

**Bredgar Parish Council**  
**Minutes of the AGM**  
**Held at Bredgar School**  
**On Wednesday 15<sup>th</sup> May 2019 at 7.30pm**

**Present:** Chair Cllr. Penny Twaites; Vice Chair Cllr. Brian Clarke;  
Vice Chair Cllr. Jane Ingram; Cllr. Carole Charman; Cllr. Michael Day;  
Cllr. Beverley McCourt and Cllr. David Priestley.

**Clerk:** Teresa Hudson

**Members of the Public:** One member of the public was present.

**1. Apologies:** Apologies were received and accepted from KCC Cllr. Andrew Bowles and PCSO Ryan Atherton.

**2. Declaration of Members' personal and prejudicial Interests:**  
One declaration in respect of Bredgar School was made by Cllr. Twaites.

**The duration of the meeting was two and a half hours.**

**3. Declaration of any intention to record or film the PC meeting by any member of the Council or member of the public**  
No declaration of intent was made.

**4. Election of Officers**

The Chair welcomed two new councillors to the Parish Council: Carole Charman and Michael Day; and thanked Dick Clack and Susie Hickman for their many years of valued contributions to the Parish Council.

Nominations were put forward by email prior to the meeting for the positions of Chair and Joint Vice Chair. Each nomination was supported unanimously.

Chair: Cllr. Brian Clarke –	Proposed by Cllr. J. Ingram Seconded by Cllr. D. Priestley
Co-Vice Chair: Cllr. Penny Twaites -	Proposed by Cllr. B. Clarke Seconded by Cllr. J. Ingram
Co-Vice Chair: Cllr. Jane Ingram -	Proposed by Cllr. D. Priestley Seconded by Cllr. B. McCourt

**5. Elect Councillors to Roles:**

Cllr. Brian Clarke	KALC, GDPR, IT
Cllr. Penny Twaites	Representative to the Governing Body of Bredgar School, Response to Planning
Cllr. Jane Ingram	Post Office Support, Village Hall Representative
Cllr. David Priestley	Pond Warden, Pest Control, Heritage
Cllr. Beverley McCourt	KCC Highways, Thatcher & Eleemosyary Charities Representative
Cllr. Carole Charman	Parks & Gardens
Cllr. Michael Day	Footpaths, Parks & Gardens, Pest Control
Teresa Hudson	Website

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**6. Minutes of the previous meeting held on 6<sup>th</sup> March 2019**

The Minutes of the previous PC meeting held on 6<sup>th</sup> March 2019 were read and formally approved by the Parish Council. They are now available on the Parish website. Proposed by Cllr. B. Clarke, seconded by Cllr. P. Twaites.

They were signed by the Chair at the end of the meeting.

**Matters Arising**

**Planning**

The PC supported the planning application at 5 Parsonage Cottages; however, it was refused and went to appeal. Swale Cllr Monique Bonney attended and spoke for the applicant. It was subsequently approved.

**Precept**

The PC applied for an increase in the precept of 2.4%; however, with the changes in parishioner circumstances such as benefit subsidies, the result was a 3.6% increase.

**Planters**

The proposed planters to be situated outside the Post Office are yet to be installed. The Chair is to write to the Farmshop with a completion date; after which the funds will be returned to BAD, the donor, if they are not installed.

**7. PCSO Report**

PCSO Ryan organised two meetings in Bredgar Farmshop for parishioners to voice any concerns they may have. At the first such meeting no one attended; another meeting is scheduled for Wednesday 22<sup>nd</sup> May.

**8. Ten Minutes Representation by the Public**

**Speedwatch**

The member of the public informed the meeting that there is to be a campaign of observations this year with two sessions per month until October. At the first session in Gore Rd, 215 vehicles were recorded with one offender.

