

South Willesborough and Newtown Community Council
www.southwillesboroughnewtown-cc.gov.uk
Minutes of the Ordinary Council Meeting held on
Monday 2nd March 2026

March Minutes

The Chair opened the meeting at 7:05pm

In attendance Chair Cllr Sue Mullan (SM) Vice Chair Cllr Paul Bohill (PB) Cllr Malcolm Webb (MW) Cllr Lauren Corbett (LC) Cllr Steve Campkin (SC) Cllr Eric Parkinson (EP)

Also in attendance, Sarah Evans Community Council Manager (SECCM) Peter New Neighbourhood Watch (PN) PC. Adele Tyrer PC. Potticary and 4 Members of the public.

40/26 To Record and List Apologies for Absence

Apologies were received from Cllr David Mullan and Cllr Andy Hodges and approved.

41/26 Declarations of pecuniary, other significant or voluntary interest

SC made a declaration that he is Deputy Leader of Ashford Borough Council

42/26 To Agree the Minutes of the Meeting of the Council February 2026 and sign

Noting the Clerk had corrected an inaccuracy on item 24/26 which was reviewed and agreed.

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

43/26 To Agree the Minutes of the Extraordinary General Meeting of the Council February 2026 and sign

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

44/26 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 moved forward item 44/26 b) as members were on active duty and had another meeting to attend.

b PC Tyrer reported on recent arrest for possession of knives in Newtown. Also, that the current 3 priorities for Officers were focusing on road safety, e-scooter use and anti-social behaviour for the next 3 months following consultation and would be reviewed again in 3 months' time.

PC Tyrer and Potticary left the meeting at 7:08pm.

Apologies were received from Peter New Neighbourhood Watch, however his report was presented in full by the Chair and it was actioned to send the very best wishes of the Council to Mr New.

c Apologies were received from Cllr Arnold and Cllr Pizzey

d Apologies were received from Cllr Burns

e It was noted that the notifications for planning application PA/2026/0171 and PA/2026/0229 were received and would be reviewed at Planning and Highways Committee.

It was agreed that due to the extensive nature of the applications all members expressed interest in a review of the response from the Cttee should be submitted to Full Council for consideration.

To action the clerk to ensure the previous withdrawn application and Council responses were requested to be circulated to members.

It was noted that a Heritage Centre had been proposed for the Clocktower and Kiln Café, which members received.

The Clerk advised that previous preliminary discussion had been had with AIDC Ltd to consider these sites for management by SWANCC, and that the last meeting AIDC Ltd had advised that this would need to be renegotiated with the new Unitary Authority there was no agreed interest from Members to act on this advice before investigating the matter further.

It was agreed to investigate the basis now for previously agreed S106 arrangements on the former planning application and to investigate if the Heritage Centre proposal was being submitted to the Ashford Borough Council for consideration and to see if the proposers could attend a SWANCC Council meeting to present the proposal.

f It was noted the consultation for Devolution has been made public, members were given the consultation questions and information on the consultation which is for all 5 business cases, due to the extensive consultation this was deferred.

45/26 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 at 7:55pm

a member of the public questioned the arrangements for the Community Skip day which the Chair explained the Council need to consider and agree the proposal before details could be given. The Chair advised to listen to the debate and then if the proposal was agreed details would be communicated.

a member of the public asked if any other measures were being considered for the flooding at the ASDA underpass, the Chair advised that there were measures being presented rather than to consider a proposal for investigating communicating about its accessibility when weather is inclement.

The meeting reopened at 7:58pm

46/26 To consider request from residents for action regarding overgrown brambles on Newtown Road and agree actions (verbal report)

Resolved:- Agreed unanimously to contact the Portfolio Holder for Environment and Aspire to request if brambles and overgrowth could be addressed

47/26 To consider a report of the Community Council Manager regarding the Great British Spring Clean 2026 and agree actions

Members discussed the previously circulated report and reviewed cleaning of road name signs, cleaning of footpaths and alleyways and community spring litter pick.

