

## Snodland Town Council – Full Council

15 December 2020

Committee Members present:	Cllrs P Hickmott (C), Mrs S Bell (VC), A Keeley, J Minter, Mrs S Shaw, A Bennison, Mrs N Misy, J Butterfield, Mrs K Mordecai-Woolf and W Mallard
Council Staff present:	Mrs K Sowten (CEO)
Other Councillors Present:	Cllr Mrs S Hohler (KCC), Cllr D Lettington and Cllr Mrs R Lettington
Members of the public:	None

The following meeting was held remotely using Microsoft Teams.

1.	<p><u>Apologies for absence</u></p> <p>Apologies were received from Cllrs Mrs D Crook who was unable to connect remotely, Mrs A Barden and Ms D Alford-Smith.</p>
2.	<p><u>Declaration of interests</u></p> <p>There were no declarations of interest.</p>
3.	<p><u>Report from the Neighbourhood Police Team</u></p> <p>The CEO advised that the new local PCSO had joined the meeting but could not connect completely. The CEO spoke on her behalf and reported the following points:</p> <ul style="list-style-type: none"> <li>• There had been a great deal of anti-social behaviour in the cricket meadow and Rocfort Road car park which the police had been attempting to eradicate. As the problems have persisted, it was suggested that the cricket meadow gates be closed from 4.00pm Monday to Friday.</li> </ul> <p><b>0671 RESOLVED</b> – to close the cricket meadow gates at 4pm and re-open at 8am (Monday to Friday only) starting from the new year. It was suggested that signs be erected as soon as possible giving ample notice to residents and an explanation as to why the gates will be closed. The situation will be closely monitored in the new year.</p>
4.	<p><u>County Councillor's Report</u></p> <p>The County Councillor (CC) reported the following:</p> <ul style="list-style-type: none"> <li>• She advised that cases of COVID had raised significantly in the TMBC borough and that mass testing was now being carried out in order to target members of the public who were non-symptomatic. Vaccines from other districts have also started to be rolled out;</li> </ul>

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	<ul style="list-style-type: none"> <li>• EU transition from 31<sup>st</sup> December 2020 – The CC advised the Committee to visit <a href="http://kentprepared.org">kentprepared.org</a> for more information. She advised that Operation Fennel were dealing with drivers' welfare. She advised that there would be additional speed cameras on roads and extra routing for HGVs/hauliers and asked Councillors to be vigilant of HGVs using smaller roads and to report them to KCC;</li> <li>• Business conference – this was a conference consisting of various representatives from Kent businesses to tackle issues such as export, tariff, VAT, to ensure businesses receive the correct support for the EU transition;</li> <li>• Spending review – She advised that spending will continue to be very tough for local authorities for the next few years;</li> <li>• CC meeting – strategic plan, 5 key challenges and actions – forward planning;</li> <li>• Environment conference – to continue to work towards zero emissions by 2050.</li> </ul> <p>Cllr J Ayers thanked the CC for the information regarding the school bus route to Wrotham School.</p> <p>The Chairman wished the CC a merry Christmas and she left the meeting.</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>There were no members of the public present.</p>
6.	<p><u>Chairman's Announcements</u></p> <p>The Chairman thanked the staff and Councillors for their part in distributing Christmas gifts to the children from the office whilst dressed up as elves.</p>
7.  0672	<p><u>To resolve the Minutes of the Full Council held on 5 November 2020 (pp173-179) are a correct record</u></p> <p><b>RESOLVED</b> – that the Minutes of the Council meeting held on 5 November 2020 were agreed as a correct record. These will be signed by the Chairman when he comes into the office.</p>

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	Signed .....	
8.	<u>To receive reports and recommendations of Council Committees</u>	
8.1	<b>Planning and Environment</b>	26 November 2020 (pp 182-184)
	<p>In the absence of the Chairman and Vice Chairman of the Planning and Environment Committee, the CEO reported that there were no recommendations of the meeting of the 26<sup>th</sup> November 2020.</p> <p>The minutes of the meeting were agreed a true record.</p>	
8.2	<b>Policy and Resources</b>	1 December 2020 (pp 185-188)
	<p>The Chairman of the Policy and Resources reported that there was one recommendation from the meeting of the 1<sup>st</sup> December 2020 to put the draft budget forward to Full Council for consideration – this item is to be discussed further at item 12.</p> <p>The minutes of the meeting were agreed a true record.</p>	
8.3	<b>Amenities and Recreation</b>	10 December 2020 (pp 189 - 192)
	<p>In the absence of the Chairman and Vice Chairman of the Amenities and Recreation committee, Cllr P Hickmott gave a report on the meeting.</p> <p>He reported that there were no recommendations.</p> <p>The minutes of the meeting were agreed a true record.</p>	
9.	<u>Reports from Borough Councillors</u>	
	<p><b>Cllr Mrs S Bell</b> – Cllr Mrs S Bell reported that she had been assisting some residents with housing problems which she was able to resolve.</p> <p><b>Cllr D Lettington</b> – Cllr D Lettington reported that there were now 80 active cases of COVID-19 in Snodland which had risen sharply from 25 cases the previous week. He advised that following a recent KALC meeting, concerns were expressed regarding frequent groups of young people gathering in Snodland and this was being closely monitored by Kent police. Residents have been advised to continue to report incidents on 101 or via the local PCSOs. He finally reported the sad news that Rev H Broadbent, who had not been long retired, passed away last week with his battle with cancer.</p>	

