

South Willesborough and Newtown Community Council
www.swancc.org.uk

**Minutes of the Ordinary Meeting of the above Council held at
The Stock Pot Café Meeting Room 4th November 2019 at 7pm**

Present

Sue Mullan (SM) (Chair) Nick Cane (NC) Peter Porter (PP) Eric Parkinson (EP) Matthew Harris (MH) John Hunt (JH) Paul Bohill (PB) Charli Wilson (CW)

Also in attendance:

County Councillor – George Koowaree (GK)

Four members of the public

Clerk/RFO Rob Woods (RW)

84/19 APOLOGIES FOR ABSENCE

The apologies of Cllrs Nirosha Thilagarajan and Liz Thorne were **noted and approved**

Apologies were also received from Cllr Andy Rogers

The Chair welcomed GK to the meeting

85/19 DECLARATIONS OF INTEREST

No declarations of interest were made

86/19 AGREE MINUTES OF LAST COUNCIL MEETING AND SIGN

Having been circulated in advance, the Minutes were **agreed** and **signed** as a true record.

**87/19 MEETING ADJOURNED FOR MEMBERS OF THE PUBLIC TO
RAISE QUESTIONS ON ITEMS ON THE AGENDA**

The meeting was adjourned from 7.06pm to allow members of the public to speak
A resident asked for clarification on the Council's position on Item 91/19 (b) – Flooding in the Asda underpass. The resident accepted the response from CW.

The Chairman asked GK to explain the functions of the County Council vis-a vis the Borough Council and his role as County Councillor.

GK responded with an informative verbal presentation, which the Chairman thanked him for.

No other questions were raised and the meeting was **reconvened at 7.19pm**

88/19 TO RECEIVE REPORTS FROM COUNCILLORS

Cllr David Smith was not in attendance

Cllr Andy Rogers submitted a report by e-mail advising Councillors that the Borough and County Councils have agreed to take joint action to improve the lighting in the Aylesford-Newtown Underpass and the work is expected to be completed in 4-6 weeks

89/19 TO RECEIVE AND NOTE THE DRAFT MINUTES OF THE PLANNING AND HIGHWAYS COMMITTEE OF 16/10/19

The draft Minutes were circulated in advance, received and **noted**. PP asked if Quinn Developments had submitted a response to our questions. RW advised there would be an update under Item 97/19

90/19 TO RECEIVE AND NOTE THE DRAFT MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE OF 21/10/19

The draft Minutes were circulated in advance, received and **noted without comment**

91/19 TO CONSIDER AND AGREE THE RECOMMENDATIONS OF THE PLANNING AND HIGHWAYS COMMITTEE OF 16/10/19:

91/19a PLANNING and HIGHWAYS MINUTE 14/19 – SPEEDWATCH

CW explained that Speedwatch was primarily subject to Police rules and that cameras bought for the former Community Group with help from a KCC Member grant may need to be returned to KCC, raising questions about ownership and insurance responsibility.

Following a discussion, it was **resolved** that until a paper trail to prove ownership is available, the Community Council's role should be to support the Speedwatch initiative but not to assume responsibility for it or the equipment and the recommendations of the Planning and Highways Committee were **endorsed**.

Noted that GK offered to enquire about the terms and conditions of the grant with KCC officers and advise (**Action GK**)

CW **moved** that new fixed speed indicator equipment should be bought as an alternative and GK offered to fund appropriate equipment via his member grant allowance. **Resolved** - to accept GK's offer and to seek prices for the equipment (**Action RW**) The Chair thanked GK for his offer

Action - RW to send GK a list of the current and preferred camera sites

Noted that EP felt the Crowbridge approach should be included in the list

91/19b PLANNING AND HIGHWAYS MINUTE 16/19 - FLOODING IN THE "ASDA" UNDERPASS

Following a discussion on land ownership, child safety on the foot/cycle path and potential technical solutions to the flooding problems, the Council **agreed unanimously to endorse** the recommendations of the Planning and Highways to lobby the responsible bodies, raise concerns, including those about child safety and offer solutions.

Actions

- 1) MH to send/explain his ideas for improving water flows to GK**
- 2) GK to enquire about the legal status of the footpath with KCC officers**

92/19 TO CONSIDER AND AGREE THE RECOMMENDATIONS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE OF 21/10/19:

92/19a - FINANCE AND GENERAL PURPOSES MINUTE 37/19 - THE SUPPLY OF MOBILE DEVICES TO COUNCILLORS

CW **moved** that devices with Windows 10 software should be supplied as standard and that all Councillors should use Council devices for data security reasons

