

**AYLESFORD PARISH COUNCIL  
POLICY & RESOURCES COMMITTEE**

**TUESDAY 5 FEBRUARY 2019  
Commenced 8.05**

**MINUTES**

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**Present:** Cllrs Shelley (Chairman), Mrs Gadd, Gledhill, Ludlow, Rillie, Smith, Walker, Winnett, Wright

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

**Apologies:** Cllrs Balcombe, Ms Dorrington, Elvy, Homewood, Kennedy

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**1. Declarations of Interest**

Mrs Collier declared an interest in Item 16 as a family member undertakes the cleaning and gatekeeping. She left the meeting for this item.

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

**2. Apologies**

Apologies and reasons as follows were noted and accepted.

Cllrs Balcombe (personal), Ms Dorrington, Elvy, Homewood (unwell), Kennedy (personal)

**3. Accounts for Payment**

35 payments totalling £40,239.21 as listed on payment list attached at **Appendix A**, were checked and proposed by Cllr Shelley, checked and seconded by Cllr Mrs Gadd and **agreed** for payment.

**4. Finance Advisory Sub Committee**

Ratification of the FASC meeting minutes held on 22 January 2019 – attached at **Appendix B**. Proposed by Cllr Shelley, seconded Cllr Mrs Gadd as a true record of the meeting and **agreed** that its recommendations be accepted.

Matters Arising

Item 3. Lost Words Kent Campaign for Books in Schools – Thanks received for this donation. All primary schools in Kent will now receive a copy of the book.

## **5. Parish Council Office**

Following the attempted break to the Parish Council garage/office through the side door, the Clerk reported on the quote received to replace the door with a secure metal fire door. This would have integral bolts which would be locked into place when the building is unoccupied - £1150. Insurance claim has been made which will cover the majority of the cost. **Clerk**

## **6. Scout Hut Lease and Grant/Loan Application**

Clerk reported that the Yoakley Trust have agreed to offer the Parish Council the strip of land still in their ownership at the lowest point of the valuation received plus legal costs and a covenant that if the land should be sold in the future at a higher value they would receive a proportion of the increased amount. This principle was agreed at Council Closed Session 15 January 2019 and therefore the Clerk has accepted this and instructed solicitors accordingly.

## **7. CCTV Specifications and Quotes**

7.1 - Tunbury Hall and Car Park – Installation completed. There are some technical issues still to be sorted regarding passwords and access.

7.2 - Parish Office and Car Park - Installation completed. There are some technical issues still to be sorted regarding passwords and access but overall the Clerk considered the standard of clarity and coverage to be very good.

## **8. Law and Order**

January report from PCSO Iantosca (Aylesford) attached at **Appendix C**.

## **9. Rugby Club/Netball League**

9.1 - Rugby Club awaiting installation of new metal gates at the entrance.

9.2 – Entrance road potholes – Quote to fill in - £1195. Clerk awaiting quote to resurface whole area.

9.3 – Grass bund fencing between the Rugby Club entrance and the cemetery. This agreed work is on hold until entrance surface repairs are completed

## **10. Flood Defences**

Following on from the presentation by the Environment Agency and TMBC at ESC on 22 January 2019, TMBC have now advised the Clerk that a Community Flood Plan Exercise will be held in Aylesford village in the first week of June. Staff and Councillors will need to be involved in this event.

## **11. Council Vacancies**

3 Aylesford South      1 Blue Bell Hill

## **12. KALC**

12.1 – Next meeting 10 January 2019. Cllr Shelley's report attached at **Appendix D**. Further discussion on Councillor email addresses took place at 17.1 below.

12.2 - Community Awards Scheme 2019. Presentation to be made to Archie Mitchell at 7pm prior to Parish Annual Meeting on 21 May 2019. Awaiting Archie's confirmation of attendance.

### **13. TMBC/ Parish Partnership Panel Meeting**

Next meeting 7 February 2019. Cllr Shelley to attend.

### **14. Noticeboard Review**

Replacement programme for the 9 wooden boards to commence with Robin Hood Lane (sited in the dip). Office researching style and costs.

### **15. Parish Council Public Relations**

Meeting to be held on Friday 15 February with Cllrs Ludlow, Kennedy, Balcombe and the Clerk to consider ways to improve the issue of getting Parish Council information out to residents including the use of appropriate social media.

### **16. Gatekeeper/Cleaning/Parking Rates 2019/20**

Gatekeeper – Currently £7 per day. To remain at £7 per day for 2019/20. **Agreed.**

Cleaning – Currently £10 per hour (2 hours a week). New cleaner will be required April 2019. Rate to remain at £10 per hour in 2019/20. **Agreed.**

Parking Adjacent Forstal Road Entrance – Private residents per annum £130 – Proposed increase £135.  
**Agree**

### **17. IT Issues**

17.1 – Hosted Email Service for Members – Clerk reported on the possible introduction of a hosted email service for Members arising from changes in legislation such as GDPR. Some Members felt this would be useful particularly those who held other positions relating to village halls etc. Others did not wish to take up the option. It was **agreed** this should be an individual councillor decision and that any Member who wished to take up the option should discuss it in more detail with the Clerk.

17.2 – New Computer Systems – Clerk reported on the EDGE software systems in use at the Council office and the proposed purchase of new additional software systems from EDGE for the management of allotments and committee agendas/minutes. Annual cost of £393.30 plus a one off training package £280 for both of the new software packages. **Agreed.** It was also **agreed** to renew the annual cost of the existing software packages from EDGE at a cost of £1105.90. **Cler**

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

#### **18.1 – May 2019 Borough and Parish Council Elections**

The Clerk reminded Members that Borough and Parish Council Elections will take place on 2<sup>nd</sup> May. Information is starting to come in regarding the nomination process which he will distribute to all members.

There being no further business, meeting closed at 9.00pm.