

SNODLAND TOWN COUNCIL**1st NOVEMBER 2018**

Committee Members present:	Cllrs Mrs D King (C), Mrs S Bell (VC), M Sawkins (Dep VC), Mrs B Brown, Mrs D Crook, Mrs L Downes, P Hickmott, A Keeley, D Keeley, J Minter, Mrs K Mordecai-Woolf and D Purll
Council Members present:	Mrs K Sowten (CEO) and Miss E Jones
Members of the public:	Two members of the public present

1.	<p><u>Apologies for absence</u></p> <p>Apologies were received from Cllrs B Garlick and Mrs B Keeley.</p>
2.	<p><u>Declaration of Interest</u></p> <p>There was one declaration of interest from Miss E Jones with regard to item 19.</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. A Councillor commented on the car that was stolen and advised the Committee that both sets of keys were with the owner. It was commented that new cars can be stolen by intercepting the electrical signal and the CEO advised that if car keys are stored in a metal box it is not possible for this to be carried out.</p>
4.	<p><u>County Councillor's Report</u></p> <p>The County Councillor reported the following:</p> <ul style="list-style-type: none"> • Budget – The Leader of the County Council has been lobbying for extra funding for the County Council and Local Authorities. There will now be extra money for social care and potholes; • Progress on the Toucan Crossing is progressing well; • She advised that she has been lobbying for resurfacing work to be carried out on several roads in Snodland; • She advised that she is hoping that the railings outside the nursery on the A228 have been erected; • She had received quite a few complaints regarding the safety issues surrounding the crossroads at the new Co-op site and has asked that a meeting be arranged with safety officers from KCC to assess the area – she advised that the dropped kerb on each side of the road does not align correctly and this should be looked at. A Councillor raised the point that disabled access to the Co-op was also not sufficient and that vehicles park on the pavement to access the cash machine. The Councillor requested that Town Councillors be invited to the meeting with the safety officers to raise these concerns surrounding the new Co-op and how best to tackle them;

	<ul style="list-style-type: none"> • She reported that she had a meeting with the Highways Officer regarding the issues surrounding the 71 bus. She advised that pedestrians are left waiting in the rain while the bus travels to the train station. She has suggested that a canopy be attached to the wall which would provide some shelter for waiting pedestrians. The cost for this could be funded by a sponsorship or through a partnership scheme; • Consultations have been taking place on how best to save money on underused bus routes. Pilot schemes have been introduced in certain areas whereby a taxi service can transport individuals to a destination rather than using a under-subscribed bus; A point was raised by a Councillor that the last buses departing from Maidstone are frequently used and that he would not like to see this service discontinued. Cllr Hohler agreed with this. <p>Cllr Mrs S Hohler then left the meeting.</p>
	<p>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.</p>
5.	<p><u>Questions from the public (<i>Members of the public are advised that they may speak for up to three minutes</i>)</u></p> <p>There were no questions from the member of the public.</p>
6.	<p><u>Chairman's Announcements</u></p> <p>The Chairman made 3 announcements:</p> <ol style="list-style-type: none"> 1. She advised the Committee of the Christmas party on Friday 14th December 2018 (invitations were given out) and hoped that everyone would be able to attend. She asked that Councillors and staff choose their menu; 2. The Chairman asked that Councillors make every effort to attend the Remembrance Parade and/or Service on Sunday 11th November at 2.30pm; 3. The Chairman announced the departure of Cllr David Purll, who had decided to step down for personal reasons, and thanked him for his help towards the Town Council. He briefly spoke to the Committee and explained the reasons for his resignation. He also expressed his disappointment towards the lack of support, which he felt was not received from the Borough Council. A Borough Councillor present at the meeting took offence to his remarks – Cllr D Purll then left the meeting.
7. 0445	<p><u>To resolve that the Minutes of the Council Meeting held on 20 September 2018 are a correct record (pp 57 - 62)</u></p> <p>RESOLVED – that the Minutes of the Council meeting held on 20 September 2018 were agreed as a correct record.</p> <p>Signed</p>

