

South Willesborough and Newtown Community Council
www.southwillesboroughnewtown-cc.gov.uk
Minutes of the Annual Meeting of the Council held on
Monday 11th May 2026

May Annual Meeting Minutes

The Chair opened the meeting at 7:00pm

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

Also in attendance, Sarah Evans Community Council Manager (SECCM) Annette Brennan Deputy Clerk and Allotments Officer (AB) Members of the public 3.

92/26 Election of Chair and Vice Chair (Current Chair to Preside for this item)

Resolved :- Proposed SC Seconded LC and Agreed Unanimously SM was elected as Chair.

Agreed Unanimously PB was elected as Vice Chair.

93/26 Record and List apologies for absence

Apologies were received from Cllr Andy Hodges and approved.

94/26 Declarations of pecuniary, other significant or voluntary interest.

SC declared an Outside Interest as Deputy Leader Ashford Borough Council relating to item 112/26

95/26 To Agree Minutes of the Council Meeting April 2026 and sign (attached).

Proposed DM and Seconded EP that the Minutes were a true record of the meeting and the Chair signs them.

96/26 To sign and accept the Council Code of Conduct

Resolved :- Proposed DM Seconded SC and Agreed Unanimously to sign and accept the Code of Conduct.

97/26 To agree the Financial Regulations

Resolved :- Proposed PB Seconded SC and Agreed Unanimously to adopt the Financial Regulations without amendment.

98/26 To agree the Standing Orders

Resolved :- Proposed MW Seconded EP and Agreed Unanimously to adopt the Standing Orders.

99/26 To agree Election of Members to Committees

Finance and General Purposes Committee

Planning and Highways Committee

Allotments Committee

Staffing Committee

Appeals Committee – as agreed in Delegation scheme

Communications Working Committee

Planting and Bio Diversity Working Group and non-elected Membership

Newtown Enhancements Working Group
 Community Hub Working Group
 Events Working Group

Resolved :- Agreed Unanimously to the following Membership of Committees and working groups.

SM SC LC MW Finance and General Purposes Committee

PB AH MW EP DM SC Planning and Highways Committee

PB MW SC Allotments Committee

SM PB EP DM Staffing Committee

No Members were agreed for an Appeals Committee, Allotment Related Appeals would be received by Allotments Committee any other appeals would be reviewed by Full Council.

LC MW SC SM Communications Working Committee

SC and 3 Residents were approved for Planting and Bio Diversity Working Group and non-elected Membership

DM MW Newtown Enhancements Working Group

SM LC SC PB Community Hub Working Group

SM EP LC Events Working Group

100/26 To a review an amendment to the delegation scheme for 2026 2027

Resolved :- Proposed SC and Seconded and Agreed unanimously to an amendment to the delegation scheme relating to the responsibilities Deputy Clerk and Allotment Officer duties. The draft amendment was agreed without change.

101/26 En bloc agreement to delegations of Responsibilities for the year May 2026 to May 2027

Kent Association of Local Councils up to 2 Members
 Observer to Board of Directors for Newtown Railway Works Development
 Crime Prevention Champion and Designated Safeguarding Leads
 Rising Costs Champion
 Environment Champion
 Editor and or Editor Support for SWAN News Newsletter

Resolved :- Proposed SC Seconded EP and Agreed Unanimously to

SM PB Kent Association of Local Councils up to 2 Members

PB AH Observer to Board of Directors for Newtown Railway Works Development

PB Crime Prevention Champion

PB SECCM Designated Safeguarding Leads

AH Rising Costs Champion

SC Environment Champion

MW LC Editor and or Editor Support for SWAN News Newsletter

102/26 Review and adoption of key Council Policies

- a) Public Participation Policy
- b) Health and Safety Policy and sign statements
- c) Internet Banking Policy including the use the Council Debit Card
- d) Freedom of Information and Environment Information Requests Policy

- e) Allotments Policy
- f) Equality Policy

Resolved :- Proposed EP Seconded DM and Agreed Unanimously to adoption of all key policies a, b, c, d, e and f without amendment.

