

10. Review of delegation arrangements to Committees, Groups and other Council nominated positions.

It was **agreed** that arrangements were working well. Proposed by: Cllr S Parks Seconded by: Cllr D Boulding. **Unanimous.**

11. Review of the terms of references for the following committees (papers enclosed)

- Finance Committee
- Internal Review Committee
- Planning Committee

The terms of reference for the above committees were reviewed and it was **agreed** to approve them. Proposed by: Cllr E Stevenson-Rouse Seconded by: Cllr A Lidgett. **Unanimous.**

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

The membership of the following 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; 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)

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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 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.

The Clerk was asked to find out why no councillor is on the charity if they are PC appointed. There is no reason why councillors should not be nominated. The council **agreed** that Cllr P Harris should be nominated as a council representative.

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. It was **agreed** that Cllr J Tydeman should be nominated as a council representative if it appropriate.

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 are no new committees.

14. Review and adoption of standing orders and financial regulations

The Standing Orders and Financial Regulations were reviewed by Cllrs Boulding and Stevenson-Rouse.

Attention was drawn to section 18 c of standing orders as the limit figure was currently £60,000 and needed to be changed to £25,000 in order to tie in with the new Financial Regulations 2016. **Agreed.** Discussion took place regarding Sections 5.5 b and c and it was **agreed** to keep both. Section 11 was highlighted in the financial regulations regarding the limit of £25k, £3k and £500 limits. **Agreed.** Proposed by: Cllr D Boulding Seconded by: Cllr A Lidgett. **Unanimous.**

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15. Review of Code of Conduct

The Code of Conduct was reviewed by Cllrs Tydeman and Stevenson-Rouse. There were no changes.

16. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities

Biddenden Parish Council contributed to the purchase of speedwatch equipment with several other councils to be shared equally between them, and makes an annual contribution towards the insurance.

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

There are none.

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

The Asset Register was **agreed** subject to the defibrillator being added, the marquee being moved into the lockup, and the number of litter bins being amended.

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

In 2015 the Parish Council changed insurer to Zurich and entered into a 3 year agreement. The Renewal document is attached. The premium due for 2016/17 is £1,205.65. The insurance arrangements were **agreed** subject to the defibrillator being added and the item "computer" being removed as it was a duplicate.

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

- Council: KALC and Parish Forum - KALC £869.71 Parish Forum - Free
- Council: Action with Communities in Rural Kent (Annual Subscription) - £35 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.

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Agenda items 21-29 were taken together

21. Reviewing the Council's Complaints Procedure

Cllrs Lidgett and Harris reviewed the Complaints Procedure. **Agreed.**

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

Cllrs Boulding and Tydeman reviewed the procedure for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998. **Agreed.**

23. Reviewing the Council's Internal Review Procedure

Cllrs Boulding and Tydeman reviewed the Internal Review Procedure. **Agreed.**

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

Cllrs Bizley and Friend reviewed the policy for dealing with the Press/Media. It was **agreed** to bring this forward to the next meeting as Cllr Bizley had some comments which should be discussed with him in attendance.

25. Reviewing the Council's Data Protection Policy

Cllrs Harris and Parks reviewed the Data Protection Policy. **Agreed.**

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

Cllrs Cansdale and Friend reviewed the Habitual or Vexatious Complainant Policy. **Agreed.**

27. Reviewing the Council's Records Management Policy

Cllrs Boulding and Parks reviewed the Records Management Policy. **Agreed.**

28. Reviewing the Council's Working Groups Policy

Cllrs Lidgett and Friend reviewed the Working Groups Policy. **Agreed.**

29. Reviewing the Council's Health & Safety Policy

Cllrs Bizley and Parks reviewed the Health & Safety Policy. It was **agreed** that this policy would be brought forward to the next meeting as Cllr Bizley had made some comments for

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consideration in his absence, but it was felt that he should be in attendance. The Clerk was asked to check with KALC about risk assessments.

The above policies were agreed with the exception of Press/Media and the Health & Safety policies which were to be brought forward to the next meeting. Proposed by: Cllr J Tydeman Seconded by: Cllr S Parks. **Unanimous.**

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

This document has already been agreed.

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

No further information received.

The meeting was closed at 20.40 for refreshments and was re-opened at 21.05.

32. **Reports from Group Chairmen**

Post Office Car Park and Toilets: The defibrillator be fixed to the outside wall by the disabled toilet on 26th May.

The Cleaner has been asked to do a “spring clean” of the toilets.

Servicing of the CCTV is being organised.

The men’s toilet was reported blocked on 6/5 and the plumber called out.

The Post Office rent is due for review in June 2016. A letter regarding this from the Post Mistress was considered. After discussion it was **agreed** that the rent should remain the same and will be reconsidered when the next review is due in 2017. Proposed by: Cllr E Cansdale Seconded by: Cllr E Stevenson-Rouse. **Unanimous.**

Millennium Field and Jubilee Meadow: As requested at the April meeting, the Clerk contacted BASC regarding insurance held by the parishioner wishing to renew permission to shoot on the Millennium Field. Since queries were satisfied a permission letter has been written as requested and a cover letter has also been written requesting that a copy of membership certificates and insurance is forwarded to the clerk upon renewal each year, and drawing attention to the care required when shooting on public land. Permission can be withdrawn by the council at any time.

