

SNODLAND TOWN COUNCIL**14 JUNE 2018**

Committee Members present:	Cllrs Mrs D King (C), Mrs S Bell (VC), Mrs B Brown (Special Advisor), Mrs D Crook, Mrs L Downes, B Garlick, P Hickmott, Mrs B Keeley, D Keeley and Mrs K Mordecai-Woolf
Council Members present:	Mrs K Sowten (CEO) and Miss E Jones
Members of the public:	There were 5 members of the public present

1.	<p><u>Apologies for absence</u></p> <p>Apologies were received from Cllrs M Sawkins, A Keeley, J Minter and D Purll.</p>
2.	<p><u>Declaration of Interest</u></p> <p>CEO – Item 16 and cheque no 17808 Cllr P Hickmott – cheque no 17823 Cllr Mrs D Crook – cheque no 17806</p>
3.	<p><u>Report from Neighbourhood Police Team</u></p> <p>The Neighbourhood Police Team arrived late at the meeting due to being detained on a serious incident at another town.</p> <p>PCSO R McMillan advised that there had been not been any serious incidents to report but advised that a dog owner was being prosecuted due to not controlling his dog while at Nevill Park and Saltings Road. He advised that TMBC were involved with this case.</p> <p>It was also reported to the PCSO that there was a lot of graffiti around the Saltings Road area. He advised that graffiti should be reported to the police via 101 giving as much information as possible (ie TAGs etc).</p> <p>It was also reported that motorbikes/quad bikes are still causing a nuisance in Nevill Park and again he advised that these types of crime should be reported via 101.</p> <p>The matter of children cycling around the road doing ‘wheelies’ is still continuing to cause a nuisance and also putting the children and motorists in danger. It was suggested that the PCSOs liaise with local schools once the offenders are identified so that this issue can be addressed directly to the individuals involved.</p>
4.	<p><u>County Councillor’s Report</u></p> <p>Cllr Mrs S Hohler was not present at the meeting but had left a report with the CEO which she read out to the Committee:</p> <ul style="list-style-type: none"> • Cllr S Hohler reported that she had attended a meeting of the Joint Transportation Board (JTB) where the following issues were discussed: <ul style="list-style-type: none"> a) due to the many parking issues in Snodland, they would be discussed in a separate parking review;

	<p>b) Parking at Holborough Lakes – It was recommended that double yellow lines in areas where there are existing Traffic Regulation Orders should be enforced but in areas where there were no TROs in place they should be removed (they appeared to be mainly in cul-de-sacs);</p> <p>c) New vehicle access for Brook Street has received technical acceptance and a start date is awaited;</p> <p>d) Dryland Road leading to Pout Road is on the list for carriageway improvements and is programmed for 28th June 2018;</p> <ul style="list-style-type: none"> • Cllr Hohler confirmed that a quote is being awaited for railings to be fitted at the exit of The Lodge, which is situated on the A228. The funding for this this will be used from Cllr Hohler's budget.
	<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>To co-opt a Councillor to fill the vacancy</u></p> <p>The Chairman advised that 3 applications had been received and thanked the candidates for their interest in the post. She confirmed that the applications had been reviewed and that each candidate would be interviewed separately by the Committee. Each candidate would be asked to give a brief precis on themselves and why they had applied for the role. They would also be given a hypothetical situation to explain what they would do. Each candidate would be asked the same questions during the interview. The Chairman also advised that the post would be non-political and was one of 'doing their best' for the town. Following a vote by Councillors the results were as follows –</p> <p style="padding-left: 40px;">Nicola Misy Butterfield– 10 Votes Luke Chapman – 0 Votes David Giles – 0 Votes</p> <p>0399 RESOLVED – it was agreed to co-opt Nicola Misy Butterfield as a Councillor for Snodland Town Council, she would sign her declaration of office after the meeting. Mrs Misy Butterfield was welcomed and invited to stay for the Full Council Meeting</p>
6.	<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 members of the public.</p>
7.	<p><u>Chairman's Announcements</u></p> <p>The Chairman announced that the Twinning event held on over the weekend of the 5 May 2018 which received a welcome reception and leaving reception at the M/G suite was a huge success and that the business networking seminar held on 9 May 2018 on GDPR also went very well where several local business attended. She thanked everyone who had attended these events.</p>
8.	<p><u>To resolve that the Minutes of the Council Meeting held on 11 May 2018 are a correct record (pp 1-4)</u></p> <p>0400 RESOLVED – that the Minutes of the Full Council Meeting held on</p>

