

South Willesborough and Newtown Community Council

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Minutes of the Additional Council Meeting held on Tuesday 21st May 2024

May 21st 2024 Minutes

The Chair opened the meeting at 7pm

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

Also in attendance Sarah Evans Community Council Manager (SE CCM)

145/24 Record attendance and list apologies for absence.

Apologies were received from Cllr Andy Hodges and Cllr Eric Parkinson and approved.

146/24 Declarations of pecuniary, other significant or voluntary interest.

No declarations were made.

147/24 To Agree Minutes of the Annual Community Council Meeting of 13th May 2024 and sign (attached).

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

148/24 To receive and note the response for S106 spending on Gas House Fields Allotments

Resolved:-Agreed unanimously to receive and note the S106 funding for the Fencing at Gas House Fields has been approved.

149/24 To review the budget performance to date, bank reconciliation, reserves and recommended bank transfers and agree actions.

Resolved:- Proposed SM and Seconded DM and Agreed unanimously 1) To transfer £29,000 to the Reserve Account for best interest. 2) To use the Ward Grant reserve for payment for the Community Defibrillator at the Salvation Army, with £200 remaining for the electrical installation invoice. 3) To use the S106 funding for Site Maintenance to cover the fencing at Gas House Fields Allotments, 4) To create a reserve of £6449 for the Precept Support. 5) To note all Vat had been reclaimed and payment received for the year 2023 2024. 6) A VAT reclaim would be made at the end of June 2024. 7) To agree the Bank Reconciliation for May 2024.

150/24 To agree the payments listing (attached), new beneficiaries, endorse any payments agreed by email and any deposit key refunds required

Resolved:- Proposed MW and Seconded DM and Agreed unanimously 1) To agree the payments listing below, 2) To agree the payment in full and final settlement to the neighbouring property at Gas House Fields in the amount of £76.10. 3) To the payment of Waterplus at £31.64, Ashford Web Services Mr G Friend £39.00 for additional web security. 4) To agree the use of the Council Debit card for a) purchases agreed for the Beacon Council, b) purchase of all refreshments for the

Annual Electors Meeting. 5) To agree to pay S Heathfield Gardening Services for 2 days grounds preparation for the Beacon Gas House Fields Allotments from the Community Gardening Budget.

6) To pay MW Cllr Expenses £32.76 for printing inks and related costs and agree as a new beneficiary.

Code	Description	Supplier	VAT Type	Net	VAT	Total
Clerk Training	Training KALC	KALC	S	70.00	14.00	84.00
Clerk Training	Training KALC	KALC	S	5.00	1.00	6.00
Stationery and Equipment	Office Print Costs	ASL	S	20.33	4.06	24.39
Stationery and Equipment	Cable clip pins	Clerk CCM	S	1.49	0.30	1.79
Living Workshop	Seeds Living Workshop	Clerk CCM	X	13.00	13.00	
Living Workshop	Seeds Living Workshop	Clerk CCM	X	2.98	2.98	
Telecoms Broadband	Agilico Telecoms and Broadband	Agilico	S	30.27	6.05	36.32
Site Maintenance	Critical Fencing Allotments	Four Seasons Fencing	S	4,254.19	850.84	5,105.03
Printing and Distribution	Print Newsletter	InteractiveM	S	390.00	78.00	468.00
Printing and Distribution	Distribution Newsletter	InteractiveM	S	200.00	40.00	240.00
Water Charges	Water Allotments	Waterplus	E	31.64	31.64	
		Total		5,018.90	994.25	6,013.15

151/24/24 To consider a grant request for the SWAN Centre and agree

Resolved:- Proposed DM and Seconded MW and Agreed unanimously 1) 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 expenditure in the sum of £825 in respect of a grant to the SWAN Centre for a new Defibrillator.

2) That as the SWAN centre is run entirely by volunteers and funded by grants and hire rents to waive the requirement to demonstrate other sources of grant funding for this application.

