

SNODLAND TOWN COUNCIL**13th DECEMBER 2018**

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| Committee Members present: | Cllrs Mrs D King (C), Mrs S Bell (VC), M Sawkins (Dep VC), Mrs D Crook, Mrs L Downes, P Hickmott, A Keeley, J Minter, Mrs K Mordecai-Woolf and Mrs N Misy |
| Council Members present: | Mrs K Sowten (CEO) and Miss E Jones |
| Members of the public: | None |

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| 1. | <p><u>Apologies for absence</u></p> <p>Apologies were received from Cllrs B Garlick, Mrs B Keeley, D Keeley and Mrs B Brown.</p> |
| 2. | <p><u>Declaration of Interest</u></p> <p>There were no declarations of interest.</p> |
| 3. | <p><u>Report from Neighbourhood Police Team</u></p> <p>There were no representatives from the Neighbourhood Police Team but a crime report was issued to each member of the Committee.</p> <p>The CEO reported that a spate of vehicle thefts had been carried out recently but the opportunists were breaking into vehicles that were left unsecure. A report had also been made of a person wandering around Brooklands Lake car park and the Fisheries representative offered to monitor the area.</p> |
| 4. | <p><u>County Councillor's Report</u></p> <p>The County Councillor apologised for being late but was held up by heavy traffic.</p> <p>The County Councillor reported:</p> <ul style="list-style-type: none"> • Kent County Council's (KCC's) position on the preparedness for effectively implementing Brexit and calls for the Government to take action to better co-ordinate implementation and contingency planning across all national and local partners. She advised that procedures would be put in place to provide special care for emergency eventualities – the full report can be viewed online; • Budget – the settlement figure has been received and is better than was originally thought. She confirmed that there would be no cuts in services and the 99 libraries in Kent would remain operational but the opening and closing hours would change. All libraries will open on Saturdays. The consultation will close on 29th January 2019 and can be obtained from Snodland Library; • A228 speed limit – The CC reported that the new speed limit of 50mph had been approved by the Joint Transportation Board and would be introduced quite quickly with the new crossing being installed during the Easter break in 2019. She advised that the Nursery still had concerns about children running out on to the road and the CC would check on the progress of the railings which were to be erected for protection; |

- Bus conversation – The CC advised that the bus discussion was continuing. She thanked the Committee for their previous feedback regarding the late night bus service to Maidstone and was pleased to announce that there were now more rural buses in service (4-5). She said that she was going to draft a letter requesting that a bus take passengers directly to Maidstone hospital although she was not hopeful that this would be agreed;
- The draft Minerals Plan for salt quarries was approved by KCC today and would now be put forward to consultation. The sand pit at Ryarsh was not included in the plan as it is located in a greenbelt area – this is a huge success for the villagers of Ryarsh who petitioned heavily against it although she did warn that planning applications may still be put forward by developers for this area. The Draft Minerals Plan Consultation will be submitted in March/April 2019;
- The CC reported that the KCC Leader had requested additional funding to provide additional maintenance of other Council buildings, and the local road network;
- The CC reported that The Holmesdale School was now being run by Swale Academy Trust;

Several questions were put to the CC which she was able to answer:

- A Councillor asked about the possibility of improving the disability access surrounding the new Co-op as the surfaces were uneven and were at different heights, which made it very difficult for wheelchair/mobility scooter users to gain immediate access to the store. She said that she had raised the matter to arrange a site meeting. The CEO advised Mrs Hohler that she had also made contact with the appropriate official at KCC and was told that he was “too busy” carrying out crash data and was unable to arrange a meeting. The CC advised the CEO to make contact in the New Year and the CEO said that she would do this after the crash data was finally gathered at the end of February;
- With regard to the proposed new rail franchise, the CEO advised that Cllr A Keeley attended a recent meeting and would brief the Committee later with the relevant information;
- A Councillor asked the CC for further information regarding the Emergency Planning for Brexit document as he had concerns regarding the heavy use of the M2 as an alternative route to the M20. The CEO advised that she would forward the document to all Councillors;
- The CC talked about a canopy being installed at the bus shelter adjacent to the Co-op as a resident had complained that there was no shelter while waiting for the bus. This would be looked into in the New Year.

