

T/C 16/12/17

TOWN COUNCIL  
15 DECEMBER 2016

MINUTES of the MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 15 DECEMBER 2016 at 7.00 PM

**PRESENT:**

Councillor B E Read (Town Mayor)  
Councillor Mrs A E D Barham  
Councillor K G Basson  
Councillor Mrs S P Butterfill  
Councillor Ms L M Cross  
Councillor Ms L M Hall  
Councillor P C Harris  
Councillor J A Hayes  
Councillor Ms L C Howes  
Councillor K M Kelly  
Councillor R J Lees  
Councillor Mrs L Manchester  
Councillor B R Parry  
Councillor A S Reach  
Councillor Mrs I A Read  
Councillor S J Ryan

**ALSO PRESENT:**

Graham Blew – Town Clerk  
Martin Harding – Assistant Town Clerk/RFO  
Sandra Kelleher – Administration Assistant  
1 x member of the public

**ABSENT:**

There were none

**303/16-17. APOLOGIES FOR ABSENCE.**

Apologies were received from Councillors' Dr J M Harman, P M Harman, Mrs M B Kelly and D J Mote.

An apology for lateness was submitted by Councillor J A Hayes.

Mr Christoph Bull was scheduled to present a dramatic reading after the meeting but had had to postpone this due to illness.

**304/16-17. 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.***

305/16-17. **MINUTES OF THE MEETING HELD ON 13 OCTOBER 2016 AND THE SPECIAL MEETING HELD ON 20 OCTOBER 2016.**

Members were provided with a copy of the Minutes of the Meeting held on 13 October and the Minutes of the Special Meeting held on 20 October 2016.

RESOLVED:

That the Minutes of the Meeting held on 13 October 2016 and the Minutes of the Special Meeting held on 20 October 2016 be confirmed and signed as a true record.

306/16-17. **ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

307/16-17. **MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION & THE ENVIRONMENT COMMITTEE MEETINGS HELD ON 19 OCTOBER, 9 NOVEMBER AND 30 NOVEMBER 2016.**

RESOLVED:

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meetings held on 19 October, 9 November and 30 November 2016 be confirmed and the recommendations made therein be adopted.

308/16-17. **MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 24 NOVEMBER 2016.**

RESOLVED:

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 24 November 2016 be confirmed and the recommendations made therein be adopted.

309/16-17. **MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 3 NOVEMBER 2016.**

RESOLVED:

That the Minutes of the Finance & General Purposes Committee Meeting held on 3 November 2016 be confirmed and the recommendations made therein be adopted.

**310/16-17. MINUTES OF THE HERITAGE PARK/SKULL SITE SUB-COMMITTEE MEETINGS HELD ON 25 OCTOBER AND 22 NOVEMBER 2016.**

RESOLVED:

That the Minutes of the Heritage Park/Skull Site Sub-Committee meetings held on 25 October and 22 November 2016 be confirmed and the recommendations made therein be adopted.

**311/16-17. MINUTES OF THE REGENERATION & QUALITY SUB-COMMITTEE MEETING HELD ON 17 OCTOBER AND 30 NOVEMBER 2016.**

RESOLVED:

That the Minutes of the Regeneration & Quality Sub-Committee meeting held on 17 October and 30 November 2016 be confirmed and the recommendations made therein be adopted.

**312/16-17. INFORMATION SECURITY POLICY.**

RESOLVED:

That the Information Security Policy be adopted.

**313/16-17. DOCUMENT RETENTION POLICY.**

RESOLVED:

That the Document Retention Policy be adopted.

**314/16-17. DATA PROTECTION POLICY.**

RESOLVED:

That the Data Protection Policy be adopted.

**315/16-17. SCHEDULE OF CHARGES.**

RESOLVED:

That the Schedule of Charges be agreed.

**316/16-17. REVIEW OF PUBLICATION SCHEME.**

The Town Clerk advised members that the Publication Scheme had previously been adopted, minute 475 (18 December 2008 full Council), and that this review would ensure the Scheme was up to date.

RESOLVED:

That Publication Scheme be reviewed and adopted as detailed in the report.

**317/16-17. ACTION PLAN 2017 – 2018.**

Members thanked officers for providing the draft Action Plan and suggested some minor amendments which were subsequently agreed.

RESOLVED:

That the Action Plan 2017 – 2018 be adopted.

**318/16-17. COMMITTEE AND SUB-COMMITTEE MEMBERSHIPS.**

RESOLVED:

That the memberships of the Recreation, Leisure & Amenities Committee, Planning, Major Developments, Transportation & the Environment Committee and Anti-Social Behaviour & Crime Sub-Committee be agreed as detailed in the report.

That Councillor Ms L M Hall fill the vacancy on the Heritage Park/Skull Site Sub-Committee.

**319/16-17. APPOINTMENT TO OUTSIDE BODY – COMMUNITY YOUTH WORKER SWANSCOMBE AND GREENHITHE.**

Members considered the correspondence from the Director of Strategy and Implementation, Diocese of Rochester and it was agreed that Councillor Mrs S P Butterfill be the Town Council representative on the Steering Group for this project.

RESOLVED:

That Councillor Mrs S P Butterfill be the Town Council representative on the Steering Group for this project.

**320/16-17. GARAGE AREA AT GILBERT CLOSE – NEW BURIAL GROUND ALLOTMENTS.**

Members acknowledged the information provided by the Head of Housing, Dartford Borough Council.

RESOLVED:

That the item be noted.

**321/16-17. PAVILION – REQUEST TO REPLACE FLOORING IN MAIN HALL.**

After discussion Members agreed to the request and requested that the Tenant be asked if they could supply a Plan of Works for the facility.

RESOLVED:

That request be agreed.

**322/16-17. KENT COUNTY COUNCIL COMMUNITY WARDEN VOLUNTEER SUPPORT WARDEN SCHEME.**

Members debated the Scheme and after discussion agreed to participate in the scheme at the cost indicated (£1,660.00 for 2 years).

RESOLVED:

That Town Council participates in the Scheme at the cost indicated (£1,660.00 for 2 years).

**323/16-17. SURPLUS LAND DECLARATION REQUEST FOR LAND AT STATION ROAD, GREENHITHE (ADJACENT TO 4 RIVERVIEW ROAD) – KENT COUNTY COUNCIL.**

RESOLVED:

That the item be noted and no further action taken.

**324/16-17. KALC COMMUNITY AWARDS SCHEME.**

RESOLVED:

That the item be noted and no further action taken.

**325/16-17. PAVILION - UPDATE.**

Further to minutes 410/15-16 and 286/16-17 members endorsed the Short and Long Term Plans for the facility.

RESOLVED:

That the Short and Long Term Plans for the facility be endorsed.

**326/16-17. STAFF / MEMBER TRAINING - UPDATE.**

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

Town Clerk	KALC Introducing Allotment Law and Management to Local Councils – Faversham	8 December 2016
Town Clerk	KALC Media and Communications Conference – East Malling	19 January 2017
Town Clerk	SLCC South East Regional Roadshow – Uckfield	5 April 2017
Councillors' Mrs A E D Barham Ms L M Cross D J Mote B R Parry B E Read Mrs I A Read	Budget / Precept Financial Briefing – Internal	5 December 2016

RESOLVED:

That the item be noted.

**327/15-16. KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – PARISH NEWS.**

Members were supplied with the November 2016 edition of the Parish News.

RESOLVED:

That the item be noted.

**328/16-17. MEMBERS SUGGESTIONS FOR 2017 – 2018 ESTIMATES.**

Members were provided with the cost implications of the suggestions that had previously been agreed by full Council at its meeting on 13 October 2016 (minute 199/16-17).

