

BIDDENDEN PARISH COUNCIL

APPROVED Minutes of the Annual Statutory meeting held on Tuesday 8 May 2012 at 7.30 pm in the Village Hall, Biddenden

Present: Cllr T Lupton (Chair) Cllr B Hewitt
 Cllr D Boulding Cllr N Hunt
 Cllr E Cansdale Cllr A Lidgett
 Cllr C Friend
 Cllr P Harris

Mrs A Swannick (Clerk)

1. Election of Chairman for 2012/2013

The Chairman stated that according to the guidelines that he should remain as Chairman for this agenda item.

There being no nominations received, it was proposed that Cllr T Lupton be elected as chairman for 2012/13. Proposed by: Cllr E Cansdale Seconded by: Cllr D Boulding. **Unanimous**

2. Apologies for Absence

Apologies were received from Cllr Ruse due to work commitments and Cllr Tydeman due to personal commitments.

3. Election of Vice Chairman for 2012/2013

There being no nominations received it was proposed that Cllr C Friend be elected as Vice Chairman for 2012/2013. Proposed by: Cllr E Cansdale
Seconded by: Cllr D Boulding. **Unanimous**

4. Any declarations of interest in items on the agenda

Cllr B Hewitt	Planning Application 12/00386/AS which is to be considered is next door to her parents' business.
Cllr A Lidgett	Personal friend of a contractor tendering for Fencing Contract

5. Any alterations to Members Register of Interests

There were none.

6. Approval of the unapproved minutes of the meeting held on 13 March 2012

At the meeting on 10 April the minutes of 13 March were put before the Council for approval. They were proposed by Cllr A Lidgett as being a true and proper record of the meeting. However, no other councillors present had also been present at the meeting on 13 March and they were approved for publication but brought back to this meeting for formal approval.

It was proposed that that the minutes of the meeting held on 13 March 2012 were a true and proper record of the meeting. Proposed by: Cllr A Lidgett Seconded by: Cllr P Harris. **Agreed** (agreement given by those councillors present at the meeting on 13 March only).

7. Approval of the unapproved minutes of the meeting held on 10 April 2012

The Draft/Unapproved minutes were currently available for reading on the parish notice board and website. The Clerk had circulated a list of amendments made to the minutes. Councillors were happy for this document to be taken as read.

There being no comments or further amendments to the minutes it was proposed that the minutes be approved as being a true and proper record of the meeting. Proposed by: Cllr A Lidgett Seconded by: Cllr E Cansdale. **Unanimous**

8. To note the unapproved minutes of the Annual Parish Meeting held on 24 April 2012

The unapproved minutes of the Annual Parish Meeting were presented. These minutes can only be noted as approval can only be given at the Annual Parish Meeting in 2013. The Council were happy to note the minutes.

9. Any matters for information not on the agenda

There were no matters for information not on the agenda. However, it was agreed to take Parishioners' Questions at this point as it was not on the agenda.

Questions were asked on the following issues:

- a) The owner of 8 High Street was present and outlined plans for the development of the property. This item would be discussed more fully under agenda item 32, Planning.
- b) Southside Pavement. A parishioner felt that the work done was remedial work which should have been done by the local authorities rather than the project envisaged similar to the Northside.
- c) Millennium Field ditch. The parishioner disagreed with the digging of

the ditch and the reasoning behind it and the quotation process.

- d) Audit Commission. The parishioner was unhappy with the section in the Chairman's report given at the Annual Parish Meeting regarding the ongoing Audit Commission inquiry regarding to the Objection of the Annual Accounts 2011/12.

The parishioner who asked questions b) – d) handed a letter to the Parish Clerk regarding the questions asked.

There were no further questions from parishioners.

10. Review of delegation arrangements to committees, Groups, employees and other local authorities

This was discussed at the meeting on 10 April when it was agreed to retain the current Working Group structure. There were no further comments from councillors and the council was happy to continue with the Working Group structure.

11. Review of the terms of references for committees

Terms of reference had been circulated for the following committees: Finance, Internal Review and Planning.

It was RESOLVED to adopt these terms of reference for the Finance, Internal Review and Planning committees for 2012/13. Proposed by: Cllr C Friend
Seconded by: Cllr E Cansdale. **Unanimous**

12. Receipt of nominations to existing committees and groups and other Council nominated positions:

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.

Working Groups:

Millennium Field and Jubilee Meadow: J Wheadon; F Sansom; E Farris; A Cops; 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; Cllr N Hunt

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

With the exception of the addition of Cllr Hunt to the Gordon Jones and Play Area working Group, no other changes had been made. Cllrs Ruse and Tydeman had indicated to the Chairman that they were happy to continue in their current roles.

There being no requests from Councillors to change their membership of committees/working groups or parish council appointed positions, it was RESOLVED to continue with the list as detailed above. Proposed by: Cllr C Friend Seconded by: Cllr D Boulding. **Unanimous**

13. 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

There are no new committees.

14. Review and adoption of standing orders and financial regulations

The Standing Orders (circulated) were approved at Extraordinary Meeting held on 21 June 2011

Financial Regulations. Clause 11, 1h has been amended to reflect the numbering in the current Standing Orders.

