

Snodland Town Council – Full Council

6 February 2020

Committee Members present:	Cllrs P Hickmott (C), Mrs S Bell, Mrs K Mordecai-Woolf, Mrs J Ayers, Mrs A Barden, A Bennison, Mrs D Crook, A Keeley, Mrs D King, W Mallard, J Minter, Mrs N Misy and Mrs S Shaw
Council Staff present:	Mrs K Sowten (CEO) and Miss E Jones
Other Councillors Present:	
Members of the public:	A representative from Larkfield Parish Council

1.	<p><u>Apologies for absence</u></p> <p>Apologies were received from Cllr J Butterfield and Cllr Mrs S Hohler.</p>
2.	<p><u>Declaration of interests</u></p> <p>There were no declarations of interest.</p>
3.	<p><u>Report from the Neighbourhood Police Team</u></p> <p>There were no representatives from the Neighbourhood Police Team but each Committee member had an up-to-date e-watch report and a crime report.</p>
4.	<p><u>County Councillor's Report</u></p> <p>In the County Councillor's absence, she sent a report and advised that she had no update on the Holborough Crossing and the Smart motorways. The CEO advised that she had sent an e-mail to KCC questioning why the work on the crossing was delayed – KCC stated that this was because the A228 was used as a diversion route for the M20. The CEO then asked why, in that case, had work commenced on the A20 when this route is also used as diversion route for the M20. She is still awaiting a reply from them.</p>
5.	<p><u>Questions from the public</u></p> <p>Pursuant to Standing Order 3e and g Members of the Public may make representation, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the Agenda. A member of the public shall not speak for more than 3 minutes.</p> <p>The Chairman advised that the representative from Larkfield and East Malling Parish Council would speak at item 14.</p>
6.	<p><u>Chairman's Announcements</u></p> <p>The Chairman did not have any announcements to make.</p>
7.	<p><u>To resolve that the Minutes of the Special Full Council Meeting held on 16th January 2020 (pp 93) are a correct record</u></p>
0578	<p>RESOLVED – that the Minutes of the Council meeting held on 16th January 2020 were agreed as a correct record.</p> <p>Signed</p>

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8.	<u>To receive reports and consider recommendations of Council Committees</u>	
8.1	Policy and Resources	16 th January 2020 (pp 92-93)
	<p>In the Committee Chairman's absence, the Chairman advised that there were no recommendations to report, as these had been resolved at the Special Full Council on 16th January 2020.</p>	
8.2	Amenities and Recreation	23 rd January 2020 (pp 95 - 97)
	<p>Cllr Mrs D Crook reported one recommendation which was made at the meeting held on 23rd January 2020 which was to change the light fittings on the 3g and obtain 3 quotes to be put forward to full council for approval.</p> <p>The CEO advised that this would be deferred to the next full council meeting as she had not yet received the quotes.</p>	
8.3	Planning and Environment	29 th January 2020 (pp 98 – 99)
	<p>The Vice Chair of the Committee reported that there were no recommendations to report.</p> <p>The CEO reported to the Committee that there were only 3 Councillors present at this meeting and asked that Councillors send their apologies in advance so that meetings can be cancelled if necessary. She advised that the training session that was planned for the meeting, was cancelled and would be rescheduled for another date later in the year.</p> <p>The CEO advised that she had changed some meetings to a Wednesday to avoid clashes with Borough Councillors attending Borough Council meetings.</p>	
9.	<p><u>Reports from Borough Councillors</u></p> <p><u>Meeting at TMBC regarding the road works being carried out on the A20 and M20</u></p> <p>Cllrs Alan Keeley, Mrs S Bell and P Hickmott – attended a meeting regarding the roadworks that are currently being carried out at Larkfield. They advised that road widening works are being carried out at New Hythe Lane through to the Cold Harbour roundabout.</p> <p>It was reported that the Smart Motorways would not be opened until they were safe for the public.</p> <p>A Councillor asked if the crossing would be opened after the road works had been completed and the CEO advised that she was waiting for a reply to this from KCC. A comment was also made that with the new businesses being developed at Vantage Point adjacent to the A228 it was important that the crossing was put in place for the safety of pedestrians crossing the A228.</p>	