After consideration it was agreed:

RESOLVED:

That the suggestions detailed in the report be agreed.

**329/16-17. FINANCIAL RISK ASSESSMENT & LONG TERM MAINTENANCE.**

Members considered the notes from the FRA Working Group meetings held on 25 October and 22 November 2016.

Members thanked Officers and the FRA Working Group for the work undertaken to date.

RESOLVED:

That the FRA's & Long Term Maintenance figures, be approved and included in the Estimates for 2017 – 2018.

**330/16-17. DRAFT ESTIMATES 2017 – 2018.**

Officers had begun work on the estimates for 2017 – 2018 earlier in the year with members first having input into the process in July (minute 122/16-17) and again in October (minute 199/16-17). All members had received a detailed copy of the draft Estimates for 2017 – 2018.

The RFO, in consultation with the Chairman of the Finance and General Purposes Committee (FGP), would now review the drafts over the festive period and the final copies would be submitted to the FGP on 12 January 2017 to be agreed; the agreed figures then being submitted to the Special Town Council meeting held directly after the FGP meeting on 12 January 2017 as this is required to set the Council Tax Rate for Band D.

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

Members thanked the RFO for providing the details/figures contained in the draft annual estimates and acknowledged the amount of work that goes into this item. Members commented that it was worth noting that it was possible to undertake all the projects considered in the previous items at no increase to the estimates or additional burden to the tax payers.

RESOLVED:

That the item be noted.

**331/16-17. THANK YOU TO PREVIOUS TOWN MAYOR – COUNCILLOR P M HARMAN.**

Members were pleased to receive the letter of thanks from the Head of Fundraising and Voluntary Services, Little Buds regarding the donation made by the previous Town Mayor from the funds raised during his term of office.

RESOLVED:

That the item be noted.

**332/16-17. CRAYTOTS PRE-SCHOOL – CEASING OPERATING.**

Members were saddened to receive the notification from Craytots informing that they would be ceasing operating on 16 December 2016.

The RFO advised members of the impact this would have on the income for the Heritage Community Hall and the estimates for 2017 – 2018.

RESOLVED:

That the item be noted.

**333/16-17. 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.

Community Liaison Group – London Paramount (CLG)

Councillor B R Parry is the Town Councils representative on the CLG. As previously agreed the agenda and minutes for the 4 October 2016 meeting, including the minutes from the 21 July 2016 meeting were available in the Chamber for inspection.

Kent Association of Local Councils – Dartford Area Committee (KALCDAC)

Councillor R J Lees and the Town Clerk are the Town Councils representatives on KALCDAC. As previously agreed the minutes from the 4 October 2016 meeting were available in the Chamber for inspection.

Bluewater Forum (BF).

The Town Mayor or agreed substitute is the Town Councils representative on the BF. As previously agreed the minutes for the 24 November 2016 meeting were available in the Chamber for inspection.

Elders Forum – Dartford Borough Council (EF)

Councillor Ms L C Howes is the Twn Councils representative on the EF. As previously agreed the agenda for the 27 October was available in the Chamber for inspection.

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 Town Council's representatives on IPGM.

Councillor P C Harris updated members which included:

*A new Development Manager had joined approximately 1 month ago;  
The AGM was scheduled to take place on 12 January 2017.*



**334/16-17. REPORT FROM KENT COUNTY COUNCILLOR.**

Kent County Councillor P M Harman had submitted his apologies for not being able to attend the meeting.

RESOLVED:

That the item be noted.

**335/16-17. REPORT FROM DARTFORD BOROUGH COUNCILLORS.**

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

*The JTB meeting had taken place with Arriva in attendance and they had been asked about how they engaged with the public and they had also supplied details of the various elements that caused disruptions to their services (including those that were out of their control).*

RESOLVED:

That the item be noted.

**336/16-17. SEALING OF DOCUMENTS.**

There were none.

**337/16-17. TOWN MAYOR'S ANNOUNCEMENTS.**

The Town Mayor advised members that he had attended several events recently that included the Swanscombe Rainbows Christmas Fayre.

The Town Mayor invited members to join him after the meeting for festive refreshments.

**338/16-17. 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 8.35 pm.

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

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MINUTES of the SPECIAL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL  
held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 12 JANUARY  
2017 at 7.25PM

**PRESENT:** Councillor B E Read – Town Mayor  
Councillor Ms L M Cross  
Councillor Ms L M Hall  
Councillor P M Harman  
Councillor R J Lees  
Councillor D J Mote  
Councillor Mrs I A Read  
Councillor S J Ryan

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

**ABSENT:** Councillor Mrs L Manchester  
Councillor A S Reach

**386/16-17. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' Mrs A E D Barham, K G Basson, Mrs S P Butterfill, Dr J M Harman, P C Harris, J A Hayes, Ms L C Howes, K M Kelly, Mrs M B Kelly and B R Parry.

**387/16-17. 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.*

**388/16-17. ANNUAL ESTIMATES FOR 2017 – 2018.**

Members acknowledged that this Estimate was the result of a number of years work by the Town Council to have its finances in order and to take into account the increasing negative effect of outside pressures on the Councils funds. Members were pleased that the Town Council were able to have an Estimate that included many additional projects for the forthcoming year with no extra financial burden to the residents.

MOVED BY Councillor B E Read, seconded by Councillor R J Lees and unanimously agreed;

RESOLVED:

That the proposed Annual Estimates for 2017– 2018 and subsequent proposed Council Tax Base (Band D) be approved.

**389/16-17. COUNCIL TAX BASE 2017 – 2018.**

Members were asked to set the Council Tax Base for Band D properties 2017 - 2018.

Members were pleased to note that the Town Councils' proposed Council Tax Base for Band D properties had been frozen having been reduced by 7.74% the previous year.

MOVED BY Councillor B E Read, seconded by Councillor R J Lees and unanimously agreed;

RESOLVED:

That the Council Tax Base for Band D properties 2017 – 2018 be set at £102.07.

**390/16-17. DRAFT BUDGET STATEMENT 2017 – 2018.**

Members received the Draft Budget Statement and commended the officers on its style and presentation.

After discussion Members suggested some minor amendments and it was unanimously agreed:

RESOLVED:

That the Budget Statement 2017 – 2018, including the minor amendments suggested by Members, be finalised and produced and distributed in the same manner and timescale as in the previous year.

There being no further business to transact the Meeting closed at 7.35 pm.

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

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 21 DECEMBER 2016 AT 7.00PM

**PRESENT:** Councillor B E Read (Chairman)  
Councillor Mrs A E D Barham  
Councillor K G Basson  
Councillor P M Harman (substituting for Councillor Dr J M Harman)  
Councillor P C Harris  
Councillor J A Hayes  
Councillor Ms L C Howes  
Councillor B R Parry  
Councillor A S Reach

**ALSO PRESENT:** Graham Blew – Town Clerk

**ABSENT:** Councillor K M Kelly

**339/16-17. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' Dr J M Harman, D J Mote and S J Ryan.

**340/16-17. SUBSTITUTES.**

Councillor P M Harman substituted for Councillor Dr J M Harman.

**341/16-17. 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.*

**342/16-17. ELECT A VICE-CHAIRMAN FOR THE REMAINDER OF THE CIVIC YEAR.**

Due to the change in the Committees membership, minute 318/16-17, members were asked to elect a Vice-Chairman for the remainder of the Civic Year.

It was duly proposed, seconded and agreed;

**Recommended:** That Councillor B R Parry be elected as Vice-Chairman of the Committee for the remainder of the Civic Year.

