

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

**Minutes of the Ordinary Meeting of the above Council held virtually on
Monday 1st June 2020 7.00pm**

64/20 Record attendance and approve apologies for absence

Present - Sue Mullan (SM) (Chair) Nick Cane (NC) Peter Porter (PP) Matthew Harris (MH) John Hunt (JH) Charli Wilson (CW) Nirosha Thilagarajan (NT) David Mullan (DM) Louise Wilson (LW) Eric Parkinson (EP) Paul Bohill (PB)

Also in attendance: Clerk/RFO Rob Woods (RW)

Apologies were received from Borough Cllr A Rogers (AR)

65/20 Declarations of pecuniary, other significant or voluntary interest

There were no declarations of interest made

Noted: RW advised CW to declare an OSI in Item 71/20a but CW's preferred option was to remove her name from the petition supporting allotments in the area

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

66/20 Agree Minutes of the last Council meeting and sign

The Minutes of the meeting of 4th May 2020 were agreed as a true record of proceedings and signed. Proposed DM Seconded PB

67/20 Meeting adjourned for members of the public to raise questions on items on the agenda

There were no members of the public present and the meeting resumed immediately

68/20 Receive reports from Borough and County Councillors

AR reported by e-mail

1. Still reporting items locally that require action such as burnt out bins pot holes etc
2. No update on allotments and children. I have requested an update
3. No Council updates as meetings have been cancelled/postponed.
4. I haven't received any updates since the plans for the film studios had been approved.
5. For those wanting to visit the local tip and have not seen the communication you can book a slot to use but only once per month.
6. Awaiting a response from KCC Cllr George Koowaree ref a number of road issues and speed.
7. Also waiting for a response on who looks after the grounds around Fairview as most is not the responsibility of Aspire or KCC. In particular the play park.

69/20 To note the decision taken to sign off the new Council website

RW reported that the decision to sign off the new website and release the cheque for the remaining balance of £500 was agreed unanimously by councilors by e-mail

The decision is noted

70/20 To receive and note the draft minutes of the Finance and General Purposes Committee of 18^h May 2020

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

71/20 Finance and General Purposes Committee items referred to the Council for decision:-

71/20 a) To consider the establishment of an Allotments Working group and agree its Terms of Reference

Resolved: By unanimous agreement to establish an Allotments Working Group of CW, LW, NC and NT and to adopt the Terms of Reference as presented.

71/20 b) To consider the establishment of an Information and Communications Technology (ICT) Working group and agree its Terms of Reference

Resolved: By unanimous agreement to establish an ICT Working Group of MH, JH, NC LW and CW and to adopt the Terms of Reference as presented.

71/20 c) To consider and agree methods of engaging with the public to ascertain residents' priorities for project expenditure in 2020-21

Following a discussion, **it was agreed** that this fell within the remit of the Volunteer Community Engagement Officer and that NC would contact other parishes to seek advice and discuss further with RW. NT offered her help.

Action NC, RW and NT if required

71/20 d) To consider and agree the best use of the Ashford Borough Council Member grant 2020-21

In the light of 71/20 c) above **it was resolved by unanimous agreement to defer this item to a future meeting**

72/20 To receive and note the draft minutes of the Planning and Highways Committee of 13th May 2020

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

73/20 Planning and Highways Committee items referred to the Council for decision:-

73/20 a) To consider and agree the priorities for project expenditure arising from the Parking and Traffic survey

A report was circulated to members in advance and discussed.

