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SWANSCOMBE & GREENHITHE TOWN COUNCIL

SUMMONS & AGENDA

**A Meeting of the Swanscombe and
Greenhithe Town Council will be held
on**

Thursday 18 December 2014 at 7.00pm

at: The Council Offices, The Grove, Swanscombe, DA10 0GA.

Graham Blew

Graham Blew
Town Clerk

Dated: 11 December 2014

The Council Offices, The Grove, Swanscombe, Kent, DA10 0GA
Tel: (01322) 385513 Fax: (01322) 385849

A G E N D A

A MEETING OF THE SWANSCOMBE & GREENHITHE TOWN COUNCIL

1. To receive apologies for absence.
2. Declarations of interest in items on the Agenda.

At the Chairman's discretion the meeting will be adjourned at this point to accept questions from the public.

3. To approve the Minutes of the Meeting held on 16 October 2014.
4. Items as Deemed Urgent by the Town Mayor / matters arising from previous minutes and their position on the Agenda (*for discussion/information only, not for decision*).

5. TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEES AND SUB-COMMITTEES AND PASS RESOLUTIONS AS DEEMED ADVISABLE:

- Planning, Major Developments, Transportation & the Environment Committee – 12 November 2014 and 3 December 2014.
- Recreation, Leisure & Amenities Committee – 27 November 2014.
- Finance & General Purposes Committee – 6 November 2014.
- Anti-Social Behaviour & Crime Sub-Committee – 8 October 2014.
- Personnel Committee – 15 October 2014.
- Heritage Park/Skull Site Sub-Committee – 15 October 2014.

6. NATIONAL NON-DOMESTIC RATES (NDR) BUSINESS RATES (p).

3 years ago the Responsible Financial Officer began the appeal process against the NDR for the Town Council Offices and the Leisure Centre (minute 597, 28 April 2011).

We have now received advice from the Senior Rating Consultant (Aitchinson Rafferty Property Consultants) that a prudent course of action would be to withdraw the appeal.

Recommended: That the action carried out to date be endorsed and the appeal be withdrawn.

7. COMPLAINT (p).

The attached complaint (Appendix A) was received regarding the recent tree works undertaken at Saxon Court / Alkerden Lane (these works were noted and endorsed by the Recreation, Leisure & Amenities Committee, minute 291/14-15).

As per the Complaints Handling Procedure (Appendix B) a written response to the issues raised was given by the Town Clerk and the Town Mayor (Appendix C).

A further letter addressed to the Town Mayor (Appendix D) was received from the complainant on 5 December 2014 in response to her response dated 19 November 2014.

As per paragraph 5 of the Complaints Handling Procedure a letter was sent to the complainant notifying that the complaint will be considered at this meeting:-

The Town Clerk or Town Mayor shall bring any written complaint which cannot be settled to the next meeting of the Town Council, and the Town Clerk shall notify the complainant of the date on which the complaint will be considered.

Recommended:

- 1 That the actions taken by the Town Clerk in dealing with the complaint thus far be noted and endorsed.
- 2 That the complaint be considered and a decision made as to whether any further action is proposed / required to be taken.

8. CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)) – FUTURE APPLICATIONS (p).

Further to minute 238/14-15, Members are asked to begin considering suitable/appropriate projects for any future funding opportunities under this scheme; the funds available to the 8 parishes within the borough are likely to be £50,000 in total.

Recommended: To discuss and advise accordingly.

9. REVOCATION OF STANDING ORDER 35 (p).

As per Standing Order 42 (b) the attached revocation was proposed and seconded at the full Council meeting on 16 October 2014, minute 236/14-15.

Recommended: To revoke Standing Order 35.

10. INSURANCE CLAIM/S – UPDATE.

The following claim/s has now been settled:-

- Claim Ref: 27140000662 – theft of strimmer.

This claim incurred a £100.00 excess.

Recommended: To note

11. KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – PARISH NEWS (p).

Please find attached for your information the latest edition of the Parish News.

Recommended: To note.

12. PUBLIC RIGHTS OF WAY MEETING WITH KENT COUNTY COUNCIL – ORGANISED BY SOUTHFLEET PARISH COUNCIL 21 OCTOBER 2014 (p).

Councillor R J Lees (Kent Association of Local Councils Dartford Area Committee Chairman) attended the meeting which was held to discuss Public Rights of Way issues with Kent County Council.

Recommended: To note.

13. DEPARTMENTS FOR COMMUNITIES AND LOCAL GOVERNMENT (DCLG) – CONSULTATION ON THE GOVERNMENT’S INTENTIONS TO MODERNISE PARISH POLL REGULATIONS.

DCLG have released the above consultation, document attached, with a deadline for responses of 30 January 2015.

The Kent Association of Local Councils (KALC) will be finalising its response to the consultation at its Executive Committee meeting on 24 January 2015.

Recommended: To discuss and advise accordingly.

14. STAFF / MEMBER TRAINING – UPDATE.

Councillors’ Ms L M Cross and Ms L C Howes attended the Kent Association of Local Councils (KALC) Annual General Meeting in Ditton Community Centre on 22 November 2014.

Recommended: To note.

