

# Aylesford Parish Council

## Policy & Resources Committee

### Minutes of the Meeting held via in the Capel Morris Centre on Tuesday 1 June 2021

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

**In Attendance:** Melanie Randall (Acting Clerk and Responsible Financial Officer)

**Apologies:** Councillors Balcombe, Hammond, Ludlow and Ms Papagno.

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#### 1. Apologies for Absence

Apologies of Absence from Councillors Balcombe (personal), Ludlow (personal) and Ms Papagno (personal) were received, and the reason for absence **agreed**.

#### 2. Declarations of Interest

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

#### 3. Minutes of the last meeting held on 4 May 2021

It was **Agreed** that the Minutes of the meeting held on 4 May 2021 be approved as a correct record and signed.

#### 4. Accounts for Payment

The Council considered the Payment Schedule attached to the Agenda and Councillor Sullivan proposed and Councillor Gledhill Seconded and it was Agreed that 24 payments totalling £22,859.01 be made.

## **5. Law and Order**

**5.1 CCTV in High Street** - The Assistant Clerk reported that she had followed this up again since the last meeting but has still not received a response from the company. It was Agreed to remove this item from the agenda, but it can be added again if the need arises. **Closed**

**5.2 Police Report** – April and May Police Report received and noted

## **6. KALC**

Councillor Shelley reported that there had not been a meeting since the last meeting of this committee to report on.

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

There had been no meeting of the TMBC/Parish Partnership Panel since the last meeting of this Committee as they have postponed them due to Covid.

## **8. Council Vacancies**

It was Noted that the current Vacancies are

1 – Aylesford South

The Acting Clerk reported that an application had been received for co-option from James Fuller with a brief CV stating the reasons why he wished to join the Parish Council. The Council considered the application and **Agreed** to recommend to Full Council that James Fuller be co-opted.

## **9. Public Convenience Review**

The Acting Clerk reported that TMBC have had a couple of urgent items to attend to but they are hoping to provide the Parish Council with an update within the next couple of weeks. **Ongoing**

## **10. Possible adoption of Aylesford Station**

Councillor Shelley informed members that adopting Aylesford Station would require a payment of £25.00, the station can then be brightened up with things like flowerbeds, hanging baskets, maybe a wall mounted noticeboard. After a discussion it was Agreed to adopt Aylesford Station at a cost of £25.00. **Closed**

## **11. The Governments Welcome Back Fund**

The Acting Clerk reported that TMBC had to submit their action plan by 30 May 2021 to see what/how much they will receive. The Parish Council will be informed in due course of if it has been successful in its application to TMBC for some of this funding. **Ongoing**

## **12. Donation request from the West Kent Neighbourhood Watch Association**

A request had been received from the above charity for a donation towards their small annual running costs. It was **Agreed** to make a donation of £100.

## **13. S106 monies from the Pea Field site for the enhancement of Leybourne Lakes**

The Acting Clerk reported that some of the money from the above development will be used to enhance the Leybourne Lakes Country Park approximately 4 miles away. TMBC state that three categories of open space will be provided on site, namely a children's play area, amenity green space and natural/semi natural open space. However; parks and gardens will not be able to be provided on development of this size, therefore a contribution for the enhancement of an existing park/garden is being sought. There are only two in the Borough, Leybourne Lakes and Haysden Country park in Tonbridge. The contributions are sought for the Aylesford part of the Borough which in this case is Leybourne Lakes. It was **Agreed** the Acting Clerk respond with the Parish Councils views that it disagrees with using the S106 money so far away from the development site and would ask if there are any other areas the money could be used for enhancement or indeed development of a new park/garden. **Ongoing**

## **14. RBLI – Annual Cycle Ride Grant Request**

A request for a donation of £600 towards the cost of the adaptation of three bikes has been received from the RBLI. Last year (2020) the Parish Council made a donation of £550 which was carried forwards to this year and was used to adapt two bikes. It was **Agreed** to make the donation of £600. **Closed**

## **15. Request of 50% refund of a pre-purchased grave that is no longer needed**

Correspondence had been received requesting the parish Council to buy back an unused grave in the Cemetery at 50% of the original purchase price. The Acting Clerk reported that it is not a usual occurrence for the Parish to be asked to buy back the grave. The grave was purchased in 2016 at a cost of £275, therefore it was **Agreed** to buy it back at a cost of £137.50. **Closed**

## **16. Internal Audit Report – Year End 2020/21.**

The Internal Audit Report was presented to Members and the minor issues discussed and the document noted.

## **17. Proposed amendment to the Council's Credit Card**

The Acting Clerk proposed to amend the credit limit on the card from £500 to £1,000 which would bring it in line with the amount the Clerk is authorised to spend without approval from Members. She also proposed that the Maintenance Supervisor also

have a card to enable him to make purchases for items there is not a trade account for. It was proposed that if agreed, the £1,000 be split equally between the two cards. It was **Agreed** to increase the credit limit to £1,000 and to allow the Maintenance Supervisor to have a card. It was also **Agreed** that the increased credit limit is to be split equally between the two cards. **Closed**

### **18. Computers in the Parish Office**

The Acting Clerk informed Members that she had recently had her computer become almost unusable due to the hard drive breaking. Agreement from the Chairman and Vice Chairman to purchase a new computer urgently was sought and **Agreed**.

The Acting Clerk would like to reinstate purchasing new computers for the Parish Office every 4-5 years as technology changes constantly.

It was **Agreed** to purchase new computers every 4 years. **Closed**

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

In his absence Councillor Balcombe asked the Acting Clerk to inform members that he has contacted the RBLI for an update on when the Hub is reopening and the reported vandalism to the play area and was waiting for a response from them. The Parish Council is very concerned that this much enjoyed facility remains closed and is eager for a response. **Ongoing**

### **20. Duration of meeting**

7.50pm to 9pm