**South Willesborough and Newtown Community Council**

[**www.southwillesboroughnewtown-cc.gov.uk**](http://www.southwillesboroughnewtown-cc.gov.uk)

**Minutes of the Ordinary Council Meeting held on**

**Wednesday 23rd JULY 2025**

**23rd JULY 2025 Minutes**

**These Minutes are draft until approved at the next meeting of the full Council**

The Chair opened the meeting at 7:00pm

In attendance Cllr Sue Mullan Chair (SM) Cllr David Mullan (DM) Cllr Steve Campkin (SC) Cllr Malcolm Webb (MW)

Also in attendance Sarah Evans Community Council Manager (SECCM)

**157/25 To Record and List Apologies for Absence**

Apologies were received from Cllr Paul Bohill Cllr Andy Hodges Cllr Lauren Corbett and approved.

**158/25 Declarations of pecuniary, other significant or voluntary interest**

SC is a tenant of Gas House Fields Allotments

**159/25 To Agree the Minutes of the last Meeting July 2025 and sign (attached)**

It was Proposed and Seconded that the Minutes were a true record of the Meeting and the Chair signs them

**160/25 To review the budget performance to date, bank reconciliation and recommended bank transfers and agree actions.**

**Resolved:- Proposed Seconded and Agreed unanimously 1) To accept the budget performance to date, allocations of all payments to budget cost centre and performance to date. The Bank reconciliation was received and reviewed,**

**The following payments are Agreed however outstanding to make as follows:**

**Payments to reimburse the clerk are to be completed**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Purchase Reimbursement** |  |  |
|  |  | **ITEM** | **COST** | **TOTAL** |
| **Payment Ref** | **Agreed Council** |  |  |  |
| **36** | **Yes** | **Cable ties Fixings Warehouse** | **31.81** | **31.81** |
| **37** | **Yes** | **Herbs Living Bus stop Longacres** | **47.00** | **47.00** |
| **38** | **Yes** | **Beacon Safety items paraffin Fixings Warehouse** | **13.14** | **13.14** |
| **58** | **Yes** | **Annual Electors Refreshments Tesco** | **77.99** | **77.99** |
| **88** | **Yes** | **Replacement Lock Fixings Warehouse** | **33.00** | **33.00** |
| **110** | **Yes** | **Spray Paint and Cable ties Thanet Tools** | **7.90** | **7.90** |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total to reimburse to Clerk** |  |  |  | **£118.89** |

**The following payments are pending and were reviewed**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cigarette Bin**  **No Butts Bins** | **Out of stock** | **Can provide same bin in black if agreed payment will then be processed** | **Black bin agreed payment to be progressed.** |
| **A Boards Medash Signs** | **Awaiting Artwork** | **Once provided payment can be made** | **Artwork to be chased and agreed then payment submitted** |
| **Copier Lease Hire PEAC** | **Direct Debit** | **awaiting debiting** | **Await Direct Debit due date.** |

**Duplicate Payment ASL**

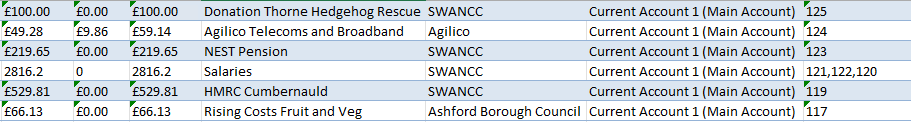
**A duplicate payment was made to ASL £42.00–Any future payments to ASL will be made with the invoice number attached not just the account number as with all other payments that are made by the Council to reduce the risk of any repeated error. Immediate refund to be progressed with ASL £42.00.**

**Bank transfer**

**£15000 from Current Account to Reserve Account.**

**161/25 To agree the payments listing (attached), new beneficiaries, endorse any payments agreed by email and any deposit key refunds required.**

**Resolved:- Proposed SM Seconded SC and Agreed unanimously 1) The payments listing was agreed as follows in table below.**

