

**SNODLAND TOWN COUNCIL****6 JUNE 2019**

Committee Members present:	Cllrs P Hickmott (C), Mrs S Bell, Mrs K Mordecai-Woolf, Mrs J Ayers, Ms A Barden, A Bennison, J Butterfield, Mrs D Crook, A Keeley, W Mallard, J Minter, Mrs N Misy, Mrs S Shaw and Miss L West
Council Members present:	Mrs K Sowten (CEO) and Miss E Jones
Members of the public:	Two members of the public present

1.	<p><u>Apologies for absence</u></p> <p>Apologies were received from the local PCSOs.</p>
2.	<p><u>Declaration of interests</u></p> <p>There was one declaration of interest from Cllr Mrs D Crook with regard to cheque no 18117.</p>
3.	<p><u>County Councillor's Report</u></p> <p>The County Councillor (CC) firstly congratulated the Councillors on their appointments and that it was nice to see some new faces. She then reported:</p> <ul style="list-style-type: none"> <li>• That there had been several complaints regarding HGVs driving through the very narrow Bramley Road. She advised that she would be erecting a NO HGVs sign at the entrance of the road which would be funded by her Member's Grant. She reported that she would be carrying out an online petition for the Government to look at this increasing problem;</li> <li>• That road re-surfacing work would begin in July along Snodland Road in Birling.</li> </ul> <p>The Chairman thanked the CC for the funding for the HGV signs and she left the meeting as she had another meeting to attend.</p>
4.	<p><u>Report from Neighbourhood Police Team</u></p> <p>The PCSOs were unable to attend the meeting due to a training day but monthly crime reports were distributed to the Committee members for their information.</p>
	<p>Pursuant to Standing Order 68 the Chairman of the committee will invite Members of the public to express an interest should they wish to make representations, ask questions, or give evidence in respect of any item of business included on the agenda.</p>
5.	<p><u>Questions from the public (<i>Members of the public are advised that they may speak for up to three minutes</i>).</u></p> <p>There were no questions from the public.</p>

