

## BIDDENDEN PARISH COUNCIL

### APPROVED Minutes of the Parish Council meeting held on Tuesday 2 May 2017 at 7.30 pm in the Village Hall, Biddenden

Present: Cllr C Friend (Chair) Cllr S Parks  
Cllr D Boulding Cllr E Stevenson-Rouse  
Cllr E Cansdale Cllr J Tydeman  
Cllr A Lidgett Cllr R Wayre

Mrs A Swannick - Parish Clerk

3 Parishioners attended

#### 1. Election of the Chairman for 2017/18

Cllr C Friend was elected Chairman for 2017/18. Proposed by: Cllr J Tydeman Seconded by: Cllr E Cansdale. **Unanimous.**

#### 2. Apologies for absence

Cllr T Bizley due to work commitments  
Cllr P Harris due to work commitments  
Cllr Neil Bell, ABC, due to other commitments

#### 3. Election of the Vice Chairman for 2017/18

Cllr J Tydeman was elected as Vice Chairman for 2017/18. Proposed by: Cllr C Friend  
Seconded by: Cllr A Lidgett. **Unanimous.**

#### 4. Parishioners' Questions

None.

#### 5. Any declarations of interest in items on the Agenda

None.

#### 6. Any alterations to Disclosure of Pecuniary Interests

None.

#### 7. Approval of the unapproved minutes of the meeting held on 4 April 2017

There being no amendments or comments, the minutes were deemed to be a true and proper record of the meeting. Proposed by: Cllr S Parks Seconded by: Cllr E Stevenson-Rouse. **Unanimous.**

## 8. Any matters for information not on the agenda

Confirmation has been received by the group wishing to maintain the telephone box at Worsenden that they are happy with the contract sent to the council by BT. A letter will be sent to them asking them to agree to fund maintenance of the box. The adoption cost the parish council £1. Councillors **agreed** that the Clerk could sign the contract on the council's behalf and return it to BT.

It was noted that Mr Cleal, who looks after the village green, will be unable to do so temporarily due to an operation. It was **agreed** that the Clerk should ask the mowing contractor to keep the village green mowed until Mr Cleal was able to resume its maintenance.

## 9. Report by Borough Councillor, ABC

In Cllr Bell's absence, the Clerk read out Cllr Bell's written report.

"Firstly, for information only, there are two borough council by elections for Ashford Victoria ward and Ashford Bockhanger ward, both of which will be held on 8th June - the same day as the General Election. Overall control of the council will not change irrespective of the result.

Secondly, a number of people have raised concern about the Department for Transport consultation which is being run regarding the South Eastern Rail franchise which is up for renewal next year.

The consultation asks the question:

How far do you support, or oppose, reducing journey times to key destinations in Kent and East Sussex, by reducing stops at less well used intermediate stations to create hourly fast services?

Please mark your selection with an 'X': Strongly oppose/Oppose/Neutral/Support/Strongly support      Why?

(This effectively asks about reducing services to Pluckley, Headcorn, Staplehurst and Marden, in order to deliver a faster Ashford/Tonbridge service.)

I have spoken to our MP, Damian Green, and he is opposing any reduction in rural services to Pluckley, Headcorn or Staplehurst. County Cllr. Mike Hill is also opposed. I have personally filled out the questionnaire, as Biddenden's borough councillor and opposed any reduction and I have also asked the ABC officers to respond on behalf of the council and expect a paper to come to cabinet shortly, similarly opposing any reduction in services. Clearly, any reduction in services could only have a detrimental effect on the local rural economy, including Biddenden, and on residents' quality of life. Additionally, Ashford already has a high-speed link to link in HS1.

I would welcome the parish council responding to the questionnaire but clearly that is a matter for yourselves!"

It was **agreed** that the Clerk should write to Damian Green MP opposing the rail changes, complete the survey on behalf of the council and contact clerks at Staplehurst, Pluckley and Headcorn to find out what action they are or have taken.

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

It was **agreed** that the Working Groups system was working well.

#### **11. Review of the terms of references for committees**

- Finance Committee
- Internal Review Committee
- Planning Committee

All terms of reference were agreed. Proposed by: Cllr E Stevenson-Rouse Seconded by: Cllr S Parks. **Unanimous.**

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

The following membership of Committees, Working Groups and other Council nominated positions was 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 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; Cllr R Wayre; T Lupton (Leads)

**Traffic, Pedestrians and Footpaths:** P Whitstone; Cllr T Bizley; Cllr E Cansdale; Cllr P Harris; Cllr A Lidgett (Leads); Cllrs S Parks.

**Gordon Jones Playing Field and Play Area:** Cllr D Boulding; Cllr E Cansdale; Cllr C Friend; Cllr S Parks (Leads)

**Police Liaison:** Cllr E Cansdale; Cllr Tydeman; Cllr A Lidgett (Leads)

**Community Project Fund:** Cllr C Friend (Leads); Cllr D Boulding; V Evason; Mrs S Brown; Cllr E Cansdale

**Parish Council appointed positions**

**KALC and Parish & Urban Forum:** Cllr E Stevenson-Rouse; Cllr T Bizley

**Village Hall Trustee:** Cllr J Tydeman

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

Proposed by: Cllr R Wayre    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 have been no new committees set up during 2016/17.

