

Aylesford Parish Council

Policy & Resources Committee

Minutes of the Meeting held on Tuesday 16th June 2026 in the Aylesford Parish Council Offices, Aylesford

Present: Councillors Mrs Eves (Chair), Miss Anderson, Mrs Birkbeck, Fuller, Mrs Gadd, Gledhill, Ludlow, Netzel, Rillie, Sharp, Shelley, Smith, Sullivan, Mrs Waters and Williams.

Melanie Randall (Clerk of the Council)

1. Apologies for Absence

Apologies for Absence from Councillors Balcombe, Chapman and Ms Oyewusi were received, and the reasons for absence agreed.

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 5 May 2026

It was **Resolved** that the Minutes of the meeting held on 5 May 2026 be approved as a correct record and 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 Miss Anderson proposed and Councillor Shelley seconded and it was **Resolved** that 53 payments totalling £25,461.28 be made.

6. Finance Advisory Sub Committee

It was **Agreed** to note the minutes of the meeting held on 5 May 2026.

7. KALC and TMBC Parish Partnership Panel Meetings

Nothing to report as no meetings held since the last meeting of this committee.

7.1 To note the Minutes of the KALC meeting held on 23rd April 2026.

It was **Agreed** to note the Minutes

7.2 To note the Notes of the Parish Partnership Panel Meeting held on 28th May 2026

It was **Agreed** to note the Notes

8. Council Vacancies

The currently one vacancy for Aylesford South

Noted

9. To consider a Professionally Monitored Security System for the Parish Office

The Clerk reported that quotations had been received for a professionally monitored security system. The annual monitoring cost would be £390.00 plus VAT, with a one-off set-up fee of £400.00 plus VAT.

Members noted that, if either the burglar alarm or fire alarm were activated, the alarm receiving centre would contact the designated keyholders in turn, requiring them to attend the site and investigate the cause of the activation.

Following discussion, members expressed concerns about the potential risk to staff being required to attend the office in the event of a possible intrusion. It was therefore agreed that the Clerk would obtain details and costs for a professional call-out service to respond to alarm activations.

It was Agreed the Clerk will obtain quotations for a professional alarm response service.

Ongoing

10. To consider selling the Baroness G261 ride on mower

The Clerk reported that the Baroness G261 ride-on mower is used infrequently and suggested that consideration be given to selling the machine in order to raise capital that can be used for something else and reduce the ongoing quarterly service plan costs for the Baroness and Kubota.

The Clerk was hoping to have had a value for it but unfortunately she had not received it in time for the meeting.

Members discussed the proposal and expressed concern that any decision should not be rushed and it was agreed when the Clerk has the estimated sale value, she would circulate this information to members by email for consideration.

11. Fire Door Repairs in Parish Office

The Clerk reported that the company the Council agreed to use has disappeared, so she had to start again. She contacted five companies and only one responded. The quote to carry out the works to the fire doors within the Parish Office in order for them to be compliant is £6,478.00 (net).

It was **Agreed** that this work be funded from the Contingency Fund.

It was **Resolved** to proceed.

Closed

12. Pesticides Use Health and Safety Surveillance Policy

It was **Resolved** to adopt the policy

Closed

13. S101 Delegated Authority – Committee Membership

It was **Resolved** the Committee membership will be Councillors Balcombe, Mrs Birkbeck, Mrs Eves, Mrs Gadd, Sullivan, Smith, and Sharp.

Closed

14. Staffing Committee – Committee Membership

It was **Resolved** that the Committee membership will be Councillors Balcombe, Mrs Gadd, Mrs Eves, Mrs Birkbeck, Sharp, Smith and Sullivan.

Closed

15. To approve the Health and Safety Policy Statement

It was **Resolved** to approve the Health and Safety Policy Statement, subject to removing ‘The management of’ in the first paragraph.

16. To approve the Environmental Policy Statement

It was **Resolved** to approve the Environmental Policy Statement, subject to removing ‘The management of’ in the first paragraph.

17. Any Other Correspondence

The Clerk reported that the school in Teapot Lane Aylesford will take over the membership costs with Community Rail Network for the Aylesford Station Adoption.

18. Duration of Meeting

7:46pm to 8:25pm