

**Snodland Town Council – Full Council****30 July 2020**

Committee Members present:	Cllrs P Hickmott, Mrs S Bell, Mrs D Crook, Ms J Ayers, Ms A Barden, J Minter, Mrs S Shaw, A Bennison
Council Staff present:	Mrs K Sowten (CEO)
Other Councillors Present:	Cllr Mrs S Hohler (KCC Member) Cllr D Lettington (TMBC Borough Councillor) Cllr Mrs R Lettington (TMBC Borough Councillor)
Members of the public:	None

The following meeting was held remotely using Microsoft Teams.

1.	<p><u>Apologies for absence</u></p> <p>Apologies were received from Cllrs Mrs N Misy, J Butterfield Mrs K Mordecai-Woolf and Mrs D King</p>
2.	<p><u>Declaration of interests</u></p> <p>Declarations of interest were received from Cllr Hickmott relating to Item 12 – chq No. 18358 and Purchase ledger payment page 1066</p>
3.	<p><u>Report from the Neighbourhood Police Team</u></p> <p>The CEO explained that there were no E-watch reports due to the current Covid situation.</p>
4.	<p><u>County Councillor's Report</u></p> <p>Cllr Hohler reported on</p> <ul style="list-style-type: none"> <li>• How KCC had reacted to the Covid-19 crisis, number of staff working online and high volumes of attendance at online meetings</li> <li>• Purchase of PPE sourced very early on and distributed to care homes and as a result, the number of people effected in Kent was the lowest in the South East.</li> <li>• Highways continued to work throughout the pandemic and have been able to benefit from reduced traffic. Traffic flow now only 25% below normal, however speeding has increased.</li> <li>• St Benedicts Road is on the list to resurface next year</li> <li>• Toucan crossing working well and has now been straightened</li> <li>• Concerns on the Holborough Development relating to the traffic order put in for yellow lines. The level of yellow lines will create an even greater problem for residents in relation to both their parking and visitor parking. Parking on roads speeds reduced, which will benefit this development as there have been a number of complaints regarding speeding. Cabinet member written to at KCC and will keep the council informed when a reply is received.</li> <li>• Household waste recycling centres reopened by appointment. A new household recycling centre at Allington to be opened.</li> </ul>

## Snodland Town Council – Full Council

30 July 2020

	<ul style="list-style-type: none"> <li>• Libraries have opened but only one in each district. 37 to open by the end of September. Books put into quarantine before they are put back out.</li> <li>• A Councillor raised a question raised regarding the excessive amount of Yellow lines at Holborough, especially on straight sections of road. Reiterated that parking will be pushed onto the other areas of Snodland. Joint transportation board, who KCC Member and Borough Councillors are Members, can look to overturn the decision.</li> <li>• Question raised and re-iterated on state of St Benedicts road.</li> </ul>
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>There were no members of the public present. The CEO advised that she had posted a link on the website if any members of the public wanted to join the meeting.</p>
6.	<p><u>To accept the current positions of the councillors until the next Annual Meeting in May 2021.</u></p> <p>Councillors have received a report outlining the latest regulations with regards to The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”) come in to force on 4 April 2020. Regulation 4 states that where an appointment would otherwise be made or is required to be made at an annual meeting of a local authority, the appointment continues until the next annual meeting of the authority or until such time as that authority may determine (Regulation 4 (2). This would apply to the election of the chairman, the first business at the annual council meeting. Therefore, the current chairman will remain in place until an annual meeting is held in May unless the council decide to elect a replacement earlier.</p> <p><b>0609 RESOLVED</b> that The Chairman of the Council should remain in place until the annual Council next May together with the existing Committee Structures and Representatives to outside organisations.</p>
6.1	<p><u>In Line with NALC and SLCC recommendations continue with remote meetings</u></p> <p>Councillors received a report detailing the reasoning for continuing with remote meetings. Recommendations from NALC and SLCC suggest that in line with social distancing guidance it would be better to continue with remotely. This council has the facilities in place to hold public meetings remotely by using video or telephone conferencing and there is not reason for any Councillor or member of the public to be unable to attend Council meetings.</p> <p><b>0610 RESOLVED</b> to continue with remote meetings</p>