**9. Authorisation of Accounts**

**Payments**

01/03/19	Bredgar Farmshop	PO Rent	£150.00
01/03/19	T. Hudson	Honorarium	£350.00
01/03/19	T. Hudson	Postage	£30.67
03/03/19	Bredgar Farmshop	Duckhouse expenses	£14.99
01/04/19	Bredgar Farmshop	PO Rent	£150.00
01/04/19	SSE	Pond Electricity	£65.11
01/04/19	TP Jones	Accountant	£78.00
01/04/19	Toolstation	Fixings for duckhouse	£29.24
01/04/19	SBC	Grass Cutting	£2787.10
05/04/19	Oakwood Landscaping	Cem. Railings repair	£150.00
24/04/19	CPRE	Subs	£36.00

**Receipts**

19/02/19	HMRC	VAT Refund	£372.29
06/03/19	Bredgar PCC	Grass Cutting donation	£290.68

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07/03/19	Mrs Lewis	Burial Plot purchase	£190.00
25/03/19	Bredgar Cricket Club	Donation	£43.75
24/04/19	SBC	Precept	£5060.50

There were no queries regarding the accounts as presented.

Proposed by Cllr. Seconded by Cllr. J. Ingram, seconded by Cllr. D. Priestley.

**10. Annual Accounts for the year ending 31/03/2019**

The Annual Accounts were circulated prior to the meeting.

**a. Finance Policy Review**

Councillors did not propose any changes to the current Finance Policy.

Proposed by J. Ingram, seconded by D. Priestley.

**b. Standing Orders Review**

Chair, Cllr. Clarke, is currently reviewing the Standing Orders incorporating the changes from 2018 and will bring it to the next meeting for approval.

**c. Consideration and approval of the Statement of Internal Control by the PC**

No changes were proposed. Proposed by Cllr. B. Clarke, seconded by Cllr. J. Ingram

**d. Consideration and approval of Audit Exemption Certificate**

The Clerk informed Councillors that the criteria for submitting the Exemption Certificate had been met.

Proposed by Cllr. B. Clarke

Seconded by Cllr. B. McCourt.

The certificate will be submitted to PKF Littlejohn by email.

**e. Consideration and approval of Internal Auditor Report**

All councillors approved the Internal Auditor report.

Proposed by Cllr. D. Priestley, seconded by Cllr. B. McCourt.

Councillors thanked the Internal Auditor, Mr. Scott.

**f. Consideration of the Annual Governance Statement**

The Chair read out the statements on the AGS. All councillors agreed with the statements.

**g. Approval of the Annual Governance Statement resolution**

All councillors approved the AGS. Proposed by Cllr. B. Clarke, seconded by Cllr. J. Ingram.

**h. Consideration of the Accounting Statements by the PC**

Councillors had no questions concerning the Annual Accounts.

**i. Approval of the Accounting Statements by resolution**

All councillors approved the Annual Accounts. Proposed by Cllr. B. Clarke, seconded by Cllr. P. Twaites.

**j. Signing of the Accounting Statements by the Clerk/RFO and Chair.**

The documents were signed by the Chair.

The Chair informed the meeting that the Clerk has been awarded an increase in the Honorarium of £50 per annum. Councillors agreed to the increase.

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**11. Reports from Councillors**

**Cllr. Jane Ingram**

There was nothing to report from the Village Hall.

The Farmshop appears to be picking up and it is hoped that parishioners will continue to support it.

**Cllr. David Priestley**

The duck house has been successful in that it now has moorhens nesting and chicks have been spotted. There are also two herons in residence at the pond.

The PCC has received two quotes for the damaged Church wall.

The third party is paying for the repairs to the damaged wall and fencing outside Chantry House. Both accidents were caused by careless drivers.

**Cllr. Michael Day**

Following an enquiry, Cllr. Clarke explained that the plaque for the Trafalgar Oaks now relates to a Golden Oak tree planted in the Jubilee Gardens and replaced the original oaks that died.

**Cllr. Carole Charman**

Ivy is unsightly near the cherry tree between the school and the village hall. The PC will establish responsibility and attempt to remedy.

KHS appears to have cut back the trees at Bush Close; sight lines are now clear when exiting Bush Close.

