

## **BIDBOROUGH PARISH COUNCIL**

### **MINUTES OF THE MEETING HELD IN THE BIDBOROUGH VILLAGE HALL ON 27 FEBRUARY 2023 STARTING AT 7.00PM**

**PRESENT:** Councillor Mrs Thorne (Chairman) and  
Councillors Hawksfield, Moore, Shepherdson, Mrs Summers, and Mrs Vidler

**In Attendance** – Neil Harris (Clerk)

#### **1. Apologies for Absence**

Apologies for absence were received from County Councillor McInroy and Borough Councillors Allan and Ms Willis

#### **2. Declarations of Interest**

Councillors Moore and Shepherdson disclosed that they were Members of the Cricket Club.

#### **3. Minutes of the Meetings of the Council held on 13 February 2023**

It was **Agreed** that the minutes of the meetings held on 13 February 2023 be approved as a correct record and signed.

#### **4. Matters Arising from the Minutes of the meeting held on 13 February 2023**

There were no matters arising.

#### **5. Report of the Borough and County Councillors**

No Borough or County Councillors were present at the meeting.

#### **6. Public Participation**

The public had an opportunity to raise questions with the Council and for Councillors and the Clerk to respond where appropriate: -

- That election purdah would be from 22 March to 27 March until election day on 4 May. The Council would be in a position to make decisions but that publicity during this period was very limited.
- In response to questions re the ANRG and the Committee of Management it was explained that the further legal advice sought would clarify the outstanding matters and that a meeting of the Trust would take place in next 2/3 weeks depending on when the legal advice had been received.

## 7. Payment List

It was **Agreed** that the Payment List as circulated at the meeting and as set out below be approved: -

Name	Reason Invoice No.	Net	VAT	Gross
Brachers	Invoice 100267794 - Legal Services	4000.00	800.00	4800.00
Vision ICT	Invoice 16011 – E Mail Hosting April 2023 to March 2024	144.00	28.80	172.80
Neil Harris	Payroll and mileage for January/February - Paid in accordance with agreed procedure	986.30	0.00	986.30
HMRC	National Insurance and Tax Payment Month 11	313.74	0.00	313.74

## 8. Planning Application - 23/00213/Full – 5 Home Farm View, Penshurst Road, Bidborough

It was **Agreed** to raise no objection to planning application 23/00213/Full - 5 Home Farm View, Penshurst Road, Bidborough.

## 9. Church Wall Repairs

The Clerk reported that at the meeting on 30 January the Council had agreed the following

- (1) That the decision on the appointment of the contractor to undertake the repair work to the Church Wall be deferred to enable a further quote from Thornes to be received.
- (2) That, if the quote from Thornes is more than the quote from the original contractor DBR that their quote of £21040.63 be accepted but that if Thornes quote is less that they both be reported to the next meeting of the Council.
- (3) That the Clerk consider the options available to confirm that the work had been carried out correctly including getting a quote from the Council's Surveyors to check the work.

The Clerk then reported that he had had discussions with the Council's Consulting Surveyors CTP who had indicated that they would be able to undertake the work of checking that the chosen contractor was working in accordance with the specification that they had drawn up for the Council. This would take the form of 3 meetings with the contractor and would cost in the region of approximately £700 to £800.

The Clerk also reported that he had received the quote from Thorne Civil Engineers in the sum of £14765 + VAT and that they were using a Stonemason for the relevant parts of the contract. As the price was less than the price from DBR the Clerk reported this back to the Council for decision.

It was **Agreed**

- (1) That the contract for the repair to the Church Wall be awarded to Thorne Civil Engineers in the sum of £14765 + VAT
- (2) That CTP, the Council's Consulting Surveyors, be asked to undertake the work of checking that the chosen contractor was working in accordance with the specification that they had drawn up for the Council at a projected cost of £700 to £800, but up to a maximum of £1000, on the basis set out above.

## 10. Council Newsletter

Councillor Vidler indicated that she had sought quotes from a number of companies for the production of the Council Newsletter on the basis of the following brief: -

- Parish Magazine – A5 (portrait) – 650 copies
- Provided as a print ready PDF
- 44 pages
- Colour pages 1, 2, 43, 44 – black and white for all other pages
- 130gm silk coated mix credit finishing
- Fold – stich - trim to 210 x 148mm
- Picked up by the Client
- Publication in March 2023 and half yearly from then on
- The number of pages may change per issue depending on demand.

The following quotes were received

Greenon (existing provider) -	£775
Magenta Design	- £845
WFM Print	- £705
Heronswood Press	- £593
Kallkwik	- £510
Minutemen Press	- £673.98

In addition, it was also proposed that the advertising rates should change as follows to seek to increase the income received.

	New price from January 2023
Colour – full page	£65 (was £50)
Black & white – full page	£50 (was £40)
Black & white – half page	£30 (was £20)

It was **Agreed**

- (1) That the quote received from Kallkwik in the sum of £510 on the basis of the brief set out above be accepted
- (2) That the advertising rates as set out above be approved
- (3) That over time the Magazine should seek to transfer from a printed delivered copy to an online version that still has the ability to reach the residents of the Parish.
- (4) That only the Bidborough Stores should receive a free advertisement in the Magazine.

### **11. Birch Wood – Funding for Working Party Works**

The Clerk reported that at the last meeting the Council had agreed to fund Working Party works at Birch Wood that had been undertaken by the Kent High Weald Partnership at a cost of £550. He had now been informed that an additional Working Party had taken place earlier in the year also at a cost of £550

It was **Agreed** that the 2 Working Party works at Birch Wood carried out by the Kent High Weald Partnership at a total cost of £1100 be approved.

### **12. Parish Council Insurance Renewal**

The Clerk reported that the Council's Insurance was due for renewal on 1 April and that last year the Council had agreed to enter into a 3-year agreement via Gallagher with Hiscox Insurance Company. The cost of the insurance this year was £943.45.

It was **Agreed** that the Council's insurance with Hiscox Insurance Company at a cost of £943.45 be approved for payment.

### **13. Hanging Baskets/ Flower Planters around the Village**

The Chairman reported that the issue of the Hanging Baskets and their location around the village needed to be considered and whether the Council would continue to use CJS for the 12 that are located around the village and what the Council intended to do with the other 6 hanging baskets that currently do not have a location.

It was **Agreed** that the Chairman would speak to CJS regarding the currently located Hanging Baskets and to Colin Barber about the other 6.

### **14. Coronation Seat and Memorial Plaque**

Mr Ray Skinner outlined his proposal for a Coronation Seat and Memorial Plaque whereby rather than replacing the existing seats he would propose refurbishing the existing seats the framework of which was in a good condition and in the way it had been made vandal proof.

In terms of the information board, he was proposing that it be incorporated in line with his illustration and that the local Blacksmith be asked to make an appropriate metal frame. It was **Agreed** to push forward with Mr Skinner's proposal of refurbishment etc and that up to £1000 be allocated for this project and that Councillor Mrs Vidler would liaise with Mr Skinner in the development of this project.

#### **15. Exclusion of the Press and Public – Public Bodies (Admission to Meetings) Act 1960**

It was **Agreed** that the press and public be excluded from the meeting in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 to enable the Council to consider confidential information in respect of an employment issue.

#### **16. Employment Matter**

The Council considered this matter in private.

#### **17. Telephone**

The Council considered the matter of a telephone for the Parish Council but felt that at this moment in time it was not appropriate as it could not be manned for significant periods of time and that the alternatives of e mail, website and availability of Councillors was working effectively at the current moment.

#### **18. Duration of Meeting**

7.00pm to 8.49pm