

## **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, Orbital Park 2<sup>nd</sup> March 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)

#### **Also in attendance:**

Five members of the public, Borough Councillor Andy Rogers, (AR), prospective co-optee, Louise Wilson (LW), Clerk/RFO Rob Woods (RW)

#### **33/20 APOLOGIES FOR ABSENCE**

No apologies received

#### **34/20 DECLARATIONS OF INTEREST**

CW declared an OSI in item 42/20

#### **35/20 AGREE MINUTES OF LAST COUNCIL MEETING AND SIGN**

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

#### **36/20 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. The Chair explained Council procedures to members of the public attending for the first time. There being no questions and no other expressions of interest in the current casual vacancy, LW was invited by the Chair to make a short presentation on her reasons for applying for co-option to the Council. **The meeting reconvened at 7.11pm**

#### **37/20 TO CONSIDER CANDIDATES FOR CO-OPTION TO COUNCIL VACANCY AND AGREE**

**Resolved: it was agreed unanimously** to appoint LW to fill the Community Council's casual vacancy

**Action RW**

#### **38/20 RECEIVE REPORTS FROM COUNCILLORS**

AR commended the Community Council for its proactivity and work so far.

Work has not yet been completed on the railway underpass although street lighting in the area had been improved. He will report inadequate lighting on the railway bridge to KCC. Waste bin on Riverside Way has been replaced following Ward Walkabout.

East Stour Housing development rejected by Planning Committee

Would like to spend more of his Member grant in the SWAN area in 2020/21 and requested ideas for projects

DM asked if AR could help to influence improvements to the lighting in the "Asda" tunnel.

AR will raise the issue at the next Joint Transportation Board meeting

**39/20 TO RECEIVE AND NOTE THE DRAFT MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE OF 17/2/20**

The draft Minutes were circulated in advance, received and **noted without comment**  
**PP pointed out that £20000 has now been transferred to an interest earning account**

**40/20 FINANCE AND GENERAL PURPOSES COMMITTEE ITEMS REFERRED TO THE COUNCIL FOR DISCUSSION AND DECISION:-**

**40/20a TO CONSIDER AND ADOPT THE REVISED MOBILE DEVICES POLICIES**

Two draft policies were circulated in advance. **Resolution:-** It was **unanimously agreed** that both policies should be adopted without amendment. Thanks were conveyed to NT for producing them

**40/20b TO CONSIDER AND ADOPT A HEALTH AND SAFETY POLICY**

A draft policies was circulated in advance. **Resolution:-** It was **unanimously agreed** that the policy should be adopted without amendment

**41/20 TO RECEIVE AND NOTE THE DRAFT MINUTES OF THE PLANNING AND HIGHWAYS COMMITTEE OF 12/2/20**

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

**42/20 TO RECEIVE A VERBAL REPORT FROM THE CLERK ON THE COSTS AND PROVISION OF A NEW WEBSITE AND AGREE**

Following a discussion, it was **resolved** by unanimous agreement to offer the work to Ashford Web Services at a cost of £999 plus training and support costs at £35 per hour **(Action RW)**

**Noted: this price includes free hosting but not the cost of Protonmail e-mail hosting which would be additional depending on the package chosen**

In addition to CW, LW declared an OSI and did not vote

**43/20 RECEIVE REPORTS FROM CLLR. CANE ON COUNCIL WORKING GROUPS**

**43/20 a) COMMUNITY HUB WORKING GROUP**

NC reported that a first meeting had taken place and 4 options considered. RW reported on a meeting with Quinn Estates in which the Council was informed that an area of the Newtown Railway Works development had been set aside for community use and that the Working Group may need to add that option

**43/20 b) V E DAY WORKING GROUP**

It was reported that Baxendale Court residents would not be organizing anything there but there is still a demand for an event in the area. Noted that ABC is fast-tracking applications and KCC sympathetic to road closure requests

**44/20 TO CONSIDER AND AGREE THE RISK ASSESSMENT FOR THE GREAT SPRING CLEAN EVENT**

Having been circulated in advance it was resolved by unanimous agreement

- a) to accept the draft risk assessment subject to an amendment preventing participants from picking up glass or discarded sharps and a requirement to inform ABC instead
- b) To accept the costs of an additional number of litter collection hoops to reflect the demand from volunteers to help on the day

NC was thanked for his contribution to Items 43/20 and 44/20

**45/20 TO RECEIVE FEEDBACK FROM COUNCILLORS ON THE NEWSLETTER PACK, EXAMINE FUTURE EDITORIAL, PRODUCTION AND DELIVERY OPTIONS AND AGREE**

Following a discussion, it was **resolved** by unanimous agreement

- a) That the next edition should be A4 – 4 pages with a deadline of 6<sup>th</sup> April 2020
- b) That local commercial premises should receive copies where possible
- c) That a Newsletter working group consisting PP and LW is established with support from RW and NC to advise on content
- d) That the newsletter offers limited space to Ward Councillors and other community groups
- e) That RW investigates the complaint that not everyone received the newsletter

**46/20 TO RECEIVE FEEDBACK FROM COMMUNITY AND BOROUGH COUNCILLORS ON THE WALKABOUT OF 22<sup>nd</sup> FEBRUARY 2020**

Noted that some actions arising had already been completed

General feeling that South Willesborough had fewer issues to action than Newtown

AR thanked the Council for inviting him to participate, commented on the good value of the walks and thanked CW for defining the route and leading the group.

**47/20 TO RECEIVE CORRESPONDENCE/EMAIL CORRESPONDENCE**

- a) ABC – HIGHWAYS AMENDMENT CONSULTATION – Agreed that a response is delegated to RW given the short deadline
- b) ABC – Invitation to Mayor’s Fundraising event – Noted
- c) Came & Co – Insurance Updates – Refer to next Finance and General Purposes Committee
- d) ABC – Invite to attend workshop – Agreed NC to attend if space still available (RW to action)

**48/20 AGREE DATE OF NEXT COUNCIL MEETING AS 6<sup>th</sup> APRIL 2020 AND ITEMS TO BE INCLUDED ON THE AGENDA**

**Agreed** - 6<sup>th</sup> April 2020 as date for the next Council meeting with items as follows

Survey analysis

Newsletter draft

Police report

Working Group updates

**49/20 FORUM FOR EXCHANGE OF INFORMATION BETWEEN MEMBERS**

No additional comments

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

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

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