

## BIDDENDEN PARISH COUNCIL

### **Approved minutes of the Parish Council meeting held on Tuesday 12 July at 7.30 pm in the Village Hall, Biddenden**

Present: Cllr T Lupton (Chair) Cllr P Harris  
Cllr D Boulding Cllr B Hewitt  
Cllr Mrs E Cansdale Cllr A Lidgett  
Cllr C Friend Cllr H Ruse  
Cllr J Tydeman

1 Parishioner attended

The Chairman welcomed the new councillors to the meeting

1. **Apologies for absence**

No apologies had been received.

2. **Parishioners Questions**

There were no questions from parishioners.

3. **Any Declarations of Interest in items on the agenda**

The following declarations of interest were received:

Cllr Cansdale Prejudicial Interest in the Drs Surgery as she is employed by the Headcorn Practice

Cllr Hewitt Planning Application 11/00700/AS. Her parents live next door

Cllr J Tydeman Planning Application 11/00721/AS. His property backs on to the applicants.

4. **Any changes to the Register of Members Interests**

There were no changes.

5. **Minutes of the Parish Council meeting held on 14 June 2011 and the  
Extraordinary Meeting held on 21 June 2011**

The Clerk read out the amendments made to the unapproved minutes of the Parish Council meeting held on 14 June. There being no further comment or amendment the minutes were deemed to be a true and proper record. Proposed by: Cllr Friend and seconded by Cllr Mrs E Cansdale. **Unanimously agreed.**

The Clerk stated that no amendments had been made to the unapproved minutes of the Extraordinary meeting held on 21 June 2011. The minutes were deemed to be a true and proper record of the meeting. Proposed by: Cllr H Ruse and seconded by Cllr D Boulding. **Unanimously agreed.**

6. **Matters for information not on the agenda**

There were none.

7. **Co-options**

Ashford Borough Council had given permission for the vacancy due to the resignation of Cllr Conway to be filled by co-option. Similar permission relating to the vacancy due the resignation of Cllr Daly was expected shortly. **It was RESOLVED** that an Extraordinary Meeting be held on Tuesday 9<sup>th</sup> August 2011 at 7.30 pm in the village hall to co-opt two councillors.

8. **Review of membership of committees, working groups and other Council nominated positions following co-option of three Councillors, and two Councillor resignations**

**It was RESOLVED** to wait until the September Council meeting when the council would hopefully be back to its full membership. It was noted that all councillors were members of the Planning Committee.

9. **Report by Cllr Bell, Ashford Borough Council**

Cllr Bell was not present at the meeting and no apologies had been received.

10. **CCTV**

**It was RESOLVED** to obtain further quotations for a revised location of the cameras and to ask PCSO Peel if the film footage could be used as evidence.

11. **High Street Southside Pavement**

No further information has been received from KCC. Cllr Friend is to get in touch again.

12. **Doctor's Surgery**

It was reported that nothing further had been heard from the Headcorn Practice. The Council had offered to have an informal meeting to try to resolve any outstanding issues. This offer has, for the present, been declined by the Headcorn Practice. It was noted that the three outstanding invoices submitted for

reimbursement had not been paid. **It was RESOLVED** that he Clerk send a statement of account to the Headcorn practice.

13. **Review Council's decision to move the Beacon, Minute 12, 12 April 2011**

Notice had been received for a motion to reverse the resolution to move the beacon from the Millennium Field as noted in the approved minutes of 12 April 2011, agenda item 12, Reports by Group Chairmen, Millennium Field and Jubilee Meadow. This is done under the Council's Standing Orders, point 11, Rescission of Previous Resolutions. Proposed by: Cllr C Friend; Cllr Mrs E Cansdale; Cllr H Ruse and Cllr T Lupton. Seconded by: Cllr J Tydeman. **The motion was carried unanimously.**

14. **Review of Complaints Procedure**

**It was RESOLVED** that Cllr Tydeman and Cllr Ruse would review the procedure and liaise with the Clerk and report back at the September meeting.

15. **Review of the Data Protection Policy**

**It was RESOLVED** that Councillors Tydeman, Ruse and Boulding would review the procedure and liaise with the Clerk and report back at the September meeting.

16. **Habitual and Vexatious Complaints Policy**

A proposal had been received to adopt the Habitual and Vexatious Complaints policy. This had been circulated in advance to councillors. Proposed by: Cllr T Lupton. Co proposers: Cllr H Ruse and Cllr J Tydeman. **It was RESOLVED unanimously** to adopt the policy.

