

## South Willlesborough and Newtown Community Council

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### Minutes of the Additional Council Meeting held on Tuesday 23<sup>rd</sup> July 2024

#### 23<sup>rd</sup> July 2024 Minutes

The Chair opened the meeting at 7pm

In attendance, Cllr Sue Mullan Chair (SM) Cllr Paul Bohill Vice Chair (PB) Cllr David Mullan (DM) Cllr Malcolm Webb (MW) Cllr Steve Campkin (SC)

Also, in attendance, Sarah Evans Community Council Manager (SE CCM)

#### **209/24 Record attendance and list apologies for absence**

Apologies were received from Cllr Eric Parkinson and Cllr Andy Hodges and Approved.

#### **210/24 Declarations of pecuniary, other significant or voluntary interest**

SC KCC Cllr, Tenant Gas House Fields Allotments, Volunteer Ashford Salvation Army

#### **211/24 To Agree Minutes of the Additional Council meeting of 8<sup>th</sup> July 2024 and sign (attached).**

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

#### **212/24 To receive the update from KCC on the Highways Improvement and agree a response**

Members reviewed the correspondence from KCC and a draft response.

**Resolved:- Proposed PB and Seconded DM and Agreed unanimously to submit the response to KCC, and that PB & DM would attend a site meeting with the KCC Wednesday 24<sup>th</sup> July at 11:15am SC would attend as KCC Cllr and to invite Ward Cllr Al Arnold. To investigate the options for a Parish Charter with KCC and which Parish Councils have successfully agreed this.**

#### **213/24 To review the budget performance to date, bank reconciliation, reserves and recommended bank transfers and agree actions.**

**Resolved:-Proposed SM and Seconded DM and Agreed unanimously 1) To accept the bank reconciliation , budget monitor without comment, 2) To transfer £5000.00 from the Reserve Account to the Current Account.**

#### **214/24 To agree the payments listing (attached), new beneficiaries, endorse any payments agreed by email and any deposit key refunds required.**

**Resolved:- Proposed DM and Seconded PB and agreed unanimously to the payments listing below and 1 key deposit refund.**

Office Rent	Ashford Cattle Market	S	875.00	175.00	1,050.00
Bank Charges	Unity Trust Bank	X	18.00		18.00
Bank	Unity Trust Bank	X	18.00		18.00
Office Electric	Ashford Cattle Market	S	663.50	132.70	796.20

Bank Charges	Unity Trust Bank	X	18.00		18.00
Payroll Costs	Manningtons Chartered Accountants	X	210.00	42.00	252.00
HMRC Cumberland	SWANCC	X	496.67		496.67
Staffing	SWANCC	X	2,894.91		2,894.91
Bank Charges	Unity Trust Bank	X	3.00		3.00
NEST Pension	SWANCC	X	210.91		210.91
Agilico Telecoms and Broadband	Agilico	S	30.27	6.05	36.32
Paper for Office	Kent Office Supplies	S	24.00	4.80	28.80
Worknest Health and Safety	Worknest	S	885.00	177.00	1,062.00
<b>Total</b>			<b>6282.91</b>	<b>537.55</b>	<b>6,819.74</b>

**215/24 To consider Trade Accounts for Council suppliers and agree**

**Resolved:- Proposed SM and Seconded DM and Agreed unanimously to Trade Accounts with Trade UK and Toolstation, all payments to be approved at Council prior to purchase, Cards to kept securely and managed in line with the Council Debit Card.**

**216/24 To consider payment arrangements for the Summer Recess and agree**

**Resolved:- 1 that in pursuance of the powers conferred by s. 137 of the Local Government Act 1972 (as amended) and being of the opinion that the expenditure satisfies the requirements of that section, the Council approves expenditure in the sum of £100 in respect of William Harvey Special Baby Care Unit in support of the Alfred Arms and Newtown Residents Fundraiser in August 2024. 2) To payments by invoice for Water plus July and August, to pay expected invoice from Interactive M, Envisage Groundcare, to Ashford Cattle Market for the storage unit, Grant payment for the Salvation Army Ashford, All salaries and HMRC for August, PSEO Supplies as agreed at Council July as required with trade card as necessary. Any further payments would be Agreed by email.**

**217/24 To consider the WorkNest Health and Safety Report for July 2024 and agree**

**Resolved:- Agreed unanimously 1) To note the completion of the emergency first aid at work qualification. 2) To note the 2 minor accidents on Gas House Fields Allotments and emergency hire of a contractor to clear the pathway and the meeting with the tenant to ensure maintenance and tidiness of the plot. 3) The required completion of administrative fire risk actions to be completed by 30<sup>th</sup> August 2024. 4) To formally contact the landlord for a copy of the Asbestos survey and retain a copy within the Council. 5) To formally contact the landlord for a copy of the legionella legionnaires risk assessment and retain a copy within the Council 6) to agreed the provision of eye tests at Specsavers for VDU user employees and £50 towards the cost of glasses specifically for VDU use. 7) To the completion of Display Screen and Work Station Assessments by all permanent office staff. 8) To the purchase of individual rubber gloves for all persons washing up in the SWAN office.**

**218/24 To consider a grant for the Salvation Army Summer Holiday programme in SWAN and agree**

**Resolved Proposed MW and Seconded PB, SM Agreed SC that, in pursuance of the powers conferred by s. 137 of the Local Government Act 1972 (as amended) and being of the opinion that**

the expenditure satisfies the requirements of that section, the Council approves expenditure in the sum of £2000.00 in respect of the Salvation Army Summer Holiday Programme

**219/24 To review the response from Ashford Borough Council regarding fencing of property on Newtown Green Cllr D Mullan**

**Resolved:-Proposed DM and Seconded SM to approach Ward Cllrs for the area to confirm if there is a regulation for Front of Property Fence Height for houses on Newtown Green, to investigate Village Green Design Statement or Neighbourhood Plan goals for the protection of the Character of Newtown Green.**

**220/24 To review a draft risk assessment for National Allotments Week Event and agree**

**Resolved: Proposed MW and Seconded DM to accept the risk assessment for National Allotments Week, to the hire of the Community Gardener for 2 full days to mow and strim the allotments, to the purchase of compostable flower pots and multipurpose peat free compost from B&Q by Council debit card.**

**221/24 To review actions for the Council over the Summer Recess and agree**

**Resolved:- Agreed Unanimously to investigate a Community Event for May 2025 for the 80<sup>th</sup> Anniversary of VE Day with a draft proposal for Council with all Costs for the September meeting. To investigate a Community Refreshment Event for Volunteers qtr. 3 or 4 of 2024, Progress the Living Bus Stop with Cllr Andy Hodges, Progress research on the Beyond the Tipping Point project for fly tipping, Progress Meeting and Considerations for Playparks with Cllr K Walder Ashford Borough Council, Interview for the PSEO to be completed by DM with SM or PB subject to availability, Investigate a Design Statement for Newtown Green as a longer term objective within the Council aspiration for a Neighbourhood Plan.**

**222/24 To agree the date of the next meeting as Monday 2<sup>nd</sup> September 2024 and items for the Agenda**

MW proposed consideration of a Flag Pole for Newtown Green  
The date of the next meeting was agreed as Monday 2<sup>nd</sup> September 2024

There being no further business to discuss the Chair closed the meeting at 8:16pm

Signed Chair\_\_\_\_\_

Date\_\_\_\_\_

Appendix of Reports

Trade Accounts for Council Suppliers

Worknest Health and Safety Report