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# SWANSCOMBE & GREENHITHE TOWN COUNCIL

## SUMMONS & AGENDA

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

**Thursday 19 December 2013 at 7.00pm**

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

*Graham Blew*

**Graham Blew  
Town Clerk**

Dated: 12 December 2013

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 17 October 2013.
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 – 23 October 2013 and 4 December 2013.
- Recreation, Leisure & Amenities Committee – 28 November 2013.
- Finance & General Purposes Committee – 7 November 2013.
- Personnel Committee – 5 November 2013.
- Executive & Emergency Committee – 7 November 2013.

**6. OAST HOUSE – UPDATE.**

Two of the Directors from NW Kent Age UK have kindly agreed to attend the meeting and give an update on the future arrangements/decisions regarding the operation of the facility.

**Recommended:** To discuss and advise accordingly.

**7. VACANCIES ON COMMITTEES AND SUB-COMMITTEES.**

Due to the passing of Councillor L J Bobby vacancies on the Committees and Sub-Committees indicated have arisen:-

- Recreation, Leisure & Amenities Committee
- Finance & General Purposes Committee
- Personnel Committee
- Executive & Emergency Committee
- Heritage Pak/Skull Site Sub-Committee
- Allotments & Cemeteries Sub-Committee
- Leases & Legal Sub-Committee
- Anti-Social Behaviour & Crime Sub-Committee

Members are asked to consider filling these vacancies.

**Recommended:** That the vacancies, as listed, be filled.

#### **8. REPRESENTATIVES ON OUTSIDE BODIES.**

Councillor P C Harris has stepped down as one of the Town Councils 2 representatives on the Greenhithe Community Association.

As well as the above members are also asked to consider appointing a representative of the Town Council for the Advice Service Dartford (CAB).

**Recommended:** To consider and appoint, as required, representatives on the outside bodies detailed.

#### **9. BOROUGH COUNCIL BY-ELECTION RESULT – SWANSCOMBE WARD.**

Ms Steve Doran, Labour Party was elected as a Dartford Borough Councillor for the Swanscombe Ward on 5 December 2013.

**Recommended:** To note.

#### **10. SECTION 137 EXPENDITURE: LIMIT FOR 2014 – 2015.**

The Department for Communities and Local Government has confirmed that the appropriate sum for parish councils for the purposes of section 137 (4) (a) of the Local Government Act 1972 for 2014 – 2015 is £7.20.

**Recommended:** To note

#### **11. FINANCIAL RISK ASSESSMENTS (FRA) – 2014 – 2015.**

At its meeting on 7 November 2013, minute 231/13-14, 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 2014 – 2015.

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 2014 – 2015.

## 12. ANNUAL ESTIMATES FOR 2014 – 2015.

Members are informed that officers have begun work on the estimates for 2014 – 2015, the attached confidential report / 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 16 January 2014 to be agreed; the agreed figures then being submitted to the Special Town Council meeting held directly after the FGP meeting on 16 January 2014 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.

## 13. AGREEMENT WITH DARTFORD BOROUGH COUNCIL (DBC) – SECTION 77-78 CRIMINAL JUSTICE AND PUBLIC ORDER ACT 1998.

At the 8 October 2013 Borough and Parish Council Forum (BPCF) it had been agreed that DBC would put in place a formal agreement with the parishes to enable them to them to carry out enforcement action on the parish councils land regarding illegal encampments.

A copy of the agreement signed by the Town Mayor and Town Clerk is attached for members' information.

**Recommended:** To note and endorse the actions to date of the Town Clerk win dealing with this matter.

## 14. JOINT TRANSPORTATION BOARD (JTB) – PARISH REPRESENTATION.

Further to minute 184/13-14, the Town Clerk wrote to the Monitoring Officer, Dartford Borough Council (DBC) seeking clarification as to how future Parish Representatives on the JTB would be selected now that the Dartford Association of Parish and Town Councils (DAPTC) had been formally disbanded and replaced by the Borough and Parish Council Forum (BPCF). Attached is the response received from the Monitoring Officer, DBC which indicates that as the BPCG is still the most representative body within the Borough it is for the Parish/Town Councillor representatives on the BPCF to decide how they would wish to elect a JTB representative in the future.

**Recommended:** To discuss and advise accordingly.

**15. REVIEW OF STAFF DISCIPLINARY PROCEDURES (SDP).**

Further to minute 238/13-14 members are asked to consider and adopt the amendments to the SDP as recommended by the Executive & Emergency Committee (these amendments deal with the how any appeals are carried out).

**Recommended:** To amend the SDP and adopt the changes as per the attached.

**16. KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – PARISH NEWS.**

Please find attached for your information, issues 372 (October 2013) and 373 (November/December 2013) of the Parish News.

**Recommended:** To note.

**17. INSURANCE CLAIM/S – UPDATE.**

The following claim/s has now been settled:-

- Claim Ref: 27130000086 – malicious damage to St Peter & St Pauls Wall on 27 January 2013. This claim was subject to an excess of £100.00 (£856.68).

