

Snodland Town Council – Full Council Minutes

31 October 2023

Councillors in attendance:	Cllrs Ms D King (C), Mrs S Bell (VC), Mrs K Mordecai-Woolf (DVC), Mrs V Barker, A Bennison, Mrs D Crook, P Hickmott, Miss V Lawrence, D Lettington, W Mallard, G Miners, Mrs N Misy and D Morgan
Other Council Members in Attendance:	Mrs K Sowten (CEO)
Others in Attendance	3 members of the public
Councillors Absent with apologies:	Cllr Mrs J Ayers
Councillors Absent without apologies:	
Other Apologies:	County Cllr Mrs S Hohler, PC Marshall, CCLA Representative

1.	<u>Apologies for absence</u> See above.
2.	<u>Declaration of interests</u>
3.	<p><u>Councillor Co-Option</u></p> <p>The Chairman welcomed the Candidates.</p> <p>Councillors had received a copy of all the candidate's application forms prior to the meeting. Each Candidate introduced themselves and gave an outline of why they wanted to become a Councillor and what attributes they could bring to the council.</p> <p><u>A vote ensued, the result of which was as follows:</u></p> <p>Mark Wakefield 7 Nicholas Bond 0 Shaun Loader 7</p> <p>Due to the tied vote the Chairman had the casting vote.</p> <p>1128 RESOLVED to co-opt Shaun Loader as Councillor for Snodland Town Council Snodland West and Holborough Lakes and to sign Declaration of acceptance of Office on Wednesday 1 November 2023.</p> <p>The Chairman thanked the candidates for applying, who then left the meeting.</p>
4.	<p><u>Report from the Neighbourhood Police Team</u></p> <p>The Council members had received an E-Watch report prior to the meeting.</p> <p>PC Marshall gave her apologies for this evenings meeting, due to it being Halloween and all resources had been kept on patrol duties.</p> <p>Cllr Morgan commented that he was aware of two incidents that had been reported to the police and these did not appear on the report.</p> <p>The CEO advised that the information is collated from an email that she received twice a week from E-Watch. Cllr Morgan asked what the point of the report was if it did not show all the incidents that had been reported. The CEO advised that she was unable to clarify Cllr Morgans point and this should be directed at the police.</p> <p>Cllr Bell asked if the Task Force are in operation in Snodland as so many residents</p>

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	<p>are upset by the level of crime at the moment.</p> <p>The CEO advised that she had been informed that the Task Force were in operation. along with a new problem solving profile initiative that has been created. The CEO reiterated once again that all crimes need to be reported via 101 or 999 depending upon the severity of the situation.</p> <p>Cllr Lettington also commented that he had reported an incident which didn't show up on the E-Watch and suggested that we contact the police and ask them how the E-Watch reports are produced as it is good to get an accurate account of what's happening.</p> <p>Several Councillors commented that there were aware of CCTV footage that had been offered to the police, however no one from the police has been in contact to get the footage. Is it a case of the police just not following up on these crimes.</p> <p>Some Councillors are concerned that there doesn't appear to be a police presence in Snodland.</p> <p>Questions were asked whether the CCTV was working in the High Street. The CEO advised that some of the CCTV is owned by shop owners and some belongs to TMBC. Cllr Mordecai-Woolf will make enquiries with TMBC to see if the system is working. Cllr Bell will contact the cabinet member at TMBC and Matthew Scott, Kent Police and Crime Commissioner with concerns regarding the lack of resources in Snodland to cover the current situation.</p> <p>Councillors have sympathy regarding the antisocial behaviour, however they raised concerns that residents believe it is the Town Councils responsibility to deal with these issues. It is not the responsibility of the Town Council to approach these individuals, this is a police matter. The Town Council will work with the Police and lobby the correct organisations to come up with a solution. If there is no response by the next full council a request for the inspector to attend the next full council.</p> <p>The CEO reiterated that she should be copied into any correspondence that is sent to any agencies, so that when residents call the office staff are in a position to keep them informed of any progress.</p>
5.	<p><u>County Councillor's Report</u></p> <p>In the absence of the County Councillor, The CEO read a report given by County Councillor. The report covered –</p> <ul style="list-style-type: none"> • Scrutiny of the budget as well as the challenge of supporting asylum seeking children, who are currently in Kent, before being placed elsewhere. • KCC is still seeking more foster carers, with a new Kent Fostering event in November, to find out if you can foster. • KCC supports the NHS Healthy Start Scheme, assisting low-income parents in purchasing healthy essentials. Further information is available on the KCC website www.kent.gov.uk/healthystart. • KCC gritting teams are getting prepared for winter and our highway teams have been working hard on repairing potholes and re-surfacing, where needed. • All pre-school children aged two and three can get a painless nasal spray vaccination booked. • There is no further news about the investigation of flooding on Recreation Avenue but there is good news about the highways infrastructure

