

South Willesborough and Newtown Community Council
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**Minutes of the Ordinary Meeting of the above Council held at Headway,
42, Cudworth Road on Monday 3rd February 2020**

15/20 Record attendance and approve apologies for absence

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) Nirosha Thilagarajan (NT from 7.08pm) David Mullan (DM)

Also in attendance:

Three members of the public, Clerk/RFO Rob Woods (RW) and Borough Councillor, Andy Rogers (AR)

Apologies were received from Borough Cllr David Smith and County Cllr. George Koowaree

PP suggested the Council should send a message of support to Cllr David Smith following his stay in hospital. **Agreed – Action SM**

16/20 Declarations of pecuniary, other significant or voluntary interest

CW declared an OSI in Item 29/20. MH and NC declared an OSI in Item 24/20

- i. Updating of Declarations of Interest for the Code of Conduct
- ii. To note the granting of any requests for dispensations and the decision

None received

17/20 Agree Minutes of the last Council meeting and sign

Proposed PP Seconded DM. The Minutes were agreed as a true record of proceedings and signed

18/20 Meeting adjourned for members of the public to raise questions on items on the agenda

The meeting was adjourned at 7.03pm. There being no questions it was reconvened at 7.04pm

19/20 Receive reports from Borough and County Councillors

AR reported a) that there had been a delay to the start of the work on the Aylesford Underpass due to issues with equipment procurement by Kent County Council, b) that further defensive works to prevent vehicle incursion had been completed on Newtown Green and c) that a grant application of £500 needed to be received by the end of February (**Action RW**)

It was also reported that there would be a by-election for the Park Farm North seat on ABC following Cllr Gideon's election as MP

20/20 Receive and note the draft minutes of the Extraordinary Planning and Highways Committee meeting of 10th January 2020

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

21/20 Receive and note the draft minutes of the Planning and Highways Committee meeting of 15th January 2020

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

22/20 To receive and note the draft minutes of the Finance and General Purposes Committee meeting of 20th January 2020

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

23/20 To receive and note the draft minutes of the Staffing Committee meeting of 24th January 2020

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

24/20 To note the responses to Ashford Borough Council on Full Planning Application 19/1476/AS and application 19/1694/AS (Listed Building Consent)

The response was circulated in advance, received and **noted without comment**

Also noted – a second public consultation would take place on February 18th 2020 5-7pm.

Thanks were conveyed to NC for organizing it with Quinn Estates

25/20 To receive a joint report of the Clerk/ Cllr Cane on the creation of portfolio holders (champions) and appoint

The report was circulated in advance, received and **noted without comment.**

Resolved: NC be appointed as Community Engagement Champion

NT be appointed as Environment and Climate Change Champion

PB be appointed as Crime and Disorder Reduction Champion

All subject to a trial period of 12 months

26/20 To appoint two Councillors to represent the Community Council at KALC Local Area Committee meetings

Resolved: SM and MH be appointed to represent the Community Council at Local Area meetings (**Action RW to inform KALC**)

27/20 To receive reports from Council Working Groups

27/20 a) Community Hub Working Group

NC reported it would be a long process and that it was too early to offer any decisions. Several options would be considered at the next Working Group meeting

27/20 b) V E Day Working Group

NC reported that VE Day Celebrations would centre on the two pubs in the area and on Baxendale Court when its new Scheme Manager is in post. The immediate demand is for funding, Health and Safety risk assessments including first aid and road closure orders

Resolved: Finance and General Purposes Committee to develop draft Health and Safety Policy at its next meeting

Action- RW to explore first aid course provision

28/20 Correspondence/E-Mail Correspondence

28/20 a) Tree Planting Initiatives

Resolved: As SWAN Community Council owns no land AR to contact Aspire to establish if they could plant and maintain 10 saplings on ABC owned land in the area

28/20 b) Great British Spring Clean

Resolved:

a) NC to select the most appropriate date between 28th March and 11th April 2020

b) Engage with East Stour School (Action CW)

c) NC to supply costs for consideration by Finance and General Purposes Committee for equipment and protective clothing

d) NC to undertake risk assessment and report back to next Council

28/20 c) ABC Gypsy and Traveller Accommodation – Local Plan Consultation

Resolved: Refer to Planning and Highways Committee to respond

Action RW to send copies to Champions for comment

28/20 d) Internal Audit/ End of Year Financial Statements

Nothing to report

29/20 To consider a joint report of the Clerk/Acting Vice Chair on the Community Council's current web and e-mail provision and agree future strategy

The Vice Chair presented a verbal report. Following a discussion it was **resolved**

- a) **There is unanimous agreement that the website should be replaced**
- b) **That three quotations should be sought as soon as possible**
- c) **That the matter may be referred to the Finance and General Purposes Committee for decision, subject to timing**

Action –CW to contact 3 potential service providers

30/20 To confirm the date of 4th May 2020 as the Annual Council meeting and agree the date and location of the Annual Parish Meeting 2020

Resolved:

- a) That the Annual Council meeting will be held on 4th May 2020
- b) That the provisional date for the Annual Parish Meeting is Wednesday 22nd April 2020 at a venue to be decided
- c) The Annual Parish meeting should be advertised widely (RW/NC to liaise)

31/20 Agree date of next meeting as Monday 2nd March 2020 and items to be included on the agenda

Agreed. – 2nd March 2020 as the date of the next Council Meeting. No items were suggested

32/20 Forum for exchange of information between Councillors

There were no comments

There being no other business, the Chair closed the meeting at 8.15 pm

Signed _____
(Chairman)

Dated ____/____/____