

Minutes of
BRIDGE PARISH COUNCIL ANNUAL PARISH COUNCIL MEETING

Minutes of the meeting held on Thursday 10th.May 2012 in Bridge Village Hall

Present; Cllrs Hill (Chairman), Atkinson, Corfield, Edmonds, Hodges, Oakey, Ward and Wilmshurst

- 1/12-13** **Election of Chairman & Vice Chairman**
Cllr Hill was nominated as Chairman by Cllr Wilmshurst, seconded by Cllr Edmonds and elected unanimously
Cllr Hodges was nominated as Vice Chairman by Cllr Ward, seconded by Cllr Corfield and elected unanimously
- 2/12-13** **Areas of responsibility to Committees and Outside Bodies**
Councillors' new responsibilities were agreed, see attached list.
The Affordable Housing Committee was dissolved.
- 3/12-13** **Apologies for absence;** There were apologies for absence from Cllr Cook & KCC Cllr Northey.
- 4/12-13** **Declaration of Interest & Lobbying on agenda items.**
There were no declarations of interest or lobbying on agenda items.
- 5/12-13** The minutes of the Parish Council meeting held on 12th. April 2012 were confirmed as a true record and signed by the Chairman.
- 6/12-13** **Matters arising;** There were no matters arising
- 7/12-13** **Neighbourhood Plan** – Mr Joe Connor reported that the village questionnaire had been drawn up and would be distributed and collected from every household in the parish in the next few weeks. Several volunteers had offered to help with this and parish councillors were also asked for their help. After the deadline for collection, boxes would be available at various points in the village for those whose questionnaires had not been collected at the door. It was suggested that collectors be given slips to leave at houses where they had failed to collect the questionnaire, advising occupants to return their questionnaires via the boxes. The results of the questionnaire would be collated during June.
The next meeting of the Neighbourhood Plan Committee would be on 1st June.
- 8/12-13** **Disposal of business from the last meeting**
- a** Recreation Ground – Cllr Ward reported that the broken roller had been removed from the recreation ground.
 - b.** Affordable Housing- Photographs of the burial of the Time Capsule to mark the official opening of the Affordable Housing Scheme had been posted on the village website and had also appeared in the Kentish Gazette.
 - c.** Diamond Jubilee – Cllr Atkinson reported that the Jubilee beacon would be lit at 10.15pm on Monday 4th June. Plans for the Street Party on Sunday 3rd June on the recreation ground were going well. Any further help would be welcome. Cllr Hill thanked the Diamond Jubilee Committee for their hard work and hoped that residents would support the event.
 - d.** Bus shelter seat- It was agreed to ask a local carpenter to look at the possibility of lowering the existing bar to make a 'perch' for people waiting for the bus, since the search for suitable pop-up seats had so far been unsuccessful and would probably be an expensive option.

Action; Mark Esdale

- e. Methodist Chapel- Cllr Hill reported that the Estate Agents, Angela Hirst, were currently handling the sale of the chapel. The parish council had indicated its interest. The Agents were aware of Local Listing and that National Listing was pending.
- f. Annual Parish Meeting- Cllr Hill thanked the councillors who had given reports at the Annual Parish Meeting and Cllr Edmonds for organising the refreshments.

9/12-13 Reports from Representatives to Outside Bodies

Parish Forum Saturday 21st April – Cllr Edmonds - Written report circulated
KCC Flood Plan Event Littlebourne 9th May – Cllrs Atkinson & Oakey.

Cllr Oakey reported that the aim of the meeting had been to encourage the production of Emergency Plans. The emphasis had been on community resilience, primarily in the face of floods but Cllr Oakey had stressed the need to broaden this out to cover snow and other adverse weather events. Parishes were invited to identify 'safe places' in the event of emergencies. Bridge's Emergency Plan would be presented to the parish council in July. **Action; Cllr Oakey**

