

Snodland Town Council – Full Council

8 December 2022

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| Councillors in attendance: | Cllrs Mrs S Bell (C), (DVC), A Bennison, J Butterfield, P Hickmott, Ms D King, Miss V Lawrence and D Lettington |
| Other Council Members in Attendance: | Mrs K Sowten (CEO) |
| Others in Attendance | |
| Councillors Absent with apologies: | Cllrs, Mrs K Mordecai-Woolf (VC), Mrs N Misy, Mrs D Crook, W Mallard, J Minter, Mrs S Shaw and County Cllr Mrs S Hohler |
| Councillors Absent without apologies: | |
| Other Apologies: | |

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| 1. | <p><u>Apologies for absence</u></p> <p>See above.</p> |
| 2. | <p><u>Declaration of interests</u></p> <p>None</p> |
| 3. | <p><u>Councillor Co-option</u></p> <p>No Co-option applications had been received.</p> |
| 4. | <p><u>County Councillor's Report</u></p> <p>Cllr Hohler sent her apologies for being unable to attend the meeting however sent the following items to report on</p> <ul style="list-style-type: none"> • KCC has been busy with a very challenging budget. • For free and confidential support about money problems and advice you can visit Kent Money Advice Hub, 0800 808 5622. This can also be accessed via a range of digital channels. • There are Christmas events at Kent country parks and Lullingstone, like Shorne Woods, now has changing places and facilities for the disabled. • The deadline for applications for a Community Transport Grant is 15th January. <p>Cllr Hohler also sent her best wishes for Christmas.</p> |
| 5. | <p><u>Report from the Neighbourhood Police Team</u></p> <p>There were no representatives from the Neighbourhood police team. The Council members had received an E-Watch report prior to the meeting.</p> <p>A councillor commented about drug use in Willowside. The CEO advised the councillor to log their concerns on 101 via the website, telephone, or online chat. The online chat does appear to be the best option.</p> <p>The last monthly community policing drop in held at the council offices ran in November. We are waiting to see if more sessions will be held in the new year at difference times to try and ensure that it is more convenient for the public.</p> |

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| 6. | <p><u>Questions from the Public</u></p> <p>Pursuant to Standing Order 3 e & 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>None Present</p> | |
| 7. | <p><u>Chairman’s Announcements</u></p> <p>The Chairman thanks those who attended the Remembrance, fireworks and Christmas in Snodland Event.</p> | |
| 8. | <p><u>To resolve the Minutes of the Full Council held on 20 October 2022 (pp 56-64) are a correct record</u></p> <p>An amendment was made to the page and resolution numbers as they were incorrect</p> <p>0976 RESOLVED – that the Minutes of the Full Council meeting held on 20 October 2022 (pp56-64) were agreed as a correct record, once amendments has been made to the page and resolution numbers.</p> <p>Signed</p> | |
| 9. | <p><u>To receive reports and recommendations of Council Committees</u></p> <p>There were no recommendations from any of the meetings however the Council noted the amendments to the page and resolution numbers. Cllr Miss Lawrence had been omitted from the attendance at the Policy and Resources meeting. Cllr Hickmott carried out an Audit as minuted in the Policy and Resources minutes. This audit was in relation to Staff salary increases.</p> | |
| 9.1 | Planning and Environment – 7 November 2022 | (pp 65-67) |
| 9.2 | Policy and Resources – 17 November 2022 | (pp 68-71) |
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| 9.3 | Amenities and Recreation – 24 November 2022 | (pp 72-73) |
| 10. | <p><u>Reports from Borough Councillors</u></p> <p>Cllr Lettington reported that the Borough Council have finished its first stage consultation of the local plan and the call for sites will be assessed in March to advise which sites will be put forward as potential development sites.</p> <p>Cllr Hickmott reported that Cabinet Member for Strategic Planning and Infrastructure had received strong complains regarding the very poor publicity regarding the local plan. It is understood that further information will be sent out with the Council Tax bills in February 2023.</p> <p>Cllr Bell reported that she had attended the Remembrance service at Tonbridge.</p> | |