Resolved:- Proposed EP Seconded PB and Agreed unanimously to

- 1) road name signs cleaning
 - a) To delegate SECCM to request permission from KCC to clean signs
 - b) upon confirmation to purchase equipment as follows from Screwfix at £78.11 by Council Debit card

Product	Product Code Screwfix	Cost and quantity Inc. VAT	Total Cost
No Nonsense Car Wash	72345	8.49 inc Vat x 2	16.98
Washing Sponges	949PG	2.29 x 3	6.87
Brush and Pan	590/FK	6.99 x 1	6.99
Plastic Water container with tap 10 litre	617/PA	16.99 x 2	33.98
Nitrile xl gloves x 100	694/VM	13.29	13.29
		Total	£78.11

- 2) cleaning of footpath and alleyways
 - a) To delegate SECCM to request permission from Ashford Borough Council to clean and weed footpaths in Newtown
- 3) Community Litter Pick Saturday 28th March 26 was agreed noting risk assessment, insurance and equipment and briefing of participants arrangements are in place.
 - a) To pledge 5 bags to Great British Spring Clean, to notify residents who carryout litter picking that this can be contributed to by notifying the Council – social media post to be drafted and posted by SECCM
 - b) To advertise with posters and social media in the area advert agreed
 - c) To invite all local community groups and the school
 - d) To agree the route with the SWANCC LP
 - e) To start the event at the Salvation Army Hall and end at the Hall.

48/26 To consider a draft risk assessment for street sign cleaning and agree

Members discussed the previously circulated report

Resolved:- Agreed unanimously to the risk assessment subject to an additional column with level of risk before controls being implemented at medium and scoring agreed.

49/26 To consider investigating whether to provide a community skip day service for SWAN residents and agree any actions

Resolved Proposed EP Seconded MW and agreed unanimously to the following:-

- a) To request permission from the East Stour Primary school for the use of their car park for the event.
- b) If this is not possible to enquire with Ashford Cattle Market. If unavailable to delegate SECCM to source any further carpark which could safely be used.

If a suitable site can be secured the following actions were agreed

- c) To draft a full risk assessment for the activity including arrangements for pedestrian access to be reviewed by FGP Cttee,
- d) To delegate the deputy clerk to draft online booking form to ensure all required information is received
- e) To delegate SECMM to design and circulate advertising posters and social media posts. clarifying what waste could be received, booking requirements, id checks, GDPR notice, and

access by car or on foot and maximum waste that could be taken for a booking and arrangements for this

- f) To accept the quotations from Ashford Demo Skip hire noting their Waste Carrier licence had been checked on the KCC Portal at a cost of £350.00
- g) Provisional date 11.4.26
- h)

50/26 To receive the outcome of the Wilder Kent Framework Awards and agree actions

Members discussed the previously circulated report that a Silver Award had been awarded to the Council for the Wilder Kent Framework.

Resolved:- Agreed unanimously to the following 1) Award Receipt - SM and PB would attend award ceremony if for any reason their availability changes SECCM would attend to investigate with Wilder Kent if volunteers for spring bulb planting could attend and if so to invite them. 2) To delegate to the communications working cttee the drafting of a planting map for the SWANCC website to investigate suitable signage for all planting activities and possibility of qr codes to link to the website map and information on the Wilder Kent Framework award details

51/26 To consider investigating measures to communicate the accessibility of the footpath through the Asda Underpass Cllr Bohill

Resolved :-Agreed unanimously to investigate the legality of a CCTV camera on the footpath only with a live link to the SWANCC website to notify if the footpath was passable.

52/26 To consider invitation received for Road Safety and Active Travel Group (RSATG) Seminar and agree attendance

Resolved Agreed unanimously:- SECCM would attend.

