open Spaces****17.2.1. Treework**

Cllr Robson reported findings in the report on investigative work on The Green. Following an accident report from a resident who tripped on the raised pavement, the Clerk is asked to write to SDC regarding lifting the pavement for further investigation. Cllr Firth will assist in this matter.

PTh

**17.3. Finance Committee**

## 17.3.1. Minutes: 8 April 2015

The new account signatories are still not set up by the Bank. Cllrs Hardey & Robson signed a new form.

**18. Other Business****18.1. District Councillors Report**

18.1.1. Cllr Firth reports no significant business as SDC has not yet had their Annual Council meeting with newly elected members.

18.1.2. She reminded Cllrs about the issues promised during the election campaign: a safe district to live, appropriate collection of rubbish, protection of the Green Belt and support and development for the local economy.

18.1.3. Cllr Firth reminded BPC that SDC continues to experience significant financial difficulties and is planning a programme to ensure they continue to be solvent and self sufficient.

**18.2. Discussion of Aims & Priorities for 2015-16**

18.2.1. Cllrs discussed priorities for BPC in 2014-15 and agreed:

- Community Resilience & Emergency Plan
- Village Appraisal
- Playground Project Phase 2 & 3
- Promote small businesses in Brasted. Cllr White has offered to discuss this with businesses.

**18.3. Village Caretaker**

JH shared a draft job description for this proposed role. It will be put on the next Agenda for a more detailed discussion.

**18.4. Appointment of new Clerk/RFO**

The Clerk will be leaving the job in September 2015. A proposed job specification will be circulated prior to advertising.

JH

**19. Kent Highways****19.1. Updates from reported faults**

The current fault report was shared with Cllrs.

The Clerk has received details of Drain Cleaning schedules and will share these with Cllrs. JH has nearly completed an update of drains in Brasted and will share this information with Cllrs.

JH/  
PTh**19.2. Pedestrian Crossing**

The Clerk shared the consultation documents for the new crossing on the High Street. This has been circulated in the Parish and needs response by 25 May.

Cllrs agreed that they support the proposal but wish to note that there are concerns about removal of the current island. The Clerk will respond on behalf of BPC.

PTh

**20. Health & Safety**

BPC has received an accident report from a resident who tripped on the pavement on the north side of The Green causing a fracture to her elbow. The Clerk will inform SDC of this incident as the pavement is their responsibility.

**21. Finance****21.1. Approval of payments to be made**

21.1.1. The following payments were approved for payment:

ID #	Date of Invoice	Date of Payment	Cheque No	Payee	Details	TOTAL COST	Reclaim VAT
P15050		17-Apr-15	DD	ICO	Fee 2015	£35.00	

P15051		20-Apr-15	DD	Thames Water	Pavilion water	£39.58	
P15052		28-Apr-15	SO	Clerk	Salary	£728.00	
P15053	20-Apr-15	11-May-15	101095	Clark Groundcare	Ground Maintenance	£322.00	53.67
P15054	25-Apr-15	11-May-15	101096	St Martins Church	Community Grant	£1,000.00	
P15055	22-Apr-15	11-May-15	101097	Down to Earth Trees	Tree removal	£86.40	14.40
P15056	29-Apr-15	11-May-15	101097	Down to Earth Trees	Emergency works	£621.60	103.60
P15057	01-May-15	11-May-15	101098	Streetlights	Contract 1 of 2	£598.06	99.68
P15058	28-Apr-15	11-May-15	101099	Glasdon	Dog Bin	£100.80	16.80
P15059	01-May-15	11-May-15	101100	Pulse Cleaning	Contract Cleaning	£477.07	79.51
P15060	28-Apr-15	11-May-15	101101	SDC	Trade Waste	£46.90	
					<b>TOTALS:</b>	<b>£4,055.41</b>	<b>367.66</b>

Current funds are £49,258.43. This includes half the Yearly Precept and £6700 refund from the electricity for streetlights.

## 21.2. Annual Return

21.2.1. The Annual Return for the year ended 31 March 2015 was approved and signed by the Chairman.

**Resolved: To accept the Annual Return for 2014-15 as a correct record. (unanimous)**

## 21.3. Internal Auditors report and appointment for 2014/15

21.3.1. Cllrs discussed the appointment of the Internal Auditor. They are very pleased with the support received from David Buckett.

**Resolved: To appoint David Buckett as Internal Auditor for 2015/16.**

## 21.4. Insurance: Quote & Renewal

The Clerk reports that there are 3 year quotes for new policies as follows:

	Quote A	Quote B	Quote C
Annual	£719.87	£1082.02	£1400.26
3 year agreement	5% discount	£1027.97	£1109.08

Following comparison of terms and coverage it was agreed unanimously to accept the quote from Zurich Municipal (Quote C) for 3 years.

PTH

**22. Correspondence**

The following correspondence has been received:

Date rec'd	Item	Sender
14-Mar-15	Kent AONB Management Plan 2014-19	Kent Downs AONB Unit
14-Mar-15	Adopt a Kiosk	BT
28-Mar-15	Countryside Voice	CPRE
02-Apr-15	Kent Voice	CPRE
13-Apr-15	London Paramount Public Consultation	London Paramount
13-Apr-15	New Legal Duties	The Pensions Regulator
23-Apr-15	Accident Report Form	Sharon Lewis
02-May-15	Sevenoaks CPRE Committee & AGM	CPRE
07-May-15	Tree Inspection Report	Down to Earth Trees
09-May-15	Allotment & Leisure Gardener	NSALG

**23. Information Exchange**

**23.1.** PF reports that he is helping residents on Brasted Chart to form a Broadband Community Group. He will help distribute information.

**23.2.** VH requests that meetings start at 7.30pm unless they precede another meeting.

**23.3.** AF requested further information about the proposed crossing at the west end of the village and asked if Cllr Parry was aware of this. JH is putting together a formal proposal. JH

**23.4.** JH proposed that Brasted Chart and Toys Hill have a designated Cllr for liaison with BPC. He also proposed that 'Meet Your Councillors' sessions are held in these venues. JH

**23.5.** The Clerk requested confirmation that BPC would order 30 hanging baskets and additional brackets. This was agreed by Cllrs. PTh

**23.6.** The Clerk asked for confirmation that she should invite applicants for Community Grants in 2015/16. Cllrs agreed this should go ahead. PTh

**23.7.** The Clerk shared information from KALC about a Pilot Scheme for Community Wardens. Cllrs request to be included in this initiative. PTh

**23.8.** The Clerk has received information about the draft Parish Charter from SDC. She will share this with Cllrs. PTh

**23.9.** The Clerk has received a request to outline projects in Brasted for possible CIL funding. She will share this with Cllrs and they are requested to respond asap. PTh

**24. Date of next meeting:** Monday 15 June 2015 at 7.30pm in Brasted Pavilion

The meeting closed at 9.15 pm

Signed as a correct record

..... Chairman