**14. Review and adoption of standing orders and financial regulations**

Reviewed and agreed. Proposed by: Cllr J Tydeman    Seconded by Cllr S Parks. **Unanimous**

**15. Review of Code of Conduct**

Reviewed and agreed. Proposed by: Cllr R Wayre    Seconded by: Cllr A Lidgett. **Unanimous**

**16. 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 charters with other local authorities, however the parish council does contribute money for the upkeep of the Speedwatch equipment to Cranbrook & Sissinghurst Parish Council.

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

The Chairman represents the parish council on the Tenterden Forum.

**18. Review of inventory of land and assets including buildings and office equipment**

The Asset Register was agreed subject to the Telephone Kiosk being added after its adoption. Proposed by: Cllr J Tydeman    Seconded by: Cllr A Lidgett. **Unanimous.**

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

Reviewed and **agreed**. The Clerk was asked to add the telephone kiosk to the insurance once the adoption had been confirmed.

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

- Council: KALC and Parish Forum - KALC £889.10 Parish Forum - Free
- Council: Action with Communities in Rural Kent (Annual Subscription) - £50 p.a
- Council: Kent Playing Fields Association (Annual Subscription): - £20 p.a
- Clerk: Society of Local Council Clerks (Annual Subscription): £149
- Data Protection registration: £35.00

**Agreed.**

***Agenda items 21 - 29 were taken together***

**21. Reviewing the Council's complaints procedure**

Reviewed by Cllr A Lidgett and Cllr P Harris

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

Reviewed by Cllr J Tydeman and Cllr D Boulding.

**23. Reviewing the Council's Internal Review Procedure**

Reviewed by Cllr J Tydeman and Cllr D Boulding

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

Reviewed by Cllr R Wayre and Cllr T Bizley. Amendments were put forward and it was agreed that this policy be brought back to the meeting in June for agreement.

**25. Reviewing the Council's Data Protection Policy**

Reviewed by Cllr S Parks and Cllr P Harris

**26. Reviewing the Council's Habitual or Vexatious Complainant Policy**

Reviewed by Cllr E Cansdale and Cllr C Friend

**27. Reviewing the Council's Records Management Policy**

Reviewed by Cllr D Boulding and Cllr S Parks. An amendment was put forward and it was agreed that this policy be brought back to the meeting in June for agreement.

## **28. Reviewing the Council's Working Groups Policy**

Reviewed by Cllr C Friend and Cllr A Lidgett

## **29. Reviewing the Council's Health & Safety Policy**

Reviewed by Cllr T Bizley and Cllr S Parks

Items 21 – 29 were put forward for adoption, with the exception of agenda items 24 and 27 as detailed. Proposed by: Cllr R Wayre Seconded by: Cllr A Lidgett. **Unanimous.**

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

Dates for 2017/18 were agreed under agenda item 10 at the parish council meeting held on 8 November 2016.

## **31. Ashford Borough Council Local Plan to 2030 - Site submissions for Biddenden**

At the last meeting the Clerk was asked to write to ABC with its agreed suggestions for Community Planning Gain. A reply from the planning officer has been received (both documents have been circulated to councillors during the month .

It was **agreed** that a multi-function trail was the parish council's preferred community planning obligation.

It was **agreed** that the parish council did not wish there to be a community building on the proposed North Street site as it had neither the finances to fund, nor the resources to manage such a building.

It was **agreed** that the clerk should write to the planning officers regarding the content of the email dated 19 April as some of the content was incorrect, and to put forward the above points.

## **32. Broadband**

Nothing further to report.

## **33. Reports from Group Chairmen**

**PO, Car park and toilets:** There has been difficulty finding someone to paint the lines other than the quotation already received. Complaints are being received because people are parking on the chevrons blocking wheelchair access to the PO. It was **agreed** that if the second quotation was not cheaper then the clerk was to ask the local contractor to carry out the work.

**Millennium Field and Jubilee Meadow:** The council's insurers have been contacted regarding insurance issues relating to The Great Get Together and the request for a picnic on the Jubilee Meadow and the insurer has confirmed that no additional insurance is required if it is only to be a picnic. The licensee has agreed to move the cattle into the lower field. However, the field will not be cleaned up for the event as it is being rented out for grazing. Anyone wishing to do so will be responsible for correctly disposing of any waste and the Parish Council will need to be made aware of how this is being done. People will, therefore, be picnicking at their own risk. Parishioners who are helping to organise the event stated that black bin bags would be available for rubbish and that they would do a "litter pick" after the event. Councillors thanked them and stated that it was important that no litter was left because cows would be going back into the field.

**Traffic, Pedestrians and Footpaths:** The traffic issues highlighted under Parishioners' Questions in the April minutes have been chased up.