53/26 To receive and note the Minutes of the January 2026 Finance and General Purposes Committee

Resolved Proposed SC and Seconded EP to receive and note the Minutes of the January 2026 Finance and General Purposes Committee

54/26 To review and note all S137(1) spending for the financial year 2025 2026

Resolved:- Agreed unanimously to note the following payments had been approved and made under S137(1) throughout the year of 2025 2026 up to the date of this meeting. The total to date was within the agreed limits of amount per elector for the year.

Cheque No	Description	VAT Type	Net	VAT	Total
112	Rising Costs	X	310.07		310.07
112	Rising Costs	X	49.50		49.50
112	Rising Costs	X	52.40		52.40
112	Rising Costs	X	42.09		42.09
112	Rising Costs	X	142.24		142.24
112	Rising Costs	X	225.16		225.16
112	Rising Costs	X	90.76		90.76
112	Rising Costs	X	217.72		217.72
112	Rising Costs	X	78.15		78.15
97	Rising Costs Fruit and Veg	Z	86.85		86.85
117	Rising Costs Fruit and Veg	X	66.13		66.13
237	Flowers Memorial Bench	S	45.83	9.17	55.00
200	Poppy Wreath	X	25.00		25.00
196	Grant awarded to 1st South Willesb	X	500.00		500.00
197	Grant awarded to 1st South Willesb	X	500.00		500.00
118	Donation Ashford Repair Cafe	X	100.00		100.00
125	Donation Thorne Hedgehog Rescue	X	100.00		100.00
166	Grant Salvation Army Community C	X	2,000.00		2,000.00
167	Grant Salvation Army Summer Prog	X	2,000.00		2,000.00
109	Remiburse CCM Timpsons Awards	S	88.31	17.66	105.97
Total			6,720.21	26.83	6,747.04

55/26 To agree the Year-to-Date VAT return for 2025 2026

Resolved:- Agreed Unanimously to submit the presented VAT return for year to date reclaim of VAT.

56/26 To agree the payments listing new beneficiaries, endorse any payments agreed by email and any deposit key refunds required.

Resolved Proposed SC and Seconded MW to approve the following payments listing table below, invoices for Salvation Army Hall Hire £703.75 and Interactive Media for Distribution £360.00 were also approved.

Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
Council March 2026	Current Account 1 (†	285	Design Newsletter	Parkers Digital Print Ltd	S	375.00	75.00	450.00
Clerk Emergency Decision	50 Current Account 1 (†	286	Replacement Lock	Fixings Warehouse	S	29.95	5.99	35.94
Council March 2026	Current Account 1 (†	287	Print Newsletter	InteractiveM	S	550.00	110.00	660.00
Council March 26	Current Account 1 (†	288	Storage container hire PSEO	Ashford Cattle Market	S	120.00	24.00	144.00
Total						1,074.95	214.99	1,289.94

57/26 To review the progress of the new SWANCC website and agree actions (verbal report)

Resolved:- Agreed unanimously 1) to approve images and drone footage for the new website, presented in the meeting

2) To accept the quotations for Planning Portal £100 + VAT per annum and eForm Module £50 + VAT per annum

3) To delegate the CCM and Deputy Clerk to complete content and updating for the website as required. To bring it for final approval to the Communications Workings committee, and to bring an updated accessibility statement to full council for agreement.

58/26 Urgent Correspondence

1) Town Centre Regeneration – Public Consultation Launch

Members noted the details for the consultation and exhibition at Stour Centre

59/26 Forum of Exchange

SECCM updated Council on the progress of CILCA submission.

60/27 To agree the date of the next meeting for April 2026 and items for the Agenda

The date of next meeting was agreed as 13th April to allow for the Bank Holiday.