15. FINANCIAL RISK ASSESSMENTS (FRA) FOR 2015 – 2016 (p).

At its meeting on 6 November 2014, minute 266/14-15, the Finance and General Purposes Committee endorsed the findings of the Financial Risk Assessment Working Group (*that the FRA’s should be maintained at the level/s indicated and that the Town Council should not, at this point, be looking to add or increases anything contained in the FRA’s*). The FGP recommended that the FRA’s should be submitted to full council for approval and inclusion in the Estimates for 2015 – 2016.

A bound copy of the FRA’s has been supplied to each member.

Recommended: To consider and approve the FRA’s for inclusion in the Estimates for 2015 – 2016.

16. ANNUAL ESTIMATES FOR 2015 – 2016 (p).

Members are informed that officers have begun work on the estimates for 2015 – 2016, the attached confidential appendix - draft annual estimates have been provided by the RFO for members' information at this stage.

Members are invited to contact the RFO, outside of this meeting, and inform her of any suggestions and/or items they feel should be included.

The Responsible Financial Officer, in consultation with the Chairman of the Finance and General Purposes Committee (FGP), will be reviewing these drafts over the festive period and the final copies will be submitted to the FGP on 15 January 2015 to be agreed; the agreed figures then being submitted to the Special Town Council meeting held directly after the FGP meeting on 15 January 2015 as this is required to set the Council Tax Rate for Band D.

- * To assist with this process members have been supplied with a copy of the draft Financial Risk Assessments as per the preceding agenda item.

Recommended: To note.

17. REPORTS OF OUTSIDE REPRESENTATIVES.

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

17.1 Dartford Youth Advisory Group (DYAG)

Councillor Ms L C Howes is the Town Council's representative on the DYAG. As previously agreed the agenda for the 13 October and 8 December 2014 meeting and the minutes for the 13 October 2014 meeting are available in the Chamber for inspection.

17.2 Bluewater Forum (BF).

The Town Mayor, or agreed substitute, is the Town Council representative on the BF. As previously agreed details of the 27 November 2014 meeting, including the minutes from the 25 September 2014 meeting, are available in the Chamber for inspection.

17.3 Kent Association of Local Councils Dartford Area Committee (KALCDAC).

Councillor R J Lees and the Town Clerk are the Town Council's representatives on the KALCDAC. As previously agreed the agenda for the 11 December 2014 meeting including the minutes from the 18 September 2014 meeting are available in the Chamber for inspection.

17.4 Advice Service Dartford Partnership (ASDP).

The Town Clerk attended the Citizens Advice Bureau (CAB) Partnership meeting on 11 November 2014 (agenda including the minutes from the 13 May 2014 meeting are available in the Chamber for inspection).

It was planned to hold the next Advice Service Dartford Information Fair at the David Lloyd venue in March 2015.

17.5 Ingress Park (Greenhithe) Management Limited (IPGM).

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

18. REPORT FROM KENT COUNTY COUNCILLOR.

This item gives Kent County Councillor for Swanscombe and Greenhithe, Mr Peter M Harman the opportunity to submit a verbal report on relevant news or issues from Kent County Council.

19. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

This item gives Dartford Borough Councillors the opportunity to submit a verbal report on any relevant news or developments at Dartford Borough Council.

20. SEALING OF DOCUMENTS.

There are none.

21. TOWN MAYOR'S ANNOUNCEMENTS.

22. QUESTIONS.

Please note that questions do not form part of the Meeting. They are merely the opportunity for Members to exchange information.

23. EXCLUSION OF THE PRESS AND PUBLIC.

TO RESOLVE: That, under Section 100A (4) of the Local Government Act 1972 (as amended), the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information.

24. LAND FRONTING KNOCKHALL ROAD (p).

Further to minute 304/14-15 from the 27 November 2014 Recreation, Leisure & Amenities Committee the following response has been received from the land owner.

Recommended: To discuss and advise accordingly.

25. GROVE CAR PARK (p).

Further to minute 303/141-15 members are asked to form a Working Group to investigate the possible future operation of the Grove Car Park.

Recommended: To form a Working Group to investigate the possible future operation of the Grove Car Park.

26. ADVICE SERVICE DARTFORD (CAB) – OUTREACH SERVICE – UPDATE.

The Town Clerk will give a verbal update of the information from the Partnership meeting on 11 November 2014.

Recommended: To note.

27. PAVILION – UPDATE (p).

As previously agreed the boiler for the showers, the 8 shower heads and the hot water blending valve for the min building have now been upgraded/replaced as well as the hot water cylinder for the main building. This has now raised further issues which, along with other matters, the Town Clerk would like to record and ask members to consider

Recommended: To discuss and advise accordingly.

INFORMATION IN THE OFFICE.

- Local Councils Update – Issues 179 (November 2014), 180 (December 2014).
- LCR, The Voice of Local Councils – winter 2014.
- The Clerk Magazine (Society of Local Council Clerks (SLCC)) – November 2014, Vol.45 No.6.
- Clerks and Councils Direct - November 2014, Issue 96.

Members, and their spouses / partners, are cordially invited to join the Town Mayor for Christmas refreshments after the Meeting.



Swanscombe and Greenhithe Town Council Website:
<http://www.swanscombeandgreenhithetc.kentparishes.gov.uk/>