

MINUTES of the MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 15 FEBRUARY 2018 at 7.00 PM

PRESENT: Councillor Ms L M Cross (Town Mayor)
Councillor Mrs A E D Barham (Deputy Town Mayor)
Councillor K G Basson
Councillor Mrs S P Butterfill
Councillor Ms L M Hall
Councillor P M Harman
Councillor R J Lees
Councillor D J Mote
Councillor B R Parry
Councillor A S Reach
Councillor B E Read
Councillor Mrs I A Read
Councillor S J Ryan

ALSO PRESENT: Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk/RFO

ABSENT: There were none

471/17-18. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' P C Harris, Dr J M Harman, J A Hayes, Ms L C Howes, Mrs L Manchester, K M Kelly and Mrs M B Kelly.

Apologies for lateness were received from Councillors' K G Basson and S J Ryan.

472/17-18. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.

473/17-18. MINUTES OF THE MEETING HELD ON 14 DECEMBER 2017 AND THE SPECIAL MEETING HELD ON 11 JANUARY 2018.

RESOLVED:

That the Minutes of the Meeting held on 14 December 2017 and the Special Meeting held on 11 January 2018 be confirmed and signed as a true record.

474/17-18. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

475/17-18. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION & THE ENVIRONMENT COMMITTEE MEETINGS HELD ON 20 DECEMBER 2017 AND 17 JANUARY 2018.

RESOLVED:

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meetings held on 20 December 2017 and 17 January 2018 be confirmed and the recommendations made therein be adopted.

476/17-18. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 1 FEBRUARY 2018.

RESOLVED:

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 1 February 2018 be confirmed and the recommendations made therein be adopted.

477/17-18. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 11 JANUARY 2018.

RESOLVED:

That the Minutes of the Finance & General Purposes Committee Meeting held on 11 January 2018 be confirmed and the recommendations made therein be adopted.

478/17-18. MINUTES OF THE COMMUNITY SAFETY COMMITTEE MEETING HELD ON 6 DECEMBER 2018.

RESOLVED:

That the minutes of the Community Safety Committee meeting held on 6 December 2017 be confirmed and the recommendations made therein be adopted.

479/17-18. MINUTES OF THE HERITAGE SUB-COMMITTEE MEETING HELD ON 16 JANUARY 2018.

RESOLVED:

That the Minutes of the Heritage Sub-Committee meeting held on 3 October 2017 be confirmed and the recommendations made therein be adopted.

480/17-18. LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND (LGBCE) – DRAFT RECOMMENDATIONS FOR DARTFORD.

Members considered the draft recommendations for Dartford and discussed the best way for the Town Council to collate a response before the 9 April 2018 deadline.

Members agreed that the previous Working Group should formulate a draft response for consideration by full Council at a Special Town Council meeting to be held at 7pm, and prior to the Recreation, Leisure & Amenities Committee meeting, on 22 March 2018. The Working Group membership is: Councillor Mrs S P Butterfill, Councillor P M Harman, Councillor B E Read and Councillor S J Ryan.

RESOLVED:

That the Working Group, as detailed above, formulate a draft response for consideration by full Council at a Special Meeting to be held at 7pm on 22 March 2017.

481/17-18. DARTFORD BOROUGH COUNCIL – COMMUNITY GOVERNANCE REVIEW.

Members discussed the letter received from the Electoral Services Manager (DBC), dated 15 January 2018.

After consideration it was agreed the Working Group also tasked with producing a draft response to the LGBCE Draft Recommendations for Dartford (minute 480/17-18) be tasked with formulating a draft submission to Stage 1 of the process for consideration by full Council at a Special Town Council meeting to be held at 7pm, and prior to the Recreation, Leisure & Amenities Committee meeting, on 22 March 2018. The Working Group membership is: Councillor Mrs S P Butterfill, Councillor P M Harman, Councillor B E Read and Councillor S J Ryan.

RESOLVED:

That the Working Group, as detailed above, formulate a draft submission to Stage 1 of the process for consideration by full Council at a Special Meeting to be held at 7pm on 22 March 2017.

482/17-18. LOCAL COUNCIL AWARD SCHEME – FOUNDATION AWARD.

Members were pleased to be informed that the Councils application for accreditation had been successful and that the accreditation lasted for a 4 year period (December 2021).

Members requested that the hard work and diligence of the Administration Team be acknowledged.

RESOLVED:

That the item be noted.

483/17-18. STAFF / MEMBER TRAINING - UPDATE.

Members were informed that the following training had been booked/undertaken:-

ATC/RFO	Heritage Watch Conference – Historic England – Leeds Castle	7 February 2018
Cllr Ms L M Cross	Governance, Procedure & Transparency Conference – KALC – Ditton	8 February 2018
Cllr Ms L M Cross	Annual Planning Conference – KALC – Lenham	16 March 2018
Cllr B R Parry	Annual Planning Conference – KALC – Lenham	16 March 2018
Cllr P C Harris	Annual Planning Conference – KALC – Lenham	16 March 2018
Cllr P M Harman	The General Data Protection Regulations – DBC	10 April 2018
Town Clerk	The General Data Protection Regulation (GDPR) – KALC – Lenham	5 February 2018
Town Clerk	The General Data Protection Regulations (GDPR) – DBC	20 March 2018
Town Clerk	Society of Local Council Clerks (SLCC) Regional Conference – Uckfield	21 March 2018

RESOLVED:

That the item be noted.