8.	<u>To receive reports and consider recommendations of Council Committees</u>	
8.1	Policy and Resources	Cancelled
8.2	Amenities and Recreation	18 October 2018 (pp 63 – 64)
	The Chairman, Cllr D Keeley gave a report on the Amenities and Recreation meeting held on 18 October 2018. There were no recommendations.	
8.3	Planning and Environment	25 October 2018 (pp 65 – 66)
	<p>The Chairman reported one recommendation from the meeting of 25 October 2018.</p> <p>The CEO advised that she would be attending a KCC Highways Seminar on Friday 2nd November 2018 and would speak to officials regarding the serious issues that have arisen since the opening of the new Co-op store on Holborough Road.</p>	
9.	<p><u>Reports from Borough Councillors</u></p> <p>Cllr Mrs S Bell reported that she had attended a second meeting with a member of the Leisure Services at Tonbridge and Malling Borough Council and was advised that funding may have been found to resurface the paths at Leybourne Lakes.</p> <p>Cllr Mrs B Brown reported that the deadline for the Public Consultation on the Local Plan had been extended by a week to 19th November 2018. She also advised that she had attended a Tarmac meeting and reported that the new processing plant was underway and would be operational in Spring 2019.</p> <p>Cllr D Keeley – attended the official opening of the 3G pitch on 26 October 2018.</p>	
10.	<p><u>Town Councillors reports on meetings attended on behalf of the Council</u></p> <p><u>Reverend Hugh Broadbent's Retirement</u></p> <p>Cllrs Mrs S Bell, Mrs D Crook, Mrs L Downes and Mrs K Mordecai-Woolf attended Rev'd Hugh Broadbent's Retirement party.</p> <p><u>3G Official Opening</u></p> <p>Cllrs Mrs S Bell, Mrs D Crook, P Hickmott, D Keeley, M Sawkins and J Minter attended the official opening of the 3G pitch on 26th October 2018.</p> <p><u>Litter Pick</u></p> <p>Cllr M Sawkins carried out a litter pick around Snodland.</p>	

11.	<p><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 24th September 2018 to 31 October 2018 totalling £48,638.07 was given to each Councillor. Several payment queries were asked for the CEO to clarify:</p> <p>Cllr D Crook advised that she was in receipt of cheque no 17960.</p> <ul style="list-style-type: none"> • Cheque no 17960 - £95.00 - was made payable to Cllr Mrs D Crook in respect of catering services; • Business direct – two transfers of £1,769.00 – monies transferred from the business account into the current account; • Cheque no 17945 - £231.52 – this was a purchase made by the pre-school; • 017939 – duplicate invoice entered in error; • £1,125.08 – Metal Gardening Trolley – this was for items purchased for the cemetery; • Cheque no 17951 – £365.98 - New box mower and repairs; • Cheque no 17927 – £2,088.00 - Air Conditioning, emergency lighting (lobby), fire alarm (rewiring) and 2 emergency light fittings in M/G; • Cheque no 17933 - £1,200.00 – Auditor fees; • Cheque no 17941 - £169.00 – Cesspit maintenance at Holborough Park; • Cheque no 17948 - £474.00 – final inspection payment for the 3G pitch; • Cheque no 17966 - £54.00 – payment to stonemasons for cremation kerbstone bore hole (for flowers); • Cheque no 17968 - £306.45 – Water rates for Birling Lands allotments.
12.	<p><u>Report from the Chief Executive Officer</u></p> <ul style="list-style-type: none"> • The CEO reported that the official opening of the 3G pitch which took place on Friday 26th October which went very well and was well attended by local residents and officials, including Tracey Crouch MP, Cllr Mrs S Hohler and Cllr N Heslop. The children who were invited to play a game of football also enjoyed the event. The CEO thanked everyone who attended; • The CEO reported that she had observed from the Conservative leaflet that is distributed to local residents that TMBC had purchased a new vehicle to collect the recycling due to continuous backlogs of recycling not being collected. The CEO advised that feedback from Borough Councillors would be appreciated so that information could be relayed back to residents. The CEO also reported that she had received an e-mail from TMBC to advise that a new recycling contract had been made whereby a new, improved recycling service would be introduced. The new company would start on 1st March 2018; • The CEO asked that any Councillors who would be attending the Fireworks display receive a briefing pack which included the event plan and instructions on their roles and responsibilities; • It was agreed that the lighting of the beacon on Remembrance Day would not be carried out due to members of the public leaving the event before 5.00pm. The Remembrance Parade will start from The Holmesdale School at 2.30pm followed by a Service at the Cemetery at 3.00pm.

