

MINUTES OF THE POLICY & RESOURCES DEVELOPMENT COMMITTEE MEETING  
HELD ON TUESDAY 7<sup>TH</sup> MARCH 2017

**PRESENT:** Cllr. Goodchild (in the Chair), Cllrs. Bunyan, Clifford, Fermor, Holmes, Swann, Veitch and Warne.

**Declaration of Interests, Dispensations, Predetermination or Lobbying:**

Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to the Clerk.

**80/16: Internal Finance Check:**

Cllr. Swann had confirmed that the internal finance check had been completed and everything was in order.

**81/16: Authorisation of payments made after the February meeting:**

A list of payments made after the February meeting is filed with these minutes.

**82/16: Cheques for Payment:**

Cheques for March were signed for payment as per the list filed with these minutes. It was proposed by Cllr. Goodchild, seconded by Cllr. Swann and agreed to authorise payment of the cheques as presented.

These included:

Policy and Resources	£10,137.83
Burial and Properties	£ 4,033.57
Environmental Management	£16,991.66
General Funding	<u>£ 180.00</u>
Total	£31,343.06

Cllr. Swann proposed that authority be given to pay invoices prior to the next meeting, in order that they are cleared before the end of the financial year, this was seconded by Cllr. Goodchild and agreed.

Cllr. Swann queried the payment to Dewar Green which includes a fee for the Councillors email accounts. It was agreed the Clerk would report back to the next meeting with information on who was using their Gmail account.

**83/16: Solicitors:**

Cllr. Veitch reminded Members that when we took over the car parks, we had appointed Ian Davison who was then with Hedleys to deal with our legal advice and requirements. Hedleys was taken over by Wellers and Ian continued to be our Solicitor. He has now left Wellers and set up a new partnership – Surrey Hills Solicitors. Our file with Wellers was closed in October so we are free to appoint whomever we decide for legal advice. Due to his extensive knowledge of local government and of Cranbrook, Cllr. Veitch proposed that we appoint Surrey Hills Solicitors for any legal advice that we require, this was seconded by Cllr. Goodchild and agreed.

**84/16: Staffing:**

The Clerks had obtained an estimate of £25.99 for the purchase of a USB headset to use whilst transcribing minutes from the audio recording. Cllr. Swann proposed that the purchase be authorised this was seconded by Cllr. Goodchild and agreed.

The Clerk raised concerns over the current workload in the office, both Clerks had holiday entitlement and hours in lieu to use before the end of the current month. It was proposed by Cllr. Veitch that any holiday entitlement could be carried over to next year, this was seconded by Cllr. Clifford and agreed. It was also agreed to discuss solutions to the increasing workload during their upcoming appraisals.

**85/16: Contracts/Quotes:**

A full discussion was had on choice of our current energy supplier. Cllr. Swann proposed that we continue with EDF Energy but take advantage of the '3 year fixed for business' contract on offer, this was seconded by Cllr. Bunyan and agreed.

The Clerk informed Members that we had received notification from KCC that we needed to cut back the trees in the Ball Field that overhang the carriageway in Waterloo Road. A quote from Ben Hatcher for £870 to complete the work had been received. Cllr. Veitch proposed the quote be accepted, this was seconded by Cllr. Swann and agreed.

The Clerk reported that we had sustained a lot of vandalism recently. The bus shelter at Swifts View, quote for repair - £304.21, and repairs to various streetlights in the Parish totalling £400. We had reported 6 separate incidents of vandalism to the police since January. Members discussed possible responses and subject to checking our legal obligations it was proposed by Cllr. Swann, seconded by Cllr. Holmes and agreed to delay any repairs until the anti-social behaviour can be positively tackled.

Cllr Swann informed Members that the litter contract with Biffa Environmental Municipal Services formally Cory Environmental needed to be renegotiated. Cllr Goodchild proposed that Cllrs. Swann and Veitch be authorised to renegotiate the litter clearing contract, this was seconded by Cllr. Bunyan and agreed.

**86/16: Draft Heads of Terms - Carriers Road Parking Area:**

A Draft Heads of Terms had been received from TWBC. The document proposed that the parking areas in Carriers Road be leased to the Parish Council. We had previously expressed an interest in taking on the responsibility of the land. A full discussion was had and it was proposed by Cllr. Veitch, seconded by Cllr. Clifford and agreed, that we would only be interested if the freehold of the land was transferred to the Parish Council free of charge.

**87/16: Cranbrook in Bloom:**

A letter had been received from Jeff Barker as Treasurer for Cranbrook in Bloom. The letter advised us of certain amendments to their constitution. It also contained a request for the organisation to come under the umbrella of the Parish Council, in response to concerns that the Cranbrook Business Association was no longer active. Cllr. Holmes stated that as far as he was concerned the Business Association was still operating. It was agreed to invite Mr. Barker and Linda Page to meet with Cllrs. Warne, Swann and Holmes to discuss possible ways forward for Cranbrook in Bloom.

**88/16: Beacon of Light Commemoration:**

1000 Beacons of Light will be lit at 7pm on the 11<sup>th</sup> November 2018 to commemorate the 100<sup>th</sup> Anniversary of the end of World War 1. Our involvement could be acknowledged in the "Guide to Taking Part" when it is published in April 2017. Members agreed that we would like to be included in the Guide but would need to liaise with St. Dunstan's Church as the beacon is situated on the Church Tower.

**89/16: Grant Applications:**

- a) A request for funding had been received from West Kent Mediation. Members commended the organisations work, however after a full discussion they decided, that as we were unable to determine how many of our parishioners would benefit from the service it was proposed by Cllr. Holmes, seconded by Cllr. Swann and agreed that with regret, the request could not be supported.

b) An application had been received from Cranbrook Museum for £400 to assist them to complete their energy saving project of replacing their existing lighting with LED lamps.

Members agreed that LED lighting would enhance the visitor's experience. It was proposed by Cllr. Holmes, seconded by Cllr. Bunyan and agreed to award the amount requested. Cllr. Clifford suggested our support should be promoted in the museum, in some way.

c) An application had been received from the Dence & Weller Charity requesting £165 to purchase a new Minute Book. It was proposed by Cllr. Swann, seconded by Cllr. Clifford and agreed that the grant be awarded.

d) A request for funding from Kent Surrey Sussex Air Ambulance had been received. Due to the amount already given out this year it was agreed to defer the decision until the new financial year.

**90/16: Promotion of Parish Council:**

Cllr. Clifford updated Members on the Parish Cake project. Cllr. Holmes was working on drawing up draft contracts with Coffee Shop Media and the person appointed to sell the advertising space. Cllr. Veitch was assured that the Chairman would be approached to approve the publication prior to going to print. The Parish Council would enter into the delivery contract with Royal Mail, as we are able to claim back the VAT. Cllr. Fermor described what sort of content we could expect to see in the magazine. The community will be offered space to promote their activities and there will be 4 pages allocated to the Parish Council. Copy needs to be received by the end of May for the first publication due out in the first week of July. Cllr. Clifford stated that an advisory board consisting of parishioners and councillors would be set up to oversee the publication which would give it additional credibility. He reiterated that it would not go to press until all costs were covered. Cllr. Goodchild extended continuing thanks to the Promotion Team.

**91/16: Items for Information**

Cllr. Veitch informed Members that she had received a letter from Peter Jempson's daughter with details of the Remembrance Service which she would read out at the Full Council meeting on Thursday.

Cllr. Bunyan stated that subject to availability of St. Georges Institute, we would be organising a public display of the Common Road planning application. She also reminded Members that Countryside Properties would be presenting the plans to us on Thursday immediately before the Council meeting.