

Snodland Town Council – Full Council**4 February 2021**

Committee Members present:	Cllrs P Hickmott (C), Mrs S Bell (VC), Ms D Alford-Smith, Mrs S Shaw, W Mallard, J Minter, Mrs J Ayers and Mrs A Barden
Council Staff present:	Mrs K Sowten (CEO)
Other Councillors Present:	Cllrs D Lettington, Mrs R Lettington and County Council Mrs S Hohler
Members of the public:	None

The following meeting was held remotely using Microsoft Teams.

1.	<p><u>Apologies for absence</u></p> <p>Apologies were received from Cllrs J Butterfield, Mrs D Crook and A Bennison (due to technical issues).</p>
2.	<p><u>Declaration of interests</u></p> <p>There were no declarations of interest.</p>
3.	<p><u>Report from the Neighbourhood Police Team</u></p> <p>The CEO introduced and the Chairman welcomed the newly appointed PCSO, Samir Patangwa. He gave a thorough report on the following issues and advised that Kent Police were very pro-active tackling the following issues in Snodland:</p> <ul style="list-style-type: none"> • Issuing dispersal orders for congregation of groups of people in the town over the coming weekend; • Rogue traders and scammers. <p>He advised the Committee that if the Councillors had any concerns regarding anti-social behaviour, or any other matters, they should continue to ring 101.</p> <p>Two Councillors raised the issue of dog snatching in the area which PCSO Samir was not aware of and advised that he would look into this.</p>
4.	<p><u>County Councillor's Report</u></p> <p>The County Councillor (CC) reported the following:</p> <ul style="list-style-type: none"> • Covid testing – the CC reported that 160,000 A-symptomatic tests had been carried out and reported that door to door testing is being carried out in Maidstone ME15 for the new South African variant and were on target to carry out 10,000 tests; • Doorstep scams – the CC advised that upon listening to the PCSOs report on covid scams, she advised that KCCs trading officers deal with these issues and advised that they were currently very busy with covid related scams; • Train station – Pot holes have been reported to be repaired to KCC

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	<p>Highways;</p> <ul style="list-style-type: none"> • Businesses – new businesses in Kent are increasing with a number of those in Tonbridge and Malling; • Vision Zero Consultation – an initiative to reduce fatalities on Kent’s roads to zero by 2050; • Budget – The CC advised that due to the council tax base being reduced (due to the effects of the pandemic), this will, unfortunately, have an impact on the budget. Previously, a consultation was issued and this conveyed that Social Services was the main priority. The Government advised, therefore, that the council tax charge could be increased by 3% and not the standard 2% as long as the income was ring fenced for this purpose. It was also revealed that 80% would like to see better use of premises and homeworking; • Holborough parking – The CC thanked the CEO for attending the meeting at short notice which was held with the CC and a cabinet member for Highways, to discuss the objections of the overuse of yellow lines and parking problems on the Holborough Lakes development. This will be reported in more detail in the CEO’s report. <p>Members of the Committee asked several questions which the CC was able to answer. She then left the meeting.</p>
5.	<p><u>Questions from the public</u></p> <p>Pursuant to Standing Order 3e and 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>There were no members of the public present.</p>
6.	<p><u>Chairman’s Announcements</u></p> <p>The Chairman had little to report due to the current local restrictions. He advised that there was problems with the path leading from Brooklands lake to Leybourne Lakes Country park and that this would be reported in more detail in the CEO’s Report.</p>
7.	<p><u>To resolve the Minutes of the Full Council held on 15th December 2020 (pp 195 – 200) are a correct record</u></p> <p>Cllr Mrs D Alford-Smith advised that the item regarding the Geovernment Covid awards, disclosed names of individuals and she recommended that the names should be retracted.</p> <p>0685 RESOLVED – it was agreed that the names should be removed from the minutes.</p> <p>0686 RESOLVED – that the Minutes of the Council meeting held on 15th December 2020 were agreed as a correct record. These will be signed by the Chairman when he</p>