484/17-18. KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – PARISH NEWS.

Members were supplied with the December 2017 edition of the Parish News.

RESOLVED:

That the item be noted.

485/17-18. EXTERNAL AUDITORS CERTIFICATE AND OPINION 2016 – 2017.

Further to minutes 165/16-17, 1952/16-17 and 183/17-18 members considered the external auditors annual letter/report.

RESOLVED:

That, as required by statute, the external auditors report/letter be noted.

486/17-18. INSURANCE CLAIM/S – UPDATE.

Members were informed that the following claim/s had been settled:

Claim Ref: 27170000393 – damaged play equipment at The Heritage Park, this claim incurred a £100.00 excess.

RESOLVED:

That the item be noted.

487/17-18. CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL) – FUTURE APPLICATIONS.

Further to minutes 405/17-18 and 446/17-18 Members were asked to begin considering suitable/appropriate projects for this year's scheme.

RESOLVED:

That the item be noted.

488/17-18. REPORTS OF OUTSIDE REPRESENTATIVES.

Members were advised that this item provided an opportunity for Members' appointed as representatives on outside bodies to provide a report at the meeting.

Bluewater Forum (BF).

The Town Mayor is the Town Council representative on BF. As previously agreed the agenda for the 25 January 2018 meeting was available in the Chamber for inspection.

SureStart Swanscombe U1R Children's Centre Committee – Dartford Advisory Board (DAB).

Councillor R J Lees is the Town Council's representative on the SureStart Swanscombe U1R Children's Centre. As previously agreed the agenda and minutes from the 23 January 2018, including the minutes from the 28/29 November 2017 meeting were available in the Council Chamber for inspection.

After a lengthy discussion Councillor D J Mote kindly agreed to find out more details regarding the SureStart policy, which begins on 5 March 2018, for Childminders accessing their facilities.

Borough and Parish Council Forum (BPCF).

The Town Mayor and Town Clerk are the Town Councils representative on the BPCF. As previously agreed, the agenda for the 16 January 2018 meeting was available in the Council Chamber for inspection.

Kent Association of Local Councils (KALC) – AGM.

Councillors' Mrs S P Butterfill and Ms L C Howes are the Councils representatives on the KALC County Area Committee and as such attend the KALC AGM. As previously agreed the minutes from the 70th AGM, 18 November 2017, were available in the Council Chamber for inspection.

Ingress Park Greenhithe Management Limited (IPGM).

IPGM had indicated that, although unable to provide documentation, they would like to submit verbal updates to the Town Council.

Councillors' P M Harman and P C Harris are the Town Council's representatives on IPGM.

Councillor P M Harman updated members which included:

Further to the inspections that had been undertaken regarding the flooding of the play area on the waterfront the metal plates at the bottom of the fence had been removed and relocating the play area was now being investigated.

The next meeting was scheduled to be held on 22 February 2018 with the AGM scheduled to be held on 14 March 2018.

489/17-18. REPORT FROM KENT COUNTY COUNCILLOR.

Kent County Councillor P M Harman confirmed his recent attendance at the 13 February 2018 Kent & Medway Fire Authority Board meeting and advised that their budget was being increased by 2.9% with a 1% pay increase for all staff.

Kent County Council were scheduled to hold their budget meeting on 20 February 2018.

RESOLVED:

That the item be noted.

490/17-18. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

The Dartford Borough Councillors on the Town Council reported on the following matters:

The Draft proposals for the LGBCE and the Terms of Reference for the Community Governance Review had both been recently discussed.

RESOLVED:

That the item be noted.

491/17-18. **SEALING OF DOCUMENTS.**

There were none.

492/17-18. **TOWN MAYOR'S ANNOUNCEMENTS.**

The Town Mayor confirmed that she would be holding the following events:

- 24 March 2018 – Sunday Lunch at The George and Dragon
- 21 April 2018 – Civic Night at the Swanscombe Leisure Centre.

493/17-18. **QUESTIONS.**

Members were informed that questions did not form part of the Meeting; they were merely the opportunity for Members to exchange information.

494/17-18. **EXCLUSION OF PRESS AND PUBLIC**

MOVED BY Councillor P M Harman and seconded by Councillor R J Lees.

RESOLVED:

That, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following item(s).

No members of the press or public were present during discussion of the following items of business.

495/17-18. **GROVE CAR PARK MANAGEMENT.**

Further to minute 380/17-18, and in accordance with Standing Order 21 a) the documents had been signed and sealed by the Town Mayor and Town Clerk, in the presence of another member, and returned to the Town Councils Solicitors (12 January 2018). Members were informed of the officer meeting with DBC, held on 15 January 2018, and the scheduled "go-live" date.

RESOLVED:

That the item be noted.

496/17-18. **EAGLES ROAD PLAY AREA.**

Further to minute 381/17-18, and in accordance with Standing Order 21 a) the documents had been signed and sealed by the Town Mayor and Town Clerk in the presence of another member, and returned to the Town Councils Solicitors (29 January 2018).

RESOLVED:

That the item be noted.

There being no further business to transact the Meeting closed at 8.20 pm.

Signed:

(Chairman)

Date:-

