

AYLESFORD PARISH COUNCIL

**TUESDAY 7 JANUARY 2014**

**POLICY & RESOURCES COMMITTEE**

**MINUTES**

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**Present:** Cllrs Gledhill (Chairman), Ambrose, Balcombe, Mrs Brooks, Elvy, Mrs Gadd, Rillie, Smith, Tiller, Winnett, Wright

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

**Apologies:** Cllr Ms Hurley

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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. Section 137 Donation Requests**

Walderslade Wood Group – Chipper donation of £500 already agreed. In conjunction with 4. below.

**4. Section 137 Micro Grant Requests**

Walderslade Woods Group – Walderslade Members have agreed to contribute the remaining £1500 to the WWG for their chipper from their micro grant allocations on the following basis:

Cllr Homewood - £750

Cllr Winnett - £322.50

Cllr Elvy - £322.50

Cllr Wright - £105

**Agreed**

Clerk to notify WWG to make payment arrangements.

**Clerk**

**5. Hall Grant Requests**

5.1 - Walderslade Baptist Church – Application for a grant payment for a Hot Water Heater - £417.20. (£507.74 available in 2013/14 grant).

**Agreed**

Clerk to notify WBC to make payment arrangements.

**Clerk**

5.2 – Aylesford Village Community Centre – Application for a grant payment for floor renovation work - £3683.80. Request for grant payment to come from £2000 2012/13 grant and £1683.80 advance payment from 2013/14 grant.

**Agreed  
Clerk**

Clerk to notify AVCC to make payment arrangements.

Clerk reported that AVCC have now set up a standing order for regular repayments of their outstanding loan.

Clerk is making arrangements with AVCC Management Committee to meet with representatives to discussions on the extension of their lease.

**Clerk**

## **6. Accounts for Payment – Payment list attached at Appendix A.**

Two late payments were added as follows:

9832	Janet Collier	£47.49	Purchase of battery for CCTV laptop
9833	Janet Collier	£36.90	2013 Mileage claim

24 payments (including the two late payments) totalling £14003.99 were proposed for payment by Cllr Gledhill, seconded Cllr Elvy and **agreed**.

## **7. Budget/Precept for 2014/15**

Full set of papers distributed to all Members and attached at **Appendix B** to the bound copy of these minutes. Summary attached to all copies. All figures were recommended by Cllr Gledhill, seconded Cllr Balcombe for agreement at Council on 21 January for forwarding to TMBC by their deadline of 28 January. It was confirmed that the 2013/14 precept figure of £181168 is the same as for 2011/12 and 2012/13.

## **8. Law and Order**

CCTV – Clerk has held discussions with the police CCTV contractor. It has been established that the existing mobile camera, currently situated at The Hollow, is operational and the laptop is now working with a new battery unit installed.

The following was proposed by Cllr Balcombe, seconded Cllr Winnett and **agreed**:

1. Immediate purchase of one new camera **Clerk**
2. All members to consider and inform the Clerk of likely sites for installation points. Police also be asked for suggested sites. **Clerk**
3. When the new Eccles car park progresses, second camera to be purchased as part of that project. Current mobile camera to then be sited permanently at the car park and second new camera to be used around the parish.

## **9. New Eccles Car Park**

Still awaiting contact from Trenport. Clerk is pursuing.

See 8.3 above re CCTV.

## **10. Council Policy on Further Allotment Site/Recreational Land**

Land beyond Yoakley Land – Clerk awaiting contact from KCC to discuss.

## **11. Council Policy on Recreation Ground Use**

Final Logo design was agreed at Council on 17 December. Will be first used on MUGA opening sign currently being manufactured and will be put on to headed paper and the website.

Clerk will now move on to looking at signs for individual areas in parish ownership which will include the logo and general Council info (ie. contact details) and then individual site details.

## **12. Rugby Club/Netball League - No report to this meeting.**

## **13. Flood Defences**

Quarry visit with new owners Aylesford Heritage – Report made to Council 17 December 2013.

