

Aylesford Parish Council

Policy and Resources Committee

Minutes of the Meeting held on 3 March 2020

Present: Councillor Balcombe (Chairman) and Councillors Mrs Gadd, Gledhill, Ludlow, Ms Oyewusi, Rillie, Shelley, Smith, Walker, Winnett and Wright.

In Attendance: Neil Harris (Clerk) and Melanie Randall (Assistant Clerk and Finance Officer)

Apologies: Councillors Base, Ms Dorrington, Ms Papagno, Sullivan and Williams.

1. **Apologies for Absence**

Apologies of Absence from Councillors Base (holiday), Ms Dorrington (personal commitment), Ms Papagno (personal commitment), Sullivan (personal commitment) and Williams (holiday) were received, and the reasons for absence agreed.

2. **Declaration of Interests**

There were no declarations of interest additional to those contained in the Register of Members Interests.

3. **Minutes of the Meeting held on 4 February 2020**

It was **Agreed** that the Minutes of the meeting held on 4 February 2020 be approved as a correct record and signed.

4. **Accounts for Payment**

The Council considered the Payment Schedule attached to the Agenda and Councillor Shelley proposed and Councillor Mrs Gadd seconded and it was **Agreed** that 36 payments totalling £16666.31 be made.

5. **Finance Advisory Sub Committee**

The Committee received the minutes of the Finance Advisory Sub Committee held on 28 January 2020. It was **Agreed** to note the minutes of the meeting held on 28 January 2020.

Minute 7 – Financial Regulations Update

It was **Agreed to Recommend to Council** that the attached Financial Regulations be approved.

Minute 8 – Statement of Internal Control

It was **Agreed to Recommend to Council** that the attached Statement of Internal Control be approved.

6. **Financial Matters**

The Clerk had nothing to report to the committee.

7. **Law and Order**

The Committee considered the monthly Community Newsletter for February from the Tonbridge and Malling Police Community Safety Team, a copy of which was attached to the Agenda.

8. **CCTV in High Street, Aylesford**

The Clerk reported that he had obtained 2 quotes for the provision of CCTV in the High Street, Aylesford. These quotes varied from approximately £9300 to £10700 and included for the provision of a new laptop and an estimate of the cost of installation. It was **Agreed** that consideration of the installation of a CCTV camera in the High Street, Aylesford be deferred until all the local members were present at the meeting.

9. **KALC**

The Clerk had nothing to report to the committee.

10. **TMBC Parish Partnership Panel**

The Committee received the report of Councillor Shelley of the meeting of the TMBC Parish Partnership Panel held on 5 February.

11. **Council Vacancies**

It was **Noted** that the current vacancies on the Council were as follows: -

Aylesford South - 1.

12. Public Convenience Review – Aylesford Toilets

The Clerk reported that he had submitted a draft letter relating to a Community Use Agreement to the appropriate TMBC Officer and was awaiting a reply.

13. Aylesford Rugby Club – Request for Hardstanding’s on road leading to Rugby Club Car Park

The Clerk reported that they were still awaiting the more detailed plans from the Rugby Club setting out the detail of the project for the introduction of hardstanding’s on the access road.

14. Music Event at Aylesford Rugby Club on 14/15/16 August 2020

The Clerk reported that he had met with the Rugby Club representative and the organisers of the proposed event and set out to the committee the limited information he had received from them. The Committee expressed their views regarding this proposal particularly their concerns both in respect of its impact on the Ferryfield and also on the wider community. The committee felt that the next step should be to meet with the Rugby Club and therefore it was **Agreed** that the Clerk arrange a meeting with the Rugby Club Committee and that the Council be represented by the Sports and Recreation Committee and the Clerk.

15. Calendar of Meetings for 2020/21

It was **Agreed** that the Calendar of Meetings for 2020/21 attached to the Agenda be approved.

16. Maidstone and Malling Netball League – Proposals to change Existing Facilities and to Provide Indoor Courts

The Clerk reported that the Council had received a proposal from the Maidstone and Malling Netball League (MMNL) to expand their existing site from the existing 5 courts to 6 courts including 3 indoor courts, a proposal first raised 10 years ago at which time the Council gave their support. The MMNL were now seeking an up to date endorsement of this proposal which had the backing of the Aylesford Bulls Rugby Club. It was **Agreed** that the Council would confirm their support for the proposal.

17. Aylesford Football Club – Grant Funding from Football Foundation for Pitch Improvements

The Clerk reported that the Aylesford Football Club had informed the Council that they were to receive a grant from the Football Foundation for £7200 for pitch maintenance work at the Forstal Road Recreation Ground to be paid over a 6-year period. For the Football Club to be in a position to receive this grant for this work there was a requirement for there to be an agreement between the Club and the Council ensuring their

exclusive use of the ground for football whilst the ground is retained as recreation ground for all. It was necessary that this agreement would be for a period of 10 years. In terms of the use of the pitches this agreement reflected the current position and therefore it was reasonable to enter into this agreement. Therefore, it was **Agreed** that the Council enter into an Agreement with the Aylesford Football Club which allowed them to access the £7200 grant from the Football Foundation for pitch Improvements and which gave them exclusive use of the Forstal Road Recreation Ground for the playing of football for a period of 10 years whilst still retaining the area as a public recreation ground.

18. Edge IT Systems – 5 Year Contract

The Clerk reported that Edge IT Systems provided the Council's IT systems for finance, cemetery and allotments.. The officers were very happy with the systems and the current contract was coming to a conclusion. The cost of a new 5-year contract for these systems would be an annual charge of £1221.50. It was **Agreed** that the Council enter into a new 5-year contract with Edge IT Systems at an annual cost of £1221.50 be approved.

19. Provision of a New Boiler at the Office

The Clerk reported that in recent months the Council had had problems with the boiler in the office with it failing and providing no heating or hot water for a few days. The Council was also informed that the boiler was not working very efficiently and was getting close to the end of its life. It was noted that the boiler had been in the building since it had opened. The clerk reported that 4 quotes had been received as follows:-

Palace Heating - £1780

Blue Dragon - £2300

FJM Plumbing - £2689.17

British Gas - £3834.76.

It was **Agreed** to proceed with replacing the boiler and ancillary work and to accept the quote from Palace Heating in the sum of £1780.

20. Duration of Meeting

8.01pm to 9.01pm