

BIDDENDEN PARISH COUNCIL

APPROVED Minutes of the Parish Council meeting held on 12 June 2012 at 7.30 pm in the Village Hall, Biddenden

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

Mrs A Swannick (Clerk)

2 parishioners attended.

1. Apologies for absence

Apologies were received from:

Cllr B Hewitt due to work commitments
Cllr N Hunt due to personal commitments
Cllr H Ruse due to work commitments

2. Parishioners' questions

A parishioner thanked the Parish Council for their support but that planning application [12/00386/AS](#) had been withdrawn.

A parishioner thanked the Chairman for his letter. He added that he had expected that the work on the Southside pavement would extend to the area in front of the car park and there was now a disabled access with no work to the pavement in front of it. He felt that the work on the Bethersden marble in the High St was remedial, and should be paid for by KCC.

3. Any Declarations of Interest in items on the agenda

Cllr Harris stated that she lived close to planning application 12/00547/AS. There were no other declarations of interest in items on the agenda.

4. Any changes to the Register of Members' Interest

There were no changes to the Register of Members Interest.

5. Minutes of the Parish Council meeting held on 8 May 2012

The Clerk said that she had made a clarification to the wording under item 9 b) Southside pavement, from:

“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”

to:

“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.*”

There being no further amendments the minutes were declared a true and proper record of the meeting. Proposed by: Cllr C Friend Seconded by: Cllr D Boulding. **Agreed**

6. Matters for information not on the agenda

The Council thanked all those who took part in the successful Jubilee weekend. It was agreed that a letter should be written to thank Cllr Hewitt and all those who organised events acknowledging the Council’s thanks. The Chairman is to sign the letter.

7. Report by Cllr Bell, Ashford Borough Council

No report or apologies had been received from Cllr Bell. It was noted that Cllr Bell was no longer a member of the ABC Planning Committee.

8. High Street Southside pavement

The repointing, restoration and crossing works have been completed. It was noted that a surface similar to the northside had been vetoed by English Heritage and the Conservation Officers. There had also been some damage to the kerb. Cllr Friend had written to Kent Highways who would pass the information on to the necessary department.

Phase 1 of the project is now complete and it was **agreed** that a meeting be arranged to discuss Phase 2 and that would include discussion about the possibility of a metal band for the kerb.

It was noted that the Village Green crossing was extremely useful and that it was accessible for the disabled.

Invoices had been received. All councillors had received copies of the correspondence and the approval of the plan on which approval has been given. There were no further comments. A breakdown of costs had been requested.

9. Access to correspondence – information sharing

Discussion took place regarding the accessibility to Councillors.

IT WAS RESOLVED that the Clerk would produce a weekly list of correspondence attaching any items for action. Proposed by: Cllr C Friend
Seconded by: Cllr J Tydeman. **Agreed**

10. Jubilee Stone

IT WAS RESOLVED that Cllr Lupton would draft wording for the Jubilee Stone to be considered by the Council. **Agreed**

IT WAS RESOLVED that a quotation to repaint and re-gilt/paint the village sign would be obtained. Cllr Friend was to help. Any information about a contractor is to be passed to the Clerk or Cllr Friend. **Agreed.**

11. Reports by Clerk, Group Chairmen and Parish Council Representatives

Car Park, Toilets and Post Office: Nothing to report. The Post Office Lease is addressed under Finance. CCTV – the management pack has now arrived and the new sign is up on the car park fence. It is intended that the system will become operational on 30th June.

It has been noted that a car has been using the High Street car park for long term parking. A note has been left on his windscreen and the PCSO informed.

Millennium Field and Jubilee Meadow: Nothing to report.

Traffic, Pedestrians and Footpaths: A parishioner had complained about the condition of the road sign for the Weavers. These are due for replacement in the summer by Kent Highways.

No reply has been received regarding the letter about Oak Grove Lane.

Data from the speed sign is being requested together with a flashing sign. A fault with the speed sign on the Sissinghurst Road is to be notified as the sign is malfunctioning and is stuck.

