

South Willesborough and Newtown Community Council

www.swancc.org.uk

**Minutes of the Ordinary Council Meeting held on
Monday 8th July 2024**

8th July 2024 Minutes

The Chair opened the meeting at 7:02pm

In attendance Cllr Sue Mullan Chair (SM) Cllr Paul Bohill Vice Chair (PB) Cllr David Mullan (DM) Cllr Eric Parkinson (EP) Cllr Andy Hodges (AH) Cllr Malcolm Webb (MW) Cllr Steve Campkin (SC)

Also in attendance Peter New Neighbourhood Watch (PN) Sarah Evans Community Council Manager (CCM SE) and 6 members of the public

194/24 Record attendance and list apologies for absence

No apologies were received.

195/24 Declarations of pecuniary, other significant or voluntary interest

SC declared an interest as a tenant of Gas House Fields Allotments

196/24 To Agree Minutes of the Additional Council meeting of 25th June 2024 and sign (attached).

It was Proposed DM and Seconded AH that the Minutes are a true record of the meeting and the Chair signs them.

197/24 To receive Cllr Kate Walder Ashford Borough Council Cabinet Member for Parks and Recreation and Legal, to discuss the need for repairs to the playparks in SWAN

Apologies were received from Cllr Kate Walder who is very unwell, However, a walkabout meeting with Aspire SWANCC and Cllr Walder was proposed to inspect the play parks and actually see the state of play these parks are offering, clarify what has been agreed and try to assist in gaining real costs.

Resolved:- Agreed unanimously to the proposed meeting, all Members wished to attend.

198/24 To receive reports from

- a. KALC representatives,
 - b. Police and Neighbourhood Watch representatives,
 - c. Ward Councillors
 - d. KCC Councillor
-
- a) KALC representatives had no report as unable to attend this meeting and no Minutes had yet been received.
 - b) PN gave a detailed report on crime prevention for the area, he also highlighted the lack of attendance of Beat Officers to Council as agreed in the Kent Police Model a Beat officer would attend every 3 months.
 - c) Apologies were received from Cllr Sojan Joseph and Cllr Al Arnold.

- d) KCC Cllr SC advised that he had followed up planning application for fencing on Newtown Green and SECCM confirmed the response. The next meetings for KCC would take place next week and he would advise on updates from these meetings at the next Full Meeting of the Council.

Resolved:-KALC representatives would raise the lack of attendance of Beat Officers to Council at the next meeting and propose this as an agenda item for the next KALC Meeting.

199/24 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 7:21pm

With no questions from the Public the meeting was immediately reopened.

200/24 To consider a draft letter to Ashford Borough Council on the Contract Management of Carparks in SWAN and agree

The Chair proposed a motion to close the meeting to the public for this item due to confidential information from Ashford Borough Council, Members voted on this and agreed unanimously to the motion.

Resolved Proposed DM and Seconded SC and Agreed unanimously to the sending of the letter to Cllr Betty Ashford Borough Council, Officer A Oates and A Crossley Officers at Ashford Borough Council.

201/24 To consider a draft communication to tenants on Gas House Fields Allotments and agree

Resolved:- Proposed EP and Seconded DM and Agreed unanimously that subject to amending advised and recommended to required and requirements in paragraphs 5 & 6 to send the communication to all tenants.

202/24 To receive a report of the Community Council Manager on National Allotments Week and agree actions

Resolved :-Proposed AH and Seconded MW and Agreed unanimously to

1) host an open day for National Allotments Week Friday 16th August 2024.

2)

- a) **To invite the Summer Holiday Programme at the Salvation Army to attend.**
- b) **To provide wildflower seeds planting and the making of a bug hotel, a nature treasure hunt and a small quiz.**
- c) **To the purchase of refreshments from Tesco's with the Council Debit card**
- d) **All refreshments to be provided within the food preparation risk assessment**
- e) **To the purchase of additional safety fencing and fencing pins to secure the site from Wickes or The Range with the Council Debit Card**
- f) **To use the National allotments Society media to advertise the event with posters, social media and bunting as provided.**
- g) **A risk assessment for the event to be considered at the next additional meeting of the Council before the event to ensure all health and safety has been considered.**

203/24 To receive the draft Living Workshop Guide and agree actions

Resolved :- Proposed DM and Seconded EP and Agreed unanimously that MW would proof read the guide for spelling and grammar, to accept quotations from 1) Parkers Design to format the document for web and hard copies, 2) Interactive M for the printing of 100 copies.

