

SNODLAND TOWN COUNCIL**12 SEPTEMBER 2019**

Committee Members present:	Cllrs P Hickmott (C), Mrs S Bell (VC), Mrs K Mordecai-Woolf, Mrs J Ayers, Ms A Barden, J Butterfield, A Keeley, Mrs D King, 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:	There were 4 members of the public present

1.	<p><u>Apologies for absence</u></p> <p>Apologies were received from Cllrs A Bennison, Mrs D Crook and PCSO Joanne Tiller.</p>
2.	<p><u>Declaration of interests</u></p> <p>There was one declaration of interest from Cllr P Hickmott with regard to item 11.</p>
3.	<p>The Chairman advised that item 4 would be discussed prior to the Police report in order that the County Councillor could discuss her report.</p>
4.	<p><u>County Councillor's Report</u></p> <p>The County Councillor (CC) reported on the following matters:</p> <ul style="list-style-type: none"> • KCC have drafted a paper on the preparedness for Brexit, which can be viewed on KCCs website. It outlines the importance that hauliers should possess the correct paperwork in order to minimise delays at checkpoints; • The Leader of the Council, Paul Carter, is stepping down and his successor will start on 4th October 2019; • Kent will be receiving higher funding from the Government in preparation for Brexit; • Consultations have started towards the Strategic Plan; • The Government are carrying out a Policy Review on social care charging to prevent homeowners having to sell their properties for social care; • The CC reported that since KCC have started to charge for plaster board, hard core and rubble etc skip hire charges have increased by 40% but was pleased to announce that fly tipping reports had not increased. Fly tipping surveillance by police has doubled; • Spending review – KCC have received extra funding from the Government which was good news. There is also extra money for schools and the minimum wage for teaching posts has been increased to £30,000 pa; • The Council have received the grant for £2000 for Christmas in Snodland; • The CC is continuing to pursue for the work to be carried out for the crossing on the A228 bypass; • The Libraries Consultation has been completed and opening and closing times have been adjusted to some libraries in order to make savings. No libraries have been closed; • Flooding complaints have been received with regard to the recent floods;

	<ul style="list-style-type: none"> Complaints have been received regarding speeding vehicles in the Holborough Lakes area. <p>The CC advised that some un-adopted roads would not be signed-off until KCC were completely satisfied that the roads were safe;</p> <p>The Chairman invited the Committee to address any questions to the CC.</p> <p>A question was raised whether the Snodland Library could remain open until 6pm on a week day rather than 5pm as it was difficult for working residents to get there in time. The CC said that she would look into this.</p> <p>A Councillor raised the matter of vehicles speeding along Birling Road heading towards Ryarsh. The CC replied that she had received several complaints regarding this and in response, a 'SLOW' sign has been painted on the road to warn motorists.</p> <p>A Councillor raised the issue of government funding for immigration and asylum issues and if Kent were receiving additional funding for this? The CC replied that the Government had issued extra funding to Kent to deal with Brexit issues.</p> <p>The CEO asked the CC if she could look into signage for the HGVs driving down Bramley Road. The CEO advised that she had set up a petition online regarding this problem, stating that it is illegal for HGV drivers to use general GPS systems and should use an appropriate lorry GPS system, which advise of narrow roads and bridges. She explained that lorry personnel could face serious consequences if they were found to be using the wrong equipment.</p> <p>A question was raised as to what enforcements can be made to lorries who park in lay-bys and on pavements? The CC advised that parking issues were dealt with by TMBC. Borough Cllr D Lettington advised that it was illegal for HGVs/lorries to park on a raised kerb but it was perfectly legal for lorries to park in a lay-by.</p> <p>The Chairman thanked the CC and she left the meeting.</p>
3.	<p><u>Report from Neighbourhood Police Team</u></p> <p>There were no representatives from the Neighbourhood Police Team present at the meeting but each Councillor received a copy of the PCSOs monthly reports and an E-Watch report.</p> <p>The CEO reported that suspicious activity had been taking place and the police had been informed and were making investigations. The CEO suggested that the Council consider improving the security arrangements for the area in order to deter the problem.</p> <p>It was noted from the crime reports that there had been a large amount of criminal activity since the last meeting and the Chairman advised that this was probably due to the fact that it was through the summer months. He stated that future reports would be monitored and compared.</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.	
5.	<u>Questions from the public (<i>Members of the public are advised that they may speak for up to three minutes</i>).</u> There were no questions from the members of the public.	
6.	<u>Chairman's Announcements</u> The Chairman advised that there was no business to report due to the Summer Recess.	
7.	<u>To resolve that the Minutes of the Council Meeting held on 25 July 2019 (pp 35 - 40) are a correct record</u> 0532 RESOLVED – that the Minutes of the Council meeting held on 25 July 2019 were agreed as a correct record. Signed	
8.	<u>To receive reports and consider recommendations of Council Committees</u>	
8.1	Policy and Resources	21 August 2019 (pp 41 - 42)
0533	The Chairman of the Policy and Resources Committee reported 3 resolutions and one recommendation to set up a working group to discuss the 3 year plan, appointing the Chairman and Vice Chair of each Committee to represent their Committee. RESOLVED – to agree to appoint the Chairman and Vice Chair of each committee to be appointed to become a member of the 3-year plan working group and it was agreed that this item should be added to each Committee Agenda to be discussed.	
8.2	Amenities and Recreation	29 August 2019 (pp 43 - 46)
	In the absence of the Amenities and Recreations Chairman, and due to the absence of the Vice Chair at the meeting, the CEO advised that there were no recommendations to report.	
8.3	Planning and Environment	5 September 2019 (pp 47 - 48)
	The Chairman of the Planning and Environment Committee reported that there were no recommendations. Cllr Mrs S Bell advised that the planning application for the land adjoining 1 Willowside had been withdrawn.	

