

BIDDENDEN PARISH COUNCIL

Approved Minutes of the Statutory Annual Meeting held on Tuesday 10 May 2011 at 7.45 pm in the Village Hall, Biddenden

Present: Cllr T Lupton (Chair) Cllr C Friend
Cllr D Boulding Cllr H Ruse
Cllr Mrs E Cansdale Cllr J Tydeman
Cllr C Daly

1. **Election of Chairman for 2011/2012**

Cllr Lupton was asked if he was willing to stand. He replied that he was willing and his nomination was proposed by Cllr C Daly and Seconded by Cllr D Boulding. The vote was unanimous.

2. **Apologies for absence**

There were no apologies for absence. Cllr Conway is absent due to his resignation.

3. **Election of Vice Chairman for 2011/2012**

It was proposed that Cllr C Friend be nominated for Vice Chairman. Proposed by Cllr D Boulding and Seconded by Cllr Mrs E Cansdale. The vote was unanimous.

4. **Any declarations of interest in items on the Agenda**

Declarations of interest were received from:

Cllr Mrs E Cansdale	Prejudicial interest in the Drs Surgery because she is employed by the Headcorn Practice.
Cllr T Lupton	Planning. He has a planning application on the Planning Schedule.

5. **Any alterations to members Register of Interests**

All Councillors had completed a new form prior to the meeting in accordance with Ashford Borough Council's instructions.

6. **Approval of the draft minutes of the meeting held on 12 April 2011**

The Clerk read out the amendments to the minutes. The Chairman asked if there were any other amendments. There being no further amendments it was proposed to accept the minutes as being a true and proper record of the meeting. Proposed by Cllr Mrs E Cansdale and Seconded by Cllr D Boulding. The proposal was **agreed**. Cllr Tydeman abstained as he was not present as a councillor

7. **Any matters for information not on the agenda**

There were no matters for information.

8. **Review of delegation arrangements to committees, Working Groups, employees and other local authorities**

A paper had been prepared and circulated outlining proposed changes to the working groups. A discussion took place and **it was agreed** that the working groups should form part of the Council's Standing Orders. The paper was self explanatory.

The structure of the Planning Group needs to be reviewed. It was suggested that new Terms of Reference be drawn up in time for the next meeting. The Working Groups suggested for 2011/2012 were:

Millennium Field and Jubilee Meadow
Traffic, Pedestrians and Footpaths
Gordon Jones Playing field and Play Area
Police Liaison
Local Housing and Planning
Recycling

It may be that at some point in the future that a move is made towards having two or three committees:

Finance and Administration
Property and Maintenance
Local housing and Other Housing

This format was not suggested in the circulated document, but it may be something to consider at a later date should the Council wish to do so.

It was proposed to amend Standing Order 5a as detailed below:

"To consider a report or recommendations made by a committee, subcommittee,

working groups or an employee.” Proposed by: Cllr C Daly Seconded by: Cllr H Ruse. **It was agreed unanimously.**

It was proposed to make amendments to the Standing Order 18 by adding 18c

“The role of Working Groups is covered in a separate document approved by the council on 10 May 2011.”

Proposed by: Cllr C Friend Seconded by: Cllr H Ruse. **It was unanimously agreed.**

9. **Review of the terms of references for committees**

Finance Committee: An amendment was proposed to the membership of the committee by changing the wording to “three or more Councillors”, from “the Chairman and two or more Councillors”. It was agreed to accept the Terms of Reference with this amendment made to them. Proposed by: Cllr D Boulding Seconded by: Cllr H Ruse. **It was unanimously agreed.**

Internal Review Committee:

It was agreed to accept the Internal Review Terms of Reference and to note the need to be reviewed to become a generic document for all processes requiring internal review. Proposed by: Cllr J Tydeman Seconded by: Cllr D Boulding. **It was unanimously agreed.**

10. **Receipt of nominations to existing committees and groups**

Committees:

Finance: Cllr T Lupton, Cllr Mrs E Cansdale, Cllr J Tydeman, Cllr H Ruse; Cllr D Boulding

Internal Review: Cllr H Ruse, Cllr D Boulding, Cllr J Tydeman

Working Groups:

Millennium Field and Jubilee Meadow: J Wheadon, F Sansom, E Farris, A Copps, M Conway, Cllr T Lupton, Cllr Mrs E Cansdale

Traffic, Pedestrians and Footpaths: Cllr C Friend (Lead), P Whitstone, P Whapham, Cllr Mrs E Cansdale

Gordon Jones Playing Field and Play Area: Cllr D Boulding, Cllr Mrs E Cansdale, Cllr C Friend

Police Liaison: Cllr C Daly, Cllr Mrs E Cansdale

Planning and Local Housing: Cllr Mrs E Cansdale (Leads). Structure to be reviewed.