Resolved: By unanimous agreement to

- a) prioritise new speedwatch equipment in 2020-21
- b) examine funding opportunities and report back to Council
- c) minimise the impact on staff by purchasing up to three basic, fixed Speed Indicator Devices for use in Newtown Road, Orbital Park and one other key location identified by residents in the survey (subject to KCC approval)

Action RW to liaise with KCC member and officers

74/20 To receive the notes of the Community Hub Working Group of 19th February 2020 and update from Cllr Cane

The notes of the group's last meeting were circulated in advance and **noted**. Cllr Cane reported that

- a) ongoing discussions were taking place with ABC over a possible asset transfer
- b) all options are still being considered.
- c) an update from the owner of 42, Cudworth Road on his plans for that building is still awaited
- d) the group's remit could be expanded to include the acquisition or transfer of physical assets for community benefit

Resolved: by unanimous agreement to re-name the Community Hub Working Group and re-draft its Terms of Reference to include the acquisition of physical assets other than those for office or other administrative purposes. (Action CW NC to redraft the Terms of Reference and submit to the next Council meeting)

75/20 To re-affirm the Council's aims and objectives and consider the options for the production of the Council Plan 2020-23

A report was circulated in advance and discussed

Resolved by unanimous agreement

- a) to reaffirm the Council's aims and objectives agreed in 2019
- b) in the light of 74/20 above, add an objective to acquire and manage assets for community benefit
- c) to further examine options for editorial responsibility for the plan
Action RW

76/20 To review the Council's Scheme of Delegation and agree amendments

A report was circulated to members prior to the meeting and discussed

Resolved: by unanimous agreement

- a. To replace reference to "Chairman" with "Chair" throughout this and other Council policies and communications
- b. To retain the current Standing Committee structure
- c. Change wording of Clause 2.1 to reflect that the RFO can be distinct from the Clerk/Proper officer
- d. Remove reference to the former Locum clerk in Clause 2.6
- e. To increase the number of councillors on the Staffing Committee from 3 to 4 (quorum remains 3) and to appoint NC as the fourth member of the Committee (Section 5.1)
- f. To legitimise decisions taken at physical or virtual meetings where the law permits
- g. In a new section 8 and Appendix A, incorporate the "in extremis" scheme, agreed prior to the Covid 19 lockdown.
 - I. Where the Government legislates against physical meetings being held
 - II. Where meetings would be inquorate due to enforced councillor absence.

77/20 To agree May salary and on-cost payments

Proposed PP Seconded SM

Resolved by unanimous agreement to agree to pay regular salary and salary oncost commitments

78/20 To receive a report from the Vice Chair on secure e-mail provision and agree

Members discussed a report circulated prior to the meeting
CW proposed that the offer from MicroshadeVSM, represented the best value for money for the Council and should be agreed. NT seconded
PP felt the cost was excessive and beyond the £900 set aside by the Finance and General Purposes Committee for email migration costs

Resolved by majority vote - 10 in favour – 1 abstention to accept MicroshadeVSM's offer but negotiate concurrently with the company to reduce the cost if possible to below the set-aside budget figure (Action RW – Negotiation and progress contract)

79/20 To receive a verbal report from Cllr Hunt on the introduction of podcasts

Cllr Hunt reported that podcasts could be used a cheap and effective way of getting Council messages out to all residents or discrete social groups
MH warned about editorial license and ensuring that messages are consistent with Council policy.

Resolved: by unanimous agreement to

- a. **include podcasting content and targets within the remit of a Communications Working Group consisting of PP, NC LW NT and JH with assistance from RW (Action PP/RW)**
- b. **produce a Terms of Reference for the group and submit to the next Council meeting for approval (Action CW)**
- c. **to organize a meeting of the group as soon as possible to discuss communications principles and any budget needs (Action PP)**

80/20 To receive correspondence/E-mail correspondence

RW reported that a payroll services contract had been received from our accountants, Manningtons but that it was addressed incorrectly and will need to be returned

81/20 To agree date of next Council meeting as 6th July 2020 and items to be included on the agenda

Date agreed

Items to be included

Any Terms of Reference amended or new as agreed in these Minutes

Progress of speed Monitors including funding

Drug dealing on Soccer field

82/20 Forum for exchange of information between Councillors

PP commented on the last newsletter and expressed the view that newsletter production and content should feature prominently in the Terms of Reference for the proposed Communications Working Group (**Action CW**)

There being no further business, the Chair closed the meeting at 9.20 pm

Signed _____
(Chair)

Dated ____/____/____