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	<p><b>Cllr Mrs R Lettington</b> – Cllr Mrs R Lettington advised that she visited the newly erected COVID testing centre in Medway. She advised that the testing was quick and easy and she was contacted within half an hour with her result. She advised that testing would also be rolled out at schools in the new year. She reported that she had spoken to the new manager of the Co-op and was assured that further discussions would be held in the new year with proposals for the vacant buildings which would hopefully discourage the anti-social behavior. She commented that the building work at Vantage Point was progressing very well.</p> <p><b>Cllr A Keeley</b> – Cllr A Keeley had left the meeting due to technical problems.</p> <p><b>Cllr P Hickmott</b> – Cllr Hickmott advised that he had attended several Area 3 planning committees which had been very interesting but did not involve any applications from Snodland.</p>
10.	<p><u>Town Councillors reports on meetings, events and activities attended on behalf of the Council</u></p> <p>Several members of the committee attended the Remembrance Service in November. The Chairman thanked Councillor Mrs S Shaw for her assistance with the stewarding and Councillors Mrs N Misy and Mrs A Barden for recording and taking photographs of the event to be posted on social media. Councillor W Mallard attended the Service as a representative from the Labour party.</p>
11.	<p><u>To receive details of Payments and transfers from 28 October – 30 November 2020 – £65900.14</u></p> <p>Prior to the meeting, the Committee received a detailed list of payments and transfers from 28 October 2020 – 30 November 2020.</p> <p>The Chairman asked if any Councillors had any questions to ask regarding the payments but the Committee were satisfied and did not have any questions to ask the CEO.</p>
12.	<p><u>To Consider and if agreed approve recommendations for Second Draft Budget following receipt of the new tax base from TMBC</u></p> <p>The CEO advised that following the decision to continue to hold a firework display from the Amenities and Recreation meeting on the 10<sup>th</sup> December 2020, she had revised the 3<sup>rd</sup> draft budget to include the expenditure for the annual firework display. She advised that this increase each band D household to £1.72.</p> <p><b>0673 RESOLVED</b> – to agree the revised budget to include expenditure for the annual firework display with an increase of £1.72 per band D household (average household band).</p>

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0674	<p><b>RESOLVED</b> – to approve the final budget for 2021/22.</p> <p>Councillor A Keeley rejoined the meeting (due to experiencing technical problems).</p>
13.	<p><u>To consider nominations for the Covid-19 Government honours for their contribution in response to the Coronavirus crisis.</u></p> <p>The CEO explained that this was an accolade being granted from the Government for residents who have made a significant contribution in response to the Coronavirus crisis. Two nominations were put forward.</p>
14.	<p><u>To consider an application for funding from Home-Start South West Kent</u></p> <p>The CEO advised the Committee that she had received an application form from Home-Start South West Kent for a financial donation.</p> <p>In order to make an informed decision, it was agreed that further information would be required regarding the services they provide to Snodland residents and how prevalent they were in the Snodland area. This would be looked at again in the near future.</p>
15.	<p><u>Council Meeting Dates January – July 2021</u></p> <p>The CEO proposed that the Policy and Resources meeting scheduled for 14<sup>th</sup> January 2021 be cancelled due to the budget being approved and a Planning meeting be scheduled in its place. A revised list of dates would be circulated to councillors.</p>
16.	<p><u>Update on the Library from KCC</u></p> <p>The CEO advised that the Committee had all received relevant information from KCC regarding the update on the re-opening of Snodland Library. It outlined, that due to current financial constraints, that it was KCCs intention to re-open the Snodland Library during the next financial year.</p>
17.	<p><u>Snodland Goes Cleaner – Litter Pick Schedule 2021</u></p> <p>The CEO apologised for inadvertently sending out the incorrect litter pick schedule and advised that she would send the correct version as soon as possible. She also requested that Councillors volunteer to lead the litter picks on their preferred dates. Willowside – 7 March 2021 and 5 September 2021 – Councillor W Mallard Councillor D Lettington</p> <p>These will be discussed further at the Amenities and Recreation meetings.</p>
18.	<p><u>To approve the amendment of 6.10 of the Financial Regulations following changes to the BACS payment procedure relating to segregation of duties.</u></p>