	Refreshments will be served at the Community Centre afterwards. The Firework display would start at 7.30pm with road closures in place from 7.50pm to 8.10pm for residents to exit Potyns.
13.	<u>To consider and if agreed accept Insurance Renewal for 2018/19</u> The Committee members were given a spreadsheet giving details of the insurance renewal for 2018:
0446	<ul style="list-style-type: none"> • Commercial Combined Cover - £11178.62 - The CEO advised that the general insurance had increased slightly but had remained competitive. The CEO advised that in order to ensure that the correct amount of cover was calculated for STC buildings insurance premium, a thorough valuation be carried out as the last one was carried out in 2012 – the CEO has asked 2 companies to quote on this and is awaiting one of the companies to return with a price before a decision can be made. RESOLVED – to allow the CEO to except the most competitive quote to carry out the valuation. The CEO also advised that the 2 catering tenants are to carry out inspections of their ducting equipment due to risk of fire;
0447	<ul style="list-style-type: none"> • Public Liability - £1407 - The CEO advised that following the discussion at a previous Committee meeting, that the threshold for STC’s public liability had increased from £5m to £10m which was now in line with other parish/town Councils; • Truck and 3 trailers - £2032.58 - The insurance for the Council truck and the 3 trailers had increased due to an unsettled claim plus the CEO is now an additional driver; • Tractor - £374.29 - The tractor premium has reduced; • Cyber insurance – £859.40 - this is a new addition for this year with £1m limit of liability. The CEO advised that this insurance covers a multitude of items. The document can be viewed at the office for further information. RESOLVED – to agree the insurance premiums and to allow the CEO to approve the premiums for 2018/19.
14.	<u>To consider a request from BT Open Reach to install telephone lines to Brooklands Lake and if accepted to sign Wayleave documents</u> The CEO reported that she had received an e-mail from the BT Open Reach requesting installation of a BT line at Brooklands Lake which they would pay a Wayleave for but would need the Council’s permission to cross the land.
0448	RESOLVED – to agree to a request from BT Open reach to install telephone lines at Brooklands Lake. Cllr Mrs S Bell signed the Wayleave document.
15.	<u>To consider and if agreed accept revised prices and price structure for the Cemetery from April 2019</u> The Committee were given a copy of the Cemetery meeting minutes and handouts of the revised pricing structure. Following the Cemetery meeting it was decided that the prices for the cemetery be streamlined in order to simplify the pricing structure for grieving relatives.

<p>0449</p>	<p>It was agreed that in order to ensure that the kerbstone and headstone charges were kept, but be removed as a separate charge, they be split into the Exclusive Right of Burial and interment costs.</p> <p>The increased prices will take effect from 1st April 2019. The CEO advised the Committee that STC’s charges were still below other surrounding parish Councils.</p> <p>The CEO advised that she had revised the Cemetery booklet giving an explanation as to why charges are doubled and half for non-residents and also what the money is spent on eg upkeep of the cemetery etc.</p> <p>The question was asked why there was a difference in cost between a coffin and a wicker basket/casket?</p> <p>The CEO explained that the cost for a casket/wicker basket was more expensive than a traditional coffin as a bigger plot needed to be dug.</p> <p>The Chairman thanked the CEO for putting all the information together and revising the cemetery booklet.</p> <p>RESOLVED – to accept the revised costs for 2019/20 and the booklet be distributed to local funeral homes and customers.</p>
<p>16.</p> <p>0450</p>	<p><u>To receive notice to terminate the lease for Snodland Market from the current Tenant</u></p> <p>The CEO advised the Committee that she had received a letter from Brays Associates (Management Company) giving notice to terminate their contract due to lack of business.</p> <p>Since the termination of the market contract from Brays, the CEO reported that she had spoken to an interested party who was willing to manage the market. The CEO advised that the lease between STC and TMBC was still in the process of being agreed and if the market was managed by another party, an interim contract could be set up.</p> <p>Discussions took place between the CEO and the interested party to ascertain if this was a viable business opportunity. It was agreed that it would be very sad to lose the market as the produce was very competitively priced. It was also commented that other types of stalls would also be a great addition to the market.</p> <p>RESOLVED - for the CEO to speak to the interested party to negotiate future plans for the market.</p>
<p>17.</p>	<p><u>To discuss the implementation of a dress code for Councillors at meetings and events</u></p> <p>The item was raised by the Chairman due to inappropriate dress code at Council meetings. She advised that the implementation of an appropriate dress code should be set in the Standing Orders. It was advised that caution should be used with the choice of wording when devising the policy.</p>

0451	RESOLVED – The Chairman to implement a dress code policy in the Standing Orders.
18.	<u>Correspondence</u>
18a.	<p data-bbox="316 356 1474 427"><u>Notice of 71st Annual General Meeting of Kent Association for Local Councils – Saturday 17 November 2018</u></p> <p data-bbox="316 465 1474 573">The CEO advised of the 71st Annual General Meeting of Kent Association for Local Councils on 17 November 2018. Cllr Alan Keeley volunteered to attend this.</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 instructed to withdraw
19.	<p data-bbox="316 763 1474 835"><u>To discuss office workload and consider increasing hours for a member of office staff</u></p> <p data-bbox="316 873 1474 1016">The CEO advised the Council that the workload in the office had increased considerably over the last couple of years and that consideration needed to be given to increasing the hours for a member of staff to now work four days a week.</p>
0452	RESOLVED – to agree for the member of staff to increase her hours.

There being no other business, the meeting closed at 9.00pm.