

AYLESFORD PARISH COUNCIL  
**POLICY & RESOURCES COMMITTEE**

**TUESDAY 7 NOVEMBER 2017**  
**Commenced 8.10pm**

**MINUTES**

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**Present:** Cllrs Balcombe (Chairman), Ms Dorrington, Elvy, Mrs Gadd, Gledhill, Ludlow, Rillie, Shelley, Smith, Walker, Winnett, Wright

**In attendance:** Mr Harris, Clerk Mrs Collier, Deputy Clerk

**Apologies:** Cllr Hammond

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**1. Declarations of Interest**

Mr Harris and Mrs Collier declared an interest in Item 5 – Staffing Committee – and took no part in the discussion.

**2. Apologies**

Cllr Hammond's apologies due to work commitments were noted and accepted.

**3. Accounts for Payment – Attached at Appendix A.**

51 payments totalling £25821.11 were checked and proposed for payment by Cllr Shelley and checked and seconded for payment by Cllr Elvy. **Agreed**

**4. Finance Advisory Sub Committee**

Minutes of meeting held on 24 October 2017 – Attached at **Appendix B.** Proposed by Cllr Shelley, seconded Cllr Mrs Gadd, as an accurate record of the meeting and actions recommended **agreed.**

There were no Matters arising.

**5. Staffing Committee**

Minutes of the meeting held on 24 October – Attached at **Appendix C.** Proposed by Cllr Balcombe, seconded Cllr Mrs Gadd, as an accurate record of the meeting and actions recommended **agreed.**

There were no Matters arising.

6. **Law and Order** – No report to this meeting.

## 7. **Rugby Club/Netball League**

Request for use of Ferryfield as car park on 19 November. **Agreed.**

**Clerk**

8. **Flood Defences** – No report to this meeting.

## 9. **Council Vacancies**

9.1 - 3 Aylesford South vacancies

9.2 - 6 month attendance rule – 3 councillors affected.

Mrs Brooks (BBH) – The Clerk reported that Mrs Brooks has resigned from the Council. Her resignation will be reported to TMBC.

**Clerk**

Mrs Phibbs (Eccles) – Last meeting attended since 25 April 2017, last apologies received 9 May 2017. No responses received despite Clerk's attempt to contact her. It was therefore **agreed** that unless Mrs Phibbs makes contact with the Clerk by 9 November she will be deemed to have resigned from the Council under the non attendance 6 month rule and be reported to TMBC accordingly.

Cllr Hammond (Aylesford South) – Last meeting attended 23 May 2017 but a number of apologies have been received due to TMBC meetings, work commitments and ill health. Members **agreed** to accept these apologies and not to implement the non attendance 6 month rule.

9.3 – Overall Councillor Numbers

In view of the number of vacancies now held by the Parish Council, the Clerk was asked to research with TMBC whether it would be appropriate to formally reduce the number of Aylesford Parish Councillors and the procedure for doing so.

**Clerk**

## 10. **Parish Office**

10.1 - New telephone system installed.

10.2 – Office layout. The Clerk asked Members to consider a change over of rooms between the committee room and the main office. With more space in the existing main office this could allow for more seated places around the table for meetings. The current committee room can only seat a maximum of 16 around the tables.

Members considered this but **agreed** the existing committee room would not provide such a good working environment for the office staff during the 5 day working week. The committee room is only in use approximately 2 – 3 evenings a month for councillors and rarely are more than 16 seats required. It was therefore **agreed** that the office layout should remain the same.

10.3 – New flooring proposals and decorating. The Clerk requested that Members consider upgrading the flooring in the office building.

The entrance hall and maintenance staff flooring areas are in particularly poor condition and vinyl flooring in these areas has been costed at £1477.

New carpet for the main office, Clerk's office and committee room has been costed at £1944.

Members **agreed** the vinyl flooring cost and authorised this work at a cost of £1477. **Clerk**

In view of the committee room not becoming the main office, Members **agreed** that new carpet should only be provided for the existing main office and the Clerk's office at a cost of £1102. **Clerk**

All rooms to be decorated (in-house) beforehand. **Agreed.**

10.4 – Committee room furniture. Replacement of the committee room tables and chairs was **agreed** to replace existing broken tables and to maximise seating capacity and co-ordinate chairs. Expected costings would be no more than £1200. **Clerk**

10.5 – Funding for above office improvements. Clerk discussed with Members the underspends in the Village Hall Grants and Micro Grants budget headings. Members **agreed** that the office improvement costs should be taken from the underspent Micro Grants budget.

After further discussion it was **agreed** that in future underspend roll overs for individual Village Hall Grants and Councillor Micro Grants will be capped at £2000 and £200 respectively. Added to each new financial year allocation this will mean the maximum amount in individual Village Hall Grants and Micro Grants at the beginning of each financial year will be £4000 and £400 respectively. Any other underspends from these Grants will be reallocated to special projects.

## **11. KALC Meetings**

11.1 – Meeting held on 12 October. Cllr Shelley attended and gave the report attached at **Appendix D** to this minutes.

Next meetings are 18 November – AGM and general meeting 4 January 2018. Cllr Shelley to attend.

## **12. TMBC/ Parish Partnership Panel Meetings**

PPP - Next meeting 16 November. Cllr Shelley to attend.

## **13. Dog Walking Guide**

Cllr Rillie introduced a summary document from Kent Countryside Access Forum and a Dog Walking Guide produced for the Elham area (available in the Parish Office). The Guide includes advice on dogs in the countryside generally and information on suitable local dog exercise areas and has been developed by KCAF as a pilot for a wider scheme to cover the whole of Kent. Statutory bodies etc are encouraged to use the Elham guide as a model for their own area and situation.

Members considered the proposal but felt that the existing Aylesford Community Trails leaflet gave sufficient local walks information and the cost of producing another leaflet based around 'just dogs' would not present good value for money.

#### **14. Any Other Business/Correspondence**

14.1 – Blue Bell Hill Christmas Lights – Cllr Smith asked if the Clerk had ensured that the repairs required after recent high winds would be completed and all lights tested to ensure a complete set of lights in place leading up to and over Christmas. The Clerk reported that he had received assurances from the contractor that everything will be tested and working by the end of November.

14/2 – Invitation to the Leybourne Grange Riding Centre for the Disabled Christmas Event on Friday 8 December. Any Member interested in attending to inform the Parish Office.

There being no further business, meeting closed at 8.50pm.