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	improvements which were requested on Malling Road	
6.	<u>To receive a presentation of the CCLA relating to available options regarding investment funding.</u> Apologies were received from the representative of the CCLA who was unable to attend the meeting. He has re-scheduled for the Full Council on 5 December 2023.	
7.	<u>Questions from the Public</u> None Present	
8.	<u>To resolve the Minutes of the Full Council held on 12 September 2023 (pp 54-58) are a correct record.</u> 1129 RESOLVED to accept that the minutes are a true record of the Full Council held on 12 September 2023. Signed	
9.	<u>To receive reports and recommendations of Council Committees</u>	
9.1	Planning and Environment	5 October 2023 (pp59-60)
1130	recommendations were put forward relating to the following – • Item 8 RESOLVED to accept the revised Highway Improvement Plan	
9.2	Policy and Finance	19 October 2023 (pp61-64)
1131	recommendations were put forward relating to the following – • Item 8 RESOLVED to allow the CEO under delegated authority to approach contractors to carry out minor works up to a £2000 limit, from a preferred contractor list.	
1132	• Item 9 RESOLVED to update the financial regulations to increase the spend limit for the CEO under delegated responsibility for minor works under £2000. All expenditure would be reported at each Policy and Finance meeting.	
1133	• Item 9 RESOLVED to update the financial regulations to allow the CEO to negotiate and agree utility contract renewals to achieve the best rates and report to the next appropriate meeting.	
1134	• Item 9 RESOLVED to increase the spend limit for each delegated committee to under £5000.	
1135	• Item 9 RESOLVED to change the spend limit for Full Council approval to anything over £5000.	
9.3	Amenities and Recreation	26 October 2023 (pp65-69)
	No recommendations from this meeting.	
10.	<u>Reports from Borough Councillors</u> Cllr Bennison – Attended a meeting at TMBC Cllr Hickmott - Attended Full Council and Planning Meetings at TMBC Cllr Mallard – Attended Full Council at TMBC and explained how they wish to appoint a Councillor as a Disability and Equalities Champion. Attended Licensing Committee meeting at TMBC Cllr Bell – Attended Full Council at the Borough Has carried out other duties which	

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	she will email into the CEO. This email will then be attached to the minutes.
11.	<p><u>Town Councillors reports on meetings, events and activities attended on behalf of the Council - Councillors are reminded to only report on council related items</u></p> <p>Cllr Mrs Bell – Numerous litter picks along Hollow Lane and Malling Road, Attended the over 55's event set up by Tracey Crouch, dealing with numerous complaints from residents regarding antisocial behaviour, dealing with housing queries for residents, dealing with issues relating to Hedgerows and paths, dealing with concerns regarding work being carried out on the site at the bottom of Hollow Lane – an enforcement notice has been issued.</p> <p>Cllr Ms D King – Working on the sleigh with Tunbridge Wells Round Table.</p> <p>Cllr Bennison – Litter pick – Nevill Park, Community Warden Meeting.</p> <p>Cllr Mrs D Crook – Litter pick – Nevill Park.</p> <p>Cllr P Hickmott- Litter pick – Nevill Park, has responded to a consultation regarding Community Wardens.</p> <p>Cllr Mrs V Barker – Attended the Community Warden meeting, over 55's event set up by Tracey Crouch, In talks with the Mood Lift Café to try and set up a Grief Meet for residents that have suffered loss. Delivered Halloween leaflets to the local shops.</p> <p>Cllr Miss V Lawrence – Updated the financial regulations to reflect the recent changes.</p> <p>Cllr W Mallard – Nothing to Report.</p> <p>Cllr Mrs N Misy – Nothing to Report.</p> <p>Cllr D Morgan – has assisted STFC, actively dealing with complaints from residents regarding antisocial behaviour.</p> <p>Cllr G Miners – Has been assisting the CEO with work at the Allotments, has been dealing with the Christmas Lighting contractor and the Wheel of Cuxton regarding the Snodland Sleigh.</p> <p>Cllr D Lettington – had set aside some time to continue painting the benches in the Cricket Meadow, unfortunately due to the poor weather this has been postponed and will be done next week, weather permitting.</p>
12.	<p><u>To receive details of Payments and transfers from 5 September 2023 to 24 October 2023 from Unity Bank totaling £6452.57 and Nat West Bank totaling £87389.93 which includes BACS Payment lists pages 1634-1635, 1643-1644, 1646-1647, 1655-1658</u></p> <p>Council members received details of payments and transfers prior to the meeting.</p> <p>There was a query regarding costs of 0.01p which the CEO explained was just adjustments on invoices.</p>
1136	RESOLVED to accept details of Payments and transfers from 5 September 2023 to 24 October 2023 from Unity Bank totaling £6452.57 and Nat West Bank totaling £87389.93 which includes BACS Payment lists pages 1634-1635, 1643-1644, 1646-1647, 1655-1658
13.	<p><u>To Consider and if agreed accept the new Amenity charges for 2024/25</u></p> <p>The Councillors discussed the new amenity charges for 2024/25 which have been increased in line with RPI, which is currently quite high due to the current economic climate.</p>

