

Snodland Town Council – Full Council**2 June 2020**

Committee Members present:	Cllrs P Hickmott (C), Mrs S Bell (VC), Mrs D King, J Minter, Miss L West, J Butterfield, Mrs N Misy, Mrs S Shaw, A Bennison and W Mallard
Council Staff present:	Mrs K Sowten (CEO)
Other Councillors Present:	
Members of the public:	Cllr Mrs S Hohler (KCC)

The following meeting was held remotely using Microsoft Teams.

1.	<p><u>Apologies for absence</u></p> <p>Apologies were received from Cllrs Ms J Ayers, Mrs D Crook, Mrs K Mordecai-Woolf and Mrs A Barden.</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>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>The CC reported that KCC had continued to run services as normal and as the roads have been quiet due to the virus, maintenance work has been easier to carry out. The CC reported on the following services:</p> <p>Libraries are still closed and e-books have risen by 500%;</p> <p>KCC were sourcing their own PPE equipment;</p> <p>Scams have unfortunately increased due to the virus;</p> <p>Registrations – death registrations have been carried out online and has proved very successful;</p> <p>Country parks have now reopened;</p> <p>Household refuse sites have now re-opened and are operating an online booking service;</p> <p>KCC are working closely with the government to give more support for care homes; £8 m has been received from the government for an 'active travel to work' initiative – this is for ideas and suggestions to be put forward for cyclists and pedestrians to travel to work – there has been an increase of 300% in cycling since the virus.</p> <p>Councillor P Hickmott reported that he was very pleased with the installation of the A228 toucan crossing but advised that one of the posts was crooked and asked that this be straightened. The CC advised that he speak to the engineer so that it could be repaired.</p> <p>Cllr Mrs D King thanked the CC for all her help with the installation of the toucan crossing and advised that she now regularly uses the crossing on her journeys. She also asked the CC what KCC's intentions were with regard to the school bus passes (which were not being used due to the virus) and whether refunds or extensions would be given.</p>

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	<p>The CC stated that she was not sure due to the financial impact on the budget currently and that she would look into this and notify her.</p> <p>The CC thanked the Committee for their comments about the crossing and advised that she was delighted that it was now being used after a very long battle with various departments.</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>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>Chairman's Announcements</u></p> <p>The Chairman reported that although he didn't have any Council business to report, he had been busy assisting with the delivery of food parcels and prescriptions for local residents from the Council's food bank which was proving to be very beneficial to the community.</p>	
7.	<p><u>To resolve that the Minutes of the Full Council Meeting held on 6 February 2020 (pp 102 -106) are a correct record and Special Full Council held on 7 April 2020 (pp 115 -116)</u></p> <p>0589 RESOLVED – that the Minutes of the Council meeting held on 6 February 2020 and Special Full Council on 7 April 2020 were agreed as a correct record.</p> <p>Signed</p>	
8.	<p><u>To receive reports and consider recommendations of Council Committees</u></p>	
8.1	Policy and Resources	27 February 2020 (pp 107 – 109)
0590	<p>The Chairman of the Policy and Resources Committee reported that there were 2 recommendations from the last meeting and also reported that she had raised a query with regard to item 6 which was to agree to donate the regular amount with a 10% increase to the Y2 Crew Youth Scheme (£560.00). The CEO advised that due to the current pandemic, the scheme had not been operating but it had been suggested that the scheme could continue via computer link. It was agreed that if the scheme continues through the pandemic, the annual donation should be made.</p> <p>The 2 recommendations were:</p> <p>RESOLVED – for the kitchen to be refurbished by the chosen company. The CEO advised that the work had begun in order for the kitchen to be completed before the return of the pre-school staff on 15th June 2020. The CEO had previously e-mailed all councillors to confirm their agreement to commence.</p>	

