

## BIDDENDEN PARISH COUNCIL

### APPROVED Minutes of the meeting of Biddenden Parish Council held on Tuesday 13 September 2011 at 7.30 pm in the Village Hall

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

Mrs A Swannick (Clerk)

2 parishioners attended

#### 1. Apologies for absence

Apologies were received from Cllr Ruse due to work commitments.

#### 2. Parishioners' questions

Questions were asked regarding:

1. The proposed doctors surgery and the fact that there was to be no provision for a dispensary as originally advised but a delivery system. Parishioners needed to be more aware.
2. Possible transferability of the surgery in the future should the building cease to be used as a surgery.
3. The proposed height of the information shelter ran into problems with planning permission due to the height of the roof and yet the Drs Surgery did not.
4. Confirmation that the beacon is no longer to be moved.

#### 3. Any declarations of interest in items on the agenda

Interest was declared by:

Cllr Mrs E Cansdale Prejudicial interest in the doctors surgery as she is  
Employed by them.

#### 4. Any changes to the Register of Members' Interests

No changes were received.

**5. Minutes of the Parish Council meeting held on 12 July 2011 and the Extraordinary Meeting held on 9 August 2011**

**Minutes of 12 July 2011.** IT WAS RESOLVED that the minutes were a true and proper record of the meeting. Proposed by: Cllr P Harris Seconded by: Cllr A Lidgett. **Unanimously agreed**

**Minutes of the Extraordinary of 9 August 2011.** IT WAS RESOLVED to accept the minutes of the meeting as being a true and proper record of the meeting with an amendment in paragraph 4 in removing the word “unanimously agreed” being removed as the issue had required no agreement. Proposed by: Cllr J Tydeman Seconded by: Cllr B Hewitt. **Unanimously agreed.**

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

There were no matters for information.

**7. 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 that the following changes to memberships of committees and working groups be made:

**Committees:**

**Finance Committee:** Cllr E Cansdale; Cllr D Boulding; Cllr P Harris; Cllr H Ruse; Cllr J Tydeman

**Internal Review:** Cllr D Boulding; Cllr B Hewitt; Cllr H Ruse; Cllr J Tydeman

**Planning and Local Housing:** Cllr E Cansdale leads. All Councillors are members of this committee.

**Staffing:** Cllr P Harris (Leads); Cllr B Hewitt; Cllr A Lidgett; Cllr T Lupton

**Working Groups:**

**Millennium field and Jubilee Meadow:** J Wheadon; F Sansom; E Farris; A Copps; M Conway; Cllr E Cansdale; Cllr A Lidgett; Cllr T Lupton

**Traffic, Pedestrians and Footpaths:** Cllr C Friend (Lead); P Whitstone, P Whapham Cllr E Cansdale; Cllr P Harris; Cllr A Lidgett

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

**Police Liaison:** Cllr E Cansdale; Cllr J Tydeman

**Recycling:** Cllr T Lupton (Leads); Cllr D Boulding; Cllr B Hewitt; V Evason, Mrs S Brown, Col. J Rymer-Jones

**Parish Council appointed positions:**

**KALC and Parish Forum:** Cllr B Hewitt; Cllr T Lupton

**Village Hall Trustee:** Cllr T Lupton

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

**Biddenden Consolidated Charity:** E Farris (to Nov 2012); Mrs F Brockman (to July 2014); Mrs M Farris (to April 2014) Four year appointments.

**Jubilee Committee:** Cllr B Hewitt

**8. Report by Cllr N Bell, Ashford Borough Council**

No written report was received.

**9. CCTV**

One quotation has been received so far and the cost was approximately £2,500. Discussion took place regarding the admissibility of CCTV footage as evidence. The Clerk was requested to check with PCSO Peel and contact the Police.

**10. Health and Safety Review**

A review is being undertaken and the Clerk is looking at the appropriate format. It is essentially a risk assessment followed by a checklist and the review will look at the toilets, car park, Gordon Jones Playing Field, Millennium Field and Jubilee Meadow.

**11. Parish Plan**

It was RESOLVED that a review of the parish plan should take place. The Clerk was asked to book a date and put a notice in the Parish Magazine. The following councillors are to be involved in its organization: Cllr Harris, Cllr Tydeman, Cllr Cansdale, Cllr Lidgett, and Cllr Lupton. It was noted that further work may be required once the Localism Bill is enacted.

**12. High Street Southside Pavement**

The Member Highway Fund element of funding has had formal approval. KCC is aiming to finalise the detailed design in order to be in a position to discuss material choices with the Ashford Conservation Officer and English Heritage.

Work is to take place to remove the weeds between the Bethersden marble.

It was noted that Cllr Lupton and Cllr Friend are meeting with Cllr Hill on 6 October.

**13. Drs Surgery**

It was RESOLVED that the Clerk write to the surgery requesting prompt payment of monies outstanding.

It was RESOLVED that the update circulated to councillors be adapted as a press release to be put on the notice boards and website.

It was noted that the holes made for soil samples by the Headcorn Surgery's contractors had not been filled in as agreed. A parishioner's offer to fill them in was **agreed unanimously**.

