

Brasted Parish Council
Parish Council Office Tel: 01732 455374
Parish Council e mail: clerk@brastedpc.org.uk
Minutes of the Council Meeting
Held on Monday 10 January 2022 at 7pm

Present: Councillors: D Edgar (Chair), S Heath (Vice Chair), D Binsted, H Furness, L O'Hara, J Robinson, C Wilson

In attendance: Clerk: A Hanson

Public: None

1	To receive and accept apologies for absence L Wentzell - sickness C Rogowska – family commitments All apologies were accepted.	
2	Open Session – public question time None.	
3	Declarations of Interest relevant to items on this Agenda None.	
4	Minutes of meeting on Monday 13 December 2021 Agreed. To be signed by the Chair after the meeting and e mailed to the Clerk.	DE
5	Matters arising not covered below None.	
6	<p>Recreation Ground & Open Spaces</p> <p>6.1 Update re recreation ground, tennis courts, playground, green gym, car park</p> <p>CW confirmed there were no issues. DE has taken down and disposed of the Christmas tree. CW cleared the leaves on the astro and the path in the recreation ground. The Pavilion storeroom lights have been repaired.</p> <p>6.2 Pavilion Update re requests from new nursery owner</p> <p>AH has e mailed the nursery owner requesting further information (no reply received yet). The Legionella Risk Assessment and costings have been circulated. Resolved: To proceed with recommended legionella works except for de scaling (unanimously agreed). Clerk to proceed with arranging Legionella training.</p> <p>DE is meeting with fencing supplier for quote at recreation ground this week.</p> <p>6.3 The Green & Orchard working party – update</p> <p>JR is negotiating on number of trees and cost with tree charity. BPC will pay for trees and then receive reimbursement from the charity. JR to inform the Clerk when details are finalised.</p> <p>6.4 The Green – update on benches, planters etc</p> <p>DE has planted pansies in both planters. HF has obtained a quote for composite planters. HSW Timber have quoted £155 for wooden planters the same as existing. Resolved: To order 3 new wooden planters on the Green from HSW Timber (unanimously agreed).</p> <p>6.5 Sale of Christmas tree lights – update</p>	<p>AH AH</p> <p>JR</p> <p>DE</p>

	These have not been sold yet. DE has placed in the storeroom. All commented favourably on this year's Christmas tree.							
7	<p>Planning</p> <p>7.1 Planning applications awaiting comments to SDC: None.</p> <p>7.2 Planning applications with comments already sent to SDC:</p> <p>7.3 Covers Farm – update The KCC Planning Committee meeting is not taking place in January 2022. BPC is awaiting notice of the date that this will take place.</p>							
8	<p>Finance</p> <p>8.1 Payments for Approval The Clerk has circulated the bank reconciliation and management accounts at 31 December 2021. The favourable variance against budget in the management accounts is due mainly due to timing differences ie late invoices. Clerk has circulated all the payments. Bank balance = £77,095.22 The following payments were submitted for approval:</p>							
	ID No	Date of invoice	Date of Payment	Payment method	Payee	Details	Total Cost (£)	Reclaim VAT (£)
	P21 149	23/11/2021	01-Dec-21	DD	Direct Debit (EDF ENERGY)	Pavilion electricity	85.00	-
	P21 150		07-Dec-21	DD	Direct Debit (BT GROUP PLC)	Pavilion broadband	39.54	6.59
	P21 151	02-Dec-21	16-Dec-21	DD	Direct Debit (E.ON)	Streetlights electricity	59.26	2.82
	P21 152	02-Dec-21	16-Dec-21	DD	Direct Debit (LLOYDS BANK PLC)	Credit card expenses	167.16	
						- Zoom		23.98
						- Pavilion bathroom lavatory lock		2.22
						- Pavilion roller ball furniture door catch		1.17
						- monthly fee		-
	P21 153		20-Dec-21	DD	Direct Debit (BT GROUP PLC)	Clerk's phone line	36.36	-
	P21 154	03-Dec-21	20-Dec-21	DD	Direct Debit (OPUS ENERGY GAS SU)	Pavilion gas	103.05	4.91
	P21 155		29-Dec-21	DD	Direct Debit (CASTLE WATER LTD)	Pavilion water	17.77	-
	P21 156		29-Dec-21	SO		Clerk's salary		-
	P21 157		31-Dec-21	DD	Service Charge	Quarterly Bank charges	18.00	-
	P21 158	13-Dec-21	10-Jan-22	BP	MI Payroll	Quarterly payroll charges (Oct - Dec)	60.00	-
	P21 159		10-Jan-22	BP	HMRC	Quarterly NI payment	130.50	-
	P21 160	31-Dec-21	10-Jan-22	BP		Pavilion Cleaning		-
	P21 161		10-Jan-22	BP		Expenses re Speed camera leaflets	44.00	-
	P21 162	21-Dec-21	10-Jan-22	BP	Commercial Services Trading Ltd	Grounds maint Oct - Dec 2021	1,331.71	221.95
	P21 163	01-Jan-22	10-Jan-22	BP	Vision Ict	E mail addresses x 10 (Mar 22 - Feb 23)	216.00	36.00