RW advised that a £2000 budget had been agreed by the F&GP Committee

Upon being put the vote, Councillors **agreed unanimously**

- a) to **amend the recommendation** of the Finance and General Purposes Committee to include the provision of Lenovo or alternative mobile devices with Windows 10 operating system and to seek quotations **(Action RW/LT)**
- b) that all Councillors will use their Council-bought device for Council business
- c) to refer the matter back to the Finance and General Purposes Committee if the budget is exceeded

92/19b - FINANCE AND GENERAL PURPOSES MINUTE 38/19 - ADOPTION OF A SAFEGUARDING POLICY

Having been previously circulated, it was **agreed unanimously** to adopt the Safeguarding Policy subject to an additional clause, moved by CW, requiring Councillors to call 999 immediately if they suspect or are made aware of victims of female genital mutilation. **(Action RW)**

Noted - "Willesborough" typo to correct

93/19 TO CONSIDER THE RESPONSE TO ASHFORD BOROUGH COUNCIL ON THE INTRODUCTION OF A PUBLIC SPACES PROTECTION ORDER FOR THE ASHFORD URBAN AREA

It was **moved** by NC that the proposed order should include Newtown and following a brief discussion on crime and anti social behaviour in the area, it was **agreed unanimously** that RW should prepare a response requesting Ashford Borough Council to include the Newtown parish ward in the Order.

94/19 TO RECEIVE AND CONSIDER A REPORT FROM THE CLERK ON THE COMPARATIVE COST OF BANKING SERVICES

Councillors discussed a previously circulated report and **agreed unanimously** with the Clerk's recommendation that the matter be referred to the Finance and General Purposes Committee for further consideration and recommendations if it considers that the Council can achieve greater value for money by switching to another bank **(Action RW)**

95/19 TO CONSIDER AND AGREE:

A) THE PROVISIONAL AIMS AND OBJECTIVES OF THE COUNCIL

B) THE KNOWLEDGE AND SKILLS REQUIRED TO MEET THE OBJECTIVES

Councillors discussed previously circulated reports and **agreed unanimously** with the proposed aims and objectives of the Council and the Clerk's recommendations for training and development of staff and Councillors subject to the substitution of "MS Office software" with "office software" in the plan

1. That all personnel commit to receive an employee or Councillor induction to the post/role
2. That all personnel are made aware of appropriate training and developmental opportunities
3. That all personnel are encouraged to identify their own developmental needs in the light of the Council's aims and objectives and any specified skills for their roles
4. That all personnel are made aware of, and have access to, relevant learning materials and reference books in the Council office
5. That all personnel take personal responsibility for maintaining and improving their knowledge, skills and behaviours
6. That in order to achieve 3) above the Clerk produces a training needs feedback form and distributes it to members for completion
7. That personal development is discussed during staff appraisal with the appropriate person or Committee
8. That the Clerk maintains a record of development/training undertaken by staff and members
9. That the Clerk commits to achieving and maintaining qualified status or an acceptable equivalent
10. That the Clerk reviews the budget for staff and councillor training in the light of these recommendations

96/19 TO CONSIDER AND AGREE THE TERMS OF REFERENCE OF THE VE DAY WORKING GROUP

Having been circulated in advance, and following a brief discussion, the terms of reference and constitution were **agreed as**

1. To seek the views of residents and businesses on the scope and scale of VE Day Celebrations
2. To identify appropriate activities and locations
3. To liaise with the appropriate authorities on any legal, licensing or other consents required
4. To consider safety requirements including the use/appointment of stewards or security staff
5. To liaise with the Clerk to produce a budget and plan for the event incorporating funding requirements and sources, health and safety risk assessments and insurance considerations
6. To measure the effectiveness of the event, using key indicators as defined in the Council's grant policy

97/19 TO NOTE CORRESPONDENCE/E-MAIL CORRESPONDENCE

Noted -

- 1) The resignation of Cllr Phill Thorne and correspondence from Ashford Borough Council explaining the process for filling a casual vacancy due to resignation
- 2) Womens' Institute - invitation to event
- 3) KALC - Dynamic Councillor training dates
- 4) ABC - consultation on the Newtown Railway Works with a deadline for response by 30/11/19. RW explained that if Quinn Developments respond to the questions posed in the next few days, copies would be distributed to members and an item will be included on the Planning and Highways Committee agenda for 13th November 2019

98/19 DATE OF NEXT MEETING AND ITEMS TO BE INCLUDED ON THE AGENDA

Agreed as 2nd December 2019 at Headway, 42,Cudworth Road 7pm Items to be included
- Budget review and draft precept calculation 2020/21

99/19 FORUM FOR EXCHANGE OF INFORMATION BETWEEN MEMBERS

PP raised issue of newsletter. RW explained an initial news sheet had been created and would be circulated to Members for comment before distribution

There being no other business, the Chair closed the meeting at 8.26 pm

Signed _____
(Chairman)

Dated ____/____/____