**14. Review of Complaints Procedure**

The first draft has been prepared and it will be included on the agenda in October.

**15. Review of Data Protection Policy**

The first draft has been prepared and it will be included on the agenda in October.

**16. Internal Review**

A complaint by a parishioner against a member of the Council has been withdrawn.

A complaint made by a parishioner against a councillor was subject to the informal complaint process which was carried out by Cllr Tydeman. The proposed resolution was subsequently declined but the parishioner did not want to go through the formal complaint process and withdrew the complaint. All correspondence relating to this matter has been placed on the complaints file and marked "case concluded".

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

***Car Park, Toilets and Post Office:*** There has been a report that the urinal in the gentleman's toilet is not working properly.

***Millennium Field and Jubilee Meadow:*** A site visit of the area was carried out on 2<sup>nd</sup> September and recommendations made to a meeting of the Millennium Field and Jubilee Meadow Working Group meeting on 6<sup>th</sup> September. A copy of the unapproved minutes is attached. There are a number of recommendations made to the Parish Council which require consideration. The budget for 2011/12 for work on the Millennium Field and Jubilee meadow is £1000. Any overspend will need to be funded from savings elsewhere.

It was RESOLVED to:

- a) Replace the tops of the benches by the large pond and the pig carving, and secure the bench above the memorial trees as it is wobbly.
- b) The old stand for the sign in the car park is to be converted into a bench.
- c) An additional row of memorial trees (to the west of the current planting) be established.
- d) A letter be written to the parishioner who freely gave his time to trim the roadside hedges.
- e) Pollard the willow trees – Middle and Lower ponds. A contractor to be engaged.
- f) Repair the decking on middle and lower pond and cut back the scrub around the decks.
- g) Not to carry out any hedge work this year in the Millennium Field as it was not required.
- h) Dig a ditch along the eastern edge of the new coppice to aid surface run off and allow mole ploughing from the field, again improving drainage (2012/3)
- i) Demolish the Duck House. This is to be done by a contractor and Cllr Friend is to assist with organising a tender document.
- j) Replace the gate between the fields in the Jubilee Meadow (2012/3).
- k) Repair the notice board on the side of the squash court and replace the posters with new ones.
- l) The Council to purchase the materials required for items a, b, f and k.
- m) The clerk to submit the 2011/12 CSS claim.
- n) The following be included in the 2012/13 Budget in addition to the items identified above:

Funding for improving drainage around gates	£400
Additional Hedge work	£250

The above items were **agreed unanimously**.

**Traffic, Pedestrians and Footpaths:** The issues raised regarding parking on the green triangle at Woolpack Corner etc are in hand and KCC will be sending out inspectors to review the problem.

BPC has been informed about proposals to block off the northern spur of the A262/A28 junction. This is the route that much of the traffic going from Biddenden along the A262 would take to go to Ashford when joining the A28. The Clerk has contacted Kent Highways for clarification and a reply is awaited. A meeting has been arranged on 16 September with Kent Highways with Cllr Bell, Cllr Fiend, Cllr Lupton, and Cllr Ruse. Other councillors were invited to attend.

The large pothole near P K Produce will be filled within the next few weeks.

A new parish portal has been introduced to report all problems on Kent roads. Sadly we have lost our contact who has been replaced with a new Road Steward.

KCC has informed the Council that the 12R bus service is to be withdrawn from 1 January 2012.

***Gordon Jones Playing Field and Play Area:*** A report from the structural engineers has now been received regarding the squash court embankment and recommendations are to be put forward to the council.

***Playground:*** The RoSPA report has been received following an inspection and the site graded as Medium Risk. It is suggested that repair work be put out to tender, but it should be noted that the cost of necessary repairs will be significantly higher than the £1000 budgeted. However, £8,000 has been budgeted for playground refurbishment and it was RESOLVED that these repairs are charged to this account. **Unanimously agreed.** It was also RESOLVED that the Clerk put the repairs out to tender. **Unanimously agreed.**

***Water:*** A meeting was held to discuss the provision of water to the Gordon Jones Playing field. This matter was discussed at the VHMC meeting and they agreed that VHMC would take over management of the water bill. The Clerk will obtain paperwork to change the account details. In 2011/12 the Parish Council will have contributed £500 towards VHMC water costs.

***Police Liaison:*** Nothing to report

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

***Recycling:*** Applications have been invited to the Recycling Fund. The deadline is 23<sup>rd</sup> September.

The recycling system has been changed and the third party recycling credits element taken over by KCC. The parishes had been included in this even though they do not organise recycling collections as this is done by ABC. Biddenden has had to register along with all the other parishes but has now been told that it does not qualify as a third party recycler. This means that Biddenden will continue to be paid for its recycling by ABC. The Clerk has spoken to ABC about future plans and been told that for the next year Biddenden will claim for its recycling as in the past. This system is not expected to change unless there is another review of the system.

***Jubilee Celebrations:*** Nothing to report. It was RESOLVED that the Clerk would send email details of committee members to Cllr Hewitt.