Design and Formatting	Parkers Design	£165.00 Plus VAT
Printing	Interactive M	£150 50 copies full colour £200 100 copies full colour Plus VAT

204/24 To consider report of the Community Council Manager on the hire of the Public Spaces Enhancement Officer and agree actions

Resolved:-Proposed SC and Seconded PB and Agreed unanimously

- 1) **The Job Description, KEY RESPONSIBILTIES AND TASKS- 6 months probationary period
Employment at 2 days a month on set days wearing Council uniform with expectation that this could increase based on the workload demands and to review this quarterly.**

Maintenance for mowing and strimming and repairs at Gas House Fields are brought in house. To enable a quick response to safety measures, allow for the maintenance of Council Planting and possibility of extending this service within the Parish where there is a shortfall of maintenance in line with the SWAN Community Plan.
- 2) **Transport based on daily hire at 12 days a year plus 6 additional days for watering of Council Planting of a transit van diesel, it was agreed it is difficult to predict how many weeks the Coronation Planting will need watering if no rainfall and this would affect the number of weeks the van would need to be hired.**
- 3) **To the renting of a Storage 20ft container at the Council Offices based on 12 months from Hobbs Parker – Ashford Cattle Market**
- 4) **To accept the Cost Summary as detailed below for practical tasks, maintenance and groundcare tasks and transport. Further costs awaited for additional training for equipment as advised by Worknest and fuel for transport.**
- 5) **To agree the purchase of all equipment from the following suppliers
Screwfix and Toolstation and B&Q for practical tasks equipment and personal protective equipment
Kenhire and B&Q Hertz for Van hire and transport costs
Sweetman Mowers for ground care mower, strimmer and hedge cutter equipment
All purchases are detailed in the appendix of these Minutes.**

PRACTICAL TASKS	£3098.18	
MAINTENANCE		
GROUND CARE TASKS	£1,550.88	
TRANSPORT	£1,382.40	TOTAL £6,031.46 Cost Summary.

- 6) To advertise the job internally for 2 weeks from Monday 15th July 2024 and then interview applicants by 2 members of the Staffing Committee as available.

205/24 To agree the payments listing (attached), new beneficiaries, endorse any payments agreed by email and any deposit key refunds required.

Resolved:- Agreed unanimously to accept the payments listing and additional payments 1 further key deposit refund at £25.00, invoice from KALC for Council subscription £1211.59, and the payment of the grant agreed for £500.00 - We Are BEAMS at the previous meeting upon receipt of their banking details. To endorse Clerk Emergency decision for new lock for allotments purchased with Council debit card. To endorse Clerk Emergency decision for Health and Safety Strimming at Allotments at a cost of £50.00 to Heathfield Gardening Services which would be passed onto the tenant.

Lock for Allotments	Fixings W/house	S	33.99	6.80	40.79
Cllr Mailbox Email	Microshade	S	31.50	6.30	37.80
Key Deposit Refund	SWANCC	X	25.00		25.00
Copier Lease Hire	ASL	S	35.00	7.00	42.00
	Total		125.49	20.10	145.59

206/24 Urgent Correspondence

- 1) Email from Cllr Feacey Ashford Borough Council confirming receipt of the newsletters and their inclusion for meetings of the Ashford Borough Council Administration to progress the Monument and Memorial for Newtown Works.**
- 2) Request from the Alfred Arms Charity Day Organisers for support with litter picking for events.**
Agreed to provision of litter picking equipment for Alfred Arms Charity day and St Marys Willesborough Community Picnic. SWAN Litter pickers were present at the meeting and agreed to volunteer for both events to assist with litter collection.
- 3) To the submission of review and testimonial for Scribe Accounting, the content was reviewed and agreed.**

207/24 Forum for exchange of information between Council Members

PB queried if any response had been received from the Councils fly-tipping letter and it was confirmed no response was yet received.

208/24 To agree the date of the next meeting as Tuesday 23rd July 2024 and items for the Agenda

The date of the next meeting was agreed as Tuesday 23rd July 2024 and no items for the Agenda were proposed.

There being no further business to discuss the Chair closed the meeting at 8:06pm

Signed Chair _____

Date _____

Appendix of reports

Public Spaces Enhancement Officer

National Allotments Weeks

A report of the Community Council Manager on the hire of the Public Spaces Enhancement Officer

A full review of all the tasks the Council needs to complete the following was conducted, and tasks that need to be completed on a monthly basis, quarterly basis and annual basis were listed.

A review of equipment, storage and transport costs which is detailed in the attached costings report. Worknest HR have given support to draft the Job Advert and Job Description.

