

SNODLAND TOWN COUNCIL

7 DECEMBER 2017

Committee Members present:	Cllrs P Misy (C), Mrs D King (VC), Mrs S Bell, Mrs D Crook, Mrs L Downes, B Garlick, P Hickmott, A Keeley, Mrs B Keeley, D Keeley, J Minter and D Purll.
Council Members present:	Mrs K Sowten (CEO) and Miss E Jones
Members of the public:	None present.

1.	<p><u>Apologies for absence</u></p> <p>Apologies were received from Cllrs Mrs B Brown, M Sawkins and Mrs K Mordecai-Woolf.</p>
2.	<p><u>Declaration of Interest</u></p> <p>There were declarations of interest from Cllrs P Hickmott, P Misy and Mrs D Crook with regard to the cheque list.</p>
3.	<p><u>Report from Neighbourhood Police Team</u></p> <p>There was no representative from the Neighbourhood Police Team but a crime report for November and December was distributed to the Committee for their information.</p>
4.	<p><u>County Councillor's Report</u></p> <p>Cllr Mrs S Hohler reported on the following issues:</p> <ul style="list-style-type: none"> • All Saints Church – Cllr S Hohler reported that the windows of All Saints Church had been restored with the help of funding from the Rochester Bridge Trust; • A228 – Holborough crossing – Cllr Hohler reported that two speed counts would be carried out at the A228 at Holborough Lakes to gather data in the hope that the speed along the by-pass could be reduced. Complaints have been received from local residents and businesses complaining about a safe access across the A228. • Subsidised bus routes – There has been some mis-information circulating regarding subsidised bus routes. A press release from KCC has been released giving the correct information. • Smart Motorways – Cllr Hohler said that she had attended a presentation by Highways England and reported that in order to ease congestion, pollution and noise they would be introducing a smart motorway system between J3 to J5. Concrete barriers are also to be installed in place of centre reservations. She also reported that the footbridge at J4 would be reconfigured simultaneously but requested that traffic be diverted via sensible routes and intelligent signage be used; • HGVs – Cllr Hohler advised that a pilot scheme of clamping and the issuing of fines had been introduced to HGVs parking illegally in the Ashford area. She reported that the number of vehicles re-offending were dramatically reduced as a result of the scheme. She reported that signs had been erected at the entrance of the lay-bys along the A228 advising HGV drivers that a limited time was allowed. Unfortunately, the signs

	<p>were being ignored and she has advised that this area needs to be monitored.</p> <p>Cllr Bell thanked Cllr Hohler for the additional signage at the entrance to Snodland regarding “No HGV’s” which will continued to help the issues in Hollow Lane.</p> <p>A question was raised regarding the new road hatched markings at the entrance of Holborough Lakes in replacement of the mini roundabout. It was confirmed that hatched edged lines allowed traffic to cross over which defeated the use of its purpose. Cllr Hohler advised that she would look into this further.</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 members of the public present.</p>	
6.	<p><u>Chairman’s Announcements</u></p> <p>The Chairman thanked everyone who helped with the Fireworks Display, Remembrance Parade and Christmas in Snodland. He also thanked Councillors and staff for a great Christmas gathering on Friday.</p>	
7.	<p><u>To resolve that the Minutes of the Council Meeting held on 26 October 2017 are a correct record</u></p> <p>RESOLVED – that the Minutes of the Full Council Meeting held on 26 October 2017 be approved a correct record and be signed by the Chairman.</p> <p>Signed</p>	
8.	<p><u>To receive reports and consider recommendations of Council Committees</u></p>	
8.1	Amenities and Recreation	16 November 2017 (pp 61 - 63)
	<p>The Chairman of the Committee reported on one recommendation and asked the CEO whether she had received any further information regarding the 3G pitch at the MUGA. The CEO reported that she had not received any information to date.</p>	
8.2	Policy and Resources	22 November 2017 (pp 64 – 65)
	<p>There were no recommendations.</p>	
8.3	Planning and Environment	30 November 2017 (pp 66 – 67)
	<p>There were no recommendations.</p>	
9.	<p><u>Reports from Borough Councillors</u></p> <p>Cllr Mrs S Bell attended the Remembrance Parade and Christmas in Snodland. Cllr D Keeley marshalled at the Fireworks Display and the Remembrance Parade.</p>	
10.	<p><u>Town Councillors reports on meetings attended on behalf of the Council</u></p> <p>The Firework Display was attended by Cllrs P Misy, Mrs D King, Mrs D Crook, Mrs L Downes, P Hickmott, A Keeley, D Keeley and D Purll.</p>	

