

## Snodland Town Council – Full Council Minutes

12 September 2023

Councillors in attendance:	Cllrs Ms D King (C), Mrs J Ayers, A Bennison, Mrs D Crook, P Hickmott, Miss V Lawrence, D Lettington, G Miners, Mrs N Misy
Other Council Members in Attendance:	Mrs K Sowten (CEO)
Others in Attendance	1 Member of the public
Councillors Absent with apologies:	Mrs S Bell (VC), Mrs K Mordecai-Woolf (DVC), W Mallard, and D Morgan
Councillors Absent without apologies:	Mrs V Barker
Other Apologies:	County Cllr Mrs S Hohler

1.	<u>Apologies for absence</u> See above.
2.	<u>Declaration of interests</u> None
3.	<u>Report from the Neighbourhood Police Team</u> The Council members had received an E-Watch report prior to the meeting.
4.	<u>County Councillor's Report</u>  In the absence of the County Councillor, an email had been received relating to the drainage issues following recent floods, referring to an interesting post from the Environment Agency about flooding which basically says that if there is warning of very heavy rain then people should check that their drains are not blocked on top by leaves, gravel, waste etc. and to clear the drain cover if they are.  The council were not happy with this suggestion. Many councillors advised that the drains in Snodland were in fact full of mud under the grills and completely blocked, and that a number of these had been reported on the KCC website and nothing had been done to rectify the situation. They did not feel that it was a satisfactory solution to ask residents to start clearing the tops of drains in the roads, which could potentially put them in danger. It is the responsibility of KCC to deal with blocked drains. They asked that an officer from KCC attend a meeting, if not an evening meeting, then arrange a suitable daytime meeting to discuss the ongoing unsatisfactory issues with the drains.
5.	<u>Questions from the Public</u>  <b>Pursuant to Standing Order 3 e &amp; 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.</b>  No questions

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6.   <b>1103</b>	<p><u>To resolve the Minutes of the Full Council held on 3 August 2023 (pp 39-44) are a correct record.</u></p> <p><b>RESOLVED</b> to accept that the minutes are a true record of the Full Council held on 3 August 2023.</p> <p>Signed .....</p>	
7.	<p><u>To receive reports and recommendations of Council Committees</u></p>	
7.1	Planning and Environment	24 August 2023 (pp 45- 46)
7.2	Policy and Finance	29 August 2023 (pp 47- 49)
7.3	Amenities and Recreation	7 September 2023 (pp 50 - 53)
	<p>To recommendations from any meetings.</p>	
8.	<p><u>Reports from Borough Councillors</u></p> <p>Cllr Bennison – Attended Coffee and Chat and reported water leak in Malling Road Cllr Hickmott reported on the following –</p> <ul style="list-style-type: none"> <li>• Speaking to TMBC regarding a natural physical barriers on the Green at St Benedicts Road.</li> <li>• Has spoken to Tarmac regarding the surface of the new footpath into Holborough Park which is currently a loose gravel surface. If this does not compact they will come back and have another look at it.</li> <li>• Is investigating with KCC a barrier on the A228 where the new Holborough Park pathway comes out.</li> <li>• Attended a meeting between the Football club and Bowls club relating to the parking provision in the Paddlesworth Road car park. An agreement was reached that there would be a demarcation for the Bowls club to park on match days.</li> </ul>	
9.	<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>Cllr Bennison – As above Cllr P Hickmott – Litter Pick Cllr Miss V Lawrence – updated social media policy Cllr G Miners – Litter Pick, visited Nevill Park and Recreation Ground to look at the play equipment, Allowed Site staff to use various tools to see if they can assist with ground work, visited allotment, attended STFC FA cup match. Cllr Ms Ayers – emailed Kent Wildlife Trust to arrange a meeting to discuss a package for schools relating to rubbish collection and educating community on dropping litter.</p>	
10.	<p><u>To receive details of Payments and transfers from 26 July 2023 to 4 September 2023 from Nat West Bank totaling £34109.02 and Unity Bank totaling £1436.14 which includes BACS Payment lists pages 1610 – 1611 and 1618 – 1619.</u></p> <p>Council members received details of payments and transfers prior to the meeting.</p>	

