

## Snodland Town Council – Full Council

31 October 2019

Committee Members present:	Cllrs P Hickmott (C), Mrs S Bell (VC), Mrs K Mordecai-Woolf, Mrs A Barden, A Bennison, Mrs D Crook, A Keeley, Mrs D King, W Mallard, J Minter, Mrs N Misy and Miss L West
Council Staff present:	Mrs K Sowten (CEO) and Miss E Jones
Other Councillors Present:	Cllr D Lettington, Mrs R Lettington, County Councillor Mrs S Hohler
Members of the public:	One member of the public present

1.	<p><u>Apologies for absence</u></p> <p>Apologies were received from Cllrs Ms J Ayers, J Butterfield, Mrs S Shaw and PCSO Jo-Anne Tiller.</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>There were no representatives from the Neighbourhood Police Team but each Committee member had an up-to-date e-watch report and a crime report for Snodland East.</p>
4.	<p><u>County Councillor's Report</u></p> <p>County Councillor (CC) Mrs Sarah Hohler reported that:</p> <ul style="list-style-type: none"> <li>• on her way to the meeting she had passed the junction outside the Co-op and agreed that it was very dangerous and needed to be investigated further by KCC and asked the CEO to advise her when a meeting had been arranged;</li> <li>• work on the A228 crossing would not begin until the road widening roadworks on the M20 had been completed due to its frequent use as an alternative route. It was likely that the work on the M20 would be completed at the end of March 2020;</li> <li>• the current Leader of the Council, Paul Carter, had stepped down and that Roger Gough had been elected;</li> <li>• since the last meeting, she had looked into the recent libraries consultation and reported that the current hours operating at Snodland Library were put in place from the preferences specified from the consultation. She advised that this is a trial period and will be revisited in 6 months to a year's time;</li> <li>• she had received a letter from a resident at Rookery Close advising her that he has constant difficulty driving out of the close due to parked vans restricting his view while driving on to the dangerous bend. The CC advised that she had contact TMBC with regard to double yellow lines being put in force to alleviate the problem;</li> <li>• the bus that travels to the train station could stop en-route at Rocfort Road for the elderly residents of Rectory Close. The CEO advised that she had spoken to the bus company, Arriva and they had advised that they would include a bus stop on Rocfort Road and KCC would carry out an inspection for a safe location.</li> </ul>

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	<p>Several questions were asked from members of the Committee which the CC was able to answer.</p> <p>She then 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 questions from the members of the public.</p>	
6.	<p><u>Chairman's Announcements</u></p> <p>The Chairman made the following announcements:</p> <ul style="list-style-type: none"> <li>• <b>Remembrance Day – 10<sup>th</sup> November 2019</b> – The Chairman requested that all Councillors attend the Remembrance Day Service and asked that they meet at Holmesdale School at 2.15pm for the commencement of the parade at 2.30pm. The CEO advised that additional information could be found with their paperwork.</li> <li>• <b>Firework Display – 6<sup>th</sup> November 2019</b> – The Chairman asked that Councillors arrive at Potyns Sportsground at 6.30pm and the fireworks would commence at 7.30pm. He also requested that Councillors assist with the road closures and to ensure members of the public leave the venue safely. This information was also available with their paperwork.</li> </ul> <p>The CEO requested that she needed 8 Councillors to assist with the road closures at the end of the display for 20 minutes:</p> <p>Woodlands Road/Constitution Hill – Miss E Jones and Cllr Mrs D King  Paddlesworth Road/St Benedicts Road – Cllrs P Hickmott and A Bennison  Paddlesworth Road at Junction with Cemetery Road – Cllrs A Keeley and Mrs A Barden  Cemetery Road/Entrance to playground – Cllrs J Butterfield or Mrs N Misy</p>	
7.	<p><u>To resolve that the Minutes of the Council Meeting held on 12 September 2019 (pp 49 - 56) are a correct record</u></p> <p><b>0548 RESOLVED</b> – that the Minutes of the Council meeting held on 12 September 2019 were agreed as a correct record.</p> <p>Signed .....</p>	
8.	<p><u>To receive reports and consider recommendations of Council Committees</u></p>	
8.1	<b>Policy and Resources</b>	10 October 2019 (Cancelled)