	<p>The Remembrance Parade was attended by Cllrs P Misy, Mrs D King, Mrs S Bell, Mrs D Crook, Mrs L Downes, P Hickmott, A Keeley, D Keeley, J Minter and D Purll.</p> <p>Christmas in Snodland was attended by Cllrs P Misy, Mrs D King, Mrs S Bell, Mrs D Crook, Mrs L Downes, P Hickmott and J Minter.</p> <p>Mrs S Bell also attended the Joint Parish Council Traffic Consultative Group and Snodland Community Development Partnership meetings.</p>
11.	<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 25 October 2017 to 29 November 2017 totalling £63,883.22 was given to each Councillor. Several payment queries were asked for the CEO to clarify.</p> <ul style="list-style-type: none"> • Transaction of £60.00 from the John May Charity account was a hardship payment in line with the Charity and reimbursed from the Charity; • Transaction of £622.80 was made in respect of the annual charge for EIS remote back up; • Transaction of £300 from the John May Charity account was a hardship payment in line with the Charity and reimbursed from the Charity ; • Transaction of £27.00 was made in respect of a bored out hole in a cemetery kerbstone carried out when a kerbstone is purchased.
12.	<p><u>Report from the Chief Executive Officer</u></p> <p>The CEO informed the Committee that car park extension works would be taking place at Leybourne Lakes Country Park from this week. The works will allow approximately 30 extra car parking spaces.</p> <p>The CEO reported that the CCTV had now been installed at the Cemetery and the Cricket Pavilion.</p> <p>The CEO informed the Committee that a caravan had been parked in the Brooklands Lake car park but was moved on by an enforcement officer. She said that the matter was raised at the Snodland Community Partnership and since the meeting, he has started to engage with the Housing Department at TMBC.</p> <p>A second caravan has since appeared that belongs to the Café tenant. He has been advised to remove the caravan in the car park as it contravenes his tenancy agreement.</p> <p>The CEO advised that a meeting had been carried out for the Emergency Town Procedures and a copy of the minutes and emergency contact numbers were distributed. The next meeting will be held in February 2018. The CEO also advised that her and Cllr P Misy had attended the Kent Resilience Team for further information on emergency procedures and an action plan.</p> <p>Cllr P Hickmott queried whether the CEO had received a response from TMBC regarding a second access at Holborough? CEO has not yet written to TMBC.</p> <p>The CEO advised the Committee that she had looked at several electrical contracts but had decided to stay with the current supplier due to its competitive price.</p>

	<p>The CEO advised the Committee that an article had been written which was factually incorrect in the recent edition of Town Talk. It stated that a decision had been reached regarding the 3G pitch at the MUGA and also that the collections taken at the recent Fireworks display were used to pay for the fireworks.</p> <p>RESOLVED – for the CEO to write to the publishers and request a published correction in the next issue of Town Talk.</p>
13.	<p><u>To consider and if agreed raise our Liability Insurance to £10 Million</u></p> <p>The CEO advised that she had consulted with other parish councils regarding the amount of Liability Insurance they held. She advised that upon liaising with other local parishes, they all had Liability Insurance of £10 Million or above. The quote received from our current insurers would be an increased premium of £1407.00 per annum.</p> <p>RESOLVED – to increase the liability insurance to £10 million and take from the General Reserves and increase next year’s budget to reflect this increased cost.</p>
14.	<p><u>To receive a report from the Internal Auditor for 6 Monthly Visit</u></p> <p>The CEO advised the Committee that the 6 monthly internal audit report had been received from KCC internal auditor and copies were given to the Committee for their comments. Three issues were identified:</p> <ul style="list-style-type: none"> • The auditor had identified that the current credit limit of the CEO’s credit card was set above the CEO’s agreed spending limit. The CEO can confirm that the credit limit for the credit card was set at her agreed limit as she had previously thought. She will send a copy of approved limit to the IA. • Due to the amount of reserves currently held it is recommended that independent financial advice is obtained on how to safeguard these reserves in the event of the financial institution becoming insolvent. It was also suggested that funds could be held in different bank accounts. <p>RESOLVED – that the CEO make further enquiries and to give a further report at the next Policy and Resources Committee.</p> <p>The Council should also consider the development of a building development plan to capture the expected expenditure required for new builds/maintenance of Council buildings.</p> <ul style="list-style-type: none"> • Due to the increased risk of a cyber-attack, the Council should seek confirmation from their insurer that a cyber-attack is covered within their business continuity insurance. <p>RESOLVED – the CEO will check that the insurance policy is covered for a cyber attack and report back at the next meeting.</p>
15.	<p><u>Budget update – TMBC Tax Base information (if received)</u></p> <p>No information has yet been received from TMBC regarding the new Tax Base.</p>
16.	<p><u>Correspondence</u></p> <p>The CEO circulated an email that had been received regarding training workshops in relation to the Old Chalk New Downs Project.</p>

	THE COMMITTEE HAVE AGREED That in view of the business to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.
17.	<u>Staffing Matters</u> The CEO reported on a matter relating to a previous employee.

There being no other business, the meeting closed at 8.27pm