

ANNUAL GENERAL MEETING  
19 NOVEMBER 2020

MINUTES of the ANNUAL GENERAL MEETING of the SWANSCOMBE & GREENHITHE  
TOWN COUNCIL held via ZOOM on THURSDAY 19 NOVEMBER 2020 at 7.00pm

**PRESENT:** Councillor Lesley Howes – Town Mayor  
Councillor Anita Barham – Deputy Town Mayor  
Councillor Emma Ben Moussa  
Councillor Sue Butterfill  
Councillor Lorna Cross  
Councillor Ann Duke  
Councillor Peter Harman  
Councillor Peter Harris  
Councillor Jay Shah  
Councillor Maurice Weet

**ABSENT:** There were none

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

**98/20-21. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

The Town Mayor explained the arrangements and constraints relating to the filming or recording of the meeting.

**99/20-21. ELECTION OF TOWN MAYOR.**

The Town Mayor requested nominations for the position of Town Mayor for the forthcoming year.

MOVED by Councillor Lorna Cross and seconded by Councillor Emma Ben Moussa.

**RESOLVED:**

That Councillor Lesley Howes be duly elected as Town Mayor for the remainder of the ensuing year 2020- 2021.

**100/20-21. TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE.**

Following her election, Councillor Lesley Howes made her Declaration of Office and it was agreed that the Acceptance of Office form be signed outside of the meeting.

**101/20-21. ELECTION OF DEPUTY TOWN MAYOR.**

MOVED by Councillor Peter Harman and seconded by Councillor Sue Butterfill.

**RESOLVED:**

That Councillor Anita Barham be the Deputy Town Mayor for the remainder of the ensuing year 2020 - 2021.

ANNUAL GENERAL MEETING  
19 NOVEMBER 2020

**102/20-21. DEPUTY TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE.**

Following her election, Councillor Anita Barham made her Declaration of Office and it was agreed that the Acceptance of Office form be signed outside of the meeting.

**103/20-21. VOTE OF THANKS.**

Councillor Lesley Howes gave a vote of thanks to the outgoing Town Mayor, Councillor Peter Harman.

**104/20-21. PAST MAYOR'S BADGE.**

Members were informed that the past Town Mayor, Councillor Peter Harman would be presented with a past mayor's badge outside of the meeting.

**105/20-21. RESPONSE BY COUNCILLOR PETER HARMAN.**

Councillor Peter Harman thanked the Town Mayor for her kind words and that the Town Council had made an excellent choice to Town Mayor, who would bring steady leadership during these strange times.

Councillor Harman also took the opportunity to congratulate the new Deputy Town Mayor, Councillor Barham, and also thank officers for their support during his term.

Councillor Harman commented on how different this term had been with the current pandemic but looked back to the visits he had been able to make to both local community groups, and further afield such as RAF Henden.

**106/20-21. APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Lynn Hall due to other commitments.

An apology for absence was received from Councillor Dr Jo Harman due to medical reasons.

An apology for absence was received from Councillor John Hayes due to other commitments.

**RESOLVED:**

That the reasons for absence, for all the Councillors' listed, be formally accepted and approved.

**107/20-21. DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA.**

Councillor Sue Butterfill declared a prejudicial interest in agenda item 34, Gravesham Community Leisure Limited (GCLL) - Update, as she is a Director of GCLL.

Councillor Ann Duke declared a prejudicial interest in agenda item 33, COVID-19 Financial Implications and Request, as she is the Chief Executive Officer of Walk Tall.

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

**108/20-21 TO APPROVE THE MINUTES OF THE MEEING HELD ON 15 OCTOBER 2020**

MOVED by Councillor Sue Butterfill and seconded by Councillor Jay Shah.

**RESOLVED:**

That the Minutes of the meeting held on 15 October 2020 be confirmed as a true record and signed outside of the meeting.

**109/20-21. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

The Assistant Town Clerk informed members that a letter would be sent out in the next week with updated instructions on how to access Town Council email addresses.

The Assistant Town Clerk also reminded members of the importance of checking recipients of emails before any content is opened.

**110/20-21. TO APPOINT COMMITTEES AND SUB-COMMITTEES.**

In accordance with the Local Authorities and Police Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Meetings) (England and Wales) Regulations it was previously resolved (minute 18/20-21) that, during the Covid-19 situation monthly full Council meetings take place until May 2021. With this in mind, and with the election of a new Town Mayor, only the following Committee memberships were amended.

