

BIDDENDEN PARISH COUNCIL

APPROVED Minutes of the meeting held on Tuesday 13 May 2014 at 7.30 pm in the Village Hall, Biddenden

Present: Cllr C Friend (Chair) Cllr A Lidgett
Cllr J Tydeman (Vice Chair) Cllr T Lupton
Cllr D Boulding Cllr S Parks
Cllr E Cansdale

1. Election of the Chairman 2014/15

Cllr Lupton stated that he would not be standing for the position of Chairman. The nomination of Cllr C Friend was put forward. Proposed by: Cllr J Tydeman Seconded by: Cllr E Cansdale. **Unanimous**

The Chairman thanked Cllr Lupton for his hard work as chairman for the past five years.

2. Apologies for absence

Apologies were received from Cllr P Harris due to being on holiday; Cllr E Stevenson-Rouse due to being on holiday and Borough Cllr Neil Bell.

3. Election of the Vice Chairman for 2014/15

The nomination of Cllr J Tydeman was put forward. Proposed by: Cllr E Cansdale Seconded by: Cllr D Boulding. **Unanimous.**

4. Any declarations of interest in items on the Agenda

Cllr Lupton stated that he had a personal interest in an item of correspondence.

5. Any alterations to members Register of Interests

There were none.

6. Approval of the unapproved minutes of the meeting held on 8 April 2014

There being no further amendments or comments the minutes were deemed to be a true and proper record of the meeting. Proposed by: Cllr E Cansdale Seconded by: Cllr J Tydeman. **Unanimous.**

7. To note the unapproved minutes of the Annual Parish Meeting held on 22 April 2014

The minutes were duly noted and would be put on the website in draft format.

8. Any matters for information not on the agenda

There were none.

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

It was agreed on 8 April 2014 to retain the current Working Group structure.

10. Review of the terms of references for committees

The terms of reference for the following committees were reviewed:

- Finance Committee
- Internal Review Committee
- Planning Committee

The terms of reference were **agreed**.

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

The following appointments were **unanimously agreed**.

Committees:

Finance Committee: Cllr E Cansdale; Cllr D Boulding; Cllr P Harris; Cllr J Tydeman; Cllr E Stevenson-Rouse (Committee membership is 3 or more councillors)

Internal Review: Cllr D Boulding; Cllr J Tydeman; Cllr S Parks (Committee membership is 3 or more councillors)

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; A Copps; M Conway; Cllr E Cansdale; Cllr C Friend; Cllr T Lupton

Traffic, Pedestrians and Footpaths: P Whitstone, P Whapham Cllr E Cansdale; Cllr P Harris; Cllr A Lidgett; Cllr S Parks

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

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 E Stevenson-Rouse

Village Hall Trustee: Cllr T Lupton

Biddenden Consolidated Charity: M Scott (to February 2018); Mrs F Brockman (to December 2018); Mrs M Farris (to December 2018). Four year appointments. There are three parish council appointed trustees out of a total of five .

John Mayne Trust: The parish council had previously agreed the nomination of Fiona Chalk to the Trust. Fiona is now leaving the area and the Trust is asking the parish council to agree the nomination of Mrs Sian Robson as Trustee for a period of 4 years. The other pc nominated trustee is Paul Majendie for a period of 4 year to February 2018). There are two parish council nominees out of a total of six. **Agreed.**

12. 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 none.

13. Review and adoption of standing orders and financial regulations

The Standing Orders and Financial Regulations were reviewed by Cllrs Boulding and Lupton. Proposed by: Cllr T Lupton Seconded by: Cllr S Parks. **Unanimous**

14. Review of Code of Conduct

Ashford Borough Council has tidied up the Code of Conduct agreed by the Council earlier in the year and it is circulated for consideration and adoption. Also circulated in the council papers were the amendments which ABC made to the original code. The Code of Conduct was reviewed by Cllrs T Lupton and J Tydeman. Proposed by: Cllr D Boulding 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 charges 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 are none.