6.	<p><u>Chairman's Announcements</u></p> <p>The Chairman did not have a great deal to report due to his early appointment of Chairman except that he had attended the institution, induction and installation of Danielle Pearson-Smith as Rector of Snodland at All Saints Church.</p>								
7.	<p><u>To elect a Vice Chairman and a Deputy Vice Chairman of the Council</u></p> <p>Cllr Mrs S Bell was nominated as Vice Chairman by Cllr Mrs D Crook and seconded by Cllr W Mallard. There were no other nominations</p> <p><b>0486 RESOLVED</b> – Cllr Mrs S Bell appointed as Vice Chairman of the Council.</p> <p>Cllr Mrs K Mordecai-Woolf was nominated as Deputy Vice Chairman by Cllr Ms A Barden and seconded by Cllr Mrs N Misy. There were no other nominations.</p> <p><b>0487 RESOLVED</b> – Cllr Mrs K Mordecai-Woolf appointed as Deputy Vice Chairman of the Council.</p>								
8.	<p><u>To appoint committees and sub-committees</u></p> <p><b>0488 RESOLVED</b> that the membership of each standing committee would be as follows:</p> <p><b><u>Policy and Resources Committee</u></b></p> <table border="0"> <tr> <td>Cllr J Butterfield (C) –</td> <td>Proposed by Cllr Mrs K Mordecai-Woolf. Seconded by Cllr Mrs N Misy</td> </tr> <tr> <td>Mrs K Mordecai-Woolf (VC) –</td> <td>Proposed by Cllr Mrs N Misy Seconded by Cllr J Butterfield</td> </tr> </table> <p>Cllr Mrs S Bell Cllr P Hickmott Cllr A Keeley Cllr W Mallard Cllr Mrs N Misy Cllr Mrs S Shaw</p> <p><b><u>Planning and Environment Committee</u></b></p> <table border="0"> <tr> <td>Cllr Mrs K Mordecai-Woolf (C) -</td> <td>Proposed by Cllr W Mallard Seconded by Cllr Ms A Barden</td> </tr> <tr> <td>Cllrs Mrs N Misy (VC) -</td> <td>Proposed by Cllr Mrs K Mordecai-Woolf Seconded by Cllr Mrs D Crook</td> </tr> </table> <p>Cllr Mrs J Ayers Cllr Ms A Barden Cllr Mrs S Bell Cllr A Bennison Cllr J Butterfield Cllr Mrs D Crook Cllr P Hickmott Cllr A Keeley Cllr J Minter Cllr Mrs S Shaw Cllr Miss L West</p>	Cllr J Butterfield (C) –	Proposed by Cllr Mrs K Mordecai-Woolf. Seconded by Cllr Mrs N Misy	Mrs K Mordecai-Woolf (VC) –	Proposed by Cllr Mrs N Misy Seconded by Cllr J Butterfield	Cllr Mrs K Mordecai-Woolf (C) -	Proposed by Cllr W Mallard Seconded by Cllr Ms A Barden	Cllrs Mrs N Misy (VC) -	Proposed by Cllr Mrs K Mordecai-Woolf Seconded by Cllr Mrs D Crook
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	<p><b><u>Amenities and Recreation</u></b></p> <p>Cllr Mrs D Crook (C) - Proposed by Cllr Mrs N Misy Seconded by Cllr Mrs S Bell</p> <p>Cllr Ms A Barden (VC) - Proposed by Cllr Mrs K Mordecai-Woolf Seconded by Cllr Mrs N Misy</p> <p>Cllr Mrs J Ayers Cllr Mrs S Bell Cllr A Bennison Cllr P Hickmott Cllr A Keeley Cllr W Mallard Cllr Mrs N Misy Cllr Mrs K Mordecai-Woolf Cllr Miss L West</p>
9.	<p><b><u>To appoint representatives to internal committees and outside bodies</u></b></p> <p>The list was circulated for: Staff Committee, Grievance Committee, Cemetery Advisory Committee, Allotments Advisory Committee, Emergency Procedures Committee, Snodland Partnership, Carnival Committee, Christmas in Snodland, TMBC Parish Partnership, KCAP Crime Prevention Panel, TMBC Leybourne Lakes, Medway Valley Rail Partnership, KALC T&amp;M Local Councils, KCAP, Tarmac Working Group, Joint Standards, Snodland Twinning Committee and Joint Parish Councils Consultative Group (JCCTCG).</p> <p><b>0489 RESOLVED</b> the appointment of representatives to Internal Committees and Outside Bodies were accepted. (List on file)</p>
10.	<p><b><u>In accordance with our standing orders the Council is advised of the annual subscriptions which have been included in the budget and agreed by the Council</u></b></p> <p><b>0490 RESOLVED</b> to agree the Annual subscriptions (copies distributed to the Committee).</p>
11.	<p><b><u>Councillors are advised that all Council Deeds and financial documents are available for inspection at the Council Offices upon request. Insurance Renewal takes place in November and is reviewed by the Policy and Resources Committee prior to renewal and ratified by Full Council.</u></b></p> <p>Councillors are advised that all Council deeds and financial documents are available for inspection at the Council Offices upon request.</p>
12.	<p><b><u>To Review and adopt Council Policy</u></b></p> <p><b><u>13.1 Standing orders</u></b></p> <p><b>0491 RESOLVED</b> to approve standing orders.</p> <p><b><u>13.2 Terms of reference</u></b></p> <p><b>0492 RESOLVED</b> to approve Terms of Reference for Policy and Resources, Planning and Environment and Amenities and Recreation committees.</p>

<p><b>0493</b></p> <p><b>0494</b></p> <p><b>0495</b></p>	<p><u>13.3 Financial regulations</u></p> <p><b>RESOLVED</b> to approve the updated Financial Regulations which states that Council personnel are permitted to use loyalty cards when making purchases on behalf of the Council (item 10.6)</p> <p><u>13.4 Internal Financial Controls</u></p> <p><b>RESOLVED</b> to approve the Internal Financial Controls</p> <p><u>13.5 Risk Register</u></p> <p><b>RESOLVED</b> to approve the Risk Register</p>
<p>13.</p> <p><b>0496</b></p>	<p><u>To Review the Councils Asset register</u></p> <p><b>RESOLVED</b> – to approve the Councils Asset Register</p>
<p>14.</p> <p><b>0497</b></p>	<p><u>To consider the renewal of dispensations to Members pursuant to section 33(2) of the Localism Act 2011 and paragraph 8 of the adopted code of Conduct to speak and vote where:</u></p> <p><b>RESOLVED</b> – to accept the renewal of dispensations. The granting of dispensations to Members pursuant to section 33(2) of the Localism Act 2011 and paragraph 8 of the adopted code of conduct to speak and vote where:</p> <ul style="list-style-type: none"> <li>(a) So many members of the decision-making body have disclosable pecuniary interests in a matter that it would impede the transaction of the business; or</li> <li>(b) Without a dispensation, no member of the Council would be able to participate on a particular item of business.</li> <li>(c) Where any Planning Application is put forward by or on behalf of Snodland Town Council.</li> <li>(d) In Matters relating to Snodland Town Council Property or Land Holding or to matters relating to a S106 agreement or grant monies.</li> <li>(e) the granting of the dispensation is in the interests of persons living in the authority’s area; or</li> <li>(f) it is otherwise appropriate to grant a dispensation</li> <li>(g) Where a Councillor declares an interest because he is a member of a group, Club or organisation within Snodland.</li> <li>(h) Where a Councillor’s declared interest is as a Town Council Allotment Holder.</li> </ul> <p>These dispensations to run from 16 May 2019 to Annual Council Meeting of May 2023.</p>
<p>15.</p> <p><b>0498</b></p>	<p><u>To consider proposals relating to the Community Asset Register - <b>Appendix 1</b></u></p> <p><b>RESOLVED</b> that were no assets to be considered for the Councils Community Asset Register. The CEO gave an update on the Snodland signal box located at the station – She advised that it will not be decommissioned until 2028.</p>

