

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

**Minutes of the Ordinary Meeting of the above Council held virtually  
on Monday 2<sup>nd</sup> November 2020**

Due to technical problems the meeting started at 7.15pm

The Chair thanked Matthew Harris for his contribution to the Council since May 2019 and wished him well with the relocation and in his new job role.

**164/20 Record attendance and list apologies for absence**

Present Sue Mullan (SM) (Chair) David Mullan (DM) Paul Bohill (PB) Nirosha Thilagarajan (NT) Peter Porter (PP) Matthew Harris (MH) Johnny Hunt (JH) Nick Cane (NC) Andy Rogers (AR) Steve Campkin (SC)

**Also in attendance** - Isabel Smith (IS) Kent Police, Peter New (PN) (Neighbourhood Watch) Rob Woods (RW) and Sarah Evans (SE) (clerks): One member of the public

**Apologies** Cllr Eric Parkinson (EP) was unable to connect remotely and apologised. The apology was approved

**165/20 Declarations of pecuniary, other significant or voluntary interest**

SC declared a OSI in Item 177/20

**166/20 Agree Minutes of the last Council meetings and sign**

The Minutes of the last Ordinary meeting dated 5<sup>th</sup> October 2020 and the Extraordinary General meeting of 20<sup>th</sup> October 2020 were agreed en bloc as a true record of proceedings and signed

Proposed AR - Seconded PB

**167/20 Meeting adjourned for members of the public to raise questions on items on the agenda**

The meeting adjourned at 7:20pm. There were no questions raised.

PCSO Isabel Smith gave a verbal report on several enforcement matters arising in the SWAN area. Council members reported several other issues which would be followed up where possible by Kent Police including a recent spate of graffiti in Baxendale Court/Beazley Road areas. PN emphasised the need for proactivity and to report incidents AR agreed to report graffiti to ABC

The meeting reconvened at 7:29pm

**168/20 Receive reports from Borough and County ward councillors**

AR now makes a commentary as a member of SWAN Community Council and as such there was nothing else of note to report

**169/20 To discuss the role of SWAN Community Council in promoting Neighbourhood Watch and agree**

PN made a verbal presentation which was followed by a discussion.

**Resolved by unanimous agreement to develop the partnership.**

**Action RW/SE PN, IS and PB to explore ways of increasing support for the Neighbourhood Watch scheme and sharing its data, campaigns and successes in the SWAN area**

**170/20 To receive and note the draft minutes of the Finance and General Purposes Committee of 19<sup>th</sup> October 2020**

PP updated Members on the current budget position.

The draft Minutes were circulated in advance and noted without comment

**171/20 To receive and note the draft minutes of the Planning and Highways Committee of 21<sup>st</sup> October 2020**

MH updated Members

DM raised issues of possible planning contraventions on the Klondyke site and agreed to speak to the site manager on behalf of the Council

The draft Minutes were circulated in advance and noted without comment

**172/20 To receive and note the draft minutes of the Staffing Committee of 29<sup>th</sup> October 2020**

The draft Minutes were circulated in advance. SM reported that agenda Item 20/20 on staffing needs/budget could not be progressed at the meeting due to apologies and interest declarations and that email responses had been urgently sought subsequently from the three disinterested members.

**Resolved: Proposed by NC and seconded by MH, it was unanimously agreed that a) the Council dis-establishes the salaried part time post of Community Engagement Officer b) the Finance and General Purposes Committee transfers the £7250 budget provision to the general reserve.**

The Minutes in all other respects were noted without comment

**173/20 To receive and note an update from the Communications Working Group**

The notes of the meeting were circulated prior to the meeting and noted. PP reported on the progress of the Community Plan and on issues affecting the print and delivery of the last Newsletter. **(Action Proposed NT, Seconded NC that RW/SE explore future newsletter printing and distribution costs)**

**174/20 To receive an update from the Community Assets and Management Working Group**

NC reported that the Group had not met in October 2020

**175/20 To adopt the External auditor's report for Year 2019-20**

The report was circulated in advance of the meeting.

**Resolved: Proposed JH and seconded NC, it was unanimously agreed that the auditor's advice is noted, the report is adopted and the appropriate publicity is undertaken (Action RW/SE)**

**176/20 To receive a verbal report of the Clerks on the budget preparation and precept declaration timetable and agree**

RW presented a verbal report

**Resolved: by unanimous agreement to adopt the following timescale**

Initial draft budget to FGP Comment for comment on 16<sup>th</sup> November 2020 **(Action RW/SE)**

ABC declaration of tax base 26<sup>th</sup> November 2020

Council considers initial draft budget on 7<sup>th</sup> December 2020 and if required final budget on 4<sup>th</sup> January 2021  
Precept declaration 11<sup>th</sup> January (latest)

**177/20 To consider and agree actions a) to support vulnerable children during school holidays and b) support to the SWAN area generally in the event of future Covid outbreak restrictions**

SC declared an interest in this item

SE presented a report, circulated in advance of the meeting. RW made additional comments in the light of the Government's announcement of a second lockdown from Thursday 5<sup>th</sup> November 2020

**Resolved: agreed unanimously not to compete with local charities and community groups and to support the report's recommendations to signpost residents to:**

- a) Foodbanks and similar compassion services in case of crisis.
- b) KCC Kent Together and the Services they offer (including holiday season free school meal vouchers)
- c) To advertise Salvation Army Christmas Appeal
- d) To advertise and support any other Covid 19 compassion services with in kind and/or cash support in line with the Council's grant giving policies  
Additionally
- e) To close the office from Thursday 5<sup>th</sup> November 2020 for a minimum of 4 weeks
- f) To seek guidelines for access to allotments by tenants and their families from national and local allotment societies and post on notice boards.

**178/20 Correspondence/E-Mail correspondence received**

RW reported that nothing requiring Council comment or decision had been received

**179/20 To agree date of next Council meeting as 7<sup>th</sup> December 2020 and items to be included on the agenda**

7<sup>th</sup> December agreed

Items to include budget, Community Plan, Neighbourhood Watch follow up and Newtown Underpass graffiti

**180/20 Forum for exchange of information between Councillors**

No information was exchanged

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

Signed \_\_\_\_\_  
(Chair)

Dated \_\_\_\_\_