	P21 164	06-Jan- 22	10-Jan- 22	BP		Home Costs Allowance Apr 21 - Mar 22		-		
	P21 165	10-Jan- 22	10-Jan- 22	BP	Flare Electrical	Repair of pavilion storage room lights	123.58	20.60		
	<p>The payments were all agreed.</p> <p>8.2 Precept & 2022/23 Budget The Precept has not increased for the last 4 financial years. CPI at November 2021 is 5.1%. Assuming no increase in the Precept, projected budget at 2022/23 shows a deficit of £1,922. The tax base in Brasted for Band D will increase by 6% in 2022/23 ie the Precept will be apportioned over a larger number of households, leading to a reduction in cost per household if the Precept stays unchanged. Resolved: To increase the Precept by 2% ie Precept increased from £37,900 to £38,658 (unanimously agreed).</p> <p>8.3 Potential donation to Samaritans/Shout Deferred to next meeting.</p> <p>8.4 Agreement to add new councillors onto bank mandate Clerk to add LOH, DB and HF to bank mandate. Clerk will bring paperwork to next meeting.</p>									AH
9	District & County Councillor Reports BPC expects a new district councillor will be appointed to represent Brasted, following the selection of Anna Firth as the unopposed parliamentary candidate for Southend.									
10	Sundridge & Brasted Social Club lease – update Clerk to send accounts to SH to review.									AH
11	Invitation to PCSO re women & girls’ safety Village hall is currently undergoing repairs, therefore the proposed meeting will be delayed.									
12	Potential Purchase of Parish Councillor High Visibility Jackets Agreed that Clerk would purchase 15 printed with BPC for use by parish councillors.									AH
13	Clerk’s Holiday Requests Clerk’s holiday was agreed by the meeting. Clerk will look into diverting the parish council phone during the holiday.									AH
14	<p>Kent Highways</p> <p>14.1 Updates from reported faults Noted. The meeting was surprised to see there were now only 2 items on the latest report. CW requested that Thames Water are contacted as the paving at the bottom of Chart Lane has been tarmacked and not replaced with block paving. CW to take photo and Clerk to report to Thames Water.</p> <p>14.2 Average Speed Camera Update Two councillors have had door to door surveys prior to the installation of the cameras. Councillors have completed the online survey. It is hoped that the speed camera will be installed shortly.</p> <p>14.3 Brasted Flooding Issues DE commented that KCC Highways have sucked out all the manholes, flushed out all the pipes along Rectory Lane and Brasted Hill Road since the last meeting. DE is meeting Nick Chard and KCC Highways w/c 24 January in Brasted. DE also confirmed that all outlets into the river are currently unblocked. KCC Highways have confirmed that Rectory Lane will be put on a hot spot schedule and cleaned twice a year with a road closure.</p>									CW,AH
15	Correspondence All relevant correspondence has been circulated in advance to councillors.									

16	Information Exchange None.	
17	Date of Next meeting Scheduled for Monday 14 February at 7pm.	

The meeting closed at 8.00 pm.

Signed as a correct record Chairman Date