16.	<u>To resolve that the Minutes of the Council Meeting held on 18 April 2019 (pp 126 – 128) are a correct record.</u>	
<b>0499</b>	<b>RESOLVED</b> that the Minutes of the Full Council meeting held on 18 April 2019 be approved as a correct record and signed by the Chairman.  Signed.....	
17.	<u>To resolve that the Minutes of the Annual Council Meeting held on 16 May 2019 are a correct record (pp 1-7)</u>	
<b>0500</b>	The Minutes of the Annual Council held on 16 May were noted. Item 4 – the election of the Chairman is <b>RESOLVED</b> as a true record of the meeting. All other items were declared invalid and items will be re-presented at this Council meeting or at a future Council meeting.  Signed.....	
18.	<u>To receive reports and consider recommendations of Council Committees</u>	
18.1	Planning and Environment	25 April 2019 (pp 129 – 131)
	The Chairman reported that there were no recommendations from the meeting held on 25 April 2019.	
18.2	Policy and Resources	23 May 2019 (pp 8 – 11)
	The Minutes of the Policy and Resources meeting held on 23 May 2019 have been declared invalid and items will re-presented at the next Policy and Resources meeting to be held on 4 July 2019.	
18.3	Amenities and Recreation	10 July 2019
	The Amenities and Recreation meeting was cancelled and items will be re-presented at the next Amenities and Recreation meeting on the 10 July 2019.	
19.	<u>Reports from Borough Councillors</u>	
	Cllrs P Hickmott and Cllr Mrs S Bell both attended the institution, induction and installation of Danielle Pearson-Smith as Rector of Snodland at All Saints Church.  Cllrs P Hickmott, Mrs S Bell and A Keeley attended the Area 3 training at Tonbridge and Malling Borough Council and it was agreed that they would relay the information to the Planning Committee members at the next meeting.	
20.	<u>Town Councillors reports on meetings attended on behalf of the Council</u>	
	Cllr W Mallard reported that he also attended the institution, induction and installation of Danielle Pearson-Smith as Rector of Snodland at All Saints Church.  Cllr Mrs S Bell reported that she had attended the 'help me out' event held at the Council offices whereby many different agencies set up stands giving information on a wide range of different social matters including weight loss programs, help for the elderly and other volunteer groups. It is hoped that another event will be held again.	

21.	<p><u>To receive a report on the KCC Internal Audit</u></p> <p>Each Committee member had a copy of the Internal Audit report for their information. The CEO reported that no discrepancies were found.</p>
22.  <b>0501</b>	<p><u>To approve the Annual Governance Statement 2018/19</u></p> <p><b>RESOLVED</b> that the Annual governance statement for 2018/19 is approved for year 2018/19 and signed by Cllr P Hickmott and Mrs Sowten for external audit.</p>
23.  <b>0502</b>	<p><u>To Approve the Accounting Statements 2018/19</u></p> <p><b>RESOLVED</b> that the accounting statements for the financial year 2018/19 present fairly the financial position of Snodland Town Council and signed by Cllr P Hickmott and Mrs Sowten for external audit.</p>
24.	<p><u>Report from the Chief Executive Officer</u></p> <p>The CEO firstly apologised to the Committee for the error that was carried out at the Annual Council meeting.</p> <p>She then went on to provide information for upcoming carnival. She advised the Committee that Snodland would holding a stall selling bric-a-brac, toys and bottles of wine and would also be advertising and promoting the Snodland Partnership. She requested that any donations of bric-a-brac, toys or wine would be greatly accepted and also asked if any Councillors were able to offer any help on the day or assist with the road closures for the parade.</p> <p>She reported that Cllrs Mrs N Misy and Mrs K Mordecai-Woolf would be co-ordinating the floats and walking groups at the Holmesdale School prior to the Parade and Cllr J Butterfield would be driving the official car. Cllr W Mallard had already been added to the marshall list and Cllr Ms A Barden said that she would be available until 2pm and the CEO requested that she assist with a road closure to which she agreed.</p> <p>The CEO advised the Committee that all volunteers should meet at the Community Centre car park at 8.00am. Jobs would include setting up the arena and crowd barriers (heras fencing) allocating pitches to stall holders to name but a few.</p> <p>The CEO advised that the floats and walking groups make their way to the Holmesdale School at 9.00am and the official car should arrive at approximately 1.00pm. Cllr J Butterfield advised that he would be able to help in the morning as long as instructions were given – it was suggested that he could help with the moving of stall tables at the Community Centre with Cllr W Mallard. Cllrs Mrs S Bell and Mrs K Mordecai-Woolf advised that their husbands may also be able to help with the road closures.</p> <p>The CEO announced that all donations for the Council stall should be brought in to the Council offices.</p>