**343/16-17. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**344/16-17. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 30 NOVEMBER 2016.**

**Recommended:** The Minutes of the meeting held on 30 November 2016 were confirmed and signed.

**345/16-17. KENT MINERALS AND WASTE SITES PLANS – “CALL FOR SITES”.**

Members considered the consultation which had a deadline for submissions’ of 30 January 2017.

**Recommended:** That the item be noted.

**346/16-17. ROAD NAMES – NORTHFLEET WEST SUB STATION.**

Members considered the proposed names supplied by the Address Management and GIS officer, DBC (“Talbot” and “Mortimer”). It was noted that the deadline for responses had fallen prior to the meeting being held but that the Chairman had been consulted and had been happy with these suggestions due to their strong connections to the area.

**Recommended:** That the item be noted.

**347/16-17. PUBLIC PATH DIVERSION ORDER 2016 – DS20 (PART) – EDC (tabled at meeting).**

Members considered the Public Path Diversion Order 2016 which had been supplied by the PROW and Access Service, Kent County Council.

**Recommended:** That the item be noted.

**TOWN PLANNING:**

**348/16-17. PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS’ OBSERVATIONS.**

DA/16/01913/FUL	Erection of 17 flats (comprising 14 x 2 bed and 3 x 1 bed flats) and 7 x 3 bed houses together with the provision of associated public realm and landscaping, parking and infrastructure works.  Phase 2 Land at St Clements Way.
OBSERVATIONS:	The Town Council are concerned regarding the arrangements for disabled parking which the Town Council would like the planning authority to seek clarification on. The proposed flats are on 3 levels with no lift or disabled access being provided for levels 2 and 3 which requires clarification.

	<p>The application does not appear to state whether the proposed flats will be private or affordable housing properties and it is felt that this should be clarified at the application stage.</p> <p>Previous/related application – DA/16/01447.</p>
DA/16/01951/FUL	<p>Erection of a first floor rear extension to existing first floor flat.</p> <p>Flat above 12 – 14 Milton Street, Swanscombe.</p>
OBSERVATIONS:	<p>Members would request confirmation that adequate off road parking provision is included within the proposal and that all neighbouring properties are consulted prior to the application being considered.</p>
EDC/16/0083 (table at meeting as received later afternoon).	<p>Submission of Reserved Matters of siting, design, external appearance and landscaping pursuant to Conditions 2, 19, 26, 36 and 43 of outline planning permission DA/05/00308/OUT for Phase 1 development of 74 residential units (C3) and local shop (339 sq m) including details of streets, buildings and structures, materials, landscaping, car parking, noise and drainage.</p> <p>Former North West Grid Sub-Station, Southfleet Road, Swanscombe.</p>
OBSERVATIONS:	<p>The Town Council is concerned that there does not appear to be sufficient details of how open space/allotments/ public buildings etc. will be managed and this raises concerns regarding the sustainability of the development. The Town Council would also like to see evidence within the application of how this development will integrate with the current Town and the community that it will be a part of, this would then give both the new and the existing residents a sense of belonging, this does not appear to have been addressed?</p>

349/16-17. **GRANTED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL/EDC FOR MEMBERS' INFORMATION.**

The following granted decision notices were noted.

DA/16/01335/FUL	Erection of a single storey front infill extension together with reduction and conversion of existing integral garage into habitable room with associated alterations to front elevation.  2 Chapel Court, Milton Road, Swanscombe.
DA/16/01669/FUL	Erection of two storey side extension and first floor rear extension.  2 Moore Road, Swanscombe.
DA/16/01519/FUL	Erection of a two storey side extension and single storey rear extension.  15 Betsham Road, Swanscombe.
DA/16/01615/FUL	Demolition of existing conservatory and erection of a two storey side extension.  20 Pilgrims View, Greenhithe.

350/16-17. **REFUSED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL/EDC FOR MEMBERS' INFORMATION.**

The following refused decision notices were noted.

DA/16/01606/FUL	Erection of a part two/part single storey rear extension and provision of a dormer window in rear elevation in connection with providing additional room in the roof space.  14 Taunton Road, Northfleet.
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There being no further business to transact, the Meeting closed at 7.25 pm.

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



MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 18 JANUARY 2017 AT 7.00PM

**PRESENT:** Councillor B E Read (Chairman)  
Councillor B R Parry (Vice-Chairman)  
Councillor Mrs A E D Barham  
Councillor K G Basson  
Councillor Dr J M Harman  
Councillor Ms L C Howes  
Councillor D J Mote  
Councillor A S Reach

**ALSO PRESENT:** Graham Blew – Town Clerk

**ABSENT:** Councillor K M Kelly  
Councillor S J Ryan

**402/16-17. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' P C Harris and J A Hayes.

**403/16-17. SUBSTITUTES.**

There were none.

**404/16-17. 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.***

**405/16-17. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

The Town Clerk advised members that the Highways England *A2 Bean and Ebbsfleet junction improvements Consultation* had been sent to each member by post and that this would form part of the 8 February 2017 agenda.

**406/16-17. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 21 DECEMBER 2016.**

**Recommended:** The Minutes of the meeting held on 21 December 2016 were confirmed and signed.

**TOWN PLANNING:**

407/16-17. In consultation with the Chairman, and due to the timescales involved, the following response was submitted to the *reconsultation* of application EDC/16/0067 – DA/16/00137/FUL.

<p>EDC/16/0067 DA/16/00137/FUL</p>	<p>Mixed use development comprising 151 residential units (16 x one bed apartments, 115 x 2 bed apartments, 6 x 3 bed houses and 14 x 4 bed houses), 832.19 square meters floorspace – use class A3/A4; 187.5 square meter training centre (use D1); development platform and slipway; boat trailer park; permanent diversion of Public Right of Way DS1; sustainable urban drainage systems; and associated landscaping, open space, infrastructure and engineering/earthworks.</p> <p>Ingress Park Site, Ingress Park Avenue, Greenhithe.</p>
<p>OBSERVATIONS:</p>	<p>The Town Council feel that the proposed development by virtue of its size and proximity to neighbouring dwellings is likely to result in loss of daylight and view, have an overbearing effect and result in a loss of privacy to the detriment of the amenities of its neighbouring occupiers and seek clarification that this is not contrary to Policies B1 of the Dartford Local Plan and Policies DD11, H4 and H8 of the Dartford Local Plan Review Second Deposit Draft.</p> <p>The Town Council also feel the proposal offers inadequate visitor parking to serve the needs of the development in relation to those wishing to visit the riverfront, the absence of which would give rise to an increase in on street parking in the wider area where there is very limited capacity and seek clarification that this is not contrary to Policy T23 of the Dartford Local Plan and Policy TP19 of the Kent and Medway Structure Plan 2006.</p> <p>The Town Council would like to ask the Planning Authority (DBC) to ensure that all pathways and roadways are built to an adoptable standard in line with Kent County Council to cater for the increase in footfall not only by the residents but also river visitors.</p> <p>The Planning Authority are requested to ensure that the Ramblers Association are consulted prior to the application being considered.</p> <p>The Town Council would like to commend the developer on the provision of a much needed community facility.</p>

**Recommended:** That the response submitted be endorsed.

408/16-17. **PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' OBSERVATIONS.**

