

BIDDENDEN PARISH COUNCIL

APPROVED Minutes of the Statutory Annual Meeting of Biddenden Parish Council to be held on Tuesday 14 May 2013 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 H Ruse
Cllr C Friend Cllr J Tydeman

Mrs A Swannick (Clerk)

1. Election of Chairman for 2013/14

Cllr T Lupton was nominated as Chairman. There being only one nomination Cllr Lupton left the room whilst the vote took place. Proposed by: Cllr E Cansdale Seconded by: Cllr D Boulding. **Unanimous.** Cllr Lupton returned to the meeting.

2. Apologies for absence

Apologies were received from Cllr N Hunt due to business commitments.

3. Election of Vice Chairman for 2013/14

Cllr C Friend was nominated as Vice Chairman. Proposed by: Cllr T Lupton Seconded by: Cllr D Boulding. **Unanimous.**

4. Any declarations of interest in items on the Agenda

Cllr Lidgett declared a personal interest in the quotations for the Village Sign as his daughter had provided a quotation for the restoration work.

Cllr Friend declared a personal interest in the quotations for the Village Sign as he knows one of the potential contractors quoting for the refurbishment of the Village Sign.

5. Any alterations to members Register of Interests

There were no alterations.

6. Approval of the unapproved minutes of the meeting held on 9 April 2013

There being no amendments to the minutes circulated the minutes were deemed to be a true and proper record of the meeting. Proposed by: Cllr C Friend Seconded by: Cllr J Tydeman. **Agreed** by all those who attended the meeting.

7. To note the unapproved minutes of the Annual Parish Meeting held on 23 April 2013

The unapproved minutes of the Annual Parish Meeting were circulated and noted. There were no comments or amendments. The minutes could only be noted as only the Annual Parish Meeting can approve them. Therefore, it was **agreed** that as there were no

amendments the Parish Council was happy for them to be published.

8. Any matters for information not on the agenda

There were no matters for information not on the agenda.

9. Co-option selection process

It was **agreed** that voting would take place by a show of hands as no councillor wished there to be a ballot.

One application had been received and circulated. The applicant was asked to say a few words. The Chairman closed the meeting to allow the applicant to speak.

Once the applicant had finished speaking, the Chairman opened the meeting again and asked Councillors if they wished to ask any questions.

The applicant was asked to leave the room whilst the voting took place by a show of hands. The results were:

In favour:	8
Against:	0

The applicant was asked to come back into the room. The Clerk announced that Mrs Fiona Chalk was duly elected. However, she would not be eligible to sit as a councillor until the June meeting and must complete and return the forms given to her by the Clerk before doing so.

Mrs Chalk was welcomed to the Council.

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

It was noted that in April 2012 it was agreed to retain the current Working Group structure. Councillors were again asked if they were content with the delegation arrangements to Committees, Groups, employees and other local authorities. It was **agreed** to maintain the current structure. However, it was suggested that once the Community Led Plan was adopted that the structure be revisited to see if it was appropriate to meet the needs of the Community Led Plan. **Agreed.**

11. Review of the terms of references for the following committees

The terms of reference for the following committees were reviewed

- Finance Committee
- Internal Review Committee
- Planning Committee

There were no amendments to the terms of reference. It was proposed to adopt the Terms of Reference as presented. Proposed by: Cllr H Ruse Seconded by: Cllr E Cansdale.

Unanimous.

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

The Chairman closed the meeting to ask Mrs Chalk if she would like to join a committee and then reopened the meeting. There being no other nominations, membership of the Committees and Groups for the coming year was proposed as follows:

Committees:

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

Internal Review: Cllr D Boulding; 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 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; Cllr H Ruse

Gordon Jones Playing Field and Play Area: Cllr D Boulding, Cllr E Cansdale Cllr C Friend; Cllr N Hunt; Cllr F Chalk

Police Liaison: Cllr E Cansdale; Cllr J Tydeman; Cllr A Lidgett

Recycling: Cllr C Friend (Leads); Cllr D Boulding; V Evason, Mrs S Brown, Col. J Rymer-Jones, Cllr E Cansdale

Parish Council appointed positions:

KALC and Parish Forum: Cllr T Lupton

Village Hall Trustee: Cllr T Lupton

Biddenden Consolidated Charity: E Farris (to Nov 2016); Mrs F Brockman (to July 2014); Mrs M Farris (to November 2014). Four year appointments.