152/24 To consider responses to Planning Applications

a) PA2024 0611

Land between Waterbrook Avenue and Arrowhead Road, Arrowhead Road, Ashford, Kent, TN24 0F

Erection of health, fitness and racquets club, including 3 no weather protected tennis courts, 6 no. padel courts, 1 no. Multi-use court, 1 no. Battle Box facility, indoor and outdoor swimming pools, 2 court sports hall, gym and studio facilities, internal spa facilities and external spa garden, child activity area, lounge and food and drink uses, terrace area together with ancillary facilities, car parking, servicing, landscaping and associated works.

b) Addendum to Planning Application Land adjacent to Kimberley Way (Brompton Bikes)

c) Any planning applications received before the date of this meeting

Resolved:- Proposed SC and Seconded DM and Agreed unanimously 1) Awareness needs to be raised on the cumulative impact of 3 major developments, PA2024 0611, Brompton Bikes and Newtown Works Developments on SWAN and to request Ward Cllr Joseph to raise this at the Joint Transport Board and the Planning Department for phasing and consideration of the SWAN area. 2) PA 2024 0611 to request if consideration for further bus services of the G Line will be extended to allow for this development. 3) Addendum to Planning Application Land adjacent to Kimberley Way (Brompton Bikes) to receive the updates on cumulative traffic impact and ecology responses, the cycle plans for the area for connectivity and Flooding and Drainage.

153/24 To consider a report of the Community Council Manager regarding Ellson Close and agree actions.

Resolved Proposed SC Seconded DM and Agreed unanimously to add the next objective to the Highways Improvement plan to be installation of Bollards on Ellson Close for the houses not currently protected. 2) To forward the report with an action request to SC as KCC Cllr and request any further possible forum for action at KCC to progress this issue. 3) To delete the CCTV data as it is no longer useful and all actions have been followed up with the Borough Council.

154/24 To consider further planter options for the Living Bus Stop and agree

Resolved:- Agreed unanimously to the purchase of 3 samples for planters for the living bus stop to review if fit for purpose. To the use of the Council debit card for these purchases.

155/24 To receive a report from the Community Council Manager on Work Nest Health and Safety Objectives and agree.

Resolved: - Proposed SC Seconded MW and agreed unanimously:-

- 1) Fire Risk Assessment actions to formally contact the landlord for fire detection, maintenance and emergency lighting and fixed main wiring testing had been completed and a response was awaited. 2) That the fire safety policy procedures and risk assessment for the building had been received.**
- 2) To accept the quotation for PAT Testing from Kingsnorth Electrical.**
- 3) Personal Emergency Evacuation Plan (PEEP) was agreed and to be shared with the Landlord. All staff and volunteers coming into the Council would be asked to complete a PEEP. For those who visit the office should they be unable to evacuate the Fire Warden would be notified for safe evacuation.**
- 4) Ensure stewards, volunteers other staff are trained in the use of fire-fighting equipment All staff to complete the Work Nest training for Fire Fighting Equipment, a printed copy of the training would be given to stewards and a briefing before all events, an informal use of fire extinguishers would be arranged by 6th June 2024 for stewards and staff.**
- 5) Food Safe Handling
Risk Assessment has been drafted for review**
- 6) Update on First Aid Qualification training
Training to be completed June 2024 with purchase by the Council Debit Card agreed**

7) Update on the Fencing on Gas House Fields

The Fencing Upgrade to the boundary with the neighbour has been completed, the extended critical line fencing was next due, compost bins to be removed by contractor 24th May 2024.

Agreed to the purchase of safety plastic barrier fencing for the area until the new fencing is installed from either Wickes or Toolstation, payment by Council debit card.

156/24 To consider a draft fire risk assessment and agree

Resolved : Proposed SC and Seconded DM and agreed unanimously to agree the draft fire risk assessment. To the purchase of a suitable CO2 extinguisher for electrical fires for the SWAN Office from Toolstation or Screwfix by Council debit card. To add this risk assessment to the risk assessment review programme

157/24 To consider a draft food risk assessment and agree

Resolved : Proposed SC and Seconded DM and agreed unanimously to agree the draft risk assessment for food preparation and handling. To add this risk assessment to the risk assessment review programme

158/24 Urgent Correspondence.

1) Response to letter for Support of the Newtown Railway Works Monument and Memorial. All members noted the positive response to the letter.

159/24 Forum for exchange of information between Council Members.

Members discussed the possible extension of the G Line to Finberry in relation to planning application PA 2024 0611 and also that the G Line no longer stops at the Outlet, following the closure of the D Line.

160/24 To agree the date of the next Council meeting as 3rd June 2024 and items for the Agenda.

The date of the next meeting was agreed as 3rd June 2024 with no items proposed for the Agenda.

There being no further business to discuss the Chair closed the meeting at 8:14pm.

Signed Chair_____

Date_____