Councillors were asked if they had any comments. There being no comments it was proposed that the Standing Orders and Financial Regulations be adopted for 2012/2013. Proposed by: Cllr B Hewitt Seconded by: Cllr E Cansdale.
Unanimous

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

There are no arrangements or charters with other local authorities or contributions made to expenditure incurred by other local authorities.

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

There is no representation on or work with external bodies and arrangements for reporting back.

17. Review of inventory of land and assets including buildings and office equipment

The Asset Register (circulated) was presented. An exercise is currently underway to verify that insurance values reflect the current replacement values. It is intended to present the findings at the next Finance Committee meeting for consideration.

The Asset Register is to be amended to add the two new grit bins and the three wooden carvings on the Millennium Field.

It was RESOLVED that the updated Asset Register, with corrections, be presented to the Finance Committee for consideration before being brought back to the Council. Proposed by: Cllr A Lidgett Seconded by: Cllr D Boulding.

Unanimous

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

The insurance schedule had been circulated. The insurance is in place with AON through Allianz.

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

The following memberships were noted.

- Council: KALC and Parish Forum (Annual Subscription)
- Council: Action with Communities in Rural Kent (Annual Subscription)
- Council: Kent County Playing Fields Association (Annual Subscription)
- Clerk: Society of Local Council Clerks (Annual Subscription)

20. Reviewing the Council's complaints procedure

IT WAS RESOLVED to adopt the Council's Complaints Procedure for 2012/2013. Proposed by: Cllr C Friend Seconded by: Cllr D Boulding.

Unanimous

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

IT WAS RESOLVED to adopt the Council's procedure for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998. Proposed by: Cllr A Lidgett Seconded by: Cllr E Cansdale.

Unanimous

22. Reviewing the Council's Internal Review Procedure

IT WAS RESOLVED to adopt the Council's Internal Review procedure for 2012/2013. Proposed by: Cllr B Hewitt Seconded by: Cllr D Boulding.

Unanimous

23. Reviewing the Council's policy for dealing with the press/media

IT WAS RESOLVED to adopt the Council's policy for dealing with the press/media for 2012/2013. Proposed by: Cllr C Friend Seconded by: Cllr B Hewitt. **Unanimous.**

24. Reviewing the Council's Data Protection Policy

IT WAS RESOLVED to adopt the Council's Data Protection Policy for 2012/2013. Proposed by: Cllr D Boulding Seconded by: Cllr A Lidgett.

Unanimous.

25. Reviewing the Council's Habitual or Vexatious Complainant Policy

IT WAS RESOLVED to adopt the Council's Habitual or Vexatious Complainant Policy for 2012/2013. Proposed by: Cllr P Harris Seconded by: Cllr D Boulding.

Unanimous.

26. Reviewing the Council's Records Management Policy

IT WAS RESOLVED to adopt the Council's Records Management Policy for 2012/2013. Proposed by: Cllr C Friend Seconded by: Cllr P Harris.

Unanimous

27. Reviewing the Council's Working Groups Policy

IT WAS RESOLVED to adopt the Council's Working Groups Policy for 2012/2013. Proposed by: Cllr C Friend Seconded by: Cllr B Hewitt.

Unanimous.

28. Reviewing the Council's Health & Safety Policy

IT WAS RESOLVED to adopt the Council's Health and Safety Policy for 2012/2013. Proposed by: Cllr A Lidgett Seconded by: Cllr B Hewitt.

Unanimous.

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

The dates for Council meetings have already been agreed.

30. Reports from Group Chairmen

Post Office Car park and toilets: There has been some graffiti put in the men's toilets and arrangements are to be made to paint the back of the door. A tile has come loose from the PO roof and a contractor has repaired it.

The Street Cleaning grant from ABC has been agreed and an application for the Toilet Grant has been made.

CCTV is now working and Cllr Boulding has completed the training. Payment has now been made. It was suggested that another Councillor should also be trained.

Millennium Field and Jubilee Meadow: The ditch has now been completed on the Millennium Field by the woodland. It was noted that the operator of the digger and assistant donated their time free of charge. The Clerk was asked to thank them by way of a letter.

The renewal of the grazing agreements is underway.

The Duck House has been demolished.

Traffic, Pedestrians and Footpaths: No reply has been received to the Council's letter regarding Oak Grove Lane.

The bus shelter repairs have been completed.

A parishioner complained about the state of the road signs at The Weavers. The information was passed on to ABC and the signs will be replaced in the summer.

The Recreation Ground sign: An acknowledgement has been received by the KCC recommended contractor and they will be in contact.

A list of future works to roads has now been sent out by Kent Highways, but High Halden Road is not on it. Hareplain Road and Frittenden Road are due for work.

The flashing speed sign is back. Data is to be requested on speeds. The possibility is to be looked into getting a flashing speed sign on the other side of the road.

Gordon Jones Field and Play Area: The Clerk will be meeting on 17th May with the company instructed by the Insurance Company to investigate the claim being made by a parishioner regarding slipping in the snow in the car park.