Recycling: Cllr T Lupton, Cllr D Boulding, V Evason, Mrs S Brown, Col. J Rymer-Jones

Parish Council appointed positions:

KALC and Parish Forum: Cllr T Lupton

Village hall Trustee: Cllr T Lupton

John Mayne School Governor: Cllr H Ruse (4 year appointment from 2010)

Biddenden Consolidated Charity: Eric Farris (to November 2012, Mrs Felicity Brockman (to July 2014, Mrs Maureen Farris (to April 2014) Four Year appointments.

Membership of the proposed Jubilee Committee: Cllr C Daly

It was agreed that the above would need to be reviewed once the Council was back to full strength. The membership of the committees, working groups and Council appointed positions was formally proposed by: Cllr H Ruse and seconded by Cllr C Friend. **Unanimously agreed.**

11. **Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.**

The planning group review will be carried out and **it was agreed** to bring this up at the next meeting.

12. **Review and adoption of appropriate standing orders and financial regulations**

The Chairman asked if anyone had any concerns about Standing Orders as presented. **It was agreed** to amend them as per the Working Groups paper which had been agreed. Proposed by: Cllr D Boulding Seconded by: Cllr H Ruse
Agreed unanimously.

13. **Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities**

There was nothing to review.

14. **Review of representation on or work with external bodies and arrangements for reporting back**

There was nothing to review.

15. **Review of inventory of land and assets including buildings and office equipment**

The Asset Register had been circulated. It was proposed to accept the Asset Register as it stood and to review the Asset Register and insurance at the Finance Committee. Proposed by: Cllr H Ruse Seconded by Cllr D Boulding. **It was unanimously agreed.**

16. **Review and confirmation of arrangements for insurance cover in respect of all insured risks.**

The Council's insurance policy is to be renewed with Allianz. It was proposed to accept the insurance cover. As noted in point 15 above, it was proposed to review it at the Finance Committee. Proposed by: Cllr C Daly Seconded by: Cllr C Friend. **It was unanimously agreed.**

17. **Review of the Council's and/or employee's memberships of other bodies**

The Council currently pays the current subscriptions:

- KALC (Council – Annual Subscription)
- Action with Communities in Rural Kent (Council - Annual Subscription)
- Council: Kent Playing Fields Association (Council - Annual Subscription)
- SLCC (Clerk – Annual Subscription)

It was proposed to continue with the above subscriptions. Proposed by: Cllr C Friend Seconded by: Cllr Mrs E Cansdale. **It was unanimously agreed.**

18. **Reviewing the Council's complaints procedure**

It was proposed that the title be changed and the procedure adopted and that it be reviewed during the year in order to simplify and tie into other documents. Proposed by: Cllr J Tydeman Seconded by: Cllr H Ruse. **It was unanimously agreed.**

19. **Reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998**

It was proposed that an amendment to the Heading be made and that a new numbered point be included asking that the Request for Information form be completed. Proposed by: Cllr J Tydeman Seconded by: Cllr H Ruse. **It was unanimously agreed.**

It was proposed that the Data Protection Policy be adopted but that it was to be reviewed during the year. Proposed by: Cllr D Boulding Seconded by: Cllr C Daly. **It was unanimously agreed.**

20. **Establishing or reviewing the Council's policy for dealing with the press/media**

It was proposed to adopt the Council's policy. Proposed by: Cllr H Ruse
Seconded by: Cllr C Daly. **It was unanimously agreed.**

21. **Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.**

It was agreed to accept the meetings timetable as circulated.

22. **Parish Councillor Vacancies**

The Clerk outlined the procedure and stated that once Cllr Conway's resignation had been received she would be informing Ashford Borough Council regarding that vacancy and the other 3.

23. **Internal Review**

The Internal Review related to two letters written by a parishioner. However, whilst the review regarding the parishioner's letter dated 31 March 2011 had been completed and the information forwarded as per the circulated report to councillors and the parishioner, the Internal Review on the parishioner's letter of 6 April regarding the Information Group was still ongoing. It was felt that it would not be appropriate for the members of the Information Group involved at the time to look into this, and with an election taking place there were exceptional circumstances to warrant extending the review period to 40 days. **It was agreed** that the review period be extended and that Cllr Tydeman chair the review and that another member be co-opted. Cllr Daly was co-opted to work with Cllr Tydeman. The Clerk was asked to advise the Parishioner.

24. **Doctors surgery – update**

Documents had been circulated prior to the meeting. The Heads of Terms and all documents regarding the access issue have been sent to the Headcorn Practice solicitors. The Council's solicitor has informed the Council that as of 3rd May the Headcorn Practice solicitors (Whitehead Monckton) have not been in touch. The Clerk has emailed the Practice Manager with the last invoice from MHSB and informed them of the legal fees incurred, informing them that these will be sent for reimbursement. The Clerk also requested an update on the current situation and also mentioning that the Headcorn Practice solicitors had not been in touch. The estimate for the coming month from MHSB is £0-£1000.00.