- Personnel Committee.
- Executive & Emergency Committee.

**RESOLVED:**

That the Appointment of Committees be adopted as per the annexed list and to include the amendments detailed above.

ANNUAL GENERAL MEETING  
19 NOVEMBER 2020

**111/20-21. TO APPOINT REPRESENTATIVE TO THE CHILDREN'S CENTRE DISTRICT ADVISORY BOARD (OUTSIDE BODY).**

Councillor Peter Harris had advised that he was stepping down as the current Town Councils current representative and Members were asked to consider appointing a Councillor as the Town Councils representative on the Children's Centre District Advisory Board (previously SureStart – Swanscombe and Knockhall Children's Community Centre Committee).

**RESOLVED:**

That Councillor Peter Harman be appointed as the Town Council's representative on the Children's Centre District Advisory Board.

**112/20-21. TO FIX THE DATE AND TIMES OF MEETINGS OF THE COUNCIL.**

Further to minutes 19/20-21 and 58/20-21 where it had been resolved that, during the ongoing Covid-19 situation, monthly full Council meetings be scheduled until May 2021 the following proposed dates (all 7.00pm starts) were considered:-

- Thursday 10 December 2020
- Thursday 14 January 2021
- Thursday 11 February 2021
- Thursday 11 March 2021
- Thursday 8 April 2021
- Thursday 13 May 2021 - AGM

**RESOLVED:**

That the dates and times of the above Meetings as detailed above, be approved.

**113/20-21. FINANCIAL RISK ASSESSMENT (FRA) WORKING GROUP**

The FRA Working Group normally meets to review the expenditure and balances of the FRA which feed into the estimate setting process. This would usually take place in October with the recommendation and notes being endorsed by the Finance and General Purposes Committee in November and subsequently being fully ratified by full Council in December.

The extraordinary events of this year have impacted on the process the FRA Working Group had met on 21 October 2020 and submitted their recommendations, as detailed in the report, to full Council.

**RESOLVED:**

1. That the update report be noted.
2. That, due to the impact of Covid19 and, in order to maximise the Town Councils financial resilience, the contributions to the FRA's be frozen for the current financial year (2020 – 2021).

**114/20-21. KENT COUNTY COUNCIL (KCC) ELECTRIC VEHICLE CHARGING POINTS GRANT.**

As per minutes 33/20-21 the Town Council had submitted an application to the Grant Scheme.

The Transport Innovations Team, KCC had advised that the application had been successfully put forward to the next stage and, provisionally they would look to offer the following:-

- The Grove Car Park – 2 x 22kwh (subject to power requirements)
- The Swanscombe Centre – 2 x 22kwh (subject to power requirements)
- Ingress Park Community Centre – 1 x 7kwh

**RESOLVED:**

That the item be noted

**115/20-21. LOCAL POLICE – MONTHLY UPDATES.**

Kent Police had provided the monthly updates for September.

Members discussed the crimes of note provided within the report and noted concerns about how the regular changing of police personnel within the Town was having a detrimental impact on the effectiveness of criminal investigation.

Members requested that senior officers within Kent Police be invited to attend a virtual briefing with the Town Council to enable members to discuss concerns with current policing in the Town.

**RESOLVED:**

1. That the item be noted.
2. That senior officers within Kent Police be invited to attend a virtual briefing with the Town Council to enable members to discuss concerns with current policing in the Town.

**116/20-21. APPLICATIONS FOR FUNDING FROM THE TOWN COUNCIL**

Members considered the applications and, after discussion, it was agreed that the following funding be awarded from the 2020 – 2021 budget:

A. Ellenor - £200.00

Members also requested that the Town Councils grant funding scheme be publicised.

**RESOLVED:**

That the funding, as detailed above, be awarded.

**117/20-21. GENERAL DATA PROTECTION REGULATIONS – UPDATE.**

Further to minute 79/20-21 members were reminded that Town Council email accounts should be used for correspondence regarding Town Council business. Members were also asked to check their Town Council email accounts on a regular basis for communications.

**RESOLVED:**

That the item be noted.

**118/20-21. STEPS IN HERITAGE PARK (CHILDS CRESCENT).**

Members considered the report and photographs regarding the steps to the Heritage Park from Childs Crescent.

