

UNAPPROVED

Biddenden Parish Council

UNAPPROVED Minutes of the Parish Council Meeting held on Tuesday 8 May 2019 at 7.30 pm in the Village Hall, Biddenden

Present: Cllr J Tydeman (Chair) Cllr C Friend
Cllr T Bizley Cllr R Hunt
Cllr D Boulding Cllr G Latter
Cllr E Cansdale Cllr J Wright

1. Election of the Chairman for 2019/20

Cllr J Tydeman was elected Chairman for 2019/20. Proposed by: Cllr C Friend Seconded by: Cllr D Boulding. **Unanimous.**

2. Apologies for absence

Cllr Adrian Lidgett due to personal commitments
Borough Cllr N Bell

3. Election of the Vice Chairman for 2019/20

Cllr C Friend was elected Vice Chairman for 2019/20. Proposed by: Cllr R Hunt Seconded by: Cllr E Cansdale. **Unanimous.**

4. Any declarations of interest in items on the Agenda

None.

5. Any alterations to Disclosure of Pecuniary Interests

None.

6. Approval of the unapproved minutes of the meeting held on 2 April 2019

There being no comments or additions to the minutes they were deemed to be a true and proper record of the meeting. Proposed by: Cllr C Friend Seconded by: Cllr E Cansdale. **Unanimous.**

7. Any matters for information not on the agenda

None.

8. Report by Borough Councillor

In his absence, Cllr Bell asked for the following written report to be read out:

Spill Lands Caravan Park

Construction activity, trees being chopped down and hedgerows being removed have been reported. ABC officers have investigated. With regards to the construction activity, the site does have existing planning permission to add additional caravan berths up to a maximum of 65 (currently there are about 40) all of which have permission only for Holiday use NOT residential. The site will be monitored to ensure that there is no residential use. So, the construction activity appears to be lawful.

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With regards to the trees, the ABC Tree Officer will report next week.

With regards to the hedgerows, this is a Kent Police matter and should be reported to the Kent Police Wildlife Crime Unit (I have NOT done this and am unlikely to get an opportunity to do it, if a concerned resident could report it, that would be helpful!)

Green Acre Fishery Application 19/00505/AS

I have formally asked the planning officers that this should instead go to the planning committee if there is any likelihood of it being granted under delegated authority. If it does go to committee, I will be opposing the application, not least because of the negative impact that would result on nearby residents.

There are several other issues I am also pursuing, but I am aware that these two have generated some public interest!

9. Parishioners Questions

A resident of one of the houses affected by the fire in the High Street wished to address issues surrounding the scaffolding and to update the parish council. The parish council stated that it was concerned that there was no crossing across a busy road to the southside pavement, which is not suitable for pushchairs, mobility scooters or anyone with a disability and is uneven for pedestrians generally. The parish council has been in talks with Cllr Hill and Highways regarding this. Cllr Hill had referred an email he had received when he attended the Annual Parish meeting.

A parishioner noted that the pavement opposite the Millwood Development on North Street had been reduced to half width by overgrown hedging. This will be investigated.

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

To confirm that the Working Groups system and committee system is working well.

The Parish Council has joint ownership of speedwatch equipment with Cranbrook and 4 other parish councils

The council also has a pension in place with NEST as legally required and has two employees.

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11. Review of the terms of references for committees

- Finance Committee
- Internal Review Committee
- Planning Committee

These policies were reviewed and **agreed**. Proposed by: Cllr R Hunt Seconded by: Cllr D Boulding.
Unanimous.

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

The membership of committees and working groups was **agreed** for 2019/20:

Committees

Finance Committee: Cllr E Cansdale; Cllr D Boulding; Cllr R Hunt; Cllr J Tydeman; Cllr T Bizley
(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

LTIDP: Cllr C Friend, Cllr R Hunt, Cllr A Lidgett

Millennium Field and Jubilee Meadow: J Wheadon; F Sansom; A Copps; M Conway; Cllr E Cansdale; Cllr C Friend. Cllr G Latter. T Lupton (Leads).

Traffic, Pedestrians and Footpaths: P Whitstone; Cllr T Bizley; Cllr E Cansdale; Cllr J Wright; 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; Cllr R Hunt; Cllr E Cansdale

Regeneration Working Group: Cllr J Wright; Cllr E Cansdale; Cllr G Latter; Cllr T Bizley. This working group is newly formed. It is to look into improving the Cheeselands play area and regeneration of Chulkhurst and Cheeselands. Terms of Reference are to be drawn up by the group and presented to the parish council for approval.

