

Biddenden Parish Council

**APPROVED Minutes of the Parish Council meeting held
via MS Teams on Tuesday 4 May 2021 at 7.30 pm**

Present: Cllr C Friend Cllr J Montgomery
Cllr D Boulding Cllr S Newman
Cllr G Latter Cllr J Wright

Mrs A Swannick (Clerk)

0 parishioners attended.

Councillors agreed to Cllr Friend Chairing agenda items 1,2 and 3..

1. Election of the Chairman for 2021/22

One application for Chairman had been received. Cllr Hunt's name was put to the meeting.
Proposed by: Cllr D Boulding Seconded by: Cllr S Newman. **Unanimous**

2. Apologies for absence

Cllr R Hunt due to personal commitments
Cllr T Bizley due to work commitments
Cllr E Cansdale due to technical issues
Borough Cllr Neil Bell due to work commitments

Apologies were put to the meeting and accepted.

3. Election of the Vice Chairman for 2021/22

One application for position of Vice Chairman. Cllr J Wright's name was put to the meeting.
Proposed by: Cllr G Latter Seconded by: Cllr J Montgomery. **Unanimous.**

In the absence of Cllr Hunt, councillors agreed that the newly elected Vice Chairman should chair the meeting.

4. Any declarations of interest in items on the Agenda

Cllr G Latter – planning application 21/00720/AS
Cllr C Friend – planning application 21/00598/AS

5. Any alterations to Disclosure of Pecuniary Interests

None.

6. Approval of the unapproved minutes of the meeting held on 6 April 2021

There being no comments or amendments to the unapproved minutes, they were deemed to be a true and proper record of the meeting. Proposed by: Cllr C Friend Seconded by: Cllr J Montgomery. **Agreed.**

7. Report by Borough Councillor

Cllr Bell sent his apologies to the meeting due to an ABC Council meeting. He had no ABC matters to report since the Annual Parish meeting held on 27 April but was happy for any questions to be forwarded to him by email. There were no questions.

8. Parishioners Questions

None.

9. Any matters for information not on the agenda

It seems that face to face meetings are to be held after 7 May and therefore the next meeting to be held at a location is the Parish Council meeting on 1 June. The council's insurers have been approached and a reply is awaited. KALC have also been approached. In the meantime, a risk assessment needs to be carried out and the rules set by VHSC need to be followed. It is suggested that a small group of councillors look at the issues and report back to the Clerk. **It was agreed** that the Clerk, Cllr Montgomery, and Cllr Wright would investigate the issues.

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

It was confirmed 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.

11. Review of the terms of references for committees

- Finance Committee
- Internal Review Committee
- Planning Committee

The terms of reference were agreed. Proposed by; Cllr D Boulding Seconded by: Cllr C Friend. **Unanimous.**

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

The membership of committees and working groups were **agreed** for 2021/22 as follows:

Committees

Finance Committee: Cllr E Cansdale; Cllr D Boulding; Cllr R Hunt; Cllr J Montgomery; Cllr T Bizley (Committee membership is 3 or more councillors). Proposed by: Cllr C Friend Seconded by: Cllr D Boulding. **Unanimous.**

Internal Review Committee: Cllr D Boulding; Cllr R Hunt; Cllr C Friend (Committee membership is 3 or more councillors). Proposed by: Cllr S Newman Seconded by: Cllr G Latter. **Unanimous.**

Planning and Local Housing: Cllr E Cansdale leads. All Councillors are members of this committee. **Agreed.**

Working Groups

LTIDP: Cllr C Friend, Cllr R Hunt, Cllr E Cansdale; Cllr S Newman

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

Traffic, Pedestrians and Footpaths: Cllr T Bizley; Cllr E Cansdale; Cllr J Wright (Leads); Cllr R Hunt.

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 Wright; Cllr J Montgomery.

Community Project Fund: Cllr C Friend (Leads); Cllr D Boulding; Cllr R Hunt; Cllr E Cansdale

Old Post Office Working Group – Renamed: 1-3 High Street Working Group: Cllr C Friend; Cllr E Cansdale; Cllr D Boulding

Conservation Working Group: Cllr J Wright (Leads); Cllr G Latter; Cllr T Bizley; Cllr S Newman; Cllr J Montgomery

The above memberships of Working Groups were **agreed**. Proposed by: Cllr C Friend; Cllr S Newman. **Unanimous**

Parish Council appointed positions 2019-20

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

KALC and Parish & Urban Forum: Cllr R Hunt; Cllr J Wright. **Agreed**

Village Hall Trustee: Cllr C Friend. **Agreed.**

Tenterden Forum: Cllr C Friend. **Agreed.**

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. **Agreed.**

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 during 2020/21.

