

**APPROVED Minutes of the Parish Council meeting held on
Tuesday 13 February 2018 at 7.30 pm in the Old Village Hall, Biddenden**

Present: Cllr C Friend (Chair) Cllr E Cansdale
 Cllr D Boulding Cllr A Lidgett

 Mrs A Swannick (Clerk)
 Cllr N Bell, ABC
 PCSO Kate Richards

16 parishioners attended

The Chairman welcomed everyone to the meeting. He introduced PCSO Kate Richards he stated that she would speak outside of Police Liaison item as she was on duty. See below agenda item 1.

1. Apologies for absence

Cllr T Bizley due to work commitments
Cllr P Harris due to personal commitments
Cllr E Stevenson-Rouse due to personal commitments
Cllr J Tydeman due to personal commitments

PCSO Kate Richards introduced herself as a new PCSO for the area and said she would shortly be joined by another PCSO at the end of March to share her area. She stressed the need to report crime by phoning 101 for non-urgent reports and 999 for urgent incidents. Incidents can be reported online via <https://www.kent.police.uk>. Once a report is made online the user will receive a unique reference number and a return email confirming receipt of the report. PCSO Richards urged parishioners not to just report crimes on Facebook as the police don't monitor Facebook sites for crime reports. Crimes need to be reported otherwise the police don't know about it and resources could be removed.

2. Parishioners' Questions

- a) A question was asked as to why there was a different approach to the Gladman and Millwood proposed plans. It was stated that the Millwood site was identified as part of the Draft Local Plan process where sites were submitted, researched and agreed following process. BPC also wanted 25 houses, but 70 were proposed by the developer and it ended up with 45. The Gladman proposed site is speculative and was not submitted as part of the call for sites under the Draft Local Plan process. The issue of S106 money was raised. It was stated that although ABC and BPC may not be in favour of the Gladman development the borough council has to consider what benefits might be got through S106.
- b) The garages in Chulhurst, just off the Sissinghurst Rd and opposite The Workhouse, is being used as an impromptu yard. Cllr Bell stated that he would investigate it.
- c) The Chairman was asked if the meeting was quorate. The Clerk replied that the meeting was quorate as per the Standing Orders.

3. Any declarations of interest in items on the Agenda

None.

4. Any alterations to Disclosure of Pecuniary Interests

None.

5. Approval of the unapproved minutes of the meeting held on 2 January 2018

A parishioner asked if councillors could morally approve the minutes as most present at tonight's meeting had not attended the meeting of 2 January. The Clerk read out a section from a NALC publication "Local Councils Explained", Charing Meetings, Approving Minutes: "When the meeting is approving the draft minutes of a previous meeting as an accurate record, the only issue for the meeting is whether the minutes accurately record the proceedings of the meeting and the resolutions made at them. It is irrelevant if the chairman or other councillors were not present at the meeting to which the draft minutes relate."

The minutes were deemed to be a true and proper record of the meeting. Proposed by Cllr C Friend Seconded by: Cllr A Lidgett (both councillors had been present at the meeting held on 2 January). **Unanimous.**

6. Approval of the unapproved minutes of the Extraordinary meeting held on 9 January 2018

The minutes were deemed to be a true and proper record of the meeting. Proposed by: Cllr E Cansdale Seconded by: Cllr D Boulding. **Unanimous**

7. Any matters for information not on the agenda

The two vacancies created by the resignations of Cllrs Parks and Wayre have notified to ABC and a Notice of Vacancies In Office Of Councillor regarding this is on the website.

The black grit bin by the churchyard needs replacing. Another waste bin needs to be sited in the churchyard as the grit bin is being used for dead flowers.

The telephone box which was adopted for the purpose of a book library has been vandalised and no work has yet been carried out on it by the group responsible. The Clerk is to follow this up.

8. Report by Borough Councillor, ABC

The prior approval for the telecommunications mast was refused due to harm to the view of the church which they felt outweighed the benefit to the village. However, it is not an absolute "no" as other sites can be looked at. If other sites are found it would be hard for ABC to turn an application down. An appeal could also be made.

The Appeal regarding the Gladman application to build over 100 houses in Brabourne has been heard. ABC hired a well-respected barrister and Brabourne hired its own barrister with the aid of a loan from ABC. /the result should be out towards the end of March. The next Gladman appeal is regarding a site in Charing.

KCC are planning to increase the Council Tax by 2%. There will be a reduction in bus services, however, it will not be those full of children. KCC will be looking at alternative transport systems.

Questions were taken:

a) Has anything been learnt from the Brabourne Appeal? Cllr Bell thought them to be well prepared. Government changed the figures for housing and supply, but he felt that ABC reacted well.

b) A question was asked about Neighbourhood Plans. Cllr Bell replied that you only had to look at what is happening in Bethersden and he would rule out Biddenden having one as it would currently make no difference.

9. Ashford Borough Council Local Plan to 2030 - Site submissions for Biddenden

a) Update – Nothing to report

b) Land to the East of North Street – A further email from the Planning Officer has been

received regarding clarification on the Biddenden Heritage Project. It was **agreed** that the Clerk and Cllr Lidgett would draft and send off a reply.