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 were new committees appointed.

14. Review and adoption of standing orders and financial regulations

The Standing Orders and Financial Regulations were reviewed in detail by Cllrs Ruse and Lupton. There were no further comments at the meeting from councillors and they were, therefore adopted. Proposed by: Cllr H Ruse Seconded by: Cllr T Lupton. **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 chargers 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

It was noted that the Council sent representation to and worked with KALC. It was therefore proposed to maintain the current arrangements. Proposed by: Cllr J Tydeman Seconded by: Cllr H Ruse. **Unanimous.**

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

It was noted that the Asset Register (circulated) was reviewed due to new values and agreed at the Parish Council meeting held on 12 June 2012. A question arose regarding the number of litter bins and this item was referred to the Finance Committee. **Agreed.**

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

The current Parish Council insurance is through AON Insurance with an insurance premium this year of £2,248.77, a reduction of £64.57 from the 2012 premium of £2,313.34. The current arrangements were agreed, but the issue of subsidence cover was referred to the Finance Committee. **Agreed.**

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

Memberships currently exist as follows:

- Council: KALC and Parish Forum

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

It was **agreed** to maintain the above.

The Chairman stated that he would take agreement to agenda items 20-28 together.

20. Reviewing the Council's Complaints Procedure

This procedure was reviewed in detail by Cllrs Boulding and Tydeman. There were no additional comments from other councillors.

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

This procedure was reviewed in detail by Cllrs Boulding and Tydeman. There were no additional comments from other councillors.

22. Reviewing the Council's Internal Review Procedure

This procedure was reviewed in detail by Cllrs Harris and Lidgett. There were no additional comments from other councillors.

23. Reviewing the Council's Policy for dealing with the Press/Media

This policy was reviewed in detail by Cllr Friend. There were no additional comments from councillors.

24. Reviewing the Council's Data Protection Policy

This policy was reviewed in detail by Cllrs Boulding and Tydeman. There were no additional comments from councillors

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

This policy was reviewed in detail by Cllrs Cansdale and Lupton. There were no additional comments from councillors.

26. Reviewing the Council's Records Management Policy

This policy was reviewed in detail by Cllrs Harris and Hunt. There were no additional comments from councillors.

27. Reviewing the Council's Working Groups Policy

This policy was reviewed in detail by Cllrs Cansdale and Friend. There were no additional comments from councillors.

28. Reviewing the Council's Health & Safety Policy

This policy was reviewed in detail by Cllrs Harris and Lidgett. There were no additional comments from councillors.

There being no amendments or further comments on the above policies and procedures (as set out in agenda Items 20- 28) it was **RESOLVED** to adopt the above policies and procedures as presented. Proposed by: Cllr J Tydeman Seconded by: Cllr P Harris. **Unanimous**

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

This document has already been agreed. Councillors were asked if they were happy to continue meeting on the second Tuesday of the month with the exception of August when there was no meeting. **Agreed.**

30. Housing Needs

Councillors considered the site report from Tessa O'Sullivan of Action with Communities in Rural Kent.

It was **agreed** to ask Tessa O'Sullivan to contact the landowner of site 12 (field to south of Sissinghurst Road) to see if they were willing to sell a proportion for local needs housing and then in order of ABC preference.

It was also **agreed that the** ABC Rural Local Needs Guidance Notes (detailing the site selection and house allocation process) should be put on the BPC website.

Proposed by: Cllr C Friend Seconded by: Cllr E Cansdale. **Unanimous.**

31. Southside Pavement

No further information on Phase 2 is expected until June at the earliest. It was noted that Cllr Hill was re-elected.

