

MINUTES of the TOWN COUNCIL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on WEDNESDAY 9 OCTOBER 2019 at 7.00 PM

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

ALSO PRESENT: x 13 Members of the public
Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk/RFO
Sandra Kelleher – Administration Assistant
Rebecca Rawlings – Administration Assistant

ABSENT: There were none

256/19-20. **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.

257/19-20. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' Linda Hall, John Hayes and Lesley Howes.

258/19-20. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

The Chairman adjourned the meeting at this point to accept questions from the public.

A member of the public enquired whether the Town Council had considered the Free Trees for Schools and Communities Scheme being run by the Woodland Trust as an alternative to the replacement of disease/damaged trees highlighted to be felled in the tree survey.

The Town Clerk clarified that the replacement trees contained in Item 9 – Suggestions for 2020 – 2021 Estimates were semi-mature trees whereas the trees in the Woodland Trust

Scheme were whips. The Town Clerk also confirmed that the Town Council had already applied to the Woodlands Trust Scheme with the idea being to plant the trees, if the application was successful, in the Heritage Park where they would hopefully develop.

The member of the public was invited to contact the Town Council to discuss the possibility of community involvement in further tree planting opportunities via the Woodland Trust Scheme.

259/19-20. MINUTES OF THE MEETING HELD ON 11 JULY 2019.

RESOLVED:

That the Minutes of the Meeting held on 11 July 2019 be confirmed and signed as a true record.

260/19-20. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The Town Clerk advised members that he and the Town Mayor had attended the Borough and Parish Forum (Dartford Borough Council) on 8 October 2019.

261/19-20. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND THE ENVIRONMENT COMMITTEE MEETINGS HELD ON 4 SEPTEMBER 2019 AND 25 SEPTEMBER 2019.

RESOLVED:

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meetings held on 4 September 2019 and 25 September 2019 be confirmed and the recommendations made therein be adopted.

262/19-20. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 19 SEPTEMBER 2019.

RESOLVED:

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 19 September 2019 be confirmed and the recommendations made therein be adopted.

263/19-20. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 5 SEPTEMBER 2019.

RESOLVED:

That the Minutes of the Finance & General Purposes Committee Meeting held on 5 September 2019 be confirmed and the recommendations made therein be adopted.

264/19-20. **MINUTES OF THE COMMUNITY SAFETY COMMITTEE MEETING HELD ON 10 JULY 2019.**

RESOLVED:

That the minutes of the Community Safety Committee meeting held 10 July 2019 be confirmed and the recommendations made therein be adopted.

265/19-20. **MINUTES OF THE HERITAGE SUB-COMMITTEE MEETING HELD ON 23 JULY 2019 and 24 SEPTEMBER 2019.**

RESOLVED:

That the minutes of the Heritage Sub - Committee meeting held 23 July 2019 and 24 September 2019 be confirmed and the recommendations made therein be adopted.

266/19-20. **AMENDMENT TO STANDING ORDER (25) (a) ADVISORY COMMITTEES – WORKING GROUPS**

The Town Mayor had proposed the attached amendment to Standing Order 25(a).

The amendment was seconded and will stand adjourned without discussion to the next ordinary meeting of the Council.

RESOLVED: That the amendment stands adjourned without discussion to the next ordinary meeting of the Council.

267/19-20. **EXTERNAL AUDITOR REPORT AND CERTIFICATE 2018 – 2019.**

Members considered the external auditors annual letter/report 2018 – 2019.

RESOLVED: That the external auditors report and certificate 2018 - 2019 be noted, as required by statute.

268/19-20. **DRAFT MEMBER / OFFICER RELATIONS' PROTOCOL**

Members considered the draft Member / Officer Relations' Protocol which had been produced as part of best practice and was hoped to guide and provide clarity to both current, and future, elected members and officers of the Council.

The Town Clerk advised members that some minor grammatical errors had been highlighted in the Draft Protocol.

RESOLVED: That the Draft Member – Officer Relations' Protocol, including the minor grammatical corrections, be adopted.

269/19-20. **SUGGESTIONS FOR 2020 - 2021 ESTIMATES.**

Further to minute 151/19-20 Members had been asked to provide any suggestions for projects/items to be considered for the 2020 - 2021 Estimates. Members were now requested to consider the report of the projects/items that were submitted, prior to the agreed 31 August 2019 deadline, along with any known associated costings.