Parish Council appointed positions

The following appointments of councillors was **agreed**:

KALC and Parish & Urban Forum: Cllr R Hunt; Cllr T Bizley

Village Hall Trustee: Cllr C Friend

Tenterden Forum: Cllr C Friend

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Biddenden Consolidated Charity:

Co-optative Trustees: Mr Mark Scott (to February 2021 – five years); Mr Nigel Gould (to December 2023 – five years)

Representative Trustees: Mrs F Brockman (to December 2022); Mrs M Farris (to December 2022); Ms P Harris (December 2020). Representative Trustees are appointed for a period of four years. There are three parish council appointed trustees out of a total of five: Mrs F Brockman, Mrs M Farris and Ms P Harris.

It was **agreed** that the Clerk would check that Ms Harris was happy to continue as a trustee.

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 2018/19.

14. Review and adoption of standing orders and financial regulations

Reviewed by: Cllrs J Tydeman, C Friend, D Boulding

Agreed. Proposed by: Cllr D Boulding Seconded by: Cllr G Latter. **Unanimous.**

15. Review of Code of Conduct

Reviewed by: Cllrs J Tydeman, C Friend, D Boulding

Agreed. Proposed by: Cllr D Boulding Seconded by: Cllr T Bizley. **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.

Biddenden Parish Council owns and maintains Speedwatch Equipment with Cranbrook & Sissinghurst PC and 5 other parish councils. Costs are shared between the parishes for maintenance, insurance etc.

Agreed. Proposed by: Cllr T Bizley Seconded by: Cllr D Boulding. **Unanimous.**

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

Presently, Cllr C Friend represents the parish council on the Tenterden Forum.

Agreed for 2019/20. Proposed by: Cllr D Boulding Seconded by: Cllr T Bizley. **Unanimous.**

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

The Asset Register was **agreed** subject to adding on the defibrillator and find out the ownership of the lamp in the car park. If BPC this should be added to the register.

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It was noted that the bulb in the lamp needed replacing and that a radar key should be given to Cllr Wright given the location of her property.

Proposed by: Cllr C Friend Seconded by: Cllr R Hunt. **Unanimous**

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

The Parish Council insurance is with Zurich. It had a 3-year agreement in place which ends in 2019. Premiums have been kept relatively low and competitive. The service experienced with the insurer has been excellent and councillors were asked whether they wished to enter into a new 3 or 5 year agreement with them as it kept the premiums down. **It was agreed** to enter a 3-year agreement.

Proposed by: Cllr G Latter Seconded by: Cllr E Cansdale. **Unanimous.**

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

Council: KALC	2019/20 subscription	£748.46
Council: Action with Communities in Rural Kent	2019/20 subscription	£75.00
Council: Kent County Playing Fields Association	2019/20 subscription	£20.00
Council: Data Protection Registration	2018/19 subscription	£35.00
Clerk: Society of Local Council Clerks (includes membership of ALCC)	2018/19 subscription	£177.00
CPRE	2019/20 subscription	£35.00
Satswana as the DPO	2018/19 subscription	£150.00

The above memberships were **agreed**. Proposed by: Cllr D Boulding Seconded by: Cllr R Hunt. **Unanimous.**

Please note that agenda items 21 – 31 were taken together.

21. Reviewing the Council's complaints procedure

Reviewed by: Cllrs Cansdale and Friend.

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: Cllrs Cansdale and Friend.

23. Reviewing the Council's Internal Review Procedure

Reviewed by: Cllrs Cansdale & Friend.

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

Reviewed by: Cllrs Latter and Lidgett.

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

Reviewed by: Cllrs Cansdale and Friend.

26. Reviewing the Council's Records Management Policy

Reviewed by: Cllrs Bizley and Hunt.

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27. Reviewing the Council's Data Protection Policy

Reviewed by: Cllrs Bizley and Hunt.

28. Reviewing the Council's Working Groups Policy

Reviewed by: Cllrs Latter and Lidgett.

29. Reviewing the Council's Health & Safety Policy

Reviewed by: Cllrs Bizley and Hunt.

30. Reviewing the Council's Staff and General Privacy Policies

Reviewed by: Cllrs Hunt and Lidgett.

31. Reviewing the Council's CCTV Policy

Reviewed by: Cllrs Lidgett and Hunt.

The above items – 21-31 were all **agreed** subject to any amendments being made. Proposed by: Cllr R Hunt Seconded by: Cllr D Boulding. **Unanimous.**

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

These were agreed at the parish council meeting held on 4 December 2018.