32. Reports from Group Chairmen

Post Office Car park and toilets: Nothing to report. The New toilet roll holder has yet to be fitted in the disabled toilet. There are currently no issues with the locking of the toilets.

Millennium Field and Jubilee Meadow: A meeting was held by the Millennium Field and Jubilee Meadow Working Group on Wednesday 1 May (minutes circulated) and the following recommendations were made:

- a) The following hedging be done in winter 2013/14:
- All roadside hedges*
Internal and External Hedges in Jubilee Meadow and Millennium Field
- b) The tree by the gate in the Jubilee Meadow has had the ivy removed and it is recommended that the tree be inspected again in a year's time.
- c) A request has been received from a parishioner requesting that they be allocated a position for a memorial tree. It was noted that it is not normal to agree to trees being planted while a parishioner is still alive. The circumstances were explained to the meeting ie that the parishioner is relatively young and very poorly and is trying to put plans in place in case the worst should happen. In this case it is recommended that the request is agreed, but that this is an exceptional circumstance and agreement to this request does not set a precedent.

The minutes were noted and the three recommendations above were **agreed**.
Proposed by: Cllr H Ruse Seconded by: Cllr D Boulding. **Unanimous.**

Traffic, Pedestrians and Footpaths: Quotations for the refurbishment of the village sign have been received and circulated.

Cllr Lidgett and Cllr Friend left the room due to personal interest in the item.

The Council approved the lower of the two quotations. The Clerk will instruct the contractor. Proposed by: Cllr H Ruse Seconded by: Cllr D Boulding. **Unanimous.**

Cllr Lidgett and Cllr Friend re-joined the meeting.

Speedwatch. Documents relating to establishing and running a Speedwatch scheme had been circulated.

The council considered how it wished to proceed, and it was noted that hiring the equipment from another parish council would be the most cost effective. The Traffic, Pedestrians and Footpaths working group were asked to consider the matter further and come back to the full council with recommendations and costing. **Agreed.**

The refurbishment of the large notice board is on-going

The jubilee stone is still being worked on.

The pavement on the north side had now been repaired.

A letter on vegetation clearance from the KCC Public Rights of Way & Access Service was noted. 2011 saw the vegetation clearance contracts reduced by approximately 50% and the plan to find savings over a three year period included the need to find further saving from the vegetation clearance contract in 2013. It means that for Biddenden no planned vegetation clearance work will take place. However there is a small fund available to react and undertake additional clearance during the growing season so any issues can be reported using the online report form. These requests will be prioritised and no guarantees can be given that all requests will be met.

It was noted that the A262 was to be closed for a couple of days which would create a major problem for a parishioner outside whose farm the works were. It was **agreed** that a letter be sent to Kent Highways copied to Cllrs Bell and Hill pointing out adequate notice was needed for this type of work and care needed to be taken to ascertain which side of the road came within which parish boundaries.

A break for refreshments was taken at 2050 and the meeting temporarily closed.

The meeting was re-opened at 2110.

Gordon Jones Field and Play Area: The meeting with the dog warden has taken place and it is recommended that two new dog bins are purchased by BPC through ABC and they will fit in place. The suggested locations for the bins are: At the bottom of the churchyard at the entrance to Glebelands and at the bottom of Cheeselands by the garages near the sewerage works. The cost is understood to be £205 (incl fitting) each. This figure is being checked to see if it is excluding or including VAT. It was **agreed** that a written quotation be obtained and if it matched the verbal quotation then the Clerk could order the dog bins. Proposed by: Cllr E Cansdale Seconded by: Cllr P Harris. **Unanimous.**

Biddenden Juniors have requested a meeting to discuss mowing and drainage issues. A date has yet to be confirmed but it was agreed that members of the Gordon Jones Field and Play Area working group should attend.

Biddenden Juniors will be holding their annual presentation at 1pm on 25/5. It was **agreed** that Cllr C Friend would represent the Council.

Squash Court Embankment. The outstanding additional post has now been installed.

The squash court notice board has been completed.

The recreation ground sign is in place.

The playground maintenance schedule is still to be completed.