An email was subsequently received from the Practice Manager asking the Clerk to ask their solicitors and chartered surveyors to do no further work until the

access issue was sorted out. The Clerk wrote an email in reply on 4 May (copy circulated) and again asking for an update on the situation.

Discussion took place regarding the Invicta letter of 7 April 2011 and the suggestion that BPC pay MHSB for their considered opinion. It was formally proposed that the Clerk ask MHSB to provide their considered opinion at a cost of £250 plus VAT, the cost of which is to be borne by the Parish Council. Proposed by: Cllr T Lupton Seconded by: Cllr C Daly. A vote was taken and the proposal carried.

25. **High Street south side pavement**

Cllr Hill had mentioned that it was hoped that work would start in the autumn depending on the final plans and the opinion of the Conservation Officer.

26. **CCTV**

The report is being prepared.

27. **Reports from Group Chairmen**

Car park and toilets: A blockage has occurred in the men's toilets and the drains have had to be cleared. It is not clear that this has resolved the problem. The Clerk is arranging a meeting with a builder to discuss and review metal doors.

Millennium Field and Jubilee Meadow: The Clerk was asked to check that planning permission was not required to move the beacon to the car park by the post office. The minutes of the group meeting had been circulated.

It was agreed that Mr Farris should liaise with the Stokes family regarding a memorial bench and tree. It was noted that another family wished to plant a tree and **it was agreed** that this family should also liaise with Mr Farris.

Work required:

The willows around the central pond should be pollarded in the autumn and the wood chipped. Quotes are to be obtained. **This was agreed.**

It was recommended the tiles from the roof of the old duck house be removed, and that they be sold. **This was agreed.**

Permission is required to take down the old duck shed. The Clerk was asked to check the volume of the duck shed as there is a limit before a building notice needs to be applied for.

Traffic and Pedestrians: The Parish Forum run by Kent Highways will be held in July but no date has yet been confirmed.

Gordon Jones Playing Field: Three quotations have now been received from structural engineers to advise on the squash court embankment ranging from £350 - £850. It is proposed to proceed with the lowest quotation. **This was agreed.**

Police Liaison; KALC and Parish Forum: Nothing to report.

Youth: Nothing to report.

Recycling: The Clerk has applied for Recycling Credits. All donations have been sent out to village organisations for which donations were agreed.

Allotments: Allotment holders are working on their plots. The Biddenden Allotment Association (BAA) is looking at putting a combination padlock on the gate.

The BAA has been approached by a programme maker who would like to do a documentary on the Biddenden Allotments and they are considering the proposal.

Village Hall Management Committee: Their AGM is next week. A letter is to be sent regarding the water supply.

Webmaster: Up to date.

Play Area: Report at meeting. Papers relating to the QEII Challenge which was applied for by Cllr Conway have now been passed to Cllr Boulding. A meeting needs to hold.

28. **Finance – approval of cheques**

The schedule of payments was presented for approval. Proposed by: Cllr D Boulding Seconded by: Cllr C Daly. **It was agreed.**

a) **Annual Accounts 2010/11.** The accounts are currently being audited and will go before the Finance Committee before being presented to the full Council.

b) **Finance Committee Meeting.** The Finance Committee meeting will take place on 7 June at 7.30 pm in the New Hall. The Annual Accounts and insurance will be discussed.

The Clerk stated that two additional signatories were required for the bank account as two former councillors needed to be removed. Cllr Lupton and Cllr Friend agreed to be the additional signatories.

29. Planning

The Chairman left the meeting for Case 11/00460/AS.

Case No	Parish	Location and Description	Decision
11/00447/AS Full Planning Permission	Biddenden	Great Batchelors, Sissinghurst Road, Biddenden, Ashford, Kent, TN27 8EX Convert existing garage/workshop into a garden room and erect new double garage	Support
11/00504/AS Full Planning Permission	Biddenden	Linden House, 2 The Nightingales, Biddenden, Ashford, Kent, TN27 8HN Pitched roof single storey front and rear extensions to form porch and boot room	Support
11/00460/AS	Biddenden	72 North Street, Biddenden, Ashford, Kent, TN27 8AS Erection of replacement detached garage.	Support
11/00487/AS	Biddenden	White House Farm, Hareplain Road, Biddenden, Ashford, Kent, TN27 8LN Proposed installation of a solar photovoltaic system on the south facing side of barn roof.	Support
11/00524/AS	Biddenden	Chestnut Stables, Tenterden Road, Biddenden, Kent Retrospective change of use from paddock to garden	Site visit carried out. Support

30. Correspondence

The Chairman asked if there were any items on the list that councillors would like to discuss. There were no items.

31. Items for future consideration

- a) Resolution Minutes. After discussion it was agreed that the Clerk would provide examples from other Parish Councils. To be discussed further.

32. Date of next meeting: Tuesday 14 June, 7.30 pm in the Village Hall.

The meeting closed at 11.04 pm.

Alison Swannick
Parish Clerk

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