

BEKESBOURNE WITH PATRIBOURNE PARISH COUNCIL

Minutes of the meeting held on Monday 13th March 2023 at 7:30pm at Bekesbourne Village Hall

Minutes to be formally agreed at the next meeting.

- 1. Those Present:** Parish Cllr David Sladden (Chairman)
Parish Cllr Andrea Nicholson
Parish Cllr Christine Sladden
Parish Cllr Joanne Watt
Parish Cllr Mark Rhodes
Mrs Nicola Purcell, Clerk & Responsible Finance Officer

There was 2 members of the public present.

2. Receive apologies.

None

3. Election of the Chair for the council year 2023-24

It was proposed by A.Nicholson and seconded by C.Sladden that D.Sladden be nominated as chair. D. Sladden happy to accept nomination.

Resolved: All in favour, motion carried. D.Sladden was duly elected as chair of the parish council for the council year 2023-34

4. Signing of Acceptance of Office- Chair

D. Sladden signed the acceptance of office forms, followed by N. Purcell as the council's proper officer.

5. Election of the Vice Chair for the council year 2023-24

It was proposed by C.Sladden and seconded by M.Rhodes that J.Watt be nominated as vice chair. J. Watt happy to accept nomination.

Resolved: All in favour, motion carried. J.Watt as duly elected as vice chair for the council year 2023-24.

6. Signing of Acceptance of Office- Vice Chair

J.Watt signed the acceptance of office forms, followed by N. Purcell as the council's proper officer.

7. Councillor vacancies and Co-Option

Currently the council has 4 vacancies. Two candidates have presented themselves to become councillors. Council discussed both candidates.

Resolved: It was proposed by C. Sladden and seconded by J. Watt that M. Evans be co-opted onto the parish council.

All in favour, motion carried.

Resolved: It was proposed by J.Watt and seconded by C. Sladden that C. Ash be co-opted onto the parish council.

All in favour, motion carried.

The clerk will contact both candidates to arrange signing of the declaration of acceptance of office and DPI forms.

8. Policies for adoption or review

Councillors have been provided with the following policies ahead of the meeting:

- Adoption Leave & Pay Policy
- Co-Option Policy
- Councillor Email & Communication Policy
- Data Retention & Disposal Policy
- Disciplinary Policy
- Equality & Diversity Policy
- Expenses Policy
- Flexible Working Policy
- Freedom Of Information Policy
- Health & Safety Policy
- ICT Policy
- Maternity Policy
- Paternity Policy
- Performance Improvement Policy
- Sickness Absence Policy
- Subject Access Policy
- Training & Development Policy
- Vexatious Complaints Policy
- Whistleblowing Policy

Councillors were also presented with:

- Standing Orders 2023-24
- Financial Regulations 2023-24
- Code of Conduct

Resolved: It was proposed by M.Rhodes to adopt the above policies and documents as presented. All in favour, motion carried.

9. To Adopt the Grant Application Form for council year 2023-24

Council were presented with the drafted Grant Application form for community groups wishing to seek a grant from the parish council. The Clerk advised that council needed to set a maximum limit and decide on the frequency of applications being considered.

Resolved: it was proposed by C. Sladden and seconded by M.Rhodes that the limit per application be set to £1,000.
All in favour, motion carried.

Resolved: It was proposed by A. Nicholson and seconded by C.Sladden that applications be considered at the June, September, November & March Meetings.
All in favour, motion carried.

Resolved: It was proposed by J. Watt and seconded by M. Rhodes that the grant application form be adopted with the above points.

10. Appointing representatives for external groups for the council year 2023-24:

Councillors must not be appointed as trustees of an organisation/community group, instead, they attend meetings and be present to be asked any questions by the organisation and vice versa. Councillors acting as representatives will need to give reports to the parish council meetings and know that they can not make decisions on behalf of the parish council.

- **Recreation Ground Management Committee (RGMC)**

Resolved: It was proposed by J. Watt and seconded by C. Sladden that A. Nicholson be appointed as the representative for the RGMC.
All in favour, motion carried.

- **Village Hall Management Committee (VHMC)**

Resolved: It was proposed by C. Sladden and seconded by M.Rhodes that J. Watt be appointed as the representative on the VHMC.
All in favour, motion carried.

- **The River Group**
Resolved: It was proposed by J.Watt and seconded by C.Sladden that A. Nicholson be appointed as the representative of the River Group.
- **KALC**
Resolved: It was proposed by A. Nicholson and seconded by M.Rhodes that C.Sladden be appointed as the KALC representative for Bekesbourne With Patrixbourne Parish Council.
- **A257 Traffic Management Group**
Resolved: it was proposed by C.Sladden and seconded by A. Nicholson that M.Rhodes be appointed as the representative for the A257 Traffic Management Group.

11. To Adopt the calendar of meetings for the council year 2023-24

Council notes receipt of the parish council meeting dates for the council year 2023-24

12. Chair's opening remarks

D. Sladden welcomed all returning councillors to the new council year and welcomed M. Rhodes as a newly elected councillor to Bekesbourne with Patrixbourne Parish Council.

13. Declarations of councillor interests relevant to this agenda

None

14. To confirm minutes of the previous meeting (held on 13th March 2023)

Resolved: It was proposed by C. Sladden and seconded by J. Watt that the minutes from the meeting held on the 13th March 2023 are a true and accurate record.

All in favour, motion carried.