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<p><b>0675</b></p>	<p>The CEO advised that the Financial Regulations be amended following changes to the BACS payment procedure relating to segregation of duties.</p> <p>The following was added:</p> <p>There should be appropriate segregation of duties within the online banking system to prevent the same person from being able to set up and authorise the same transaction. Access to authorise BACS transactions is limited to the CEO, with processing authority only available to the Accounts Manager.</p> <p><b>RESOLVED</b> – to approve the amendment of 6.10 of the Financial Regulations following changes to the BACS payment procedure relating to segregation of duties.</p>
<p>19.</p> <p><b>0676</b></p>	<p><u>To consider and adopt Snodland Town Councils Training and Development Policy</u></p> <p>The CEO previously provided the new Training and Development Policy for the Committee to read. A copy can be viewed on file.</p> <p><b>RESOLVED</b> – to agree to adopt Snodland Town Councils Training and Development Policy.</p>
<p>20.</p>	<p><u>Report from the Chief Executive Officer</u></p> <p>The CEO reported that:</p> <ul style="list-style-type: none"> <li>• <b>Cycle pump track</b> - Funding from the British Cycling Association for the pump track has been granted and the Council are through to stage 2 of the grant process. They have pledged £30,000 as opposed to the 50% match funding which was originally proposed. The CEO explained that they may be able to donate a larger amount, depending on the amount of applications they receive from other organisations. Other means of fund raising is being looked into and TMBC may assist with the planning application fees;</li> <li>• <b>Vacant Co-op buildings</b> – the CEO advised that the vacant properties would be useful for community groups? Councillor D Lettington may be able to speak to them about this idea;</li> <li>• <b>Christmas office closure</b> – the CEO advised that due to staff shortages the office would need to close on 23<sup>rd</sup> December 2020 and re-open on 4<sup>th</sup> January 2021. Also, due to the very high cases of covid, the CEO requested that the office close to members of the public and a phone/e-mail only service should be available. Councillor D Lettington advised that other local authorities have closed to the public and that the Council should follow the same policy.</li> </ul>

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<p>0677</p> <p>0678</p> <p>0679</p>	<p><b>RESOLVED</b> – to close the office on 23<sup>rd</sup> December and to provide a phone service only and to re-open on 4<sup>th</sup> January 2021;</p> <ul style="list-style-type: none"> <li>• <b>New office opening hours</b> – The CEO requested that the Committee consider agreeing to a change of office opening hours. She explained that the office staff found it difficult to carry out certain tasks without being interrupted. She advised that if the office opened at 10.30am, it would enable the office staff to carry out training, staff meetings and to concentrate on banking duties without distractions.</li> </ul> <p><b>RESOLVED</b> – to agree to open the office at 10.30am and close at 4.00pm to allow staff to carry out training, meetings and financial duties;</p> <ul style="list-style-type: none"> <li>• <b>Replacement PCSO</b> - The CEO advised that another PCSO was now in post and she had arranged a meeting with her in the new year to introduce herself and discuss relevant issues;</li> <li>• <b>CILCA qualification</b> - The CEO requested that she take a 3 month extension, which has been offered by her CILCA course tutors. She advised that this would benefit her more time to carry out her course work. The cost for the extension is £50.00.</li> </ul> <p><b>RESOLVED</b> – to agree for the CEO to take the 3 month course extension at a cost of £50.00.</p>
<p>21.</p> <p>0680</p>	<p><u>Correspondence</u></p> <p>The CEO advised that Miss E Jones visited the East Malling Centre Community Larder and met with Liz Simpson who has been managing the food bank for many years. The Centre was well equipped with many fridges and freezers and she advised that they were in a position to donate fresh food and meat to residents to all the surrounding areas. She advised that 70 parcels were currently being delivered weekly and that the vast majority of the deliveries were to residents living in East Malling and Snodland. On this basis, it was suggested that the Council's food bank join forces with East Malling. Ms Simpson advised that volunteer drivers were desperately needed for the Snodland area.</p> <p><b>RESOLVED</b> – for the Council's food bank to join forces with East Malling but to retain a small supply of food for emergencies. Councillors Mrs S Shaw, Mrs N Misy and Mrs K Mordecai-Woolf volunteered to assist with deliveries when they were available.</p>
	<p><b>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.</b></p>
<p>22.</p>	<p><u>CEO Appraisal</u></p> <p>Mrs K Sowten left the meeting for the Committee to discuss the CEO's annual salary</p>

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	increase.  Cllr P Hickmott had carried out the CEO's annual appraisal and reported to Councillors. .
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There being no other business, the meeting closed at 9.00pm.