

South Willesborough and Newtown Community Council
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**Minutes of the Ordinary Meeting of the above Council held virtually
on Monday 6th July 2020**

83/20 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)

Also in attendance: Cllr Andy Rogers (AR) (part meeting) Clerk/RFO Rob Woods (RW)

84/20 Declarations of pecuniary, other significant or voluntary interest

CW and LW declared an interest in Item 95/20

85/20 Agree Minutes of the last Council meeting and sign

The Minutes of the meeting of 1st June 2020 were agreed as a true record of proceedings and signed. Proposed DM Seconded EP

86/20 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

87/20 Receive reports from Borough and County Councillors

AR reported

- 1) His fellow Councillor, David Smith's health issues and progress
- 2) Called-in planning application Ref 20/321/AS is still in abeyance
- 3) Changes to the composition of ABC Planning Committee
- 4) New lighting will not be installed on "Amanda's path" Council priority is lighting upgrades
- 5) Basketball Court – Newtown Green is not a managed site and not a lot ABC can do to prevent people using it in the late evening. Residents affected by noise are advised to keep a diary
- 6) Outdoor highways seating licenses – responsibility for issuing them has shifted from KCC to ABC to encourage speedier decisions following Covid19 lockdown rules relaxation
- 7) Alfred Arms – landlord invested heavily including outdoor seating area, which could result in noise complaints. Noise levels and frequency should be monitored
- 8) The damaged fence in Alfred Road has been reported

- 9) ABC will not provide a new litter bin on Wainwright Place/Alfred Road. NC suggested a request for sponsorship from the developers of the Klondike housing site. AR suggested the area is re-visited on the next Walkabout

The Chair thanked AR and asked that he passes on the Council's best wishes to Cllr Smith. AR left the meeting at this point

88/20 To receive and note the draft minutes of the Staffing Committee of 29th May 2020

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

89/20 To receive and note the draft minutes of the Finance and General Purposes Committee of 22nd June 2020

The draft Minutes were circulated in advance and noted subject to CW, LW and NC querying the need for payments to Ashford Web Services. CW argued, supported by LW and NC, that Microshade should supply a free service as an alternative

Agreed: RW to re-visit Microshade contract and supply copy to IT Group identified in Minute 97/20 (below) for its action

90/20 To consider and agree the recommendations of the Finance and General Purposes Committee

The recommendations of the Finance and General Purposes Committee were circulated in advance and discussed

90/20a) Minute 30/20 on the means of financing an increase in the Clerk's hours from 20 to 40 per week

Following a presentation from PP, **Resolved: By unanimous agreement, to agree the recommendations of the Staffing and Finance and General Purposes Committee as recorded in FGP Minute 30/20 (Action RW/Staffing Committee)**

90/20b) Minute 31/20 on the provision of speed indicator devices

Following his presentation PP proposed the Council should adopt the recommendations of the Finance and General Purposes Committee. CW countered with a motion to reject PP's recommendations, seconded by EP. The motion was put to the vote **5 Councillors voted for the motion and 5 against. The Chair's casting vote was in favour of rejecting the motion and the motion was defeated**

Resolved: by the casting vote of the Chair, to agree the recommendations of the Finance and General Purposes Committee as recorded in FGP Minute 31/20 (Action RW)

91/20 To receive, note and adopt the Internal Audit report 2019-20

The Internal Auditor's report was circulated in advance. Members noted that financial record keeping is of a good standard and the Council's approach to the management of risks is sound. Members thanked the Auditor for drawing attention to

- a) the difference between Chair's allowance and expenses. RW explained that no allowances had been paid to the Chair in 2019/20 and it was recommended that in future, any payments would be made through the expenses reclaim system alone.

Resolved: by unanimous agreement to accept the Clerk's recommendation

- b) a possible conflict of interest by appointing NC as volunteer community engagement officer, blurring the lines between his executive and decision making roles. RW advised members that the appointment was neither illegal nor an employee contract and that a Volunteer Agreement was in place but recommended that, to ensure a clear separation of powers in future, that NC should report through the Clerk on all executive matters relating to his Community Engagement role

Resolved: by unanimous agreement to accept the Clerk's recommendation

It was resolved by unanimous agreement to adopt the Auditor's report subject to the recommendations in a) and b) above

92/20 To receive and note the draft minutes of the Planning and Highways Committee of 17th June 2020

The draft Minutes were circulated in advance and noted without comment

93/20 To consider and agree the recommendation of the Planning and Highways Committee Minute 30/20 to adopt the Clerk's revised report on the Parking and Traffic survey

It was proposed by CW and seconded by MH that the report is adopted

Resolved: by unanimous agreement to adopt the recommendations of the revised report and distribute it to residents and other public bodies (Action RW)

94/20 To agree the Terms of Reference for the Communications Working Group

The Terms of Reference were circulated in advance

Resolved: by unanimous agreement to adopt the terms of reference

95/20 To receive and note an update from Community Hub Working Group

CW/LW declared an interest in this item

NC reported

- a) That the Group considered the Council's interest in 42 Cudworth Road, currently leased to the Headway charity, should not be progressed and that it should focus on other Community buildings in the SWAN area.

Resolved: by unanimous agreement to accept the Group's findings and future direction

- b) That it was unclear why the SWAN Centre is deemed unavailable to the Council for holding meetings and other community events.

It was proposed by CW, seconded by JH and resolved by unanimous agreement that with Covid19 lockdown in place, RW should prepare a letter to the Chair of the Centre's trustees with a copy to the freeholders (ABC) requesting an explanation. (Action RW)

96/20 To receive and note an update from the Communications Working Group

PP reported on the recommendations of the Communications Working Group meeting of 15th June 2020 **The recommendations were noted (Action PP/RW/NT)**

97/20 To receive and note a report from the IT Working Group on a review of the Council's IT policies

CW/LW informed the Council they would be stepping down from this group.

Noted a) that the Group had not met and a verbal report could not be presented b) the priority need to determine website updating and training providers/costs c) the cross reference to item 89/20 (above) and d) the Group would now be JH, NT NC and MH

98/20 To receive and note an update from the Allotments Working Group

The notes of the Working Group dated 3rd July 2020 were circulated in advance. Following a long discussion it was proposed by CW and seconded by NC that its recommendations are adopted.

Resolved: by unanimous agreement

- a) to agree with the Group's recommendations
- b) the closure of the Group and its amalgamation with the Community Hub Working Group to form a single "Community Assets" Working Group or similar title.

(Action NC to provide a Terms of Reference for the new, combined Group at the next Council meeting.)

99/20 To receive correspondence/E-mail correspondence

**99/20a) KALC Consultation on new national model Code of Conduct
Agreed - To be included in August agenda
99/20b) June report from Kent Police - No comments
99/20c) Any other items of an urgent nature received before the Council
meeting - o other items were received**

**100/20 To agree date of next Council meeting as 3rd August 2020 and items to
be included on the agenda
3rd August 2020 agreed
Items on the agenda
Consultation on Code of Conduct (RW)
Terms of Reference – “Community Assets” Working Group (NC)**

101/20 Forum for exchange of information between Councillors
NC reported that the cancelled Spring Clean could happen in Autumn and that
ABC will loan some PPE, reducing the budget expenditure forecast of £850

There being no further business, the Chair closed the meeting at 8.59 pm

Signed _____
(Chair)

Dated ____/____/____