

**AYLESFORD PARISH COUNCIL  
POLICY & RESOURCES COMMITTEE**

**TUESDAY 8 JANUARY 2019  
Commenced 8.00pm**

**MINUTES**

**Present:** Cllrs Balcombe (Chairman), Base, Mrs Gadd, Gledhill, Kennedy, Ludlow, Rillie, Shelley, Smith, Winnett, Wright

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

**Apologies:** Cllrs Elvy, Homewood, Walker

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**1. Declarations of Interest**

There were no declarations additional to those contained in the Register of Members interests.

**2. Apologies**

Apologies and the reasons for them were noted and accepted from Cllrs Elvy (unwell), Homewood (unwell) and Walker (work commitment).

**3. Accounts for Payment** - Payment list attached at **Appendix A** – 34 payments totalling £20948.96 - was checked and proposed for payment by Cllr Shelley, checked and seconded by Cllr Mrs Gadd. **Agreed**

**4. Finance Advisory Sub Committee**

4.1 - Ratification of the FASC meeting minutes held 11 December 2018 attached at **Appendix B**.

Proposed as an accurate record of the meeting and recommendations accepted by Cllr Shelley, seconded Cllr Smith. **Agreed**

4.2 – Additional Section 137 Donation Requests:

Royal Engineers Association in memory of former Councillor Mrs Sinclair-Lee - £100 **Agreed**

Victim Support - £150 **Agreed**

Lost Words Kent Campaign for Books in Schools – Deferred to next FASC.

**5. 2019/20 Precept and Draft Budget**

Clerk detailed to Members proposals for the 2019/20 Precept and Budget as per the documents distributed to all Members, summary attached at **Appendix C** and full set attached to the bound copy of these minutes.

It was proposed by Cllr Shelley, seconded Cllr Gledhill that a precept of £250,700 for 2019/20 be recommended to Council, an increase of 2.69 or 4.9% for a Council Tax Band D property on 2018/19.

**Agreed**

It was proposed by Cllr Shelley, seconded Cllr Gledhill that for 2019/20 an expenditure budget of £282,000, an income budget of £31,300 and precept budget of £250,700, be recommended to Council. **Agreed**

## **6. Scout Hut Lease and Grant/Loan Application**

The Clerk reported that a meeting relating to Yoakley Trust land ownership has been arranged for 15 January with representatives of the Trust, the Chairman and Clerk attending.

## **7. CCTV Specifications and Quotes**

7.1 - Tunbury Hall and Car Park – Quotations and maintenance contract for joint CCTV project to cover the Hall and Car Park have been agreed with Tunbury Hall. Order to now be placed.

7.2 - Parish Office and Car Park - Clerk awaiting decisions of AVCC regarding their chosen CCTV scheme as to whether a joint project can be agreed to cover the parish office, car park and community centre.

**8. Law and Order** - No report to this meeting.

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

9.1 - Rugby Club installing new metal gates at the entrance in the New Year.

9.2 – Entrance road potholes – Quote to fill in - £1195. Clerk has also asked for a quote to re-tarmac whole area. It was **agreed** to authorise the £1195 but if the Clerk considers the re-tarmacing quote is worth considering he will refer back to the Committee.

9.3 – Grass bund between the Rugby Club entrance and the cemetery. This area is becoming very damaged from vehicles (including large vans) parking on the grass verge. Quote to post and rail fence to protect the verge and prevent parking - £895. **Agreed.**

**Clerk**

**10. Flood Defences** - No report to this meeting.

## **11. Council Vacancies**

3 Aylesford South      1 Blue Bell Hill

## **12. KALC**

12.1 – Next meeting 10 January. Cllr Shelley to attend

12.2 - Community Awards Scheme 2019. To consider adoption of the Scheme and nomination. This was **agreed** in principle. Clerk will make further enquiries as to whether proposed recipient would be happy to receive the nomination/award and proceed accordingly.

**Clerk**

### **13. TMBC/ Parish Partnership Panel Meeting**

Next meeting 7 February 2019. Cllr Shelley to attend.

### **14. Noticeboard Review**

Clerk reported on current location and condition of existing noticeboards – 13 in total. The 9 wooden ones are deteriorating with one in a very poor condition. It was **agreed** to commence a programme of replacement, one a year, with the board in Robin Hood Lane (dip) as the first priority. Clerk to research most appropriate style and size and all costs involved – supply and installation. **Clerk**

### **15. Parish Council Public Relations**

Meeting to be held with Cllrs Ludlow, Kennedy, Balcombe and the Clerk to consider ways to improve the issue of getting Parish Council information out to residents including the use of appropriate social media. Date to be arranged. **Clerk**

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

16.1 – Play Equipment Surfacing Repairs. ESC are considering major resurfacing projects required but meanwhile there are a small number of minor surfacing repairs on other areas at Bull Lane, the Hollow and Tunbury, recommended in the inspection report totalling £711.50. **Agreed**

16.2 – Rear of Belgrave Street and car park access. Cllr Gledhill reported on the unauthorised filling in of potholes in this area. Some have packed down well but others are causing concern that damage may be caused to vehicles. Clerk to inspect. The Clerk is still in the process of seeking solutions and quotes relating to the road access to the car park. **Clerk**

16.3 – Edge Epitaph Cemetery Computer System – The Clerk reported that getting all the cemetery burial and memorial records (over 1000) on to the Epitaph system is proving to be very time consuming administrative project in the office. A quote has been requested from Edge to undertake scanning of all the records and get them straight on to the system which when completed will provide instant access to all records via the computer rather than the manual Register system which will still be maintained. New records can then be added by the office easily as they come in. Instant computer access will assist in ensuring Grant of Rights transfers are correctly dealt with, provide easy access as to ownership of memorials in a dangerous condition and simplify any other cemetery research required. Quote £1148 – **Agreed.** **Clerk**

There being no further business, meeting closed at 8.35pm.