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8.2	<b>Amenities and Recreation</b>	17 October 2019 (pp 57 - 61)
<p>The Chairman of the Amenities and Recreation Committee reported 2 recommendations from the meeting of 17 October 2019 which was:</p> <p>To consider a proposal from Tonbridge and Malling Borough Council relating to the public convenience in Rocfort Road car park – this was to be discussed at item 13; and</p> <p>To consider the proposed burial plan for the new Cemetery Extension – this would be discussed further at item 14.</p>		
8.3	<b>Planning and Environment</b>	24 October 2019 (pp 62 - 64)
<p>The Chairman of the Planning and Environment Committee reported that there were no recommendations made at the meeting on 24 October 2019.</p>		
9.	<p><u>Reports from Borough Councillors</u></p> <p>Borough Cllr (BC) D Lettington reported that a Scrutiny Advisory Committee meeting had been held and a recommendation was put forward to introduce car parking charges across the borough but this had yet to be agreed by Cabinet. At the meeting, Cllr P Hickmott raised some very important comments against the charging of car parking which would need to be considered. Cllr D Lettington advised that if the consultation is agreed, it may be introduced around April 2020.</p> <p>BC Lettington also gave the Committee an update on the new recycling service which had experienced some teething problems. He advised that at the meeting, the contractors were scrutinised by the Committee as many residents had not had their bins emptied on time or not at all. The new contractor explained that they were not expecting such a large volume of recycling and confirmed that the service would be improved and any outstanding issues resolved at no extra cost to the tax payer. The service would be closely monitored by TMBC.</p> <p>At the meeting, Cllr P Hickmott raised the matter that residents were concerned that the food waste was being emptied into the general waste chute and confirmed that as this was not the case perhaps a different colour bin could be used to avoid confusion? Also, he asked that when the system was rolled out to flats and apartments, the sizes of the receptacles should be given due consideration for storage purposes and finally he asked that once the collection problems had been rectified, another publicity campaign should be rolled out in order to encourage residents to continue to recycle?.</p> <p>Cllr Mrs R Lettington reported that apart from the problems experienced by residents, the new recycling system worked well and that in order for residents to recycle correctly, clearer communication should be given and it was confirmed that dustbin hangers were going to be distributed to residents soon.</p> <p>Cllr Mrs S Bell advised that residents needed to ensure that the correct waste is being put into the correct receptacle in order for the system to be effective.</p>	

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	<p>A further comment was also made by another Councillor that the green boxes get filled very quickly with cardboard and paper and advised that residents could request as many green bins as they needed. It was also suggested that lids could be used to keep the paper dry and to keep the paper contained until collection.</p>
10.	<p><u>Town Councillors reports on meetings, events and activities attended on behalf of the Council</u></p> <p>Cllrs Mrs A Barden and Miss L West visited the Amateur Boxing Club to meet the members and to discuss their 'gloves up, knives down' campaign.</p> <p>Cllr Mrs S Bell visited Larkfield Fire Station to hear about the 'knives down, bikes up' campaign which is an excellent initiative to engage with young children and their bikes. The CEO would report on this in her CEO report.</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 12.09.2019 to 30.10.2019 totalling £242,683.15 was given to each Councillor. Several payment queries were asked for the CEO to clarify:</p> <ul style="list-style-type: none"> <li>• Binder Loams Ltd – 18250 – £588.48 – this was the purchase of extra loam for the cricket club but the CEO explained that as this was more than their annual quota, they would receive less for 2020;</li> <li>• Castle Water Ltd – 18260 - £1,388.90 – this was for the first invoice for several utilities. Café usage is reimbursed by the tenant;</li> <li>• Lingham Brothers – 18258 - £450.00 – Repair height barrier – this was the repair of the height barrier at Brooklands Lake;</li> <li>• Cleansing Services Group Ltd – 18266 - £172.00 – Disposal of sludge – this was for the clearing of the cesspit at the Cemetery;</li> <li>• Business direct – Credit/Debit - £10,474.16 – Transfer – this a transaction from one account into the current account;</li> <li>• SLCC Enterprises Ltd – 18281 - £408.00 – CILCA four day course – this was the CEO's CILCA course;</li> <li>• Tonbridge and Malling Borough Council – 18272 - £2,553.35 – this was for the cost of the uncontested election which the CEO did query and explained that despite an uncontested election there are still some ancillary charges that have to be met;</li> <li>• Trade UK Account – 18285 - £22.00 – Pansy flower pack – this was for the purchase of plants for the hanging baskets at the cemetery;</li> <li>• Black Ark Medical Services – 18284 - £313.00 – First Aid cover – this was payment for the first aid contractor who attends the Firework display.</li> </ul>
12.	<p><u>Report from the Chief Executive Officer</u></p> <ul style="list-style-type: none"> <li>• The CEO reported that the Council had been approached by the Community Cycle Works who, in conjunction with Tonbridge and Malling and Clarion Homes have been looking at the possibility of installing a pump and ride track area. It would be located at the site of the previous caged ball park and extended to the earthen bund at the bowls club. They had advised that they were confident that they would be able to secure funding for the project but in order for them to progress with the plan they required the Council's approval for the use of the land.</li> </ul>