103/26 Data Security and IT Policies

- a) To agree Use Your Own Device Policy
- b) To agree Council Provided Communications Devices Policy
- c) To agree GDPR , Privacy Policy
- d) To agree Social Media and IT Policy

Resolved :- Proposed MW Seconded LC and Agreed Unanimously to adopt all Data Security and IT policies a – d without amendment

104/26 To review the SWANCC Council Finance Risk Assessment and approve

Members discussed the previously circulated Finance Risk Assessment

Resolved :- Proposed PB Seconded MW and Agreed Unanimously to adopt the Council Finance Risk Assessment without amendment.

105/26 To review practical works risk assessments and approve

- a) Food Preparation Risk Assessment
- b) Planting Risk Assessment
- c) Watering Risk Assessment
- d) Hedge Cutting Risk Assessment

Resolved :- Proposed SC Seconded MW and Agreed Unanimously to adopt the practical working Risk Assessments a,b,c,d without amendment.

106/26 To agree the Asset register for 2025 2026

Resolved :- Proposed EP Seconded LC and Agreed Unanimously to amend the Asset Register to include the SWANCC Gazebo at a purchase value of £1567.00. The total value of the asset register is £17963.00 rounded up.

107/26 To agree Council Insurance renewal and approve payment

Resolved :- Proposed DM Seconded MW and Agreed Unanimously to .

- 1) To accept the renewal with Zurich with the additional premium for Legal Expense Cover for Contract Disputes and Bad Debts
- 2) . 2) Payment was approved.
- 3) 3) To action SECMM to investigate Cyber Insurance Cover and present a report to Members for consideration by September 2026.

108/26 To Review the Bank Mandate and Signatories verbal report

Resolved :- Proposed DM Seconded MW and Agreed Unanimously to that signatories would be SM EP DM MW and LC.

109/26 To agree the 2025 2026 Year End Bank Reconciliation, Reserves position Budget Monitor.

Resolved :- Proposed EP Seconded DM and Agreed Unanimously to Approve the Bank Reconciliation, Reserves Position and Budget Monitor.

110/26 To agree the payments listing endorse payments agreed by email

Resolved :- Proposed SM Seconded DM and Agreed Unanimously to

1) approve the following payments retrospectively

Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
11	CLerk Exp Paper for office	Tesco	X	8.10		8.10
9	Plastic sleeves,	Hobbycraft	S	3.17	0.63	3.80
17	Agilico Telecoms and Broadban	Agilico	S	49.28	9.86	59.14
10	Drawing Pins	Fixings Warehouse	S	1.95	0.39	2.34
12	Office Rent	Ashford Cattle Market	S	875.00	175.00	1,050.00
18	Training KALC	KALC	S	70.00	14.00	84.00
14	Salaries	South Willesborough and N	X	2,294.28		2,294.28
14	Salaries	South Willesborough and N	X	381.13		381.13
14	Salaries	South Willesborough and N	X	850.20		850.20
15	NEST Pension	South Willesborough and N	X	235.37		235.37
14	Salaries	South Willesborough and N	X	414.52		414.52
15	NEST Pension	South Willesborough and N	X	34.91		34.91
16	HMRC Cumbernauld	South Willesborough and N	X	595.93		595.93
20	Microshade Cloud Services anc	Microshade	S	256.84	51.37	308.21
19	KALC Subs	KALC	S	1,148.44	229.69	1,378.13
13	Storage container hire PSEO	Ashford Cattle Market	S	120.00	24.00	144.00
Total				7,339.12	504.94	7,844.06

2) approve the following payments for May 26 in table 2 and table 3 below. The payment sheets were signed in the meeting.

Table 2 expense reimbursement to SECCM outstanding from 2025 / 26

Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
Current Account 1 (№ 38		Beacon Safety Items	Fixings Warehouse	S	10.95	2.19	13.14
Current Account 1 (№ 111		Clerk Exp Cable Ties,	Fixings Warehouse	S	9.54	1.91	11.45
Total					20.49	4.10	24.59