## Snodland Town Council – Full Council

30 July 2020

7.	<u>Chairman's Announcements</u>	
	We have been running a foodbank since the beginning of lockdown, due to the closure of the two foodbanks previously running in Snodland. We are still continuing and delivering food parcels. We need to consider in the near future if there is still a need, whether we should continue if not what alternative arrangements can be put in place.	
8.	<u>To resolve the Minutes of the Full Council held on 2 June 2020 (pp 119 - 124) are a correct record</u>	
0611	<b>RESOLVED</b> – that the Minutes of the Council meeting held on 2 June 2020 were agreed as a correct record. These will be signed by the Chairman when he comes into the office on Monday 3 August.	
	Signed .....	
9.	<u>To receive reports and recommendations of Council Committees</u>	
9.1	<b>Planning and Environment</b>	2 July 2020 (pp 125 – 126) and 23 July 2020 (pp 132 – 134)
	In the Absence of the Chairman and Vice Chairman of the Planning and Environment Committee, the Chairman of the Council advised that there were no recommendations from either meeting. Cllr Bell advised that she is speaking to the planning officer regarding the development at Rocfort Road and will report back. The minutes of both meetings were agreed a true record.	
9.2	<b>Amenities and Recreation</b>	7 July 2020 (pp 127 – 129)
	The Chairman of the Amenities and Recreation Committee reported that there were no recommendations from the meeting and the minutes were agreed a true record.	
9.3	<b>Policy and Resources</b>	16 July 2020 (pp 130 – 131)
	In the Absence of the Chairman and Vice Chairman of the Policy and Resources Committee, the Chairman of the Council reported that there was one recommendation which was to write of an outstanding balance of £234.00	
0612	<b>RESOLVED</b> to write of the balance of £234.00 as it would cost considerably more to chase this debt.	
	The minutes of the meeting were agreed a true record.	

## Snodland Town Council – Full Council

30 July 2020

10.	<p><u>Reports from Borough Councillors</u></p> <p>Cllr Bell has attended a lot of online Council meetings. She had been dealing with queries relating to housing. Also dealing with complaints regarding to Tarmac smells coming from their plant. She has reported this to the Environmental department at TMBC and is awaiting a response. A comment was made regarding the height of the chimney which has already been made taller. The whole site has been redeveloped.</p> <p>Cllr D Lettington has contacted the PSCO regarding large gatherings of youths in parks and causing problems, mainly antisocial behavior. The PSCO advised that she cannot get sufficient resources allocated to Snodland as very few incidents were being reported to the police. It was reiterated that residents must report any instances to the police via 101 or their online portal, enabling more patrols to be allocated to Snodland. TMBC are still having problems regarding the waste contract, however this has been made worse by the amount of residents staying at home and the amount of rubbish has increased by 25%. This has had a knock on effect with the vehicles having to return to empty their vehicles more often. Borough council have had a loss of 3.5 – 4.5 million in income from various areas. It will not be clear to what extent this will affect us over the coming years. Most of their reserves have had to be spent to cover this year's losses.</p> <p>Cllr R Lettington – Nothing further to add, already covered by other Borough Councillors.</p> <p>Cllr Hickmott – The Leisure centres have been given financial support, to enable them to remain open. If these trusts fail they would fall back on the council to run and in turn would increase the cost to the council tax payers.</p>
11.	<p><u>Town Councillors reports on meetings, events and activities attended on behalf of the Council</u></p> <p>Cllrs Mrs Shaw, P Hickmott attended a litter pick that was held in the Recreation Ground. This was organized by Cllr King as a low profile event due to the social distancing measures needed.</p>
12.	<p><u>Covid-19 Update and future plans for Snodland Events</u></p> <p>The Committee received a report on the current situation with regards to the community efforts during the Covid-19 Pandemic.</p> <ol style="list-style-type: none"> <li>1) Cllr Hickmott had already commented on the foodbank and this will be discussed at the next Full Council Meeting on 17 September.</li> <li>2) The council went on to discuss plans for the remaining events due to take place this year. They commented on how quickly the government change the rules and can cancel events and bring in new guidelines overnight.</li> </ol>