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| | Pursuant to Standing Order 68 the Chairman of the committee will invite Members of the public to express an interest should they wish to make representations, ask questions, or give evidence in respect of any item of business included on the agenda. | |
| 5. | <u>Questions from the public (<i>Members of the public are advised that they may speak for up to three minutes</i>)</u> There were no members of the public present at the meeting. | |
| 6. | <u>Chairman's Announcements</u> The Chairman advised that she did not have a great deal to report but thanked all staff and Councillors who attended the Remembrance Parade and the Christmas in Snodland event. She advised that these events could not take place without the help of staff, and Councillors and members of the public (road marshalls). She thanked staff and Councillors for their help and advised that many positive comments were posted on social media. She hoped that everyone would be able to attend the Christmas meal tomorrow evening. | |
| 7. | <u>To resolve that the Minutes of the Council Meeting held on 1st November 2018 are a correct record (pp 69 – 75)</u> RESOLVED – that the Minutes of the Council meeting held on 1 st November 2018 were agreed as a correct record. Signed | |
| 8. | <u>To receive reports and consider recommendations of Council Committees</u> | |
| 8.1 | Policy and Resources | 21 November 2018 (pp 76 – 79) |
| | In the absence of the Chairman, the VC of the Policy and Resources gave a report of the meeting held on 21 November 2018. There were no recommendations. | |
| 8.2 | Amenities and Recreation | 29 November 2018 (pp 80 - 82) |
| | In the absence of the Chairman, the VC of the Amenities and Recreation Committee gave a report of the meeting held on 29 November 2018. There were 2 recommendations: The 2 recommendations were: RESOLVED – for the CEO to obtain a detailed design of the new cemetery; RESOLVED – to agree the cost of the purchase of 44 new kerbstones for the cemetery at a cost of £18,747.60. | |

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| 8.3 | Planning and Environment | 6 December 2018 (pp 83 – 84) |
| | The Chairman gave a report of the meeting held on 6 December 2018. There were no recommendations. | |
| 9. | <u>Reports from Borough Councillors</u> There was nothing to report. | |
| 10. | <u>Town Councillors reports on meetings attended on behalf of the Council</u> <u>Fireworks</u> Cllrs Mrs D King (C), Mrs D Crook, P Hickmott, A Keeley, Mrs N Misy, Mrs K Mordecai-Woolf, J Minter and M Sawkins attended the Fireworks event. <u>Remembrance Parade</u> Mrs D King (C), Mrs S Bell (VC), Mrs D Crook, Mrs L Downes, P Hickmott, A Keeley, Mrs N Misy, Mrs K Mordecai-Woolf and M Sawkins attended the Remembrance Parade. <u>Christmas in Snodland</u> Mrs D King (C), Mrs S Bell (VC), Mrs D Crook, Mrs L Downes, P Hickmott, A Keeley, J Minter and Mrs K Mordecai-Woolf attended the Christmas in Snodland event. <u>KALC AGM</u> Cllr A Keeley <u>Meeting with Tracey Crouch MP</u> Cllr A Keeley advised that he had a meeting with Tracey Crouch MP to discuss the new rail franchise. The CEO advised the Committee that she has not received any information regarding this and she will look into this matter further in the New Year. <u>Litter Pick at the Train Station</u> Cllr Mrs D Crook carried out a litter pick at the train station. | |
| 11. | <u>To receive details of cheques signed since the last Council meeting</u> A list of cheque payments, direct debits and transfers into reserve account from 01.11.2018 to 11.12.2018 totalling £60,782.83 was given to each Councillor. Several payment queries were asked for the CEO to clarify: <ul style="list-style-type: none"> • Cheque no 17994 and 17999 entered twice – administrative error. Cheque no 18013 £72.00 was paid for the generator for the Rodeo Reindeer as the electricity suppl was faulty; • Cheque no 17985 – this was for the flue for the log burner at the Cemetery Lodge; • Cheque no 18018 – this was for the insurance excess towards the repair of the Council vehicle. | |

