

# Aylesford Parish Council

## Policy & Resources Committee

### Minutes of the Meeting held in the Aylesford Football Club Pavilion, Aylesford on Tuesday 5 July 2022

**Present:** Councillor Sullivan (Chairman) Balcombe, Beadle, Ms Ogun, Dorrington, Ms Eves, Fuller, Gledhill, Rillie, Sharp, Shelley, Smith, Walker and Winnett

**In Attendance:** Melanie Randall (Clerk)

**Apologies:** Councillors Mrs Gadd, Hammond, Ludlow, Ms Oyewusi, Walker and Williams.

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#### 1. Apologies for Absence

Apologies of Absence from Councillors Mrs Gadd, Hammond, Ludlow, Ms Oyewusi, Walker and Williams 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, Councillor Fuller declared an interest in item 13 and took no part in the discussion or decision.

#### 3. Minutes of the last meeting held on 7 June 2022

It was **Agreed** that the Minutes from the meeting held on 7 June 2022 be approved as a correct record and signed.

#### 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 **Agreed** that 44 payments totalling £18,092.41 be made.

#### 5. Finance Advisory Sub Committee

It was **Agreed** to note the minutes of the meeting held on 21 June 2022

## **6. Law and Order**

### **6.1 CCTV in the High Street, Aylesford**

The Clerk reported that she is working on completing a Data Protection Impact Statement to submit to the ICO. She is in the process of sourcing a CCTV sign to be erected on the pole and is also preparing a draft CCTV Guiding Principles Policy, which will be submitted to members for approval in due course. **Ongoing**

### **6.2 Police Report**

No report had been received since the last meeting of this committee. **Noted**

## **7. KALC**

The next meeting of KALC T&M is on 21<sup>st</sup> July 2022, starting at 19:30 via zoom. Councillor Shelley is not available that evening and the Chairman asked the Clerk for the details so he can join the meeting if he is available. **Noted**

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

The next meeting is in September and will be via Microsoft Teams. **Noted**

## **9. Council Vacancies**

It was Noted that there are currently no Vacancies. **Noted**

## **10. Public Convenience Review**

The Clerk stated that TMBC have not made any more progress on this due to other commitments taking priority but the next stage for them is to submit a planning application for the proposed works which they are hoping to do in the next few weeks. **Ongoing**

## **11. Adoption of Aylesford Station**

Councillor Shelley reported that the adoption group will use the two existing noticeboards that are currently vacant. There are plans for one or two planters to be installed but that is a future project and will not be actioned just yet. **Ongoing**

## **12. Section 106 Development Plan**

The Clerk presented members with the Parish Infrastructure Statement she has prepared for submission to TMBC, this is the document they will refer to when there is a sum of money available/to become available from developers for planning applications. The document was **Agreed** and the Chairman thanked the Clerk for her continuous hard work in producing the required document. **Ongoing**

### 13. Aylesford Christmas Market

The Clerk reported that the first meeting of the Christmas Market Committee had taken place the previous week in the Parish Office. It was a very successful meeting and the key points were

- Date: Saturday 26 November 2022
- Time: 2pm until 7pm
- The Friars have their Christmas Fayre the same day
- All stall holders will be charged (even if only a small donation)
- Food and drink vendors will be charged more
- Local businesses will be encouraged to donate or sponsor a hut
- Charitable causes will be, a Children's Mental Health charity (linked to Ryan and his family), Mid Kent Minds was suggested. Kent Air Ambulance (linked to Councillor Colin Williams and his family) plus Aylesford Primary, Aylesford Secondary, St Peter's and Aylesford Football Club.
- The main hall in the Community Centre is booked and paid for and the Trustees have offered the use of the two smaller halls for free.
- The event will be the first Saturday of December; therefore, the next two dates will be, 2 December 2023 and 7 December 2024
- There are six meetings booked between now and the event, all to take place in the Parish Office.

### 14. Office Opening Times – Potential change

The Chairman informed members that the Clerk had discussed with him the hours that the Parish Office is open. Current open times are Monday to Friday 9am to 3.30pm, this gives no opportunity for staff to have an uninterrupted lunch break. At the moment until another member of staff is found the Clerk is on her own 3 days a week, therefore it can be very difficult for her to find the opportunity to do her work without interruption of the phone or visitors to the office. The Chairman explained that the Clerk has suggested that the office opening hours to the public are reduced as follows;

- Monday to Thursday 9am to 1pm (anyone can call or come into the Parish Office during these times),
- 1pm to 2pm – office closed to everyone, to give staff an opportunity to have lunch.
- From 2pm visitors will be accepted by appointment only and if convenient to the office.
- Fridays - the office will be closed to everyone.
- Staff working hours will not change and a sign will be put on the door asking people to email or call and leave a message as these will still be picked up in the usual way. Anything that staff deem urgent will be dealt with in the most appropriate way.

It was **Unanimously Agreed** to change the office hours as suggested but to monitor the new way of working so changes can be made if the Council feels it is appropriate to do so. The Clerk will source a new sign for the front of the office and once obtained will update the Parish website and Facebook page while also putting a post on the local village Facebook pages. **Closed**

**15. Any Other Correspondence**

There was no Any Other Correspondence

**16. Duration of Meeting**

7.42pm to 8.07pm