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

The Asset Register was reviewed. The number of litter bins was altered and 8 x dog bins added. The Lengthsman's clothing was removed. Subject to these changes being made, the Asset Register was approved. Proposed by: Cllr T Lupton Seconded by: Cllr A Lidgett.

Unanimous.

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

The Insurance renewal documentation was reviewed. **It was agreed** to remove the litter bins from the insurance; increase the Excess to £500 from £125 and remove Other Ground Surfaces from the policy. The Clerk was given permission to make and sign for these alterations with the insurance company and pay the revised premium once obtained.

Proposed by: Cllr D Boulding Seconded by: Cllr S Parks. **Unanimous.**

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

The following memberships were **agreed**:

- Council: KALC (Annual Subscription £848.40 2014/15) and Parish Forum
- Council: Action with Communities in Rural Kent (Annual Subscription £35 2014/15)
- Council: Kent Playing Fields Association (Annual Subscription £20 2014/15)
- Clerk: Society of Local Council Clerks (Annual Subscription 2013/14 £145)

20. Reviewing the Council's complaints procedure

The Complaints procedure was reviewed by Cllrs Lidgett and Parks. Proposed by: Cllr E Cansdale Seconded by: Cllr T Lupton. **Unanimous.**

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

The procedure was reviewed by Cllrs Boulding and Tydeman. Proposed by: Cllr A Lidgett Seconded by: Cllr T Lupton. **Unanimous.**

22. Reviewing the Council's Internal Review Procedure

The Internal Review procedure was reviewed by Cllrs Boulding and Tydeman. Proposed by: Cllr S Parks Seconded by: Cllr A Lidgett. **Unanimous.**

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

The council's policy for dealing with the press/media was reviewed by Cllrs Cansdale and Friend. Proposed by: Cllr T Lupton Seconded by: Cllr E Cansdale. **Unanimous**

24. Reviewing the Council's Data Protection Policy

The Council's Data Protection Policy was reviewed by Cllrs Boulding and Parks. Proposed by: Cllr T Lupton Seconded by: Cllr A Lidgett. **Unanimous.**

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

The Council's Habitual or Vexatious Complainant Policy was reviewed by Cllrs Cansdale and Friend. Proposed by: Cllr D Boulding Seconded by: Cllr T Lupton. **Unanimous.**

26. Reviewing the Council's Records Management Policy

The Council's Records Management Policy was reviewed by: Cllrs Boulding and Parks.
Proposed by: Cllr T Lupton Seconded by: Cllr A Lidgett. **Unanimous.**

27. Reviewing the Council's Working Groups Policy

The Council's Working Groups policy was reviewed by Cllrs Friend and Lidgett. Proposed by: Cllr E Cansdale Seconded by: Cllr D Boulding. **Unanimous.**

28. Reviewing the Council's Health & Safety Policy

The Council's Health and Safety policy was reviewed by: Cllrs Friend and Parks. Proposed by: Cllr A Lidgett Seconded by: Cllr E Cansdale. **Unanimous.**

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

This document had previously been agreed.

30. Co-Option

ABC has not received any requests for by-elections in respect of the vacancies left by Howard Ruse and Fiona Chalk. A notice went in the parish magazine, on the website and notice boards inviting applications. The deadline is 16th May. **It was agreed** that the positions be re-advertised with a deadline of 15th June.

31. ABC Local Plan to 2030

Following the open meeting on 18 March and the council meeting on 8th April, a letter was sent to Simon Cole stating the council's decision (circulated). A reply has not yet been received.

32. Implementation of CLP

Seating: A list of dates is being awaited from Ashford Access Group.

Youth: A reply is still awaited following the councils letter to the Friends of John Mayne School. The Clerk was asked to chase up.

Other issues: There are a number of issues which need to be discussed with Kent Highways and the table below has been sent to Cllr Hill for action or a helping hand in pointing the council in the right direction. A reply is awaited.