DA/16/01939/FUL	Erection of a part two/part single storey rear extension. 66 Knockhall Road, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/16/01545/FUL	Erection of 1 No. detached two storey house, including alterations to external curtilage, and associated parking. 34 Valley View, Greenhithe.
OBSERVATIONS:	The Town Council would seek confirmation from the Planning Authority that adequate off road parking provision is provided for the proposed development within the curtilage of the proposed development and that the proposed development does not take away any parking provision from other users..  All neighbouring properties should be consulted prior to the application being considered.
DA/17/00015/FUL	Raising height of roof and erection of a single storey side/rear extension, conversion of garage into habitable room (retrospective) and raising height of roof of garage and to provide additional room at first floor level (amendments to previously approved planning permission DA/16/00665/FUL in respect of raising height of roof of main house). 33 Pentstemon Drive, Swanscombe.
OBSERVATIONS:	The Town Council have concerns that the parking provision does not meet the recommended provision of 1.5 car parking spaces (1 space on-site and 0.5 space unallocated) as the area/room available on the front driveway is limited and would not be able to accommodate two normal/average sized cars and that this would result in an increase in off street parking in the vicinity where there is very limited capacity.  This property includes parking and garage provision as per Policy B1 of the Dartford Borough Local Plan 1995 includes "(f) Parking and Garaging – Development proposals should include parking (and garaging) provision in accordance with the Councils (DBC) adopted

	standard." and there does not appear to be any logical reason why this should be allowed to be removed.
DA/17/00025/FUL	Erection of a first floor side extension.  21 Woodland Way, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/7/00037/FUL	Erection of a detached 2 bedroom house.  Adjacent 144 Knockhall Road, Greenhithe.
OBSERVATIONS:	The Town Council objects to this application on the following grounds :-  <ol style="list-style-type: none"> <li>1. There are concerns that the parking provision is not adequate for the proposal;</li> <li>2. The proposal would create over density in the immediate area;</li> <li>3. The proposal would result in a loss of adequate amenity space for the residents.</li> </ol>
DA/17/00032/FUL	Demolition of existing rear conservatory and erection of a single storey rear extension.  1 Bevans Close, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.

**409/16-17. GRANTED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL/EDC FOR MEMBERS' INFORMATION.**

The following granted decision notices were noted.

DA/16/01645/FUL	Provision of an ATM machine (retrospective application).  Greenhithe Service Station, London Road, Greenhithe.
DA/16/01698/FUL	Demolition of existing 6 No. reception and year 1 classrooms with adjoining toilet block and erection of 6 No. reception and year 1 classrooms with toilets.  Knockhall Academy, Eynsford Road, Greenhithe.

There being no further business to transact, the Meeting closed at 7.25 pm.

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

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MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 8 FEBRUARY 2017 AT 7.00PM

**PRESENT:** Councillor B E Read (Chairman)  
Councillor B R Parry (Vice-Chairman)  
Councillor K G Basson  
Councillor Dr J M Harman  
Councillor P C Harris  
Councillor J A Hayes  
Councillor Ms L C Howes  
Councillor A S Reach

**ALSO PRESENT:** Graham Blew – Town Clerk

**ABSENT:** There were none.

4 6-17. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' Mrs A E D Barham, K M Kelly, D J Mote and S J Ryan.

An apology for lateness was submitted by Councillor J A Hayes.

425/16-17. **SUBSTITUTES.**

There were none.

426/16-17. **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.*

427/16-17. **ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

The Town Clerk advised members that Quinn Estates (developer at site adjacent to BT Exchange, London Road) had provisionally booked the Heritage Community Hall for a public exhibition on 1 March.

428/16-17. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 18 JANUARY 2017.**

**Recommended:** The Minutes of the meeting held on 18 January 2017 were confirmed and signed.

429/16-17. **A2 BEAN AND EBBSFLEET JUNCTION IMPROVEMENTS CONSULTATION – HIGHWAYS ENGLAND.**

Further to the previous meeting, 18 January 2017, the Town Clerk advised members that he had raised their concerns regarding the lack of public consultation events being arranged or held within Swanscombe and Greenhithe to Highways England who, unfortunately, had only responded with a standard acknowledgement email and had not offered anything in addition to this.

Members considered the consultation document, which had a deadline for responses of 1 March 2017.

Members were extremely disappointed to note that despite Swanscombe and Greenhithe having a very large population of residents that would be effected by any proposals there did not seem to have been any public consultation events arranged, or held, within Swanscombe and Greenhithe.

After discussion members collated response to the questions as attached.

**Recommended:** That the responses to the questionnaire be submitted.

**TOWN PLANNING:**

430/16-17. **PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' OBSERVATIONS.**

DA/17/00055/FUL	Provision of a dormer window in rear elevation and roof lights in front elevation in connection with providing additional rooms in the roof space.  18 Whites Close Greenhithe Kent DA9 9JL.
OBSERVATIONS:	The additional habitable room could result in an additional off street parking space being required at the development and this should be included in the proposal.  Please ensure all neighbouring properties are consulted prior to the application being considered.
EDC/17/0003 and 17/00131/EDCCON	Application for the variation of condition 2 and removal of condition 7 attached to planning permission reference no. EDC/15/01001/ECREM for submission of reserved matters of siting, design, external appearance and landscaping pursuant to conditions 2, 19, 20, 21, 22, 26 and 43 of outline planning permission DA/05/00308/OUT for Phase 1 development of 180 residential units including details of streets, buildings and structures, car parking areas, open spaces,



	<p>materials, noise mitigation and drainage (Amended description)(Amended plans); to change house typologies with alterations to design incorporating a feature ragstone wall, including signage and steps, relocation of affordable housing plots and changes relating to parking, materials, enclosures, massing, occupancy and street scenes.</p> <p>Former Northfleet West Sub Station, Southfleet Road, Swanscombe.</p>
OBSERVATIONS:	No observations.
EDC/17/0002	<p>Display of 1 no. freestanding mini stack sign, 1 no. directional signs, 4 no. parking signs, 1 no. marketing suite fascia sign, 2 Charles Church flag signs and 5 no. fixed signs.</p> <p>Part of Phase 2 Castle Hill Village, Eastern Quarry.</p>
OBSERVATIONS:	No observations.
EDC/17/0004	<p>Application for a non-material amendment to planning permission reference EDC/16/0016 to allow changes to the approved planting scheme and remove low level signage and subsequent submission of revised plans.</p> <p>Former Northfleet West Sub-Station, Southfleet Road.</p>
OBSERVATIONS:	No observations.

There being no further business to transact, the Meeting closed at 7.45 pm.

Signed: \_\_\_\_\_  
(Chairman)

Date: \_\_\_\_\_

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MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 2 FEBRUARY 2017 at 7.00PM

**PRESENT:** Councillor K G Basson (Chairman)  
Councillor P M Harman (Vice-Chairman)  
Councillor Mrs A E D Barham  
Councillor Ms L M Cross  
Councillor Ms L C Howes  
Councillor K M Kelly (substituting for Councillor Mrs M B Kelly)  
Councillor D J Mote  
Councillor B R Parry  
Councillor B E Read

**ALSO PRESENT:** Graham Blew - Town Clerk  
Martin Harding – Assistant Town Clerk/Responsible Financial Officer

**ABSENT:** There were none

**410/16-17. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' Mrs S P Butterfill, Ms L M Hall, J A Hayes and Mrs M B Kelly.

Members were informed that, with the Chairman's prior agreement, the Senior Groundsman/Gardener had not been requested to attend the meeting as the amount of business on the agenda directly concerning the parks department did not warrant it.

**411/16-17. SUBSTITUTES.**

Councillor K M Kelly substituted for Councillor Mrs M B Kelly.