Table 3

Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
21	Bank Charges	Unity Trust Bank	X	7.00		7.00
21	Bank Charges	Unity Trust Bank	X	3.00		3.00
22	Bank Charges	Unity Trust Bank	X	7.00		7.00
23	Bank Charges	Unity Trust Bank	X	7.00		7.00
25	Zoom Legal advice meetings	zoom	S	13.99	2.80	16.79
26	Defib Maintenance	Hopkins+	S	623.70	124.74	748.44
27	Planning Consultant Fee	SLCC Enterprises	S	1,785.00	357.00	2,142.00
24	Water Allotments	Waterplus	Z	94.11		94.11
28	PSEO EXPENSE REIMBURSEME	SWANCC	X	10.00		10.00
Total				2,550.80	484.54	3,035.34

- 3) The following invoices were also agreed Tudor Environmental 428.98 inc vat and Amazon 143.56 inc VAT. These payments would be made by Council Debit Card if required.
- 4) Salary payments were approved on the condition that the payroll provider amends the payment reports to ensure full PAYE compliance. The Council recorded concern regarding the possible inaccuracy on PAYE and required the provider to issue corrected reports prior to processing to support accurate real time submission to HMRC. Payment reports would be circulated to Finance and General Purposes Committee for approval before authorisation.
- 5) 111/26 To agree quotations for outdoor furniture and water maintenance upgrades and for Gas House Fields and application for associated S106 funding request

Resolved :- Proposed EP Seconded LC and Agreed Unanimously to

- 1) accept the quotation from Wealden Benches at the amount of £ 625.24
- 2) accept the quotation from Envisage Ground Care at the amount of for water upgrades for disabled access beds £746.00 + VAT
- 3) accept the quotation for 2 days brush cutting from Heathfield Gardening Services at £200 per day.
- 4) To action SECCM to revise the S106 application for maintenance linked funding to support the costs for water provision and outdoor seating, noting this would reduce the funding for the capital costs for Fences and Gating.

112/26 To review a statement to the Planning Committee relating to review of planning applications PA 2026 0229 and Pa 0171 2026 relating to Newtown Works

8:23pm SC left the meeting for the vote.

Resolved :- Agreed Unanimously to the following amendments to the Draft Planning statement,

- 1) Removal of First Paragraph
- 2) Change all references to Kent County Council and Kent Council to KCC
- 3) To open with "There is an overspill of 500 cars minimum as this application currently stands onto an already saturated Newtown"
- 4) End paragraph 7 with These will be hidden with Loss of view by 6 storey blocks not in keeping with the character. Removing this from paragraph 14
- 5) Amend HD Consulting to APRICA Ltd
- 6) Amend paragraph 16 removing final sentence and modifying to read it does not reflect equality for the whole community and the spirit of South Willesborough and Newtown/SWAN, It is a poor design.

After these amendments were made, the Statement was delegated to SM and SE to precise as required to ensure the timings of 3 minutes required by the Planning Committee.

8:32 pm SC returned to the meeting

113/26 To Review Nominations for the SWANCC Youth Awards and Agree

Resolved :- Agreed Unanimously to approve the 2 applications for SWAN Youth Awards 1) Outstanding Contribution to the Community 2 Outstanding Contribution to the Environment.

113/26 Urgent Correspondence

1) Notification of Break In at Gas House Fields Allotments

SECCM advised the Council of the Break In and tenant correspondence and Police correspondence was explained, it was noted that the Police would be attending the site 12.5.26 at 8:30 am to collect evidence.

2) Work Experience Request from North School

This was approved for the week of 20th July 26 with the option of a further week to be agreed with the candidate.

114/26 Forum of Exchange

SC gave an update on the improvements being made to Sevington Mill Care Home following a recent visit to the home.

SECCM advised the Council on her positive progress towards achieving CILCA Qualification.

115/26 To Note the date of the Next Meeting 15th June 2026 and Agree items for the Agenda.

The date of the next meeting was noted at 15th June 26, It was noted this would include receiving the internal audit report, approving the Councils Internal Statement of Control, Approval of the Annual Governance and Accounting Statements AGAR 25 26. MW proposed a review of the Council's Action Plan. PB supported by EP proposed a Survey for Residents of Newtown on use of the carparks following the recent changes to the resident permit scheme.

There being no further business to discuss the Chair closed the Meeting at 8:46pm

Signed Chair _____ - Date _____

Appendix of Reports

Amendments to delegation Scheme

Quotations for Waterpoint and Outdoor Furniture and application for associated S106 funding request.

Draft Planning Statement to Committee