17. **Reports by Clerk, Group Chairmen and Parish Council Representatives**

**Car Park, Toilets and Post Office:** There have been no problems with the toilets during the past month. An invoice has been issued to the Post Office for the rental for the period July-September which incorporates an annual rent increase. Invoices have also been issued for the Post Office contribution to the electricity bill and the insurance policy.

The cleaner has given holiday dates and alternative arrangements will need to be made.

**Millennium Field and Jubilee Meadow:** Further to the last meeting the Clerk has been in touch with the people who bought the hay last year and a reply is now awaited to see if they want to buy the hay this year. An alternative offer has been received which will be taken up if needed.

Whilst carrying out a review of the Asset register, it was noted that maintenance work needed to be carried out on both the dipping platforms in terms of missing handrails, chicken wire being broken and weeds. It is suggested that signs should be put up for health and safety reasons. Approval is required to proceed.

**Approval given.**

Three fence posts need replacing by the kissing gate as they are lying on the floor with the barbed wire attached. Approval is required to proceed. **Approval given.**

The benches that were made out of excess wood should be removed. One is wobbly and the others have rotten seats. Approval is required to proceed.

**Approval** to remove rotten seats and reset wobbly seat **given.**

It was also noted that the hooks were missing on the pedestrian gates to the Millennium Field.

A Building Regulations form is awaited in relation to the removal of the Duck Shed.

A meeting of the Millennium Field and Jubilee Meadow working group needs to be organised. **It was agreed** that Cllr Lidgett attend the Millennium Field and Jubilee Meadow meetings with Cllr Lupton and Cllr Cansdale.

***Traffic, Pedestrians and Footpaths:*** The Chairman, Cllr Cansdale and Cllr Friend met 2 representatives from Highways to discuss the KCC proposals for the junction of Fosten Lane and Sissinghurst Road. The small area of grass has been damaged due to vehicles turning and the proposal from highways is to form a low border around the green with kerbing and reinstate the existing posts and to add additional if possible. The works should be carried out during July or August.

Information has been sent to Kent Highways with the location of distorted and sunken drains in North Street, outside No 27 and just past the junction of Mansion House Close. Both drains have been identified by Highways and works will be carried out as soon as possible.

It was noted that there were potholes in the meadows and stinging nettles along the footpaths. Weeds were also growing up between the Bethersden Marble stones on the High Street, and these issues would be raised with Kent Highways.

***Gordon Jones Playing Field and Play Area:*** Whilst reviewing the Asset Register, the play area was looked at. It was noted that:

|                   |   |
|-------------------|---|
| Sputnik:          | needs oiling                                      |
| Seal seesaw:      | repair required to head and tail and laminated    |
| Spring horse:     | repair required to head                           |
| Spring motorbike: | repair required to front and back and relaminated |

Basket ball net needs replacing

The play area needs weeding and the hedge down the side needs cutting.

Approval to carry out the above work was sought. **Approval was given.**

Cllr Friend agreed to look at the play area equipment repairs.

Nothing further has been heard from Biddenden Junior Football Club, but **it was agreed** that an invoice be raised and sent together with the suggestion that they make an application to the Recycling Fund.

**Squash Club Embankment:** The Clerk was asked to chase the report.

**Police Liaison:** Nothing to report.

**Planning and Local Housing:** Nothing to report.

**Recycling:** Nothing to report.

**Jubilee Celebrations:** The parish Jubilee Celebrations Committee has still to meet to discuss the timetable and organisation of next year's celebrations. It is understood that the proposal for the street party is currently in abeyance.

**Village Hall Management Committee:** A meeting to discuss water is currently being organised.

#### 18. Finance

The list of payments was presented for payment. Proposed by: Cllr H Ruse and seconded by: Cllr Mrs E Cansdale. **Unanimously agreed.**