A review of the double yellow lines outside the village store is being revisited, and a meeting is being arranged to discuss it.

Several deep potholes have been reported in the Meadows and this had been notified to Kent Highways.

Gordon Jones Playing Field and Play Area: The sign for the recreation ground has now been progressed and a quotation is now awaited from Kent Highways.

Biddenden Juniors wish to put a memorial bench in memory of Pat Finnan on the playing field and Cllr Cansdale has been to see the required site, between the two football pitches at the top of the playing field set in four blocks. **It was agreed** that Biddenden Junior Football Club could site a bench on the Gordon Jones Playing Field as described above.

The order has been place for the work on the Squash Club embankment. A start date of 9 July has been given.

A meeting with the claims assessor regarding the claim made by a parishioner has been held and a letter is awaited.

It was noted that two ladies walking their dogs had complained about men using the Millennium Field as a toilet during the Tenterden Tiger tournament. Toilet arrangements for the tournament were to be raised with Tenterden Tigers should they wish to hold another tournament on the playing field.

It has been reported that a large number of golf balls have been found on the Gordon Jones Playing Field, Bowling Green and tennis courts. The Clerk was requested to put a notice in the Parish Magazine asking parishioners not to play golf on the Gordon Jones Playing Field.

Police Liaison: Nothing to report. The Clerk was asked to invite the police to make a report at the September meeting.

Planning and Local Housing: The issue of the fish and chip van trading at PK Produce has been raised. It has been referred to Ashford Borough Council who has indicated that it is not a planning issue. However, there may be environmental health implications.

The house in Rural Housing Trust property in Cheeslands is being advertised again for sale for a minimum 70% share to a local person.

Replies to letters sent to ABC and KCC requesting details of land owned by them in Biddenden have been received and circulated to all councillors.

Cllrs Cansdale, Friend and Lidgett attended the opening of the bungalows in Cheeslands.

KALC: The Clerk attended the Clerk's Conference on 25 May. The Audit Commission gave a very informative talk and the Clerk attended a session on

Section 7, General Power of Competence. The Council cannot use it because of the percentage of co-optees on the council, and the Clerk must be qualified.

The NALC Code of Conduct has been sent to the Council. The Clerk has contacted ABC to see if they will be using this model or whether they are still in discussions. ABC will not be using this model and the Clerk is investigating the timescales for when the new code of conduct needs to be in place.

Parish Forum: Nothing to report

Recycling: A remittance advice has been received for the 2011/2 Recycling Credits in the sum of £3786.02

Jubilee Celebrations: No report as Cllr Hewitt sent apologies for the meeting.

Cllr Tydeman read the lesson at the Civic Service.

Village Hall Management Committee: Cllr Lidgett attended the VHMC AGM. An email has been received (circulated) detailing points they would like the Parish Council to look at. **It was agreed** that the Clerk would ask for a meeting with someone from VHMC, herself, Cllr Cansdale and Cllr Boulding to look at the CCTV System to see what was required so that a considered decision could be made.

Community: Led Plan: The next full meeting of the Community Led Plan group is on 14 June. A business event will be taking place at the Biddenden Vineyard next Tuesday evening, 19th June.

Health and Safety: An inspection has been done. Nothing to report.

Allotments: The allocation of the vacant allotment plot is still ongoing as signed agreement documents from the prospective tenant are still awaited.

The Chairman stated that he would be proposing that the meeting would be closed to discuss the Post Office lease as it is commercially sensitive.

The meeting was closed for a refreshment break.

12. Finance

Approval of Cheques for Payment: The schedule (circulated) was presented for approval. Proposed by: Cllr C Friend Seconded by: Cllr P Harris.

Unanimous

Monthly Accounts: The current statement figures were available on the Schedule of Payments. The Auditor had now given the Clerk the new starting figures for the year and so the inputting could now be done.

