

South Willesborough and Newtown Community Council

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Minutes of the Council Meeting held on Monday 8th April 2024

April 2024 Minutes

The Chair opened the meeting at 7:00pm

In attendance Cllr Sue Mullan Chair (SM) Cllr David Mullan (DM) Cllr Malcolm Webb (MW) Cllr Steve Campkin (SC) Cllr Eric Parkinson

Also, in attendance Ashford Borough Councillor Peter Feacey Mr Gerry Glarkson CBE, Ward Cllr Al Arnold, Sarah Evans Community Council Manager SE CCM and 5 Members of the Public.

86/24 Record attendance and list apologies for absence

Apologies were received from Cllr Andy Hodges, Cllr Paul Bohill, Cllr David Smith and Cllr Nirosha Thilagarajan and approved.

87/24 Declarations of pecuniary, other significant or voluntary interest

No Declarations were made.

88/24 To Agree Minutes of the Additional Council meeting of 19th March 2024 and sign (attached).

It was Proposed SC and Seconded MW that the Minutes were a true record of the Meeting and the Chair signs them.

89/24 To receive a presentation from Mr Gerry Clarkson CBE and Ashford Borough Councillor Peter Feacey on the Monument and Memorial for Newtown Works

Mr Clarkson gave an in-depth presentation on the detailed plans for the Monument and Memorial for Newtown Works. It was advised that Monument and Memorial would be part of a Custodial Trust that would be the Ashford Heritage and Memorial Charitable Foundation. This would give long term protection for the Monument and Memorial in the future and it would also allow access to grant funding for the development and maintenance of the War Memorial.

The Monument would be made of granite and require very low maintenance. The Works and Upkeep of the Monument would be the responsibility of the Company at the Newtown Railway Works.

The cleaning which would be minimal – the granite would need to be wiped over would be the responsibility of South Willesborough and Newtown Community Council.

SECCM advised that the War Memorials Act gave Parish Councils the Power to maintain War Memorials at a spend of 1p in every £1. That the KALC Legal adviser had said this is 1p of £1 of the Precept. Which with the current level of the Precept would be £860 a year.

SECCM also advised Members on the national campaign to log all war memorials by Heritage England and the Imperial War Museum hold the War Memorials Register which would also need to log this Monument and Memorial giving a National profile.

Mr Clarkson confirmed that the CGI Images could be used for the Annual Electors Meeting and the Newsletters.

90/24 To receive and note the AIDC Observer Policy

Resolved Agreed Unanimously to receive and note the AIDC Observer Policy.

91/24 To receive reports from

- a. KALC representatives,
 - b. Police and Neighbourhood Watch representatives,
 - c. Ward Councillors
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- a) SM gave an overview of the KALC Minutes updating on the new waste contract which was implemented over the last 2 weeks and the plan that was given, the Coronation Living Heritage Fund and the Joint Transport Board Minutes.

The Suez waste contract was discussed at length as residents in Newtown had not had their recycling collected this week and had been advised that it would be collected the next day, in 2 days, the Sunday and then not at all.

SE advised the date for applying for the Coronation Living Heritage Fund had been moved to the end of May 24, that the criteria had been clarified and it must be 9 trees 4m apart. The Council would be responsible for planting the trees their watering and regular inspections for grant monitoring which would need to be delegated.

It was agreed the Planting and Biodiversity Working Group would take this information forward.

- b) Apologies were received from Peter New Neighbourhood Watch.
It was agreed unanimously to circulate the report to Members and to publish on the website and the Facebook to keep residents UpToDate on the Crime Prevention for the area.
- c) Ward Cllr Al Arnold advised on the issues on the implementation of the waste contract and the challenges with the recycling collections. That Ashford Borough Council are providing customer service for all residents and forwarding these to the company. He also advised that he had attended the SWAN Office to review the Community Plan and the Council Plan for the year to see how he could support the objectives.
- d) KCC Cllr Steve Campkin advised that the Health Overview Scrutiny Committee has met and there had been changes from the Secretary of Health which gave the County Council power to review companies which are underperforming but had removed the power to refer health companies who are under performing. This had been challenged by KCC Cllr Bartlett. The Electric Vehicle Charging contract had been accepted this is very new to the market and due diligence was limited and there was no track record to refer to. There are challenges with the contract and KCC are concerned that it does not create reputational damage and will refer the contract if it does not improve.

92/24 Meeting adjourned for members of the public to raise questions on items on the agenda.