Issue	Action Required	Responsible Body	Background/update
<p>Page 6: Speeding</p> <p>Drivers keeping within speed limit and driving safely within our parish</p>	<p>Permanent Interactive Speed Signs and main entries to village</p>	<p>Parish Council to work with Kent Highway Services and KCC Councillor</p>	<p>Speeding has continued to be an issue within the village.</p> <p><i>It is hoped that the temporary speed sign on North Street could be made permanent.</i></p>
	<p>Review of speed limits in sensitive areas and associated signage</p>	<p>Parish Council to work with Kent Highway Services and KCC Councillor</p>	<p>A programme will be drawn up from the results of Speedwatch. There is currently an issue from Old Mill Court to Woolpack Corner which it was thought was going to be 50mph but which has been put at 60 mph.</p> <p><i>A reply has been received. It was agreed that a letter be sent to Anne Barnes.</i></p>
	<p>Review of Village Green Traffic Flow</p>	<p>Parish Council to work with Kent Highway Services and KCC Councillor</p>	<p>A discussion will take place during 2014</p>
<p>Page 7: Transport</p>			
<p>Cycling</p> <p>To enable more people to cycle in the parish, since over 40% of respondents would if the conditions were right</p>	<p>Reduce Traffic speeds, provide cycle lanes on busy roads and off-road tracks to local towns, improve carriageway</p>	<p>Parish Council to liaise with KCC and Sustrans</p>	<p>This is ongoing</p>

33. Parish Magazine

Cllr Tydeman met with Rev. Alex Bienfait last Wednesday and had a good discussion. It was agreed that at least one and a half sides in general with a maximum of two sides which should suffice. This might occasionally need some sensitive minor editing to squeeze it in, but this has always been the case. **Agreed.**

34. Staffing

The Clerk's Annual Appraisal with the Chairman and Vice Chairman took place on 9 May 2014. The agreed targets were that the minutes would be produced within seven days of the meeting and that the correspondence list would be out by the end of the second week. The clerk would be actively involved in seeking funding for the play area in the Gordon Jones playing field.

The meeting was closed for refreshments at 20.40 and re-opened at 21.00.

35. Reports from Group Chairmen

Post Office Car park and toilets: A contractor has been asked to look at the mouldy patch on the ceiling in the ladies toilet and to quote for the internal redecoration of all the toilets.

A plumber was called out to fix the urinal in the men's toilet.

A quote for the metal door surrounds is being chased.

The external decoration has been completed.

The work on the fencing in the car park has been completed.

The one year electricity contract for the supply of electricity to the PO/Toilets is due to end on 2 July. Quotes had been obtained from other suppliers for comparison. After discussion regarding the comparisons and the impact of taking on a three year contract, it was agreed to take a 3 year contract with Southern Electric as it offered the best value. Proposed by: Cllr A Lidgett Seconded by: Cllr J Tydeman. **Unanimous**

Millennium Field and Jubilee Meadow: A meeting is to be held shortly.

A parishioner has reported cars racing around in the Millennium Field car park again. This has been reported to the PCSO.

The deterioration in the condition of the potholes in part of the Millennium Field car park. A quotation is being obtained.

The licensee for the grazing licence on the Jubilee meadow has confirmed he wishes to renew and wishes to also renew the licence to mow the Millennium Field. Councillors were requested to confirm their agreement and approve the clerk signing on behalf of the council. Proposed by: Cllr E Cansdale Seconded by: Cllr A Lidgett **Unanimous.**

The Sissinghurst Road Culvert will be looked at when the Millennium Field and Jubilee Meadow working group next meet.

Traffic, Pedestrians and Footpaths:

Kent Highways has been contacted regarding maintenance of the unregistered land in front of the church lych-gate and a meeting is being arranged on 14 May at 10.00 am.

The 60mph speed limit between Woolpack Corner and the village is still being pursued. A letter has been received from a parishioner. See Correspondence list.

Kent Highways has been contacted regarding the damage to the pavement outside Claris's. The road markings have been repainted.

Gordon Jones Field and Play Area: The Clerk has contacted the mowing contractor to ensure that they mow the bonfire area. An email from a parishioner has been received on this matter and is being addressed under Correspondence.

