

# Aylesford Parish Council

## Policy and Resources Committee

### Minutes of the Virtual Meeting held via Zoom link on 8 September 2020

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

**In Attendance:** Neil Harris (Clerk)

**Apologies:** Councillors Ms Dorrington, Ludlow, Smith, Williams and Wright.

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#### 1. **Apologies for Absence**

Apologies of Absence from Councillors Ms Dorrington (personal commitment), Ludlow (work commitment), Smith (holiday), Williams (TMBC meeting) and Wright (unwell) were received, and the reasons for absence agreed.

#### 2. **Declaration of Interests**

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

#### 3. **Minutes of the Meeting held on 7 July 2020**

It was **Agreed** that the Minutes of the meeting held on 7 July 2020 be approved as a correct record and signed.

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

The Clerk indicated that at the last meeting he had reported that he had obtained 2 quotes for the provision of CCTV in the High Street, Aylesford. These quotes varied from approximately £9300 to £10700 and included for the provision of a new laptop and an estimate of the cost of installation. The Clerk indicated that he was now looking at other options relating to CCTV which could reduce the cost and would report back to the committee when he had that information.

## 5. **KALC**

The Committee received the report of Councillor Shelley of the meeting KALC Area Committee held on 23 July 2020.

## 6. **TMBC Parish Partnership Panel**

The Committee received the report of Councillor Shelley of the meeting of the TMBC Parish Partnership Panel held on 3 September 2020.

## 7. **Council Vacancies**

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

Aylesford South - 1.

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

The Clerk reported that he had written to TMBC again and recently had followed this up with further correspondence copying in the local Borough Councillors. He indicated that he was still awaiting a reply. Councillor Base, one of the local Borough Councillors, stated that he had also written looking for a response and also had not received one but indicated that he would chase this matter up to ensure that a response was received.

## 9. **Aylesford Village Community Centre – Claim for Unpaid Water Charges**

The Clerk reported that the AVCC have made a request to the Council for payment towards the cost of water and wastewater charges since the last payment made in 2012. It was agreed that the Council should seek to agree a resolution to this issue with AVCC and that the AVCC should provide the Council with copies of all of the relevant Bills with a view to any resolution being based on the existing agreement for current bills. The AVCC supplied the Council with a copy of the relevant bills and Councillor Sullivan working with the Assistant Clerk Melanie Randall worked out that the sum owed by the Council to the AVCC for water and wastewater was £2480.73. This figure had been supplied to the AVCC who now needed to present an invoice for payment to the Council.

## 10. **Review of Council Noticeboards, Map Boards and Seats**

The Clerk submitted a report reviewing the condition of the Council's Noticeboards, Map Boards and benches to the Committee which was attached to the Agenda. It was **Agreed** to approve the following actions in respect of each of the individual items detailed below at the potential costs as detailed within the report:-

## **Walderslade**

### Woodbury Road junction with Tunbury Avenue

It was noted that this notice board was in a good condition and only required some minor maintenance work.

### Tunbury Community Hall (Metal Design)

It was noted that this notice board was in a good condition though the Perspex would need cleaning and possible replacement.

### Victoria Road junction with York Avenue

It was **Agreed** that this single door notice board, though it had not been in place for 4 to 5 years, be replaced with a single door aluminium notice board and that the Clerk be authorised to seek the permission from the Highway Authority to replace it as its location was on the highway and had not been in place for 4/5 years.

### Robin Hood Lane (Lower) junction with Public Footpath

It was **Agreed** that this single door notice board be replaced with a single door aluminium notice board.

### Hallsfield Road junction with Hallsfield Road (Spur)

It was **Agreed** that this double door notice board be replaced with a single door aluminium notice board.

## **Benches**

### Tunbury Recreation Ground

It was noted that the all the benches and picnic table were in a reasonable condition and it was **Agreed** that wooden benches and picnic table undergo staining maintenance either being done internally or through small contractor during winter months

## **Blue Bell Hill**

### Robin Hood Lane junction with Maidstone Road

It was **Agreed** that this single door notice board be replaced with a single door aluminium notice board.