Decisions to agree

Predicted Costs,

Job Description, KEY RESPONSIBILITIES AND TASKS

Advertising of job either internally only or externally also,

Deadline for applying and interview process.

Aims of Job

To support the 7 themes of the Community Council Plan. To make the Swan area a safe and attractive space that is clean and well managed.

- 1) To support the safe management and maintenance of Gas House Fields Allotments.
- 2) Implement Health and Safety tasks as set by the Council in line with Health and Safety Legislation and complete General maintenance tasks.

Safety

These tasks and responsibilities were then risk assessed to ensure safe working practices, and reviewed and Agreed at Council.

Resource and Equipping Costs and Suppliers

The equipment and resources to fulfil the job have been reviewed and the costs researched. Costs for equipment, storage, transport and safety have been drafted on the following assumptions

- 1) Employment at 2 days a month on set days wearing Council uniform (therefore employed)
- 2) Maintenance for mowing and strimming and repairs at Gas House Fields are brought in house. To enable a quick response to safety measures, allow for the maintenance of Council Planting and possibility of extending this service within the Parish where there is a shortfall of maintenance in line with the SWAN Community Plan.

- 3) Transport based on daily hire at 12 days a year plus 6 additional days for watering of Council Planting (it is difficult to predict how many weeks the Coronation Planting will need watering if no rainfall) of a transit van diesel (an electric van on daily hire has not yet been sourced and a full time vehicle is not required at this time)
- 4) Storage a 20ft container at the Council Offices (a number of options were reviewed and this was the most cost effective and practical) based on 12 months
- 5) Advice is awaited from WorkNest on further training required for powered machinery .

Cost Summary and Suppliers

Screwfix, Tool Station, Ken Hire, B&Q, Ashford Cattle Market/ Hobbs Parker, Sweetman Mowers (South Willes) offer best price and are recommended to agree - in the detailed appendix to this report.

PRACTICAL TASKS	£3098.18	
MAINTENANCE		
GROUND CARE TASKS	£1,550.88	
TRANSPORT	£1,382.40	
		TOTAL £6,031.46

PLUS UNIFORM COSTS ALREADY AGREED AND SALARY AND HMRC. Outstanding costs are for fuel and suppliers for spraying training and any further machinery training which may be required. Awaiting advice from Health and Safety Consultant.

Recruitment

Job advertising See Appendix

Salary and Terms

WorkNest have provided a framework to produce the job advert and job description and reviewed the wording of the key responsibilities and tasks.

Council Greenbook Contract terms

Salary Spinal points 8-10 depending on experience

Job description see appendix 1

With regards to advertising the job they have provided the following advice- "As discussed you can advertise through a number of means - internally and externally. You would not necessarily need to go external unless you are bound by a policy which states this. I do feel it is best to advertise internally as it reduces grievances from disgruntled employees saying they never got a chance to apply, in addition it can help reduce any discrimination claims for the same reason."

Appendix

Job advertising including Job Description

Costings for resources tools storage and transport

Job Title Public Spaces Enhancement Officer

Location Parish of South Willesborough and Newtown Community Council

Work Conditions 15 hours per month (including occasional weekend and evening working) permanent contract subject to probationary period. . Additional hours including evenings and bank holidays outside of these times may be required and overtime will be paid for such additional time worked.

Salary Range Local Government Services Pay Scale spinal point 8 -10 £1284 - £13.28 per hour

Application Process Applicants wishing to apply are asked to submit a copy of their CV and a covering letter to the Community Council Manager

Company Profile Members of the SWAN Community Council are volunteers and live in the local area. The Council comprises of 11 Councillors, 8 Councillors in the South Willesborough Ward and 3 in the Newtown Ward. We are also known by the acronym SWANCC. SWANCC fulfils the functions of a Parish Council and is active in implementing the SWAN Community Plan

Legal Notices

The Data of any candidate applying for this job role will be used and protected in accordance with the General Data Protection Regulation in line with the SWANCC GDPR and Privacy Policies which can viewed on the SWANCC website.

JOB PURPOSE – Overall Summary : To support the 7 themes of the Community Council Plan. To make the Swan area a safe and attractive space that is clean and well managed. To support the safe management and maintenance of Gas House Fields Allotments. Implement Health and Safety tasks as set by the Council in line with Health and Safety Legislation and complete General maintenance tasks.

