

MINUTES of the MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL
held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 14
FEBRUARY 2019 at 7.00 PM

PRESENT: Councillor P M Harman – Deputy Town Mayor
Councillor K G Basson
Councillor Mrs S P Butterfill
Councillor Ms L M Cross
Councillor P C Harris
Councillor K M Kelly
Councillor Mrs M B Kelly
Councillor R J Lees
Councillor B R Parry
Councillor S J Ryan
Vacancy

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

ABSENT: There were none

465/18-19. **ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

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

466/18-19. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' Mrs A E D Barham, Dr J M Harman, Ms L M Hall, J A Hayes, Ms L C Howes, D J Mote, A S Reach, B E Read and Mrs I A Read.

467/18-19. **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.

468/18-19. **MINUTES OF THE MEETING HELD ON 13 DECEMBER 2018 AND SPECIAL TOWN COUNCIL ON 10 JANUARY 2019.**

RESOLVED:

That the Minutes of the Meeting held on 13 December 2018 and 10 January 2019 be confirmed and signed as a true record.

469/18-19. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

470/18-19. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND THE ENVIRONMENT COMMITTEE MEETINGS HELD ON 19 DECEMBER 2018, 16 JANUARY 2019 AND 6 FEBRUARY 2019.

RESOLVED:

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meetings held on 19 December 2018, 16 January 2019 and 6 February 2019 be confirmed and the recommendations made therein be adopted.

471/18-19. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 31 JANUARY 2019.

RESOLVED:

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 31 January 2019 be confirmed and the recommendations made therein be adopted.

472/18-19. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 10 JANUARY 2019.

RESOLVED:

That the Minutes of the Finance & General Purposes Committee Meeting held on 10 January 2019 be confirmed and the recommendations made therein be adopted.

473/18-19. MINUTES OF THE COMMUNITY SAFETY COMMITTEE MEETING HELD ON 5 DECEMBER 2018.

RESOLVED:

That the minutes of the Community Safety Committee Meeting held 5 December 2018 be confirmed and the recommendations made therein be adopted.

474/18-19. **MINUTES OF THE HERITAGE SUB-COMMITTEE MEETING HELD ON 15 JANUARY 2019.**

RESOLVED:

That the Minutes of the Heritage Sub-Committee Meeting held on 15 January 2019 be confirmed and the recommendations made therein be adopted.

475/18-19. **TOWN COUNCILLOR RESIGNATION.**

On 1 February 2019 Mrs L Manchester had submitted her resignation as a Town Councillor.

As the vacancy had occurred within six months before the councillor would have retired at the elections in May no Notice of Vacancy was required and the Town Council could, if it wished, fill the vacancy by co-option.

Nb. the term of any new co-opted member would only be until the elections in May.

RESOLVED:

That the item be noted and that the vacancy be left until the election on 2 May 2019.

476/18-19. **COMMITTEE AND BANK SIGNATORY VACANCIES.**

The previously reported resignation had resulted in the following vacancies:

Community Safety Committee - Vice- Chairman *(to be elected at next meeting of the Committee)*

Executive & Emergency Committee

Personnel Committee - Vice – Chairman *(to be elected at next meeting of the Committee)*

Planning, Major Developments, Transportation & the Environment Committee

Bank Signatory

It was proposed, duly seconded and agreed;

RESOLVED:

That Councillor R J Lees fill the x4 Committee vacancies, and that the Bank Signatory vacancy be left, until the election on 2 May 2019.

477/18-19. EXTERNAL AUDITOR CERTIFICATE AND CERTIFICATE 2017 – 2018.

Further to minutes 165/16-17, 195/16-17 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.

478/18-19. PROPOSED SWANSCOMBE AND GREENHITHE COMMUNITY TRANSPORT SCHEME.

Kent County Council Member, Peter Harman, had submitted a request for the Town Council to consider supporting, in principle, a proposed Swanscombe and Greenhithe Transport Scheme. Mr Harman had confirmed that the Town Council were not required to provide any practical or financial support.

After a lengthy discussion it was agreed that KCC Member Peter Harman would provide details of:

- how/what happens when the vehicle is disposed of;
- who would be responsible for any repairs to the vehicle should it break-down (caution is required when purchasing second hand vehicles).

Members agreed in principle, that the Scheme was a good idea provided that details of the agreement between the x3 main local organisations that would benefit from Scheme were appropriate.

RESOLVED:

1. That the Town Clerk be delegated authority to approve the details of the Scheme, to be provided by KCC Member Peter Harman;
2. That the Town Council support, in principle, the proposed Swanscombe and Greenhithe Community Transport Scheme.

479/18-19. DATA PROTECTION OFFICER (DPO).

The Town Councils previous DPO had sadly passed away recently which had resulted in a new DPO being appointed using the quotation received, and previously considered under minute 618/17-18.

This appointment would involve an initial data audit and a per annum cost. A very minor increase in cost would be incurred with the finances required for this being within the budget from the Administration Cost Centre, Cost Code 241.