10/12-13 Matters for Discussion and Action

- a. **Audited Accounts for 2011-12** The internal auditor's report was noted and the Parish Accounts for 2011-12 were signed by the Chairman of the Parish Council and the Clerk as Responsible Financial Officer. **Action : Clerk**
- b. **Wet pour –** Quotations had been received from three firms for the renewal of the wet pour on the children's play area. The option of artificial grass was also discussed. It was agreed to investigate possible funding sources, which would include the city council's Capital Grant Scheme. Meanwhile the relative merits of various surfaces would also be explored. **Action; Recreation Ground Cttee & Clerk**
- c. **Cleaning of Pavilion –** It was agreed that the pavilion should be cleaned ahead of the Diamond Jubilee celebrations. One quote had been obtained and Mervyn Gulvin, Chairman of BVST, agreed to seek another quotation for the cleaning work, which would include the laundering of the curtains. Payment would be made from parish council funds. **Action; Mr Gulvin**
- d. **Wild Flower project –** Cllr Hodges reported that wild flower areas were developing under the mature trees by the tennis court. It was planned to extend this wild flower area to more sunny patches alongside the courts. A path would be mown on the hedge side and to ensure that the benches were accessible. **Action; Cllr Hodges**
 It was reported that the old Pratt Bench was rotting. As a replacement bench had been donated by the Pratt family, it was agreed to take no further action.
 It was agreed that Cllr Hodges would spend up to £50 on new gardening tools to be stored in the sand bag store. **Action; Cllr Hodges**
- e. **Tree Work on Recreation Ground –** Cllr Wilmshurst reported that work had been carried out on several trees at the school gate end of the recreation ground, alongside the football pitch.
- f. **KAPC Clerk's Conference.** It was agreed that the Clerk should attend the KAPC Clerk's Conference on 25th. May in Lenham. **Action; Clerk**

11/12-13 Correspondence – Noted

12/12-13 Bank transfers;

The council noted the transfer of £4,500 between Parish Council accounts

13/12-13. The following receipts were noted;

Concurrent Function Funding - £7,028.07
 HMRC VAT Reimbursement - £372.44
 Precept Payment - £25,480.00

14/12–13 The following items were authorised for payment; (note that 2 signatures are required on the invoice, cheque stub and cheque)

Payee	Amount	Purpose
Society of Local Council Clerks	£123.00	Annual subscription 2012/13
Christobel Seath – Clerk	£593.47	Clerk’s salary and allowances for April 2012
Post Office Ltd	£160.11	PAYE & Employer NI Contribution
Christobel Seath – Clerk	£60.86	4 rolls of Panasonic fax film £33.33 + £6.67 vat + £3.06 postage Travel to Herne for Parish Forum 24 miles @ 45 per mile £10.80
Kevin Funnell	£40.00	Fees for Independent internal audit of 2011-12 parish council accounts
Sue Hodges	£119.59	Wild flower project expenses £88.03 +£16.26 vat & travel 34 miles @ 45p per mile = £15.30
Kent Association of Local Councils	£72.00	Fees for Clerks’ Conference, Lenham 25 th May £60 +£12 vat
Mill Centre Management Committee	£840.83	Insurance for Mill Centre (Concurrent Function Funding payment)
Bridge Village Hall Management Committee	£42.50	Hire of hall & Hunter Room 12 th April to 5 th May
AJL Garden Service	£218.95	Recreation ground maintenance March & April 2012
Terry Wilmshurst	£18.90	Travel to Lenham for Planning Event 28 th March 42 miles & 0.45p per mile
Ann Edmonds	£75.32	Annual Parish Meeting Refreshments – Chairman’s allowance

15/12-13 Any Other Business

- a. Cllr Hodges reported that she would be attending the School Council Meeting at Bridge school on 21st. May
- b. It was agreed to write to Cllr Northey to ask for his help in getting Kent Highway Services to replace the missing direction signs at the top of the A2 slip road at Bekesbourne Rd which had been removed in the previous December and also to replace the missing direction signs to London and Canterbury at the top of the A2 slip road at Renville, as all previous requests for KHS to take action had failed.

Action; Clerk

The meeting closed at 8.50p.m.

The next meeting of Bridge Parish Council be on Thursday 14th. June 2012 at 7.30 pm in Bridge Village Hall.