## Snodland Town Council – Full Council

30 July 2020

0613	<b>RESOLVED</b> to cancel Firework Night
0614	<p><b>RESOLVED</b> to scale down Remembrance Day and plan for a ceremony at the cemetery with no parade and include a representative from each organization therefore keeping the number of participants to a reduced level and maintaining social distancing.</p> <p>A discussion also took place regarding involving the community making poppies and identify those who served in the forces and have poppies put up outside their houses. To really promote the large poppies being put up around the town.</p> <p>Christmas in Snodland – It was felt that this event would also need to be postponed, however this would be considered at the next full council on 17 September.</p> <p>3) The Council discussed how to move forward with any requests from existing users of the Council facilities for their Community meetings.</p>
0615	<b>RESOLVED</b> not to hire out the facilities to any users at the current time.
0616	<p><u>To receive details of payments since the last Council Meeting</u></p> <p>The CEO explained that a list of the BACS payments was attached to the cheque list and this could be referred to for a breakdown of a bulk payment.</p> <p>A list of cheque payments, direct debits, transfers (to and from reserve accounts) and BACS payment from 23/01/2020 to 31/03/2020 totalling £114591.44 These payment details had been omitted from the previous meeting as the Computer printout did not pick up details of payments from the previous financial year, despite the title suggesting otherwise. The second list of payments from 29/05/2020 to 22/07/2020 totalling £76092.69 had been sent to each Councillor.</p> <p>The CEO clarified the follow queries</p> <ul style="list-style-type: none"> <li>• Duplicate BACS payments bank error – Bank duplicated payments, Chairman of Council and Chairman of Policy and Resources both aware. Payments have either been returned from our suppliers or have been credited to their accounts for the next month’s invoice.</li> <li>• 18350 – Black Cat promotions – payment for Carnival entertainment which has since been refunded.</li> <li>• 18353 – Prevent Breast Cancer – Donations from last year’s special events.</li> </ul> <p><b>RESOLVED</b> to accept the list of cheque payments, direct debits, transfers (to and from reserve accounts) and BACS payment from 23/01/2020 to 31/03/2020 totalling £114591.44 and the second list of payments from 29/05/2020 to 22/07/2020 totalling £76092.69</p>

## Snodland Town Council – Full Council

30 July 2020

14.	<p><u>Report from the Chief Executive Officer</u></p> <p>The CEO gave a report on the following (the full report can be viewed on file):</p> <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> Toilet Bill reading in the House of Commons</li> <li>• Scout Chairman – Steve Cameron stepping down</li> <li>• Reward for information relating to vandalism at Peters Village</li> <li>• Temporary closure of footpath MR581</li> <li>• Government White paper on Devolution</li> </ul> <p>The CEO also reiterated to Councillors that although remote (virtual) meetings are now taking place, the six-month rule on Disqualification of Councillors still applies, unless before the expiry of that period the council approves a reason for absence, which would need to be agreed by resolution.</p> <p>The chairman asked if any councillors are close to reaching the 6 months. The CEO advised that one councillor had not attended a meeting since April. The CEO went on to advise that Councillors can attend a meeting either virtually or by telephone conference.</p>
15.	<p><u>To approve the Annual Governance Statement 2019/20</u></p> <p>A report was circulated prior to the meeting with details of the purpose of the annual governance statement and the nine assertions that the council have taken during the financial year and for the preparation of the statement. The report evidenced compliance with the assertions, which were agreed by the Council and enabled “yes” against each assertion.</p> <p><b>0617 RESOLVED</b> that the annual governance statement for 2019/20 is approved and signed by Cllr Hickmott and Mrs Sowten for external Audit. This document will be signed on Monday 3 August 2020 at the Council Offices.</p>
16.	<p><u>To approve the Accounting Statements 2019/20</u></p> <p>The Council received a report on the Annual Accounting Statement for 2019/20 from the CEO</p> <p><b>0618 RESOLVED</b> that the accounting statement for the financial year 2019/20 present fairly the financial position of Snodland Town Council and signed by Cllr Hickmott and Mrs Sowten for external Audit. This document will be signed on Monday 3 August 2020 at the Council Offices.</p>
17.	<p><u>In accordance with our standing orders the Council is advised of the annual subscriptions which have been included in the budget and agreed by the Council</u></p> <p>The Councillors had received a list of the annual subscriptions.</p> <p><b>0619 RESOLVED</b> to agree the Annual Subscriptions which have been included in the budget</p>