33. Traffic Issues

Benenden Draft Neighbourhood Plan: A letter has been sent to Benenden Parish Council regarding their draft local plan as proposed developments may affect both the Castleton's Oak crossroads and Woolpack Corner. Discussion took place.

Village Centre Junction: A meeting was held at Kent Highways to look at the options relating to traffic issues in the centre of the village on 23 April. Cllrs Friend and Lidgett attended the meeting. Kent Highways stated that the options provided by the council were not viable, but they are looking further at bringing the corner out from Tenterden Road into the High Street in order to slow down the traffic.

North Street Development: A consultation document was sent from the developer's contractors looking at the roads. Councillors rejected the proposals and a Traffic, Pedestrians and Footpaths meeting would be organised to look at it and report findings to the Clerk for submission by the 17 May deadline.

34. Risk Assessment – Vermin Control

Following complaints from parishioners regarding shooting of vermin on the Millennium Field, the council has revised its Risk Assessment and a new document had been produced for consideration. Four signs would be made to hang on the four gates into the field when shooting is in progress. Councillors considered the document and it was **agreed**. Proposed by: Cllr D Boulding Seconded by: Cllr C Friend. **Unanimous.**

35. Reports from Group Chairmen (if necessary):

PO, Car park and toilets: The post office will be moving to the village shop on 21 May.

Work on the internal toilet walls will start shortly. During this time, the toilets will not be in use. Further details of dates will be provided once received and put in the parish magazine.

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The quote for the additional CCTV had been accepted at the April meeting and it was **agreed** that the Clerk would forward the purchase order to Cllr Boulding to liaise with the contractor.

Millennium Field and Jubilee Meadow: A request has been received for a memorial tree for a parishioner's husband. The request was agreed, and the Clerk will inform the Chair of the MF & JM working group.

Traffic, Pedestrians and Footpaths:

The parish council has received permission to cut around the lamp post in the hedge at the front of Orchard Lodge to allow inspection and repair by ABC. Cllr Friend agreed to do the work required.

The scaffolding on the Northside pavement has now extended to the edge of the pavement and a skip put in place. A meeting was held with Cllr Hill to discuss the issue (see agenda item 33) and Cllr Friend is chasing up the matter.

Gordon Jones Field and Play Area: The tennis court hedge behind the play area has now been cut back.

Telecoms mast: Shared Access is waiting for TEF to obtain a quote from an alternative contractor for a cost comparison for all the T&D works for the power and fibre.

A quotation to re-stain the relevant play equipment has been received to "Attend site , prepare timber with light sand paper, apply 2 coats stain. Councillors were informed of a quotation and the work was **agreed**. Work will start in June.

Graffiti has been drawn on the slide. Cllr Friend is looking at it in order to see what can be done. The Clerk was asked to draft something about the issue for the parish magazine.

Police Liaison: In February 2019 two crimes are reported on Police.UK:

Criminal Damage & Arson	1
Other Theft	1

A report from PCSO Kate Richards had been circulated.

Neighbourhood Watch: No report was given as Cllr Lidgett was not at the meeting.

KALC: Nothing to report.

Tenterden Forum: Nothing to report.

Community Project Fund: The deadline for applications has now passed and a meeting will be held shortly by the working group to consider applications.

Allotments: Nothing to report.

Village Halls Management & Sports Committee: No report.

Health and Safety: Nothing to report

Working Group Reports: No reports.

John Mayne School: The newsletter had been circulated. Questions were raised about a Lollipop

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person. The Clerk will contact KCC to enquire.

36. Finance

- a) **Payment of cheques:** The Payment list was presented. Proposed by: Cllr C Friend Seconded by: Cllr T Bizley. **Unanimous.**
- b) **Note accounts to 30 April 2019.** The accounts are with the accountant and these will be forwarded once complete.
- c) **Annual Return:** The accounts are being prepared for the auditor at the time of writing.