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	comes into the office. Signed	
8.	<u>To receive reports and recommendations of Council Committees</u>	
8.1	Planning and Environment	17 December 2020 (pp 193 - 194)
	The CEO advised that the Chairman or Vice Chairman were not present at the Full Council meeting and asked Cllr Hickmott to present the report. He reported that there were no recommendations and the minutes were agreed a true record.	
8.2	Amenities and Recreation	21 January 2021
	This meeting was cancelled due to lack of business.	
8.3	Policy and Resources	27 January 2021 (pp 205 - 206)
	The Chairman of the Policy and Resources reported that there was one recommendation which was to obtain further quotes for the development and implementation of the Council's new website. This was still ongoing and would be discussed at the next meeting The minutes of the meeting were agreed a true record.	
9.	<u>Reports from Borough Councillors</u> <u>Cllr Mrs S Bell</u>	
	<ul style="list-style-type: none"> • Cllr Mrs S Bell attended the recent cycle pump track meeting regarding the progress of the grant application and she advised that the outcome looked positive and that the CEO would provide further information in her CEO's report; • Lamp post litter bins are being forgotten – she spoke about this issue at a recent TMBC meeting; • Snodland by-pass would be cleared of rubbish every 4 weeks by KCC but the road would need to be closed – The CEO would give further information on this in her CEO report; • KFC planning application – a petition has been launched and the planning application has been returned to the planning inspector; • Vantage Point – McDonalds – She advised that the planning report on managing litter was very detailed and impressive. 	
	<u>Cllr D Lettington</u>	

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	<ul style="list-style-type: none"> • He advised that he had written to the Co-op again with regard to the empty buildings in the High Street; • KFC – advised of the alternative planning application for the site for 9 houses, which although had not yet received planning approval, may be an alternative option that the developers may like to consider; • Investigating empty shops and buildings in and around the town with the view to putting these properties back into use; • Attended a meeting with the Holborough Lakes Residents Association regarding the double yellow lines on the development which were causing difficulties for residents to park and this will be reported in more detail in the CEO's report. <p><u>Cllr Mrs R Lettington</u></p> <ul style="list-style-type: none"> • Reported overflowing dog bins but reported that she had not had the opportunity to attend many meetings. <p><u>Cllr P Hickmott</u></p> <ul style="list-style-type: none"> • Reported green missed bins and food caddies at Tom Joyce Close; • Reported that he had spoken to TMBC with regard to the cycle pump track.
10.	<p><u>Town Councillors reports on meetings, events and activities attended on behalf of the Council</u></p> <p><u>Cllr W Mallard</u></p> <ul style="list-style-type: none"> • Attended a dynamic councillor course which he found very interesting; • Attended the Holborough Lakes Residents Association meeting whereby several local issues were discussed; • Created a Covid update page on Facebook. <p><u>Cllr Mrs A Barden</u></p> <ul style="list-style-type: none"> • Attended the dynamic councilor course which she found very interesting. <p><u>Cllr Mrs S Shaw</u></p> <ul style="list-style-type: none"> • Volunteered for the Community Larder and advised that she had delivered 10 food parcels. She advised that she will continue with this on a weekly basis; <p><u>Cllr Mrs S Bell</u></p>

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	<ul style="list-style-type: none"> • Cllr Mrs S Bell also volunteered for the Community Larder and reported that she will be continuing with this on a weekly basis. She advised that she thought it was good that the Council had collaborated with them.
11.	<p><u>To receive details of Payments and transfers from 1 December 2020 – 28 January 2021 totaling £48291.73</u></p> <p>Prior to the meeting, the Committee received a detailed list of payments and transfers from 1st December 2020 to 28th January 2021.</p> <p>The Chairman asked if any Councillors had any questions to ask regarding the payments but the Committee were satisfied and did not have any questions to ask the CEO.</p>
12.	<p><u>Report from the Chief Executive Officer</u></p> <p>The CEO reported on the following:</p> <ul style="list-style-type: none"> • The CEO advised that she, along with Borough Councillors, had attended the training session on Code of Conduct and would e-mail the slides and STC's Code of Conduct policy to Councillors. She also advised them on their responsibilities to ensure that the Disclosable Pecuniary Interests forms were up to date; • The Pump Track – She informed the committee that the 2nd application for the grant process for the pump track will be sent off on Friday and showed the Committee the plan of the proposed track, including a 'learn to ride' area. The CEO advised that a final decision should be made by the end of March whether the full match funding amount is agreed; • Community Larder – The CEO thanked all those Councillors who volunteered to help with the Community Larder deliveries, but advised that the East Malling Centre had specified that currently they needed daytime drivers but the CEO would call upon the afternoon/eve volunteers if the arrangements changed; • The CEO had sent the committee information and a map of the recent flooding and erosion of the path leading from Brooklands Lake to Leybourne Lakes Country Park and advised that the path had now been closed with harass fencing. The Environment Agency (EA) advised that the problem may have been caused by Smurfit Kappa carrying out maintenance work to their penstocks on the outfall of the stream. The EA have requested Smurfit Kappa to remove all works from the channel in case this is causing the overtopping. The EA will continue to investigate this further. The CEO advised she was