Although flood warnings for the stream were issued by the Environment Agency over the Christmas and New Year period, there was no flooding despite the stream reaching its highest level. Regular clearance of the grates were undertaken by Council staff and the EA and EA representatives were in regular attendance around the village monitoring the situation. It appears that works undertaken during 2013 have been effective. Members asked that our appreciation of the works done in 2013 and for their attendance in the village during recent weeks be expressed in a letter of thanks to the EA. **Agreed Clerk**

There has been a suggestion that the sandbag container should be locked so only authorised personnel can open and issue sandbags but this was rejected by Members who felt ease of access for those in need of the bags should be the priority. Council staff continue to regularly monitor the number and condition of sandbags and the wheelbarrow.

## **14. Parish Council Website**

Clerk report on proposals to develop the Council website to incorporate more community focus and links.

Clerk's initial thoughts were considered and **agreed** for further investigation re costs and ease of use. Clerk will discuss with existing webmaster but may need to use a more advanced web designer firm such as the company who designed the new log. **Clerk**

## **15. Noticeboards**

Remedial work has been requested from the manufacturer.

## **16. Staffing**

Finance Officer resignation implications.

Michelle leaves to take up her new post as Clerk for Bearsted Parish Council mid February. Clerk has considered three basic options available to the Council for the immediate future:

1. Straight replacement advertisement and recruitment
2. No replacement and outsourcing financial tasks

## **17. Council Vacancies**

Vacancies still exist as follows:

1 Walderslade; 4 Aylesford South; 1 Eccles

Lloyd Green's resignation to be reported to TMBC.

**Clerk**

Vice Chairman vacancy – It was proposed by Cllr Gledhill, seconded Cllr Mrs Brooks, that Cllr Mrs Gadd be asked to fill the VC vacancy until the May 2014 Annual Meeting. Cllr Mrs Gadd agreed to do this and it was unanimously **agreed**. Members thanked Cllr Mrs Gadd for taking up this role.

## **18. Standing Orders and Financial Regulations Review**

Copy of the revised model **standing orders** recently issued by KALC were distributed to all Members and attached at Appendix C to the bound copy of these minutes. Within the document under each standing order is a comment prepared by the Clerk on whether there has been a change and where there has, a recommendation on whether to adopt in part or full or not at all. Members had reviewed the Clerk's comments and **agreed** them in full. Final document to now be prepared by the Clerk based on this draft.

**Clerk**

In accordance with the recommendation of the Internal Auditor the Clerk has reviewed the Council's financial regulations and proposed changes have been distributed to all Members and attached at Appendix D to the bound copy of these minutes. With the amendment that the Regulations will be reviewed 'annually', these were **agreed**.

## **19. Digital Mapping and Tree Survey**

**The Clerk reported on a proposal for the introduction of Digital Mapping software from Pear Technology which would record all the Council's assets including the Council's land holdings and the work undertaken at these sites, play equipment and their condition, trees and their condition and requirements for maintenance and the management of the cemetery and allotments. He indicated that whilst it would take time to enter the information that it would be more efficient and potentially reduce costs whilst providing a better service for Parish's customers. He stated that the cost of the software was £2500 with an annual cost of £200 and that the company were also offering 5 years interest free credit.**

**It was agreed to purchase the Digital Mapping Software from Pear Technology.**

**Additionally the Clerk also reported the need for a Tree Survey to be undertaken to assist the condition of the trees in the Parish area in order that a maintenance regime for the trees could be put in place which could help minimise future damage and the need for more expensive emergency call outs. The survey would also reduce the potential for insurance claims against the Council when damage occurs because of falling trees and branches.**

**It was agreed that the Clerk should commission a tree survey and as part of that process consult with the Tree Officer about suitable contractors.**

## **20. Next Council Meeting due 21 January at Blue Bell Hill**

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** this meeting would go ahead and that for the foreseeable future Full Council meeting will continue to take place once a month and that a decision at P&R on whether they are required was no longer necessary. **Agreed**

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

1. Cllr Rillie reported that the new quarry owners of Aylesford sandpit have recommenced excavation work on the site. Noted.
2. Tree which came down in Old Bridge Gardens during the recent storms, damaging the Hengist wall, will be removed this week. Clerk has agreed access to the tree with the new Hengist owners.

There being no further business, meeting closed at 9.20pm.