15. To report any matters arising (from the previous meeting not covered elsewhere on the agenda)

None

19:54 The meeting is suspended for up to 15 minutes to allow discussion with members of the electorate of the parish of Bekesbourne with Patrixbourne present at the meeting.

16. Public representation (notified to the clerk in advance of the meeting, agenda items only)

None.

17. External Reports

17.1 County Councillor Reports

KCC Cllr M. Sole's Report has been circulated.

17.2 City Councillor Reports

CCC Cllr L. Castle has only been in post for a short while and will circulate a report in due course.

19:55 Parish Council meeting resumes

18. Parish Clerk report

18.1 Email received from a resident highlighting some ongoing accessibility issues around the parish. Most identifiably, these issues are occurring on the

bridges that go over the river/fords. The resident uses a mobility scooter and has experienced difficulties crossing the bridges when the river is flowing, either due to the bank encroaching the pathway; large drops off of the bridges where there has been erosion; or cars blocking the pathway access at Patricbourne ford.

Action: Clerk to contact Highways to make enquiries about the bridges surface. Also, create a notice to remind people to park considerately around the villages.

19. Any s101 Delegated Authority items to be noted by council.

19.1 Bekesbourne with Patricbourne Parish Council submitted an objection to planning application **CA/23/00484 'The Hill' Littlebourne**. The Clerk drafted a lengthy response for councillors to approve.

20. Highways Matters

20.1 To Report back to council, following meeting with KCC Highways Re: HIP

Following a meeting with KCC Highways regarding the Parish's Highways Improvement Plan: KCC have added their comments and recommendations.

The most pressing issue mentioned is the speed within the parish. KCC use a system called HADM's to collate speed data from Sat Nav's and Black Boxes, which claim that the speed through the parish is falling within the limits of the roads. The Clerk argued that perhaps the data isn't representative if it is being collected from devices that penalise people through their insurance if they speed?

The next steps are for council to discuss the comments added from KCC.

Actioned: It was agreed to respond to KCC accepting any offers of roundels and signage that they are funding. And challenge their decisions regarding speed and accessibility in the villages.

20.2 Any new matters

Councillors noted that residents have expressed a desire for Old Palace Lane to become a 'quiet lane' or closed seasonally. The volume of cars using the road at speed it becoming an issue for pedestrians.

Actioned: Clerk is to look at what options can be explored here.

21. Finance Matters

21.1 to Approve Q4 Accounts (Jan-March)

Councillors were sent a copy of the Q4 accounts (Jan- March)

There were no questions.

Resolved: it was proposed by M. Rhodes and seconded by A. Nicholson that the Q4 accounts are accepted. All in favour, motion carried.

21.2 to approve any due payments that require SO or DD instruction for council year 2023-24

The Clerk requested that the following items be continued as Direct Debit for the year: Clerk Salary and Clerk Phone Bill.

Resolved: It was proposed by C. Sladden and seconded by A. Nicholson that the above payments continue as direct debit for the council year 2023-24.

All in favour, motion carried.

21.3 to note April/May payment schedule & approve any new payments.

Date	Type	Payment	Amount
Payments made in April & May as Per the financial regulations:			
30.03.23	SO	Clerk salary	As Detailed on Salary Slip
31.03.23	SO	Clerk phone bill	£5.00
01.05.23	SO	Clerk Salary	As Detailed on Salary Slip
09.05.23	FPO	SLCC Membership	£187.00
09.05.23	FPO	KALC Membership	£385.80
Payments Requiring approval:			
		VHMC Hall Hire Fees	£168.00
		Staff Expenses-Printer Ink	£48.79

Resolved: It was proposed by M. Rhodes and seconded by C. Sladden that the May 2023 payment schedule be approved, to include the actioning of the two new payments due. All in favour, motion carried.

21.4 to note amendment to signatories on the bank accounts.

The clerk has received the relevant signatures for a Mandate Variation Request Form for both the Lloyds Instant Access and Treasurers accounts. This is to remove two signatories that are no longer councillors (GD and JM). The signatories are now A. Nicholson and C. Sladden.

22. To review quotes for annual playground inspection.

The annual playground inspection is due.

The clerk presented three quotes:

- 1) £75.00 per play area + Vat for up to 5 items £3.50 per item thereafter.
- 2) £260.00+VAT
- 3) £350.00 +VAT with the option of quarterly operational inspections at £148.50 plus VAT

Resolved: It was proposed by C.Sladden and seconded by M.Rhodes to proceed with quote 1 for £75.00 per play area + Vat for up to 5 items £3.50 per item thereafter. All in favour, motion carried.

ROSPA will be carrying out the annual play inspection. Clerk to action.

23. Planning

23.1 New applications

None

23.2 Updates

CA/22/02055 -Highland Court Farm- Winery Expansion: **GRANTED**

CA/23/00381- Hode Farm- Single story detached office: **GRANTED**

Ca/22/02102 -Highland Court Farm- Concrete batching plant: **GRANTED**

24. Campaign for the Protection of Rural England (CPRE)

CPRE are a non-political organisation that believe in countryside and green spaces that are accessible to all, rich in nature and playing a crucial role in responding to the climate emergency. J. Watt and C. Sladden request that Bekesbourne with Patrixbourne Parish Council seek membership with CPRE.

Action: Clerk to confirm costs and present at the June meeting for approval.

25. Next Meeting Date

Monday 12th June 2023. 7:30 pm at Bekesbourne Village Hall.

26. Items for Next Agenda

none

- Meeting closed at 8:46pm –

It was agreed that these minutes are a true and accurate record:

Signed: _____ (Chair)

Date: _____