

AYLESFORD PARISH COUNCIL

TUESDAY 1 OCTOBER 2013 – 8.00pm POLICY & RESOURCES COMMITTEE MINUTES

Present: Cllrs Green (in the Chair), Balcombe, Mrs Gadd, Rillie, Smith, Winnett, Wright

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

Apologies: Cllrs Ms Hurley, Mrs Brooks, Gledhill, Tiller, Elvy, Ambrose

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1. Apologies – Noted.

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

3. FASC Minutes and Recommendations – 24 September 2013 – Attached at **Appendix A.**

3.1 - Proposed by Cllr Mrs Gadd, seconded Cllr Winnett, as a true record of the meeting and recommendations **agreed.**

3.2 - Matters Arising:

5. KCC Debt – KCC have said they will now pay this now there is no further commitment as the Parish Council have agreed to no longer charge the school for use of the recreation ground.

8.2 P&R this evening formally ratified the decision by FASC to suspend standing orders re purchase of the MUGA from Wicksteed for the reasons stated.

3.3 - Additional donation request: KCC Gypsy and Traveller unit have requested a donation towards the provision of play equipment on the newly extended Coldharbour site. Total cost £4403.33. Donation of £500 was proposed by Cllr Balcombe, seconded Cllr Mrs Gadd and **agreed** unanimously. **Clerk**

4. Accounts for Payment – Payment list attached at **Appendix B** had been checked and authorised by the Clerk and Cllr Mrs Gadd. 28 payments totalling £20,559.73 were proposed for payment by Cllr Mrs Gadd, seconded Cllr Balcombe and **agreed.**

5. AVCC

Outside toilet renovation – Work has commenced.

6. Law and Order - No report to this meeting.

7. Eccles Car Parks

New proposed car park – Trenport solicitors are awaiting clarification regarding one strip of land affected. Clerk has reviewed the file and introduced himself to Shirley Boards at Trenport asking for up to date info. Clerk has also contacted the Council's solicitor dealing with the matter for advice on dealing with the covenant on the land required for the access. It was noted that the planning permission for the change of use expires August 2014.

8. Council Policy on Further Allotment Site/Recreational Land

Land beyond Yoakley Land – Cllrs Balcombe and Base have asked Tracey Crouch MP to contact KCC regarding their refusal to part with this land for recreational purposes. Acknowledgement from Tracey received. Awaiting KCC's response to her.

9. Council Policy on Recreation Ground Use

Signage for all sites – Logo concepts.

Clerk has sought professional advice on design and has been offered a service to provide three concepts with the opportunity to amend the subsequent design four times at a cost of £320. It was proposed by Cllr Winnett, seconded Cllr Balcombe, that this expenditure be **agreed.** **Clerk**

10. Rugby Club/Netball League - No report to this meeting.

11. Flood Defences

Awaiting contact from the Environment Agency following the two public exhibitions relating to the proposed Property Level Protection scheme.

12. Parish Council Website

New Clerk and Councillor details added together with latest Council minutes. Clerk meeting with Clive Stanley re future website maintenance later this week.

13. Noticeboards

New boards installed at A20/Teapot Lane junction and BBH Hallsfield Road.

14. Staffing Committee

14.1 - Staffing - New Clerk, Neil Harris, commenced work on 16 September 2013.

Janet Collier, Acting Clerk will continue her enhanced role until end of September to allow for an induction period. Janet returns to Deputy Clerk, three days a week this week and is on holiday next week. She was thanked again for her efforts during the Clerk vacancy.

Michelle Rumble, Finance Officer, has returned from 6 week sick leave period.

14.2 – Christmas Holiday period – Proposed office closure Friday 27 December in line with TMBC. **Agreed.** It was proposed by Cllr Green, seconded Cllr Balcombe that this be classed as a non-working day for which staff due to work are not required to take leave. **Agreed.**

14.3 – Christmas Bonus Payment 2013 – It was proposed by Cllr Mrs Gadd, seconded Cllr Green that a Christmas bonus payment of £150 each be paid to all staff members in their December 2013 salaries. **Agreed.**

15. TMBC Joint Standards Committee

Agreement to terms of reference for the Joint Committee. Cllr Elvy to be asked to review these. **Clerk**

Nomination of Cllr Elvy as APC's representative **agreed.** TMBC to be informed. **Clerk**

16. TMBC Parish Partnership Panel

Agenda items by 17 October. Meeting date 14 November. Noted. Cllr Balcombe to attend.

17. Council Vacancies

Vacancies still exist as follows:

1 Walderslade; 3 Aylesford South; 1 Eccles

18. Next Council Meeting due 15 October 2013 at Church Hall, Eccles

Date of the next Council meeting on P&R agenda to decide whether or not to cancel the Council meeting due in two weeks time. If meeting is cancelled cheque lists and committee minutes/actions would need to be approved by correspondence with silence indicating consent.

It was **agreed** the meeting will take place.

19. Any Other Business/Correspondence

19.1 – Aylesford Rugby Club Vice President Lunch – 12 October 2013. Presentation of defibrillator in memory of Andrew Flindell. Family, staff and councillor representatives will be in attendance.

19.2 – Action with Communities in Rural Kent – Annual Meeting 17 October – 5.30pm – East Brabourne. Noted.

19.3 – Parish Office kitchen sink has had to have new taps. Invoice to follow.

19.4 – Scout Hut – Cllr Rillie noted from the Kent Messenger that Aylesford Scouts are now meeting at the Friars and wondered if this affected their future plans to build their own hut on land leased to them by the Parish Council at the entrance to Yoakley Land/Forstal Road. Cllr Balcombe stated he understood their long term plan is still to build on the site when funding is available but they have had to leave the hut on Mill Hall now so the Friars have offered temporary accommodation. The Clerk was asked to introduce himself to the Scout representative and clarify the up to date situation. **Clerk**

There being no further business, meeting closed at 8.36pm.