**112/16-17. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillor K G Basson declared a prejudicial interest in item 7.3 – Recreation Facility Charges 2017 – 2018, as he is Chairman of Swanscombe Tigers FC.

Councillor Ms L C Howes declared a prejudicial interest in item 7.3 – Recreation Facility Charges 2017 – 2018, as she is an allotment holder.

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

**413/16-17. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

The Town Clerk advised members that one of the Groundsman/Gardeners had submitted a letter of resignation with a last day of service of 17 February 2017. Arrangements had been made for cover whilst the recruitment process took place.

**414/16-17. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 24 NOVEMBER 2016.**

**Recommended:** That the Minutes of the Meeting held on 24 November 2016 were approved and signed as a true record.

**415/16-17. SENIOR GROUNDSMAN/GARDENERS REPORT.**

The Senior Groundsman/Gardeners report updated members on the work undertaken, by the Parks Department and also the work planned for the future which included:

Swanscombe Park, Manor Park, Broomfield Park, Heritage Park, Knockhall Park, Valley View, Saxon Court and Spring Vale.

**Recommended:** That the item be noted.

**416/16-17. REPLACEMENT FENCING – MANOR PARK, SWANSCOMBE AND SAXON COURT, GREENHITHE PLAY AREAS.**

Following the successful completion of the fencing at Knockhall Park, Greenhithe and the FRA Working Group meeting on 22 June 2016 members considered the quotations received and it was agreed:

**Recommended:** That Quote C (110m) be selected to carry out the works.

**417/16-17. EAGLES ROAD PLAY AREA.**

Further to minutes 77/16-17, 199/16-17 and 288/16-17 members considered the request for a matching contribution to that identified by the borough council to fund the projects creation had been submitted by the Leader of Dartford Borough Council.

Members discussed the project and the current situation and it was agreed:

**Recommended:** That the request for a matching contribution to that identified by the borough council to fund the projects creation be agreed.

*Having already declared a prejudicial interest Councillors' K G Basson and Ms L C Howes left the chamber and took no part in the discussion or decision of the following item.*

**418/16-17. VICE-CHAIRMAN COUNCILLOR P M HARMAN IN THE CHAIR.**

**418/16-17. RECREATION FACILITY CHARGES 2017 – 2018.**

Members discussed the proposed charges contained in the report (these had been taken into account during the estimate setting process, minutes 384/16-17 and 388/16-17).

**Recommended:** That the proposed increases for 2017 – 2018, as detailed, be approved.

**419/16-17. GANG MOWING.**

Further to minutes 293/14-15 and 353/15-216 and in accordance with Financial Regulation 11.1 (v) members were advised that, in consultation with the Senior Groundsman/Gardener, the Town Clerk had agreed and signed the contract for 2017.

**Recommended:** That, in accordance with Financial Regulation 11.1 (v) the contract for gang mowing of the Town Councils areas for 2017 be approved.

**420/16-17. CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)) – FUTURE APPLICATIONS.**

Further to minute 385/16-17 members were asked to begin considering suitable/appropriate projects for submission to this year's Scheme.

**Recommended:** That the item be noted.

**421/16-17. EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor P M Harman and seconded by Councillor B E Read;

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 item of business.

**422/16-17. INGRESS PARK COMMUNITY CENTRE WORKING GROUP - UPDATE.**

Members had been supplied with the notes from the 6 December 2016 Working Group meeting and were given a verbal update on the current situation.

The RFO updated members on the content of the latest correspondence from Crest, dated 27 January 2017.

After discussion the current situation and the condition contained in the Section 106 Agreement regarding when/how the developer was required to open the facility to the public, and the enforcement of this condition, it was agreed that confirmation/clarification be sought from the Planning Authority (DBC).

**Recommended:** That the update and current situation be noted and that confirmation/clarification be sought from the Planning Authority (DBC) regarding the condition and enforcement of the condition referring to when/how the developer was required to open the facility to the public

**423/16-17. CAFÉ WORKING GROUP – UPDATE.**

Members had been supplied with the notes from the 24 November 2016 Working Group meeting and were given a verbal update on the current situation.

The RFO advised members that he had received a phone call from the third party on 1 February 2017 and that a meeting of the Working Group would be arranged in the very near future to consider the contents of this phone call.

**Recommended:** That the update and current situation be noted.

There being no further business to transact, the Meeting closed at 7.40 pm.

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

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 12 JANUARY 2017 at 7.00PM

**PRESENT:** Councillor B E Read (Chairman)  
Councillor R J Lees (Vice-Chairman)  
Councillor Ms L M Cross  
Councillor P M Harman  
Councillor D J Mote  
Councillor Mrs I A Read  
Councillor S J Ryan

**ALSO PRESENT:** Councillor Ms L M Hall  
Graham Blew – Town Clerk  
Martin Harding – Assistant Town Clerk/RFO

**ABSENT:** Councillor K M Kelly

**372/16-17. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' K G Basson, Mrs S P Butterfill, Ms L C Howes and B R Parry.

**373/16-17. SUBSTITUTES.**

There were none.

**374/16-17. 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.*

**375/16-17. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**376/16-17. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 2 NOVEMBER 2016.**

**Recommended:** The Minutes of the meeting held on 2 November 2016 were confirmed and signed as a true record.

**377/16-17. MONTHLY BANK RECONCILIATIONS.**

In accordance with Financial Regulation 2.2 a member of the council other than the Town Mayor or a cheque signatory is required to be appointed to verify the bank reconciliations produced by the RFO for all the council's accounts on a regular basis. Councillor K G Basson was appointed (minute 57/15-16).

**Recommended:** That the bank reconciliations for October, November and December 2016, and verified by Councillor K G Basson, be noted.

**378/16-17. BANK TRANSFERS.**

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken in October, November and December 2016.

**Recommended:** That the bank transfers undertaken in October, November and December 2016 be approved.

**379/16-17. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT.**

In accordance with Financial Regulation 5.5 (a) Members were provided with details of all receipts and payments for authorisation for October, November and December 2016.

Members asked that it be recorded that, as was normal practice, each page of the finance statements and accounts was scrutinised.

**Recommended:** That the receipts and payments for October, November and December 2016, as per the annexed list be approved.

**380/16-17. SUMMARY OF ACCOUNTS.**

Members were provided with details of the Summary of Accounts, balanced to 31 December 2016.

**Recommended:** That the details of the Summary of Accounts, balanced to 31 December 2016 be noted.



**381/16-17. FUTURE PROCUREMENT OF EXTERNAL AUDIT FOR SMALLER AUTHORITIES AND THE SECTOR LED BODY (SLD).**

Further to minute 422/15-16 Members noted the updated information from NALC regarding the procurement process for Parish and Town Councils external audit for 2017 – 2018.

The RFO confirmed that notification had since been received that the Town Councils external auditor for 2017 – 2018 until 2021 - 2022 would continue to be PKF Littlejohn.

**Recommended:** That the item be noted.

**382/16-17. REVIEW OF PLANNED PREVENTATIVE MAINTENANCE (PPM) CONTRACT.**

Further to minute 62/16-17 officers had undertaken a review of the current PPM Contract and other service providers and Members had been supplied with all the details obtained.

It was agreed that the review had shown that the current contract was competitive and that changing contractors would not constitute best value.

**Recommended:** To note the review and to remain with the existing contractor.

**383/16-17. REVIEW OF BUILDING MAINTENANCE CONTRACTS.**

As part of Best Practice and due to concerns with the quality of service provided by a current contractor officers had undertaken a review of the current building maintenance contracts in 3 main areas.