9.	<p><u>Reports from Borough Councillors</u></p> <p>Cllr D Lettington reported on the following matters from TMBC:</p> <ul style="list-style-type: none"> • At the recent full council meeting a motion was passed to adopt a climate change strategy, making Tonbridge and Malling carbon neutral by 2030. A draft paper will be issued by May 2020; • A review of the CCTV cameras in the Borough is being undertaken in order to make savings. It was suggested that the live monitoring contract would be discontinued due to its expense and lack of crime footage; • The Scrutiny Committee are also reviewing the funding that is used for public health and how the money could be used more effectively ie fitness walks, exercise clinics for members of the public with health issues; • Draft local plan – covering issues surrounding housing stock and available land for housing; • A new Police Constable has been assigned to the Malling area and will start in November. <p>Borough Councillor Mrs R Lettington reported:</p> <ul style="list-style-type: none"> • The new waste/recycling system would begin at the end of the September and information and collection dates were in the process of being distributed to residents. Cllr Mrs S Bell advised that Snodland’s collection day would be on a Tuesday. Further information can be found on Tonbridge and Malling’s website www.tmbc.gov.uk Cllr Lettington stated that the recycling contractors were aware that there would be teething problems and fines would not be issued until the new system was established. <p>Cllr Mrs J Ayers asked the Borough Councillors whether electric charging points was being considered by the Borough in order to contribute to the carbon neutral strategy? Cllr Lettington advised that their installation was not straightforward, due to varying electrical outputs/charges and the financial challenges it presented but the Borough have included this in the draft local plan which has yet to be approved.</p>
10.	<p><u>Town Councillors reports on meetings, events and activities attended on behalf of the Council</u></p> <p>The Chairman stated that he had attended the meeting regarding the new waste/recycling scheme. He did advise that tetra packs were still unrecyclable and was pleased to announce that the bulky waste service on Saturdays would continue but this would be monitored. He asked the Town Councillors if they had any items to report:</p> <p>Cllr Mrs J Ayers – had a meeting with the CEO to discuss the 3 Charitable Trusts (CCLA);</p> <p>Christmas and Carnival meetings – Cllrs Mrs D King, Mrs S Bell, Mrs N Misy and Mrs A Barden</p> <p>Cllr Mrs S Bell also attended a meeting at the Tarmac plant</p>