Police Liaison: A new PCSO is now working in Biddenden. Her name is PCSO Angie Burden. She is also working in St Michaels. PCSO Burden sent an introductory email which had been circulated to councillors. It was **agreed** that her details be put on the website and passed to the Parish Magazine.

PCSO Burden can be contacted on 0777 222 5968

It was agreed to invite the chair of the Rural Policing group to speak at the 2014 Annual Parish Meeting.

Nothing further had been heard about the next meeting of the Rural policing group.

KALC and Parish Forum: Nothing to report

Planning and Local Housing: Nothing to report

Recycling: Nothing to report

Allotments: All plot rentals for 2013/14 have been received.

Village Hall Management Committee: Their AGM will be held on 23 May followed by a normal meeting.

Community Led Plan: The analysis of the questionnaire replies is taking place and a report will be produced in due course. It is likely that a meeting for all those involved with the project will take place on 18 June to go through the final draft of the plan.

Health and Safety: An inspection took place on 1/5/13 and there were no issues.

33. Finance

- a) The schedule of payments is presented for approval: The schedule was agreed as presented. Proposed by: Cllr H Ruse Seconded by: Cllr C Friend
- b) Monthly accounts could not be circulated as the accounts are currently with the internal auditor, but will be circulated as soon as possible.
- c) Annual Accounts 2012/13: These are currently with the Internal Auditor. They will be presented to the Finance Committee prior to the next meeting. They are also open to public viewing after 10 May, by appointment, upon their return.

34. Planning – to note decisions and any plans tabled.

Case No	Parish	Location and Description	Decision
13/00439/AS	Biddenden	Marlands Cottage, Thurstons Lane, High Halden, Ashford, Kent, TN26 3HW Proposed extension to north east elevation	Support
13/00473/AS	Biddenden	Highfield House, Sissinghurst Road, Biddenden, Ashford, Kent, TN27 8EQ Erection of single storey front extension to form cloak room and porch	Support
13/00476/AS	Biddenden	Whitestones, Tenterden Road, Biddenden, Ashford, Kent, TN27 8BJ Two storey extension to existing house and the demolition of separate garage building	Support

It was noted that the Appeal lodged regarding the Barn north west of Beacon Farm had been rejected. The Clerk was asked to circulate the full decision.

35. Correspondence.

The list had been circulated and was noted. The following items were considered for action:

- 24/4 Letter from Best re Tractorfest. They understand they can use the Millennium Field for parking but would like to use Jubilee Meadow as an overflow. This request was discussed by the Millennium Field and Jubilee Meadow Working Group who supported the idea. **Agreed.**
- 28/4 Email from Tenterden Tigers asking if they could “use the access into and out of the jubilee meadow, this stops the congestion In and out of the Gordon Jones Field”. This relates to their Tournament to be held on 1 and 2 June. **Agreed.**
- 10/5 Email asking permission to use the GJ Playing Field for Biddenden Sports Weeks 29/7 – 9/8. **Agreed.**

36. Items for future consideration

There were no items for future consideration.

38. Next Meeting: Finance Committee Meeting, Wednesday 5 June 2013, New Hall at 7.30 pm

Parish Council Meeting, Tuesday 11 June 2013, Village Hall at 7.30 pm

A proposal was made and agreed to close the meeting to members of the public due to the confidential nature of the following agenda item.

37. Staffing

- a) The Staffing Committee minutes of the meeting held on 30th April 2013 were approved by the committee members present (all), and noted by the Council.
- b) Provision of Lengthsman services. The Clerk outlined the current provision. It was **agreed** that responsibility for resolving the current situation and future provision of services be delegated to an ad hoc Staffing Committee. Members to be the same as for the previous committee.
- c) Clerk's Annual Salary Review. The Clerk left the room for this item.

It was agreed to increase the Clerks salary by 1% with effect from 1st April 2013.
Proposed Cllr H Ruse Seconded Cllr J Tydeman. **Unanimous**

The Clerk returned to the meeting.

The meeting closed at 10.00 pm.

Alison Swannick Tel: 07783223450
Parish Clerk