Members considered the details provided by possible alternate contractors and, after discussion, it was agreed:

**Recommended:** To instruct the alternative contractor to take on responsibility for the automated doors and to review/compare the quality of service after one year.

**384/16-17. ANNUAL ESTIMATES FOR 2017 - 2018.**

Further to minute 330/16-17 Members were asked to consider the report and Annual Estimates for 2017 – 2018.

Members were pleased to note that the Estimates included many of the projects that had been submitted and that, due to the Councils previous financial planning, these would not add any further financial burden to the residents.

**Recommended:** That the Annual Estimates for 2017 – 2018 be agreed and submitted to full Council for approval.

385/16-17. **CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)) – FUTURE APPLICATIONS.**

Members were asked to begin considering suitable/appropriate projects for submission to this year's Scheme.

**Recommended:**                      That the item be noted.

There being no further business, the Meeting closed at 7.20 pm.

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

MINUTES of the MEETING of the ANTI-SOCIAL BEHAVIOUR & CRIME SUB-COMMITTEE held at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE on WEDNESDAY 11 JANUARY 2017 at 7.00 PM

**PRESENT:** Councillor B E Read - Chairman  
Councillor Ms L M Cross - Vice-Chairman  
Councillor Mrs A E D Barham  
Councillor P M Harman  
Councillor P C Harris  
Councillor Mrs L Manchester (substituting for Councillor B R Parry)  
Councillor D J Mote (substituting for Councillor Mrs M B Kelly)

**ALSO PRESENT:** Councillor Ms L M Hall  
Martin Harding, ATC/RFO  
Billy Unsworth, KCC Community Warden  
Inspector Gary Woodward, Kent Police  
Sergeant Dave Crompton, Kent Police  
Robert Goodman, Bluewater Management  
Andy Robbins, Bluewater Management  
Kit Weller, Dartford Borough Council Community Safety Unit (CSU)  
9 x members of the public

**ABSENT:** There were none.

**351/16-17. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' Mrs M B Kelly, B R Parry, A S Reach.

Apologies were also received from Gareth Johnson MP, Matthew Scott, Police Crime Commissioner, David Edie, DBC Housing.

**352/16-17. SUBSTITUTES.**

Councillor Mrs L Manchester substituted for Councillor B R Parry.  
Councillor D J Mote substituted for Councillor Mrs M B Kelly.

**353/16-17. 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.***

A group of the members of the public in attendance expressed concerns regarding recent incidents of anti-social behaviour and vandalism around the Castle Hill development.

Another member of the public raised concerns regarding specific issues with anti-social behaviour targeted towards his property.

**354/16-17. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**355/16-17. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 14 SEPTEMBER 2016.**

**Recommended:** That the Minutes of the Meeting held on 14 September 2016 be confirmed and signed as a true record.

**356/16-17. TOWN COUNCIL'S PROBLEM LOG.**

Members were provided with a copy of the incidents reported to the Town Council since the last meeting. Members were reminded that the Town Council should be made aware of any incidents reported to the police, in order for them to be added to the problem log. The ATC/RFO advised that the problem log was emailed monthly to the CSU at DBC and also to the Police.

**Recommended:** That the problem log be noted.

**357/16-17. BEAT OFFICER AND POLICE COMMUNITY SUPPORT OFFICERS (PCSO) REPORT.**

Inspector Woodward and Sergeant Crompton gave a brief summary of the police team for the area along with the current deployment methods to target incidents.

Both officers reiterated the criteria for reporting crimes and the importance of using 999 when the crime is still in progress or the perpetrator in attendance.

**Recommended:** That the report be noted and the officers be thanked for their attendance.

**358/16-17. DETAILED ANALYSIS OF CRIME STATISTICS FOR SWANSCOMBE AND GREENHITHE.**

Members were provided with the up to date detailed analysis of crime figures for Swanscombe and Greenhithe.

**Recommended:** That the item be noted.

**359/16-17. ANTI-SOCIAL BEHAVIOUR VIA DARTFORD BOROUGH COUNCIL, DARTFORD HOUSING SERVICES (DHS).**

David Edie from DBC Housing had submitted his apologies but provided a written report. A copy of the report would be circulated via email after the meeting.

**Recommended:** That the circulation of the report be noted.

**360/16-17. KCC COMMUNITY WARDENS REPORT.**

KCC Warden Unsworth gave an update on cases he had been involved with in the area, including issues of ASB, fly tipping, drugs and trading standards. In addition members updated that the volunteer warden for Greenhithe had now resigned.

**Recommended:** That the report be noted and KCC Warden Unsworth be thanked for his attendance.

**361/16-17. RECENT VIOLENT CRIME IN SWANSCOMBE AND GREENHITHE.**

Members were provided with information regarding two recent incidents of violent crime affecting residents of Swanscombe and Greenhithe.

Robert Goodman and Andy Robbins of Bluewater Management provided an update on the increased security measures in place as one of the incidents occurred within Bluewater. Bluewater security has been uplifted by 20% and extensive new CCTV has been installed. Regular liaison is occurring with Kent Police and this has included recent random patrols by armed officers.

**Recommended:** That the update be noted and the representatives be thanked for their attendance.

**362/16-17. DANGEROUS DRIVING – CROSSWAYS BOULEVARD.**

Further to the item being considered at the previous meeting, minute 152/16-17, Councillor P M Harman provided an update on the incidents that had occurred and a recent meeting held between Councillors, Dartford CSU and Kent Police.

Kit Weller from Dartford Borough Council CSU confirmed that short term and long term measures are being considered and that all legislative options were being investigated. A poster campaign to target the reporting of anti-social vehicle use would be commencing in the near future.

**Recommended:** That the item be noted.

**363/16-17. MOPEDS AND MOTORBIKES – SWANSCOMBE HERITAGE PARK.**

Members were asked to note recent emails from Councillors regarding motorbikes accessing and causing damage to the Swanscombe Heritage Park.

The ATC/RFO confirmed that new large signage had been purchased and installed at the access points to the park clearly stating that no motor bikes of any variety were allowed on the site.

**Recommended:** That the item be noted.

**364/16-17. KNIVES IN PLAY AREA – KNOCKHALL PARK, GREENHITHE.**

Members had been provided with a photograph of 2 knives recently found by the Parks Department as part of their daily site inspections.

Members agreed that this incident emphasised the importance of the daily safety inspections undertaken by the Town Council's Parks Department.

**Recommended:** That the item be noted.

**365/16-17. CRIMINAL DAMAGE AND DRUG USE – FOOTPATH DS6.**

Members had been provided with photographs supplied by a contractor which indicated that "legal highs" were being used in an area along the footpath.

**Recommended:** That the item be noted.

**366/16-17. "UNSAFE PARKING – KNOCKHALL ACADEMY, GREENHITHE.**

Members were asked to note recent emails from Councillors regarding unsafe parking around the school.

Councillor P C Harris provided a further update on the discussions between Councillors, school representatives and Dartford CSU. Councillor P C Harris also highlighted the recent success of Dartford Borough Councils patrol car in identifying those parked on the zig-zag areas outside Knockhall Academy.

**Recommended:** That the item be noted.

**367/16-17. ILLEGAL USE OF THE BUS LANE – GREENHITHE TRAIN STATION TO INGRESS PARK, GREENHITHE.**

Members were asked to note recent posts to social media indicating illegal and dangerous use of the bus lane from Greenhithe Station to Ingress Park.

Inspector Woodward confirmed that the use of bus lanes was decriminalised and could not be enforced by the police.

Members confirmed that further investigation was required to identify whether the responsibility was with Dartford Borough or Kent Council Council.