PB - Review of Ownership of assets in the SWAN area

PB - Presentation Proposal Heritage Centre Newtown Works

There being no further business to discuss the Chair closed the meeting at 9:00pm

Signed Chair _____ Date _____

Appendix of Reports

Great British Spring Clean

Community Skip Service

Wilder Kent Framework Awards

Minutes FGP Committee

Report of the Community Council Manager on the Great British Spring Clean 16th - 29th March 2026

- 1) Cleaning of Road Name Signs
- 2) Cleaning of the footpaths and alleyways
- 3) Community Litter Pick

- 1) The street name signs are looking rather grubby and tired and would benefit from a good clean.

To carry out this activity by the PSEO the following is required

- a) Permission from the ECT team at Ashford
- b) Risk Assessment attached
- c) COSHH data sheet for SWAN Office and PSEO Container
- d) Equipment to be purchased from Screwfix by Council Debit Card

Product	Product Code Screwfix	Cost and quantity Inc. VAT	Total Cost
No Nonsense Car Wash	72345	8.49 inc Vat x 2	16.98
Washing Sponges	949PG	2.29 x 3	6.87
Brush and Pan	590/FK	6.99 x 1	6.99
Plastic Water container with tap 10 litre	617/PA	16.99 x 2	33.98
Nitrile xl gloves x 100	694/VM	13.29	13.29
		Total	£78.11

2 Cleaning of footpaths and alleyways

The weeding of the footpaths to commence in Newtown is the next project for the PSEO. There appears to have been some maintenance undertaken, over recent weeks and there was one treatment of the pathways of Stirling road by the Borough authority. Permission to carry out the work needs to be agreed with Ashford Borough Council. The risk assessment is in place but scheduled for review following the PA1 PA6 training by the PSEO and due to be reviewed at FGP cttee.

The product with which to carry out this work then needs to be considered and agreed to ensure it does not contravene the product that has been used very occasionally by Ashford Borough Council.

Recommendation :- To agree to seek permission and arrangements from Ashford Borough Council to progress tidying of footpaths and alleyways

3)Community Litter Pick 28th March 2026.

- 1) Risk Assessment is in place
- 2) Safeguarding all children need to be with a parent or guardian over 18 and remain the responsibility of the Adult accompanying them at all times.
- 3) Insurance in place
- 4) Equipment in place
- 5) **Date to agree**
- 6) **Advertising to agree**
- 7) **Invites to agree**

Date recommended Saturday 28th March 2026, Attendees hosting via Salvation Army, SWAN Litter Pickers have all confirmed they can make this date. Great British Spring Clean 25 runs from 16.3.26 -29.3.26

Pledge Great British Spring Clean are asking participants to pledge how many bags they will pick up, in advance of the collection. If the Council wish to make a pledge 5 bags as these are extremely large is recommended, as we may collect more but it is unlikely to be less.

Advertising

Facebook advert to be put out recommend this is done regularly in March

Great British Spring Clean 2026

SWAN Community Litter Pick

Saturday 28th March 2026

10am - 12pm

Meet at the Salvation Army Hall, to start and return for tea and cake from 12pm.

**All equipment is provided for adults and children,
however, please wear sturdy footwear.**



Children are very welcome but must be accompanied by and remain the responsibility of their Parents or Guardians at all times.



Posters recommend these are put up on Allotments, SWAN WI Memorial Garden, Baxendale Court, All noticeboards, Neighbours on Gladstone Road Mead Road and Cudworth Road have often kindly displayed posters for the Community Council previously, Salvation Army Hall. Then request the school to add to their noticeboards.

Equipment

Litter pickers, hoops hi vest and bags and gloves are ready to be used.

First Aid Community Council Manager is certified first aider, to attend with first aid kit in date and accident book.

Invites to attendees

Residents through advertising.

SWAN LP, SWAN WI, SWAN Farm, East Stour Primary School, Willesborough Wombles

Ward Cllrs

Sarah Evans

Community Council Manager

23rd February 2026

Community Skip Day Verbal Report

School have agreed to the use of their carpark for 4 hours only. No buildings access will be provided.

