

# Aylesford Parish Council

## Policy & Resources Committee

### Minutes of the Meeting held in the Aylesford Football Club Pavilion, Aylesford, on Tuesday 9 December 2025

**Present:** Councillor Mrs Gadd (Chair) and Councillors, Balcombe, Mrs Birkbeck, Fuller, Gledhill, Ms Oyewusi, Netzel, Sharp, Shelley, Smith, Sullivan and Mrs Waters.

Melanie Randall (Clerk of the Council)

\*\*\*\*\*

#### 1. Apologies for Absence

Apologies for Absence from Councillors Ms Anderson, Chapman, Mrs Eves, Ludlow and Rillie, were received, and the reasons for absence agreed. It was also agreed to extend the apologies of Councillor Hammond to 3<sup>rd</sup> February 2026 due to ill health.

#### 2. Declarations of Interest

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

#### 3. Minutes of the last meeting held on 6 November 2025

It was **Agreed** that the Minutes from the meeting held on 6 November 2025 be approved as a correct record and be signed.

#### 4. Any Matters Arising from the last Minutes

There were no matters arising.

#### 5. Accounts for Payment

The Council considered the Payment Schedule attached to the Agenda and Councillor Balcombe proposed and Councillor Mrs Birkbeck seconded and it was **Resolved** that 37 payments totalling £26,045.21 be made.

#### 6. Finance Advisory Sub Committee

It was **Agreed** to note the minutes of the meeting held on 4 November 2025.

## 7. KALC and TMBC Parish Partnership Panel Meetings

It was **Agreed** to note the Minutes from the KALC meeting held on 6<sup>th</sup> November 2025. **Noted**

## 8. Council Vacancies

The current vacancies where the Parish Council can co-opt are

Aylesford South – 2

**Noted**

## 9. Banking Arrangements

The Clerk reported that she had spoken with the Business Manager at HSBC. The Parish Council is eligible to apply for a non-charitable account, which offers the following benefits:

- No account charges (noting that Metro Bank introduced a £3 monthly fee from December)
- The ability to have more than three signatories, whereas Metro Bank's new terms and conditions would restrict the Council to a maximum of three
- Cash withdrawals of up to £100 to maintain petty cash
- A daily payment limit of £100,000 (compared to Metro Bank's £50,000 limit)

The Clerk reminded members that the review of banking arrangements had been prompted by the need to add the Vice Chair as a signatory. Metro Bank advised that any changes to the account would place the Council under new terms and conditions, limiting the Council to a maximum of three signatories, which members considered insufficient. The Council also needs to increase the credit limit on both cards; however, Metro Bank requires a credit check on individual staff members, which staff do not agree to. HSBC has the same requirement.

Following discussion, it was **Resolved** not to proceed with changing to HSBC at this time. The matter will be reconsidered if staff agree to the credit check requirements. All existing signatories will remain unchanged. **Closed**

## 10. Fees and Charges 2026/27

The following fees and charges were reviewed and agreed

**10.1 Cemetery Fees 2026/27** – It was **Resolved** to increase the fees by 10%, Appendix A

**10.2 Tariff of Charges 2026/27** – It was **Resolved** to increase the fees as per Appendix B

**10.3 Allotment Fees 2027/28** – It was **Resolved** to increase the fees by 10%. Appendix C

## **11. To discuss changing the meeting start time from 7:15pm to 7:30pm**

This item was deferred from Full Council on 18<sup>th</sup> November 2025.

It was **Resolved** to change the start time to 7:30pm from 6<sup>th</sup> January 2026.

**Closed**

## **12. Sewer Replacement by Southern Water through Old Bridge Gardens**

The Clerk reported that Southern Water have had to revise the original plan due to constraints in relation to the flood defences by the river. They will now take a more direct route into the pumping station so the section of sewer in Old Bridge Gardens will be shorter but there does need to be a chamber. The final section of pipe will be gravity flow directly into the pumping station. The chamber will be flush with ground level and have a metal access cover over it.

The easement will still proceed as agreed.

It was **Resolved** to permit the request.

**Closed**

## **13. Any Other Correspondence**

There was no Other Correspondence.