(This item will last no more than 15 minutes in total)

The meeting was adjourned at 8:06pm and no questions were raised regarding items on the Agenda.

The meeting was reopened at 8:07pm

93/24 To receive the Leaders Briefing from Ashford Borough Council on Ashford joins the Debate Not Hate campaign and consider a response.

Resolved:- Agreed Unanimously that SWANCC would sign up to the campaign and Members would consider signing as individuals.

94/24 To review the Year End of March 2024 Bank Reconciliation and recommended bank transfers and agree

- 1) To note the bank reconciliation at 31st March 2024 and Year-end bank balance
- 2) To note March Bank Charges £18 Current account £18 Allotment account £18 for Expense account
- 3) To note application of Interest £491.20 to Reserve account.
- 4) To agree the application of the Year end bank balance and review reserves.
- 5) To note the current account balance includes the cost of critical installation of fencing on Gas House Fields Allotments will be due for payment in April 2024 at a cost of £8346.50.
- 6) Also, it should be noted £1972.00 of the current account balance is Ward Grant for the Community Defibrillator at the Salvation Army Hall therefore it is recommended to create an earmarked reserve for transparency and ringfencing the spend.
- 7) With the purchase of the Scribe Accounting System all payments were transferred onto the system and the budget summary was received at Finance and General Purposes Committee and reviewed.

It should be noted that the Railway Festival costings were then allocated to the offset budget codes agreed for Insurance and Small Projects and Events Working Group.

One entry for the budget was duplicated on the manual spreadsheet, one entry for sundries was incorrectly input as gross instead of net and corrected on the Scribe System. Once all the budget codes had been updated the final costs for the Railway Event on Scribe are clear for the Year 2023 2024. Scribe does not include payments made in the previous year for the land train nor does Scribe include grants received in income in the previous year for the event.

This exercise has clarified the difficulties in calculations reported at the half year financial review and proves again the enormous benefit of the Scribe Accounting system.

Income For Railway Event	£7960 includes £1600 from previous year in grants	
Costs for the Railway Event	£11946.83 2023 2024 £750.00 in previous year land train £476.76 Event Insurance allocated to Insurance £630.56 Sundries corrected from £631.90 due to the previously reported VAT error £1000 duplicate entry on spread sheet <u>NO OVER PAYMENT WAS MADE.</u>	£11946.83 £750 £476.76 £630.56 £13804.15

- 8) March payments were set up on Unity Trust however they were sent from the Allotments Account instead of the Main Current Account, Unity Trust incorrectly advised on Tuesday 2nd April 2024 that the payments would still be processed and so an

emergency decision was made by the Community Council Manager to transfer £500 to ensure the payments were covered and agreed this with the Chair of Council and FGP. This was duly authorised and completed. However, on Wednesday 3rd April 2024 Unity Trust advised this information was incorrect and the payments would not be made if there were insufficient funds and this a safety on the account should this human error ever occur.

A request has been put into the technical team to see if the Accounts can be labelled and prevent this happening in the future. Also, a template email has been set up to ensure that when authorising payments, it is clear which account payments are being made from to add a further fail safe. **A further transfer needs to be agreed to balance the payments from the Current Account to the Allotment Account of £780.75 rounded up to £781.**

Payments	313.12
	350
	617.63
Total Paid from Allotments Account	1280.75
Internal Transfer auth by CCM in line with delegation scheme	£500
Balance	£780.75
Transfer Agreed from Current to Allotment Acct	£781.00

- 9) **To accept the budget synopsis in the report and explanation of increases in the report attached to the appendix of these Minutes.**

95/24 To agree the payments listing (attached), new beneficiaries, endorse any payments agreed by email and any deposit key refunds required.

Resolved:- Proposed DM and Seconded MW and agreed unanimously to the payments listing.

		NET	VAT	TOTAL
Laptop SWAN Office	Curry's	332.50	66.5	399
Worknest Health and Safety	Worknest	3,250.00	650	3900
Copier Lease Hire	PEAC	84.99	17	101.99
	Total	3667.49	733.5	4400.99

96/24 To consider the Finance and General Purposes Committee recommendation for Insurances with Work Nest Human Resources and Work Nest Health and Safety services and agree

Resolved:-Proposed DM and Seconded MW and agreed unanimously to accept the quotation for legal expense insurances on Work Nest Human Resources and Work Nest Health and Safety and to the payment being made upon acceptance of the quotation of £173.00.

97/24 To receive and note the draft minutes of the Planning and Highways Committee 13th March 2024.

