

## South Willesborough and Newtown Community Council

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### Minutes of the Ordinary Meeting of the Council held on Monday 4<sup>th</sup> October 2021

#### **124/21 Record attendance and list apologies for absence**

**Present** Sue Mullan (SM) (Chair) David Mullan (DM) Peter Porter (PP) Jacky Godden (JG) Eric Parkinson (EP) Andy Rogers (AR) Steve Campkin (SC) Johnny Hunt (JH)

**Apologies** were received from Councillors, Paul Bohill (PB) and Nirosha Thilagarajan (NT)

**Also in attendance:** Sarah Evans (SE) Rob Woods (RW) (Clerks) Peter New Neighbourhood Watch, 2 members of the public.

#### **125/21 Declarations of pecuniary, other significant or voluntary interest**

SC declared an OSI for Item 133/21

#### **126/21 Agree Minutes of the Ordinary Council meeting of 6<sup>th</sup> September 2021 and sign**

Subject to the addition of AR on the attendee list, the minutes of the Meeting were agreed as a true record of proceedings and signed.

**Proposed AR Seconded EP Resolved: Unanimous agreement.**

#### **127/21 Meeting adjourned for members of the public to raise questions on items on the agenda**

With members of the public having no comments to make, the meeting adjourned and reconvened at 7:03pm

#### **128/21 To receive reports from Borough and County Ward Councillors, Kent Police, Neighbourhood Watch and KALC representatives.**

AR advised he is still chasing action on graffiti in the railway underpass and is trying to get answers to residents' concerns about Bromley Green FC taking over the Swan Centre's car park. Also he had received complaints from residents in the Newtown area about aggressive enforcement by Ashford Borough Council's parking management supplier which has led to increased ticketing and will investigate further.

SC advised that he is still chasing KCC officers for answers to various highways related questions and that he was now appointed to KCC Personnel Committee

PN expressed thanks for his award and opportunity to speak at the previous Saturday's Annual meeting, reported on a trending crime - the theft of man hole covers and the success of a meeting with residents held at Baxendale Court in conjunction with Kent Police

Kent Police representative was unable to attend

There had been no meetings of KALC to report on

DM/SE reported on the outcomes and positive value of Ashford Borough Council's reinstatement of Parish forums, in particular the acceptance of longer notice of meetings and improved logistics of refuse and waste removal.

#### **129/21 To consider responses to the following Planning applications:**

- I. **21/01297/AS 43 Alfred Road TN24 0PH - Retrospective application. Change of use to HMO Resolved: Agreed unanimously to object due to insufficient car parking spaces in close proximity to the site**

- II. **21/01560/AS 33 Mead Road TN24 OBS - Extension to existing garage (part retrospective)**  
**Resolved: Agreed unanimously - Support**
- III. **20/01594/AMND/AS - Waterbrook Park - Amendment to the Hybrid Areas Parameter**  
**Resolved: Agreed unanimously – No further comment needed**
- IV. **Any other applications received before the meeting**  
None received

**130/21 To consider a report of the Clerk on resident safety concerns regarding the parking issues in Kings Prospect and agree a response**

Members discussed a report distributed in advance and expressed concerns about inconsiderate parking which can block the road and prevent emergency and other public service access, set against the inconvenience to residents and essential car users of interventions to minimise blocking.

**Proposed SC Seconded AR Resolved: Agreed unanimously to support the Clerk’s recommendation to lobby Kent County Council and Ashford Borough Council to request a review of the parking on this road and the possible application of double yellow lines and/or other interventions, including notices and requesting residents to report bad parking, (Action SE/RW)**

**131/21 To consider the response to the Aldi development on Waterbrook Park and agree.**

Members discussed a report distributed in advance. **Resolved: Support in principle for the proposal was confirmed and agreed unanimously subject to**

- a) **The Council expressing concern about a number of Highways related issues**
- b) **Requesting a commitment from Aldi to support the aims of the Ashford Plastic Free initiative.**
- c) **RW/SE and the Chair of Planning and Highways Committee to agree the content of the response**
- d) **A majority of members agreeing the final version of the response by email confirmation (Action RW/SE/AR/all Members)**

**132/21 To receive and note the draft minutes of the Finance and General Purposes Committee of 20<sup>th</sup> September 2021 and consider its recommendations**

**Recommendation 1 – To adopt the addition to the Public Participation Policy**

**Proposed SC Seconded DM – Resolved: Agreed unanimously with FGP recommendation**

**Recommendation 2 - To adopt the Policy and Procedure for Freedom of Information requests**

**Proposed EP Seconded AR – Resolved: Agreed unanimously with FGP recommendation**

**Recommendation 3 - To agree in principle to pay staff for any additional hours worked over their contracted times when they are required to cover to maintain the Council’s programme of meetings and other commitments - subject to an assessment by the Finance and General Purposes Committee on the impact on the Council’s Employee Cost centre and an assessment by the Staffing Committee on any employment contract issues**

**Proposed DM Seconded PP Resolved: - Agreed unanimously to support the recommendation in principle subject to the findings of the Finance and General Purposes Committee and the Staffing Committee, including AR as replacement for former Councillor Cane.**

**Recommendation 4 – In the light of low spend on training, to revisit the Council’s training, learning and development policy and agree**

RW reported verbally that in the interim KALC had distributed a training and development survey which, if completed by members would help to explain the reasons for the low take up in training.

