

Brasted Parish Council
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Minutes of the online Council Meeting
Held on Monday 11 January 2021 at 7.30pm

Present: Councillors: D Edgar (Chair), S Heath (Vice Chair), J Hall, J Hardey, J Robinson, C Rogowska, L Wentzell, C Wilson (item 7 onwards)

In attendance: Clerk: A Hanson, KCC Cllr Nick Chard (items 1-6 & 10)

Public: One

1	Declarations of Acceptance of Office Clerk confirmed declarations of acceptance of office have been received from the Chair & Vice Chair.	
2	To receive and accept apologies for absence JH – sickness, accepted.	
3	Open Session – public question time None.	
4	Declarations of Interest relevant to items on this Agenda None.	
5	Minutes of meeting on Monday 14 December 2020 Agreed & signed by the Chair.	
6	Matters arising not covered below 6.1 Revised Terms of Reference for Joint Social Club Committee with SWIH. Clerk to follow up with SWIH.	AH
7	Recreation Ground & Open Spaces 7.1 Update re recreation ground, tennis courts, playground, green gym, car park & pavilion CW updated the meeting. Tennis courts currently closed in line with lockdown restrictions. Tarmac work in car park scheduled for half term in February when weather is warmer. Nursery still open. 7.2 Piper’s Green car park – proposed signage & maintenance programme JHar will sort out proposed costs for signage, removal of wood chips, scalping and light clearance of woodland floor by next meeting. 7.3 Potential Orchard The Woodland Trust is currently closed for orders due to Covid. Free distributions from The Woodland Trust are in November and March. Possibility for November 2021 or March 2022. Arboricultural officer at SDC Planning has been contacted by Clerk for advice. Planning the area first is of the essence. JR to assist and look at The Woodland Trust. Footpath and memorial garden to potentially be incorporated. CR can also assist with information. 7.4 Flood Plan	JHar JR CR