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| 11. | <p><u>Town Councillors reports on meetings, events and activities attended on behalf of the Council - Councillors are reminded to only report on council related items</u></p> <p>Christmas in Snodland – Cllrs Mrs S Bell, Ms D King, A Bennison and P Hickmott. Litter Picks Potyngs and Recreation Ground – Cllrs P Hickmott, A Bennison Fireworks – Cllrs P Hickmott, A Bennison, J Butterfield, Miss V Lawrence, Ms D King Remembrance Day Parade – Cllrs Mrs S Bell, Ms D King, A Bennison and P Hickmott, Miss V Lawrence Pump Track Opening – Cllrs Mrs S Bell, Ms D King, Miss V Lawrence</p> <p>Cllr Ms King called for more assistance from Councillors to attend at the Council events to ease the workload on those who do attend and the staff of the Council.</p> <p>The CEO pointed out that all events are Snodland Council events and not Snodland Town Council Staff events. The staff work incredibly hard to ensure that these events run smoothly and more assistance from Councillors would be appreciated.</p> |
| 12. | <p><u>To receive details of Payments and transfers from 7 October 2022 to 30 November 2022 for Nat Bank Account totaling £172832.83 and Unity Bank payments totaling £4672.41 which includes BACS Payment lists pages 1444-1446,1450,1456-1460,1465-1468</u></p> <p>Council members received details of payments and transfers prior to the meeting. No comments were made.</p> <p>0977 RESOLVED to accept details of Payments and transfers from 7 October 2022 to 30 November 2022 for Nat Bank Account totaling £172832.83 and Unity Bank payments totaling £4672.41 which includes BACS Payment lists pages 1444-1446,1450,1456-1460, 1465-1468</p> |
| 13. | <p><u>Report from the Chief Executive Officer</u></p> <p>The CEO informed the council of the Christmas Closures from 3pm on 23rd December and reopen on Tuesday 3rd January 2022. Litter picks will be carried out if required between Christmas and New Year. Site staff will be on call if required.</p> <p>Several local shops are concerned that they do not see or know who their local councillors are as they do not show an interest or visit the shops in the town to introduce themselves.</p> <p>It was suggested that a contact person was nominated to liaise with local businesses. It was also pointed out that the Council have tried to engage with local businesses in the past when trying to set up networking events, however the attendance at these events was very poor. The Chamber of Commerce used to be the liaison between the local businesses and the council, however this is no longer in existence. It was also suggested that if Councillors visit the shops that they should introduce themselves.</p> |

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| <p>14.</p> <p>0978</p> | <p><u>To consider the Second Draft Budget</u></p> <p>The CEO presented the draft budget and advised that it had been amended to a fourth draft following receipt of the precept tax base from TMBC (which was a reduced tax base on previous years) and the 3-year Actuary figures regarding the Pension contribution percentage. A full copy of the budget is available on file.</p> <p>Several Councillors thanked the CEO for the detailed notes and explanations attached to the budget, and for the hard work taken to produce an extremely challenging budget.</p> <p>It is a very tight budget and the Council should be mindful that there may be some need for use of council reserves.</p> <p>RESOLVED to agree the budget for 2023/24. The Budget meeting scheduled for January will no longer be required.</p> |
| <p>15.</p> <p>0979</p> <p>0980</p> | <p><u>To consider and if agreed accept the Cemetery Guidance Policy</u></p> <p>The CEO presented a new Cemetery guidance policy (a copy is available on file). The number of years available for exclusive rights of Burial was discussed with the amendment to change the number of years available for exclusive right of burial to 90 years and no longer have 30 and 60 years.</p> <p>RESOLVED with effect from 1 April 2023 to change the exclusive right of burial taking away the options of 30 and 60 years and have the option of 90 years only.</p> <p>RESOLVED to accept the new Cemetery Guidance Policy.</p> |
| <p>16.</p> | <p><u>To Consider and if agreed arrange an open day to promote Snodland Town Council to attract new Councillors to join the council.</u></p> <p>A discussion took place to try and arrange an open forum to discuss what is involved in becoming a town councillor and share what councillors do. It was thought that two meetings could be arranged one during the week and another on the weekend. The meeting should be led by the council as a whole with no party-political persuasion.</p> <p>A further meeting could also be set up, to go through the process of how to complete nomination papers.</p> <p>Two dates were put forward Thursday 16 February 7.30pm and Sunday 19 February 2023 – 2.30pm.</p> <p>Cllr Lettington to put together a proposal on what will be presented at the meeting and what is involved in being a councillor.</p> <p>It was also suggested that an event for existing councillors should take place. Since Covid there has been little opportunity for councillors to meet up and build council cohesion.</p> |

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| 17. | <p><u>To receive the KCC Audit review report</u></p> <p>The CEO presented the KCC Audit report (a copy is available on file). The CEO reported that no issues had been identified.</p> <p>Councillors congratulated the CEO that no issues had been identified.</p> |
| 18. | <p><u>To Appoint a new trustee for the John May Charity</u></p> <p>0981 RESOLVED to appoint Cllr Sue Bell as a new trustee for the John May Charity. Mrs Karen Sowten is already the second appointed trustee for the John May Charity.</p> <p>0982 RESOLVED to appoint Cllr Sue Bell as a new signatory on the CCLA Mandate to the John May Charity. Mrs Karen Sowten is already a signatory on the CCLA Mandate to the John May Charity.</p> |
| 19. | <p><u>To receive an update regarding double yellow lines at Holborough Lakes</u></p> <p>The CEO reported that she had received further comments from Berkeley Homes advising that they would not be able to support some of the yellow line reductions to the locations previously suggested by STC and KCC as they clash with existing driveways and would cause the same complaints that had been received on newer phases where individuals are unable to get access to and from their driveways.</p> <p>0983 RESOLVED Snodland Town Council would still like all the locations reviewed to be included in the consultation, and if there are objections then those locations can be looked at when the TRO is made.</p> |
| 20. | <p><u>Correspondence</u></p> <p>None</p> |
| <p><u>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.</u></p> | |
| 21. | <p><u>CEO Appraisal</u></p> <p>The CEO's appraisal has not been carried out due to time constraints and will be rescheduled for the next full council on 9 February 2023.</p> |

being no other business, the meeting closed at 20:52