**Resolved:** Agreed unanimously that the Clerks should distribute the survey to all members with a request to complete and return it to the Clerks by 8<sup>th</sup> October 2021

**133/21** To receive and note the draft minutes of the Allotments Committee of 30<sup>th</sup> September 2021 and consider its recommendations

Councillors noted the Minutes and discussed the following recommendations

**Recommendation 1 –Amendments to the Council’s Delegation Scheme**

SE presented a previously circulated report

**Proposed AR Seconded JH Resolved:** Agreed unanimously that the Council Delegation scheme should be redrafted as follows

On the extent of the Allotment Committee’s delegated powers Clause 4.3.4 viii to read *Undertake or oversee a regular inspection of allotment plots, correspond with tenants, terminate tenancies and appoint new tenants*

On the Committee’s power to delegate to the Allotments Officer Clause 4.3.5 to read *Subject to Council approval the Committee may delegate routine procedural matters, correspondence not requiring a Committee decision, inspections and control to the Allotments Officer*

On the powers of the Allotments Officer- Section 2 –  
Revised Heading - *Clerk/RFO/Allotments Officer (and Assistant RFO/Allotments Officer)*

Section 2 – add new paragraph

*Sub Heading - Allotments Officer*

*The Allotments Officer is specifically authorised to*

- a) Respond to routine procedural matters and correspondence not deemed to require a Committee or Council decision*
- b) To approve or refuse proposals for new constructions and facilities on the allotment plots*
- c) To undertake regular inspections of the allotment plots and to correspond with tenants in breach of, or potentially in breach of, their terms and conditions of tenancy and/or in the interests of Health and Safety*
- d) To agree extensions of time to allow tenants to meet contractual commitments*
- e) To terminate a tenancy where there is a clear and continuing breach of tenancy terms and conditions subject to agreement of the Chair of the Committee and report to the next available Committee*
- f) To appoint new tenants from the Waiting list*
- g) To represent the Council at tenant and other allotment organisation meetings*

**Recommendation 2 –Any amendments proposed to the tenancy terms and conditions**

**Proposed SC Seconded PP Resolved:** Agreed unanimously (SC declared an OSI and did not vote) to adopt the Committee’s recommendations

- 1) the need for tenants to have their own public liability insurance in place and to investigate the suggested limit with the National Allotment Society.
- 2) the herbicide code and that permission must be asked to use weed killers is added to the terms and conditions.
- 3) to prohibit the use of vehicles on site between October and April to prevent damage to the access and site. (Action SE/RW)

**134/21 To discuss the organisation of the annual SWAN Christmas event and agree**

Members discussed options and draft proposals

**Resolved: By unanimous agreement to hold a traditional Christmas event on Saturday 4<sup>th</sup> December 2021 (subject to access to the SWAN Centre) and delegate responsibility for its organisation to the Events Working Group. The Events Group to present its recommendations at the November Council meeting**

**135/21 To consider the options for the bus shelter in Alfred Rd/Wainwright Place and agree**

**Resolved: in the absence of PB to defer to the next meeting**

**136/21 – To consider and agree the response to Ashford Borough Council’s Corporate strategy**

RW presented a previously circulated draft response for consideration by members

**Resolved: Unanimous agreement with the content  
(Action RW to send agreed version to Ashford Borough Council)**

**137/21-To receive correspondence/e-mails**

RW made members aware of 4 pieces of urgent correspondence received prior to the meeting

- 1) KALC Training Survey –dealt with under Recommendation 4 Item 134/21
- 2) Notification of Ashford Borough Council’s Parish Budget Timetable – Resolved: to note the timetable and to present the draft budget/precept calculation to the December Finance and General Purposes Committee prior to Council approval in January 2022  
(Action- Clerks)
- 3) Invitation to the Mayor’s Environmental Action Event - Resolved: JG/SM to attend. RW reserve (Action RW to register names with ABC)
- 4) E-Mail from ABC Community Project Manager on the subject of the Waterside Community Building – Resolved: RW/SM to agree the content of a letter expressing SWAN’s interest in occupying the building as a base for SWAN CC in future and to seek approval of Council members by e-mail prior to mailing it to ABC (Action RW/SM/all members)

**138//21 To agree date of next Council meeting as 1<sup>st</sup> November 2021 and items to be included on the agenda**

Date agreed

Items to include

Stirling Road Play Area (ABC officers to attend for this item)

Retrospective approval of e-mail decisions agreed in these minutes

Bus shelter- Alfred Road

Events Working Group recommendations

**139/21 Forum for exchange of information between Council members**

SM informed the Council of the need to hold a Staffing Committee in November 2021. The date yet to be agreed

There being no further business the Chair closed the meeting at 8.46pm

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

Dated \_\_\_\_/\_\_\_\_/\_\_\_\_