

# Aylesford Parish Council

## Policy and Resources Committee

### Minutes of the Virtual Meeting held via Zoom link on 2 March 2021

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

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

**Apologies:** Councillor Beadle and Hammond.

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#### 1. Apologies for Absence

Apologies of Absence from Councillors Beadle (work commitment) and Hammond (unwell) was received, and the reason for absence agreed.

#### 2. Declaration of Interests

There were no declarations of interest additional to those contained in the Register of Members Interests other than Councillor Winnett disclosed an interest in the urgent item relating to St Albans Church Hall and he took no part in the debate .

#### 3. Minutes of the Meeting held on 2 February 2021

It was **Agreed** that the Minutes of the meeting held on 2 February 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 Shelley proposed and Councillor Mrs Gadd seconded and it was **Agreed** that 36 payments totalling £15719.31 be made.

#### 5. Law and Order - CCTV in High Street, Aylesford

The Clerk reported that the Council had been informed by Q-Tec who are offering a new cheaper option for a CCTV camera that they had purchased the sim card for the camera and they were being pushed for a start date for the camera being used as a demo.

## **6. KALC**

There had been no meeting of the KALC Area meeting since the last meeting of the Committee.

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

The Committee received the report of Councillor Shelley of the meeting of the TMBC Parish Partnership Panel held on 4 February 2021.

## **8. Council Vacancies**

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

Aylesford South - 1.

## **9. Public Convenience Review – Aylesford Toilets**

TMBC have confirmed that they will close the toilets on 1 April and then undertake the reinstatement works prior to handing back the land in May. The Clerk reported that he is chasing them to find out when works will commence.

## **10. Financial Regulations – Annual Review**

The Council must annually review its Financial Regulations and a copy was attached to the Agenda. The Clerk indicated that there were no amendments proposed for the Financial Regulations this year as a number of major changes was made last year.

It was **Agreed that the Council** note that there are no amendments to the Financial Regulations this year

## **11. Statement of Internal Control**

The Council considered the Statement of Control attached to the Agenda and it was **Agreed to Recommend to the Council** that the Statement of Control 2021 be approved.

## **12. Coronation Gardens – School Request for the Installation of a Wooden Gazebo**

The Clerk reported that the Council had received a request from the St. Peters Church of England Primary School for the installation of a Wooden Gazebo to be used as an outdoor classroom and for use as part of their “Forest School”. The Gazebo will be installed in the Coronation Gardens which the School leases from the Council. The

Gazebo, itself, is 5m x 5m with a decking base, balustrade sides , shelf seating and is installed direct onto grass. The School will obtain any necessary permissions required before installation. It was **Agreed** that permission be given for the installation of a wooden Gazebo.

### **13. COVID-19 Memorial Garden**

The Clerk reported that the Council had received a request from a local resident and Tracey Crouch MP for the Council to consider the installation of a COVID-19 Memorial Garden. It had been suggested that the Garden could have a Tree and a small memorial plaque where people could visit to mark their respect for those who have lost their lives to COVID-19. The garden could be located in the Cemetery in the space on the left-hand side of the main entrance. Following a meeting with the Council's Tree specialist, Qualitrees, they have suggested that a suitably mature ornamental tree together with suitable flowering shrubs marking the 5-metre-wide boundary could be appropriate. If Members were minded to provide seating he could also supply rustic benches. At this stage there are no costings available but Qualitrees have indicated that they would be able to let us have an indication of prices in the near future. It was **Agreed** to proceed with the scheme, in principle, and that the proposal from Qualitrees be submitted to the Committee together with any proposals from the Woodland Trust for appropriate trees..

### **14. Village Hall Grant – Brassey Centre**

The Clerk reported that the Council has received a request from the Brassey Centre for the release of their Village Hall grant of £2000 to help fund major roof repairs. They obtained 3 quotes from Adam Britt Roofing Services £7,640.00, Kev's Property Maintenance £2,662.57 and The Roofline Specialist £4,732.00 + £1,560.00 if new fibreglass valley was needed. The Trustees decided to opt for Adam Britt Roofing Services as it was felt that he provided a more detailed explanation of the works required. They also pointed out that the material of the existing tiles contained asbestos. The decision was also based on experience and recommendation. The final invoice is a little more than the quote as once the work started they found that a number of rafters and fascia were rotten and needed replacing which incurred additional costs. It was **Agreed** that the village hall grants of £2000 be released for this project.

### **15. Micro Grant Request from St Peters Primary School Pupils**

The Clerk reported that the Council had received six letters from pupils at St. Peters Primary School for funding for shovels, spades and seeds etc from Members micro grants. No specific amount has been requested but just what can be given. Members are asked to consider the release of their micro grants for this purpose. It was **Agreed** that the request from the St. Peters School pupils be approved and that a grant of £200 be made to be funded equally from the micro grants from all those Members present at the meeting.

## **16. St. Albans Church Hall, Blue Bell Hill – Release of Village Hall Grant**

The Assistant Clerk reported that St Albans Church Hall have £3,362.59 in their grant, they wish to carry it all over into 2021/22 to assist in the funding of significant repairs to the flooring which is estimated to cost in the region of £18000.. At the start of the financial year, they will have another £2,000 added meaning they will have £5,362.59 available. The Parish pay for their grass cutting out of their annual grant which this coming season will be £656.54, therefore that will leave £4,706.05 for use on the flooring repairs. It was **Agreed** that their current years grant of £3362.59 be carried over to 2021/22 and that it be released to part fund the flooring repairs work.

## **16. Duration of Meeting**

8.12pm to 8.38pm