Risk assessment and insurance certificate to be supplied when confirming bookings

Cost for skips Ashford Demo x1 was agreed Skip

However 2 skips one for pedestrian and 1 for vehicles would be £660.00 net + £792.00 inc VAT.

Posters and Social media adverts have been designed ready to circulate.

Recommendation Approve and agree Risk Assessment.

Wilder Kent Framework Awards

South Willesborough and Newtown Community Council has won a Silver Award in the Wilder Kent Awards 2025-2026.

Achieving Silver status reflects significant progress in delivering meaningful environmental improvements across the SWAN area. To date well over a mile of land has been improved with planting. Also in true SWAN Community Spirit, 9.3% of the Electorate has been involved either directly planting or engaging with environmental activities.

Acceptance of the Award

To accept the award there is an awards event on 7th March 26 which the Chair and Vice Chair have agreed to attend.

An article to share this news has been included the current edition of SWAN News.

On receipt of the Award, the council will receive a certificate and logo which and be promoted on the SWANCC website.

Further action for promoting the award to consider and agree

Proposed by Cllr Campkin to inform Ashford Borough Council of the achievement and a summary of the work the council has completed.

Proposed by Cllr Webb, to draft a map of all the planting to date which can then be kept updated as activities progress.

Continuing to improve

Wilder Kent will then review the activities to date and give feedback on how the council can continue to progress in activities to improve biodiversity and the environment. It is recommended to delegate this to the Planting and Biodiversity Working Group to consider and make recommendations to Council.

Sarah Evans

Community Council Manager

24.2.26

South Willesborough and Newtown Community Council

**Finance and General Purposes Committee
26th January 2026**

The Chair opened the meeting at 7:15pm

in attendance Chair Cllr Sue Mullan (SM) Cllr Steve Campkin (SC) Cllr Lauren Corbett (LC) also in attendance Sarah Evans Community Council Manager (SECCM)

01/26 To Record and List Apologies for Absence

Apologies were noted for Cllr Marc Harris.

02/26 Declarations of pecuniary, other significant or voluntary interest

No Declarations were made.

03/26 To Agree the Minutes of the last Meeting November 2025 and sign (attached)

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

04/26 To review the budget performance to date, reserves report, bank reconciliation and recommended bank transfers and agree actions.

Resolved:- #and Agreed Unanimously to the following

- 1) The budget monitor was accepted - The refund from Microshade Business in the amount of £2113.80 was noted and agreed as correct.
- 2) The Reserves report was accepted without comment
- 3) The bank reconciliation was agreed as correct
- 4) A bank transfer of £120000 was agreed from the Reserves Account to the Main Current Account.
- 5) To note that from 1 December 2025 the FSCS deposit protection rose to £120,000

05/26 To agree the payments listing (attached), new beneficiaries, endorse any payments agreed by email and any deposit key refunds required

Payments agreed by email were endorsed as per table 1 below. it was also noted the bank transfer of £4000 from Reserves Account to Current Account was within delegated limits and had been completed.

Table 1

Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
Current Account 1 (N	243 Dec invoice	Agilico Telecoms and Broadban	Agilico	S	49.28	9.86	59.14
50 Current Account E	240	Bank Charges	Unity Trust Bank	X	3.00		3.00
50 Current Account E	240	Bank Charges	Unity Trust Bank	X	6.00		6.00
Current Account 1 (N	241	Bank Charges	Unity Trust Bank	X	6.00		6.00
65 Account A	242	Bank Charges	Unity Trust Bank	X	6.00		6.00
50 Current Account E	239	Zoom Legal advice meetings	zoom	X	16.79		16.79
Current Account 1 (N	246	Royal Mail Large Response Lice	Royal Mail	S	98.00	19.60	117.60
Current Account 1 (N	247	Office Print Costs	ASL	S	35.00	7.00	42.00
Current Account 1 (N	248	Brushcutting Fruit Trees	S Heathfield Gardening Ser	X	180.00		180.00
Current Account 1 (N	249	Storage container hire PSEO	Ashford Cattle Market	S	120.00	24.00	144.00
Current Account 1 (N	250	National Allotment Society	National Allotment Society	S	70.00	14.00	84.00
Current Account 1 (N	251	WCAG Website setup and trans	Aubergine 262 Ltd	S	899.00	179.80	1,078.80
Current Account 1 (N	254	Copier Lease Hire	PEAC	S	84.99	17.00	101.99
Current Account 1 (N	252	Water Allotments	Waterplus	X	1.22		1.22
Current Account 1 (N	253	Hi Vis for Staff	Henwood Signs	S	58.40	11.68	70.08
Total					1,633.68	282.94	1,916.62