**Recommended:** That the item be noted.

**368/16-17. UPDATED LOCAL POLICE INFORMATION.**

Sergeant. Dave Crompton had supplied details of who the local Police team currently included

Members asked whether an updated A4 sheet with pictures and contact details could be provided for distribution. Sergeant Crompton confirmed this was already in production and would soon be available.

**Recommended:** That the item be noted.

**369/16-17. DATE OF THE NEXT MEETING.**

**Recommended:** That the next meeting be held in 3 months with the date to be set by the ATC/RFO

**370/16-17. EXCLUSION OF THE PRESS AND PUBLIC.**

It was proposed by Councillor P M Harman and seconded by Councillor Ms L M Cross

**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 item of business.

**371/16-17. CONFIDENTIAL AGENDA ITEMS.**

No confidential items were discussed.

There being no further business to transact, the Meeting closed at 8.45 pm.

Signed \_\_\_\_\_  
Chairman Date

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MINUTES of the MEETING of the HERITAGE PARK / SKULL SITE SUB-COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, on TUESDAY 17 JANUARY 2017 at 10.00 AM

**PRESENT:** Councillor B E Read -Chairman  
Councillor Ms L C Howes - Vice-Chairman  
Councillor Mrs S P Butterfill  
Councillor Ms L M Hall  
Councillor R J Lees

**ALSO PRESENT:** Martin Harding, Assistant Town Clerk & RFO  
Mrs Brenda Bobby, FOSHP

**ABSENT:** There were none.

**391/16-17. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor D J Mote.

An apology for lateness was submitted by Councillor R J Lees

**392/16-17. SUBSTITUTES**

There were none.

**393/16-17. TO DECLARE INTERESTS 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.***

**394/16-17. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**395/16-17. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 22 NOVEMBER 2016.**

**Recommended:** That the Minutes of the meeting held on 22 November 2016 be confirmed and signed as a true record.

**396/16-17. HLF BID – PROGRESS TO DATE.**

The ATC/RFO confirmed the submission of the bid as per the letter members had been provided. The ATC/RFO pointed out the date the bid was being heard by the panel.

It was confirmed that a meeting was being arranged of the Programme Management Board to review the bid and build a strategy for either the ongoing work or re-submission of the bid.

**Recommended:** That the item be noted.

397/16-17. **NATURAL ENGLAND – SWANSCOMBE SKULL SITE NATIONAL NATURE RESERVE AND SITE OF SPECIAL SCIENTIFIC INTEREST – VISUAL MANAGEMENT PLAN.**

Members considered the finalised Visual Management Plan for the site. The ATC/RFO confirmed that he had conducted a site visit with the Senior Groundsman / Gardener and discussed the requirements and equipment necessary.

Members discussed the potential for incorporating volunteers into the clearance under the supervision of a members of parks staff.

The ATC/RFO also confirmed the damage caused by recent motorcycle activity. Members discussed the importance of all incidents being reported as these incidents appear isolated to a small group of individuals

**Recommended:** That the item be noted.

398/16-17. **FRIENDS OF SWANSCOMBE HERITAGE PARK (FOSHP) REPORT OF ACTIVITIES.**

Mrs Brenda Bobby confirmed that no activities had taken place over the winter period but that work was underway for the first events of this year.

Mrs Bobby also highlighted complaints regarding groups of professional dog walkers appearing on the site and not being in control of the dogs or clearing their fouling. It was agreed that this would be highlighted to the Town Councils Parks Department to monitor.

**Recommended:** That the item be noted.

399/16-17. **HERITAGE PARK WEBSITE**

This item reminded everyone that any items to be included on the website needed to be forwarded to the ATC/RFO.

**Recommended:** That the item be noted.

400/16-17. **ANY OTHER ITEMS RELATED TO THE HERITAGE PARK / SKULL SITE.**

Councillor R J Lees mentioned an incident where he had witnessed a member of the public digging within the NNR area of the site. The ATC/RFO was asked to liaise with Natural England regarding the legality of this and if required how it could be enforced.

401/16-17. **DATE OF NEXT MEETING.**

**Recommended:** That the next meeting be scheduled Tuesday 7 March 2017 at 10.00am

There being no further business to transact, the meeting closed at 10.40 am.

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

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**DRAFT**MEDIA POLICY.**AGENDA ITEM**

T/C 16/2/17

**6****Introduction:**

1. The Town Council is committed to the provision of accurate information about its governance, decisions and activities. Where this information is not available via the Council's publication scheme, please contact the Town Clerk or, in his absence, the Assistant Town Clerk.
2. The Town Council shall, where possible, co-operate with those whose work involves gathering material for publication in any form including use of the internet ("the media").
3. This policy explains how the Town Council may work with the media to meet the above objectives in accordance with the legal requirements and restrictions that apply.

**Legal requirements and restrictions:**

4. This policy is subject to the Town Council's obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 1998, other legislation which may apply and the Town Council's Standing Orders and Financial Regulations. The Town Council's Financial Regulations and relevant Standing Orders referenced in this policy are available via the Town Council's publication scheme.
5. The Town Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Town Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Town Council's Standing Orders, under contract or by common law. Town Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the Code of Conduct adopted by the Town Council, a copy of which is available via the Town Council's publication scheme.

**Meetings:**

6. A meeting of the Town Council and its Committees/Sub-Committees is open to the public unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution. In accordance with the Town Council's Standing Orders, persons may be required to leave a meeting of the Town Council and its Committees/Sub-Committees, if their disorderly behaviour obstructs the business of the meeting.

S/O 34



MEDIA POLICY.

7. Where a meeting of the Town Council and its Committees/Sub-Committees include an opportunity for public participation the media may speak and ask questions. Public participation and responding to questions is regulated by the Town Council's Standing Orders.
8. The photographing, recording, filming or other reporting of a meeting of the Town Council and its Committees/Sub-Committees (which includes e.g. using a mobile phone or tablet, recording for a TV/radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook and YouTube) which enables a person not at the meeting to see, hear or be given commentary about the meeting is permitted unless: i) the meeting has resolved to hold all or part of the meeting without the public present or (ii) such activities disrupt the proceedings or (iii) paragraphs 9 and 10 below apply.
9. The photographing, recording, filming or other reporting of a child or vulnerable adult at a Town Council or Committee/Sub-Committee meeting is not permitted unless an adult responsible for them has given permission.
10. In accordance with the Town Councils Standing Orders, the photographing, recording, filming or other reporting of a member of the public speaking at a meeting of the Town Council or Committee/Sub-Committee is only allowed with their express permission.
11. Oral reporting or commentary about a Town Council or Committee/Sub-Committee meeting by a person who is present at the meeting is not permitted.
12. The Town Council shall, as far as it is practicable, provide reasonable facilities for anyone taking a report of a Town Council or Committee/Sub-Committee meeting and for telephoning their report at their own expense.
13. The Town Council's Standing Orders will confirm if attendance by the public, their participation, photographing, recording, filming or other reporting is permitted at a meeting of a Committee/Sub-Committee.

S/O 34

S/O 34(S)  
S/O 45(V)

S/O 45(V)

S/O 34(H)

S/O 45

DRAFT



MEDIA POLICY.

**Other communications with the media:**

14. This policy does not seek to regulate Town Councillors in their private capacity.
15. The Town Council's communications with the media seek to represent the corporate position and views of the Town Council. If the views of Town Councillors are different to the Town Council's corporate position and views, they will make this clear.
16. The Town Clerk, or in his absence, the Assistant Town Clerk may contact the media if the Town Council wants to provide information, a statement or other material about the Town Council.
17. Subject to the obligations on Town Councillors not to disclose information referred to in paragraph 5 above and not to misrepresent the Town Council's position, Town Councillors are free to communicate their position and views.