Unapproved Finance Committee Minutes 7 June 2012 (circulated): The Council noted the unapproved minutes of the Finance Committee meeting of 7 June 2012 and considered its recommendations.

a) **Finance Committee recommendation: Banking Arrangements**

The Finance Committee RESOLVED that it be recommended to the Parish Council that a sum of £30,000 be invested in a higher interest bearing account for a limited amount of time. Cllrs Ruse and Tydeman were asked to look at appropriate accounts. Proposed by: Cllr E Cansdale
Seconded by: Cllr P Harris **Unanimous**

As Cllr Ruse was not present at the Parish Council meeting and Cllr Tydeman did not have any details **it was agreed** to bring this item forward to the next Parish Council meeting. **Unanimous**

b) **Finance Committee recommendation: Annual Return**

A copy of the Annual Return, Reconciliation and Management letter has been circulated. The Finance Committee has affirmed the statements in Section 2 and recommended that the Council authorises the Clerk and Chairman to sign the Annual Return.

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|----|-----|----|-----|
| 1. | Yes | 2. | Yes |
| 3. | Yes | 4. | Yes |
| 5. | Yes | 6. | Yes |
| 7. | Yes | 8. | Yes |
| 9. | NA | | |

There have been changes within the Audit Commission and in future years Biddenden Parish Council will be audited by a firm called Littlejohn LLP.

The Council's Internal Auditor has indicated that he is happy to conduct the Council's audit next year.

The Finance Committee RESOLVED to recommend that the Council accept the above answers as correct and authorise the Clerk and Chairman to sign the Annual Return. Proposed by: Cllr P Harris Seconded by: Cllr E Cansdale. **Unanimous.**

IT WAS RESOLVED by the Parish Council that the Council accept the answers as correct and authorise the Clerk and Chairman to sign the

Annual Return. Proposed by: Cllr J Tydeman Seconded by: Cllr D Boulding. **Unanimous.**

c) **Finance Committee Recommendation: Asset Register**

The Finance Committee RESOLVED that it be recommended that the revised values be used to update the insurance subject to agreed amendments being made and that the Council adopt the revised document. Proposed by: Cllr J Tydeman Seconded by: Cllr D Boulding. **Unanimous.**

The Parish Council RESOLVED that the revised values as set out in the revised Asset Register be used to update the insurance and the revised document adopted. Proposed by: Cllr C Friend Seconded by: Cllr A Lidgett. **Unanimous**

d) **Finance Committee Recommendation: Litter Bins**

The Finance Committee RESOLVED to recommend to the Council that one new litter bin at a cost of £304 be purchased for outside the Village Hall and that the black bin currently sited on the Millennium Field be re-sited on the Gordon Jones Playing Field as it was rarely used in its current location. Proposed by: Cllr E Cansdale Seconded by: Cllr D Boulding. **Unanimous.**

The Parish Council RESOLVED that one new litter bin at a cost of £304 be purchased for outside the Village Hall and that the black bin currently sited on the Millennium Field be re-sited on the Gordon Jones Playing Field as it was rarely used in its current location. Proposed by: Cllr P Harris Seconded by: Cllr A Lidgett. **Unanimous**

The meeting was not closed to discuss the Post Office Lease Renewal as the parishioners had already left the meeting.

e) **Finance Committee Recommendation: To consider the Post Office Lease Renewal**

The Finance Committee RESOLVED to recommend to the Council that a new lease be drafted with an initial annual rental figure of £3,500. This rental is inclusive of the supply of water. Electricity bills should be charged at 50% plus VAT. The proportion that the Post Office pays towards electricity should be reviewed annually subject to metered usage. Proposed by: Cllr D Boulding Seconded by: Cllr J Tydeman. **Unanimous**

Discussion took place regarding the above recommendation from the Finance Committee and the following points were considered **during discussion by the Parish Council**. Councillors were asked to agree/disagree on each point at the end of discussion:

- i) To note the DVO valuation report. **Unanimous**
- ii) To send a letter of offer with an annual rental value of £3,500 as stated in the valuation report. **Unanimous**
- iii) Water charges are included in the annual rental fee. **Unanimous**
- iv) Electricity charges will be based on net consumption and VAT will be chargeable. **Unanimous**
- v) The Annual rental increase will be in line with the Retail Price Index. **Unanimous**
- vi) The new lease will be for a period of 5 years. **Unanimous**
- vii) Both parties will bear their own proper legal costs and surveyors' fees. **Unanimous**
- viii) Insurance and other terms to remain on the same basis as the current lease. **Unanimous**

The Parish Council RESOLVED to authorise the Clerk to arrange for the Council's solicitor to send an offer letter to the Post Mistress and to prepare a new lease, or other transitional agreement if required on the above terms agreed by the Parish Council and to authorise the lease or other transitional agreement to be signed on behalf of the Council by the Chairman and Vice Chairman, or any two councillors in their absence. Proposed by: Cllr D Boulding Seconded by: Cllr P Harris. **Unanimous.**

The chairman reminded councillors that details and discussions of the lease were confidential as the information was commercially sensitive.

13. Planning – to note decisions and any plans tabled

Case No	Parish	Location and Description	Decision
12/00499/AS	Biddenden	1-3 High Street, Biddenden, Ashford, Kent, TN27 8AL New external front door	Support
12/00505/AS	Biddenden	19 Spinners Close, Biddenden, Ashford, Kent, TN27 8AY Proposed first floor side extension and conservatory to rear	Support

Case No	Parish	Location and Description	Decision
12/00536/AS	Biddenden	The Barn, 3B Old Mill Court, Biddenden, Ashford, Kent, TN27 8DD Erection of a detached garden room	Support
12/00547/AS	Biddenden	Orchardene, Frittenden Road, Biddenden, Ashford, Kent, TN27 8LF Proposed two storey rear extension (including a roof conversion) and single storey orangery	Support
12/00559/AS	Biddenden	Summer Hill, Cranbrook Road, Biddenden, Ashford, Kent, TN27 8ER Replacement dwelling	Support
12/00610/AS	Biddenden	Little Randolphins, Tenterden Road, Biddenden, Ashford, Kent, TN27 8BG Remove existing ground floor shower room, repair and upgrade existing "lean to" utility/washhouse, provided glazed screen to rear "lean-to" (part of)	Support

TREE PRESERVATION ORDER

Order number	Location	Decision
Order No 3, 2012	The Barn, 3B Old Mill Court, Biddenden, TN27 8DD T1: Field Maple on boundary with the Jubilee Field T2: Multi-Stemmed Field Maple on boundary with Jubilee Field	No action required

It was noted that a parishioner had informed the meeting during parishioner's questions that planning application [12/00386/AS](#) had been withdrawn.

14. Correspondence

The Correspondence List was considered and councillors asked if they wished to see or comment upon any items. There being no requests the items for action were considered:

- 8/6/12 Ashford Borough Council Diamond Jubilee Civic Awards.
Clerk to circulate to groups in the Village.
- 30/5/12 ABC Planning - Pre Application Discussions and the involvement of Parish councils (circulated). **No action.**
- 27/5/12 KCC formal notice of the preparation of Kent County Council's Minerals and Waste Local Plan. Deadline date 5pm Monday 23 July 2012. CD available containing

documentation (circulated). **No action. CD given to Cllr Lidgett**

22/5 NALC template code of conduct for parish councils (circulated). **To be put on the agenda for the next meeting.**

May No date: CPRE are producing a CPRE Protect Kent planning newsletter on a quarterly basis for an introductory fee of £50 for non members (the council is no longer a member). Does the Council wish to subscribe? **No subscription.**

15. Items for future consideration

- a) Code of Conduct
- b) Auditor
- c) Memorial Stone

16. Date of next meeting

Tuesday 10 July at 7.30 pm in the Village Hall. *All Welcome*