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10.	<p><u>Town Councillors reports on meetings, events and activities attended on behalf of the Council</u></p> <p><u>Litter Pick – Saturday 1st February 2020 - Willowside</u></p> <p>Cllr Mrs A Barden Cllr Mrs S Shaw Cllr P Hickmott – he advised that he had spoken to a member of the public who advised that he would try and attend the next litter pick with his family. Cllr Mrs D King – she advised that a representative from the Downs Mail was interested in writing an article on the monthly litter picks. She had sent him photographs and the schedule of dates. The CEO confirmed that he had made contact with the office and advised that he had replaced Peter Rimmer. She advised the committee that the office would now need to remember to advise him of news and upcoming council events (as Peter Rimmer would call into the office for regular updates). It was confirmed that the Co-op would sponsor the Great British Clean along with the Brownies in April. Cllr Mrs D King advised that quite a few volunteers were expected at the Great British Spring Clean and that more equipment may be needed. The CEO advised that there are been a lot of positive feedback on FB regarding the litter picks.</p> <p>Cllr Ms J Ayers – she advised that she has yet to organize the trip to the recycling centre</p> <p>Cllr A Bennison – visited the Kent Hospice to make an application for the Brighton Marathon</p> <p>Cllr W Mallard – apologised for not attending the litter pick on Saturday due to a prior engagement.</p>
11.	<p><u>To receive details of cheques signed since the last Council Meeting (pp 86)</u></p> <p>A list of cheque payments, direct debits and transfers into reserve account from 12.12.2019 to 23.01.2020 totalling £50,064.48 had been sent to each Councillor. Several payment queries were asked for the CEO to clarify:</p> <p>Kent Pat Testing - £154.56 – the CEO advised that this was for work carried out on the electrical appliances.</p> <p>Nat West Bank - £496.40 – the CEO advised that this was for the Council credit card and was for a number of items. The ‘tent weight feet’ (which was listed) was just one item and this was for the gazebo. The CEO advised the Committee that all purchases made are countersigned on the invoice along with the bank statements.</p> <p>Rialtus Business Solutions Ltd - £1,833.96 – this was for late arrival of the invoice for the bookings, cemetery and allotments computer software training.</p>

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<p>12.</p> <p>0579</p>	<p><u>Report from the Chief Executive Officer</u></p> <p>The CEO requested that the office be closed on Wednesdays from 9.00am - 10.30am in order that staff training can be carried out for office and site staff eg asbestos, legionaries disease etc.</p> <p>RESOLVED – to agree to close the office from 9.00 to 10.30am every Wednesday to carry out staff training.</p>
<p>13.</p> <p>0580</p>	<p><u>To consider and discuss future plans for Twinning</u></p> <p>The CEO had sent out information regarding the Twinning Association giving information on its role, function and its history. She advised that a member of the Twinning Association had approached her requesting that the Council carry out the administrative commitment of the Twinning Association due to a decrease in members. (The full information and history of the Twinning Association can be viewed on file).</p> <p>The CEO advised that she had contacted Tonbridge and Malling Borough Council on this matter and they had advised that the Council had no civic duty as part of the Twinning Association and Councillors and officers were not required to be part of it unless the Committee decided that they wished to continue with it.</p> <p>The Chairman, who is also the Chairman of the Twinning Association, spoke to the Committee and explained the Twinning's function and how the relationship between Snodland and Moyeuivre-Grande carried out their roles. The Chairman explained that historically, visits took place in each town on a bi-yearly basis but numbers of volunteers had dwindled over recent years. A councillor commented that in recent years, the safeguarding of children has made exchange trips more difficult and that people are very busy. The CEO advised that Remembrance wreaths are always exchanged during Remembrance and Cllr Mrs S Bell suggested that this tradition should continue. The CEO also suggested that the welcome reception could continue to be held when the residents of Moyeuivre-Grande visited Snodland.</p> <p>It was also suggested that in order to gain interest from new members, the Twinning Association could make an appeal by posting information on social media which Councillors could assist with on a personal basis. Cllr W Mallard offered to put a post on the Community Facebook as long as the wording was advised.</p> <p>RESOLVED – that the Council did not wish to undertake the function of Twinning Association, however, they would continue to hold a reception if any future visits took place and would send a Wreath for Remembrance Day if the Twinning Association disbanded.</p> <p>One or two of the Councillors did advise that they would be willing to promote the Twinning Association on a personal level via the Snodland Community facebook page (of which they are members) if the Twinning Association wanted their assistance.</p>

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14.	<p><u>To discuss, ahead of the parking consultation, the proposed parking charges for Rocfort Road car park</u></p> <p>The Chairman introduced Cllr David Thornewell, who was invited to talk to the Committee regarding proposed parking charges being brought into Larkfield and Aylesford and were to be put into force in the near future. The Chairman advised that Snodland's parking review had been deferred to be combined with the parking consultation in September 2020 and this would give the Council and residents time to discuss the various options available.</p> <p>The Committee discussed the current parking facilities that were currently available and the different options that could be adopted to assist with businesses, commuters and residents.</p> <p>It was agreed that in order to capture all the residents thoughts and views on the parking issues, a questionnaire should be devised and posted to every household in Snodland before the public notices are issued.</p> <p>It was suggested that the different parking options would be listed on the survey for residents to choose.</p> <p>0581 RESOLVED – to devise an appropriate questionnaire to be posted to all residents of Snodland. Suggestions of types of questions could be e-mailed to the CEO. A Councillor also offered to speak to residents face-to-face and hand out questionnaires at appointed locations in the town.</p>
	<p>THE COMMITTEE HAS AGREED that in view of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.</p>
15.	<p><u>To consider and agree appointing a HR consultant to oversee personnel matters</u></p> <p>The Chairman and CEO reported on personnel matters which needed authorisation from the Council.</p>

There being no other business, the meeting closed at 10.00pm.