As agreed at the last meeting, Natural England has been contacted regarding a meeting to see if Biddenden could apply for the Mid-Tier scheme. An “option tool” has been sent in the first instance. However, it has not answered the questions and so Natural England will be contacted again. The deadline for applications is September 2016. The annual claim was submitted.

Traffic, Pedestrians and Footpaths:

Noticeboard: A second quotation was sought but the company was not interested in quoting. A reply from a third company is awaited.

A laminator has been purchased.

Gordon Jones Field and Play Area: The playing field has been too wet to mow to-date. A quotation for drainage work has been obtained from the mowing contractor. The Clerk will look at getting quotations and grants for the drainage work to the field.

Play Area: A meeting was held on 27th April with the preferred contractor, Lars Laj. The contractor was told that the majority of funding was available and the final tranche was in the hands of the Lottery Awards For All scheme, but was told that the parish council would cover the shortfall if difficulty was encountered in finding the final figure. To that end, the contractor was told that the council would like the works completed by the beginning of the school summer holidays.

The contractor came up with a variation to the design of the tunnel with the earth banking as there could be problems with bumping heads on the top of the concrete tunnel and youths using the tunnel to smoke in. A modification was suggested using a plastic tube and the mounds going either side, but not over the top. This was accepted. The direction of the basketball net is to be changed so that ball are directed towards the tennis court rather than the adjacent field.

As requested at the last meeting, the Clerk contacted Awards for All regarding whether any work could begin before an award was made. The Clerk was told that no money should have been spent before an award was made. Subsequently, Awards For All have said that they cannot consider the application as there was land and building work required in excess of £25,000. Therefore another application has been made by breaking the project down and asking for just equipment totalling £5929 as the Church has kindly donated £455 to the project.

Councillors considered the above and agreed that the Clerk should raise an order with Lars Laj based on the latest quote. Once this has been received Lars Laj will forward copies of their insurances, method statement and risk assessments. Proposed by: Cllr E Cansdale
Seconded by: Cllr A Lidgett. **Unanimous.**

Confirmation of whether Shaylers fun fair will be using the Gordon Jones Playing Field at the beginning of June is still awaited.

Police Liaison: PCSO Lee Sinden submitted a report detailing the following:

Crime reports from 1 April – 1 May 2016:

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Thefts	3
Criminal Damage	1
Attempted burglary	1

There have been no incidents of Anti-Social Behaviour in the village during the last month as recorded by the police. There has, however, been motorcycle nuisance near The Meadows and at the Millennium Field. Parishioners are encouraged to call the police when these incidents happen so that the police can attend at the time.

Surgeries

19 May 2016	All Saints Church Coffee Morning	10.00 am
23 June 2016	All Saints Church Coffee Morning	10.00 am

Community Project Fund: The deadline has passed and meeting is to be held shortly.

Allotments: All but one plot rental has been received and that will be forwarded shortly.

Village Hall Management Committee: AGM 11th May 2016

Health and Safety: The report was circulated. The work to fell two trees and retract a branch on 16 May.

John Mayne School: The May Newsletter was circulated. An invitation to the new Headteacher has been made to attend the June meeting.

33. Finance – approval of cheques

- a) The schedule of payments is presented for approval. **Agreed.** Proposed by: Cllr E Stevenson-Rouse Seconded by: Cllr D Boulding. **Unanimous.**
- b) Monthly accounts are currently not available due to auditing but will be forwarded as soon as the 2015/16 accounts are received back from the auditor so that the figures for the start of the 2016/17 financial year are correct.

It was noted that as Cllr Tydeman is now a signatory on the council's bank accounts he cannot check the accounts on a quarterly basis. Cllr Stevenson-Rouse will take on this role.

- c) Annual Accounts 2015/16: These are currently with the Internal Independent Auditor. The official notice regarding viewing of the accounts has been put on the website and noticeboard. The Finance Committee meeting is to be cancelled due to lack of quorum. The Annual Governance Statement will need to be considered under its own agenda item in advance of any discussion about the annual return or accounts.

The Independent Internal Auditor has decided to retire and therefore the Clerk is contacting names from a KALC list to see if they would be willing to audit BPC from next year.

34. Planning – to note decisions and any plans tabled.

Case No	Parish	Location and Description	Decision
16/00514/AS	Biddenden	Land South of Wealden and, Cot Lane, Biddenden, Kent Prior approval for proposed change of use of agricultural barn to 3no. dwellings	Support subject to conditions being met
16/00523/AS	Biddenden	Little Meadow Farm, Cranbrook Road, Biddenden, Ashford, Kent, TN27 8ER Reconfiguration and widening of approved parking area; erection of 3 bay open bay cartshed garage; erection of two bay garage	Support
16/00611/AS	Biddenden	Stede Court Farm, High Halden Road, Biddenden, Ashford, Kent, TN27 8JG Demolition of derelict garage and log store and erection of replacement garage with indoor swimming pool and gymnasium	Support

35. Correspondence.

The Correspondence List was presented and there were no comments or questions.

36. Items for future consideration.

- Mini SID
- Press/Media Policy
- Health & Safety Policy
- Annual Governance Statement

37. Next Meeting: Parish Council Meeting: Tuesday 14 June 2015, Village Hall at 7.30 pm