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0591	<p>The CEO reported that quotes were sought for internal auditors but had not received any replies.</p> <p>RESOLVED - that KCC should continue to carry out the internal audits for the Council for 2020/21 and once the pandemic was over, the CEO would seek further tenders for Internal Audit.</p>	
8.2	Amenities and Recreation	5 March 2020 (pp 110 - 112)
<p>As the Chairman and Vice Chair of the Amenities and Recreation Committee were not present, the Chairman advised that there were no recommendations and those who were present at the meeting, agreed the minutes of the meeting.</p>		
8.3	Planning and Environment	12 March 2020 (pp 113 – 114)
<p>In the absence of the Chairman, the Vice Chairman of the Planning and Environment Committee reported there were no recommendations and the minutes of the meeting were agreed.</p>		
9.	<p><u>Reports from Borough Councillors</u></p> <p>Sue Bell reported that she had recently attended a pre-planning meeting. She also advised that she had been kept busy dealing with quite a few housing issues from local residents and had just dealt with a dog problem. She praised TMBC for their great work through the pandemic crisis and for putting in place crucial services for the community (community hub). She also commented that the communication between town and borough was very good. Cllr Hickmott agreed and also commented that the waste service had improved.</p>	
10.	<p><u>Town Councillors reports on meetings, events and activities attended on behalf of the Council</u></p> <p>There was nothing to report.</p>	
11.	<p><u>To receive details of cheques signed since the last Council Meeting (pp 86)</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 and BACS payment into reserve account from 30.03.20 to 28.05.2020 totalling £214,541.11 had been sent to each Councillor. Several payment queries were asked prior to the meeting which the CEO had clarified – copy of the e-mails on file.</p> <p>There were no questions raised regarding the cheque list.</p>	

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<p>12.</p> <p>0592</p>	<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"> • Corona Virus update – committee meetings and office working; • Corona Virus - Council events – this issue will be discussed further at the next Amenities and Recreation meeting; • Changes to planning applications for town councils – paperless applications are being stopped and applications would now need to be looked at online. The CEO advised that due to the option of date extensions being stopped, she advised that planning meetings would be scheduled more regularly; • Holborough Crossing; • Bus stop on Rocfort Road – the CEO will contact the engineer at KCC; • Staffing meeting to be arranged to discuss the staff handbook; • CC members grant – request from Snodland Town Football Club (for signage or fencing for new club house); • The CEO stated that she had received a request from Snodland Town Football Club requesting to use the football pitches for training. Under the current FA corona virus guidelines they are permitted to train on a 1 + 6 ratio. <p>RESOLVED – to allow training on the potyngs pitches to recommence under FA corona virus guidelines.</p>						
<p>13.</p> <p>0593</p>	<p><u>To consider and if agreed accept quotations for replacement LED floodlights for the 3G pitch</u></p> <p>The CEO advised that at the Amenities and Recreation meeting on 23 January 2020 it was recommended to change the 12 X 1000 watts to 450 watts bulbs (LED) floodlights in the 3G.</p> <table border="0" data-bbox="320 1397 871 1503"> <tr> <td>Company A</td> <td>£11,454.20</td> </tr> <tr> <td>Company B</td> <td>£12,635.80</td> </tr> <tr> <td>Company C</td> <td>£12,997.46</td> </tr> </table> <p>RESOLVED – on the show of hands, it was unanimously agreed for Company A to undertake the floodlight work in the 3G. The CEO advised that it would be hoped that the work is completed before the onset of the winter season which starts in October.</p>	Company A	£11,454.20	Company B	£12,635.80	Company C	£12,997.46
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<p>14.</p> <p>0594</p>	<p><u>To Sign and Seal the Lease for Snodland Medical Practice</u></p> <p>Since the last meeting, the CEO advised that she had e-mailed the solicitor to seek clarification of the wording on the lease. She advised that it was the “leasehold interest being sold” and was assured that the freehold land will continue to be owned by STC. With the issue of land clarified, the CEO asked</p> <p>RESOLVED – Cllr P Hickmott and Cllr Mrs D King to sign the lease for Snodland Medical Practice in order that it could be sealed and sent.</p>						