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1137	<p>Cllr Miners asked if the annual charge included the use of electric and water at the Cricket Pavilion, which the CEO confirmed was included.</p> <p>Cllr Hickmott commented that the cricket club started to fall back on the tidying and cleaning of the Pavilion towards the end of the season. He would speak to the Café Tenant regarding the complaint and report back. The CEO advised that she is due to have a meeting with the cricket club to discuss storage arrangements which may help with the tidiness of the Pavilion.</p> <p>RESOLVED to accept all Amenity charges for 2024/25 in line with RPI as indicated on the fee table.</p> <p>Cllr King gave her apologies and left the meeting.</p>
14. 1138	<p><u>To consider and if agreed accept the new Cemetery charges for 2024/25</u></p> <p>The Councillors discussed the new Cemetery charges for 2023/24 and these have been reviewed. Following a resolution in October 2022, a policy decision was made to increase the Cemetery fees by 10% or RPI whichever was the higher.</p> <p>RESOLVED to increase the Cemetery fees for 2024/25 by 10% as indicated on the fee table.</p>
15. 1139	<p><u>To authorise section 137 spending for the Remembrance Day Wreath</u></p> <p>RESOLVED to approve the spending of up to £100 for Remembrance Day Wreath from section 137 spending.</p>
16. 1140	<p><u>Report from the Chief Executive Officer</u></p> <p>The CEO reported on the following –</p> <ul style="list-style-type: none"> • Work has started on the budget and the Chairman of Policy and Finance will be meeting with the CEO to look at the figures. The first draft will then be presented to Policy and Finance for scrutiny. <p>Renewal premiums have just been received for 2023/24 insurance premiums. She explained the increases and changes necessary for this years premium.</p> <p>Main combined policy £14858.79 The CEO advised that there will be a slight increase in this premium once the valuation for the Toilet Block has been received from TMBC.</p> <p>Vehicle insurance – Due to the existing insurer no longer covering Council it was suggested by the Broker to add our existing drivers to the Aviva policy which covers the Tractor at a pro-rata figure of £637.76 until 17/6/24. Also adding 2 Councillors to the policy. When this is due for renewal change to any driver.</p> <p>Computer Policy £408.80 Cyber Insurance Option 3 £1874.80</p> <p>RESOLVED to accept the insurance renewal premiums as follows - Main combined policy £14858.79 there will be a slight increase in this premium once the valuation for the Toilet Block has been received from TMBC. Vehicle insurance - add our existing drivers to the Aviva policy which covers the Tractor at a pro-rata figure of £637.76 until 17/6/24. Also adding 2 Councillors to the policy. When this is due for renewal change to any driver. Computer Policy £408.80</p>

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	Cyber Insurance Option 3 £1874.80
17.	To receive an invitation from Kent Association of Local Councils to the Annual General Meeting on Saturday 18 November 2023. Councillors were advised of the Annual General Meeting for Kent Association of Local Councils. No Councillor is available to attend. They requested copies of slides and minutes.
18.	<u>Correspondence</u> None received

being no other business, the meeting closed at 20:40