**Social Media:**

18. The Town Council's presence, content of entries and monitoring, on Social Media shall be exclusively the responsibility of the Town Clerk, or in his absence, the Assistant Town Clerk.
19. Any issues arising from the Town Council's presence and content of entries on Social Media shall, where appropriate, be dealt with in accordance with the Town Council's Capability and/or Staff Disciplinary Policies/Procedures

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# Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual return for the year ended 31 March 2016

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Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'\* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

**The annual return on pages 2 to 4 is made up of three sections:**

- Sections 1 and 2 are completed by the smaller authority. Smaller authorities must approve Section 1 before Section 2.
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Sections 1 and 2 of this annual return no later than 30 June 2016.

## Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2016, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

**Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.**

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication or public display of Sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2016.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guides that can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

# Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of  
smaller authority here:

SWANSCOMBE & GREENHITHE TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
		NA	

This annual governance statement is approved by this smaller authority and recorded as minute reference:

22/16-17  
dated 19/05/16

Signed by:

Chair

[Signature]

dated

19/05/16

Signed by:

Clerk

[Signature]

dated

19/05/16

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

## Section 2 – Accounting statements 2015/16 for


Enter name of  
smaller authority here:

SWANSCOMBE & GREENHATTE TOWN COUNCIL

	Year ending		Notes and guidance				
	31 March 2015 £	31 March 2016 £					
1. Balances brought forward	318150	448311	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.				
2. (+) Precept or Rates and Levies	488991	499847	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	156535	163628	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.				
4. (-) Staff costs	221373	247168	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.				
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).				
6. (-) All other payments	293992	304052	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).				
7. (=) Balances carried forward	448311	560566	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)				
8. Total value of cash and short term investments	443875	547360	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.				
9. Total fixed assets plus long term investments and assets	5134563	5139518	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March				
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td>✓</td> </tr> </table>		Yes	No		✓	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
Yes	No						
	✓						

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date

19/05/16


I confirm that these accounting statements were approved by this smaller authority on this date:

19/05/16

and recorded as minute reference:

23/16-17

Signed by Chair of the meeting approving these accounting statements.



Date

19/05/16

# Section 3 – External auditor certificate and report 2015/16 Certificate



We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of  
smaller authority here:

SWANS COMBE & GREENHITHE TOWN COUNCIL

## Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

## External auditor report (KE0278)

(~~Except for the matters reported below~~)\* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

External auditor signature

PKF Littlejohn LLP

External auditor name

PKF Littlejohn LLP

Date

22-8-16

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

# Annual internal audit report 2015/16 to

Enter name of  
smaller authority here:

SWANSCOMBE & GREENWICH TOWN COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No <sup>3</sup>	Not covered <sup>2,2</sup>
A. Appropriate accounting records have been kept properly throughout the year.	YES		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	YES		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	YES		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	YES		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	YES		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	YES		
H. Asset and investments registers were complete and accurate and properly maintained.	YES		
I. Periodic and year-end bank account reconciliations were properly carried out.	YES		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	YES		
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable N/A

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

—

Name of person who carried out the internal audit KEVIN FUNNELL, F.M.A. A.T.

Signature of person who carried out the internal audit [Signature] Date 27 APRIL 2016

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

## Guidance notes on completing the 2015/16 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide\* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unapproved or unexplained amendments will be returned and may incur additional costs. **Smaller authorities must approve the annual governance statement before approving the accounts.**
3. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness before sending it to the external auditor.
4. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
5. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (**Section 2 on page 3**). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide\*.
6. Explain fully significant variances in the accounting statements on **page 3**. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide\* to assist you.
7. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge. **From 2016 onwards, you must inform the auditor of the date set for the commencement of the period for the exercise of public rights.**
8. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2015) equals the balance brought forward in the current year (Box 1 of 2016).
9. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	✓
	All additional information requested, including the dates set for the period for the exercise of public rights, has been provided for the external auditor?	✓
Section 1	For any statement to which the response is 'no', an explanation is provided?	✓
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	✓
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2016 agreed to Box 8?	✓
	An explanation of any difference between Box 7 and Box 8 is provided?	✓
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	✓
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	

\*Note: Practitioners' Guides are available from your local NALC, SLCC or ADA representatives or from [www.nalc.gov.uk](http://www.nalc.gov.uk) or [www.slcc.co.uk](http://www.slcc.co.uk) or [www.ada.org.uk](http://www.ada.org.uk).

approval of the RFO and that the approvals are shown in the accounting records; and

- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council Tax Requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the power of well-being; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of (Statutory Instrument 2015 No. 234) the Local Audit and Accountability Act 2014~~section 27 of the Audit Commission Act 1998~~, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils – a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC) or *Governance and Accountability for Local Councils in Wales - A Practitioners' Guide*, available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

- initiate or approve accounting transactions; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by (Statutory Instrument 2015 No. 234) the Local Audit and Accountability Act 2014~~Audit Commission Act 1998~~, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

### **3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING**

- 3.1. Each committee (if any) shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance and General Purposes Committee and the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.



I am pleased to report to Members of the Parish Council that I have carried out an interim internal audit of the Parish Council's records for 2016-17.

Members should be aware that the audit tests that I undertook during the interim audit cannot be relied on to identify the occasional omission or insignificant error, nor to disclose breaches of trust or statute, neglect or fraud which may have taken place and which it is the responsibility of the Members of the Council to guard against through the Parish Council's internal control procedures.

\* [ Members will be pleased to know that I did not find anything major in the audit to report and that I found the record keeping to be of a good standard and the Parish Council's approach to the management of risks to be sound. ] \*

I would like to take this opportunity to thank your Clerk and Finance Officer for the assistance given to me in the conduct of the audit that took place on 25 January 2017.

**PREVIOUS AUDITS:**

**External Audit Certificate 2015-16:**

The External Audit Certificate for 2015-16 (Section 3 of the 2015-16 Annual Return) was unqualified. The External Auditor did not raise any minor matters on the audit certificate.

✓ The certificate from the external auditor was considered by the Council's Finance & General Purposes Committee on 8 September 2016 and the Committee's actions noted and approved at the Council meeting on 13 October 2016. The Accounts & Audit Regulations require that the external auditor's annual letter/report be considered by the Council, not a committee (refer para 20 SI 2015 No234). To comply with statute the Council will need to ensure that the full Council considers the auditor's report and this consideration is minuted.

**Internal Audit 2015-16:**

I have noted that my predecessor had nothing major to report in respect of 2015-16 and thus there is nothing to follow up from his report.

**NOTES FROM THIS VISIT:**

During the visit I tested the accounting records including the cashbook, payroll, bank statements and bank reconciliations. I also reviewed the minutes and familiarized myself with the Council's current projects and operating systems.

I found all the financial records to be accurate and up to date. There were no unexplained entries in the bank reconciliations.

The Town Council's annual precept is a levy on the Borough Council for a specific sum of money and should be reported as such. I have discussed with the Finance Officer that resolutions adopting the precept should make explicit the sum demanded.

✓ I briefly reviewed the Council's Financial Regulations. These cover the ground well enough but some of the references to legislation are now out of date. The Audit Commission Act 1998 is now obsolete, replaced by the Local Audit and Accountability Act 2014 and the current Accounts & Audit Regulations are SI 2015 No. 234.

**Lionel Robbins**  
**Independent Internal Auditor**  
**31 January 2017**

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