

MINUTES OF THE POLICY & RESOURCES DEVELOPMENT COMMITTEE
MEETING HELD ON TUESDAY 10th MARCH 2020

PRESENT: Cllr. Beck (in the Chair), Bunyan, Fletcher and Warne (in part).

APOLOGIES: Cllrs. Fairweather and Gilbert.

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. He notified those present that the meeting was being recorded as a Clerk's aid.

137/19: Internal finance check:

Cllr. Beck confirmed that the internal finance check has been completed and everything was in order.

138/19: Authorisation of payments made after the February meeting:

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

139/19: Transfers of monies between accounts:

No transfers had been required.

140/19: Cheques for Payment:

Cheques for March were signed for payment as per the list filed with these minutes. It was proposed by Cllr. Beck, seconded by Cllr. Bunyan and agreed to authorise payment of the cheques as presented and to authorise payment of any invoices relating to the current financial year before 31st March 2020.

These included:

Policy and Resources	£14,313.75
Burial and Properties	£ 2,512.52
Environmental Management	£ <u>784.86</u>
Total	£17,611.13

It was agreed to investigate making more payments online. The Clerk would speak to the network of other Clerks to establish the methods they use and Cllr. Fletcher would be attending the TWBC Chairman's meeting in Goudhurst immediately following this meeting and would enquire with the other Parish Chairmen.

141/19: Community Centre and Tanyard Dental Surgery Update:

Cllr. Fletcher advised there were two motions on the Full Council agenda for Thursday to approve expenditure for the project. He would be attending the Cabinet meeting in Tunbridge Wells on Thursday with Carl Meewezen to reiterate the need for the grant of £420,000 to be awarded before the end of the financial year to enable the Tanyard Dental Surgery to be purchased.

142/19: Public Toilets:

Investigations into providing an alternative to the Crane Lane public toilets was ongoing.

143/19: Staffing:

Deputy Clerk Applications:

It was agreed to form a Staffing Sub Committee of Cllrs. Beck, Fletcher and Gilbert, who would be delegated to process the applications for the additional member of staff, shortlist suitable candidates for interview and approve the appointment.

144/19: Community Asset List:

Cllr. Warne advised that at a recent TWBC Council meeting during discussions on their Asset Management Plan, she had learnt of the 'Community Right to Buy' within the Localism Act 2011. This enables community groups including parish councils to apply for local buildings or land to be put on a register. Once on the register of Community Assets, an asset cannot be sold without first allowing the community group six months to raise funds to make an offer based upon its market value.

Cllr. Fletcher advised that he had requested a meeting with Hilary Smith, Economic and Development Manager at TWBC to discuss the Parish Council compiling a list of potential sites for the register. He had recently been surprised that the Jockey Lane Clinic had been sold by tender and yet no one locally appeared to be aware. Any potential list we created could include sites such as the Library, the Clinic, the Doctor's Surgery, the Museum and the Car Parks. If any of the sites on the list become available, we would be notified and if we were interested, we would then have six months to match the market valuation.

145/19: Rugby Club Lease:

The Parish Council had received a request from Cranbrook Sports Club for the current lease with them to be amended. Cllr. Fletcher had asked for a clause to be added which would allow for their car park to be used by the public Mondays to Fridays which would give much needed extra parking for the Town. As yet he had not received a reply. The amendments requested were discussed. It was felt that Schedule 3 Clause 2 regarding the updating of the rental figure to £600 per annum should include the current provision that the rent is reviewed every three years.

With these alterations in mind and subject to checking by a solicitor to ensure the changes did not disadvantage us in anyway, it was proposed by Cllr. Fletcher, seconded by Cllr. Beck and agreed to approve the amendments. Cranbrook Sports Club would be expected to cover our legal expenses in relation to any changes being made.

146/19: Request for permission for Thai food van to trade in Jockey Lane Car Park.

Cllr. Beck had spoken at length to the person submitting the request and was assured that any concerns regarding litter from the van would be dealt with. After discussion it was proposed by Cllr. Beck, seconded by Cllr. Fletcher and agreed to give permission for a three-month trial, to see if any issues occur.

147/19: Emergency Planning in case of meeting restrictions:

Cllr. Fletcher had asked the Clerks to research the possibility of remote working, should it become necessary in the light of the Coronavirus spreading. It had been established that for the laptop to be used at the Clerk's home, a Static IP address was necessary which would add an additional £5.50 to the monthly cost of our current BT contract.