Parishioners who have spare plants would like to donate them to the village. Chair, Cllr. Clarke, suggested adding it to the project list for future consideration.

The trees at the side of the pathway at Primrose Lane North of the Motorway require maintenance but are not the responsibility of the PC.

**Cllr. Penny Twaites**

The school is continuing to thrive. Cllr. Twaites is observing SATS with the pupils. Changes are anticipated concerning the Local Plan following the recent local elections.

Work on the proposed path at Swanton Street is progressing. Cllr. Twaites is to provide a plan/map.

The Chair's Report was distributed to councillors. Copies will also be available at the Public Meeting next week.

**Cllr. Brian Clarke**

Two quotes have been received for replacement fencing at the recreation ground.

Cllrs. Clarke, Charman and Day are to consider the offers.

A 'Councillors Village Walk' will take place whereby the councillors walk the village to view any issues that may have arisen since the last 'walk'.

KHS have invoiced the PC for two speed surveys to take place in Swanton Street and Bexon Lane with a view to lowering the speed limit to 30mph.

The dog waste bin in the recreation ground has been overflowing on a couple of occasions. Cllr. Clarke has notified SBC.

Cllr. Clarke has enquired with SBC/KCC about obtaining more frequent cleaning visits in Bredgar.

The Swanton Street broadband project has stalled due to the KCC manager changes.

KCC are aware of the Bredgar Project and Cllrs have been informed that Bredgar is at the top of the list.

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**12. Donation for Bredgar School for use of the Premises.**

Councillors approved a donation of £160.00 for the use of the school for PC meetings. Proposed by Cllr. B. Clarke, seconded by Cllr. B. McCourt.

**13. Village Matters**

**Cricket Club Lease**

The Cricket club Lease has been finalised. The new lease covers 30 years and is a more comprehensive model than the previous lease. The lease enables Bredgar Cricket Club to apply for grants to build a new pavilion.

The PC unanimously agreed to Cllrs. Clarke and Twaites signing the Lease on behalf of the PC. Proposed by Cllr. J. Ingram, seconded by Cllr. D. Priestley.

**Community Assets**

Designating a local amenity as a Community Asset safeguards the first option to purchase should an owner decide to sell.

Councillors agreed to revisit Community Assets on a three monthly basis.

**Project List**

The Chair has produced a Project List for the PC, which can be added to, referred to and updated on a regular basis.

**PC Insurance**

The PC insurance is due for renewal on 1<sup>st</sup> June. The clerk has obtained two quotes. Councillors agreed to stay with the current insurer, as the excess is lower.

Proposed by Cllr. B. Clarke, seconded by Cllr. J. Ingram.

**14. Neighbourhood Plan**

Cllrs. Clarke and Twaites attended a talk in Lenham on their Neighbourhood Plan. The Plan is a very comprehensive document commissioning many surveys and taking many views into account. The Plan is taken into account when proposed developments are put forward so that any decisions enhance and support local amenities and residents. The cost was £200K, with grants procured totaling £120K.

**The 5Parishes** Group meet next week. The Chair, Cllr. B. Clarke, will attend and report back.

**15. Any Other Business**

**Cemetery**

Maintenance of the trees in the cemetery is on the project list.

As SBC have not yet increased the fees for burial at Swale cemeteries, Bredgar has followed suit and has not increased fees either.

**Gathering**

An informal gathering for Councillors and partners is arranged to welcome new councillors and say thank you to the two outgoing councillors.

**Councillors Guide**

The new councillors were offered copies of the Parish Councillors Guide if required. A current copy is being circulated to councillors.

**VE Day**

Councillors proposed a celebration for VE Day next May. Plans will be made shortly.

**Public Meeting**

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Preparations were agreed for the Public Meeting on Wednesday 22<sup>nd</sup> May 2019.

**16. Date of Next Meeting.**

The next PC meeting will be on Wednesday 14<sup>th</sup> August 2019 at 7.30pm.

The meeting closed at 9.50pm.