

BIDDENDEN PARISH COUNCIL

UNAPPROVED MINUTES OF THE MEETING HELD ON  
TUESDAY 1 MAY 2018 AT 7.30 PM IN THE OLD VILLAGE HALL, BIDDENDEN

Present: Cllr J Tydeman (Chair) Cllr P Harris  
Cllr D Boulding Cllr A Lidgett  
Cllr E Cansdale Cllr E Stevenson-Rouse  
Cllr C Friend

Mrs A Swannick (Parish Clerk)

7 parishioners attended

**1. Election of the Chairman for 2018/19**

Cllr J Tydeman was elected Chairman 2018/18. Proposed by: Cllr E Cansdale Seconded by: Cllr A Lidgett. **Unanimous**

**2. Apologies for absence**

Cllr T Bizley due to work commitments  
Cllr P Harris due to personal commitments  
Borough Cllr N Bell

**3. Election of the Vice Chairman for 2018/19**

Cllr C Friend was elected Vice-Chairman for 2018/19. Proposed by: Cllr D Boulding Seconded by: Cllr E Stevenson-Rouse. **Unanimous.**

**4. Parishioners' Questions**

A question was asked about the recent vandalism at the village hall and the bowls club. Cllr Lidgett was thanked for passing the matter on to the police. The PCSO came out and dealt with the matter. Everyone was encouraged to report crime to the police as soon as possible. If it is not reported the police will not have a record of it so, to all intents and purposes, it does not exist.

A parishioner asked if a reward system could be set up to counter-balance poor behaviour ie reward volunteers for doing good things ie find a distraction and put emphasis on the good behaviour rather than the bad.

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

.Cllr Friend declared an interest in planning application 18/00378/AS

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

None

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### 7. Approval of the unapproved minutes of the meeting held on 3 April 2018

There being no comments or amendments, the minutes were declared a true and proper record of the meeting. Proposed by: Cllr E Stevenson-Rouse Seconded by: Cllr D Boulding. **Agreed.**

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

The co-option procedure will take place at the June meeting. It will take place at 7.00 pm in closed session and the meeting will then be open to the public at 7.30 as usual.

### 9. Report by Borough Councillor, ABC

No report.

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

The Committee and Working Group systems are working well and should continue. Proposed by: Cllr C Friend Seconded by: Cllr A Lidgett. **Unanimous.**

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

- Finance Committee
- Internal Review Committee
- Planning Committee

No issues were raised. The terms of references remain unchanged. Proposed by: Cllr E Stevenson-Rouse Seconded by: Cllr D Boulding. **Unanimous.**

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

Below is the current membership of existing committees, groups and other Council nominated positions as agreed in May 2017:

#### 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 C Friend (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 (Leads).

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

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

**Police Liaison:** Cllr E Cansdale; Cllr J 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 C Friend

**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. The Clerk to confirm which are council appointed trustees.

**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 2017/18. Noted.

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

Reviewed by Cllrs D Boulding and Cllr E Stevenson-Rouse. Only the Financial Regulations were renewed as a new set of Model Standing Orders were issued a week ago and they need to be checked and adapted to Biddenden prior to being presented to the Parish Council. In the meantime, the existing Standing Orders will remain in place. It is expected that the new Standing Order will be presented at the June meeting.

**15. Review of Code of Conduct**

Reviewed by Cllrs D Boulding and E Stevenson-Rouse. Proposed by: Cllr A Lidgett Seconded by: Cllr C Friend. **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**

Presently, Cllr C Friend to remain as the council's representative on the Tenterden Forum. Proposed by: Cllr A Lidgett Seconded by: Cllr E Cansdale. **Unanimous.**

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

The Asset Register was presented and agreed. Proposed by: Cllr Friend Seconded by: Cllr E Cansdale. **Unanimous.**

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

Councillors had been sent copies of the renewal and policy documents.

The Parish Council's insurer is Zurich and the council entered into a 3 year agreement with them in 2015. The cost of insurance in 2017/18 was £1198.71. The premium for 2018/19 is £1340.41. Zurich do offer a 5 year agreement which would further reduce the premium but any agreement can be looked at next year at the end of the current agreement. In 2015 it was reported that Zurich was £1000 cheaper than the Council's then insurer AXA.

The insurance arrangements were agreed. Proposed by: Cllr D Boulding Seconded by: Cllr C Friend. **Unanimous.**

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

Council: KALC	2018/19 subscription	£743.82 excl VAT
Council: Action with Communities in Rural Kent	2018/19 subscription	£50.00
Council: Kent County Playing Fields Association	2017/18 subscription	£20.00
Council: Data Protection Registration	2017/18 subscription	£35.00
Clerk: Society of Local Council Clerks	2017/18 subscription	£149.00

(includes membership of ALCC)

It was noted that Satswana as the DPO would be engaged for 2018/19 at £150 pa.

