

**AYLESFORD PARISH COUNCIL
MEETING OF THE COUNCIL
AT ST ALBANS CHURCH, BLUE BELL HILL**

18 JUNE 2013 – 7.45pm

MINUTES

Present: Cllrs Gledhill (Chairman), Elvy, Rillie, Smith, Tiller, Wright

Others: Borough Councillors Dalton, Davis
One Member of the Public

In attendance: Mrs Collier, Acting Clerk

Apologies: Cllrs Balcombe, Mrs Brooks, Ms Hurley, Winnett, Mrs Gadd, Homewood, Green

AGENDA ITEM 1

19. Declarations of Interest additional to those disclosed in the Members' Register of Interests

There were no other declarations of interest additional to those listed in the Members' Register of Interests.

AGENDA ITEM 2

20. Apologies for absence - Noted.

AGENDA ITEM 3

21. Chairman's Announcements

21.1 - Cllr Gledhill reported that donations totalling £625 had been sent to the British Heart Foundation in memory of Andrew Flindell from colleagues and associates of the Parish Council. He thanked all for their contributions.

21.2 – Members congratulated Cllr Green and his wife on the recent birth of their son.

AGENDA ITEM 4

22. Adjournment of the meeting to allow for public participation (subject to the provisions of Standing Order 1(d))

There was no participation from the public and the meeting was reopened.

AGENDA ITEM 5

23. Law and Order in the Parish

23.1 Crime report distributed to Members and attached in the bound copy of the minutes at **Appendix A.**

23.2 The PCSOs have requested suggestions for sites for a mobile police unit that the public can visit to discuss any matters of concern. Aylesford Community Centre/Parish Council car park, Blue Bell Hill Village Hall car park (subject to Hall Committee agreement) and Eccles Walnut Tree layby were suggested. PSCOs to be advised. **Acting Clerk**

AGENDA ITEM 6

24. To confirm as a correct record and to sign the minutes of the meetings held on 21 May 2013

24.1 – Annual Meeting of the Council - It was proposed by Cllr Gledhill, seconded by Cllr Elvy that these minutes be accepted as a true record of the meeting and the actions proposed agreed. **AGREED**

24.2 – Annual Parish Meeting – It was proposed by Cllr Gledhill, seconded by Cllr Elvy, that these minutes be accepted as a true record of the meeting and the actions proposed agreed. **AGREED**

AGENDA ITEM 7

25. Matters Arising from the previous minutes (including those which required Members' action)

25.1 – Page 3, 12.2 – Rugby Club Defibrillator – Club have confirmed their acceptance of the Council's offer to fund this equipment and are working on the logistics.

25.2 – Page 6, 18.2 – Canadian visitors – This visit is now confirmed for 13 August at 2pm.

AGENDA ITEM 8

26. To receive the report of the County Councillor

Apologies received from Cllr Homewood.

AGENDA ITEM 9

27. To receive the reports of the Borough Councillors

27.1 – Cllr Dalton (Eccles) - The evening 155 bus trial has been successfully completed and will now run self sufficiently without funding from KCC. There will be a review of all bus services by KCC in April 2104 when there will be a Central Government Bus Provider Grant review and also a review of reimbursement arrangements of National and KCC public transport schemes. Nearer April 2014 Tracy Crouch MP and County Councillor Homewood will both be lobbied to ensure the continuation of the 155 evening service.

27.2 – Cllr Davis (Eccles) – Cllr Davis chaired a successful meeting relating to **flooding** issues in the Eccles and Burham area. KCC engineers are still working on a permanent solution for Mackenders Lane although regular drain clearance is now taking place. Drainage works in the Hawkes Road area have been completed and a programme set in place to ensure gullies are cleared every two years. If this proves not to be sufficient a request will be made to increase the schedule of clearance.

Cllr Rillie commented that drain and gully clearances only partly solve flooding problems if the outfall pipes beyond the drains themselves are silted up. These pipes too require a schedule of flushing out. Cllr Davis agreed but most of the flooding problems have been caused by a history of cost cutting for drainage maintenance which is only now being addressed.

KCC Engineer Andy Pageham has been on annual leave but on his return Cllr Davis will be pursuing the outstanding matters of speed counts for the **Hill Farm Bend** and new guidance road markings for the **Pilgrims Way dual carriage way**.

