

AYLESFORD PARISH COUNCIL

TUESDAY 3 JUNE 2014
POLICY & RESOURCES COMMITTEE
MINUTES

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

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

Apologies: Cllrs Balcombe, 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 27 May 2014 –Attached at **Appendix A**

These minutes were proposed by Cllr Mrs Gadd, seconded Cllr Elvy, and **agreed** for accuracy and recommendations.

There were no matters arising.

4. Accounts for Payment – Payment list attached at **Appendix B**. Two additional late payment requests as follows:

009979	£253.20	Good Directions Ltd.	Litter bin for MUGA
009980	£399.39	A Plan Insurance	Insurance for new van

Including the two late payments, 26 payments totalling £38,823.38 were proposed for payment by Cllr Mrs Gadd, seconded Cllr Elvy and **agreed**.

Payment for the new van, which would be done by CHAPS, was noted.

5. Annual Audit Return – For year 2013/14

The Clerk detailed the figures entered for the Accounting Statements 2013/14 (distributed to all Members and attached at **Appendix C1**). These were proposed for agreement by Cllr Gledhill, seconded Cllr Mrs Gadd and **agreed** for signing by the Chairman and Clerk.

The Clerk then detailed the statements for the Annual Governance Statement 2013/14 (distributed to all Members and attached at **Appendix C2**). Statements 1 to 9 were proposed

for agreement by Cllr Gledhill, seconded Cllr Mrs Gadd and **agreed** for signing by the Chairman and Clerk.

6. Confirmation of Committee Membership and Outside Body Representation 2014/15

List attached at **Appendix D**. Members were asked to advise the Deputy Clerk of any additions/amendments. Cllr Fielder will attend several rounds of committee meetings and will then request formal membership of his interested committees.

7. Law and Order

CCTV –Two cameras purchased. First installation will be at Premier Parade as fitting is already in place. Second camera to go in overlooking Tunbury Recreation Ground will be installed once installation of fittings on lamp post have been agreed with Kent Highways. Clerk is pursuing progress in this matter. **Clerk**

8. New Eccles Car Park

Progress update. Trenport are still awaiting completion of land transfer with La Farge to allow widening of access track to new car park. However Trenport have informed the Clerk that they are happy for initial works to begin immediately on the main area of car park in order to prevent the Council having to reapply for planning permission in August. This initial work will probably involve pegging out and grass clearance.

9. 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 on the land currently for sale. His visits to the site have confirmed that there is very limited public access and limited use within the site. There would be a large amount of on-going tree maintenance required both in the short and long term. After discussion and consideration it was **agreed not** to pursue the purchase of this site.

10. Council Policy on Recreation Ground Use

Signage for all Parish owned open spaces progress report. Royal British Legion Industries working on designs.

11. Rugby Club/Netball League - No report to this meeting.

12. Flood Defences

Details of Flood Warden Training Day at TMBC on 12 July have been circulated to Flood Wardens. Full details available from the Parish Office.

13. Parish Council Website

Update by the Clerk on proposed purchase. The Clerk, in pursuing the Council's decision to proceed with PC.Net, had asked a number of questions to the company to which no reply had been received which gave him serious concerns about their ability to deliver the new website. He therefore recommended that no further action be undertaken in respect of granting the contract to PC.Net. The Clerk is now in discussions with BCTec, the Council's current computer maintenance company, who have indicated they might be of assistance. It was

agreed not to proceed with PC.Net and to follow up with In Touch with Communities and BCTec and for the Clerk to report back to the next meeting.

14. Staffing

Finance Officer appointment. Mrs Melanie Randall was interviewed by the Staffing Committee who **agreed** unanimously that she be permanently appointed with immediate effect.

Clerk is to commence work on looking at and updating as necessary all staff contracts based on the NALC standard contract of employment. **Clerk**

15. Council Vacancies

Vacancies still exist as follows:

1 Walderslade; 2 Aylesford South; 1 Eccles.

Mike Fielder (Aylesford South) has made his Declaration of Acceptance of Office before the Clerk following his co-option at Council on 20 May 2014.

Cllr Geldhill welcomed Cllr Fielder to his first official meeting as a Councillor.

16. AVCC Lease

Clerk circulated a draft set of rules for the operation of the car park which were discussed and minor amendments agreed. Clerk to finalise.

Clerk has instructed the Council's solicitors on the renewal of the lease and has also written to the Secretary of State seeking consent to waive the requirement to obtain the best commercial value for the site. Their advice is that this consent is no longer needed.

17. Van Purchase

Order placed for the preferred Toyota Hilux Active vehicle – priced as follows:

£19212.26 less £2176.42 discount = £17035.84 plus VAT and includes a full tank of fuel on delivery. Delivery expected week commencing 2 June.

Sealed bid auction of the old van took place in the presence of the Chairman and Clerk earlier this evening (3 June 2014). Highest bid of £3100 was **agreed**. **Clerk**

18. TMBC Local Centres Fund Budget

Progress report on works planned for Aylesford village centre using this £7000 grant from TMBC. Clerk will be attending the next meeting of the Aylesford Traders Group to confirm purchase of signage, planters and more Christmas lighting.

19. Any Other Business/Correspondence

Thank you letter from Royal British Legion Industries for donation towards Memorial Gardens.

There being no further business, meeting closed at 8.50pm.