### Benches and Map Board

#### Podkin Meadow

It was noted that the Map Board and benches were in a reasonable condition and it was **Agreed** that the Map Board, wooden benches and trim trail undergo staining maintenance either being done internally or through small contractor during winter months

#### Robin Hood Lane

It was **Agreed** that due to the very poor condition of the wooden seat in Robin Hood Lane that it be removed.

## **Eccles**

### **Bull Lane Recreation Ground**

It was **Agreed** that this single door notice board be replaced with a single door aluminium notice board.

### **Varnes Street outside Shop**

It was noted that this A frame notice board was in a reasonable condition and would be retained in use.

### **Benches and Map Board**

#### **Eccles Recreation Ground**

It was noted that the Map Board, benches and picnic tables were in a reasonable condition and it was **Agreed** that the Map Board, wooden benches and picnic tables undergo staining maintenance either being done internally or through small contractor during winter months

## **Aylesford North**

### **High Street outside Shop**

It was **Agreed** that the Clerk should discuss with the owner of the shop in the High Street the return of the A frame notice board and if he was not willing to put it back out to have discussions with Bluebell Estates re siting outside their premises.

### **Old Bridge Gardens**

It was **Agreed** that this double door notice board be replaced with a double door aluminium notice board but that the Clerk look at the option of an alternative location such as at the side of the access road to the Old Bridge Gardens near to the Bluebell Estates premises..

### **Benches and Map Board**

#### **Forstal Road Recreation Ground**

It was noted that the benches were in a reasonable condition and it was **Agreed** that the wooden benches undergo staining maintenance either being done internally or through small contractor during winter months

#### **Old Bridge Gardens**

It was noted that the Map Board and benches were in a reasonable condition and it was **Agreed** that the Map Board and wooden benches undergo staining maintenance either being done internally or through small contractor during winter months

## **Aylesford South**

### **Aylesford Cemetery (Metal Design)**

It was noted that this notice board was in a good condition

Premier Parade of Shops, The Avenue

It was **Agreed** that this double door notice board be replaced with a double door aluminium notice board

A20 London Road junction with Teapot Lane

It was **Agreed** that this double door notice board be replaced with a single door aluminium notice board.

Royal British Legion, Admiral Moore Drive (Metal Design)

It was noted that this notice board was in a good condition though the Perspex would need cleaning and possible replacement.

Benches

Cemetery

It was noted that the benches were in a reasonable condition and it was **Agreed** that the wooden benches undergo staining maintenance either being done internally or through small contractor during winter months

Ferryfield

It was noted that the benches and Fitness Trail were in a reasonable condition and it was **Agreed** that the wooden benches and fitness trail undergo staining maintenance either being done internally or through small contractor during winter months

The Hollow

It was noted that the benches were in a reasonable condition and it was **Agreed** that the wooden benches undergo staining maintenance either being done internally or through small contractor during winter months

**11. Access to the Old Scout Hut (The Old Forge) at Mill Hall, Aylesford**

The Clerk reported that the planning application for this site had now been withdrawn to enable the applicant to have further discussions with the Environment Agency who had objected to the application. In the meantime, the Council's Solicitor Gullands had not received any evidence supporting the applicant's assertion that they have right of access across the Council land from the applicant or their Solicitors.

**12. Internal Audit Report**

The Clerk reported that the Council had received the Internal Audit report which highlighted 2 minor issues relating to a small number of signatures missing on Bank Reconciliations and the need to highlight more office equipment as single items rather than as a group on the Asset Register. The Clerk indicated that he was reviewing the whole Asset Register and that the failure to sign will be picked up as part of a final check.

### **13. Hedgehog Boxes**

Councillor Shelley indicated that he wished to proceed with the purchase of his hedgehog boxes from his grant and the Clerk indicated that he would ensure that they were purchased as soon as possible.

### **14. Duration of Meeting**

7.30pm to 8.15pm