**Recommended:** To note

**18. KENT COUNTY COUNCIL (KCC) – VARIATION IN THE SERVICE OF TRACS COMMUNITY DAY SERVICE.**

Further to minute 110/13-14, the Assistant Director – Learning Disability West Kent, KCC has informed that a formal decision has been made and that the TRACS should continue to be provided in Dartford and move away from Longfield completely.

**Recommended:** To note.

**CORRESPONDENCES.**

**19. LETTER OF THANKS – ADVICE SERVICE DARTFORD**

The attached letter of thanks has been received from the Project Manager to the Town Mayor and Deputy Town Mayor.

**Recommended:** To note.

## **20. REPORTS OF OUTSIDE REPRESENTATIVES.**

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

### **20.1 Kent Association of Local Councils, County Area Committee (KALCCAC).**

Councillors' Ms L C Howes and Mrs S P Butterfill are the Town Council's representatives on the KALCCAC and both attended the KALC AGM held at Ditton Community Centre on 23 November 2013. The agenda and Annual Report 2012 - 2013 are available in the Chamber for inspection.

### **20.2 Dartford Youth Advisory Group (DYAG)**

Councillor Ms L C Howes is the Town Council's representative on the DYAG. As previously agreed the minutes from the 17 October 2013 meeting are available in the Chamber for inspection.

### **20.3 Advice Service Dartford (ASD).**

The minutes of the partners meetings held on 12 November and 10 December 2013 are available in the Chamber for inspection. The Launch event took place on 26 November 2013 and was attended by the Town Mayor, Deputy Town Mayor, Councillors' R J Lees, Mrs C K Openshaw and the Town Clerk.

### **20.4 "Saving Visible Community Policing" Conference – 6 December 2013.**

Councillors' Mrs S P Butterfill and Ms L C Howes attended this event.

### **20.5 Elders Forum (EF).**

Councillor Mrs L C Howes is the Town Councils representative on the EF and attended the meeting held on 28 November 2013.

### **20.6 Bluewater Forum (BF).**

Councillor Ms L C Howes substituted for the Town Mayor and attended the meeting held on 28 November 2013.

### **20.7 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.

## **21. 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.

## **22. 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.

**23. SEALING OF DOCUMENTS.**

There are none.

**24. TOWN MAYOR'S ANNOUNCEMENTS.**

**25. QUESTIONS.**

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

**26. CASUAL VACANCY – CO-OPTION.**

Following the passing of Councillor L J Bobby a public Notice of Casual Vacancy was displayed. This notice of vacancy was advertised between 23 September 2013 and 11 October 2013, providing electors from the Swanscombe Ward with 14 days to write to request a by-election be held to fill the vacancy. Dartford Borough Council (DBC) Electoral Services Department confirmed that no such requests were forthcoming within the 14 day period, entitling the Town council to now fill the vacancy by co-option.

Subsequently, minute 174/13-14, an invitation for written Expressions of Interest was displayed on the council notice boards, website etc.

Standing Order 17 states:-

17. VOTING ON APPOINTMENTS.

*Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.*

If required the Town Clerk will count the votes from the first round and announce votes per candidate. Following any number of required rounds of voting, the candidate with a majority vote will be declared by the Town Mayor duly co-opted to the Town Council as a member for Swanscombe Ward.

The co-opted candidates will be required to sign a declaration of acceptance of office confirming his/her status as a Town Councillor. This should take place at the meeting, if present, or as soon as practicable afterward.

No Expressions of Interest have been received.

**Recommended:** To note and place this item on the next full council agenda.

## 27. 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.

## 28. THE PAVILION COMMUNITY SPORTS & SOCIAL CLUBS – UPDATE.

- (i) The attached request **(A)** was received from the Pavilion. In consultation with the Town Mayor and the Chairman of the Leases & Legal Sub-Committee the Town Clerk agreed to this request.

**Recommended:** To note and endorse the actions of the Town Clerk in agreeing to this request.

- (ii) The attached request **(B)** was received from the Pavilion and considered by full council on 17 October 2013. The Pavilion Working Group met on 23 October and 27 November 20123 to consider this matter and agreed the responses as per attached **(C)**. The Working Group met with the Pavilion on 2 December 2013 to advise them of their considerations and to inform them that full council would be requested to endorse them.

**Recommended:** To endorse the decisions of the Working Group regarding the requests made by the Pavilion.

## 29. FLINT WALL, LONDON ROAD, INGRESS PARK.

Further to minute 190/13-14 Councillor P C Harris (one of the Town Councils 2 representatives on the Board of Ingress Park Management Greenhithe (IPGM)) has supplied the attached report regarding the situation with the Flint Wall at London Road, Ingress Park.

**Recommended:** To discuss and advise accordingly.



INFORMATION IN THE OFFICE.

- Local Councils Update – Issue 168 (November 2013), issue 169 (December 2013).
- Clerks and Councils Direct –November 2013, Issue 90.
- LCR, The Voice of Local Councils – winter 2013.
- Action with Communities in Rural Kent – Rural News – Issue132.
- The Valley – newsletter for D&G NHS Trust – Autumn/Winter 2013.
- The Clerk Magazine (Society of Local Council Clerks (SLCC) – Vol.44, No.6, November 2013).

**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/>