

MINUTES OF THE POLICY & RESOURCES DEVELOPMENT COMMITTEE MEETING
HELD ON TUESDAY 8TH JANUARY 2019

PRESENT: Cllr. Swann (in the Chair), Cllrs. Beck, Bunyan, Clifford, Fairweather (in part), Fletcher, 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.

97/18: Internal Finance Check:

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

98/18: Authorisation of Payments made after the December meeting:

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

99/18: Transfer of monies between accounts:

No transfers of monies between accounts were necessary.

100/18: Cheques for payment:

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

These included:

Policy and Resources	£6,133.59
Burial and Properties	£2,097.12
Environmental Management	<u>£3,975.50</u>
Total	£12,206.21

101/18: Precept Demand:

Cllr. Swann tabled the document that had been included in Members papers showing the agreed budget for each Committee and the overall increase of £3,600 in the precept demand. Due to an increase in the amount of people living in the parish, the cost to a Band D property actually reduces by nine pence per year. Members were reminded that the precept demand has to be set by a Full Council meeting, so approval of the figures will be sought at Thursday's meeting.

102/18: Public Toilets:

A quote had been received for Cordant the current cleaning contractors of the unisex public toilet in Crane Lane to continue the service of twice weekly cleaning at a cost of £275.88 pcm. It was proposed by Cllr. Swann, seconded by Cllr. Veitch and agreed to accept the quote once the toilets become the responsibility of the Parish Council.

103/18: Road Transport Plan:

Cllr. Veitch explained that at a recent Parish Chairman's meeting there had been a presentation from KCC Highways at which it was suggested that parishes could devise a list of projects they would like to have implemented in order of priority, as and when funding became available. A discussion followed on which committee should take on the task.

It was agreed that all Councillors should be involved so the Clerks would email a template for councillors to complete. Cllr. Swann offered to collate the responses which could be discussed at the Full Council meeting in February.

104/18: Community Centre:

Cllr. Veitch updated the Committee that work to finalise the legal documentation in relation to the transfers of land and rights of access was ongoing.

105/18: Information Audit:

The Clerks confirmed that LCPAS had been chased for a compliance visit, however we were still awaiting a response.

106/18: Bowls Club Lease:

Members had been given a draft lease prepared by Kingsford Solicitors to consider. The Chairman of the Bowls Club had also been sent the draft and had responded with several observations and minor corrections. It had been explained that if the lease were for a term longer than 7 years, a requirement exists that a separate title for the lease has to be registered which incurs additional fees. It was proposed by Cllr. Veitch, seconded by Cllr. Swann and agreed that the Parish Council would accept the extra £200 cost involved in registering the lease. It was also agreed that the term of the lease would be 50 years with an annual review of the rent, as is expected by our auditors. A full discussion followed on other aspects of the lease and the timing of possible break clauses. Members felt it was prudent to have a break clause inserted if the Bowls Club ceased to exist or if a future Parish Council wanted to consider another use for the site, within the term of the lease. The Clerk agreed to contact the Chairman of the Bowls Club to discuss what notice they would consider acceptable as a break clause.

It was agreed that the Bowls Club and the Sissinghurst Tennis Club should be listed as responsibilities under the Burials and Properties Committee.

107/18: Staffing:

Members were reminded that the Caretakers had been asked to comment on the revised job description and the checklist that had been discussed at their recent appraisal. The Clerk had spoken to Mrs. Beeken who had commented that the checklist was not really fit for purpose as there were several days that the hall is hired out on multiple occasions so that much of the checklist was not relevant. It was agreed that the Clerks would work with them to amend the format to devise a more appropriate layout and chase them to comment on the revised job description, so it could be formalised.

Cllrs. Veitch and Swann would agree a date with the Clerks for their appraisals in the near future.

108/18: Contracts:

B.T contract renewal:

Cllr. Swann advised that our current phone contract was up for renewal. A quote had been received from B.T to combine the broadband and phone contract including the cost of calls to landlines, mobiles, 0870 and 0845 numbers at a cost of £58.90 per month on a 24 month contract, which represented a considerable saving on the current cost of the two separate contracts. It was proposed by Cllr. Fletcher, seconded by Cllr. Clifford and agreed to accept the quote.

Cllr. Fletcher advised that we had received the pro forma invoice from Chargemaster for the installation of the electric car charging points in Jockey Lane Car Park. It had differed significantly from the final quotation that had been given because they had included in error, a reduction for the approved grant. He had queried the reduction at the time but was assured that it was applicable.

We have since learnt from OLEV that this is incorrect so an additional cheque will need to be raised to cover the difference. Cllr. Fletcher has requested that Chagemaster reduce their invoice by £500 and we are awaiting their response. Although the exact amount has yet to be clarified, it was proposed by Cllr. Fletcher that a further cheque be raised so the project can be completed within the time limit for the Parish Council to claim the grant direct from OLEV, this was seconded by Cllr. Veitch and agreed.

109/18: Grant Applications:

An application had been received from Home-Start South West Kent requesting £500 to assist with providing practical and emotional support to disadvantaged families. The charity is based in Southborough and currently supports one family in Cranbrook. They are hoping to extend this to help a further two families in the Parish. After a great deal of deliberation, it was proposed by Cllr. Veitch, seconded by Cllr. Fletcher and agreed by the majority of Councillors present to award the £500 requested, subject to confirmation the money would be ring fenced for use supporting families in the Parish and that a report is supplied detailing the type of activities undertaken.

110/18: Promotion of Parish Council:

Cllr. Clifford advised the next edition of Parish Cake would be published on the 1st March and would include an article encouraging candidates to stand in the Parish elections in May.

Cllr. Clifford also wished to record that he had received several expressions of interest from local businesses wishing to rent space in the Weald Information Centre when the Borough withdraws its service completely.

The June edition would announce the launch of Community Awards, a way of recognising individuals in the community. Our sponsors Buss Murton have agreed to support an award.

Cllr. Veitch gave an update on a proposed Youth Council. The idea had stalled temporarily because the High Weald Academy no longer had a sixth form, however she continues to actively pursue the concept with Cranbrook School.

Cllr. Clifford raised the issue of how the Parish Council, the NDP and the CVLT could work together. Cllr. Veitch had sought specific legal advice on this which she was happy to share with Members. Mark Wade, Chairman of C.V.L.T and Cllr. Warne had suggested a meeting at the end of January between the Parish Council, Members of the Neighbourhood Plan Steering Group and the Directors of the C.V.L.T. After a full discussion it was agreed that Cllr. Warne would contact Mark and suggest that he calls a meeting to explain their aims and objectives and invites Parish Councillors and NDP Steering Group Members to attend.

111/18: Items for Information:

Cllr. Bunyan advised that she had received a further quote for the exterior decoration of the Vestry Hall which she would pass on to the Clerk.