	11 May 2018 be approved a correct record and be signed by the Chairman. Signed	
9.	<u>To receive reports and consider recommendations of Council Committees</u>	
9.1	Policy and Resources	24 May 2018 (pp 5 – 7)
	<p>In the absence of the Chairman and Vice Chairman of the Policy and Resources Committee Cllr Brown reported that there was one recommendation from the meeting of 24 May 2018:</p> <p>The recommendation was that the CEO speak to the Project Management company with regard to obtaining grass samples for the Committee to look at so that a decision could be made whether to use the higher specification grass – The CEO reported that she had spoken to the Project Management company and that they had advised that the grass grade be decided when a contractor has been appointed.</p>	
9.2	Amenities and Recreation	31 May 2018 (pp 8 – 12)
	<p>The Chairman of the Amenities and Recreation Committee reported that there was one recommendation from the meeting of 31 May 2018:</p> <p>The recommendation was that the CEO request a map showing the exact location of the right of way over land at Brooklands Lake to Leybourne Country Park before a decision could be made – the CEO advised that she had not received a reply to date.</p>	
9.3	Planning and Environment	6 June 2018 (pp 13 - 14)
	<p>The Chairman of the Planning and Environment Committee reported that there was one recommendation from the meeting of 6 June 2018:</p> <p>The recommendation was that the CEO reply to a local business advising of the outcome of the meeting to discuss parking issues at Rocfort Road car park and also to write to TMBC – the CEO advised that she had written a reply to the business owners advising of the outcome but had yet to write to TMBC.</p>	
10.	<u>Reports from Borough Councillors</u>	
	There were no reports from the Borough Councillors.	
11.	<u>Town Councillors reports on meetings attended on behalf of the Council</u>	
	The following Councillors attended the following events:	
	<u>Twinning Welcome Reception</u>	
	Cllr Mrs D King (C)	
	Cllr Mrs S Bell (VC)	
	Cllr Mrs D Crook	
	Cllr Mrs L Downes (and also attended Monday Leaving reception)	
	Cllr P Hickmott (and also attended Monday Leaving reception)	

	<p><u>Business Networking Seminar (GDPR)</u></p> <p>Cllr Mrs D King Cllr P Hickmott Cllr Mrs K Mordecai-Woolf Cllr D Keeley</p> <p><u>A228 Crossing Protest Photoshoot</u></p> <p>Cllr Mrs S Bell Cllr P Hickmott Cllr D Keeley</p>
12.	<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 25th April 2018 to 13th June 2018 totalling £51,144.71 was given to each Councillor. Several payment queries were asked for the CEO to clarify:</p> <ul style="list-style-type: none"> • The CEO confirmed that the electricity payments had been set up as a monthly direct debit (and meters are read every month in order to get an accurate reading); The CEO also confirmed that proportions of the electricity bill are being passed to the tenants at the Cricket Pavilion and Brooklands Lake; • It was brought to the Committee's attention that cheque no 17823 was made payable to Cllr P Hickmott for work carried out at Sloughfields allotment on behalf of the Council; • Cheque no 17795 was queried and the CEO explained that this was for a scaffolding tower to be erected in order to carry out remedial works at the council offices (emergency work – leak to flashing and general repointing work); • Payment to Leisure King - the CEO confirmed that this was for the bucking reindeer for the Christmas in Snodland event.
13.	<p><u>Report from the Chief Executive Officer</u></p> <p>The CEO thanked everybody on her and Cllr Hohler's behalf for showing support at the A228 publicity photo shoot/petition. She advised that confirmation had finally been received from KCC that the crossing had been approved.</p> <p>The CEO requested that the Councillors leave the co-option candidates details in their files so that the information could be securely destroyed.</p> <p>The CEO advised that she had spoken to the KCC streetlight engineer and she confirmed that their new computer system was in place, orders could be placed and a start date could be given to begin the replacement work. The CEO also advised that she had been to a meeting with a new maintenance contractor who were very positive and helpful and advised that continual faulty streetlights may be possible to repair if the replacement work was delayed.</p> <p>The CEO informed the Committee that she had posted on Facebook, the roles of the 3-tier Councils - County, Borough and Town - and what they were responsible for (ie refuse – TMBC) and to give a clearer understanding to residents so that they could direct their queries to the appropriate council.</p>

