

# AYLESFORD PARISH COUNCIL

## TUESDAY 6 MAY 2014 POLICY & RESOURCES COMMITTEE MINUTES

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

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

**Apologies:** Cllrs Ambrose, Winnett, Ms Hurley, Mrs Brooks

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**1. Apologies** - Noted

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

**3. FASC Minutes of 22 April 2014** - Attached at **Appendix A**. It was proposed by Cllr Mrs Gadd, seconded Cllr Gledhill that all recommendations be accepted. **Agreed.**

Matters arising.

3.1 – 2.2 - Memorial Garden, Royal British Legion Village. Cllr Mrs Gadd reported that the RBL were delighted with this gesture from the Council. Chairman to present the cheque at their event on 30 May 2014.

3.2 – 3. Tunbury Hall Grant for Pump. It has been clarified with the Hall management that the pump which required replacing services both the hall and the changing rooms but would not be required if the changing rooms were not there (changing rooms are sited on a different level).

The Hall has a 2014/15 grant of £2000 plus roll over from 2013/14 of £244.70. Their waste disposal costs are paid monthly from their grant - £50 per month = £600. This leaves £1644.70 available. There has also traditionally been an additional payment of £500 per year to the Hall to cover general/minor maintenance of the changing rooms.

It was proposed by Cllr Mrs Gadd, seconded Cllr Elvy, that the £500 payment no longer be paid automatically. Any maintenance issues and costs for the changing rooms to be reported to the Clerk by the Hall Management Committee and the Parish Council will then agree and take responsibility for them. **Agreed**

It was proposed by Cllr Mrs Gadd, seconded Cllr Elvy, that the Parish Council meet 50% of the new pump charge - £2291 - £1145.50. The remaining £1145.50 will be paid from the Tunbury Hall grant, leaving them approximately £500 for the remainder of 2014/15. **Agreed**  
Clerk to advise Tunbury Hall Management Committee of arrangement. **Clerk**

**4. Accounts for Payment** – Payment list attached at **Appendix B**. 25 payments totalling £14470.17 were proposed for payment by Cllr Mrs Gadd, seconded Cllr Elvy and **agreed**.

## **5. Law and Order**

CCTV – Purchase of two cameras progressing. First installation will be at Premier Parade as fitting as 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.

## **6. 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.

## **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 – Further consideration on whether this would be an appropriate purchase for the Parish Council. Clerk reported that agents have invited the Council to ‘make an offer for any area of the land they are interested in’. Clerk advised that any area of the woodland available would be likely to have long term maintenance issues in return for very little public open space usage. Members queried the boundary lines on the agents map and asked the Clerk to query whether sufficient allowance has been made for the woodland area around the recreation ground that the Council own.

**Clerk**

## **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**

Concerns were raised by Members (and the Clerk confirmed that the office had received a number of complaints) re parking and traffic problems at the recent tournament held on 27 April at the Club. Traffic numbers were increased by an event at The Friars on the same day. The Club are aware of the problems and have undertaken to revisit parking issues with the Council before any future event. The Clerk was asked to ensure that the Club discuss in full

their plans with the Council before any future use of Ferryfield as an overflow car park is agreed. **Clerk**

**10. Flood Defences** - Easisites web page renewed.

### **11. Parish Council Website**

Report by the Clerk on proposed purchase. No update to report to this meeting.

### **12. Staffing**

Finance Officer appointment. The Clerk reported that Mrs Melanie Randall has been working very successfully in the temporary Finance Officer role for the past two and half months. He feels it is appropriate to employ on a permanent basis another part time member of staff and that the current 15 hours a weeks is sufficient. This will enable office coverage five days a week between 9.30am and 1.30pm allowing the Clerk to attend site meetings within these hours and also assist with holiday and sickness cover.

The Clerk recommended to the Council that the Staffing Committee interview Mrs Randall for the post before making a decision on whether to advertise the post externally. She has proved herself to be capable and conscientious in her temporary role and if the Staffing Committee find her acceptable, he would have no hesitation in offering her the permanent post with a 6 month probationary period from the commencement of her temporary role. There is no legal requirement for the Council to advertise externally. **Agreed. Clerk**

### **13. Council Vacancies**

Vacancies still exist as follows:

1 Walderslade; 4 Aylesford South; 1 Eccles.

Application received from Mr Mike Fielder, resident of The Avenue, Aylesford – for Aylesford South vacancy – attached at **Appendix C** to the bound copy of these minutes. Mr Fielder has attended and observed a number of recent Council and Committee meetings and has confirmed his interest in joining the Council to the Clerk.

It was proposed by Cllr Gledhill, seconded Cllr Mrs Gadd, that Mr Fielder's application for co-option to the Council is accepted and that he be invited to make his Declaration of Acceptance of Office at Council on 20 May 2014. **Agreed. Clerk**

**14. Tree survey** – Progress report. Work has commenced on trees identified as in a dangerous condition in Old Bridge Gardens, the Cemetery, Tunbury and Eccles recreation grounds. There is still some work to do in OBG and Yoakley when Kent Turf Care have a cherry picker available. There has been some concern expressed by members of the public about the amount of trees removed but the Clerk confirmed he was confident that only urgent and necessary work had been carried out. Further general tree maintenance work will be carried out in the winter.

It was **agreed** that when further works like this are planned more advance publicity through noticeboards and website will be undertaken. It was also **agreed** to look at a replanting schedule where appropriate. **Clerk**

## **15. AVCC Lease**

Clerk is working on a set of rules for the operation of the car park and has instructed 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 and their advice is that this consent is no longer needed.

## **16. 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 by the end of May. Clerk will commence preparations for an advertised sealed bid auction of the old van. Several enquiries already received. **Clerk**

## **17. TMBC Local Centres Fund Budget**

Clerk has assisted with a successful bid to TMBC by local traders for £7000 for various signage, planters and Christmas lights. Meeting to be held next week to progress works.

## **18. Any Other Business/Correspondence**

18.1 – Sevenoaks Town Council – Request for support for proposal for Government to take the necessary action to allow a percentage of Business Rates to be paid direct to Parish and Town Councils for the benefit of local economic growth. Following discussion Members stated they did not think was going to be an acceptable proposal to the Government and therefore elected to make no direct response to the request.

18.2 – Cllr Rillie reported that he would be attending a meeting of the Hermitage Quarry Liaison Group tomorrow. Noted.

18.2 – Cllr Rillie reported that Rochester Road has been successfully resurfaced today. However he was concerned at the reduction in height of the speed bumps and whether this will lead to an increase in traffic speed. To be monitored.

There being no further business, meeting closed at 8.55pm.