

**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 Ashford on 6th January 2020**

**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) David Mullan (DM)

*The Chair announced that Councillor Liz Thorne had resigned and thanked her for her contributions as Councillor, Vice Chair and Chair of the Finance and General Purposes Committee. Also to place, on record, her thanks on behalf of the Community for the leading role Liz played in the former SWAN Community Group, leading to the creation of the Community Council, and for her role as Chair of the Shadow Council.*

**Also in attendance:**

Two members of the public, Clerk/RFO Rob Woods (RW) and County Cllr George Koowaree (GK)

**1/20 APOLOGIES FOR ABSENCE**

Apologies were received from Borough Councillor, Andy Rogers (AR)

**2/20 DECLARATIONS OF INTEREST**

MH and NC declared an OSI in item 7/20

**3/20 AGREE MINUTES OF LAST COUNCIL MEETING AND SIGN**

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

**4/20 MEETING ADJOURNED FOR MEMBERS OF THE PUBLIC TO RAISE  
QUESTIONS ON ITEMS ON THE AGENDA**

The meeting was adjourned from 7.03pm to allow members of the public to speak. There were no questions **The meeting reconvened at 7.04pm**

**5/20 TO RECEIVE REPORTS FROM COUNCILLORS**

There were no Borough Councillors in attendance but AR expressed a wish by e-mail to be involved in the next Walkabout

GK reported that the Joint Transportation Board would soon be liaising with KALC to appoint 3 local Councillors to sit on the Board. (**Action RW to assess the procedure for registering interest**)

DM asked for information about Route G bus stops at the McArthur Glen Centre. His questions were answered by GK and CW (No further action needed)

**6/20 TO RECEIVE AND NOTE THE DRAFT MINUTES (PH4) OF THE PLANNING AND  
HIGHWAYS COMMITTEE OF 18/12/19**

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

**7/20 TO CONSIDER THE RECOMMENDATIONS OF THE PLANNING AND HIGHWAYS COMMITTEE OF 18TH DECEMBER 2019 : P&H MINUTE 30/19 - TO CONSIDER RESPONSE TO ASHFORD BOROUGH COUNCIL ON PLANNING APPLICATION 19/1476/AS AND AGREE AMENDMENTS**

The draft response was circulated to members on 30/12/19 including a copy to the Planning Officer for comments. Noted - ABC's request for an urgent Community Council response.

**RESOLVED** - By unanimous agreement that the content covers all the points raised by members

**Actions**

- 1) RW to follow up with Planning Officer and send the agreed version to ABC provided any belated comments received from the Planning Officer do not materially impact on it.
- 2) RW considers the appropriate procedure if in his view, any belated comments made by the Planning officer require urgent consideration and decision.

**8/20 TO RECEIVE AND NOTE THE DRAFT MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE (FGP6) OF 16/12/19**

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

**9/20 TO CONSIDER AND AGREE THE RECOMMENDATIONS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE DATED 16/12/19 : MINUTE 55/19 - TO AGREE THE COUNCIL BUDGET AND PRECEPT 2020/21**

The recommendations were circulated in advance.

**RESOLVED:** Following a discussion it was agreed unanimously

- 1) To accept the proposed budget 2020/21 and expenditure forecast of £52665
- 2) To fund the cost of the proposed Community Development Officer for 2020/21 from reserves
- 3) Request a precept of £45165 for 2020/21 (reduced from £52812 in current year)
- 4) The level and scope of reserves to be reviewed by the Finance and General Purposes Committee and recommendations made to Council
- 5) The budget and precept request form was duly signed by the Chairman and Responsible Finance Officer

**10/20 - TO CONSIDER AND AGREE THE TERMS OF REFERENCE OF THE COMMUNITY HUB WORKING GROUP**

The draft Terms of Reference were circulated in advance.

**RESOLVED:** By unanimous agreement, to accept the terms of reference as proposed and appoint NC as the Working Group's lead

**11/20 TO RECEIVE A REPORT OF THE CLERK ON REVISIONS TO THE SWAN SOCIAL MEDIA AND IT POLICY INCLUDING IT PROTOCOLS**

The report was circulated in advance. Following a discussion it was **agreed**

- 1) that the protocols as presented are confusing, excessive and need refinement.
- 2) that a group of Councillors (CW, PP and NT) in conjunction with RW, and having regard to the risks of data mis-management, considers an acceptable version for approval by Full Council at its next appropriate meeting

**12/20 TO RECEIVE CORRESPONDENCE/E-MAIL CORRESPONDENCE**

Implications of resignation letter from Cllr L Thorne

- 1) Noted that ABC had been informed and were preparing legal notices of the casual vacancy
- 2) The appointment of Vice Chair - Following a discussion it was proposed by NC and seconded by MH that CW be appointed as Acting Vice Chair until the next Annual Meeting. **RESOLVED** by unanimous agreement to appoint CW as Acting Vice Chair
- 3) Appointment of Chair of Finance and General Purposes Committee - to be conducted at the next FGP meeting (Action RW)

**13/20 TO AGREE DATE OF NEXT COUNCIL MEETING AS 3rd FEBRUARY 2020 AND ITEMS TO BE INCLUDED ON THE AGENDA**

**Agreed** - 3rd February 2020 as date for the next Council meeting with items as follows

Planning response to ABC on application 19/1476/AS to note  
Receive reports from Community Hub and VE Day Working Groups  
Review of web and e-mail provision

**14/20 FORUM FOR EXCHANGE OF INFORMATION BETWEEN MEMBERS**

- 1) NT reported on spate of thefts in Fairview area - Action - RW to organise letter to Kent Police or meeting with local Policing team
- 2) Damaged Wall - ASDA Underpass - KCC tracking says works to remedy are complete but wall is still in dangerous state.
- 3) Possible bridge over the railway line (ASDA underpass) - Noted that ABC has been requested to consider a bridge with funding from developer contributions (S106)

There being no other business, the Chair closed the meeting at 8.05 pm

Signed \_\_\_\_\_  
(Chairman)

Dated \_\_\_\_/\_\_\_\_/\_\_\_\_