

South Willesborough and Newtown Community Council
www.southwillesboroughnewtown-cc.gov.uk
Minutes of the Ordinary Council Meeting held on
Monday 3rd February 2026

February Minutes

The Chair opened the meeting at 7:05pm

In attendance Cllr Sue Mullan (SM) Cllr Malcolm Webb (MW) Cllr Lauren Corbett (LC) Cllr Steve Campkin (SC)

Also in attendance, Sarah Evans Community Council Manager (SECCM) Peter New Neighbourhood Watch (PN) KCC Cllr Dean Burns, PC. Adele Tyrer PC. Dan Brown and 2 Members of the public.

19/26 To Record and List Apologies for Absence

Apologies were received from Cllr Paul Bohill, Cllr Andy Hodges, Cllr Eric Parkinson and Cllr David Mullan.

20/26 Declarations of pecuniary, other significant or voluntary interest

SC declared an interest as Portfolio Holder for Parking Ashford Borough Council

21/26 To Agree the Minutes of the Meeting of the Council January 2026 and sign

It was Proposed MW and Seconded LC that the Minutes were a true record of the meeting and the Chair signs them.

22/26 To receive reports from

- a. KALC representatives,
- b. Police and Neighbourhood Watch representatives,
- c. Ward Councillors,
- d. KCC Councillor,
- e. Observer to Newtown Railway Works Development,
- f. Devolution and Local Government Reorganisation,

The Chair Proposed a motion to bring forward item 22/26b as the attending Police Officers were on active duty.

b) PN gave a comprehensive report on the prevention work of Neighbourhood Watch and the work of the Council to date to support this.

PC Tyrer advised on a recent arrest on Alfred Rd for drug offences leading to 9 charges relating to drugs and traffic matters. Followed up on the tragic loss of life at Frog Island and the police foot patrol over the following day which provided reassurance and positive feedback. The fire at Earlswoth Road was discussed and the Council thanked the Police for responding to its request to return to the Primary School and provide clearer information and support and it was acknowledged this had been beneficial.

The Police Officers left the meeting at 7:30pm

- a) SM advised on the KALC Meeting January and Members discussed the salient points.

It was agreed unanimously that PB would attend the Chairmanship Conference as requested.

- c) Apologies were received from Ward Cllr Arnold and a small written report was presented.
- d) Cllr Dean Burns gave an overview of his work over January and fed back on the questions relating to the KCC budget,
- e) The date of the next meeting was confirmed as 25 February 26
- f) No report.

23/26 Meeting adjourned for members of the public to raise questions on items on the agenda. (This item will last no more than 15 minutes in total)

The Meeting was adjourned 7:57pm and with no questions from the Public it was immediately reopened 7:57pm.

24/26 To consider Letters of Condolence relating to Mr Gerry Clarkson CBE and Agree

Resolved: Proposed SC Seconded MW Agreed Unanimously to send Letters of Condolence to Mrs Clarkson, Chief Executive and The Leader Ashford Borough Council, Cllr Peter Feacey, that the official stationery from the Book of Condolences should be used.

25/26 To agree arrangements for the Internal Audit of SWANCC 2025 2026

Resolved:- Proposed SC Seconded LC Agreed Unanimously to Instruct Mr Lionel Robbins to conduct the internal audit for SWANCC for the year 2025 2026, having confirmed his effectiveness following the previous audit.

26/26 To review quotations for the purchase of new laptop for SWAN Office and agree

Resolved:- Agreed unanimously to the purchase of new laptop from Curry's Business Cost £540.83 + VAT = £648.99 Free Delivery

27/26 To consider attendance to Virtual KALC Training Workshop on Neighbourhood Area Committees February 4th at 1pm and agree

Resolved:- Agreed unanimously SM and SECCM would attend.

28/26 To consider the Ashford Borough Council Parking vision and strategy consultation and agree a response

As SC had declared an interest in this item, it would have left the meeting inquorate when put to the vote, therefore no decisions were taken on this item.

29/26 Urgent Correspondence

- a) **Feedback from Residents on Parking Permit Scheme Newtown**
This was forwarded to the next meeting of the Council as this item had not been actioned in this meeting.

30/26 Forum of Exchange

SECCM advised the Wilder Framework Application had been submitted as delegated to the FGP Cttee.

31/26 To agree the dates of the next meetings and any items for the Agenda

Extraordinary General Meeting to Agree the Budget 2026 2027 9th February 2026

Item 28/26 was proposed for the Agenda

Full Meeting of the Council Monday 2nd March 2026

32/26 To resolve that under the provisions of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during consideration of the following 2 items due to the confidential nature of the business to be transacted

Resolved :- Agreed Unanimously

The Meeting was closed to the Public at 8:21pm

33/26 To receive the Job Role Evaluations Report for the Independent Benchmarking of Salaries review recommendations and agree actions.

Resolved: Agreed unanimously Recommendations were reviewed and accepted to be implemented from April 2026.

34/26 To review outcome on interviews for Deputy Clerk and agree actions

Resolved:- Agreed unanimously to Candidate Offer for the role.

35/26 To review a request of the Community Council Manager on working hours from 1st April 2026 and agree

Resolved:- Agreed unanimously to the request from April 2026

There being no further business to discuss the Chair closed the meeting at 8:48pm

Signed Chair _____ Date _____

Appendix of Reports

Letter of Condolence

Laptop Purchase

RE: Mr. Gerry Clarkson CBE

South Willesborough and Newtown Community Council (SWANCC) write to convey their sincerest condolences on the passing of Mr. Gerry Clarkson CBE.