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15. 0595	<p><u>To Sign and Seal 1 year extension to the lease for Brooklands Lake</u></p> <p>The CEO advised that she had contacted the solicitors regarding the lease and they advised that a new contract would need to be drawn up from the existing lease to a one year contract. The rent deposit of 3 months would also need to be increased. Two Councillor Signatures would also be required. The CEO advised that she was still waiting for the tenants signed copy.</p> <p>The CEO read out a letter which the tenant had written to the Council, asking for a guarantee to keep the lease.</p> <p>It was agreed that with the impending installation of CCTV cameras and increased police presence would help minimise the anti-social behaviour and the tenant also needed to ensure that the area was kept tidy.</p> <p>RESOLVED – to agree to a one year extension for Brooklands Lake café on the proviso that the tenant adheres to the conditions of his contract. Cllr P Hickmott and Cllr Mrs D King to sign the lease in order that it could be sent.</p>
16. 0596	<p><u>To authorise revised signatories to the current bank mandate for the Clock Tower Trust account to be changed to include Cllr P Hickmott, Cllr Mrs D King and Mrs Sowten and remove Mr David Keeley</u></p> <p>RESOLVED - that the authorised signatories in the current mandate, for the accounts detailed in section 1.3 for Clocktower Trust be changed in accordance with section Authorised signatories to remove Councillor David Keeley and to add Councillor Paul Hickmott, Councillor Mrs Debbie King and Mrs Karen Sowten.</p> <p>The current mandate will continue as amended – Councillor Dilys Crook is already an authorised signatory on the account and will remain a signatory.</p>
17. 0597 0598	<p><u>To authorise revised signatories on the CCLA mandate form for the following Charities:</u></p> <p>John May Charity (charity no. 1027437). This charity is formed of trustees from Snodland Town Council, Birling and Halling Parish Councils.</p> <p>It is RESOLVED that Councillor Jane Ayers and Mrs Karen Sowten (CEO) have been appointed as representative Trustees from Snodland Town Council and appointed as authorised signatories for the CCLA COIF Charity funds. Mrs Linda Downs should be removed as an authorised signatory.</p> <p>Henry Peters Charity (charity no. 378386). This charity if formed of trustees from Snodland Town Council.</p> <p>It is RESOLVED that Councillor Jane Ayers and Councillor Katherine Mordecai-Woolf have been appointed as representative Trustees from Snodland Town Council and appointed as authorised signatories for the CCLA COIF Charity funds. Mrs Karen Sowten should also be appointed as an authorised signatory and Mr David Keeley removed as an authorised signatory.</p>

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<p>0599</p>	<p>Snodland Clocktower Trust (charity no. 213306). This Charity is formed of trustees from Snodland Town Council.</p> <p>It is RESOLVED that Councillor Sue Bell, Councillor Debbie King, Cllr Paul Hickmott have been appointed as representative Trustees from Snodland Town Council and appointed as authorised signatories for the CCLA COIF Charity funds. Mrs Karen Sowten should also be appointed as an authorised signatory and Mr David Keeley removed as an authorised signatory.</p>
<p>18.</p> <p>0600</p> <p>0601</p>	<p><u>To sign Sport England Grant award acceptance relating to the Cricket Meadow</u></p> <p>The CEO reported that Sport England has agreed to award Snodland Town Council a grant of £3,750 towards a total project cost of £7,500 for the development of the new artificial practice facility for Snodland Cricket Club in the Cricket Meadow.</p> <p>The CEO advised that as owners of the cricket meadow, the agreement would have to be agreed and signed by 2 Councillors (the full terms of the agreement can be viewed on file).</p> <p>RESOLVED – Councillors P Hickmott and Mrs D King to sign the Sport England agreement for Snodland Cricket Club.</p> <p>Cllr Mrs D King queried which Cricket Meadow and it was confirmed that it was the cricket meadow situated in the town.</p> <p>The CEO advised that the Cricket Club are receiving further funding from KCCs Members grant and the Partnership.</p> <p>RESOLVED – that STC will contribute towards the project if additional funding is not received from the Partnership for Snodland cricket club. It is proposed that the table tennis table which is currently situated in the corner nearest the Rocfort Road car park will be moved to the other side of the Pavilion Café for the practice equipment to be situated there. Due to the corona virus, Sport England have agreed to negotiate a suitable date for the work to commence.</p>
<p>19.</p>	<p><u>VJ Day celebrations</u></p> <p>The CEO stated that she has received notification from the British Legion to advise that they will not be holding any celebratory events until September. The Committee agreed that the Council would find it extremely difficult to introduce social distancing and other safety measures at their events and it was therefore agreed that events for 2020 are likely to be postponed until next year.</p>
<p>20.</p>	<p><u>Correspondence</u></p> <p>There was no correspondence.</p> <p>The Chairman thanked everyone for their participation in the meeting.</p>

There being no other business, the meeting closed at 20.37pm.