The above was agreed. Proposed by: Cllr A Lidgett Seconded by: Cllr E Stevenson-Rouse. **Unanimous.**

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

Reviewed by Cllr A Lidgett and Cllr P Harris. Agreed. Proposed by: Cllr A Lidgett Seconded by: Cllr P Harris. **Unanimous.**

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### **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. Agreed. Proposed by: Cllr D Boulding Seconded by: Cllr J Tydeman. **Unanimous.**

It was noted that this policy may be looked at again if there are relevant changes under new GDPR rules.

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

Reviewed by Cllr J Tydeman and Cllr D Boulding. Agreed. Proposed by: Cllr J Tydeman Seconded by: Cllr D Boulding. **Unanimous.**

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

Reviewed by Cllr A Lidgett and Cllr P Harris. Agreed. Proposed by: Cllr A Lidgett Seconded by: Cllr P Harris. **Unanimous.**

### **25. Reviewing the Council's Habitual or Vexatious Complainant Policy and telephone policy**

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

### **26. Reviewing the Council's Records Management Policy**

Due to the introduction of GDPR during May, the review of this policy is to be postponed until further information has been received from the Council's DPO and changes incorporated.

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

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

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

Reviewed by Cllr T Bizley and Cllr E Stevenson-Rouse. Agreed. Proposed by: Cllr E Stevenson-Rouse Seconded by: Cllr C Friend. **Unanimous.**

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

The dates were agreed at the meeting held last year.

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

a) Update: No further updates received. However, further work needs to be done on the proposed cycle track. It was agreed that the Biddenden Heritage Project Group meets to discuss this further and come up with answers to the queries as soon as possible. The working group consists of Cllr Harris and Cllr Lidgett. Cllr Boulding will replace Cllr Parks.

b) Gladman Appeal: A letter has been received from the Planning Department regarding the Gladman Appeal (attached). An email was written to the Appeal Case Officer to clarify dates and a reply was received. A meeting is to be held with Lois Jarrett at ABC and Cllr Bell on 8 May at 1pm at Tannery Lane, which further to the email sent round to councillors Cllrs Friend and Lidgett are attending. If any other councillor wishes to attend please let the Clerk know and names will be passed on to Cllr Bell. The meeting is to discuss Biddenden's options regarding the appeal.

### 31. Village Green

Arrangements are being made for a public consultation to take place at the beginning of June. It will take the form of a “drop-in” so that parishioners can go to the village hall between, for example, 3pm and 7 pm and look at the drawings and talk to the engineers. Further details will be notified. A notice will go into the Parish Magazine and Kentish Express. It was suggested that there be two sessions held to allow more people to attend.

### 32. GDPR

The new data protection regulations come in during May. The parish council is working on its Impact Statement, its policies and other issues connected with it. A Data Protection Officer has been appointed as recommended by the new rule 7. The Parish Council has retained Satswana to provide this service. The company provided training for KALC on GDPR earlier in the year which the Clerk and Cllr Boulding attended.

### 33. Reports from Group Chairmen

**PO, Car Park and Toilets:** At the last meeting the Clerk was asked to give the figure for maintenance of the toilets for the last year. During 2017/18 there were no costs as the invoices for work which took place during the year didn't come in until the beginning of April. The cost unblocking and repairs was: £770.48 incl VAT and the cost of Toilet Paper, seats, soap and cleaning products amounted to £375.45 during 2017/18.

There is major work required in the toilets. When the tile in the men's cubicle was replaced the wall behind it was found to be rotten. All the other internal walls appear to be in the same state. Therefore, all the internal walls need replacement and the initial quote is £6088. A quotation has been requested from another contractor.

A quotation has been received for the alarm for disabled toilet and this will cost £320 plus VAT. This was agreed.

**Millennium Field and Jubilee Meadow:** The work on the trees in the Millennium Field has been completed. The Jubilee Meadow hedge at the bottom of the field has been cut.

**Traffic, Pedestrians and Footpaths:** A letter has been sent to Kent Highways regarding the potholes in the Cranbrook Road.

**Gordon Jones Playing Field and Play Area:** The trees and hedge within the squash club embankment area have been cut, as has the tree in the bowls club.

There will be some minor maintenance arranged for the play area prior to the summer.

**Police Liaison:** Police UK shows 10 crimes reported in February 2018:

Burglary	2
Criminal Damage & Arson	1
Other Theft	3
Violence & Sexual Offences	4

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It was stressed that all crime needs to be reported either using 101 or the Kent police online portal and 999 if a crime/incident is taking place.

**KALC:** Nothing to report.

**Tenterden Forum:** The next meeting is to be held on 2 May and Cllr Friend will attend.

**Community Project Fund:** A meeting will be held shortly and suggestions will be presented at the June meeting.

**Allotments:** There is currently one allotment not allocated as confirmation is awaited that the person on the waiting list wishes to take on the allotment.

**Village Hall Management Committee:** Report to be given at the meeting regarding the LTIDP (Long Term Improvement Development Plan). Cllr Friend summarised discussion. The Tennis Club would like proper toilet facilities in the play area. The Play Area group would look at the proposal and consider what is viable.

A letter has been received from the Headcorn Doctors Surgery to inform the Parish Council that the Biddenden Surgery will close on 1 June 2018.