	Clerk has circulated draft flood plan. CR to send some amendments to Clerk. To be brought back to next meeting.	CR																																																																																																																								
8	<p>Planning</p> <p>8.1 Planning applications awaiting comments to SDC: None</p> <p>8.2 Planning applications with comments already sent to SDC: Chart Heights Chart Lane Brasted KENT TN16 1LX Ref. No: 20/03646/HOUSE <u>Proposed ground floor front extension, roof alterations with pitched dormers, facade alterations and internal redesign.</u></p> <p>The parish council agreed to support this application subject to LH window being obscure glass as it overlooks neighbour's garden.</p>																																																																																																																									
9	<p>Finance</p> <p>9.1 Payments for Approval, management accounts & bank reconciliation The Clerk updated the parish council on the latest management accounts to 31/12/20, bank reconciliation at 31/12/20 and financial projections for the remainder of this financial year. The financial situation has again improved since last month due to further reduced expenditure compared to budget. The following payments were submitted for approval:</p> <table border="1"> <thead> <tr> <th>ID No</th> <th>Date of invoice</th> <th>Date of Payment</th> <th>Payment method</th> <th>Payee</th> <th>Details</th> <th>Total Cost (£)</th> <th>Reclaim VAT (£)</th> </tr> </thead> <tbody> <tr> <td>P20171</td> <td></td> <td>07-Dec-20</td> <td>DD</td> <td>Direct Debit (CASTLE WATER LTD)</td> <td>Pavilion water</td> <td>35.41</td> <td>-</td> </tr> <tr> <td>P20172</td> <td>24-Nov-20</td> <td>08-Dec-20</td> <td>DD</td> <td>Direct Debit (BT GROUP PLC)</td> <td>Pavilion broadband</td> <td>40.33</td> <td>6.72</td> </tr> <tr> <td>P20173</td> <td>Dec-20</td> <td>16-Dec-20</td> <td>DD</td> <td>Direct Debit (E.ON)</td> <td>Streetlights electricity</td> <td>101.91</td> <td>4.85</td> </tr> <tr> <td>P20174</td> <td>Dec-20</td> <td>16-Dec-20</td> <td>DD</td> <td>Direct Debit (LLOYDS BANK PLC)</td> <td>Credit card (Zoom, Xmas tree lights, bleach, toner)</td> <td>493.69</td> <td>42.14</td> </tr> <tr> <td>P20175</td> <td>Dec-20</td> <td>16-Dec-20</td> <td>DD</td> <td>Direct Debit (BG BUSINESS)</td> <td>Pavilion electricity</td> <td>76.03</td> <td>3.62</td> </tr> <tr> <td>P20176</td> <td>Dec-20</td> <td>18-Dec-20</td> <td>DD</td> <td>Direct Debit (OPUS ENERGY GAS SU)</td> <td>Pavilion gas</td> <td>89.19</td> <td>4.25</td> </tr> <tr> <td>P20177</td> <td></td> <td>21-Dec-20</td> <td>DD</td> <td>Direct Debit (BT GROUP PLC)</td> <td>Clerk's phone line</td> <td>34.81</td> <td>-</td> </tr> <tr> <td>P20178</td> <td></td> <td>29-Dec-20</td> <td>SO</td> <td></td> <td>Clerk's salary</td> <td></td> <td>-</td> </tr> <tr> <td>P20179</td> <td></td> <td>31-Dec-20</td> <td>DD</td> <td>Service Charge</td> <td>Unity Trust bank service charge</td> <td>18.00</td> <td>-</td> </tr> <tr> <td>P20180</td> <td>31-Dec-20</td> <td>11-Jan-21</td> <td>BP</td> <td></td> <td>Cleaning Dec 2020</td> <td></td> <td>-</td> </tr> <tr> <td>P20181</td> <td>15-Dec-20</td> <td>11-Jan-21</td> <td>BP</td> <td>Commercial Services Trading Ltd</td> <td>Oct & Nov grounds maint</td> <td>1,203.91</td> <td>200.65</td> </tr> <tr> <td>P20182</td> <td>16-Dec-20</td> <td>11-Jan-21</td> <td>BP</td> <td>MI Payroll</td> <td>Oct - Dec 2020</td> <td>60.00</td> <td>-</td> </tr> <tr> <td>P20183</td> <td>11-Dec-20</td> <td>11-Jan-21</td> <td>BP</td> <td>SDC</td> <td>Bin collection 9/11/20 - 6/12/20</td> <td>49.20</td> <td>-</td> </tr> <tr> <td>P20184</td> <td>30-Dec-20</td> <td>11-Jan-21</td> <td>BP</td> <td>SDC</td> <td>Dog Bins Oct - Dec 2020</td> <td>224.64</td> <td>37.44</td> </tr> </tbody> </table>	ID No	Date of invoice	Date of Payment	Payment method	Payee	Details	Total Cost (£)	Reclaim VAT (£)	P20171		07-Dec-20	DD	Direct Debit (CASTLE WATER LTD)	Pavilion water	35.41	-	P20172	24-Nov-20	08-Dec-20	DD	Direct Debit (BT GROUP PLC)	Pavilion broadband	40.33	6.72	P20173	Dec-20	16-Dec-20	DD	Direct Debit (E.ON)	Streetlights electricity	101.91	4.85	P20174	Dec-20	16-Dec-20	DD	Direct Debit (LLOYDS BANK PLC)	Credit card (Zoom, Xmas tree lights, bleach, toner)	493.69	42.14	P20175	Dec-20	16-Dec-20	DD	Direct Debit (BG BUSINESS)	Pavilion electricity	76.03	3.62	P20176	Dec-20	18-Dec-20	DD	Direct Debit (OPUS ENERGY GAS SU)	Pavilion gas	89.19	4.25	P20177		21-Dec-20	DD	Direct Debit (BT GROUP PLC)	Clerk's phone line	34.81	-	P20178		29-Dec-20	SO		Clerk's salary		-	P20179		31-Dec-20	DD	Service Charge	Unity Trust bank service charge	18.00	-	P20180	31-Dec-20	11-Jan-21	BP		Cleaning Dec 2020		-	P20181	15-Dec-20	11-Jan-21	BP	Commercial Services Trading Ltd	Oct & Nov grounds maint	1,203.91	200.65	P20182	16-Dec-20	11-Jan-21	BP	MI Payroll	Oct - Dec 2020	60.00	-	P20183	11-Dec-20	11-Jan-21	BP	SDC	Bin collection 9/11/20 - 6/12/20	49.20	-	P20184	30-Dec-20	11-Jan-21	BP	SDC	Dog Bins Oct - Dec 2020	224.64	37.44	
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	P201 85	08- Jan- 21	11-Jan- 21	BP		Plaque for Millennium Oaks	40.00	-	
	P201 86	17- Jan- 21	11-Jan- 21	BP	KALC	Dynamic Councillor Training - Jacquie Hall	60.00	10.00	
	P201 87	31- Dec- 20	11-Jan- 21	BP	Environmental Contract Services	Hygiene Bin Collection	88.80	14.80	
	P201 88	Dec- 20	11-Jan- 21	BP	SGE (Seal) Ltd	Switch & Extension for Xmas lights	74.16	12.36	
	<p>The meeting approved all the payments, including two late payments re hygiene bin collection and switch for Christmas tree lights. Clerk to check with SDC re credit note for missed litter bin collections due to SDC staff sickness.</p> <p>9.2 2021/22 Budget & Precept Agreement</p> <p>The level of the precept for the next financial year was discussed and agreed. The budget for the next financial year will be agreed at the next meeting on the basis that the precept is not increased.</p> <p>Resolved: To keep Precept the same as last year (£37,900) (Proposed SH, Seconded CW, unanimously agreed).</p> <p>9.3 Updates to bank mandate</p> <p>Clerk has now received all the signatures and the paperwork was sent to the bank last week.</p> <p>9.4 Invoicing of Nursery, Football Club, Tennis Club (Closed session)</p>								AH
10	<p>District & County Councillor Reports</p> <p>KCC Cllr Nick Chard updated the meeting.</p> <p><i>Belisha beacons on zebra crossing:</i> Contractors will be on site on 18th January. NC agreed the issue has gone on longer than it should.</p> <p><i>Zebra crossing markings:</i> Work is weather dependent. Has been factored in to be done. All markings will be done at the same time. Will be done in Spring.</p> <p>BPC's key concern re zebra crossing is safety of school children crossing the road at drop off. NC agreed this should have been done more quickly.</p> <p><i>Average Speed camera:</i> New leader of KCC is more supportive of looking at these due to quality of life issue. Due to M25 traffic being diverted along the A25 Highways England are also being asked to contribute due to profound impact their diversions are having. The implementation has been delayed due to Covid. NC is however committed to getting this done. Residents can e mail NC to state their issues with speeding and issues with diverted traffic. JR suggested filming when lorries are going through and speeding and holding up speed. NC agreed this would be useful as further evidence.</p> <p><i>Kent Access Permit:</i> NC does not have information on this at the moment.</p> <p><i>Cover's Farm:</i> No update. NC is insistent that members of the KCC planning committee visit the site to see the potential for upheaval due to lorries travelling along the A25. Due to Covid no site visit has been possible. It is also important that when they visit, the local community needs to make their views known.</p>								

