

South Willesborough and Newtown Community Council

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Minutes of the Ordinary Meeting of the Council held on

Monday 5th February 2024

February 2024 Minutes

The Chair opened the meeting at 7pm.

Record of attendance

In attendance Cllr Sue Mullan Chair (SM) Cllr David Mullan (DM) Cllr Eric Parkinson (EP) Cllr Andy Hodges (AH) Cllr Paul Bohill (PB)

Also, in Attendance, Peter New Neighbourhood Watch (PN) Sarah Evans Community Council Manager (SE CCM) and 6 Members of the Public.

20/24 Record attendance and list apologies for absence

No apologies were received

21/24 Declarations of pecuniary, other significant or voluntary interest

None

22/24 Agree Minutes of the Council meeting of 8th January 2024 and sign (attached)

It was Proposed AH and Seconded DM and Agreed unanimously that the Minutes of January 2024 not January 2023 as errored on the Agenda were a true record of the meeting and the Chair signs them and the date corrected in the Minutes.

23/24 To receive reports from

- a. KCC Cllr
 - b. KALC representatives including feedback on the new waste contract implementation webinar
 - c. Police and Neighbourhood Watch representatives,
 - d. Ward Cllrs
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- a) No report received
 - b) SM gave a comprehensive report on the KALC meeting and the New waste Contract and implications for residents. Clarifying the contract would start 24th March 2024 by Suez with all staff being retained, that the service would be more efficient and more cost effective and with lower emissions, that collections would be made for half the Borough on household waste and half the Borough on Recycling waste each week, with a partnership with Demelza

for larger items for recycling being reused where possible rather than going to waste, and defining items for recycling and household waste.

7:06pm NT joined the meeting.

- c) PN advised Members that there had been an officer seriously harmed in the line of duty this week and so serious was the crime that charges of attempted murder were being filed with the Crown Prosecution Service, PC Adele Tyrer was covering duties related to this incident and therefore was not able to attend the meeting. PN gave a verbal report which had been previously circulated for Members covering avoidable crimes and advice on this. EP raised concerns on E Scooters and the safety of pedestrians in the area. PN advised Members to raise this at the KALC meeting and request feedback from the Chief Inspector at the meeting on plans to manage E Scooters in the Ashford area. DM raised concerns for owners of Mobility Scooters that items left on the Scooters could be at risk and PN advised he would add this to his briefings for residents to be mindful of securing their possessions when using Mobility Scooters.

- d) No report received apologies from Ward Cllr Sojan Joseph were noted.

24/24 Meeting adjourned for members of the public to raise questions on items on the agenda. (This item will last no more than 15 minutes in total)

The meeting was adjourned at 7:19pm

A Resident questioned whether the brown bin for garden waste was continuing and SM advised that the service was being maintained for those residents who chose to purchase it.

A Resident raised concerns about fly-tipping and litter near the shops on Newtown Green and the build of waste around the communal bins. Members noted the concerns and Agreed to raise this with the Ward Cllr and clarify if accumulated waste around municipal bins would be collected.

The meeting was reopened at 7:24pm

25/24 To consider the need for new Councillors and agree actions Cllr Campkin

In the absence of Cllr Campkin SE CCM advised members that the Council needed new Members and of the vacancies at present and upcoming. That an effective way to grow would be the Members visiting community groups and advertising the roles of Councillors and inviting Residents to consider the role.

Resolved:-Agreed unanimously all Members would promote SWANCC to Community Groups and Residents over the coming month.

26/24 To consider the need for a new SWANCC Observer to the Newtown Railway Works Development and agree

Resolved:-Agreed unanimously to request from AIDC a new observer for the Newtown Railway Works, to clarify if more than one member could be an Observer to the Board, AH PB and DS proposed themselves for the role.

Action:- SE CCM to investigate above points and bring this to the next meeting once completed.

27/24 To consider the need for a new KALC representative for SWANCC and agree

No decision was taken.

28/24 To review feedback from the Communities Prepared Forum for Community Resilience Plan and agree actions

SE CCM gave an overview of the Communities Prepared Forum and the challenges presented. SE CCM also gave an overview of the template from Kent Resilience Forum

Resolved:- Agreed Unanimously to investigate support and guidance available from Kent Resilience Forum to develop the Community Resilience Plan.

29/24 To receive a response from the British Heart Foundation for a further defibrillator and agree

Resolved:- Agreed unanimously not to proceed with the application for a defibrillator from the British Heart Foundation and to investigate other funding options available and bring to the Finance and General Purposes Committee for review.

Action SE CCM to investigate further funding opportunities for a defibrillator to be located at the Salvation Army Hall.

30/24 To receive and note the minutes of the Finance and General Purposes Committee and receive recommendations

Resolved:- Proposed DM and Seconded NT and Agreed unanimously to receive and note the Minutes of the January Finance and General Purposes Committee.

Proposed PB and Seconded EP and Agreed unanimously 1) To adopt the recommended lone worker policy for Council. 2) For DM to be a signatory for the Council Bank account.