Reporting Relationships

Position reports to **Community Council Manager**
Secondary Report **South Willesborough and Newtown Community Council**

Job Description

Spraying and Weeding of Alleyways and Footpaths in SWAN to ensure the best look and feel of the area as required
 Supporting the Council Litter Picker Service and providing additional cover if required
 Removing and Cleaning Graffiti as required
 Inspection of Street Furniture and carrying out simple repairs where required
 Monitoring and Maintaining the Living Bus Stop and its planting and reporting any repairs to the Community Council Manager
 Monitoring and maintaining Coronation Living Heritage Fruit Trees
 Monitoring and maintaining Council planting
 Implementing Health and Safety tasks as set by the Council in line with Health and Safety Legislation
 Supporting Council Community Events
 Liaising with Contractors to implement Council projects

Supporting Allotment Officer duties
 Monthly Health and Safety Inspections
 Carry out Water Legionnaires Risk Management tasks and taking Water Meter readings
 Supporting the Living Workshop Allotment plot and carrying out maintenance as required.
 Supporting the development of the Community Allotment Club and carrying out associated risk assessment actions
 Carrying out small repairs and tasks
 Responsible for maintaining mowing and strimming of the Allotments where required
 Responsible for Maintaining plot boundaries and site map
 Responsible for new tenant inductions
 Responsible for monthly inspections of plots and correspondence

To attend company training courses as required by Council to ensure level of competency is maintained.

This above does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role. The Council reserves the right to require employees to perform other duties from time to time

QHSE responsibilities

Demonstrate a personal commitment to Quality, Health, Safety and the Environment.

The employee is responsible for both their own safety and the safety of others.

Additional information

Additional hours including evenings and bank holidays outside of these times may be required and overtime will be paid for such additional time worked.

This role requires postholders to wear a company uniform (provided) and work outdoors in all weather.

Manual activities are key requirements of the job.

All necessary training associated with this role will be provided by the company.

The postholder may be required to carry out additional duties as part of the role as the company's requirements change.

Costings

Budget Costings PSEO

Weed Killer Spraying

Training

PA1 & PA6	£575.00
	Total £575 Supplier to be confirmed

Equipment

Knapsack sprayer	£48.00
Weed killer spray signs x2 £45	£90.00
Chemical storage lockable cabinet	£155.00
Fresh water container 25lt x 2 £12 each	£24.00
Measuring jug	£9.00
	Total £326.00 Screwfix

Personal Protective Equipment (spraying and graffiti removing)

High vis jacket	£30
Rubber boots	£40
Chemical gloves	£12
Spray visor	£20
Coveralls for spraying (use 3 times then replace)	£12
Site first aid box	£10

Total £124.00 Toolstation

Equipment required for watering

A van would be required to carry a 200lt water tank fitted with tap for hose (no pump required has gravity would be fine. The water tank would be placed by the bulk head, with the side door open the hose can be fitted to tap (tap is operated with a lever which is a benefit when using). Tank would be filled from the supply at Gashouse Fields.

The water tank as the added advantage of carrying clean water for weed killer spraying.

Supplier of equipment

Online Tank store

Email onlinetankstore.co.uk

200lt tank £191.50

Tap kit £ 16.61

Total £208.11 + VAT. Delivery £30.00

Wickes

Hose & reel £70.00

Reel to tap fittings £15.50

Total £65.50

Graffiti Removal

At some point there will be the need to remove graffiti.

A graffiti removing product will need to be used, sold in 5lt

Surfaces the remover will be used on, brick, concrete, metalwork, wood, and tiles

The product must be able to remove, aerosol, paint, marker pen, and crayon

Removal product must be painted on to the graffiti using a brush, then left for about 10 minutes to work.

Product can then be removed with water and brush. Should the graffiti be soaked in to a porous material a pressure washer may be required.

Equipment Required

Supply of clean water

Brushes to apply product

Stiff broom to wash remover off

Graffiti remover

Suppliers

	Screwfix	Toolstation
Brushes to apply product	£5.99	£9.98
Stiff broom to wash remover off	£28.99	£27.58
Total	£34.98 (incl. VAT)	£37.46 (incl. VAT)

Graffiti remover 5lt	Rawlins	£82.80 (incl. VAT)
	B&Q	£94.49 (incl. VAT)

Note

Should a pressure washer be required the unit would need to be petrol powered, plus it would require a van to carry 600lt for just about one hour working time.