37. Planning – to note decisions and any plans tabled

Case No	Parish	Location and Description	Decision
19/00386/AS	Biddenden	Agricultural Buildings at, Vane Court, Smarden Road, Biddenden Prior approval for associated operational development in accordance with prior approval 16/01225/AS (Prior approval for change of use of two agricultural barns to two dwelling houses)	Support
19/00430/AS	Biddenden	Northstreet Farm, Headcorn Road, Biddenden, Ashford, Kent, TN27 8JA Repair and retiling existing front porch roof. Replace existing glazing with new oak windows and provide new glazed oak door.	Support
19/00443/AS	Biddenden	22, 24 and 26 High Street, Biddenden, Ashford, Kent, TN27 8AH Reinstatement works, roof renewal, chimney stack repairs, window replacement and redecoration following fire damage to the three properties.	Support
19/00505/AS	Biddenden	Greenacres Farm Fishery, Sissinghurst Road, Biddenden, Ashford, Kent, TN27 8EH Erection of new bailiffs' cabin and siting of 7 holiday-let pods on site.	Object
19/00508/AS	Biddenden	6 North Street, Biddenden, Ashford, Kent, TN27 8AQ Erection of garden room in rear garden	Support
17/01896/CON A/AS BPC not a consultee – Environmental Services, ABC, only	Biddenden	Garage blocks between 16 and 17, The Weavers, Biddenden, Kent Discharge condition 3, 5, 6, 7, 8	N/A
19/00127/AS	Biddenden	Punch Croft, Thurstons Lane, High Halden, Ashford, Kent, TN26 3HP Installation of 4 no. velux windows to facilitate loft conversion, erection of 2 bay cart lodge	Support
19/00465/AS	Biddenden	24 High Street, Biddenden, Ashford, Kent, TN27 8AH Reinstatement works following serious fire (Roof Renewal and recovering, chimney stack repairs, window replacement and redecoration)	Support

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Case No	Parish	Location and Description	Decision
19/00186/AS	Biddenden	Dashmond Farm, High Halden Road, Biddenden, Ashford, Kent, TN27 8BZ Conversion of redundant rural building to a single dwelling (previously approved under a Class Q application reference 18/00121/AS), new garage and change of use of the land from agricultural land to residential curtilage (amended description)	Support
19/00567/AS	Biddenden	Old Dairy Cottage, Pook Lane, Biddenden, Ashford, Kent, TN27 8JU Change of use of land from agricultural to residential (in association with prior approval 16/01048/AS)	Support
19/00469/AS	Biddenden	Old Dairy Cottage, Pook Lane, Biddenden, Ashford, Kent, TN27 8JU Prior approval for change of use from agricultural building and land within its curtilage to one dwelling house and associated operational development	Support
19/00586/AS	Biddenden	Dashmond Grange, High Halden Road, Biddenden, Ashford, Kent, TN27 8BD Single storey orangery style extension; two dormer windows to the rear.	Support
19/00587/AS	Biddenden	Dashmond Grange, High Halden Road, Biddenden, Ashford, Kent, TN27 8BD Single storey orangery style extension; two dormer windows to the rear; new staircase up to loft space; internal partition wall and doorway on first floor.	Support
19/00589/AS	Biddenden	Chestnut Cottage, Benenden Road, Biddenden, Ashford, Kent, TN27 8DJ Variation of conditions 3 & 9 (window condition & approved plans condition) on planning permission reference 18/01648/AS to alter roof materials, change and add fenestration detailing, installation of rooflights and solar PV panels and extension to terrace at rear	Support
19/00526/AS	Biddenden	Northstreet Farm, Headcorn Road, Biddenden, Ashford, Kent, TN27 8JA Reposition existing door, provide new stud wall and door to form bathroom at first floor	Support
19/00549/AS	Biddenden	Ibornden Farm, Frittenden Road, Biddenden, Ashford, Kent, TN27 8LG Demolition of existing building and erection of new residential building to new residential dwelling including change of use of land, biodiversity and landscaping enhancements (revision to planning permission 18/01453/AS)	Support
19/00456/AS	Biddenden	22 High Street, Biddenden, Ashford, Kent, TN27 8AH Reinstatement works following serious fire (Roof Renewal and recovering, chimney stack repairs, window replacement and redecoration)	Support
19/00533/AS	Biddenden	West Ongley Farm, Ongley Lane, Biddenden, Ashford, Kent, TN27 8HF Prior approval for the change of use of an agricultural building and land within its curtilage to one residential dwelling and associated operational development	Support

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38. Correspondence

There were no queries or comments on the correspondence list presented.

39. Items for future consideration

Annual Return
Telephone box – Book swap
Electric car charging point

It was agreed that the following item be taken in closed session

40. Staffing

The Clerk's annual salary review was discussed and agreed. The cleaner's salary was discussed but this had been reviewed and agreed at the meeting held on 4 December 2018.

41. Next meeting: **Parish Council Meeting**, Tuesday 4 June 2019 at 7.30 pm in the Village Hall

All Welcome

Alison Swannick 07783 223450
Parish Clerk