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| 12. | <p><u>Report from the Chief Executive Officer</u></p> <p>The CEO advised that £21.61 was raised towards the Poppy Appeal in the office and the district total amounted to £6,596.00 to date.</p> <p>The CEO reported that the office will be shut from Christmas Eve and have a complement of skeleton staff between Christmas and New Year to check e-mails and the site staff will carry out litter picking duties. The Chairman reported that Councillors would also be on stand-by to litter pick if the need arose.</p> <p>The CEO asked Councillors to put names forward for the KALC Community Awards 2019.</p> <p>A list of new meeting dates was distributed to Councillors.</p> <p>The CEO confirmed that the speed restriction on the A228 would begin in Mid-February 2019 with the Toucan Crossing be installed in April 2019.</p> |
| 13. | <p><u>To consider a request for funding from Kent Community Rail Partnership</u></p> <p>The CEO advised the Committee that this request was received annually and STC usually donate £200.00. She advised that they carry out many events during the year to raise awareness of their role and to raise funds.</p> <p>RESOLVED – A donation of £200.00, as in previous years. It was also suggested that an email be sent seeking information regarding high speed links into London and to keep us informed of developments with the new franchise.</p> |
| 14. | <p><u>To consider a request for a bus shelter outside the Co-op Bull and how it may be funded</u></p> <p>Following a request for a bus shelter (canopy) from a local resident, the CEO advised the Committee that a match funded grant could be obtained but the Council would need to carry out all of the work and be responsible for its maintenance. The CEO asked the Committee for their views on this.</p> <p>It was agreed that, the current demand for this shelter was not sufficient and the Council did not have the funds or resources available within the 2019/20 financial year's budget.</p> |
| 15. | <p><u>To consider and if agreed accept a quotation for Allotment Software</u></p> <p>The CEO advised that Committee that during the Auditor's previous visit, he requested that the office services (allotments, cemetery, room bookings) be streamlined. She reported that she had obtained a quotation for a software package to manage the allotments. The cost for the first year would be £454.00 followed by an annual cost of £169.00 thereon.</p> <p>RESOLVED – to agree for the CEO to purchase the allotments management software package at £454.00.</p> |

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| 16. | <p><u>To receive an update of the Budget figures for 2019/20 including approval of salary increases</u></p> <p>The CEO reported that as part of the budget process, salary increases needed to be approved by the Committee. She advised that NALC had revised and restructured the salary scale points to allow lower paid employees to be brought in line with the national living wage. The total wages cost, inclusive of tax, national insurance and Pensions is £171,777. This amount also takes into consideration staff training.</p> <p>RESOLVED – To agree the new salary scales.</p> <p>The CEO reported that she had now received the figures from TMBC for the new tax base which had increased. The CEO also advised the Committee that she had also received the estimated costs for the general election for 2019 from TMBC – it was advised that uncontested election costs would be £2,206 and contested election costs would be £12,500. She advised that TMBC proposed that it was most likely that the election would be contested and advised the Council to include the cost of a contested election plus an added contingency into budget. Taking into consideration the yearly budget set aside for elections this means an added cost in the budget of an additional £6000 and moving forward would mean increasing the annual amount set aside in the budget each year from £2,000 to £4,000.</p> <p>The CEO reported that she has to arrange a meeting with KCC regarding the possible need to upgrade the electrical supply for the Christmas Lighting and a contingency had been included in the budget</p> <p>The CEO reported that with the increase in the tax base, the initial figure of £0.79 announced in the first draft budget had now been reduced to £0.62.</p> <p>The CEO advised that she could not foresee any further financial changes and that the budget could be approved at this meeting.</p> <p>RESOLVED – To accept and approve the budget for 2019/20</p> |
| 17, | <u>Correspondence</u> |
| | There was no correspondence. |

There being no other business, the meeting closed at 8.32pm.