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	<p>They advised that once approval had been received they would draft a plan to be presented at the next Amenities and Recreation meeting. Cllr Mrs S Bell and the CEO praised Cycle Works for their dedication and enthusiasm towards children and their bikes. Cllr Mrs S Bell advised that they had offered to carry out a display at one of the Council's events.</p>
0549	<p><b>RESOLVED</b> – to agree, in principle, to the location of the proposed cycle park.</p> <ul style="list-style-type: none"> <li>The CEO advised that the electricity contracts were due for their 3 year renewal and due to changing rates, asked the Committee if they were happy for her to liaise directly with the utility companies to get the best contract.</li> </ul>
0550	<p><b>RESOLVED</b> – to allow the CEO to renegotiate new utilities contracts.</p> <ul style="list-style-type: none"> <li>The CEO reported that the Citizens Advice Bureau (CAB) had advised that KCC were now charging them for the use of the library and were looking for funding. The CEO advised that a meeting had been arranged to discuss the possibility of holding future meetings, which would be free of charge and have the added benefit of the lift, at the Council offices. Cllr Mrs D King asked if the CEO could speak to the CAB with regard to updating their appointment booking details on their website/telephone.</li> <li>The CEO advised that she is still waiting for a meeting with KCC regarding the upgrading of the High Street and she also advised that KCC have indicated that the Council create a Highways Improvement Plan.</li> <li>The CEO reported that she had tried to make contact with the Co-op with regard to the 2 empty properties but was told that a new member of staff was in post and she was awaiting his response once he returned from holiday.</li> <li>The CEO advised that she had applied for the hedges from the Woodlands Trust to be planted along the perimeter of the cricket meadow.</li> <li>The Committee agreed that they would be happy to attend a Full Council on Election day on 12<sup>th</sup> December 2019.</li> <li>The CEO advised the Committee that the Council's Insurance was due for renewal on 15<sup>th</sup> November 2019 and the Council's brokers, E C Parker had recommended that they remain with the current insurers who provided a competitive quote of £13,154.81 per annum. The other insurance company, Aviva, were slightly more expensive and wanted to make several changes to the policy. Five other companies refused to quote for Councils She advised that there were also additional quotes for cyber £1015.18 and vehicle insurance (van, tractor and trailers) £2299.68. The CEO advised that she had not had the opportunity to compare these in detail. (A copy of the quote results can be found on file). Councillor Mrs King commented that the Council had been using EC Parker as their Broker for many years and that they are very knowledgeable about the council's affairs and with this in mind was happy to accept their recommendations for renewal.</li> </ul>
0551	<p><b>RESOLVED</b> – to accept the quote for insurance renewals.</p>