25.	<p><u>To receive details of cheques signed since the last Council Meeting</u></p> <p>A list of cheque payments, direct debits and transfers into reserve account from 16.04.19 to 04.06.2019 totalling £65,503.19 was given to each Councillor. Several payment queries were asked for the CEO to clarify:</p> <ul style="list-style-type: none"> <li>• DD1 – Mitsubishi L200 – £348.62 - The CEO advised that this was a payment for the lease of the Council vehicle;</li> <li>• DD – Electricity Brookland Lake – £479.00 - the CEO advised that this was for the electricity generated at the leased take way/café and for the fishermen’s hut who fish at the lake;</li> <li>• Cheque No 18135 – £1,250.00 - The CEO advised that this was the holding deposit which was returned to the previous tenant of the Pavilion Café;</li> <li>• Cheque No 18116 - £960.00 and Cheque No 18165 - £3,725.99 – Cantilever swing - This was for the vandalism of the basket swing at Nevill Park and this would be reimbursed in due course by the insurance company;</li> <li>• Cheque No 18120 - £642.62 – Blinder 15 ltr white – this was for the white line markings paint;</li> <li>• Cheque No 18121 - £451.20 – Replace burnt out enclosure for the electrical gate mechanism at the Brooklands take away which caught fire;</li> <li>• Cheque No 18136 - £6,220.57 – Replace half round log - This was a payment for quite a lot of repairs to play equipment; This was carried out due to health and safety reasons;</li> <li>• Cheque No 18147 - £510.00 – Y2 Crew Summer Programme - This was the donation that was agreed for the Scheme;</li> <li>• Cheque No 18148 - £522.00 – Hire – 21m hoist – 3G – This was for the hoist that was needed to replace the flood light bulbs at the 3G pitch;</li> <li>• Cheque No 18163 - £187.20 – Replace fire alarm batteries – This was for the replacement and cost of batteries for the fire alarms at the Council offices.</li> </ul>
26.	<p><u>To consider quotations relating to the improvement of electrical board at the pavilion café</u></p> <p>The CEO advised that this item had been discussed at the previous policy and resources meeting. The CEO explained that the circuit board at the Pavilion Café needed updating as it was very old and not big enough to generate the amount of equipment needed in the café. The CEO advised that she had received 2 quotes to replace the circuit board, the installation of a new unit and the testing and certification of the new board.</p> <p>The CEO reported that she had asked another 2 contractors to quote but had not received a reply from either of them. It was originally agreed that a 3<sup>rd</sup> quote should be sought but as the circuit needed to be changed quickly due to its age and for health and safety reasons, it was agreed that the lowest quote should be appointed.</p> <p><b>0503 RESOLVED</b> – It was agreed that the lower quote would be accepted and the work would be carried out as soon as possible.</p>
27.	<p><u>Correspondence</u></p> <p>The CEO advised that the issue of HGVs driving down the narrow Bramley Road would be added to the next Planning and Environment Agenda to be discussed.</p>

28.	<u>Planning Applications</u>		
28.1	TM/19/00997/FL	3 Stevens Close	To rebuild existing pre-fabricated side garage and use as additional living space – <b>No objection</b>
28.2	TM/19/00994/FL	74 Saltings Road	Single Storey Rear Extension – <b>No objection</b>
28.3	TM/19/01094/TPOC	25 Ritche Road	Oak Tree – cut back limbs over hanging property – <b>No objection, however, subject to tree office approval of the diagnostic information from an appropriate expert.</b>
28.4	TM/19/01131/AT	Development Site North of Vantage Point Holborough Road	Display of five internally-illuminated fascia signs – <b>No objection</b>
28.5	TM/19/01132/AT	Development Site North of Vantage Point Holborough Road	The installation of 1no internally-illuminated free standing 12m totem sign with tenant appendages – <b>No objection</b>
28.6	TM/19/01133/AT	Development Site North of Vantage Point Holborough Road	Display of various internally-illuminated and non-illuminated signs, including four free standing, 2 Banner units, 19 Dot signs and 1 Play Land Sign – <b>No objection</b>
28.7	<u>Any additional plans that arrive after agenda circulated</u>		
28.8	TM/19/01224/FL	4 Recreation Avenue, Snodland	Proposed single storey side extension and internal alterations – <b>No objection</b>

There being no other business, the meeting closed at 9.41pm.