

Aylesford Parish Council

Policy & Resources Committee

Minutes of the Meeting held in the Aylesford Parish Council Office, Aylesford on Tuesday 7 November 2023

Present: Councillors Sullivan (Chairman), Balcombe, Mrs Birkbeck, Chapman, Ms Dorrington, Mrs Eves, Fuller, Mrs Gadd, Gledhill, Rillie, Sharp, Shelley, Smith and Walker.

In Attendance: Melanie Randall (Clerk)

Apologies: Councillors Craig, Mrs Ogun and Ms Oyewusi.

1. Apologies for Absence

Apologies of Absence from Councillors Craig, Mrs Ogun and Ms Oyewusi, were received, and the reasons for absence agreed.

2. Declarations of Interest

There were no declarations of interest additional to those contained in the Register of Members Interests; except Councillors Chapman and Fuller declared an interest in item 12 as they are Trustees of the Aylesford Village Community Centre. They took no part in the discussion.

3. Minutes of the last meeting held on 3 October 2023

It was **Agreed** that the Minutes from the meeting held on 3 October 2023 be approved as a correct record.

4. Accounts for Payment

The Council considered the Payment Schedule attached to the Agenda and Councillor Balcombe proposed and Councillor Mrs Gadd Seconded and it was **Resolved** that 48 payments totalling £36,745.92 be made.

5. Finance Advisory Sub Committee

It was **Agreed** to note the minutes of the meeting held on 17 October 2023.

Noted

6. KALC

Councillor Shelley was unable to attend the recent KALC meeting, therefore no update was given. **Noted**

7. TMBC/Parish Partnership Panel Meeting

No update received. **Noted**

8. Council Vacancies

There is one vacancy for Eccles Ward. **Noted**

9. Public Convenience Review

The Chairman reported that the Deed of Surrender has been signed by himself and the Vice Chairman and returned to TMBC for processing. It was **Agreed** to remove this item from the agenda as any updates can be given under any other correspondence. **Closed**

10. Adoption of Aylesford Station

The Clerk reported she had placed the order for the noticeboards, which were delivered to the Parish Office. Gary Outram the Project Officer for the Kent Community Rail Partnership came to collect them. There were six sets of keys, one South Eastern have for installation, two sets for the Kent CRP and three sets with the Parish Office. The noticeboards will be put up by Southeastern staff when workload allows, but this could take up to two years to be done. **Ongoing**

11. To consider purchasing new chairs and carpet for the Parish Office Meeting Room

It was **Resolved** to proceed with the purchase of new carpet and 21x new chairs for the Parish Office Meeting Room. **Closed**

12. Complaint received from the Dog Training Group who use the Community Centre.

Members had received a copy of the complaint in advance of the meeting. The Clerk explained there are some inaccuracies contained within the letter, which she clarified for members. The Clerk explained that it appears the problem is being caused by the community centre themselves as the complaint states they have not had any problems parking until earlier this year. The community centre has recently taken on an extra booking in the last few months that directly clashes with the existing dog group hire. There has been no increase in football training on a Wednesday, despite the suggestion in the complaint that there has been, apart from an additional men's

team who train on the 3G 8.30pm to 10pm. Wednesday evenings have always been the busiest night for football training, and Thursday evenings are for the community centre. The back car park is currently kept closed on a Wednesday until approx. 6pm, when the football club open it up for their next training group to arrive, meaning the ones who have parked in the main car park will leave freeing up spaces for the dog group. However, the new group seem to take the majority, if not all of the newly available spaces leaving no room for the dog group.

The complaint requests that the Parish Council consider providing additional parking. It was **Resolved** that the Parish Council will not consider providing additional parking and that this situation must be managed by the community centre.

It was further **Resolved** that the complaint that the dog group do not have any parking spaces is not within the responsibility of the Parish Council as it is has no control over the community centre and their bookings.

The Clerk will respond to the complainant. **Closed**

13. Annual maintenance Contract renewal for all Safety Tests

The Clerk reported that for the current year the fee was £1,558.60, the renewal has a 2.5% increase making it £1,520.60. This will cover all annual safety tests, such as the Intruder Alarm, Fire Alarm, CCTV System, PAT Testing, and Emergency Lighting Test in the Parish Office and the Electrical Testing at Eccles Memorial Clock. There are also 5 callouts included.

It was **Resolved** to proceed with the renewal. **Closed**

14. To consider holding a Budget Meeting on Tuesday 28 November 2023.

The Chairman explained that more time was needed to prepare the budget and precept for 2024/25 due to not having received all quotes for the grass cutting. The Chairman said it is likely that we will bring this subject to the next meeting of this committee in December, meaning there is no need for a separate meeting. It was **Agreed** this would be the best approach.

The Clerk explained that she would like to move some funds around in the Reserves to enable her to finalise the budgets for 2024/25. It was **Resolved** to approve the Clerk to move the funds as necessary. **Closed**

It was Agreed to move into a Closed Session due to the nature of the next item.

15. Staffing Committee Minutes

It was **Agreed** to note the Staffing Committee Minutes of the meeting held on 2 November 2023. **Noted**

16. Any Other Correspondence

Councillor Fuller informed the Committee that following a recent trial at Redditch Football Stadium two of their players from the Walking Football Team have been selected in the International Call Ups. They will be representing the England Walking Football Community over 50's to face the Republic of Ireland in a friendly on 18th November.

17. Duration of Meeting

7.47pm to 8.17pm