#### 19. Planning – to note decisions and any plans tabled

| Case No                     | Parish    | Location and Description  | Decision |
|-----------------------------|-----------|---|----------|
| <a href="#">11/00698/AS</a> | Biddenden | <b>The Delph, Tenterden Road, Biddenden, Ashford, Kent, TN27 8DW</b><br>Erection of domestic garage   | Support  |
| <a href="#">11/00700/AS</a> | Biddenden | <b>10 High Street, Biddenden, Ashford, Kent, TN27 8AH</b><br>Conversion of two attic rooms to bedroom and bathroom, including insertion of two dormer windows to front/south roof slope and three roof lights to rear/north roof slopes and replacement of historic floorboards to part | Support  |

| Case No                     | Parish    | Location and Description  | Decision |
|-----------------------------|-----------|---|----------|
| <a href="#">11/00521/AS</a> | Biddenden | <b>North Street Farm, 1 Headcorn Road, Biddenden, Ashford, Kent, TN27 8JA</b><br>Repairs to existing roof structure and conversion of attic to form 2 bedrooms and 2 bathrooms, together with new access stairs.  | Support  |
| <a href="#">11/00703/AS</a> | Biddenden | <b>West Weald, Cranbrook Road, Biddenden, Ashford, Kent, TN27 8ER</b><br>Conversion of existing detached garage & studio into ancillary living accommodation  | Support  |
| <a href="#">11/00721/AS</a> | Biddenden | <b>Forest Springs, 5 The Nightingales, Biddenden, Ashford, Kent, TN27 8HN</b><br>First floor extensions to property, alterations to change parts of the existing roof to gable ends a new covered porch and external elevation cladding treatments.   | Support  |
| <a href="#">11/00620/AS</a> | Biddenden | <b>Frogs Hall Farm, Sissinghurst Road, Biddenden, Ashford, Kent, TN27 8EX</b><br>Reopening of existing durn doorway with new oak jamb and new oak door. Remove jamb to existing C17 doorway and block up opening with wattle & daub panel. Removal of existing C17 stud partition between west corridor & northern sitting room | Support  |
| <a href="#">11/00720/AS</a> | Biddenden | <b>Bluebells, Tenterden Road, Biddenden, Ashford, Kent, TN27 8DW</b><br>Proposed single storey side and rear extension to enlarge kitchen & provide utility. Alterations to change part of the existing roof to a gable end and insertion of a first floor window.  | Support  |

## NEW TREE APPLICATIONS

| Case No                     | Parish    | Location and Description   | Decision  |
|-----------------------------|-----------|--|---|
| <a href="#">11/00087/TP</a> | Biddenden | <b>Tall Trees, Sissinghurst Road, Biddenden, Ashford, Kent, TN27 8EH</b><br>T1 - Oak - to remove   | Support   |
| <a href="#">11/00097/TC</a> | Biddenden | <b>Hendon Hall, Tenterden Road, Biddenden, Ashford, Kent, TN27 8BB</b><br>G1 - to remove - 1 Blue Cedar sapling, 1 Weeping Willow, 1 Oak, 1 Cockspur Thorn, 1 Sycamore, 3 Prunus, 1 Blue Cedar, 1 Cypress, 1 Norway Spruce, 1 Contorted Willow, 1 Cupressus, 2 Ash, 11 Birch saplings, 1 Yew, 1 Apple. G2 - crown reductions - 3 Willow to be pollarded, 1 Bay tree: crown reduce to 60% and thin stems to 5 | Object. Ask that the environmental consideration be given prior to any decision being made. |

## 20. Correspondence

The correspondence list had been previously circulated. There were three items for action:

- a) A parishioner's letter dated 12 June and received by email on 15 June. Councillors approved the draft reply **agreeing** that it should be sent.
- b) To note the letter from the ICO dated 15 June (circulated) regarding a

Parishioner's complaint. The case is closed and recommendations from the ICO carried out.

- c) Kent Village of the Year. **It was agreed** that the Council submit an application and that the Chairman would complete the application form.

21. **Items for future consideration**

- a) Health and Safety Review to be presented in September
- b) The Clerk and Chairman to put together a paper giving an update on the Surgery project to-date
- c) Review of Parish Plan

The Chairman closed the meeting for item 22. No parishioners were present at this point.

22. **Staffing - Confidential**

The Clerk reported that a staffing issue had occurred. **It was RESOLVED** that an ad hoc Staffing Committee to be established and meet in closed session as this was a confidential matter, to look at the issues raised consisting of Cllrs Harris, Hewitt, Lidgett and Lupton.

It was RESOLVED that the Clerk should purchase a pay as you go mobile phone to use for Parish Council business and as its official contact number. It was unanimously agreed

- 23 **Date of next meeting:** Extraordinary meeting, Tuesday 9 August at 7.30 pm in the Village Hall.

Parish Council meeting Tuesday 13 September  
At 7.30 pm in the Village Hall