

Snodland Town Council – Full Council

17 June 2021

Committee Members present:	Cllrs Mrs S Bell (C), Mrs K Mordecai-Woolf (VC), J Minter (Dep VC), Mrs A Barden, A Bennison, Mrs D Crook, P Hickmott, Mrs D King, W Mallard, Mrs S Shaw and Miss L West
Council Staff present:	Mrs K Sowten (CEO) and Miss E Jones
Other Councillors Present:	Cllrs D Lettington, Mrs R Lettington and Mrs S Hohler
Members of the public:	There were 4 members of the public present at the meeting

1.	<p><u>Apologies for absence</u></p> <p>Apologies were received from Cllr J Butterfield and PCSO S Patangwa.</p>
2.	<p><u>Declaration of interests</u></p> <p>There was one declaration of interest from Cllr P Hickmott with regard to agenda item 12.</p>
3.	<p><u>Report from the Neighbourhood Police Team</u></p> <p>There were no representatives from the Neighbourhood police team but the Committee had received a monthly report from the local PCSO and an E-Watch report prior to the meeting.</p>
4.	<p><u>County Councillor's Report</u></p> <p>The CC reported that:</p> <ul style="list-style-type: none"> • She was pleased to announce that she had been re-elected as Malling North's County Councillor and advised that 31 new members had been enlisted; • A National award was presented to KCC for the 'Kent Revs' project. This is an incentive that will help reduce emissions across the strategic road network by encouraging business fleets to switch to electric vans which can be rented to businesses who would like to 'try for free' for up to two months; • St Benedicts Road – micro surfacing has been mostly completed but the engineers would be carrying out minor works on 26th July in order to attend to the loose gravel and to re-examine the speed humps along this road; • A Crossing was requested to be put in place near the primary school but upon further inspection it was recommended that a dropped kerb would enable pushchair and wheelchair users to access the pavement easily; • Railings around the bakery on Holborough Road would be installed but not painted straight away; • The double yellow lines at Holborough Lakes have been approved by the JTB; • Following concerns from residents, the speed of vehicles at the Holborough Lakes development is currently being monitored.

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	<p>Several questions were addressed to the CC which she was able to answer.</p> <p>Cllr Hickmott reported that the buses travelled very fast along Cemetery Road leading to Holborough Lakes and had spoken to the company regarding this. He also reported that parts of St Benedict Road were still not resurfaced where cars were parked. The CC advised that the contractors were aware of this and would go back to resurface.</p> <p>Councillors passed on their congratulations to the CC on her re-election and she commented how good Snodland looked and how happy the residents seemed.</p> <p>The CEO asked the CC if, at the next Holborough Lakes meeting, could she ask the residents at Holborough Lakes if they would like to be re-trained with the Speedwatch equipment which monitors vehicles speed and she agreed to do this.</p>
5.	<p><u>Questions from the public</u></p> <p>Pursuant to Standing Order 3e and g Members of the Public may make representation, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the Agenda. A member of the public shall not speak for more than 3 minutes.</p> <p>Standing orders were suspended</p> <p>Three representatives from the Sloughfields Allotment site attended the meeting and gave character statements for an allotment holder who is currently under investigation by the Council. The CEO advised that this would be discussed at agenda item 19 and would advise the representatives of the outcome.</p> <p>Cllr D Thornevell attended the meeting to convey his views on the Boundary Commissions Consultation and that East Malling and Larkfield Parish Council wished to remain separate from Snodland Town Council.</p> <p>Standing orders were reinstated after the members of the public left the meeting.</p>
6.	<p><u>Chairman's Announcements</u></p> <p>The Chairman reported that:</p> <ul style="list-style-type: none"> • The litter pick in Hollow Lane, which went ahead on 8th June 2021 and was good to see young children getting involved; • The Church are creating a community hub which will be run in conjunction with the Dementia Café and Open Door and that further information will follow in the next few weeks; • KALC networking via zoom which was very good; • Invitation to Tender regarding the Pump track has gone live online on the contract finders website.

