

AYLESFORD PARISH COUNCIL

TUESDAY 1 APRIL 2014

Commenced 8.00pm

**POLICY & RESOURCES COMMITTEE
MINUTES**

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Present: Cllrs Gledhill (Chairman), Ambrose, Balcombe, Base, Elvy, Mrs Gadd, Rillie, Smith, Tiller, Winnett, Wright

In attendance: Mr Harris, Clerk Mrs Collier, Deputy Clerk

Apologies: Cllrs Homewood, Ms Hurley, Mrs Brooks

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1. Apologies – Noted.

2. Declarations of Interest – There were no declarations additional to those contained in the Register of Members' Interests.

3. FASC Minutes of 25 March 2014 - Attached at Appendix A.
Agreed for accuracy and actions recommended **agreed.**

There were no matters arising.

4. Accounts for Payment – Payment list attached at **Appendix B.** 27 payments totalling £15,318.03 were proposed for payment by Cllr Mrs Gadd, seconded Cllr Gledhill and **agreed.**

5. Law and Order

5.1 - CCTV – Discussions being held with police about them taking responsibilities for placing the cameras at locations agreed between police and parish. Slight delay due to change of officer responsible but the Clerk will continue to pursue.

Cllr Balcombe reported that there has been a recent increase in anti social behaviour around Premier Parade, Greenacres, Aylesford. The Clerk was asked to discuss with PCSO Iantosca removing the existing Parish Council camera from The Hollow to Premier Parade. **Clerk**

5.2 – Kent Police and Ambulance Service Event – Kings Hill – 9 July 2014. Cllr Gledhill attending.

5.3 – Kent Police letter informing that Chief Inspector Kirby is changing roles and will be replaced temporarily by Inspector Mark Hutcheon until Chief Inspector Gill Ellis takes over permanently in June.

6. New Eccles Car Park

Trenport are still indicating that the delay is because the La Farge solicitors are not progressing the transfer of a small area of land that was not handed over to Trenport at the time of sale. Trenport and the Parish are working at trying to get La Farge to action the transfer as soon as possible. Clerk anticipates there will be a need to apply for an extension of the original planning permission which runs out in August 2014.

Clerk has met with Shirley Boards of Trenport and at her suggestion has sent e mails to the appropriate departments within Trenport to try and get this moving.

Cllr Balcombe reported that he has also asked TMBC Officers if they can offer any assistance in progressing the negotiations with Trenport and they have indicated they will do what they can.

Belgrave Street – Rear access temporary surface improvements completed and well received by most residents.

7. Council Policy on Further Allotment Site/Recreational Land

Land beyond Yoakley Land – Clerk awaiting contact from KCC to discuss.

Land adjacent to Blue Bell Hill recreation ground – Clerk reported he has received details from the agent and shared them with Members. It is an irregular shaped area of woodland totalling approximately 20 acres being offered for sale at between £60 – 70,000. Clerk and any other interested Members will view and make a report to the next ESC.

8. Council Policy on Recreation Ground Use

Signage for all Parish owned open spaces progress report. Discussions on design taking place with Royal British Legion Industries.

9. Rugby Club/Netball League

Club's solicitors have requested a minor variation to the lease to enable the Netball League to undertake some development and to allow a better sharing of both sides facilities. There was no objection to this and it was **agreed** the Chairman should agree and sign the variation.

Gledhill/Clerk

10. Flood Defences - No report to this meeting.

11. Parish Council Website

Clerk reported on discussions with potential suppliers. He has contacted three suppliers. One was not suitable. 'In Touch with Communities' offered the type of product required, training and initial enquiries had shown good customer service – cost £2555 plus £365 annual charge. 'Parish Council Net' offered a similar product but without training, although this might be offered with an additional charge, and their customer service to date had not been so reliable – the Clerk is still awaiting a response to various questions he has raised. However Parish Council Net has been used by Boxley Parish Council whose Assistant Clerk has stated that despite some teething problems when setting up, the product is now working very effectively – cost £900 plus £300 annual charge. The Clerk also stated that there would be no payment

to Parish Council Net until the product was fully operational and the Clerk/Council were entirely satisfied with it.

Due to the similarity of the two products and the large variation in price, the Clerk recommended that he continues with his negotiations with Parish Council Net and if they eventually satisfy his enquiries, he should proceed with the purchase of their product at an initial cost of £900. If he is not satisfied he will come back to the Committee to agree alternative steps. This was proposed by Cllr Gledhill, seconded Cllr Balcombe and **agreed.**
Clerk

12. Staffing

12.1 - The Staffing Committee met on 18 March to consider whether to retain the **Clerk** following the conclusion of his six month probationary period. The committee **agreed** to confirm the appointment of Neil Harris as the Clerk on a permanent basis.

The Committee also **agreed** to recommend to the Policy and Resources Committee that:-

- (1) The Clerk prepare a standard form of contract of employment for all staff and that the Staffing Committee be given delegated authority to agree the said contract of employment **AGREED Clerk**
- (2) The request from the Clerk for up to 15 days unpaid leave to be granted to him for each leave year be approved. **AGREED**

12.2 - Confirmation of **salary increases** effective from 1 April 2014 as agreed at FASC 26 November 2013 attached at **Appendix C**. Noted.

13. Council Vacancies

Vacancies still exist as follows:

1 Walderslade; 4 Aylesford South; 1 Eccles.

14. Software Purchases

Digital Mapping Software from Pear Technology. Training has taken place and staff have started using the system.

Tree survey – Survey has been completed and initial report on work required received. Quotes now being worked on. Likely to involve considerable expense over the next 12 months. Tree identified in Yoakley Land as in a dangerous condition was **agreed** for removal immediately. **Clerk**

15. AVCC Lease

Clerk is now working on a set of rules for the operation of the car park and instructing the Council's solicitors on the renewal of the lease. Clerk has also written to the Secretary of State seeking consent to waive the requirement to obtain the best commercial value for the site.

16. Van Purchase

Clerk continues to research the best value and finance deal for the preferred Toyota or Mitsubishi vehicle. Test drives have been arranged for April.

17. TMBC Local Centres Fund Budget

Clerk is assisting the Aylesford Trade Association with a bid for funds, as described at the last meeting, for submission to TMBC.

Cllr Balcombe reported as information that other areas/villages have recently made successful bids for this funding.

18. Any Other Business/Correspondence

18.1 – **Mower Purchase** – Clerk sought the approval of the Committee for the purchase of a John Deere Commercial Walk Behind mower. This is to directly replace the existing JD Domestic Walk Behind mower which has been heavily used every season since 2009 and is now unrepairable – the Clerk recommended an upgrade to the Commercial version – cost £1154.17. This purchase was proposed by Cllr Balcombe, seconded Cllr Elvy and **agreed.**
Clerk

18.2 – **Boxley Parish Council** – Thank you letter for donation towards the Boxley Warren Project. Noted.

There being no further business, meeting closed at 8.40pm.