At the February Council Meeting, SWANCC reflected that Gerry was a formidable force and his drive and determination for the work of Ashford Borough Council was to be admired. His work was effective bringing meaningful Community Improvements and strong Community relationships.

It has been a privilege to observe his work for the Monument and Memorial at Newtown Works. Whilst the Council is extremely sad that he will not be able to witness its' completion, it will be an honour to support the implementation of this vision to its completion as he proposed and purposed.

Please accept our heartfelt sympathies at this time.

Kind Regards,

CLlr Sue Mullan
Chair South Willesborough and Newtown Community

Laptop Quotations for SWAN Office

Recommendation :- As Backmarket did not have stock to accept the quotation from Curry's Business Cost £540.83 + Vat = £648.99 Free Delivery

To source a reliable and efficient laptop for the parish council's office work. Which is well-suited for tasks such as accessing **cloud-based applications (like Microshade)**, using **Microsoft Teams for meetings**, and general office productivity.

Laptop Requirements:

- **Fast and responsive:** AMD Ryzen 7 processor and 16 GB RAM handle multiple apps and browser tabs with ease.
- **Large storage:** 1 TB SSD provides plenty of space for files and documents.
- **Portable and light:** 14" screen and ~1.4 kg weight make it easy to move between offices or meetings.
- **Long battery life:** Up to ~20 hours on light use, so it can last a full working day without charging.
- **Good display for productivity:** 16:10 screen ratio gives extra vertical space for documents and spreadsheets.

This laptop needs to offer excellent performance, reliability, and battery life for all parish council office tasks, especially cloud-based work and online meetings. It is a practical and future-proof choice within the £500–£700 budget range.

The most ideal laptop which meets these demands and has capacity to future proof it for increased use came up as ASUS Vivobook S14 M3407HA 14" Laptop – AMD Ryzen 7, 1 TB SSD, Silver.

Members of the FGP cttee asked for Backmarket to be considered as the environmental and cost savings would be preferable, however they did not have stock of this device of similar.

Analysis:

- Currys Business clearly offers the lowest total cost and straightforward warranty handling. Cost £540.83 + Vat = £648.99 Free Delivery

- TECH FOR GOOD is significantly more expensive without additional warranty benefits.
- Laptop Outlet is slightly higher in cost and the **warranty/returns are complex**, with possible restocking fees, making it unsuitable for a council purchase where simplicity and reliability matters.

Summary of Quotations

Quotation 1

Currys Business ASUS Vivobook S14 M3407HA 14" Laptop – AMD Ryzen 7, 1 TB SSD, Silver

Cost £540.83 + Vat = £648.99 Free Delivery

Warranty Faulty items can be returned within 30 days after which the manufactures warranty applies and it would require liaising directly with the manufacturer.

Quotation 2

TECH FOR GOOD £619.00 + VAT £123.00 TOTAL £742.80

Warranty Faulty items can be returned within 30 days after which the manufactures warranty applies and it would require liaising directly with the manufacturer.

Quotation 3

Laptop Outlet £899.00 with a sale to reduced the price to £647.99

Laptop Outlet

£899.00 reduced to £647.99 in sale. Sale terms and period is not confirmed warranty is complex.

Warranty & Returns

5.1 The company supplies goods with the benefit of a 12 month manufacturer warranty unless stated otherwise in the item description. Warranty support may involve dealing directly with the manufacturer where possible.

5.2 If the goods supplied develop a defect while under warranty or you have a complaint you should notify us in writing or e-mail customerservice@laptopoutlet.co.uk. All Returns will need to be authorized by members of our Service team (otherwise they may subject to rejection).

5.3 Any requests for Returns after 14 days will be subject to confirmation of terms and a restocking fee up to 25% as long as the goods are in 'As New' condition, fully boxed and with all original contents and packaging within.

5.4 Software items will not be accepted for a return unless the goods are faulty, misdescribed, the shrink-wrap or copy right seal is intact. Items returned as faulty but found to have no fault (tested by manufacturer) may incur a testing charge, the value of which will be based on the cost to the Company without profit.

5.5 Proof of dispatch must be retained until the Company acknowledges safe receipt. 5.6 All packaging material should be retained until the goods are fully tested and functional. Returned goods should be within their original packaging.

6. Faulty products

6.1 Dead On Arrival products (DOA - Up to 28 Days) If you feel your item is faulty on arrival, we would advise contacting our technical support on customerservice@laptopoutlet.co.uk. between 9:30am and 6:00pm, (Mon-Fri, excluding bank holidays) and 9:00am to 2:00pm (Saturday) to trouble shoot and fix any technical issues before organising a return as most of the technical issues are resolved this way. Goods returned with no fault found are subject to a restocking / handling charge, thus by contacting or technical support, we can avoid it by confirming the fault and obtaining the return to vendor authorisation or DOA code.

6.2 Item not as described In the rare event your item is not as described, please send us an email at customerservice@laptopoutlet.co.uk with the details and we will organise a free return and a replacement for you.

6.3 Faulty products beyond 28 Days If your item develops a fault after 28 days DOA period, please contact the manufacturer to get it fixed. Faulty products cannot be returned for Refund beyond 28 days DOA period unless authorised by manufacturers.

Sarah Evans

Community Council Manager

29.1.26