RESOLVED:

That the actions taken in appointing a new DPO be endorsed.

480/18-19. INSURANCE CLAIM/S – UPDATE.

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

- a) Claim Ref: 27180000521 – theft and damage to Pay & Display Machine, this claim had incurred a £100.00 excess.
- b) Claim Ref: 27180000658 – ASB damage to fence at Broomfield Park, this claim had incurred a £100.00 excess.

RESOLVED:

That the item be noted.

481/18-19. CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)) – FUTURE APPLICATIONS.

Further to minutes 391/18-9 (*FGP 10 January 2019*) and 436/185-19 (*RLA 31 January 2019*), members were asked to consider suitable/appropriate projects for this year's scheme.

RESOLVED:

That the item be noted.

482/18-19. KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – PARISH NEWS.

Members were supplied with the December 2018 edition of the Parish News.

RESOLVED:

That the item be noted.

483/18-19. **STAFF / MEMBER TRAINING - UPDATE.**

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

Councillor Mr L C Howes	Annual Planning Conference – KALC	15 March 2019 – Lenham
Councillor K G Basson	Ebbsfleet Garden City Sports Participation & Physical Activity Strategy Focus Group Sessions	21 February 2019 – Eastgate Centre
Councillor Ms L M Cross	Ebbsfleet Garden City Active Travel Stakeholder Workshop	12 February 2019 – Cyclopark
Assistant Town Clerk/RFO	Heritage Watch Conference – Historic England	6 February 2019 – Westgate – on – Sea

RESOLVED:

That the item be noted.

484/18-19. **GROVE CAR PARK MANAGEMENT SCHEME.**

Further to minute 110/18-19 and the fact that the Grove Car Park Management Scheme had been operational since 20 June 2018, members considered how they would like the review of the trial to be undertaken and, with the elections approaching (the latest date that purdah can start for the 2 May 2019 local elections is 26 March 2019), confirm the timing of the review.

After discussion it was agreed that the most appropriate time for the review would be after the elections on 2 May 2019 and that the full Council in place at that time should consider how it would like to undertake the review.

RESOLVED:

1. That the review be undertaken after the elections on the 2 May 2019;
2. That the full Council in place at that time considers how it would like the review to be undertaken.

485/18-19. 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.

Dartford Children's Centre (DCC).

Councillor Mrs S P Butterfill is the Councils representatives on the DCC. As previously agreed the agenda and minutes for the 31 January 2019 meeting, along with the minutes of the Annual Conversation 27/28 November 2018 are available in the Chamber for inspection.

Castle Hill/Eastern Quarry Community Liaison Group (CHEQCLG).

Councillor P M Harman is the Town Councils representative on the CHEQCLG. As previously agreed the agenda and minutes from the 18 December 2018 meeting are available in the Chamber for inspection.

North West Kent Volunteer Centre (NWKVC).

Councillor Mrs S P Butterfill is the Town Councils representative on the NWKVC and she gave a verbal update which included that the previous Manager had left in November 2019 and that the new Manager was settling in well.

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 Council's representatives on IPGM. Councillor P C Harris gave an update which included:

The temporary Manager had now become permanent.
The AGM would be held on 16 April 2019
The Public Open Spaces had improved and were looking a lot better.

486/18-19. REPORT FROM KENT COUNTY COUNCILLOR.

Kent County Councillor P M Harman gave an update which included:

The Budget meeting had been held today (9.30am to 3.30pm), all the tabled amendments had failed, and the Budget had been passed.

The Scheme for charging for non-household items at recycling centres was due to be introduced despite concerns that this could lead to an increase in fly-tipping which, in general, would result in an increases in cost etc. on borough Councils for clearing it. The Consultation responses for the Scheme were 85% against the Scheme.

RESOLVED:

That the item be noted.

487/18-19. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

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

Councillor K M Kelly advised that the new waste collection contract had been awarded recently and was due to commence in May/June. The new operator was very keen and quite innovative. The borough Council currently collected 97-98% of household waste on a weekly basis and that collections would remain weekly under the current administration.

RESOLVED:

That the item be noted.

488/18-19. SEALING OF DOCUMENTS.

There were none.

489/18-19. TOWN MAYOR'S ANNOUNCEMENTS.

Unfortunately the Town Mayor was unable to attend the meeting.

490/18-19. QUESTIONS.

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

491/18-19. **EXCLUSION OF PRESS AND PUBLIC**

MOVED BY Councillor R J Lees and seconded by Councillor K G Basson.

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.

492/18-19. **FURTHER REQUEST FROM WALK TALL (p).**

Further to minute 366/18-19 Walk Tall had provided a response to the Town Council.

Members discussed the response received from Walk Tall, dated 7 February 2019, and also the independent valuations obtained for both facilities.

Members thanked officers for keeping them up to date on this issue and agreed that officers ensure that the resolution of the current use of the Town Councils facility did not incur a prolonged delay.

RESOLVED:

That the item be noted.

There being no further business to transact the Meeting closed at 8.00 pm.

Signed: _____ Date:- _____
(Chairman)