	<p>Cllr Mrs D King gave information for the STC Christmas meal date and invitations were distributed. The CEO requested that deposits are given along with the confirmation of attendance and the final balance to be paid 2 weeks prior to the event.</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 25.07.19 to 11.09.19 totalling £55,428.81 was given to each Councillor. Several payment queries were asked for the CEO to clarify:</p> <ul style="list-style-type: none"> • Cheque no 18220 – £220.00 - Reimbursement to Mr Kinslow’s girlfriend for his SIA training (security training); • Nat West Bank (credit card) – DD - £8.00 – this was for bottles of water for staff working at the carnival; • Holbrook Engineering – 18223 - £2,082.24 – this was for electrical testing and for electrical work carried out at the Pavilion Café; • Nat West Bank – DD1 - £100.00 – this was for a BBQ purchased on behalf of the Partnership as a donated fete prize to Snodland PS (this is has been reimbursed from the Partnership); • Trade UK Account – 18244 - £52.28 – this was for numerous items purchased on the B&Q card; • Castle Water Ltd – 18241 - £1,524.09 – the CEO explained that this was for 3 invoices – one of which was a duplicate payment; • PKF Littlejohn LLP – 18240 – £1,560.00 - this was a payment made to the Council’s Auditors.
12.	<p><u>Report from the Chief Executive Officer</u></p> <p><u>Training days</u></p> <p>The CEO requested that the office be closed for 2 training days for the Booking system and Cemetery Management on Thursday 26 September and Thursday 10 October 2019 respectively. This will be to enable uninterrupted training sessions for the office staff.</p> <p>0534 RESOLVED – to allow the office to be closed on 26th September and 10th October 2019 to enable office staff training.</p> <p><u>Annual Governance and Accountability Return</u></p> <p>The CEO advised that the Annual Governance and Accountability Return for the year ending 31 March 2019 had been returned by PFK Littlejohn, the external auditors, and one matter was highlighted on the return – the figures in Section 2, Box 9 of the prior year comparative column did not agree with the prior year – this was an error due to a misread and the previous figure was used.</p> <p><u>CEO CILCA Training</u></p> <p>The CEO reported that she had started her Certificate in Local Council Administration. This foundation qualification will demonstrate that she has the core skills and knowledge for working for the Town Council.</p>

	<p>The CEO would expand in further detail in the confidential section at item 18.</p> <p><u>SSAFA VE Day Celebrations</u></p> <p>The CEO advised the Committee that the Amenities and Recreation Committee had decided to hold an afternoon tea to mark the VE Day 75 celebrations on 8th May 2020 (bank holiday). Ex-veterans, current service men and women and the older residents of Snodland would receive an invitation to attend the event (70 people max). It was anticipated that the afternoon tea would start at 3.00pm and finish at 6.00pm but times would be confirmed nearer the time. Guests and the army cadets would then march to the Church for a Service and again times would be confirmed nearer the time. It was also agreed that the local primary schools would be asked to participate with poems and artwork which can displayed in the local shops and library.</p> <p>An advert is being placed in Town Talk advising residents of the event. The CEO requested that all Councillors attend this event. It was agreed that the beacon would not be lit as it was not in SSAFAs programme of events.</p> <p><u>HGVs</u></p> <p>The CEO reported that HGVs are continuing to drive through Bramley Road and wondered how best to deal with this issue as KCC seemed reluctant to erect signs as drivers do not take any notice.</p>
13.	<p><u>To consider proposal & if agreed accept quotation for Christmas Lights – Appendix 1</u></p> <p>The CEO reported that in December 2018 KCC advised the Council that the current method used for the connection of streetlights to KCC columns did not meet their requirements. They also advised that any attachment over 4kg to their streetlight columns would require BSEN structural load testing to be carried out.</p> <ol style="list-style-type: none"> 1. Lamp post sockets to be changed from 3 pin to commando sockets; 2. Christmas light motifs connection to be updated to commando; 3. Festoon lights along the shops are old and worn and would be replaced. <p>3 companies were asked to quote for a 3 year period - 2 Quotes were received and were both over a 3 year period:</p> <p>Company A – would replace all the lights and equipment in the first year and then year 2 and 3 would only charge costs installation and removal. The company would require a £23,000 deposit. TOTAL COST £33,946.30</p> <p>Company B – would be based on a 3 year hire agreement with installation, repair, removal and storage each year. TOTAL COST £32,977.41</p> <p>The CEO reported that £21,217 had been spent on fixing, mending and rewrapping of the Council’s existing lights.</p>