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7. 0738	<p><u>To resolve the Minutes of the Full Council held on 29th April 2021 (pp 230 – 235) are a correct record</u></p> <p>RESOLVED – that the Minutes of the Full Council meeting held on 29th April 2021 (pp 230 - 235) were agreed as a correct record.</p> <p>Signed</p>	
8. 0739	<p><u>To resolve that the minutes of the Annual Council held on 13th May 2021 (pp 1 – 5) are a correct record</u></p> <p>RESOLVED – that the Minutes of the Annual Council meeting held on 13th May 2021 (pp 1 – 5) were agreed as a correct record.</p> <p>Signed</p>	
9.	<p><u>To receive reports and recommendations of Council Committees</u></p>	
9.1	Planning and Environment	20 th May 2021 (pp 6 – 7)
	<p>The Chairman of the Planning and Environment meeting reported that there were no recommendations and the minutes were agreed.</p>	
9.2	Amenities and Recreation	27 th May 2021 (pp 8 – 11)
0740	<p>The Chairman of the Amenities and Recreation reported one recommendation to discuss what awards should be given to the Pride of Snodland nominees ie plaque, gift vouchers etc.</p> <p>Cllr King put forward further nominations for Heather Liveston and Rebecca Ruler who were both heavily involved and instrumental in the setting up of the Covid-19 Community Group.</p> <p>The CEO advised that she had found a smart glass award which could be given to the nominees and would cost £7.99 each and 17.99 for an engraved name (£25.00) A picture of the award was shown to the committee.</p> <p>RESOLVED – to purchase the glass award (with engraved name) for the Pride of Snodland nominees at a cost of £25.00 each.</p>	
9.2.1	Recommendation omitted relating to the allotment sub-committee meeting	18 th May 2021 (pp 1 – 2)
	<p>The CEO advised that at the last Amenities meeting on 18th May 2021, she omitted to discuss the confusion that arises when trying to measure the allotments in the unit of rods and asked that this be simplified by agreeing to use square meters in its place. She reported that upon looking into the allotment act there was no mention that this could not be carried out. She advised that the allotment plots would need to</p>	

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0741	<p>be re-measured in order to ensure they were correctly sized.</p> <p>RESOLVED – to start measuring the allotment plots in square meters rather than rods to ensure the plots are correctly measured which will come into effect from 1st February 2022.</p> <p>The minutes of the Amenities and Recreation were agreed as a correct record.</p>	
9.3	Policy and Resources	1 st June 2021 (pp 12 -15)
	<p>The Vice Chairman of the Policy and Resource committee reported that there were no recommendations and the minutes were agreed as a correct record.</p>	
9.4	Planning and Environment	10 th June 2021 (pp 16 – 17)
	<p>The Chairman of the Planning and Environment meeting reported that there were no recommendations and the minutes were agreed.</p>	
10.	<p><u>Reports from Borough Councillors</u></p> <p><u>Cllr P Hickmott</u></p> <p>Cllr Hickmott reported that he had attempted to attend an online meeting regarding the Boundary Commission consultation but had experienced technical difficulties. He also attended virtual JTB meeting.</p> <p><u>Cllr R Lettington</u></p> <p>Cllr Mrs R Lettington gave an update on the issues with regard to the waste contractor.</p> <p><u>Cllr Mrs S Bell</u></p> <p>Cllr Mrs S Bell advised that she had contacted TMBC to request that the pond on Birling Road was neatened and was advised that it had been done but was disappointed that the shrubs had been cut back but the pond was still looking untidy and said that she would get back to them to ask if it could be done.</p> <p>She attended a Tarmac meeting and was pleased to report that the plant was running very efficiently on LPG energy which was a lot cleaner. There were also less reports with regard to the smells.</p> <p>She reported that a drain cover had sunk on the road leading to the Tesco Distribution Centre which was very noisy but this had been reported to KCC and would hopefully be repaired soon.</p> <p>As Deputy Mayor, she attended a zoom meeting with the South East Reserve Forces and Cadets Association which was very interesting.</p>	

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	<p><u>Cllr D Lettington</u></p> <p>Cllr D Lettington gave a report on the Boundary Commission consultation whereby they want to know what residents and organisations think about current ward boundaries within the borough. The consultation will run until 19 July 2021. The commission will then use local views to help it draw up proposals for new ward boundaries which will be consulted upon in October-December 2021 (further information on file).</p> <p>The Council should consider the possibility that the commission could change the boundary and incorporate another adjacent parish into our area which would need careful consideration and comments to be put forward to the consultation.</p> <p>Cllr Lettington reported that he had been approached by residents, concerned that an accident would occur when the Co-Op use the customer entrance in the car park as a loading bay. A planning officer determined that this was not a loading bay and that goods should be using the front of the store to do this. Cllr Lettington advised that a traffic regulation order had not been put in place by KCC and had reported this to them.</p> <p>He reported that TMBC were looking into the viability of purchasing the vacant Post Office/Co-op store and would consider splitting the retail unit into smaller residential units to be re-let. He advised that he would keep the Council updated.</p>
11.	<p><u>Town Councillors reports on meetings, events and activities attended on behalf of the Council</u></p> <p>Cllr Mrs K Mordecai-Woolf – apologised for not attending the litter pick but she was working</p> <p>Cllr Miss L West – apologised for not attending the litter pick but she works on Saturdays</p> <p>Cllr Mrs S Bell – organiser of the litter pick on 10th June 2021</p> <p>Cllr P Hickmott – attended the litter pick and will organise the next one on 4th July 2021 at 11.00am (Potyns)</p> <p>Cllr A Bennison – Visited the station and reported that it was looking very good.</p> <p>Cllr W Mallard – Attended a virtual meeting with Mens Minds which is a mental health group for men. He said that they were very pleased that a Councillor had attended and he looks forward to getting involved in this world wide club.</p> <p>Cllr Ms D King – Attended the litter pick.</p> <p>Cllr Mrs D Crook – Attended the litter pick</p>
12.	<p><u>To receive details of payments and transfers from 23 April 2021 to 9 June 2021 totaling £44,003.33.</u></p> <p>Committee members received details of payments and transfers prior to the meeting and no questions were asked at the meeting.</p> <p>0742 RESOLVED to accept the details of payments and transfers from 23 April 2021 to 9 June 2021 totaling £44,003.33.</p>