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	<p>currently waiting for responses from the EA and the Drainage Board and would be working with them to rectify the problem as soon as possible, but the footpath would remain closed until the problem was rectified;</p> <ul style="list-style-type: none"> • The CEO gave a report on the meeting held with KCC highways. The outcome of the meeting was that the proposed parking restrictions that was on the original plan that went out for TRO consultation last year were deemed excessive by highway officers so the developer has reduced the amount of yellow lining proposed and has submitted a revised plan. At the meeting it was felt that there were still further areas where the yellow lines could be reduced and the highways officer will make contact with the developer and ask them to reduce the amount of lining proposed on Amisse Drive to return some of the on street parking along this corridor. Once revised plans have been received they will be shared with the Town Council. If the plans are acceptable the officer will produce a report to be made available for the next proposed JTB meeting. The CEO also reported that the Highways officer is going to contact her again to discuss parking, and parking restrictions, on other phases of the Holborough Lakes development to identify a common sense approach to the parking restrictions already implemented. This will be investigated through our Parish Highway Improvement Plan (PHIP). Cllr P Hickmott requested that he attend the next meeting. Cllr W Mallard requested that copy of the map be sent to the Holborough Lakes Resident Association and for them to make any comments, The CEO advised that this would be available publicly when the minutes had been approved; • Pot holes in Malling road have been repaired but the 2 drains have not been repaired as yet. The flooding on Malling Road has also been reported; • Bakery railings – The CEO has chased KCC Highways, who are continuing to chase their contractor; • Lamposts to be painted – Cllr Lettington has been looking into the possibility of getting the Lampposts and other street furniture in the town painted. Quotes are being obtained and this will be reported on in due course; • Refuse on the by-pass – TMBC have advised that there has been problems with their contractors due to sickness and the number of personnel who are qualified to carry out work on live carriageways. They hope to have a schedule in place to commence in March; • Snodland Station – re-planting in the flower beds will be carried out in March; • KCC Consultation for Vision Zero – this will be discussed at the next planning meeting but the CEO will e-mail a copy to all Councillors for their information; • KCC Consultation on A20 at Aylesford Retail Park – although this does not directly effect Snodland it does have an effect on resident’s journeys and will also be emailed to Councillors and reported at Planning.
13.	<p><u>To receive an update relating to Snodland Clocktower Trust to include a bank mandate to authorise revised signatories to the current bank for the Clock Tower Trust account to be changed</u></p> <p>The CEO reported on the signatories for the Clocktower Trust.</p>

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0687	<p>RESOLVED - The authorised signatories in the current mandate, for the accounts detailed in section 1.3 for Clocktower Trust be changed in accordance with section Authorised signatories to remove Mrs J Chapman, Mr G Chapman, Mr B Miners, Mr P Hegarty, Mr M Buffini and to add Councillors Mrs Sue Bell, Mrs Debbie King, Mrs D Crook, Mrs K Mordecai-Woolf and Mrs Karen Sowten. Cllr Mr P Hickmott is already a signatory and will remain.</p> <p>The CEO also reminded Cllrs Mrs K Mordecai-Woolf and Mrs J Ayers that they need to sign paperwork relating to John May and Henry Peters Charity. The CEO will make arrangements for this.</p>
14.	<p><u>To consider and adopt TMBC safeguarding policies</u></p> <p>The CEO provided a copy of the TMBC safeguarding policy which will need to be adopted for the proposed pump track.</p> <p>0688 RESOLVED – to agree to adopt TMBC safeguarding policies</p>
15.	<p><u>Correspondence</u></p> <p>No correspondence.</p>
<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 are instructed to withdraw</p>	
16.	<p><u>To receive an update from the Staffing Committee</u></p> <p>The CEO left the meeting.</p> <p>The Committee received a report from the staffing committee relating to the CEO's appraisal.</p> <p>The Staffing Committee advised that they would meet on a regular basis to discuss all staffing matters and report these back to Full Council.</p> <p>0689 RESOLVED - to accept the appraisal and award a one point increase.</p>

There being no other business, the meeting closed at 9.24pm.