Items 14 and 15 were taken together

14. Review and adoption of standing orders and financial regulations

Both documents were last reviewed on 7 July 2020.

15. Review of Code of Conduct

This document was last reviewed on 7 July 2020.

The documents in items 14 and 15 were agreed. Proposed by: Cllr C Friend Seconded by: Cllr G Latter. **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, originally with Cranbrook & Sissinghurst PC and 5 other parish councils. Costs are shared between the parishes for maintenance, insurance etc. However, Cranbrook has now pulled out and no insurance renewal has been circulated. **It was agreed** that Speedwatch will be an agenda item for the July meeting.

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

Cllr C Friend represents the parish council on the Tenterden Forum and reports back to the next Parish Council meeting

Cllr Wright represents the parish council on the Rural Services Network and reports back to the next Parish Council meeting.

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

The contents of the document were discussed and **agreed** with a note to be made that KCC owns the village green but the posts and items on it belong to the Parish Council. Proposed by: Cllr D Boulding Seconded by: Cllr J Montgomery. **Unanimous.**

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

Insurance is with Zurich and is on a 3-year contract. The premium for 2020/21 is £1393.53. There will be some small amendments for 2021/22 in terms of adding the new laptop etc and changing the name of the Post Office. **Noted.**

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

Council: KALC VAT)	2021/22 subscription	£865.58 (excl
Council: Action with Communities in Rural Kent	2021/22subscription	£80.00
Council: Kent County Playing Fields Association	2020/21 subscription	£20.00
Council: Data Protection Registration	2020/21 subscription	£35.00
Clerk: Society of Local Council Clerks	2020/21 subscription	£161.00
CPRE	2020/21 subscription	£35.00
Satswana as the DPO	2021/22 subscription	£150.00 (excl VAT)

Agreed.

Items 21 – 32 were taken together

21. Reviewing the Council's complaints procedure

Last reviewed 1/9/20

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

Reviewed 2019 – to be reviewed in June/July 2021.

23. Reviewing the Council's Internal Review Procedure

Last reviewed 1/9/20

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

Last reviewed 6/10/20

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

Last reviewed 6/10/20

26. Reviewing the Council's Records Management Policy

Last reviewed 2019. To be review in June/July and to look to see if CCTV needs to be included.

27. Reviewing the Council's Data Protection Policy

Last reviewed 2019. Suggested review later and to include any issues arising from new CCTV as there may need to be co-operation with the squash club/VHSC.

28. Reviewing the Councils Policy for grants under S137

Initially agreed on 19/1/21 with agreement that it be reviewed in July.

29. Reviewing the Council's Working Groups Policy

Last reviewed 6/10/20

30. Reviewing the Council's Health & Safety Policy

Last reviewed 13/11/20.

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

Last reviewed 13/11/20.

32. Reviewing the Council's CCTV Policy

To be reviewed after new CCTV in GJ Playing Field and Squash Club installed.

Agenda items 21-32 were all agreed except for the policies to be reviewed at a later date.

Proposed by: Cllr J Montgomery Seconded by: Cllr S Newman. **Unanimous.**

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

Agreed at the parish council meeting held on 1 December 2020. **Noted.**

34. Traffic Issues

- **Castletons Oak Junction:** A new proposed layout has been sent by Kent Highways and circulated to councillors. It is confidential as no safety or technical audit has taken place. A reply is to be sent back to Kent Highways with suggestions.

- **Village Centre Junction:** Work is due to take place around 24 May. Cllr Wright had submitted a paper, circulated to councillors, detailing the history of the village green redesign and the consultations that had taken place. Option 1 had been selected and KCC had been satisfied with the methodology and outcome with 62% of eligible responses supporting option 1. 38% supported Option 2, which was to do nothing. Kent Highways has slightly amended Option 1 since then

There has been concern expressed by some parishioners regarding the work and the proposed relocation of the Jubilee Stone and the Maydes sign. Cllr Wright made proposals within the paper. These were discussed by councillors and **it was agreed** that Cllr Wright and Cllr Friend meet at the village green to look at the position of the Maydes sign, keeping it as close to its current position as possible, and to confirm the relocation of the Jubilee Stone. An email and map will then be sent to Kent Highways by Cllr Friend detailing the new positions for both these items. A condition report will be undertaken on the Jubilee Stone and the Maydes sign prior to work starting.

- **High Halden Road:** Nothing to report from the council, but residents have been working on gathering evidence on the issues raised.

- **HIP:** A further notice has been put on the Biddenden Community Facebook page with a direct link to the form. More replies are being received.

35. Reports from Group Chairmen (if necessary):

1-3 High Street Working Group (formerly: PO, Car park and toilets): The lightbulbs have been replaced in the toilets.