0535	<p>The CEO advised that icicle lights (blue or white) had been chosen and pictures were distributed to the Committee. The other option would be a rope design but the CEO pointed out that these were more expensive. There were various designs of the motifs.</p> <p>The following funding would assist with the updating of the streetlights and the cost of the new Christmas lights: The CEO also advised that there is grant funding of £4,800 for the streetlights to be updated, Firework revenue generates approximately £1,500 and £5,570 would be taken from the Christmas Reserve account.</p> <p>It was suggested whether the lights could be condensed to the main part of the town square rather than be installed along the Malling Road. The CEO explained that permission would need to be granted to attach the catena wires to the surrounding buildings.</p> <p>Cllr D Lettington brought the Committees attention to the fact that grants received from TMBC and KCC are not mandatory and in the future could decide that this funding would be better spent on other services.</p> <p>It was suggested that local businesses become members of the Snodland Partnership and in turn they could contribute towards the Christmas lights to be installed along Malling Road.</p> <p>Another suggestion was made that income generated from Snodland Council events could be used to purchase items such as the Christmas lights.</p> <p>RESOLVED – to accept Company B on the proviso that there is scope to change the style and position of the lights after 2/3 years working with approximately £10,000 each year.</p>
0536	<p>14. <u>To consider and agree revisions to the following policies –</u> <u>14.1 – Financial Regulations (Appendix 2 & 3)</u> <u>14.2 – Internal Controls (Appendix 4)</u></p> <p>The CEO reported that there were slight amendments to the wording of the Financial Regulations and Internal Controls due to the new Cash Handling Policy and Procedure. The Chairman advised that the Committee read the new Cash Handling Policy before a resolution could be made.</p> <p>RESOLVED – to agree to the revisions of the Financial Regulations and Internal Controls.</p>
0537	<p>15. <u>To consider and adopt Cash Handling Policy and Procedure (Appendix 5)</u></p> <p>The CEO advised of the new policy on the Cash Handling and Procedure.</p> <p>RESOLVED – to agree to adopt the Cash Handling Policy and Procedure.</p>
	<p>16. <u>To receive an update on the Councils Charities</u></p> <p>The CEO reported that Cllrs Mrs K Mordecai-Woolf and Mrs J Ayers had a meeting to update the principles and criteria that were originally laid down in the Henry</p>

	<p>Peters Charity (grey coats). A new policy is in the process of being drawn up in order for funds to be released from the Charity to residents who are experiencing financial difficulties. Cllr Mrs J Ayers reported that the funds may be distributed to charitable organisations such as CAB or schools in order that impoverished individuals/families can be easily identified.</p> <p>The Henry Peters Charity was set up by a resident who lived in Peters Village.</p>
17.	<u>Correspondence</u>
17.1	<p><u>Email regarding Speedwatch and permission from Wouldham Parish Council to borrow our equipment</u></p> <p>The CEO explained the use and function of the speedwatch equipment to the new Committee members. She explained that a few Councillors and members of staff had been trained to use the machine to monitor the speed of vehicles driving through Snodland. Unfortunately, since the training the speedwatch equipment has not been used.</p> <p>0538 RESOLVED – to agree to lend the Speedwatch equipment to Wouldham Parish Council.</p>
	<p>THE COMMITTEE HAS AGREED</p> <p>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>
18.	<p><u>To receive an update on Staffing matters</u></p> <p>The CEO updated the Council on Staffing following a number of recent matters.</p>
19.	<p><u>To consider proposal and if agreed accept quotation for Human Resources and Health and Safety Consultant</u></p> <p>In light of matters discussed under item 18 above. The CEO put forward a detailed report on the proposals and quotations from 3 separate companies.</p> <p>The report detailed the quotes in thorough detail and showed that Company A were offering a more bespoke service, which Company B were unable to offer or would add additional charges.</p> <p>Company A - £3321.00 based on a 5 year contract Company B - £1980.00 based on a 5 year contract Company C – advised that if we told them what our budget was they would quote accordingly.</p> <p>0539 RESOLVED to accept Company A who although was more expensive they would cover more areas required and cover them more thoroughly.</p>

There being no other business, the meeting closed at 21:45