

South Willesborough and Newtown Community Council
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**Minutes of the Extraordinary General Meeting of the above Council
held virtually on Tuesday 20th October 2020**

Due to technical difficulties the meeting started at 7.03pm

159/20 Record attendance and list apologies for absence

In attendance

Sue Mullan (SM) (Chair) David Mullan (DM) NiroshaThilagarajan (NT) Eric Parkinson (EP)
Peter Porter (PP) Matthew Harris (MH) Johnny Hunt (JH) Andy Rogers (AR) Steve Campkin
(SC) Nick Cane (NC)

Also in attendance Rob Woods (RW) and Sarah Evans (SE) (clerks)

Apologies were received from Cllr Paul Bohill and approved

160/20 Declarations of pecuniary, other significant or voluntary interest

SC declared an Other Significant Interest in Item 162/20

**161/20 Meeting adjourned for members of the public to raise questions on
items on the agenda**

There being no members of the public present the meeting was adjourned and reconvened
immediately at 7.05pm

**162/20 To receive and consider two reports with recommendations on issues
resulting from the transfer of the Gas House Fields Allotments from Ashford
Borough Council to SWAN Council and agree:**

a) –From the Chair of the Finance and General Purposes Committee

PP presented a short verbal report on the Finance and General Purposes Committee's
recommendation to establish a dedicated budget, cost centre and bank account for the
allotments.

SC proposed the recommendation is endorsed by Council, seconded by NC

Resolved: By unanimous agreement to accept the Committee's recommendations

b) – From the Clerk(s) on a range of issues

- 1) Rental charges should remain the same as at present but reviewed by appropriate
Committee annually in future.

Resolved: Agreed unanimously to maintain rental charges and for an annual review
the appropriate committee.

- 2) Agree mechanism for holding prepayments

Resolved: Agreed Unanimously, Cross Reference 162/20 a) as all options presented
by Chair of FGP were accepted.

- 3) That Members agree for invoicing to be completed in October for immediate payment. Members discussed invoicing immediately, MH commented that the Clerks should have subject to a further reports a concession for tenants affected by Covid, and suggested a deferred payment policy should be put in to allow for any tenants who may have been adversely affected due to the Covid 19 Pandemic and subsequent furloughs and job losses.

Resolved: Proposed by PP and Seconded by DM and agreed unanimously to invoice in October, subject to the Clerks compiling a further report on Concessions and Deferred Payment policy

Action: 1) RW/SE to invoice Allotments Tenants, 2) RW/SE to draft a deferred payment policy and present to Council for approval.

PP left the meeting at 7.37pm

- 4) **4.1) That Members agree the methods and terms of Payment.**

4.2) That the Council does not accept Cash at the office for both insurance and safety reasons.

Members discussed the various methods of payment presented and that Tenants historically have been asked to make immediate payment. Also discussed the lack of insurance and petty cash to handle cash payments at office, plus the need for social distancing at these times.

Resolved: 4.1) Proposed by DM Seconded by JH and agreed unanimously to accept the methods of Payment of Cheques by post, Cash into Council bank account, Standing Order or Electronic Bank Transfer to allow invoicing to take place in October and to refer the possibility of Website payments to the appropriate Committee in the future. 4.2) Proposed by MH Seconded by AR not to accept cash at the Clerk's office.

- 5) **That members endorse the Terms and Conditions and Tenancy Agreement, as recommended by the Community Assets and Management working group.**

Members discussed the previously circulated Terms and Conditions, DM raised the item of the change from Key Locks to Coded Locks as mentioned in the Terms and Conditions, he gave views of some tenants who were concerned by this. Members discussed this. AR Offered to fund the replacement locks from his Ward Grant as Borough Cllr.

Resolved: Agreed 1) Proposed by EP and seconded by SC and by unanimous agreement to endorse the Terms and Conditions and the Tenancy Agreement, subject to the locks remaining as they are at present to allow for consultation with Tenants. 2) Proposed by NT and Seconded by AR and by unanimous agreement to accept the offer of payment for the locks from AR

Action: RW/SE to ensure Terms and Conditions to state that SWAN CC reserves the right to change to Coded locks in the future.

- 6) **That members approve the Letter to Tenants from the Chair to start initial Communication with Tenants**

Members discussed the previously circulated Letter to Tenants from the Chair

Resolved: Proposed by NC and Seconded by JH and agreed unanimously to approve and send the letter.

Action: SE/RW to send letter to Tenants of Gas House Fields Allotments.

7) The Council applies for Membership to National Allotment Society and to join Ashford Council and Allotment Society Working Group

Resolved: Proposed by AR and Seconded by DM and agreed unanimously to purchase membership of the National Allotment Society.

Resolved: Proposed by SC seconded AR and agreed unanimously to seek to join Ashford Allotment Society Working Group.

8) That the Council follows NAS guidelines and maintains the existing waiting list and agrees to delegate any future waiting list issues to the appropriate Committee or Group.

Members were advised of the National Allotment Guidelines for waiting list and made aware of the Borough waiting list and of that list, those in the SWAN area. SC suggested that a fast track be put in place for those recommended to do an allotment for Mental Health by their GPs in the future.

Resolved: Agreed unanimously to maintain the waiting list as provided by ABC under the current terms and to refer the terms of the waiting list to the appropriate committee.

9) To Consider Vacant Plots Sizes

Resolved: Proposed MH and seconded NC and agreed unanimously to refer the plot sizes to the appropriate committee for further consideration.

10) That the Council agrees to the cost of supply and fit of the Public Signage Noticeboard.

Members were advised that ABC has removed their signs and the Noticeboard needs to be replaced at a cost of £66.00 plus VAT and Fitting. AR offered to pay for its replacement from his allowance as Borough Cllr.

Resolved: Proposed NT seconded AR unanimously agreed to accept and replace.

11) That the Council consider the establishment of an Allotment Committee and Agree its Terms of Reference.

Resolved: Proposed to DM and seconded by AR and agreed unanimously to establish Allotment Committee with the following Members of the Committee will include SC, AR, NT and NC and agreed Terms of Reference.

12) That Identified short term Issues be considered and directed to appropriate accountable body.

Immediate issues were presented by the Clerk for consideration by Members.

Resolved: Proposed by NC and seconded by EP and with unanimous agreement to forward issues to Allotment Committee

13) Longer term issues which will need to be considered.

Longer term issues were presented by the Clerk.

Resolved: Proposed to NC and seconded by NT and agreed unanimously to refer items to Allotment Committee for consideration.

163/20 Forum for exchange of information between Councillors.

AR raised a motion that SC should be able to vote on the Allotment Committee subject to normal declaration of interest as a tenant. This was discussed by all members, DM endorsed the motion and it was agreed unanimously that SC will have a voting right on the Committee.

There being no further business the Chair closed the meeting at 8:15 pm.

Signed _____
(Chair)

Dated _____