## Snodland Town Council – Full Council

30 July 2020

18.	<p><u>Councillors are advised that all Council Deeds and financial documents are available for inspection at the Council Offices upon request. Insurance Renewal takes place in November and is reviewed by the Policy and Resources Committee prior to renewal and ratified by Full Council</u></p> <p>Councillors are advised that all Council Deeds and financial documents are available for inspection at the Council Offices upon request.</p>
19.	<p><u>To review and adopt Council policy</u></p>
19.1	<p><u>Standing Orders</u></p> <p>A report had been circulated prior to the meeting with amendments to the standing orders. (copy on file)</p> <p><b>0620 RESOLVED</b> to approve standing orders with amendments</p>
18.2	<p><u>Terms of Reference</u></p> <p>A report had been circulated prior to the meeting with amendments to the Terms of Reference. (copy on file)</p> <p><b>0621 RESOLVED</b> to approve Terms of Reference with amendments</p>
18.3	<p><u>Financial Regulations</u></p> <p>No amendments to financial regulations have been made</p> <p><b>0622 RESOLVED</b> to approve Financial Regulations</p>
18.4	<p><u>Internal Financial Controls</u></p> <p>A report had been circulated prior to the meeting with amendments to the Internal Financial Controls (copy on file)</p> <p><b>0623 RESOLVED</b> to approve Internal Financial Controls with amendments</p>
18.5	<p><u>Financial Risk Register</u></p> <p>A report had been circulated prior to the meeting with amendments to the financial risk register (copy on file)</p> <p><b>0624 RESOLVED</b> to approve the financial risk register with amendments.</p>

## Snodland Town Council – Full Council

30 July 2020

19.	<p><u>To review the Councils Asset register</u></p> <p>A copy of the Councils Asset register was circulated prior to the meeting and the CEO updated the council of any changes</p> <p><b>0625 RESOLVED</b> to approve the amendments to the Council Asset Register</p>
20.	<p><u>To consider proposals relating to the Community Asset Register – Appendix 1</u></p> <p>No proposals were put forward for consideration as a Community Asset</p>
21.	<p><u>Review of the Code of Conduct Consultation</u></p> <p>The Local Government Association (LGA) has launched a consultation on a new model member code of conduct. The deadline for the consultation is 17 August 2020. SLCC not entirely in agreement with the new code. The Council have no comments to add.</p>
22.	<p><u>To receive a report and update from Cllr Barden regarding the Pride of Snodland Awards</u></p> <p>Cllr Barden set out the various categories for people to nominate local residents. Nomination forms will be posted on facebook and left in the council offices for residents to complete. Posters will also be posted on Facebook and the notice board and any shop windows that will allow. An article will also be written and sent to Downsmail. Completed nomination forms will be returned to Cllr Barden.</p>
	<p><u>Correspondence</u></p> <p>None received</p>

There being no other business, the meeting closed at 9pm