Members were asked to consider whether any further remedial works were required to be undertaken.

Members debated the risks associated with these steps, and the level/type of further remedial work that could be needed.

It was agreed that the remedial works already undertaken be monitored for a period of 4 months, to determine whether any correspondence is received highlighting the safety of the steps.

Members also requested that further information and quotations are sought on both the suitability of the existing steps and alternative designs.

**RESOLVED:**

1. That the remedial works already undertaken be monitored for a period of 4 months, to determine whether any correspondence is received highlighting the safety of the steps.
2. That further information and quotations are sought on both the suitability of the existing steps and alternative designs.

**119/20-21. MONTHLY BANK RECONCILIATION.**

In accordance with Financial Regulation 2.2, a member of the council other than the Town Mayor or a cheque signatory needs to be appointed to verify the bank reconciliations produced by the RFO for all the council's accounts on a regular basis. Councillor Jay Shah was appointed under minute 32/19-20.

**RESOLVED:**

That the bank reconciliations, up to and including October 2020, be noted.

ANNUAL GENERAL MEETING  
19 NOVEMBER 2020

**120/20-21. BANK TRANSFERS.**

In accordance with Financial Regulation 5.5 (c), please find attached a list of bank transfers in October 2020 for approval.

**RESOLVED:**

That the bank transfers undertaken in October 2020 be approved. .

**121/20-21. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT.**

In accordance with Financial Regulation 5.5 (a), please find attached a detailed list of all receipts and payments for October 2020 for approval.

**RESOLVED:**

That the receipts and payments for October 2020 be approved.

**122/20-21. SUMMARY OF ACCOUNTS.**

Members were issued with the Flex-Budget Report balanced to 31 October 2020.

**RESOLVED:**

That the summary of accounts to 31 October 2020 be approved

**123/20-21. DECISIONS & RESPONSES.**

Members were provided with the decision and planning responses using the previously approved delegated authority, under Section 101 (10) of the Local Government Act 1972, during the period of lockdown and since the previous meeting.

**RESOLVED:**

That the decisions and planning responses using the previously approved delegated authority, under Section 101 (1) of the Local Government Act 1972, during the period of lockdown, and since the previous meeting , be noted and approved.

**124/20-21. KCC BUDGET CONSULTATION 2021 – 2022.**

KCC had produced a consultation document for their Budget 2021 – 2022. As well as raise awareness of this to the public via social media the Town Council had subsequently held a members’ only meeting on 2 November 21020 to formulate a draft response of the Consultation questionnaire document.

**RESOLVED:**

That the response to the Consultation questionnaire document, as detailed, be endorsed and submitted.

ANNUAL GENERAL MEETING  
19 NOVEMBER 2020

125/20-21. **EXTERNAL AUDITOR REPORT AND CERTIFICATE 2019 – 2020.**

To comply with statute full Council were required to consider (and minute their consideration) the external auditors annual letter/report.

**RESOLVED:**

That the external auditors report and certificate 2019 – 2020, and its consideration, be noted.

126/20-21. **STAFF / MEMBER TRAINING**

The following training has been scheduled / undertaken:-

Cllr Sue Butterfill	KALC Annual General Meeting (Zoom)	28 November 2020
Cllr Lorna Cross	KALC Net Zero & Environment Brief	3 November 2020
Cllr Lesley Howes	KALC Net Zero & Environment Brief	3 November 2020
Cllr Lesley Howes	KALC Annual General Meeting (Zoom)	28 November 2020
Cllr Lesley Howes	KALC Chairing Virtual Meetings (Zoom)	10 December 2020

**RESOLVED:**

That the item be noted.

127/20-21. **REPORTS OF OUTSIDE REPRESENTATIVES.**

This provides an opportunity for Members' appointed as representatives on outside bodies to provide a report at the Meeting.

Whitecliffe Community Liaison Group (WCLG)

Councillor Peter Harman is the Town Councils representative on the WCLG. As previously agreed the update from 22 September 2020 meeting was available for inspection.

North West Kent Volunteer Centre (NWKVC).

Councillor Sue Butterfill is the Town Councils representative on the NWKVC and gave a verbal update which confirmed that a further information would be available following the AGM scheduled for later this year.