The post box was recently removed by Royal Mail and relocated further down the High Street. This has been reported to Kent Highways as the repair to the Bethersden marble is poor and no consultation has been carried out by Royal Mail with either the shop or the parish council. An email has been sent to the chairman of Royal Mail as other addresses did not work. No reply has been received. Kent Highways have logged a request for their Streetworks section to see if they did the work or authorised another contractor to do it.

Millennium Field and Jubilee Meadow: The Bowls Club has asked to be able to cordon off up to 3 spaces in the MF car park for disabled visitors. **It was agreed** that this is allowed for the duration of the person's visit and then any items used for cordoning off must be removed as spaces cannot be permanently marked out.

Traffic, Pedestrians, Cycling and Footpaths: A report is to be given at the meeting.

Concern has been expressed to the Clerk regarding the tables and chairs outside the Bakehouse. Councillors felt that as arrangements were due to change from 17th May, and restaurants were going to be able to allow diners to eat inside again, that there was little BPC could do, given that the footway is owned by KCC. However, Councillors expressed concern that tables and chairs were not placed in a location to adversely affect neighbours either side of the Bakehouse.

Gordon Jones Field and Play Area: Repairs in the play area have been chased.

Police Liaison: 9 Crimes were reported in March 2021

Burglary	4
Other Theft	2
Anti-Social Behaviour	1
All Other Crime	2

KALC: Cllr Wright outlined issues surrounding Stodmarsh in relation to housing delivery East of Ashford and that Councillors need to be mindful of this as there could be implications for Parishes west of Ashford.

Tenterden Forum: Nothing to report.

Community Project Fund: Only one application has been received.

Conservation: A meeting will be held before the next council meeting.

Allotments: Annual plot rental forms are going out to allotment holders.

Village Hall Sports Committee: An item in planning relating to the village hall will be coming up. Nothing further to report.

Health and Safety: A report had been circulated.

John Mayne School: John Mayne school have started the process to join the Tenterden Schools Trust.

36. Finance

- a) **Payment of cheques:** The list items for payment was presented. Proposed by: Cllr D Boulding Seconded by: Cllr Sara Newman. **Unanimous**
- b) **Note accounts to 30 April 2021** – to be circulated separately.
- c) **Annual Return:** The Annual Return is being prepared and accounts being sent to the internal auditor. **Noted.**

37. Planning – to note decisions and any plans tabled

The Clerk updated the council on planning application [21/00226/AS](#) and clarified the position.

Case No	Parish	Location and Description	Decision
21/00017/GPDE/AS	Biddenden	Oaklands, Sissinghurst Road, Biddenden, Ashford, Kent, TN27 8EQ Notification of a larger homes extension - single storey rear extension (depth 5m x eaves 2.9m x ridge 2.9m).	Support
21/00598/AS Ashford Borough Council Planning Applications	Biddenden	Biddenden Village Hall, Tenterden Road, Biddenden, Ashford, Kent, TN27 8BP Removal of six white painted timber single glazed windows and one timber door all beyond economic repair and not up to modern standards of thermal and sound efficiency or security requirements. Replacement with uPVC double glazed units (Residence 9 or similar) to meet present day standards of thermal and sound efficiency and to improve security of the building. We will also benefit from much reduced maintenance costs in the future. Replacement windows to have the same sizes and configuration as the existing windows and would be white finish.	Object
21/00720/AS	Biddenden	Corams Wood Business Park, Tenterden Road, Biddenden, Ashford, Kent, TN27 8BH Demolition of existing commercial buildings and erection of five dwellings with carports, two office buildings and landscape with biodiversity enhancements	Object
20/01517/AS & 20/01518/AS http://planning.ashford.gov.uk/Planning and input application reference 20/01517/AS	Biddenden	28 High Street, Biddenden, Ashford, Kent, TN27 8AH ** NEW DESCRIPTION ** Change of use and conversion of Restaurant (at ground floor) from A3 use into Residential C3 Use to create a single dwelling. Erection of first floor rear extension. Change of use and alterations to the Guest Room building to form a standalone 2-bedroom Dwelling.	Object

NEW TREE APPLICATIONS

Case No	Parish	Location and Description	Decision
21/00050/TC Raise No Objection	Biddenden	East Wing, Old Cloth Hall, North Street, Biddenden, Ashford, Kent, TN27 8AG Repollard x3 Poplar trees at back garden boundary, also to repollard Ash tree in front garden , Conifer - To fell	Support

38. Correspondence

There were no comments on the Correspondence List.

39. Items for future consideration

Social Media Policy

Equal Opportunities Policy
Policies to be reviewed
Annual Return
Speedwatch

40. Next meeting: Parish Council Meeting, Tuesday 1 June 2021 at 7.30 pm in the Old Village Hall.

The meeting closed at 22:05

All Welcome

Alison Swannick
Parish Clerk

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