0401	<p>Following on from this, the CEO took the opportunity to show photographs of the vast amount of litter/recycling/fly-tipping that has been dumped at the recycling sites at the Community Centre and the Rocfort Road car park.</p> <p>The CEO advised that upon talking to TMBC, she was informed that they only had one lorry in service and had borrowed a truck from Medway Council to assist with the cleansing. The CEO advised that this seemed to be a continuing problem and that the Council's site staff had the exhaustive task of endeavouring to assist with clearing the rubbish and litter on a daily basis. She requested that Councillors direct any requests to her regarding requests for site staff to her in order that she could prioritise their work to be carried out. It was suggested that a polite notice be placed on the FB page and the STC website asking people not to leave bags of recycling on the ground next to the recycling skips as this encourages further accumulation of rubbish. A suggestion was made to advertise the bulky waste collection service which TMBC carry out on certain dates to take household items. The dates, times and collection points would be put on FB/Website for residents' information.</p> <p>RESOLVED – that a letter be sent to TMBC to empty the recycling bins on a more regular basis.</p>
14. 0402	<p><u>To approve the Annual Governance Statement 2017/18</u></p> <p>The CEO read out the internal control objectives of the Annual Governance Statement 2017/18 to the Committee so that it could be approved. The Committee agreed with each statement</p> <p>RESOLVED – to approve the Annual Governance Statement 2017/18.</p>
15. 0403	<p><u>To approve the Accounting Statements 2017/18</u></p> <p>The CEO presented the Accounting statement for 2017/18.</p> <p>RESOLVED – To approve the Accounting Statements 2017/18.</p>
16.	<p><u>To consider and if approved accept quotation for the refurbishment work for the Moyeuvre-Grande Suite and the refurbishment and change to layout to incorporate a disabled toilet</u></p> <p>The CEO left the meeting due to having a declaration of interest in this item.</p> <p>The Chairman read out the specifications of the work to be carried out in the Moyeuvre-Grande Suite which included completely refurbishing the Moyeuvre-Grande Suite and installing air conditioning, refurbishment of the first floor toilets and the creation of a disabled toilet:</p> <p>QUOTE A - £60,027.65 plus VAT</p> <p>QUOTE B - £43,800 plus VAT</p> <p>During discussions it was queried whether the air conditioning work should be carried out alongside the refurbishment work or whether it could be installed after the work had been carried out. It was agreed that Quote B should be appointed to carry out the work. It was also agreed that the air conditioning would be installed after the work had been carried out and that more quotes should be sought for this.</p>

<p>0404</p>	<p>The CEO returned to the meeting and advised the Committee that the funds for the work had been carried forward in the Devonshire Rooms Maintenance budget with the remainder coming from Earmarked Repairs and Renewals Budget.</p> <p>RESOLVED – to appoint Quote B to carry out the refurbishment work for the Moyeuivre-Grande Suite and the refurbishment and change to layout to incorporate a disabled toilet and to seek further quotes for the installation of the air conditioning units.</p> <p>On the CEO's return to the meeting, 2 quotes were discussed with regard to the laying of new carpet in the escape lobby and the Moyeuivre-Grande Suite, laying of vinyl flooring in the ladies and gents toilets and laying vinyl flooring to the servery/bar/kitchen area in the Moyeuivre-Grande Suite.</p> <p>QUOTE A - £5,455.42</p> <p>QUOTE B - £5,656.39</p>
<p>0405</p>	<p>RESOLVED – to appoint Quote A to carry out the carpeting work.</p>
<p>17.</p>	<p><u>Correspondence</u></p>
<p>17.1</p>	<p><u>Invitation from the Wardens and PCC of All Saints and Christ Church</u></p> <p>The CEO informed the Committee that she had received 3 invitations for Councillors to attend a Farewell Service for Hugh and Jane Broadbent at 10am on Sunday 30th September 2018.</p> <p>Cllrs: Mrs D Crook Mrs K Mordecai-Woolf Mrs L Downes</p> <p>The CEO will e-mail details nearer the time.</p>
<p>17.2</p>	<p><u>E-mail Response from the Co-op regarding loading bay</u></p> <p>The CEO read out an email received from the Co-op regarding the loading bay in Holborough Road.</p> <p>RECOMMENDED – that the CEO put this on the planning agenda for further discussion.</p>
<p>17.3</p>	<p><u>E-mail from resident regarding parking review</u></p> <p>The CEO read out an email from a resident regarding parking issues.</p> <p>RECOMMENDED – that the CEO put this will be put on the Amenities and Recreation agenda.</p>
<p>17.4</p>	<p><u>Carnival Trophy</u></p> <p>It was suggested that a trophy be dedicated to the late Cllr P Misy at the carnival and suggestions or ideas were needed for an appropriate cause.</p>

There being no other business, the meeting closed at 9.07pm.