***Village Hall Management Committee:*** Signage on the side of the squash club is to be rationalised. The Clerk has been asked to liaise with VHMC regarding

organising a new Parish Council sign to replace its four signs. The Notice board on the Squash Club wall needs repairing and the posters replaced (there are spare ones). It was RESOLVED that the Clerk liaises with VHMC and carries out the works. **Unanimously agreed.**

## **18. Finance**

The list of payment scheduled was presented for approval. Proposed by: Cllr A Lidgett and seconded by Cllr D Boulding. **Unanimously agreed.**

### ***Objection to Annual Accounts 2010/11.***

A parishioner has lodged an objection to the Parish Council's Annual Accounts for 2010/11 with the Audit Commission. The parishioner has not requested to view the accounts but this is not necessary in order to make an objection if much of the information is in the public domain.

The objection relates to: "Proposed Doctors' Surgery; Ongoing Expenditure of the Post Office Project"

The Parish Council has not had any expenditure relating to the Post Office project for some time other than minor maintenance. The Parish Council receives rental for the Post Office and contributions towards electricity and insurance.

There is likely to be a cost to the parish for this investigation. The Clerk has been advised by the Parish Council's auditor at the Audit Commission that the cost could be between £3000 - £10,000 and it is dependant upon how complicated the issue is, how many people have to be spoken to and whether the Audit Commission need to get legal advice. The Parish Council will have to pick up these costs along with any that it incurs itself.

It should be noted that the cost of the last Audit Commission investigation instigated by two parishioners into the Post Office project affecting the 2005/06 and 2006/07 audits was £14,315 excluding VAT.

The Audit Commission has now reviewed all the information that they have been sent by the parishioner and the information that they already hold, and has requested some information which the Clerk will prepare and send to them.

## 19. Planning

Case No	Parish	Location and Description	Decision
<a href="#">11/00918/AS</a>	Biddenden	<b>Rovael, Tenterden Road, Biddenden, Ashford, Kent, TN27 8BJ</b> Erection of new dwelling and detached garage  <b>Note:</b> Email written to planning officer asking for clarification of ownership of access should the application reappear.	<b>Object</b>  <b>Withdrawn by applicant.</b>
<a href="#">11/01020/AS</a>	Biddenden	<b>Land between Cheeslands and, Sandeman Way, Biddenden, Kent</b> Variation of condition 7 of planning permission 10/01246/AS to allow a 10 year ecological monitoring period and any variation to details approved in relation to ecology	<b>Support</b>
<a href="#">11/00839/AS</a>	Biddenden	<b>Hendon Hall, Tenterden Road, Biddenden, Ashford, Kent, TN27 8BB</b> Amendments to approved Listed Building Consent reference 10/01696/AS, to include minor changes to internal layout to ground, first and second floors	<b>Support</b>
<a href="#">11/01085/AS</a>	Biddenden	<b>Frogshole Barn, Sissinghurst Road, Biddenden, Ashford, Kent, TN27 8EY</b> Conversion of integral garage to a bedroom and en-suite ground floor. En-suite in roof space to existing bedroom. Walk in wardrobe in roof space of main bedroom	<b>Support</b>

## 20. Correspondence

For action:

1. BEST would like to use the playing field on Friday 4<sup>th</sup> November for the Biddenden Blaze and display a notice board on the green by the toilets to advertise the event. Parish Councillors are also asked to help entertain the Mayor and Mayoress of Ashford. **Unanimously agreed**
2. Tenterden Tigers would like to hire the Gordon Jones Playing field on either 2 or 3 June 2012 or 9 and 10 June 2012 for their tournament. The first date is the Diamond Jubilee and the Clerk should check with Biddenden Juniors regarding 9 and 10 June and give permission if no objections are raised.



3. The Mayor of Ashford is holding a charity dinner on 1<sup>st</sup> October at a cost of £32 per person. **No action required.**
4. Annual Meeting of Action with Communities in Rural Kent 13/10/11. **No action required.**
5. Consultation on KCC Countryside Access Improvement Plan [www.kent.gov.uk/countrysideaccess](http://www.kent.gov.uk/countrysideaccess) . The deadline for comments is 30 September. Councillors were invited to comment.

It was proposed that the council moved into closed session and members of the public were asked to leave the meeting.

6. The Council discussed an email from a parishioner. It was RESOLVED that the Council wished to take no further action. **Unanimously agreed.**

## **21. Items for future consideration**

It was noted that the following parishioners together with the White Cliffs Ramblers Walking Group had done a lot of work to improve the footpaths. Thanks was given to:

White Cliffs Ramblers Walking Group  
David and Benjamin Eames  
Frank Sansom  
John Wheadon

Please note that permission was sought, and given, for the use of the parishioners' names.

It was RESOLVED that Cllr Cansdale purchase some white spirit to replace that used by a parishioner to remove graffiti. **Unanimously agreed.**

## **22. Staffing Committee**

The minutes of the meeting held on 9 August were noted. A further meeting to discuss and update contracts will take place on Friday 23<sup>rd</sup> September.

It was RESOLVED that the lock up is painted and shelves be put in. **Unanimously agreed.**

The meeting closed at 2255.

Alison Swannick  
Parish Clerk

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