**Gordon Jones Field and Play Area:** A quotation for the fencing near the tennis club hedge is awaited.

**Planning and Local Housing:** Nothing to report.

**S27 and S43 Working Group:** Report to be given at the meeting.

**Police Liaison:** According to Police UK, 33 crimes were reported in Biddenden in February 2017. For comparative purposes, in January 2017 10 crimes were reported.

*Anti-Social Behaviour* 1  
includes personal, environmental and nuisance anti-social behaviour  
*Details, case timelines and current statuses are not provided for anti-social behaviour*

*Burglary* 3  
Includes offences where a person enters a house or other building with the intention of stealing  
*Investigations complete – no suspect identified*

*Criminal Damage and Arson* 2  
Includes damage to buildings and vehicles and deliberate damage by fire  
*Investigations complete – no suspect identified*

*Other theft* 27  
Includes theft by an employee, blackmail and making off without payment  
*Investigations complete – no suspect identified*

The large figure for *Other Theft* was because the theft was for 26 batteries and each battery was logged individually.

Discussion took place regarding the thinly spread PCSOs across the area.

**KALC and Parish Forum:** Nothing to report

**Community Project Fund:** The deadline for applications has passed. A meeting will be organised shortly to consider them.

**Allotments:** Allotment renewals are currently being received.

**Village Hall Management Committee:** Report to be given at the meeting.

**Health and Safety:** See attached.

**John Mayne School:** See attached newsletter.

#### 34. Finance

- a) Payment of cheques: The payment schedule was discussed. It was noted that the cost of the March 2017 magazine was higher than the parish council was told it would be, ie £23 more, although the pcc treasurer has only billed for the £375 which for the four magazines would meet the PC budget of £1500. If the council wished meet the cost of the four free editions and were aware this would exceed the budget by £92. Councillors **agreed** to the increased cost of £398. Proposed by: Cllr D Boulding  
Seconded by: Cllr R Wayre.
- b) Note accounts to 30 April 2017. It was noted that the figures presented on the accounts were not final because the statements were not yet available.
- c) Annual Return. The Annual Return and accounts were almost ready to take to the internal auditor and this would be done shortly.

#### 35. Planning – to note decisions and any plans tabled

Case No	Parish	Location and Description	Decision
<a href="#">17/00484</a> <a href="#">/AS</a>	Biddenden	<b>Agricultural Buildings at, Dashmondon Farm, High Halden Road, Biddenden, Kent</b> Prior approval for the change of use of three existing agricultural buildings and land within curtilage into three residential dwelling houses	<b>Object</b>
<a href="#">17/00485</a> <a href="#">/AS</a>	Biddenden	<b>9 Spinners Close, Biddenden, Ashford, Kent, TN27 8AY</b> Construction of single storey conservatory to the side of the property	<b>Support</b>
<a href="#">17/00496</a> <a href="#">/AS</a>	Biddenden	<b>Ashenden Farm, Bell Lane, Biddenden, Ashford, Kent, TN27 8LD</b> Prior approval for associated operational development in accordance with prior approval 16/01860/AS (Prior approval for change of use of 3 agricultural barns and land within their curtilage to 3 dwellings)	<b>Object</b>
<a href="#">17/00510</a> <a href="#">/AS</a>	Biddenden	<b>Derby Cottage, Benenden Road, Biddenden, Ashford, Kent, TN27 8DJ</b> Demolition of existing bungalow and replacement with chalet bungalow, garage, new drive access off road & parking	<b>Support</b>
<a href="#">17/00564</a> <a href="#">/AS</a>	Biddenden	<b>16 High Street, Biddenden, Ashford, Kent, TN27 8AH</b> Installation of shower room at first floor.	<b>Support</b>



Case No	Parish	Location and Description	Decision
<a href="#">17/00483</a> <a href="#">/AS</a>	Biddenden	<b>Goldwell Granary, Tenterden Road, Biddenden, Ashford, Kent, TN27 8BP</b> Erection of a single storey rear extension and two storey side extension	<b>Support</b>
<a href="#">17/00598</a> <a href="#">/AS</a>	Biddenden	<b>Rats Castle, Cranbrook Road, Biddenden, Ashford, Kent, TN27 8DY</b> Demolition of existing pool enclosure and pump house and construction of replacement pool enclosure	<b>Support</b>
<a href="#">17/00596</a> <a href="#">/AS</a>	Biddenden	<b>19 The Weavers, Biddenden, Ashford, Kent, TN27 8AP</b> Erection of a single storey side extension	<b>Support</b>

### 36. Correspondence

There were no comments or requests for information based on the correspondence list.

### 37. Items for future consideration

None.

**38. Next meeting:** **Finance Committee Meeting**, Tuesday 30 May 2017 at 7.30 pm in the Village Hall  
**Parish Council Meeting**, Tuesday 6 June 2017 at 7.30 pm in the Village Hall

*All Welcome*

Alison Swannick            07783 223450  
Parish Clerk