Table 2

The following payments were agreed as per table 2 below: plus, the further payment of invoice 7695 to Ashford Cattle Market £144.00

	Net	VAT	Total	Description	Supplier
265	£120.00	£24.00	£144.00	Storage container hire PSEO	Ashford Cattle Market
264	£49.28	£9.86	£59.14	Agilico Telecoms and Broadband	Agilico
263	£862.50	£172.50	£1,035.00	SLCC Job Evaluations Report	SLCC Enterprises
262	£24.75	£0.00	£24.75	Mileage PSEO	South Willesborough and Newtown Community Council
261	£556.68	£0.00	£556.68	HMRC Cumbernauld	South Willesborough and Newtown Community Council
260	£2,880.12	£0.00	£2,880.12	Salaries	South Willesborough and Newtown Community Council
259	£253.70	£0.00	£253.70	NEST Pension	South Willesborough and Newtown Community Council
258	£875.00	£175.00	£1,050.00	Office Rent	Ashford Cattle Market
257	£238.32	£47.66	£285.98	Office Electric	Ashford Cattle Market
256	£460.00	£92.00	£552.00	External Audit	Mazars
255	£27.50	£5.50	£33.00	Replacement Lock	Fixings Warehouse
255 = Clerk Emergency Decision					

06/26 To agree updated Risk Assessment Review Programme

Resolved :- Proposed LC Seconded SC and Agreed Unanimously to the updated Risk Assessment Review programme.

07/26 To consider Draft of Outdoor Working Weather Risk Assessment and Agree

Resolved :-Proposed LC Seconded SC and Agreed Unanimously to accept the Outdoor Working Weather Risk Assessment with revision as follows:- work should be suspended in temperatures at 29 degrees and above and rescheduled to cooler times of working.

08/26 To receive a report of the Community Council Manager on Annual Review of PPE and Safe Working Equipment and agree actions

Resolved :-Proposed SC Seconded LC and Agreed Unanimously

09/26 To review the Young Person Risk Assessment for 2026 and agree

Resolved :-Proposed SC Seconded LC and Agreed Unanimously to accept the risk assessment without amendment for 2026.

10/26 To review the Driving Risk Assessment for 2026 and agree

Resolved :-Proposed SM Seconded LC and Agreed Unanimously to accept the Driving Risk Assessment without amendment for 2026.

11/26 To review the application for Wilder Kent Framework Award as delegated by Council and agree

Resolved :-Proposed SC Seconded LC and Agreed Unanimously to the submission of the application and the evidence list was agreed.

Action SC to arrange WeTransfer of video footage of tree planting and PYO Pumpkin day by 28.1.26 in the event the video links did not work the photos would be used.

12/26 To review matter delegated by Council Feedback on KCC Budget and agree

Resolved:- Agreed unanimously to note the submission of questions to KCC Cllr Burns relating to the use of revenue generated from ANPR cameras and questions relating to use of the budget on the following:-

13/26 To agree the date of the next meeting as 23rd February 2026 and any items for the Agenda.

The date of the next meeting was agreed as 23.2.26

The VAT return and implementation of the risk assessment review programme for items on the Agenda.

There being no further business to discuss the Chair closed the meeting at 8:02pm.

Signed Chair _____ Date