AGENDA ITEM 10

Committee reports/minutes: to consider and adopt minutes, and to deal with any matters arising

28. ENVIRONMENTAL SERVICES – 28 May 2013

It was proposed by Cllr Tiller, seconded Cllr Smith, that these minutes be accepted as a true record of the meeting and the actions proposed agreed. **AGREED**

Matters Arising

28.1 – Page 3, 3.2 – Forrests Funfair – Visit was cancelled by Forrests due to vehicle breakdown.

28.2 – Page 3, 4.2 – Tree work. Actual invoice came in at £730.

28.3 – Page 4, 7.1 and 16. Tarmac work commences 8 July.

29. POLICY AND RESOURCES – 4 June 2013

It was proposed by Cllr Gledhill, seconded by Cllr Wright, that these minutes be accepted as a true record of the meeting and the actions proposed agreed. **AGREED**

Matters Arising

29.1 - Page 1, 3.1 – **End of Year Accounts 2012/13** will be signed off tonight. See 33. below.

29.2 – Page 1, 3.2, 3.3, 3.4 – Checking bank statements, income reporting and unallocated funds allocations have all been actioned.

29.3 – Page 3, 13. – **Website.** Being regularly updated. Acting Clerk reported Clive Stanley has been very helpful.

29.4 – Page 3, 15. **Noticeboards** – Acting Clerk has negotiated two new boards at £480 each plus cost of legs but including fitting, with a further five boards at the same price if these two are acceptable.

29.5 – Page 3, 16. **Clerk Vacancy** – Reasonable response to advert. 15 to date.

30. PLANNING – 4 June 2013

It was proposed by Cllr Wright, seconded by Cllr Mr Rillie, that these minutes be accepted as a true record of the meeting and the actions proposed agreed. **AGREED.**

Matters arising:

30.1 – Page 1, Application TM/12/03806 – Change of use to **natural burial ground.** Cllr Wright confirmed to the member of the public present that the Council has reiterated his strong objection to this proposal to TMBC and will continue to object to it.

AGENDA ITEM 11

31. **Accounts for Payment** – Cheque list distributed to all Members and attached at **Appendix B.**

Cllr Gledhill had checked and approved the cheque list earlier today.

18 payments totalling £3872.49 were proposed for payment by Cllr Gledhill, seconded Cllr Elvy. **AGREED**

32. **Bank Mandate** – The Acting Clerk reported that the bank mandate required updating. Two currently authorised signatures require removal (Derek Kings and Andrew Flindell). It was proposed by Cllr Gledhill, seconded Cllr Elvy that Cllrs Balcombe and Green be added to the mandate as authorised signatories. Authorised signatories will therefore be: Cllrs Gledhill, Green, Balcombe, Mrs Gadd, Mrs Brooks, Elvy and Tiller. **AGREED Acting Clerk**

AGENDA ITEM 12

33. **2012/13 Annual Return to the Audit Commission – Agreement and Signature**

Section 1 – Accounting statements for 2012/13. Figures checked by Finance Officer, Acting Clerk and Cllr Green – Proposed for agreement and signature by Cllr Gledhill, seconded Cllr Elvy. **AGREED**

Section 2 – Annual governance statement 2012/13. Statements 1 to 8 were read to Members and proposed for agreement and signature by Cllr Gledhill, seconded Cllr Elvy. **AGREED**

AGENDA ITEM 13

34. **To consider any other items of correspondence**

No report to this meeting.

AGENDA ITEM 14

35. **Chairman to move that: ‘The press and public be excluded from the remainder of the meeting as publicity for any confidential aspects of the business identified in agenda items 1 – 13 above would be likely to prejudice the public interest.’**

The meeting went into Closed Session and the Acting Clerk, Borough Councillors and member of the public left the meeting whilst discussion took place on interim salary arrangements to cover the Clerk vacancy. Recorded in Closed Session Minute and referred to FASC meeting to be held on 25 June 2013.

Meeting reopened and the Acting Clerk rejoined the meeting.

AGENDA ITEM 14

36. **Closure of the meeting at or before 9.30pm**

There being no further business, the meeting closed at 8.35pm.