

BIDDENDEN PARISH COUNCIL

APPROVED Minutes of the Annual Statutory Meeting held on Tuesday 12 May 2015 at 7.30 pm in the Village Hall, Biddenden

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

Mrs A Swannick – Parish Clerk

1. Election of the Chairman 2015/16

Councillor C Friend was elected as Chairman for 2015/16. Proposed by: Cllr E Cansdale
Seconded by: Cllr J Tydeman. **Unanimous.**

2. Apologies for Absence

Cllr E Stevenson-Rouse due to personal commitments
Cllr P Harris due to work commitments
Borough Cllr N Bell, ABC

3. Election of the Vice Chairman 2015/16

Councillor J Tydeman was elected as Vice Chairman for 2015/16. Proposed by: Cllr E
Cansdale Seconded by: Cllr A Lidgett. **Unanimous.**

4. Parishioners' questions

None.

5. Any Declarations of interest in items on the agenda

None.

6. Any amendments to Declarations of Pecuniary Interests

New forms had been given to councillors to complete and return to the Clerk.

7. Approval of the unapproved minutes of the meeting held on 14 April 2015

There being no amendments or comments to the minutes circulated, they were declared to
be a true and proper record of the meeting. Proposed by: Cllr D Boulding Seconded by: Cllr
A Lidgett. **Unanimous.**

8. Any matters for information not on the agenda

Code of Conduct training is being held at Ashford Borough Council on 27 May. Cllr Parks will attend on behalf of the parish council.

9. Election results and co-options

As there were less councillor nominations than places available, councillors were elected unopposed. Councillors officially took up their duties on 11 May. There are three councillor positions available for co-option. ABC has advised that these can be filled. The co-options do not have to be advertised but it is good practice to do so. Councillors were reminded to complete and return the Candidate Spending Return and Declaration to ABC even if it was a Nil return.

10. Report by Borough Councillor

No report. Apologies given.

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

Councillors agreed to keep the existing Committee and Working Groups and structures for 2015/16. Proposed by: Cllr S Parks Seconded by: Cllr A Lidgett. **Unanimous.**

12. Review of the terms of reference for committees

The terms of reference for the Finance Committee, Internal Review Committee and Planning Committee were reviewed and agreed. Proposed by: Cllr D Boulding Seconded by: Cllr J Tydeman. **Unanimous.**

13. 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 J Tydeman; Cllr E Stevenson-Rouse (Committee membership is 3 or more councillors)

Internal Review Committee: 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; T Lupton

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

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.

Clerk asked to find out why no councillor is on the charity if they are PC appointed.

John Mayne Trust: Sian Robson (four years to May 2018); Paul Majendie (four years to February 2018); There are two parish council nominees out of a total of six. The Clerk was asked to find out why a parish councillor is not on the Trust if the pc is nominating people.

14. 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 have been no new committees set up during 2014/15.

15. Review and adoption of standing orders and financial regulations

Reviewed by Cllrs Boulding and Stevenson-Rouse. Agreed by councillors. Proposed by: Cllr D Boulding. Seconded by Cllr A Lidgett. **Unanimous.**

16. Review of Code of Conduct

Reviewed by Cllrs Tydeman and Stevenson-Rouse. Agreed by councillors. Proposed by Cllr D Boulding. Seconded by: Cllr A Lidgett. **Unanimous.**

17. Review of arrangements, including any charges 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.

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

There is none.

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

The Asset Register was reviewed and minor amendments made to value of Laptop to £700 and Jubilee Stone to £5000. Agreed as amended. Proposed by: Cllr D Boulding Seconded by: Cllr E Cansdale.

20. Review and confirmation of arrangements for insurance over in respect of all insured risks

Insurance arrangements were reviewed and quotations considered. It was agreed to change to Zurich parish council insurance on a 3 year long term agreement. The premium for the same cover was over £1000 cheaper with Zurich than with the current provider. The Clerk was authorised to carry out these instructions on behalf of the council.

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

- Council: KALC and Parish Forum – KALC £858.84 2015/15 Parish Forum free
- Council: Action with Communities in Rural Kent - £35 p.a.
- Council: Kent Playing Fields Association - £20 p.a.
- Clerk: Society of Local Council Clerks - £147 2015/16

Proposed by: Cllr A Lidgett Seconded by: Cllr D Boulding. **Unanimous.**

Agenda items 22-30 were considered and taken together

22. Reviewing the Council's Complaints Procedure

Reviewed by Cllrs Lidgett and Harris. **Agreed.**

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

Reviewed by Cllrs Boulding and Tydeman. **Agreed.**

24. Reviewing the Council's Internal Review Procedure

Reviewed by Cllrs Boulding and Tydeman. **Agreed.**

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

Reviewed by Cllrs Cansdale and Friend. It was **agreed** to include social media.

26. Reviewing the Council's Data Protection Policy

Reviewed by Cllrs Harris and Parks. **Agreed.**

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

Reviewed by Cllrs Cansdale and Friend. **Agreed.**

28. Reviewing the Council's Records Management Policy

Reviewed by Cllrs Boulding and Parks. **Agreed.**

29. Reviewing the Council's Working Groups Policy

Reviewed by Cllrs Lidgett and Friend. **Agreed.**

30. Reviewing the Council's Health and Safety Policy

Reviewed by Cllrs Friend and Parks. **Agreed.**

Councillors had been asked for comments and amendments on each policy. All policies were agreed. It was proposed to accept all the above policies. Proposed by: Cllr J Tydeman
Seconded by: Cllr S Parks. **Unanimous.**

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

This document had already been agreed.

32. Ashford Borough Council Local Plan to 2030 – Site Submissions for Biddenden

No further information received.

