

## Snodland Town Council – Full Council

14 December 2021

Committee Members present:	Cllrs Mrs S Bell (C), A Bennison, J Butterfield, Mrs D Crook, P Hickmott, D Lettington and Mrs S Shaw
Council Staff present:	Mrs K Sowten (CEO)
Other Councillors Present:	None
Members of the public:	None

1.	<p><u>Apologies for absence</u></p> <p>Apologies were received from J Minter (Dep VC), Mrs A Barden, Ms D King, Mrs N Misy, W Mallard, Mrs K Mordecai-Woolf (VC), Mrs R Lettington and CC Mrs S Hohler</p>
2.	<p><u>Declaration of interests</u></p> <p>Declarations of interest were received from Cllr Mrs D Crook – Item 11 and Cllr P Hickmott - Item 11.</p>
3.	<p><u>Report from the Neighbourhood Police Team</u></p> <p>There were no representatives from the Neighbourhood police team. The Committee had received an E-Watch report prior to the meeting. Councillors commented that the number of crime reports seemed slightly lower.</p>
4.	<p><u>County Councillor's Report</u></p> <p>Cllr Hohler sent her apologies and gave an emailed report as follows –</p> <ul style="list-style-type: none"> <li>• KCC has been working hard on the challenging budget in advance of the Government funding due to be announced on 17<sup>th</sup> December 2021.</li> <li>• Board meetings at Turner Contemporary, Kent Music online and a working group on country parks.</li> </ul> <p>Cllr Hohler also sent her best wishes for Christmas.</p>
5.	<p><u>Questions from the public</u></p> <p>There were no members of the public present.</p>
6.	<p><u>Chairman's Announcements</u></p> <p>None</p>
7.	<p><u>To resolve the Minutes of the Full Council held on 28 October 2021 (pp 59 - 64) are a correct record</u></p> <p>A Councillor commented that not all the speed humps had been replaced at St Benedicts Road as per Cllr Hohlers report. Another Councillor and the CEO advised that they had been adding them sporadically.</p>
<b>0813</b>	<p><b>RESOLVED</b> – that the Minutes of the Full Council meeting held on 28 October 2021 (pp 59 - 64) were agreed as a correct record.</p>

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	Signed .....	
	<u>To resolve the Minutes of the Special Full Council held on 18 November 2021 (pp65) are a correct record</u>	
<b>0814</b>	<b>RESOLVED</b> – that the Minutes of the Special Full Council held on 18 November 2021 (pp65) were agreed as a correct record.	
	Signed .....	
8.	<u>To receive reports and recommendations of Council Committees</u>	
8.1	Planning and Environment	18 November 2021 (pp 66 - 68)
	In the absence of the Planning and Environment committee Chairman Cllr Bell had chaired the meeting and reported that there were no recommendations.	
8.2	Amenities and Recreation	25 November 2021 - Cancelled
8.3	Policy and Resources	2 December 2021 (pp 69 - 74)
	The Chairman of the Policy and Resources Committee reported on the following recommendation –	
<b>0815</b>	<b>RESOLVED</b> to invest our current Earmarked and Capital reserves of £420412 in CCLA Public Sector Deposit Fund. To include signatories to authorise investment on behalf of the Council as follows Cllr Mrs Sue Bell, Cllr Paul Hickmott and Cllr Mrs Dilys Crook. Mrs K Sowten authorised to act as main contact for the account.	
8.4	Planning and Environment	9 December 2021 (pp75 - 76)
	In the absence of the Planning and Environment Committee Chairman elect, Cllr Hickmott reported that there were no recommendations.	
9.	<u>Reports from Borough Councillors</u>	
	Cllr Hickmott had attended –	
	<ul style="list-style-type: none"> <li>• Street Scene and Environment Meeting where discussions took place regarding the situation on brown bin collections and costs to residents for the next year;</li> <li>• Car parking charges within different areas of the Borough;</li> <li>• Boundary Commission review.</li> </ul>	
	Cllr Bell had attended	
	<ul style="list-style-type: none"> <li>• Street Scene and Environment;</li> <li>• Christmas Fair at Hillview in Tonbridge;</li> <li>• The Mayors Civic Service in West Malling;</li> <li>• Friars Christmas Fair at Aylesford.</li> </ul>	
	Cllr D Lettington had attended	
	<ul style="list-style-type: none"> <li>• Street Scene and Environment and also reported on the Brown bins, it is hoped that in January and February households will get one collection per month and the situation is slowly improving;</li> </ul>	