## **14. Duration of Meeting**

7:33pm to 8:05pm

## **AYLESFORD PARISH COUNCIL**

Tel: 01622 717084 - email: [admin@aylesford-pc.gov.uk](mailto:admin@aylesford-pc.gov.uk)

## **CEMETERY FEES 2026/27**

**Effective from 1 April 2026**

**ALL FEES ARE TRIPLED FOR NEW  
NON-PARISHIONER BURIALS. FOR SUBSEQUENT NON-  
PARISHIONER BURIALS OR MEMORIALS FEES ARE TRIPLED  
or DOUBLED DEPENDING ON ORIGINAL PURCHASE DATE**

六六六

(Please check with us if you are unsure if they are in or out of Parish)

Grant of Rights – Adult plot 12 years and over - £560.08

Grant of Rights - Adult plot 12 years and over - £300.00

Grant of Rights Transfer of Name - £30 (set fee regardless of whether in or out of Parish)

**A Plot      B Plot**

### B Plot

No new A Plots currently available

### Adult plots (person 12 years and over)

Adult plots (person 12 years and over)  
7ft depth (double grave) £459.19

Re-opening a grave (second coffin burial) f424 05 f424 05

Child plots (person 11 years and under) - 5ft depth (single) grave - £208.03  
or ashes interment

Stillborn or less than one month - Burial or ashes interment - No charge

Adult ashes interment in a new purchased grave	£480.07
Adult ashes interment where grave already used for burial or ashes	£240.03

Headstones/Monuments/Books - Adult plot £224.03  
with first inscription - Child plot No charge

Full Surrounds, Ledgers and/or Kerbing - Adult plot £208.03  
Maximum size 7ft x 3ft - Child plot No charge

Further inscription - £208.03 (set fee regardless of whether in or out of Parish)

**FUNERAL DIRECTORS ARE RESPONSIBLE FOR ARRANGING GRAVE DIGGING INCLUDING ASHES.** Headstones and memorials cannot be moved by Parish Council personnel. Funeral Directors should ensure they are moved only by fully insured personnel.

**AYLESFORD PARISH COUNCIL**  
Tel: 01622 717084 admin@aylesford-pc.gov.uk

## **TARIFF OF CHARGES 2026/27 - Effective 1 April 2026**

**FOOTBALL** – (Junior pitches – less than 11 a-side)  
All sites – Pitch per season

11 A- side – 1 day's use per weekend - £367.06  
2 day's use per weekend - £727.44  
Single booking - £113.46

Junior –  $\frac{1}{2}$  day's use per weekend – No Charge

### **Training Area**

1 evening per week, per season	£265.54
Additional evenings	£265.54
Per single booking (max 2 hours)	£111.80

### **RUGBY**

Ferryfield - Pitch per season

Junior,  $\frac{1}{2}$  a day's use per weekend – No Charge

\*\* Season – 1<sup>st</sup> September to 15<sup>th</sup> May (inclusive)\*\*

**Tunbury Changing Rooms** £363.00

**TOURNAMENTS** - Any Sport requiring use of pitch/pitches all day - Per Day £223.61

**CIRCUS** – Per Night £275 **FUNFAIR** – Per Night starts at £275

**CHARITABLE NON-SPORTING FIELD EVENTS** (including Boot Fairs)  
One full day's hire - £330 in Parish and £385 out

**DEPOSITS** – Required for all events (except season bookings) - £350. The Council reserve the right to make a higher deposit charge for commercial events if deemed appropriate at the time of booking. Deposits or part deposits returnable according to the ground being left in a clean and satisfactory condition.

**PARKING** (Adjacent Forstal entrance – private residents) - £205.44 pa

**PADDOCK WATER** (from Aylesford allotments) - £181.69 pa

**AYLESFORD PARISH COUNCIL**

**ALLOTMENTS**

Allocated Size	2025/26	2026/27	2027/28
Small	£35.64	£39.20	£43.12
Medium	£57.42	£63.16	£69.48
Large	£79.20	£87.12	£95.83
Extra Large	£93.06	£102.37	£112.61

There are also three larger plots than the above, as follows

Two very large plots  
£114.84      £126.32      £138.96

These three plots will be divided into small units as and when current holders give up.

**Plot holders are given one year's notice of allotment charges.**

December 2025