BT had offered us a new 24 month enhanced broadband and UK call contract which included a free Static IP address, reducing our current monthly cost by almost twenty pounds to £52.99 with a guarantee of no price increase. Arron Services had quoted £100 to set up the new address on the system and ensure the laptop could access all data remotely. It was proposed by Cllr. Fletcher, seconded by Cllr. Warne and agreed to accept the quote from Arron Services and the offer of the new BT contract.

148/19: Website Development:

It was agreed that Cllr. Beck would ask Cllrs. Hatcher and Pethurst to lead on the investigations into website development. He would also ask for another volunteer to join the working group, on Thursday evening.

149/19: GDPR Update:

Data Protection Officer

The Clerk had discovered that our current Data Protection Officer, Jayne Cole from the Local Council Public Advisory Service had ceased operating, so a replacement was required urgently. We had received a quotation from GDPR-Info Ltd, who had been recommended by several other local parish councils. The initial cost of £563.90 + VAT would be for a Data Audit and would include the cost of standard annual DPO services plus one hour training for staff and councillors if necessary. It was proposed by Cllr. Beck, seconded by Cllr. Warne and agreed to accept the GDPR Data Protection Officer Agreement from GDPR-Info Ltd.

150/19: Parish Cake and Promotion:

Cllr. Fletcher had been in discussion with Cllr. Fermor and Mignon Brian and they had offered to be the editor and assistant editor of Parish Cake, following the resignation of Brian Clifford.

Costings for a Community Centre special edition of the magazine were discussed. There were several options available; dependant on the number of pages, the paper used, the delivery method and whether or not advertising was accepted to offset the cost of the publication. Cllr. Fletcher had put forward a motion for Thursday's Full Council meeting that would cover the cost of the publication.

Cllr. Waters had volunteered to take on the role of organising the events for the VE Day Commemorations. It was proposed by Cllr. Fletcher, seconded by Cllr. Beck and agreed to spend £200 from reserves to help with events on the day.

151/19: Contracts:

a) Grounds Contract

Cllr. Fletcher reported that the tenders had been opened and reviewed by himself, Cllrs. Gilbert and Fairweather. A scoring system was used. It was agreed that the final two in contention would be interviewed by Cllrs. Fletcher, Gilbert and Fairweather, along with the Parish Warden.

b) Parish Warden Contract

It was delegated to Cllrs. Fletcher, Gilbert and Fairweather to arrange a suitable time to open and review the tenders.

152/19: Grant Applications:

a) Cranbrook Goes Nuts in May

A request had been received for £700 towards the cost of the festival, this was in line with the amount awarded in previous years. It was proposed by Cllr. Warne, seconded by Cllr. Fletcher and agreed to award the grant in full.

b) Cranbrook Literature Festival

A request for £1000 had been received to cover the cost of publicity and a brochure advertising the event. Members fully discussed the application; it was proposed by Cllr. Warne, seconded by Cllr. Beck and agreed to award a grant of £500.

c) Cranbrook Museum

An application had been received from the Museum for money towards replacing their IT system with a new desktop computer. Members agreed that a reliable IT system was essential to the work of the Museum. It was proposed by Cllr. Beck, seconded by Cllr. Warne and agreed to award the £714 requested, in full.

d) Kent Surrey Sussex Air Ambulance

Members discussed the request for financial assistance and although the Charity was not specific to the Parish, it was important to support this necessary service. With this in mind, it was proposed by Cllr. Bunyan, seconded by Cllr. Fletcher and agreed to award a grant of £250.

e) Dence & Weller Charity

An application for £250 had been received to enable the Charity to continue to distribute vouchers to pensioners in the Parish at Christmas time. The vouchers can be used in either Welcome Stores in Cranbrook or the local shop in Sissinghurst. It was proposed by Cllr. Beck, seconded by Cllr. Bunyan and agreed to award the grant in full.

f) Cranbrook Voluntary Car Service

An application had been received requesting £250 to ensure the service can continue to provide transport for those requiring help in attending doctors and hospital appointments. It was proposed by Cllr. Fletcher, seconded by Cllr. Beck and agreed to award the grant in full.

153/19: Items for Information:

No items were raised.