The Assistant Town Clerk/RFO confirmed to members that the forecasted cost of all of the proposed suggestions could result in an increase to Council Tax for residents. This may be able to be mitigated by the ongoing review of expenditure and the Financial Risk Assessments. The accurate figures would not be known until the first draft of the estimates was considered at the Town Council meeting on 11 December 2019.

Members discussed the projects that had been suggested and it was agreed that they should all be included in the 2020 – 2021 Estimates with the proviso that the Bodystat Machine at The Swanscombe Centre must be available to the public and not just to members.

RESOLVED: That all the suggested projects/items be included in the 2020 – 2021 Estimates.

270/19-20. **INSURANCE CLAIM/S – UPDATE.**

The following claim/s had now been settled:-

- a) Claim Ref: 27190000198 – ASB damage to the new play equipment (rota glide) at Broomfield, this claim incurred a £100.00 excess.

RESOLVED: That the item be noted.

271/19-20. **STAFF / MEMBER TRAINING – UPDATE.**

The following training has been scheduled / undertaken:-

Town Clerk	Kent Highway Services Parish Seminar – Kent County Council	28 November 2019 – Ditton
Assistant Town Clerk / RFO	Clerks Conference – Kent Association of Local Councils	17 September 2019 – Faversham

RESOLVED: That the item be noted.

272/19-20. **KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – KALC NEWS.**

Members were supplied with the August and September 2019 issue of the KALC News.

RESOLVED: That the item be noted.

273/19-20. **YOUTH AND COMMUNITY ENGAGEMENT OFFICER (YCEO) – DIOCESE OF ROCHESTER.**

Members were supplied with a report from the Community Safety Committee. After a lengthy debate it was agreed that a letter be sent to the Diocese of Rochester seeking their rationale behind the decision to have the YCEO Line Manager in Rochester as opposed to here locally.

RESOLVED: That a letter be sent to the Diocese of Rochester seeking their rationale behind the decision to have the YCEO Line Manager in Rochester as opposed to here locally.

274/19-20. **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.

Castle Hill/Eastern Quarry Community Liaison Group (CHEQCLG)

Councillor Peter Harman is the Town Councils representative on the CHEQCLG. As previously agreed the agenda for the 10 September 2019 meeting were available in the Chamber for inspection.

North West Kent Volunteer Centre (NWKVC).

Councillor Sue Butterfill is the Town Councils representative on the NWKVC and she provided a verbal update which included:

That the Centre had been struggling with getting volunteer drivers but was now going from strength to strength and that the AGM was scheduled to be held at the Masonic Hall, West Hill, Dartford from 1 to 2pm on 16 November 2019.

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' Peter Harman and Peter Harris are the Council's representatives on IPGM.

Councillor Peter Harris gave an update which included:

1 Resident Director had resigned;
The accounts had now been finalised and had resulted in a saving of £32,000.

Councillors' Sue Butterfill and Peter Harman thanked Councillor Peter Harris for the work he had undertaken in securing this significant saving for the residents.

275/19-20. REPORT FROM KENT COUNTY COUNCILLOR (KCC).

Kent County Councillor Mr P M Harman advised members that the use of Car Park D at Ebbsfleet International Station in the event of a no deal Brexit had caused great concern to residents and had been the subject of a large debate at KCC.

RESOLVED:

That the item be noted.

276/19-20. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

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

A new cross-party working group had been agreed to investigate Climate Change and the effects on the environment;

Councillor Peter Harman had been invited on as a member of the Strategic Housing Board and a place had been secured for a representative from Swanscombe and Greenhithe, Mr Paul Parsons;

After a meeting with the new Bereavement Manager, DBC the Town Council had agreed to donate x2 benches to be located in Swanscombe Cemetery. During this meeting it had become apparent that the responsibility for the initial area of the cemetery at the Lynch Gate entrance was unclear and that this required confirmation from the Diocese of Rochester.

RESOLVED:

That the item be noted.

277/19-20. SEALING OF DOCUMENTS.

There were none.

278/19-20. **TOWN MAYOR'S ANNOUNCEMENTS.**

There were none.

279/19-20. **QUESTIONS.**

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

There being no further business to transact the Meeting closed at 7.55 pm.

Signed: _____

(Chairman)

Date:- _____