Cost of petrol pressure washer from Screwfix £699.99 (inc VAT)

Ground care equipment**Lawn Mower Direct (website for sales)**

Stihi brush cutter SF56 CE	£415
Stihi hedge trimmer HS56 E	£580
Mountfield mower SP46	£425
Total	£1,447

Sweatman Mowers South Willesborough

Stihi brush cutter SF56 CE	£414
Stihi hedge trimmer HS56 E	£588
Mountfield mower SP46	£339
Total	£1,341

Sims Garden Machinery (website sales)

Stihi brush cutter FS92	£575
Stihi hedge trimmer HS82 RC E	£609
Mountfield mower SP46	£469
Total	£1,653

Consumables

Mower engine oil	£6.49
2 Stroke oil	£5.84
Strimmer line	£15.98
Total	£28.28

PPE Requirements for ground care equipment

Screwfix

Ear defenders	£7.49
Face visor	£12.79
Goggles	£2.29
Work boots	£47.99
Gloves	£1.98
Work trousers	£22.99
Total	£95.53

Toolstation

Ear defenders	£12.98
Face visor	£30.00
Goggles	£3.98
Work boots	£34.73
Gloves	£1.49
Work trousers	£11.98
Total	£95.16

Public warning Signage

Street Solution UK

Grass cutting free standing warning signs x 2 (£44.99 each)	£89.98
Traffic cones x 10 (£6.49 each)	£64.90
Total	£154.88

Extra items

Fuel cans and 2 stroke mixing bottle

Screwfix

5lt fuel can £8.99 each, x2	£17.99
2 Stroke mixing bottle	£6.38
Total	£24.37

Toolstation

5lt fuel can £8.99 each, x2	£16.98
2 Stroke mixing bottle	£5.48

Total £22.46

Storage Area (Equipment)

Hobbs Parker

Container (20 foot)

£110 plus VAT per month.

Chemical Storage

Safe with us

Armorgard TranBank Chem TRB2C £302.40 inc VAT

		18 DAYS
Transport	£1,382.40	HIRE
B & Q	Transit Van	
Hourly rate only	£32.00	

Ken Hire		
Transit Custom – Diesel		
Daily rate	£76.80	
Weekly		£470.40

1 day hire / 18 weeks	£1,382.40	
-----------------------	-----------	--

Sarah Evans

Community Council Manager

3rd July 2024

National Allotments Week

National Allotments Week 12th 18th August 2024

The theme for 2024 will be Celebrating Biodiversity on UK Allotments. sharing useful and informative topics about Bio Diversity including pollinators and wildlife, educating the next generation, eco-friendly pest control, companion planting, soil health and more.

The benefits of hosting an event

- Opening the allotments to the public
- Encouraging uptake of the Community Gardening Allotment Club
- Advertising vacant plots
- Disabled Access Raised Beds
- Displaying Living Workshop and Living Workshop guide launch
- Community Engagement and bringing people together
- Supporting Biodiversity in SWAN

Suggested Arrangements for open day

Invite the Salvation Army Summer Holiday Club to come over to the Allotments

To plant wildflower seed pots to encourage biodiversity and take home

To create a small bug hotel – SWAN Assistant is offering to create a frame for this, to be waste sensitive and effective

To create a wildflower seed area on the Allotments within the QGC planting area

For Visitors and Possible new tenants

Introduction to Allotment Gardening with the Living workshop guide to be displayed on an Exhibition board to demonstrate the story and success of the project

Potential New Allotment Tenants able to ask questions and consider taking an allotment

Refreshments costs

To provide ready prepared cold drinks and ready prepared biscuits or similar from the Events Working Group Budget paid for by Council Debit card.

Safety of the Event

Risk Assessment for Gas House Fields,

To use temporary plastic safety fencing to cordon off the working area and protect the safety of tenants plots

Fencing pins

Costs

Advertising

templates provided by National Allotment Society

Social Media

Posters in the area

Sarah Evans

Community Council Manager

1st July 2024

The Living Workshop Guide

Actions to agree

1. Proof reading
2. Design formatting
3. Printing

This has been a 3 year project and has been completed on a voluntary basis for the Council use, it is now drafted, photographed and ready for approval.

The guide will be extremely beneficial to new tenants to Gas House Fields Allotments as a guide to planning and preparing an allotment as well as maintaining it.

It will also be useful for managing and maintaining the standards for the development of the Community Allotment Gardening Club as well as aiding managing the Allotments for tenancies.

Going forward it will demonstrate the Councils commitment to the Allotments and could be useful for attracting sponsorship and investment to the Allotments and the SWAN area.

To complete this project, it needs to be proof read to ensure the correct tenses have been used throughout the document and for any potential spelling mistakes.

To ensure a professional finish, quotation have been sourced for the formatting and preparing the document for final print and as a web version of the document then also costs for a professional print run of the document.

Design and Formatting	Parkers Design	£165.00 Plus VAT
Printing	Interactive M	£150 50 copies full colour £200 100 copies full colour Plus VAT

Sarah Evans

Community Council Manager