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**2) Also agreed**

**Invoice Baxendale Court Residents Social £350.00 Room Hire,**

**The purchase of a new 40m hosepipe to be purchased by Council Debit £79.99 Wickes or B&Q both same price,**

**KALC Training Invoice £36.00**

**162/25 To review staffing costs for Qtr 2 and Qtr 3 and agree – Verbal Report.**

**Resolved:- Agreed unanimously to the following**

* **PSEO overtime June 7.5 hours standard time July 15 hours standard time 6 hours double time August 7.5 hours standard time.**
* **Litter Picker overtime 4 hours standard time July**
* **CCM CILCA Training Registration £450 invoice to be paid for August 1st Registration to SLCC.**
* **PSEO Brush-cutter training is not available until Autumn 25 at the earliest, to be arranged at earliest opportunity with full costs will be £1500 +£65 certificate awaiting availability and course dates from EKT.**

**To accept the quotation of £180 for brush cutting services for July 25 from Heathfield Gardener for brushcutting services July 25.**

**163/25 To review grant applications from Ashford Salvation Army Corps for Rising Costs Support Programme and Summer Holiday Programme.**

**Resolved:- Proposed DM Seconded SC Agreed Unanimously**

**It was resolved in pursuance of the powers conferred by s.137 of the Local Government Act 1972 (as amended) and being of the opinion that the expenditure satisfies the requirements of that section, the Council approves the expenditure of**

**£2000 to Ashford Salvation Army Corps for Food Support for community programme to address rising cost of living. Providing access to food assistance, increasing engagement with referrals and signposting alleviating food poverty improving quality of life and providing a lifeline to those who need it most. To be paid from the Rising Cost Of Living Budget 25/26**

**Grant of £2000 to Ashford Salvation Army Corps for Summer Holiday Programme for SWAN residents towards the cost of craft activities and resources and provision of food and meals for events within the Summer Holiday Programme.**

**164/25 To receive a report of the Community Council Manager for National Allotments Open Day August 2025 and agree actions.**

**Resolved:- Proposed SC Seconded MW and Agreed Unanimously to the following:-**

1. **Date 15th August 2025**
2. **Children’s workshops including hosting of Salvation Army Holiday Club 2pm-4pm**
3. **Prospective tenants 5pm -7pm**
4. **To adopt the risk assessment for children’s activities without amendment.**
5. **To workshop on life of the honey bee to be produced by CCM and PSEO as proposed in report**
6. **To budget £100 for craft activities resources payment by Council debit card To include purchase mini 3d bug kits and wooden bug shapes and colouring pens from Baker Ross at £76.80. To investigate I met a bee today stickers.**
7. **To budget £75.00 for refreshments payment by Council debit card**
8. **Advertising and Marketing National Allotment Society Graphics Kits Social Media and Posters throughout the area. Email tenants and SWANCC subscribers.**

**165/25 To receive a report of the Community Council Manager on SWANCC Gazebos for events and agree actions.**

**Resolved :- Proposed DM Seconded MW and Agreed unanimously to accept the quotation from Event Branding UK and pay immediately on presentation of invoice £1567.00+ VAT £313.40 = £1880.40 from Earmarked Reserve Precept Support 25/26 as follows :**

|  |  |
| --- | --- |
| **Gazebo Package 6x3m:**  Heavy-duty Silverback Elite 40mm hex frame for strength and durability  Includes wheeled carry bag, tether lines, and pegs for easy setup  600D Oxford fabric canopy (roof) — fully weatherproof for reliable protection in all conditions  Plus, a FREE small single-sided flag & pole! (base not included) or Upgrade to DOUBLE SIDED for only £30! | Special Price 30% off**: £999** (Original Price: £1,350) Framework with canopy roof only.  Full back wall (plain or branded) is £170  Full side wall (plain or branded) is £95 each (x2 = £190)  All walls upgraded to double-sided at **no extra cost!**  UK Heavy Item shipping: £35  **Total: £1,394 + VAT only** |

**Other Costs Agreed**

1. **Flag base: Cross Base £25**
2. **Upgrade to zip connecting walls: £15 each wall=£45.00**
3. **Gazebo weights for added stability: 10.5kg water-filled £58 reviewed by PSEO and Agreed.**
4. **Logo Redraw: £45 for flawless, zero-pixelation result at any scale**
5. **£25+45+£58+£45= £173**

**166/25 To review planning application PA/2025/1220 Site Address 20, Newtown Green, Ashford, TN24 0PE Proposed single storey front extension with addition of door to side elevation.**

**Resolved:- Agreed unanimously No Objection**

**167/25 Any further planning applications received by the date of this meeting.**

No further planning applications were received. So, no decisions taken.

There being no further business to discuss the Chair closed the meeting at 8:20pm

Signed Chair\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_