

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

**Minutes of the Ordinary Meeting of the above Council held virtually
on Monday 5th October 2020**

137/20 Record attendance and list apologies for absence

In attendance

Present Sue Mullan (SM) (Chair) David Mullan (DM) Paul Bohill (PB) NiroshaThilagarajan (NT)
Eric Parkinson (EP) Peter Porter (PP) Matthew Harris (MH) Johnny Hunt (JH)

Apologies were received from Cllr Nick Cane and approved

Also in attendance - Andy Rogers (AR) Steve Campkin (SC) Isabel Smith (IS) Kent Police
Rob Woods (RW) and Sarah Evans (SE) (clerks)

138/20 Declarations of pecuniary, other significant or voluntary interest

There were no declarations of interest

139/20 Agree Minutes of the last Council meeting and sign

The Minutes of the last meeting were agreed as a true record of proceedings and signed
Proposed DM - Seconded EP

**140/20 Meeting adjourned for members of the public to raise questions on
items on the agenda and to give Councillors the opportunity to question co-
option candidates**

The meeting adjourned at 7:03pm.

PCSO Isabel Smith gave a brief report on enforcement matters arising in the SWAN area. AR
and SC were then invited to make a short presentation to the Council on their reasons for
wishing to be co-opted to the Council.

The meeting reconvened at 7:17pm

141/20 Resolution to appoint candidates to Council vacancies

Resolved: By unanimous agreement to coopt AR and SC to the Council to fill the current
vacancies.

Action – RW/SE to organise completion of formal notices of acceptance and declarations of
interest.

142/20 Receive reports from Borough and County Ward Councillors

AR reported on various issues, which had either been resolved or which were being followed
up.

143/20 To agree the Clerks' salary award 2020/21

Resolved: Proposed PP Seconded DM and agreed unanimously to accept the 2020/21
national pay award and backdate to 1st April 2020.

**144/20 To receive and note the draft minutes of the Finance and General
Purposes Committee of 2nd October 2020**

The draft minutes were noted.

PP advised members that the Committee meeting planned for 21st September 2020 had to
be postponed until 2nd October and drew members' attention to two issues

- a) A draft advertising policy had been discussed with a recommendation to Council to adopt the document as presented.

Resolved: Proposed DM Seconded EP and agreed unanimously to adopt the advertising policy as presented.

- b) £10,000 windfall grant award had been received and the recommendation of the Committee was to add to the general financial reserve.

Resolved: Proposed NT Seconded PB and agreed unanimously to accept the Committee's recommendation.

145/20 To receive and note the draft minutes of the Planning and Highways Committee of 16th September 2020.

The minutes were noted without comment.

146/20 Receive feedback from Councillors on fly tipping and parking problems and agree actions

Noted that AR NT DM had undertaken a walkabout in South Willesborough and with the exception of fly tipping near the school found very little to report.

AR suggested that all members should if possible download the Borough Council app in order to report incidents of fly tipping immediately.

147/20 To receive and note an update from the Communications Working Group

PP presented a brief report highlighting two key issues,

- a) An appeal for more Councillor involvement in future Newsletter editorial. Including images.
- b) The survey of residents that will inform the Council plan to 2023 should be conducted by the end November. SC commented on the value of a 60 second survey adopted by other organisations.

Action: 1- ongoing oversight of the Council Plan by the Communications Working Group.

Action 2 SC to provide an example template for the short survey form.

148/20 To consider a Salvation Army report on use of Council grant and agree.

Members discussed the content of the Salvation Army report

Resolved: By unanimous agreement that the Grant Award of £2000 had been used correctly for the benefit of the community and added exceptional value during the Covid crisis.

149/20 To consider response from Ashford Borough Council on allocation of Concurrent Functions Grant and agree.

PP questioned a response from Ashford Borough Council on the rationale for the distribution of a Concurrent Functions grant and Council Tax Support grant.

Resolved: Agreed unanimously to send a letter to Ashford Borough Council requesting further consideration.

Action: 1. RW/SE to prepare a letter for signature by the Chair.

Action: 2 RW/SE to establish the content of the legal Instrument that established SWAN Community Council.

150/20 To discuss a report of the Clerks on the process and merit of SWAN Councillor representation on the Ashford Joint Transportation Board and agree.

Following a brief discussion, **it was resolved** that AR is nominated by the Council for election to the vacancy on the Joint Transportation Board.

Noted SC could also attend in his role as Borough Councillor.

Action: RW/SE to inform KALC of the nomination.

151/20 To consider the draft response to Government on the review of the Planning White Paper and agree.

Following a brief discussion, it was agreed that members should submit any comments to RW/SE by 18th October 2020 for consideration by the Planning and Highways Committee on 21st October 2020.

152/20 To receive the verbal report of the Chair on meeting with the SWAN Centre and agree nomination as Observer to the SWAN Centre Management Committee.

The Chair presented a report on the meeting with a number of Swan Centre charity Trustees, 22nd September 2020. Her report was noted.

Resolved: Proposed AR Seconded PB and agreed unanimously to nominate Cllr Cane as an observer at future Trustee and Management meetings in the first instance.

153/20 To agree time limits for viewing Council documents on line.

Following a brief verbal presentation, it was resolved and agreed unanimously to limit website viewing of Council minutes and agendas to 6 months' history subject to an appropriate means of archiving older documents.

Action: RW/SE to examine the cost of introducing an archive system and report back.

154/20 To consider the purchase of photo ID cards and agree

SE presented a brief verbal report. In the light of experience, it was resolved that Council members and staff should be able to display identity cards on request.

Action: Members and staff to send their photographic image direct to AR and RW/SE to send logo to AR. RW/SE to source lanyards and cardholders.

155/20 Correspondence/E-Mail correspondence received

155/20 a) Rural Kent – Affordable Housing

Rural Kent to supply more information in due course.

155/20 b) KALC Ashford Area Committee – Defining Boundaries questionnaire.

Agreed: RW/SE to complete questionnaire and liaise with the Chair prior to dispatch.

155/20 c) ABC – Boughton Aluph/Eastwell Neighbourhood Plan Consultation

No further action required.

156/20 To resolve to hold an Extraordinary General Meeting to consider outstanding Allotments transfer issues.

Following a brief report Councillors resolved to hold an Extraordinary General Meeting on 20th October 2020 to consider and agree outstanding matters relating to the transfer of the Gas House Fields allotments.

Action RW/SE to summons members to an Extraordinary Meeting and prepare a report on the items for decision.

157/20 To agree date of next Council meeting as 2nd November 2020 and items to be included on the agenda

Date agreed. Council 5 year plan to be an Agenda item.

158/20 Forum for exchange of information between Councillors

1) EP mentioned a sign on the footbridge leading from Bromley Green playing to Herbert road had been damaged. AR to follow up.

2) MH announced he would be leaving the area to take up a new job position in Middlesbrough. The Chair and other members wished him well.

3) PP appealed for more members for the Communications Working Group.

There being no further business the Chair closed the meeting at 8:50pm.

Signed _____
(Chair)

Dated _____