31/24 To review the Councils' spending under S137 and agree

Resolved:- Proposed DM Seconded AH and Agreed unanimously that the following payments made over the last financial year were made under S137 of the Local Government Act 1) Grant for SWAN Litter Pickers agreed FGP January 2024 at £1328.70, Minutes received at this meeting. 2) Donation of £100 from SWANCC to Ashford Guide Dogs, Agreed Council Minute 65/23 Donation received by Council and forwarded to Ashford Guide Dogs Agreed Council Minute 157/23 and the Trophies for the Annual Electors Meeting at £26.00 Agreed Council Minute 157/23

32/24 To review and adopt key Council Policies

Financial Regulations

Mental Health and Wellbeing reviewed at FGP and changes recommended

Disciplinary Procedure

Training Learning and Development

Retention and Disposal of Information and changes recommended

Council Provided Comms – Use of own device

Social Media and IT

Environment Strategy including Conserving Biodiversity

Resolved:- Proposed SM and Seconded EP and Agreed unanimously that subject to amending the Financial Regulations 0.8 from joint job share Clerks to RFO to adopt the policy.

Proposed MW and Seconded DM and Agreed unanimously to adopt the revised Mental Health and Wellbeing policy.

Proposed AH and Seconded PB and Agreed unanimously to adopt the Disciplinary Procedure Policy

Proposed EP and Seconded PB and Agreed unanimously to adopt the Training and Learning Development Policy.

Proposed PB and Seconded MW and Agreed unanimously that subject to updating the policy to ensure it reflects the 2018 Data Protection Act update to adopt the Policy.

Proposed DM and Seconded NT and Agreed unanimously to accept the Council Provided Comms – Use of own device, Social Media and IT policy

Proposed EP and Seconded PB and Agreed unanimously to adopt the Environment Strategy Policy.

33/24 To consider a draft SWANCC Complaints Policy and a draft SWANCC Vexatious Complaints Policy and agree

Resolved Proposed PB and Seconded NT and Agreed Unanimously 1) subject to updating the Complaints Policy to reflect the Copyright of SLCC to adopt the policy, 2) to adopt the Vexatious Complaints policy, to distribute each policy on the SWANCC Website.

34/24 To agree SLCC Safeguarding training for the Community Council Manager and associated costs

Resolved:- Agreed unanimously that SLCC Safeguarding training for the Community Council Manager and associated costs.

35/24 To consider the Great British Spring Clean March 2024 and agree actions

Members discussed a previously circulated report.

Resolved:- Agreed unanimously to Advertise the Great British Spring Clean for all residents to encourage pride in the area and taking part in the project by logging their litter picking activities during the campaign week.

Log all the litter picking work by SWANCC with Litter pick Hero's during the campaign week

To arrange a Community Litter Pick morning with invitations to Willesborough Wombles and SWAN Litter Pickers, Bromley Green Football Club the SWAN WI and Salvation Army if they were willing to participate in a collaborative event on Saturday 16th March 2024 10am – 2pm.

36/24 To review the progress of the SWANCC Litter Picker Service and agree any actions

Resolved: Agreed unanimously 1) That the Progress of Litter Picker Service has been positive and substantial. 2) That the Litter Picker Service should focus on Newtown for the month of March due to the increase in accumulated litter over recent weeks.

37/24 To agree a date for the Newtown Ward Walk Cllr M Webb

Resolved :- Agreed unanimously to 20th February at 10am at The Newtown Post Office and General Store.

38/24 To consider concerns for the longevity of the bridges on Newtown Road Cllr Bohill

Members had a long discussion about concerns for the Bridges on Newtown Road and the possible impact of the vehicles travelling for the site works damaging or breaking the bridges, which would cause serious impact on the SWAN area.

Resolved:- Proposed PB and Seconded AH and Agreed unanimously to investigate the exact height and weight limits of all bridges on Newtown Road. To write as a Council to KCC highways, AIDC and Ashford Borough Council to express the serious concern of this Council for the protection of these bridges and lobby for a method statement for the protection of the Bridges in the area.

Actions 1)PB to investigate height and weights of all bridges

2) SE CCM to draft letters and bring to Council at next meeting for Member Consideration.

41/24 Forum for Exchange

SM advised that leaving drinks are to be organised for former Vice Chair Andy Rogers, and requested Members to advise of their availability for Fridays and Saturdays over the next 4 weeks by email.

SE CCM advised that one of the recipients of the SWANCC Outstanding Young Person Award had received outstanding university offers and had been commended on the film documentary on SWANCC Litter Picking and Environment Strategy.

SE CCM advised that the letter of Condolence sent to the family of the former Chair of North Willesborough Forum had been gratefully received and read at the Funeral for the benefit of all attendees.

SE CCM advised that the meetings of the Staffing Committee and Allotments Committee would need to be Agreed in the current quarter.

42/24 To agree the date of the next meeting Monday 4th March 2024 and items for the Agenda

The date of the next meeting was Agreed as Monday 4th March 2024 and no items were proposed for the Agenda.