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13.	<p><u>Report from the Chief Executive Officer</u></p> <p>The CEO reported the following:</p> <ul style="list-style-type: none"> • Mens Mind Project – the CEO gave a brief report on the Mens Mind Project which deals with mens mental health. The project organiser has secured funding for a 26 week programme (hour a week) to be held in the Moyeuve-Grande Suite at the Council offices. The starting date is to be confirmed due to Covid (the full report can be viewed on file); • Bramley Road is being resurfaced; • Part of Ladds Lane carriageway is going to be re-constructed; • Other resurfacing works to be carried out on St Benedicts Road, Bullfields, Portland Place and Chapel Road; • Pedestrian railings (outside the bakery) to be replaced in August; • School crossing sign to be replaced in St Katherines Lane; • New community warden – will be using the office as her base; • £22,000 has been granted from TMBC for the Welcome Back fund; • Litter pick is on 4th July 2021 at 11.00am (Cllr Hickmott to arrange); • Annual Town Council meeting to be cancelled to a later date; • The CEO advised that Councillors view the KCC EV Charging points vides via youtube. This is a KCC scheme for the public to use electric charging points which would be installed free of charge. The CEO advised that this would be added to the next Planning Agenda to be discussed further.
14.	<p><u>To approve the Annual Governance Statement 2020/21</u></p> <p>Information was sent to the Committee prior to the meeting. The CEO read out each statement for the Committee to agree.</p> <p>0743 RESOLVED – to approve the Annual Governance Statement 2020/21.</p>
15.	<p><u>To approve the Accounting Statements 2020/21</u></p> <p>0744 RESOLVED – to approve the Accounting Statements 2020/21.</p>
16.	<p><u>To consider a grant application from TMBC Y2 Crew</u></p> <p>0745 RESOLVED – To award a grant of £350.00 to the TMBC Y2 Crew.</p> <p>The CEO also advised that the Y2 Crew would be holding a launch day on Wednesday 28th July 2021 at Potyns Sports field with lots of attractions such as an artificial pump track, fire engine and lots more.</p>
17.	<p><u>To consider a response in relation to the Boundary Commission Consultation</u></p> <p>Cllr P Hickmott read out the written response he had drafted, which he put forward for recommendation in response to the Boundary Commission’s consultation (copy</p>

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0746	<p>on file). Cllr D Thornewell also requested a copy.</p> <p>RESOLVED – to accept the written response on behalf of Snodland Town Council and send to the Boundary Commission's consultation.</p>
18.	<p><u>Correspondence</u></p> <p>There was no correspondence.</p>
<p>THE COMMITTEE HAS AGREED that in view of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.</p>	
0747	<p>19. <u>To receive a response regarding a breach of tenancy from an allotment holder</u></p> <p>The committee discussed the breaches of tenancy.</p> <p>RESOLVED – to send a letter requesting a suitable date for him/her to meet with a panel of Councillors to discuss the matter and to make a final decision with regard to his/her tenancy.</p>
0748 0749	<p>20. <u>To receive a report from the staffing committee</u></p> <p>Miss E Jones left the meeting.</p> <p>The CEO gave a report from the staffing committee and for the agreement of a member of staff's career development.</p> <p>RESOLVED – to agree to the career development of the member of staff.</p> <p>The CEO also reported that uniforms for site staff needed to be renewed and updated with the STC logo/wording in order for the site staff to look smart and professional.</p> <p>RESOLVED – to agree for the site staff to be issued with new uniform.</p>

There being no other business, the meeting closed at 9.30pm.