

MINUTES OF THE POLICY & RESOURCES DEVELOPMENT COMMITTEE MEETING
HELD ON TUESDAY 12TH MARCH 2019

PRESENT: Cllr. Swann (in the Chair), Cllrs. Beck, Bunyan, Clifford, Fairweather, Smith, Veitch and Warne.

APOLOGIES: Cllr. Fletcher

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.

128/18: Internal Finance Check:

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

129/18: Authorisation of Payments made after the February meeting:

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

130/18: Transfer of monies between accounts:

No transfers between accounts were necessary.

131/18: Cheques for payment:

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

These included:

Policy and Resources	£14,960.98
Burial and Properties	£ 4,006.29
Environmental Management	£ 887.81
Total	£19,855.08

Cllr. Swann proposed that authority be given to pay any invoices relating to the current year on receipt and prior to the end of the financial year. This was seconded by Cllr. Fairweather and agreed.

132/18: Cleaning schedule of Weald Information Centre public toilets:

When it was agreed to increase the schedule of cleaning of the public toilet in the Weald Information Centre, it was subject to a trial period of three months. Due to a reduction in opening hours of the WIC, the toilet is not particularly well used, although it was agreed that this could fluctuate depending on the time of year. With this in mind, Cllr. Swann proposed that the cleaning revert to the previous schedule of twice a week to coincide with the cleaning of the offices but to reevaluate if the need arises. This was seconded by Cllr. Fairweather and agreed.

133/18: Archive Maps:

Cllr. Beck reported that during the Information Audit and clearing of some archive material in the tower room, two very old maps of the lighting and water supply of Cranbrook were discovered.

Following a full discussion it was agreed that Cllr. Veitch be delegated to seek advice from the Archivist, Mike Huxley, at the Museum to consider how these historical maps should be stored or displayed.

134/18: Community Centre:

Cllr. Veitch was very pleased to report that we were close to signing the legal documents in relation to access and the transfer of land. She was increasingly confident that this would be achieved in time to meet the Parish Cake copy deadline of 20th April. Two pages have been reserved to allow parishioners to receive a full update on the project.

She was however disappointed to inform Members that the grant of £50,000 for a project manager that had been applied for on our behalf, had been rejected, at the stage of second level approval by the government cabinet office. She had been told that there was no appeal process however she intended to follow this up.

135/18: Information Audit:

Cllr. Veitch expressed her thanks to Cllrs. Beck and Fletcher for their part in transporting the numerous boxes of archive planning applications from the tower room to the office downstairs ready for disposal.

The Clerk reported that LCPAS, our appointed Data Protection Officer had completed their compliance visit last Thursday. The verbal report given at the time had been very good, we were also expecting to receive a detailed report with some minor suggestions for improvement. Work to investigate any offsite storage options and protection of our computer records was ongoing.

136/18: Staffing:

Cllr. Veitch advised that she and Cllr. Swann had conducted the Clerk's appraisals. The contents had been written up and were ready for signing. It had been decided that the possibility of outsourcing some tasks would be revisited later in the year.

Both Clerks still had a small amount of holiday allowance to use, but due to the workload at this time of year, identifying a time that was convenient to both the Clerks and the Council had proved difficult. For this reason Cllr. Swann proposed that they should be permitted to carry over any unused entitlement to the following year, this was seconded by Cllr. Bunyan and agreed.

137/18: Contracts:

Cllr. Swann and the Clerk had been previously delegated to research our gas supply contract. Their recommendation was that we should remain with British Gas and take advantage of the three year fixed price on offer, Members agreed to accept the recommendation.

The Clerk advised that it had been necessary to seek quotes marking the electric vehicle bays in Jockey Lane Car Park, as it was not included in the costings given by the contractor appointed to install the charge points. It was proposed by Cllr. Fairweather, seconded by Cllr. Veitch and agreed to accept the quote of £950 from AJL Roadmarking Ltd. The majority of the cost would be reclaimed by the government grant already approved.

138/18: Grant Applications:

a) An application had been received from Cranbrook Museum requesting £500 towards the purchase cost a watercolour painted by one of the nineteenth century Cranbrook Colony artists, F.D. Hardy. There was some confusion surrounding the listing of the purchase in the accounts, therefore it was delegated to Cllr. Veitch to seek clarification, prior to the application being considered for approval at the next meeting.

b) An application had been received from Cranbrook Goes nuts in May requesting £700 towards the event in May. Members agreed it was the biggest event of the year and worthy of our support. Cllr. Fairweather proposed the grant be awarded in full, this was seconded by Cllr. Warne and agreed.

c) A request had been received from Hospice in the Weald for £100. Members felt that although the Charity is not based in Cranbrook, many of our parishioners benefit from the service they provide. It was proposed by Cllr. Fairweather, seconded by Cllr. Veitch and agreed to award the amount requested.

139/18: Promotion of Parish Council:

Cllr. Swann congratulated Cllr. Clifford and his team on yet another wonderful edition of Parish Cake.

Promoting the opportunity to stand for election as a parish councillor was discussed. It was agreed that candidates should be given the opportunity to write a short paragraph about themselves and what they would bring to the role, for publication on our website; subject to confirmation that it would not conflict with the rules of Purdah. The Clerks advised they were in the process of uploading nomination forms onto our website.

Cllr. Clifford advised that the publication date of the summer edition of Parish cake may be delayed for a few days to ensure that the results of the election could be published. The Clerk advised it would be necessary to delay the May meeting of the Council until the 16th May to allow sufficient time for any newly elected councillors to be summoned for their first meeting.

140/18: Items for Information:

Cllr. Fairweather advised that litter picks had been scheduled for 30th March. He and Cllr. Smith would organise the Sissinghurst event but he would be looking for a volunteer to organise Cranbrook's. Cllr. Veitch's offer to do so was gratefully accepted.

Cllr. Swann emphasised the date of the Annual Parish Meeting was 24th April, the Clerks confirmed an advertisement had already been submitted to the Wealden Advertiser for publication on the 12th April.

Cllr. Swann also wished to promote the Wellbeing in the Weald open morning scheduled for this Saturday in the Vestry Hall from 9.30am - 12. Ideas will be put forward to improve community cohesion and promote 'social prescribing' as an alternative to medication. He encouraged everyone to attend.