33. Post Office

A Side Letter to the lease has been drawn up and signed by two councillors and the Post Mistress reducing the monthly rental to £200 as agreed and minuted. No other clauses have been changed.

34. Broadband

A letter has been received from the Biddenden Business Association asking the parish council to contact BT Openreach to find out when the fibre optic broadband will be in place. The Chairman has received an email saying that work is expected to be done in June.

35. Reports from Group Chairmen

Post Office Car park and toilets: The cleaner is on holiday and so a contractor has been providing holiday cover for w/c 4 May.

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

The contractors for the tree work have been asked not to carry out the work at present as a Millennium Field and Jubilee Meadow Working Group needs to be held to look at two trees

and the position of a third as it is not on parish council land. The contractors are unable to start until June and it has been suggested that they are walked around the site.

The rental agreements for the use of the Jubilee Meadow for grazing are being drawn up as the farmer wishes to rent the land this year.

Traffic, Pedestrians and Footpaths: Two sections of kerb on the southside by the car park have been damaged. This has been reported to KCC and given a tracking number: **154892**.

A KCC guide to Highway drainage and flooding has been circulated by email to all councillors.

The PCSO has been contacted regarding the Ashford Recovery vehicle parking on pavements following their reply to the council's letter. The council's letter to Ashford Recovery together with the picture of the vehicle parked on the pavement has been passed to a member of the policing team for advice and it has been confirmed that parking on the pavement is illegal. It was agreed to keep an eye on the situation.

A parishioner has sent details of the "Adopt a Kiosk" scheme run by BT. BT has previously offered to sell us the red phone box on the Sissinghurst Road for £1 and the PC decided not to do this. They suggest uses such as housing a village defibrillator, pop up flower shops etc. Councillors considered the issue and it was **agreed** not to adopt a kiosk.

Gordon Jones Field and Play Area: A meeting has been held with Biddenden Juniors. It was **agreed** that they should apply to the Recycling fund for help with purchase of the equipment they required.

Play Area: Discussions from the meeting and documents were circulated. Another meeting is to be held to progress the matter further once all quotations for play equipment have been received.

Shayler's fun fair will be on the Gordon Jones playing field 15 – 22 June with the fun fair being open 19, 20 and 21 June.

Police Liaison: Figures for March 2015 provided by Police UK show 6 crimes:

Anti-social behaviour	1
Burglary	2
Other theft	2
Violent and sexual offences	1

Neighbourhood Watch has also reported the following:

Between 10am on Friday 1st May and 10.16pm on Monday 4th May, damage was caused in order to gain entry to a dwelling in Cot Lane, located towards Headcorn Road, Biddenden, and property stolen included an Apple laptop and a quantity of jewellery.

KALC and Parish Forum: Nothing to report

Planning and Local Housing: Nothing to report

Recycling: Both the Bowls Club and Friends of John Mayne have agreed to their applications being re-presented at the next Recycling group meeting.

Allotments: One plot rental remains outstanding but has been chased. A notice asking for people to join the waiting list has been put in the parish magazine but no-one has replied to this. There is one person currently on the waiting list and they are not currently able to commit to a plot if one were to become vacant. It was agreed that another notice be put in the parish magazine.

Village Hall Management Committee: There is a meeting next week.

Health and Safety: Nothing to report.

36. Finance

- a) The schedule of payments is presented for approval. Proposed by: Cllr D Boulding
Seconded by: Cllr J Tydeman. **Unanimous**
- b) Monthly accounts are currently not available due to auditing but will be forwarded as soon as the 2014/15 accounts are received back from the auditor so that the figures for the start of the 2015/16 financial year are correct.
- c) Annual Accounts 2014/15: These are currently with the Internal Auditor. The official notice regarding viewing of the accounts has been put on the noticeboard.

A new laptop will be purchased shortly. This payment is likely to fall between meetings. There is provision in the budget.

It was agreed that T Lupton should be removed as a cheque signatory and Cllr J Tydeman be put on as an authorised signatory

37. Planning

Case No	Parish	Location and Description	Decision
15/00512/AS	Biddenden	Cackle Hill Lakes, Headcorn Road, Biddenden, Kent Erection of single storey ancillary storage building	Support
15/00515/AS	Biddenden	Field Cottage, Tenterden Road, Biddenden, Ashford, Kent, TN27 8BB Removal of 1960's studwork partition and glazed doors. Insertion of oak glazed doors and side light.	Support
15/00561/AS	Biddenden	Fairings, Tenterden Road, Biddenden, Ashford, Kent, TN27 8BB Roof extension and remodelling to create first floor, side extension, erection of porch, side infill extension of existing porch, alterations to fenestration	Objects to this application to a roof extension creating a first floor. It is understood that the original permission was granted on the basis that a wall was built to hide the house as it was out of keeping with the rest of the village.
15/00542/AS	Biddenden	2 Spinners Close, Biddenden, Ashford, Kent, TN27 8AZ Erection of a single storey side extension	Support

38. Correspondence

The Correspondence List was considered.

27/4 Email from parishioner re permission to hold sports weeks from 27 July – 7 August 2015 (not weekends) **Yes**

5/5 Email from a parishioner regarding using Facebook and Twitter. **The Parish Council have a website and a number of social media methods are used to communicate village events etc.**

7/5 Email from KALC re Pilot of Local Warden Support Officer Scheme. Do councillors wish to take part in the pilot? **No.**

39. Items for future consideration

None.

- 40. Next meeting:** **Annual Parish Meeting**, Tuesday 26 May 2015 at 7.00 pm in the Village Hall
Finance Committee Meeting, Tuesday 2 June 2015 at 7.30 pm in the Village Hall
Parish Council Meeting, Tuesday 9 June 2015 at 7.30 pm in the Village Hall