11	TN16 Magazine Update Clerk & CR to draft an article. JHal to review. Any councillors with ideas for inclusion to email this week.	AH,CR,J Hal
12	Draft Meeting Timetable 21/22 Reviewed and agreed.	
13	Councillor Vacancy Update Confirmation has been received from SDC that BPC can co opt a new councillor. Clerk to advertise on website, noticeboard, Brasted Diary & TN16 magazine. Aim for applications to be in by end February.	AH
14	Gift for former Chair Resolved: To purchase a glass tankard for £20 engraved as follows: <p style="text-align: center;">With Sincere Thanks</p> <p style="text-align: center;">Simon Thorogood Brasted Parish Council May 2015 – Dec 2020</p> for outgoing Chair Simon Thorogood (Proposed CW, seconded DE, unanimously agreed).	AH
15	Kent Highways Updates from reported faults 15.1 Updates from reported faults Noted. Clerk has reported drain on A25 to Thames Water. Agreed wedges should not be put down by JHar due to liability issues. 15.2 White Hart zebra crossing repair See item 10 above. 15.3 Parking issues (Catch 22 car park) update JHar has not addressed this yet. Defer to next meeting. 15.5 Railing by the allotments JHar to follow up on this. Gap has been there 40-50 years and used to be a gateway onto the allotments. More noticeable since trees cut down. 15.6 Vehicle speeding JHar to follow up on this.	JHar JHar JHar
16	Correspondence All relevant correspondence has been circulated in advance to councillors. In response to some queries received from a resident, CR confirmed that the village survey has been drafted but will wait until pandemic is over to carry this out as this is not a suitable time. The survey will be online and on paper. In response to other queries raised in the correspondence, BPC confirmed that community involvement is a priority for the council (it is hoped the TN16 articles will assist with this). Clerk as main point of access to BPC rather than a councillor is important and necessary for BPC. BPC's role is to exercise its powers, but these have restrictions, a community group would have more freedom than the parish council to organise community events. The parish council is happy to give guidance where necessary and provide facilities eg for meetings and the fete. However, these should be organised by the community group separately from the parish council. BPC agreed this would not be a future agenda item. Clerk was asked to reply to resident who raised the queries.	AH
17	Information Exchange <i>Piper's Green:</i> JHal queried small triangle of land at Piper's Green and asked for an Agenda item for next meeting. Clerk to follow up with JHar.	AH

	<i>Clerk's Holiday:</i> Clerk will be taking holiday from 13/1/21 and return to work 25/1/21. DE will check e mails and be an emergency contact.	
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The meeting closed at 9.00 pm.

The next Council Meeting will be an online meeting on Monday 8 February 2021 at 7.30pm.

Signed as a correct record Chairman Date