Squash Club Embankment: Quotations had been received (circulated). It was RESOLVED to accept the lowest quotation. Proposed by: Cllr E Cansdale
Seconded by: Cllr C Friend. **Unanimous**

It was noted that Biddenden Juniors would be hosting the football tournament on 12 May. It was **agreed** that the Biddenden Juniors would not be able to use the Jubilee Meadow for additional parking as the ground was too wet. The Clerk would inform them.

Police Liaison: Nothing to report.

KALC and Parish Forum: The Chairman and Vice Chairman attended the ABC/ACRK Rural Conference on 23 April. This largely concentrated on localism. It was agreed that ABC would produce a “Road Map” of how it proposed to work with councils in establishing whether or not they were interested in taking over roles currently carried out by ABC.

Planning and Local Housing:

Local Needs Housing Survey: The Council **agreed** that it was happy for the circulated letter to be sent to households. It was explained that the survey on local needs housing would be sent out and that once the results were collated then identification of any land could be considered if required.

Recycling: Nothing to report

Allotments: One plot is currently being taken up by a new tenant.

Village Hall Management Committee: Their AGM will be held on 24 May. The Chairman will not be able to attend. Cllr Hewitt agreed to attend on his behalf.

Jubilee Celebrations: The Sunday celebration will take place at the school. Details would be published shortly.

It was noted that the Chairman would speak to Cllrs Ruse and Tydeman regarding reading a lesson at the civic service on the Sunday.

Community Led Plan: The next meeting will take place on 17 May. A Face book page has been created. Another 500 leaflets are to be printed. An event for business people is being organised on 19 June.

Health and Safety: The Clerk is currently drawing up a proposal for replacement of the broken litter bins for consideration at the June meeting. The bus shelter is currently under repair.

The meeting was closed at 20:45 for coffee and was re-opened at 21:05.

The Chairman took agenda item 32 next.

32. Planning – to note decisions and any plans tabled

Case No	Parish	Location and Description	Decision
12/00413/AS	Biddenden	Duesden, Tenterden Road, Biddenden, Ashford, Kent, TN27 8BJ First floor infill to rear elevation with conservation roof light and associated works	Support
12/00415/AS	Biddenden	Duesden, Tenterden Road, Biddenden, Ashford, Kent, TN27 8BJ Alterations to back lobby, extension. Infill at first floor & internal alterations	Support
12/00386/AS	Biddenden	8 High Street, Biddenden, Ashford, Kent, TN27 8AH Change of use, extension and conversion of former butcher's redundant ancillary buildings to create two one-bedroom domestic dwellings	Site visit carried out. Supported on condition that the shop remained a commercial retail unit
12/00444/AS	Biddenden	Low Poles Farm, Fosten Lane, Biddenden, Ashford, Kent, TN27 8ER Erection of single storey storage building. Revised Details to approved application 11/00206/AS	Support
12/00460/AS	Biddenden	Frogs Hall Farm, Sissinghurst Road, Biddenden, Ashford, Kent, TN27 8EX Minor alterations and amendments to Listed Building Consent 10/01263/AS, comprising construction of new staircase, insertion of additional windows in west extension, rebuilding of southern ground floor brick wall, installation of under floor heating and sound insulation in first and second floors, insulation to external ground floor walls, lowering of southern sitting room floor, raising of west extension chimney, alternation of consent given for rainwater goods from cast iron to cast aluminium and alterations to design of east elevation dormer windows	Support
12/00013/AS (DEL)	Biddenden	Rovael, Tenterden Road, Biddenden, Ashford, Kent, TN27 8BJ. Erection of replacement dwelling and new detached garage	Support

31. Finance – approval of cheques

- a) **Annual Accounts 2011/12:** The accounts as at 31 March 2012 were presented. The accounts are currently with the Internal Auditor. Once the accounts have been audited by the Internal Auditor they will be presented to the Finance Committee, and then the full Council before submission to the Audit Commission. There were no comments and the content noted.
- b) **Audit Commission:** The Audit Commission is due to report on its investigation into a Parishioner's objection to the 2010/2011 Annual Accounts shortly.
- c) **Update on progress with new PO Lease:** The District Valuation Office has been instructed to carry out a valuation of the post office. This will then be discussed by the Finance Committee and their recommendations presented to the Parish Council.

33. Correspondence

The Correspondence List was presented. There were two items for action:

- 12/4 Email **re Biddenden Sports Weeks 2012 (circulated):** It was RESOLVED to charge a hire fee for the use of the Gordon Jones Playing Field of £50 for two weeks use. Proposed by: Cllr D Boulding Seconded by: Cllr B Hewitt. **Unanimous.**
- 3/5 **Letter from BEST re Premises Licence (circulated):** It was **agreed** that BEST could apply for a premises licence. The Clerk was asked to write to them.

34. Items for Future Consideration. Access to correspondence via the internet.

35. Next meeting: Finance Committee Meeting, 7 June 2012 at 8.00 pm, New Hall
Parish Council Meeting 12 June 2012 at 7.30 pm

The meeting closed at 21:45 pm

Alison Swannick
Parish Clerk

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