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	<ul style="list-style-type: none"> <li>• TMBC local plan is probably going to be slowed down until an announcement is made by central government, it has been intimated that the housing numbers for the South East may be reduced;</li> <li>• Boundary Commission review. A number of other areas in the Borough are effected by the changes to the boundaries. These do not effect Snodland, only in the reduction of Borough Councils from 5 to 4;</li> <li>• Carried out leaflet drops for local By-elections.</li> </ul>
10.	<p><u>Town Councillors reports on meetings, events and activities attended on behalf of the Council</u></p> <ul style="list-style-type: none"> <li>• Cllrs Mrs S Bell, A Bennison, J Butterfield, Mrs D Crook, P Hickmott, Mrs S Shaw and D Lettington all attended the Remembrance Parade.</li> <li>• Cllr P Hickmott attended the litter pick.</li> <li>• Cllr A Bennison attended Coffee and Chat at the Church Hall.</li> <li>• Cllr S Bell has been giving out leaflets to the shops encouraging them to enter the best Christmas shop window display, which will be judged on 20 December 2021; Tarmac meeting which the CEO will report on.</li> </ul>
11.	<p><u>To receive details of Payments and transfers from 21 October to 7 December 2021 totaling £87199.64 which includes BACS Payment lists pages 1251-1253, 1257 – 1259, 1266 – 1267, 1268 and 1274 – 1275.</u>  <u>BACS Payment lists pages 1228 - 1330, 1235 - 1237 and 1244 -1246 from 1 September to 20 October 2021 omitted from Full Council meeting on 28 October 2021.</u></p> <p>Committee members received details of payments and transfers prior to the meeting.</p> <p>Questions were asked regarding the following –</p> <ul style="list-style-type: none"> <li>• 03/11/2021 - £1,061.50 Refund for cancelled funeral</li> <li>• 08/11/2021 Returned Cheque £911.00 Cheque referred to drawer regarding signature (bank error represented and cleared)</li> <li>• 15/09/2021 SINV028061 £4,669.40 – Personnel and Health and Safety package.</li> </ul>
<b>0816</b>	<p><b>RESOLVED</b> - to accept the details of payments and transfers from 21 October to 7 December 2021 totaling £87199.64 which includes BACS Payment lists pages 1251-1253, 1257 – 1259, 1266 – 1267, 1268 and 1274 – 1275.  BACS Payment lists pages 1228 - 1330, 1235 - 1237 and 1244 -1246 from 1 September to 20 October 2021 omitted from Full Council meeting on 28 October 2021.</p>

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12.	<p><u>Report from the Chief Executive Officer</u></p> <p>The CEO reported that:</p> <ul style="list-style-type: none"> <li>• She had attended a meeting at Tarmac Ham Hill Quarry. The introduction of LPG had been very successful; the planning application had been withdrawn for extended night working due to high residential opposition. More work needed to mitigate issues before resubmitting; increased number of complaints in September and as a consequence now using a low odour bitumen mix; reduction in reports of odour, this could be weather and season related; Confident that noise and dusk levels are ok; Nothing toxic in the fumes not harmful to health; Cost has been approved to install spray bars at various locations on site to allow dust to settle to the ground. A Councillor advised that TMBC will consider putting in additional monitoring if the complaints become excessive.</li> <li>• TMBC call for sites event is now open. This is an important early stage of the review and refresh of the Local Plan. The event is open for 8 weeks until 5pm on 7 February 2022 and will be an agenda item for planning in January 2022.</li> <li>• Pump Track update - Some issues with the contractor as they had not been very co-operative with new designs to incorporate a learn to ride area and a wheelie strip. This has now been resolved and they agreed to incorporate design updates and are in the process of re-drawing the design. Some additional funding may be required and the CEO will report on this in the new year. The design updates will be presented to Council as soon as they are available.</li> <li>• Christmas Office closures – 24 December 2021 – 4 January 2022 with emails being checked over the holiday period. Site staff on emergency call out if required.</li> <li>• New Councillor Vacancy will be advertised as no election has been called for.</li> </ul>
13.	<p><u>To receive the external Auditor report by PFK Littlejohn</u></p> <p>The CEO reported that the external audit report from PFK Littlejohn had been received.</p> <p><b>0817</b> <b>RESOLVED</b> to accept the external Audit report - On the basis of their review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in their opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.</p>
14.	<p><u>To receive an update on Snodland Food Assist</u></p> <p>The CEO reported that she had a meeting with the Snodland Food Assist. She gave</p>