ANNUAL GENERAL MEETING  
19 NOVEMBER 2020

Ingress Park (Greenhithe) Management Limited (IPGM).

Councillors' Peter Harman and Peter Harris are the Council's representatives on IPGM. IPGM had indicated that, although unable to supply any documentation, they would like a verbal update to be submitted to the Council.

Councillor Harris gave an update which included: The continued issue appeared to be the lack of engagement from Crest both in attending board meetings and appearing to be stepping back from their responsibilities on site.

Councillor Harman echoed Councillors Harris' comments but confirming that the required works on the un-adopted roads around the community centre were yet to be completed by Crest.

London Resort Community Liaison Group (LRCLG)

Councillor Peter Harman is the Town Council's representative on the LRCLG. The last meeting of the LRCLG had been scheduled for 4 November 2020.

Although Councillor Harman was unable to attend he confirmed that the meeting was to provide the feedback from the recent consultation, provide a focus on skills and employment and to confirm that the planning application submission was still expected by the end of this year.

Children's Centre District Advisory Board (CCDAB)

Councillor Peter Harris was the Town Council's representative on the CCDAB. Unfortunately he was unable to attend the 29 September 2020 meeting but, as previously agreed, the minutes from the meeting were available for inspection.

**128/20-21. REPORT FROM KENT COUNTY COUNCILLOR.**

Kent County Councillor Mr Peter M Harman gave an update which included:

No items had come up on recent planning meetings affecting the Town, but that all meetings were being conducted via Microsoft Teams. Future site visits for planning were being considered via drone footage.

Work was ongoing to replace the railings damaged by a car this time last year at the entrance to Ingress Park. The railings would be temporarily replaced with a standard design whilst awaiting a contractor to recreate the original.

Liaison had occurred with both Kent Highways and Bellway homes regarding the traffic delays at the bottom of Craylands Lane. These were caused by damage to a cable feeding the traffic lights. This was hoped to be rectified shortly.

**129/20-21. REPORT FROM DARTFORD BOROUGH COUNCILLORS.**

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

An update was provided on the decision process from the Development Control Board, in regards to the recently approved planning application at SWCS Car Sales on Craylands Lane. Councillor Barham was thanked for speaking on behalf of Swanscombe as a Dartford Borough Council Ward Member

A detailed response to the London Resort Consultation had been considered by members at a Cabinet Advisory Committee.

*At this point Councillor Sue Butterfill gave her apologies and left for the remainder of the meeting.*

**130/20-21 EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED by Councillor Peter Harman and seconded by Councillor Emma Ben Moussa.

**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 press and public leave the meeting during consideration of the following item.

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

**131/20-21 REQUEST FROM BELLWAY.**

Members were supplied with a request that had been received from Bellway.

**RESOLVED:**

That Bellway be informed that member are considering the request but, whilst it is under consideration none of their contractors should be using the car park at the Leisure Centre.

It is also requested that Bellway supply an explanation as to why they are unable to use the area located at the Bellway development directly opposite on the other side of London Road, and that this is provided so that it can included at the next meeting.

*Having already declared a prejudicial interest Councillor Ann Duke left the meeting and took no part in the discussion on the COVID-19 Financial Implications. Councillor Duke was invited to re-join the meeting to discuss the request that had been received as this did not relate to her prejudicial interest,*

ANNUAL GENERAL MEETING  
19 NOVEMBER 2020

132/20-21 **COVID-19 – FINANCIAL IMPLICATIONS AND REQUESTS.**

Members considered and discussed the contents of the confidential report, which included a further request from the Pavilion Community Sports and Social Club and, after being proposed and duly seconded it was unanimously agreed:

**RESOLVED:**

That the requested assistance, as detailed in the confidential report, be granted for December 2020 and on condition that a monthly update report continue to be provided by The Pavilion Committee to the Town Council via its x3 representatives on the Pavilion Committee.

133/20-21. **GRAVESHAM COMMUNITY LEISURE LIMITED (GCLL) – UPDATE / REQUEST**

Members considered the confidential report provided by GCLL.

**RESOLVED:**

Members noted the report and requested that GCLL be asked to update the Town Council on their engagement with Gravesham Borough Council for the next meeting.

.

There being no further business to transact the Meeting closed at 9.55pm.

Signed: \_\_\_\_\_ Date:- \_\_\_\_\_  
(Chairman)