Emergency action has been taken in the play area to remove some protruding screws from the rope climbing board where a slat has come off. This will be repaired properly when the contractor refurbishes the play area.

The post is down in the GJ playing field car park and will be replaced shortly.

With regard to a new play area, a consultation will need to be held with the toddler group and the school.

Police Liaison: A reply has been received to the Council's letter to Kent Police and circulated. The crime figures for April were provided. Discussion took place regarding the information provided. It was **agreed** to take up the issue with Inspector Judd when he attends a council meeting.

Further information on crimes in the area can be obtained from www.police.uk.

KALC and Parish Forum: Nothing to report

Planning and Local Housing: An update has been received from Tessa O'Sullivan of Action with Communities in Rural Kent. Nothing further has taken place.

Recycling: The final payment from the ABC Recycling Credits scheme is due to be paid into the BPC bank account on 13/5/14 in the sum of £3899.46. An invitation for applications will be issued shortly. The figure received in May 2013 was £3899.

Allotments: Three plot rentals remain outstanding and have been chased.

Village Hall Management Committee: Their AGM is on 22 May.

Health and Safety: Emergency repairs in the play area, noted under the Gordon Jones Playing Field.

35. Finance

- a) The schedule of payments was presented for approval. There being no further comment on the list the cheques were **agreed** for payment. Proposed by: Cllr D Boulding
Seconded by: Cllr T Lupton. **Unanimous.**
- b) Monthly accounts are provided. However, the summary has not been provided as the accounts have just come back from the auditor and the budget figures have not yet been added. This will be circulated.
- c) Annual Accounts 2013/14: These have been returned by the Internal Auditor. They will be presented to the Finance Committee prior to the next meeting. They are also open to public viewing from 9 May, by appointment, upon their return. An extension to returning the Annual Return to LittleJohn has been granted to fit in with the council's meeting schedule.

37. Planning – to note decisions and any plans tabled

Case No	Parish	Location and Description	Decision
14/00388/AS	Biddenden	Land between Cheeselands and, Sandeman Way, Biddenden, Kent Variation of condition 13 of permission 10/01246/AS - to vary the condition - omit the renewable energy and carbon neutral provisions	Object but withdrawn by applicant
14/00382/AS	Biddenden	Shorts Wood House, Tenterden Road, Biddenden, Ashford, Kent, TN27 8DW Installation of 6000 litre domestic heating oil tank	Support
14/00380/AS	Biddenden	Hightrees, Tenterden Road, Biddenden, Ashford, Kent, TN27 8BJ Erection of an infill extension, front porch and creation of a pitched habitable roof over garage with front dormer.	Papers not received. To BPC Planning Committee
14/00518/AS	Biddenden	Great Omenden Farm, Smarden, Ashford, TN27 8QP Agricultural building for use as a machinery shed	Support

38. Correspondence. The list was circulated.

- 10/4 Email from a parishioner re various. *A reply to be sent*
- 23/4 Email from a parishioner re proposed local housing site and traffic. *Cllr Lupton left the room due to a personal interest. Comments noted. Cllr Lupton re-joined the meeting.*
- 3/5 KPFA AGM. Does anyone wish to attend? *No*
- 4/5 Request from parishioner regarding funding for neighbourhood watch signs. *It has been council policy that such requests are responded to by suggesting that they apply to the recycling fund*
- 7/5 Letter from a parishioner with correspondence re speed limits *Comments noted*
- 8/5 The owners of Field Cottage have let the council know that they will need access into The Jubilee meadow to have some fallen trees removed. Also, the owner of Henden Hall wishes to have access to the Jubilee meadow for tree works on 3-5 June. Workmen will be on site with a lorry on both occasions. Are councillors in agreement? *Agreed. Clerk to inform licensee re cattle.*

39. Items for future consideration

There were none.

40. Next Meeting: Finance Committee Meeting

Tuesday 3 June 2014, New Hall at 7.30 pm

Parish Council Meeting

Tuesday 10 June 2014, Village Hall at 7.30 pm

The meeting closed at 22.10.

Alison Swannick 07783223450
Parish Clerk