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0552	<ul style="list-style-type: none"> <li>The CEO advised the Committee that they were all given a list of meetings dates and the Council’s special events for 2020. Cllr Mrs D King asked that the Council’s special event dates be added to the Council’s website in order to avoid duplication with other local organisations.</li> </ul> <p><b>RESOLVED</b> – to add the dates of the Council’s special events to the Council’s website.</p>
0553	<p>13. <u>To consider a proposal from Tonbridge and Malling Borough Council relating to the public convenience in Rocfort Road car park</u></p> <p>The CEO advised that TMBC were looking to close some of the public conveniences in the borough but had given Council’s the opportunity to take ownership of them if they wanted to keep them open. Recommendations had been put forward in the report that the facilities be transferred to STC (see report for further details). Cllr Hickmott advised that following a meeting held at TMBC on 30 October, which TMBC were proposing to contribute £9,000 as a one-off support payment, which would include the payment of legal fees. A question was raised, what would happen to the toilets if the Council did not purchase them and it was believed that they would be sold for another purpose.</p> <p><b>RESOLVED</b> – to agree in principle that the facilities be transferred to Snodland Council subject to -</p> <ul style="list-style-type: none"> <li>a) Public conveniences rates bill being exempt passed by Central Government, if this was not passed then TMBC to cover the rates bill;</li> <li>b) Legal fees paid by TMBC;</li> <li>c) Future agreement of the sale/use of the building should the public conveniences no longer be required;</li> <li>d) Impact on the budget/precept.</li> </ul>
0554	<p>14. <u>To consider the proposed burial plan for the new Cemetery</u></p> <p>Each Committee member received a copy of the proposed new cemetery. The Chairman advised that at the recent Amenities and Recreation meeting the Committee were very happy with the plan.</p> <p><b>RESOLVED</b> – to agree to the proposed burial plan for the new Cemetery.</p>
	<p>15. <u>To put forward STC Business Continuity Plan working Document for evaluation and consideration</u></p> <p>The CEO advised the Committee that she had drafted the Business Continuity Plan working document and wanted Councillors to take the document away to read and report back with comments or amendments. She advised that she add the item on the next Full Council agenda to discuss and also incorporate information from the Emergency Planning document.</p>
	<p>16. <u>To consider the reduction of photocopying for Council meetings</u></p> <p>The CEO asked the Committee if they had any suggestions with regard to reducing the amount of photocopying for future meetings. It was suggested that as all documents are e-mailed to all but one of the Councillors prior to the meeting, it seemed wasteful to print off the documents again for a meeting.</p>

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0555	<p>The CEO suggested using a projector to show the Agenda, and print off hard copies if Councillors request this in advance of the meeting. The CEO and members of the public will always have a hard copy. The configuration of the tables would have to be re-adjusted so that the screen could be viewed.</p> <p><b>RESOLVED</b> – to minimise paperwork, the projector screen/flip chart would be used on a trial basis.</p>
17.	<p><u>To consider a further request from Community Care Holdings Ltd (Snodland Medical Practice to Assign a Licence on their existing lease)</u></p> <p>The CEO advised that Snodland Medical Practice had requested this previously and although the two licences are similar the 'limitation of liability clause' was checked with the Council's solicitor and they advised that this was a standard clause and there was no risk to the Council to agree.</p> <p><b>RESOLVED</b> – to agree to a further request from Community Care Holdings Ltd (Snodland Medical Practice to Assign a Licence on their existing lease). The CEO advised that it would have to be sealed at a future meeting.</p>
18.	<p><u>To receive an update on the Holborough Crossing</u></p> <p>It was advised that the Holborough Crossing would be located at the Marks &amp; Spencer. This was covered in the County Councillors report.</p>
19.	<p><u>To receive an update relating to Snodland Town Council website</u></p> <p>The CEO advised that a few complaints had been received regarding the blurred/out of sync appearance of the website when it was accessed by a mobile phone. She advised that the updating of the Council's website was being put forward in the long term strategic plan for the future of the Council.</p>
20.	<p><u>To consider setting a specific date each month for a litter pick</u></p> <p>A suggestion had been put forward that regular but alternate weekend days be arranged for litter picks in order that it gave all members of the public/local groups/Councillors an opportunity to get involved. Cllr Mrs D King apologies for the lack of litter picks but she was awaiting the litter picking equipment.</p> <p><b>RECOMMEND</b> – that Cllr Mrs D King to devise a litter picking schedule to begin in January and to bring to the next Full Council meeting on 12<sup>th</sup> December 2019.</p>
21.	<p><u>Correspondence</u></p>
21.1	<p><u>Invitation to KALC Annual General Meeting</u></p> <p>The CEO advised that an invitation had been received to the KALC Annual General Meeting on 30<sup>th</sup> November at Ditton Community Centre at 9.30am – 2.00pm. Cllr A Keeley to attend and then to attend the Christmas in Snodland afterwards.</p>
	<p>The Chairman made an announcement with regard to the historical ownership of the Cricket Meadow.</p>

There being no other business, the meeting closed at 20.48pm.