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<p><b>0818</b></p>	<p>a report on the background of the Group (copy of report on file). The CEO went on to report that the level of food donations from a Larkfield supermarket had been withdrawn which left the group in desperate need for help to cover the 25-35 households that they assisted each week. No assistance has been given by the Co-op, other than the donation basket which residents contribute to.</p> <p>Membership to Fairshare is not cost effective for them to join due to the £5000 membership fee.</p> <p>The Group is being run very professionally with all funds accounted for and accounts audited. The level of grant funding available is limited as the group has not been established for 2 years, which is one of the main criterion. Town and Country Housing are looking to provide some grant funding and Clarion give the use of the building to store their goods.</p> <p>The group have a robust questionnaire and signpost residents to the appropriate help services to assist them.</p> <p>Volunteers are still required to help with delivery and collection.</p> <p><b>RESOLVED</b> to increase the donation for Snodland Food Assist to £200 per month from the existing Food Bank Grant for December 2021, January, February, March April and May 2022.</p>
<p>15.</p>	<p><u>To consider quotations for resurfacing work at Catts Alley</u></p> <p>The council considered quotes received for the resurfacing work at Catts Alley. The Council queried the difference between the two quotes in relation to the depth of the tarmac supplied.</p> <p>The Council agree in principle to the cost of the resurfacing work, however it was suggested that requotes are required to ensure that the same specification is used and that a depth of 100mm tarmac used.</p>
<p>16.</p>	<p><u>To consider and if accepted approve the budget for 2022/23</u></p> <p>The CEO presented the second draft budget. Some amendments have been made and the council also discussed further amendments needed to be made as follows –</p> <ol style="list-style-type: none"> <li>1) Increase allotment water rates by another £500 due to problems with the water meter on Catts Alley.</li> <li>2) Increase grant allocation by £1000 to be used for the Foodbank for £200 donations June, July, August, September and October 2022.</li> </ol> <p>The above changes will increase the precept to £335841. The 2022/23 tax base has now been confirmed with an increase to 3965.13 therefore with the new precept of £335841 the Band D equivalent will be £84.70.</p> <p>2021/22 £325816/3871.98 =£84.15 2022/23 £335841/3965.13 =£84.70</p>

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	<p>An increase on band D properties of 55p</p> <p>Changes to the other property bands are as follows –</p> <table> <tr> <td>Band A</td> <td>0.37</td> <td>Band E</td> <td>0.67</td> </tr> <tr> <td>Band B</td> <td>0.43</td> <td>Band F</td> <td>0.79</td> </tr> <tr> <td>Band C</td> <td>0.49</td> <td>Band G</td> <td>0.92</td> </tr> <tr> <td>Band D</td> <td>0.55</td> <td>Band H</td> <td>1.10</td> </tr> </table>	Band A	0.37	Band E	0.67	Band B	0.43	Band F	0.79	Band C	0.49	Band G	0.92	Band D	0.55	Band H	1.10
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<b>0819</b>	<b>RESOLVED</b> to increase the precept to £335841. The 2022/23 tax base increase to 3965.13. the Band D equivalent will be £84.70.																
17.	<u>Correspondence</u>																
	None																
<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>																	
18.	<u>To sign and seal the lease for Brooklands Café (Peridise)</u>																
<b>0820</b>	<b>RESOLVED</b> to sign and Seal the lease for Brooklands Café (Peredise).																
19.	<u>To receive an update on Brooklands Lake lease</u>																
	The CEO advised that the lease was in the hands of the tenant awaiting approval.																
20.	<u>Staffing Update and CEO Appraisal</u>																
	<p>The CEO advised that two members of the office staff are leaving, which will leave the office stretched until new staff are recruited. The office will be closed on a Friday, however emails will be monitored.</p> <p>There will be a restructure of the staff required and an advert will be put out in the new year.</p> <p>Christmas leave was discussed and the office will close for the period between Christmas and New Year</p> <p>Mrs K Sowten left the meeting for the Committee to discuss the CEO's annual salary increase.</p> <p>The Chairman of the Staffing Committee had carried out the CEO's annual appraisal and this was reported to Councillors.</p>																
<b>0821</b>	<b>RESOLVED</b> - to accept the appraisal and 1 increment point increase from April 2022.																

There being no other business, the meeting closed at 8.45pm.