10. Telecommunications Mast

The planning application submitted by Shared Access has been refused. The council has been in contact with Shared Access regarding the issue and they will come back in due course.

11. Contracts and Deeds relating to Gordon Jones Playing Field, Jubilee Meadow and Millennium Field

It was agreed to set up a working group to review documentation relating to parish council land. The Clerk will draw up terms of reference which will include all documentation relating to parish council land, working with the council's solicitor to ensure that legal requirements are satisfied. Membership of the Working Group would be settled outside of the meeting as not all councillors are present.

12. Model Publication Scheme

This was postponed until the March meeting.

13. Risk Assessment

The Risk Assessment was **agreed**. Proposed by: Cllr E Cansdale Seconded by: Cllr A Lidgett. **Unanimous.**

14. Business Continuity Plan

It was **agreed** to postpone this item until the March meeting.

15. File Depository

It had been previously agreed to look into the possibility of filing all documents for specific projects into an app such as Drop Box to allow all councillors to access papers. Advice was sought from KALC and circulated to councillors. There are difficulties using providers such as Drop Box as there are restrictions as to the country information is backed up or stored in as it has to be UK based. It was reported that a system using zip files could be used for the Clerk to put information in and update, which would give councillors access. This way there would be no risk of viruses from outside infecting computers etc. It was **agreed** that this system could be used for specific projects only and should be looked into further. The Clerk would let councillors know of any projects.

16. Reports from Group Chairmen

PO, Car park and toilets: A second quotation for repainting the white lines has been received. It is within £10 of the first quotation obtained. It was **agreed** that the local company should be asked to carry out the work.

Millennium Field and Jubilee Meadow: The strimming around the memorial trees will shortly take place. A gate post on a gate into the Millennium Field had broken and a contractor has been asked to repair it.

Work to replace rotten or damaged planks of wood in the bridges across the stream will also be fixed.

A quotation had been obtained from a tree company previously used for work on the Millennium Field by the council to cut the trees around the lower dipping pond and also the trees within the squash club embankment. Whilst walking around, Fernshire also noted other trees that needed felling or work and they were therefore asked to quote for this work. It was **agreed** to organise a walk around the area checking the trees against the quotation before giving the go ahead for the work to be carried out. A meeting is arranged with the chair of the

JM and MF Working Group on 15 February.

Traffic, Pedestrians and Footpaths: The large notice board door has swollen again. The contractor has been informed and it will be repaired shortly. Alternative costings have been sourced for a cheaper small noticeboard to replace the one on the wall of the village shop as the quotation provided for custom making one was £2574. A small aluminium board with the parish council name need only cost up to £300, but it is dependent upon what is required. Wooden boards are much more expensive than metal or plastic. The Clerk was asked to send details of boards round to councillors.

A meeting with Cllr Hill, Kent Highways, Cllr Friend and Cllr Lidgett took place on 30 January. The subject of the meeting was not given to councillors in advance. Kent Highways had come up with a scheme for the village green and a revised traffic system. The drawing provided by Kent Highways was a preliminary drawing and still needed work. A number of responses had been received from parishioners both in favour and against the proposed scheme. Discussion took place regarding the proposed scheme and the timeline for giving a decision. Comments received from Cllr Harris and Cllr Bizley, which had been circulated prior to the meeting due to their absence, were noted.

It was **agreed** that the Clerk would contact Cllr Hill's office to ask if a) about the timeline; b) if an engineer could attend a public meeting to discuss the scheme and drawing; and c) to say that the parish council needed more time to come to an informed decision.

A parishioner has also complained about speeding in lanes and throwing rubbish onto them. A CPRE document called Quiet Lanes is enclosed for your information. The drawing would be put on the website and the noticeboard together with a note stating that any views on the drawing should be sent to the Clerk by 28 February 2018.

A parishioner has reported speeding down High Halden Road and referred to a CPRE document on Quiet Lanes. If enough support for this issue could be gained from those living in High Halden Road then a presentation could be made to the council.

Discussion took place regarding a parishioners wish to join a campaign banning lorries from A roads and going through villages to get from A to B but using the motorways and dual carriageways. It was noted that this was a campaign being run by a gentleman in Cranbrook, but that it would impact on deliveries to shops. A roads were also strategic to roads infrastructure.

Gordon Jones Field and Play Area: Remedial works are still to be sorted out with Lars Laj. The Chairman will speak to them.

Police Liaison: Police UK shows 15 crimes reported in November 2017:

Anti-Social Behaviour	2
Burglary	1
Criminal Damage & Arson	1
Public Order	2
Vehicle Crime	2
Violence & Sexual Offences	7

Sgt Bloomfield has confirmed that her team has increased and there are now two PCSO's covering 9 areas including Biddenden. They are PCSO Katherine Richards and PCSO Luke Jones. Crime can also be reported online via <https://www.kent.police.uk>.