There being no further business to discuss the Chair closed the meeting at 8:47pm

Signed Chair _____

Date _____

Appendix

Draft Minutes of FGP January 2024

**Finance and General Purposes Committee
Draft Minutes January 2024**

The Chair opened the meeting at 7:04pm

In attendance Cllr Sue Mullan Vice Chair of Committee (SM) Cllr Steve Campkin (SC) Cllr Nirosha Thilagarajan (NT)

Also, in attendance Sarah Evans Community Council Manager (SE CCM) and 1 member of public.

01/24 To elect a Chair and Vice Chair for the Committee

Resolved:- Agreed unanimously that SM would Chair the committee no Vice Chair was agreed.

02/24 Record attendance and list apologies for absence.

None

03/24 Declarations of pecuniary, other significant or voluntary interest.

No declarations were made.

04/24 To agree the Minutes of the meeting of 28th November 2023 and sign (attached).

Proposed SC and Seconded NT that the Minutes were a true record of the meeting and the Chair signs them.

05/24 To review the budget performance to date, bank reconciliation and recommended bank transfers and agree actions.

Resolved:- Proposed SM and Seconded NT and agreed unanimously 1) the budget performance was accepted without comment, 2) the bank reconciliation was accepted and duly signed, 3) the transfer of £10000 from the reserve account to the current account a transfer of £478.86 from the current account to allotments account.

06/24 To review signatories for the Council Accounts and Multipay Card and agree

Resolved:- It was Proposed SC and Seconded NT and Agreed unanimously 1) To Agree by Resolution that on receipt of his resignation as Councillor to remove Mr. A Rogers as a Signatory and Multipay card holder. No new signatory and Multipay Card Holder were agreed and the need for a further signatory would be referred to Council. The form for Unity Trust and Letter to request closure of card facility were signed in the meeting. The further signatory for the Council Cllr E Parkinson would also be request to sign the Unity Trust form.

Action SE to arrange for EP to sign Unity Trust form and send form and letter to Unity Trust.

of £2.33 and this a) highlighted again the benefit of the Scribe system and b) this would be corrected on the next vat reclaim but Scribe assistance was needed to update the Scribe reporting for this. The next VAT reclaim needed to include 2 outstanding payments from August and the remainder of the financial year.

Action SE CCM 1) To update the Scribe system with the fixed asset register, 2) SE CCM to correct the VAT issue a zoom meeting with Scribe for Wednesday 24th January 2024 at 1:15pm to ensure all the VAT reports were UpToDate.

09/24 To review Quotations for Health and Safety and Human Resources Services for 2024 2025 and agree

Resolved:- Proposed SM and Seconded NT and agreed unanimously to accept the Quotation from Worknest and the services would instructed and paid following the Precept payment for April 2024. The quotation accepted is as follows

60 months support agreement with 36-month break clause	HR £1925 per year Health and Safety £1975 per year Combined £3250 Total Agreement value £16250 plus VAT	Insurance £100 per year minimum fee or £16.25 per person Legal Expenses Insurance £3.50 per person Legal Expense Insurance Health and Safety Legal Expenses Insurance admin fee £55 per annum	
Worknest Additional Service	Online Fixed Fee H&S Training to support the jobs being recruited for	Free for the first 12 months then select 15 courses free of charge in subsequent years which is usually sufficient however it would be £215 per year plus vat to have full suite of courses ongoing	

The Chair adjourned the meeting at 7:58pm

The Chair reopened the meeting at 8:02pm

10/24 To consider a draft lone worker policy for recommendation to Council and agree

Resolved:- Agreed unanimously to accept the Lone Worker Policy and recommend to Council.

11/24 To consider a draft risk assessment for the D DAY Beacon lighting and agree actions

Resolved:- Agreed unanimously to accept the risk assessment. To the purchase of the Beacon agreed at Council Sept 2023 would be from Bullfinch Gas as this was specific to the Councils requirements and there was not an alternative bespoke Beacon for D Day. That quotes for all other items would be researched and brought to the next meeting.

12/24 To consider the requirements for a Contingency Plan for the Community Council Manager role and agree actions

Resolved:- Agreed unanimously to complete the recommended actions for Interim and Locum support and to investigate the options for Key Contact with the Bank and Password Storing with Microshade and once completed bring the plan back to the Committee for further review.

13/24 To consider an update on grant requests and agree

Resolved:- Agreed unanimously 1) To the Grant for SWAN Litter Pickers, grant award under Section 137 Local Government Act 1972 for a shed for storage £1049.00 and additional guttering £30.70 and a Waterbutt Collossus 1300 litre at £249.00. Total £1328.70.

2) That the group had provided a copy of their safeguarding policy and all other criteria for the SWANCC Grant had been met. 3) That SWAN Litter Pickers would be classed as one tenant on the allotments under the Councils PLI Policy but only for use of the shed. That any other activities would be under the SWAN Litter Pickers own insurance policy. 4) That it is recommended to the Allotments Committee that only 2 committee members of the group would be given access to the site for the storage of items for security.

14/24 To agree the date of the next meeting as 20th February 2024 and items to be included on the agenda

The date of the next meeting was agreed as 20th February 2024. There were no items for the Agenda.

There being no further business to discuss the Chair closed the meeting at 8:29pm.

Signed Chair _____

Date _____