**Health & Safety:** Report noted.

**Working Group Reports:** The Land and Agreements Working Group will be meeting shortly. Terms of Reference had been circulated. These were agreed.

**John Mayne School:** Newsletter circulated.

The meeting closed at 9.12 pm for refreshments to be collected. The meeting was then re-opened.

### 34. Finance

- a) List of Payments. Proposed by: Cllr D Boulding. Seconded by: Cllr C Friend. **Unanimous.**
- b) Note accounts to 30 April 2018 – the statements will not be ready until at least 3 May, so the accounts will be circulated separately.
- c) Annual Return. The 2017/18 accounts have been audited and the annual return is being prepared. This will be presented to the parish council for consideration in June.

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35. Planning – to note decisions and any plans tabled

Case No	Parish	Location and Description	Decision
<a href="#">18/00417/AS</a>	Biddenden	<b>Apsley Farmhouse, Pook Lane, Biddenden, Ashford, Kent, TN27 8JJ</b> Change of use of the land to residential garden	Support
<a href="#">18/00502/AS</a>	Biddenden	<b>Little Dane, Pook Lane, Biddenden, Ashford, Kent, TN27 8JT</b> Removal of a section of internal wall and window between main house and conservatory	Support
<a href="#">18/00521/AS</a>	Biddenden	<b>River Hall Barn, River Hall Lane, Biddenden, Ashford, Kent, TN27 8JE</b> Proposed agricultural building for the storage of machinery, hay and livestock with associated hardstanding and access track	Support
<a href="#">18/00525/AS</a>	Biddenden	<b>2 Church View, Biddenden, Ashford, Kent, TN27 8EB</b> Single storey rear extension; loft conversion with one front and two rear dormers; and new entrance porch.	Object
<a href="#">18/00518/AS</a>	Biddenden	<b>The Old Railway Station, Headcorn Road, Biddenden, Ashford, Kent, TN27 8JA</b> Outline application for development of up to 15 dwellings on former Railway Station and part residential garden	Object
<a href="#">18/00538/AS</a>	Biddenden	<b>Agricultural buildings at Weeks Land Farm, Weeks Lane, Biddenden, Kent</b> Proposed change of use to extend residential curtilage and the erection of two double garages	Support
<a href="#">18/00539/AS</a>	Biddenden	<b>Barn at, Guy House, River Hall Lane, Biddenden, Kent</b> Conversion of redundant tractor shed and animal barn into a residential dwelling including increase in roof height and link between shed and barn, new double garage, timber gates on brick piers (revision to planning permission 17/01709/AS - increase height of animal barn)	Support
<a href="#">18/00544/AS</a>	Biddenden	<b>The Weavers House, 11 High Street, Biddenden, Ashford, Kent, TN27 8AL</b> Removal of a section of wall and contemporary mullioned window between existing kitchen area and oak framed extension creating a larger aperture framed by inserted oak posts and threshold	Support
<a href="#">18/00595/AS</a> No consultees.	Biddenden	<b>Little Manor, Sissinghurst Road, Biddenden, Ashford, Kent, TN27 8EX</b> Lawful development certificate - proposed use - use of the dwellinghouse by persons unrelated to agriculture	Support
<a href="#">18/00571/AS</a>	Biddenden	<b>4 Church View, Biddenden, Ashford, Kent, TN27 8EB</b> Single storey side and rear extension	Support



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Case No	Parish	Location and Description	Decision
18/00378/AS	Biddenden	<b>Leisure Park Real Estate, Woodlands Park, Tenterden Road, Biddenden, Ashford, Kent, TN27 8BT</b> Variation of condition 4 of permission 12/00898/AS to allow for the stationing of static holiday caravans occupied for holiday purposes only and not to be occupied as a person's sole main place of residence.	<b>Object</b>

## Planning Appeals Received

Case No and Decision	Parish	Ward	Location and Description
<a href="#">17/01446/AS</a> Appeal Received	Biddenden	Biddenden	<b>Land North East of 74, North Street, Biddenden, Kent</b> Outline planning application for the erection of up to 110 dwellings with public open space, landscaping and sustainable drainage system (SuDS) and vehicular access point from North Street. All matters reserved except for means of access to North Street.

The Clerk will write a letter on behalf of the Parish Council. The Parish Council has already objected to Ashford Borough Council.

### 35. Correspondence

Noted.

### 36. Items for future consideration

Annual Return  
Co-option (See item 8)  
New Model Standing Orders  
Data Protection Policy  
Records Management Policy  
Website - revamp

A vote was taken to go into closed session to discuss one item of business:

The telecommunications mast was discussed and access issues. **It was agreed** to contact Shared Access regarding a possible access solution.

**37. Next meeting:** **Parish Council Meeting**, Tuesday 5 June 2018 at 7.00 pm in the Village Hall.  
Co-options will start at 7.00 pm but this section of the meeting will take place in closed session. Members of the public are welcome from 7.30 pm.

Alison Swannick  
Parish Clerk