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1104	<p>Queried Nat West Bank - £957.80 Heavy Duty Padlocks. The CEO advised that the accounts package only picks up the first line of the transaction detail. There would have been several other items purchased on the same payment.</p> <p><b>RESOLVED</b> to accept details of Payments and transfers from 26 July 2023 to 4 September 2023 from Nat West Bank totaling £34109.02 and Unity Bank totaling £1436.14 which includes BACS Payment lists pages 1610 – 1611 and 1618 – 1619.</p>
11.	<p><u>Report from the Chief Executive Officer</u></p> <p>The CEO reported on the following –</p> <ul style="list-style-type: none"> <li>• Works being carried out on Malling Road and Holborough Road have both been delayed. The initial suspected water leak on Malling Road is not the responsibility of South East Water and has been forwarded to Southern Water. The drainage works on Holborough Road have been delayed due to incorrect ordering of blocks. An email has been sent to KCC complaining about the lack of notice relating to the works being carried out on Malling Road and Holborough Road at the same time. An apology has been received from KCC.</li> <li>• An advertisement will be put out to advise of a Co-option vacancy for interviews to take place at the next Full Council on 31 October 2023. Application packs are available from the office or on the website.</li> <li>• TMBC have responded to an email regarding the footpath clearance at Ham Hill end of Malling Road. The request has been passed over to the waste services team. Works relating to the tress should be directed to KCC.</li> </ul> <p>There has been an ongoing complaint regarding driving in the cemetery, the poor condition of the roadway and the use of mobility scooters. The Councils insurance company has been contacted and has offered suggestions to ensure that we comply with the conditions of the policy. The CEO advised that temporary signage has been put up to advise of the health and safety consultant would be visiting the cemetery next week to carry out a further risk assessment.</p> <p>The following comments were made -</p> <ul style="list-style-type: none"> <li>• Have there been any accidents on the mobility scooters</li> <li>• Take away the use of the mobility scooter.</li> <li>• Possibility of offering the use of the councils vehicle to transport visitors to the grave by appointment only Monday to Friday 9am – 3.30pm. Not in favour of making a concession of offering the use of the council vehicle. The council have already made reasonable adjustments to make sure that it is not discriminatory in terms if peoples disability. They are able to drive into the cemetery and park by the war memorial and then go around on a mobility scooter, which is a reasonable provision which also takes into account the health and safety of other users as well as those who want to use a mobility scooter and makes sure that damage does not occur to the graves which is a sensitive issue for all visitors.</li> <li>• Following a health and safety visit, if it is felt that the roadway is in a poor condition, it may be necessary to close sections if it is considered to be dangerous.</li> <li>• Concerns from an insurance point of view that the council have done everything that is reasonably practicable.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Cllr Ayers is happy to talk to the complainant and discuss concerns.</li> <li>• Initial quotes should be sourced to look at the damaged areas.</li> <li>• Signage has gone out is this sufficient. Must take reasonable care to prevent injury.</li> <li>• Cordon of the entire area until an inspection has been done.</li> <li>• Take away the use of the mobility scooters around the uneven side.</li> </ul>
12.	<p><u>To sign and seal the lease in relation to the use of the car park in Rocfort Road for use as a market on a Friday.</u></p> <p>The CEO presented the lease on the car park in Rocfort Road for the use as a Friday market with the reduced rent.</p>
<b>1105</b>	<b>RESOLVED</b> to sign and seal the lease in relation to the use of the car park in Rocfort Road for use as a market on a Friday.
13.	<p>To receive a planning application with a deadline for comment prior to the next planning meeting on 5 October 2023.</p> <p>23/01856/FL - Sports Pavilion Paddlesworth Road - Proposed upgrading of existing parking area, surface water discharge and demarcation of parking spaces – <b>No objection</b></p>
14.	Correspondence
<b><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></b>	
15.	<p>To receive a report from the staffing committee.</p> <p>The Council received a report from the Staffing Committee in relation to</p> <ul style="list-style-type: none"> <li>• an existing member of staff with a view on how to deal with the tenancy on tied accommodation upon retirement.</li> <li>• Implementing changes to the site staff schedules</li> <li>• Implementation of performance reviews</li> <li>• Councillors are reminded that instructions for work are not given by councillors and needs to go through the CEO.</li> </ul>
<b>1106</b>	<p><b>RESOLVED</b> to allow the member of staff to remain in the Cemetery Lodge after retirement, to look at charging the appropriate current market rent value, council tax and water sewerage costs. Further regard may be given if a reduction in hours is being considered.</p> <p>Additional resources are required in the office to carry out administration tasks to release the pressure on the CEO.</p> <p>A meeting of the Staffing Committee should take place by the end of October. The Committee will look at a new approach to performance reviews and the implementation of the new site staff schedule.</p>

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	Additional council members have been included in the staffing committee as follows – Cllrs Bennison, Ms Ayers, Mrs Butterfield, Ms Lawrence.
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being no other business, the meeting closed at 21:15