Cllr Lidgett has been in touch with the CSU and Commissioner regarding reported crime and the fact that there is no feedback. The CSU chief inspector Andy Somerville contacted Cllr Lidgett and passed on the name of the CSU manager Ins Jason Atkinson who also subsequently telephoned to discuss concerns. We were advised that PCSO's were due to be increased and that reporting back of results of investigation needs to be improved. Cllr Lidgett met with PCSO Richards in the village and did a quick walkabout to introduce her to the High St businesses.

KALC: The Clerk and Cllr Boulding have attended a GDPR workshop relating to new data protection regulations. One issue is that the parish council pc needs to be encrypted and to do this the professional version of Windows 10 is recommended and should be purchased. It was **agreed** that the Clerk should purchase Windows 10 pro.

Discussion took place about asking the company that did the training to act as Data Officer as they had the necessary experience. This was **agreed**.

Tenterden Forum: The next meeting is 28/2. Cllr Tydeman will attend in the Chairman's absence.

Planning and Housing: Action with Communities in Rural Kent had been in touch regarding carrying out a new Housing Survey. It was **agreed** that they could run it and the parish council was happy to sign the letter.

Community Project Fund: Only one application was received for the last round of applications from Biddenden Horticultural Society for £100 for summer planting. The Chairman had spoken to Cllr Boulding and it had been agreed that this should be approved. Proposed by: Cllr D Boulding Seconded by: Cllr E Cansdale. **Unanimous**.

The next deadline for applications is 31 March 2018. An application has already been received from the Biddenden Poppy Group.

Allotments: Feedback has now been received from Biddenden Allotment Association regarding the proposed new wording regarding the termination clauses within the tenancy agreement. BAA wished to allow transfer of a plot to a boyfriend/girlfriend if the person who rents the plot passes away. Councillors discussed the matter and it was **agreed** not put this in as the relationships had no legal standing and to leave it a spouse/civil partnerships which are legally recognised.

The issue of having bee hives on the allotments has not progressed further.

Councillor Bell left the meeting.

Village Hall Management Committee: A meeting to discuss a redevelopment plan was held on 24 January. The Chairman had been unable to attend and so notes on the meeting had been forwarded.

Health and Safety: As detailed in the report.

John Mayne School: The current newsletter had been circulated to councillors.

17. Finance

- a) Payment of cheques: The Payments Schedule was presented. There were no queries. Proposed by: Cllr D Boulding Seconded by: Cllr A Lidgett. **Unanimous**.
- b) Note accounts to 31 January 2018. Noted.

18. Planning – to note decisions and any plans tabled

Case No	Parish	Location and Description	Decision
17/01898/AS	Biddenden	Little Omenden Barn, Biddenden, Ashford, TN27 8QP Change of use of land to residential in relation to prior approval 17/00792/AS (Prior approval of proposed change of use of an agricultural building to a dwelling house and associated operational development)	Support

Case No	Parish	Location and Description	Decision
18/00075/AS	Biddenden	Agricultural Building south of, Cot Lane, Biddenden, Kent Prior notification for the proposed change of use of agricultural building and land within its curtilage to a residential dwelling and associated operational development (revision to prior approval granted under 16/00514/AS)	Support
18/00062/AS	Biddenden	Silver Birches, Tenterden Road, Biddenden, Ashford, Kent, TN27 8BH Erection of a new dwelling	Support
18/00121/AS	Biddenden	Agricultural Buildings at, Dashmonden Farm, High Halden Road, Biddenden, Kent Prior approval for change of use from two agricultural barns and land within their curtilage to two dwelling houses	Support
18/00156/AS	Biddenden	Pullen Barn Farm, Headcorn Road, Biddenden, Ashford, Kent, TN27 8JA Livestock Handling Facility	Support
18/00162/AS	Biddenden	Chestnut Cottage, Benenden Road, Biddenden, Ashford, Kent, TN27 8DJ Proposed replacement dwelling	Object as dwelling not in character of dwellings either side
18/00014/AS	Biddenden	Goldwell Farmhouse, Tenterden Road, Biddenden, Ashford, Kent, TN27 8BP Replacement of roof tiles on rear catslide roof	Support
18/00151/AS	Biddenden	Little Crampton Farm, High Halden Road, Biddenden, Ashford, Kent, TN26 3HR Prior approval for change of use from one agricultural barn and land within its curtilage to one dwelling house.	No comment as no drawings submitted
18/00110/AS	Biddenden	Autumn Cottage, Benenden Road, Biddenden, Ashford, Kent, TN27 8DJ Single storey side/rear extension	Support

19. Correspondence

There were no comments or amendments on the Correspondence List.

20. Items for future consideration

Model Publication Scheme
Business Continuity Plan

21. Staffing (This item was taken in closed session)

It was **agreed** to pay the Clerk's contractual gratuity payment into the council pension.
Proposed by: Cllr E Cansdale Seconded by: Cllr D Boulding. **Unanimous.**

22. Next meeting: **Parish Council Meeting**, Tuesday 6 March 2018 at 7.30 pm in the Village Hall **All Welcome**

Alison Swannick 07783 223450
Parish Clerk