

**AYLESFORD PARISH COUNCIL  
POLICY & RESOURCES COMMITTEE**

**TUESDAY 4 DECEMBER 2018  
Commenced 7.50pm**

**MINUTES**

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**Present:** Cllrs Balcombe (Chairman), Base, Ms Dorrington, Elvy, Mrs Gadd, Gledhill, Kennedy, Rillie, Shelley, Smith, Walker, Winnett, Wright

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

**Apologies:** Cllr Ludlow

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**1. Declarations of Interest**

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

**2. Apologies**

Cllr Ludlow – personal engagement. Noted and reason accepted.

**3. Accounts for Payment** - Payment list attached at **Appendix A**. 24 payments totalling £13687.79 were checked and proposed for payment by Cllr Shelley, checked and seconded by Cllr Elvy, and **AGREED**.

**4. Finance Advisory Sub Committee**

Ratification of the FASC meeting minutes held 27 November 2018 attached at **Appendix B**.  
Proposed by Cllr Shelley, seconded Cllr Smith as a true record of the meeting and agreement to all proposals. **AGREED**

**5. Scout Hut Lease and Grant/Loan Application**

Yoakley Trustees are meeting on 11 December to consider the strip of land which remains in their ownership and the Clerk's request that it is transferred to the Parish Council. Meanwhile initial works for electricity and water services for the Scout Hut have commenced.

**6. Aylesford Recreation Ground Car Park**

Clerk reported on meeting held with AVCC and AFC representatives on 22 November. Discussion related to:

Parking issues particularly at weekends and summer evening football practice sessions – AVCC and AFC will liaise more closely to advise each other of events and parking requirements.

Height barrier issues for vehicles attending the AVCC on Wednesday and Thursday evenings – AVCC will research how many vehicles are affected and advise the Clerk.

Main gate key – Key to be provided to AFC for access when AVCC is not open. **Clerk**

Rear access and rear car park condition – Clerk will look at whether any remedial works can be carried out and obtain quotations if appropriate. **Clerk**

Parish Council CCTV for the office to be extended to cover the car park – Both AVCC and AFC were in support of this. AVCC indicated they would be happy for a camera covering the car park to be installed on their building. AVCC are also considering CCTV and may be interested in a joint project with APC. AVCC and the Clerk to discuss further (see 7.2 below). **Clerk**

Regular future meetings – APC/AVCC/AFC to hold a joint meeting every three months. Next meeting to be held in March 2019. Clerk to arrange. **Clerk**

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

7.1 - Tunbury Hall and Car Park. 2 Quotations received – Q Tec - £2290; LJE - £2540. Cllr Shelley stated that he will be recommending acceptance of the Q Tech specification and quotation to the TH Committee at their meeting later this week.

Subject to this acceptance, Members considering the funding this scheme at 50% or 100%. Following a vote of 7 for 50% and 6 for 100%, 50% was **agreed**. The Clerk reminded Members that TH were able to apply to the Parish Council for additional funding towards this project from their 2019/20 hall grant scheme if they so wished.

7.2 - Parish Office and Car Park . 3 quotations received to update the existing system and to include 2 additional cameras to cover the side garage door and car park – Q Tec - £2270; LJE - £2449; Security Systems Maintenance - £2849. It was proposed by Cllr Balcombe, seconded Cllr Smith that the Q Tec quotation and specification be accepted – **Agreed**.

With the interest of AVCC in CCTV coverage for their building, the Clerk will liaise with AVCC regarding a joint project for all parties mutual benefit. **Clerk**

## **8. Law and Order**

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

### **10. Flood Defences**

No report to this meeting on 8. 9. and 10.

## **11. Council Vacancies**

3 Aylesford South      1 Blue Bell Hill

## **12. KALC Meeting**

Annual meeting held on 17 November. No APC attendance.

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

Meeting held 15 November 2018. Cllr Shelley attended. Report given to the meeting and attached at **Appendix C** to the bound copy of these minutes.

### **14. SLCC Membership**

The Clerk reported on usefulness of this membership for advice and legal information and requested continued membership and payment of the £313 annual subscription. **AGREED Clerk**

### **15. Community Warden – Office Space**

Awaiting further information from Community Warden Debbie Foreman on requirements and arrangements made between other CWs and their Parish Councils.

### **16. Victoria Road, Walderslade Noticeboard**

Local members asked at the last meeting to report if they wished to see this board replaced. It was removed 18 months ago due to poor condition and at the time not replaced due to other boards in the near vicinity. It was agreed that the Clerk should carry out a review of siting and condition of all noticeboards in the Parish and bring a report to the next P&R meeting for members to consider whether any additional or replacement boards were required. **Clerk**

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

**17.1 – Staffing Committee Report held on 4 December 2018** – Attached as a Confidential Report at **Appendix D** to the bound copy of these minutes.

#### Janet Collier – Retirement

That Janet Collier's request for retirement on the basis detailed in the report to the Staffing Committee held on 4 December be approved. **AGREED**

#### Impact of Janet Collier Retirement on Office Structure

That the proposed changes to the Office structure as detailed in the report to the Staffing Committee held on 4 December be approved and that Melanie Randall be appointed as the Assistant Clerk and Finance Officer to take effect from 1 April 2019. **AGREED**

#### Staff Salaries 2019/20

That, subject to confirmation of the nationally agreed pay award, the salaries for 2019/20 should be set as follows:-

Clerk - £38813 (£37768 with annual leave adjustment)  
Assistant Clerk and Finance Officer - £23602  
Maintenance Supervisor - £26470  
Environmental & Grounds Maintenance Operative - £19387

**AGREED**

### Christmas Leave and Bonus

(1) That an additional day's leave of Monday 24 December 2018 be granted to the staff

(2) That a Christmas bonus of £200 be given to the staff

**AGREED**

### Holiday Pay Requests

(1) That the request from Mr Lee Randall that he be paid for 5 days holiday thereby reducing his holiday entitlement this year by 5 days be approved.

**AGREED**

(2) That the request from Mrs Melanie Randall that she be paid for 20 hours, the equivalent of her working week, thereby reducing her holiday entitlement by the same amount be approved.

**AGREED**

### **17.2 – Parish Council Promotion**

Cllr Kennedy raised the issue of promoting more effectively what the Parish Council does in the community. The Clerk indicated that he would meet with Cllr Kennedy to discuss further.

There being no further business, meeting closed at 8.40pm.