Resolved:- Proposed EP and Seconded MW to receive and note the Planning and Highways Draft Minutes March 2024.

98/24 To consider a report of the Community Council Manager on the D DAY Beacon arrangements and agree.

Members reviewed a report updating on the progress of arrangements for the Beacon and the health and safety requirements.

Resolved Proposed DM Seconded MW and agreed unanimously

- 1) To note that the Alfred Arms has arranged Fish and Chips from 5pm to 9pm on the day of the event to support National fish and chip day. replies had not been received from the School or Albion Pub
- 2) To site the Exhibition for the Beacon at the SWAN Centre for 2 weeks prior to the event with updates and waiting list for the Allotments for the Dig for Victory element of the Beacon Pack
- 3) That SECCM would read the tribute on behalf of the Council
- 4) That the PA would be provided by the Salvation Army who confirmed this in the meeting.
- 5) That first aid would be provided by Mr S Heathfield fully qualified first aider
- 6) To the designated area for the safe siting and provision of the beacon on the allotments
- 7) To the gas engineer services being provided by The Boiler Engineer Ltd
- 8) That 4 stewards and 2 fire safety stewards would be required.
- 9) To contact all Members of the Council if they wished to steward or source stewards from the community. With an update at the next meeting.
- 10) To source fire extinguisher training from work nest or similar and update at the next meeting.
- 11) To the following purchases for the event to be funded from the Beacon Event Budget with use of the Council Debit Card as required.

Safety of the Beacon Tripod

	Wickes	
6 Sands bags Hessian Sacks	£12 plus VAT	
6 bags of Sharp Sand	£21 £3.50 per bag plus VAT	

Fire Safety

	Screwfix	
Fire Extinguisher	£99.99 inc VAT	Will need annual testing. Going Forward. This is normally about £60.00
Fire Extinguisher Safety Sign	£9.99 inc VAT	
Fire Extinguisher Training	Awaiting confirmation if Work Nest Safety learning includes this training.	
Hose Pipe 40m On reel with all fitments and storage contained	£70 Wickes Plus VAT	

12) Crowd Safety

Crowd Barriers	62metres	£252.00 including delivery £42 VAT
Barbed Wire Signs on inside of site to warn of this hazard	Produced In House	
Flags for marking barriers to disperse crowd.	Produced In House	
Bunting	In House from Platinum Jubilee	

13) Lighting the Beacon

<u>47Kg Of Propane Gas</u>	<u>To be delivered to the Engineer. Sourced from Rose Gas Price £94.00 quote given by telephone, will be confirmed in May. Orders cannot be place more than 1 month in advance.</u>
<u>400g cylinder of propane gas Bullfinch Gas no.1644/02</u>	£16.00 plus VAT £4.80 shipping

99/24 To consider a report of the Community Council Manager on the progress of the Work Nest Health and Safety actions and agree

Resolved:- Proposed EP Seconded SC and agreed unanimously to receive the report on progress for Work Nest Health and Safety Actions

- 1) To turn the water on at Gas House Fields Allotments from 9th April 2024, as the risk of legionnaires is extremely low as the water is not heated nor above 20 degrees, is not aerated or using hosepipes or shower heads, and Work Nest advising it needs to be turned on of the risk assessment. That the requirement is for a risk assessment which is updated every 2 years or on changes to the water supply method.**
- 2) To note the installation of the first line of critical fencing was completed 25th March. The second line of boundary fencing would be completed 15th April 2024 subject to the access to the site being sufficiently dry to allow safe vehicle access.**
- 3) To note the progress of the Fire Watch notifications to tenants to be completed by 12th April 2024.**
- 4) To note the required actions for fuel powered machinery had been completed.**
- 5) That the access path owned by Ashford Borough Council was too wet to allow vehicle access to the allotments and to review this weekly and once dry enough to allow the barrier access gate to be opened.**
- 6) That quotations for fire risk assessments were awaited and would be reported at the next meeting upon their receipt for a decision.**

100/24 To consider a report of the Community Council Manager on draft content for the Late Spring Newsletter and agree

Members discussed a previously circulated report on the Newsletter.

Resolved:- Agreed Unanimously to the accept the draft topics for the Newsletter, to add an article thanking members of the social media group ASDA Underpass for their regular updates on the flooding of the underpass. As no Members wished to write an article on this edition, it would therefore be drafted by the Clerk and circulated for proof reading by SM and MW and Cllr Nirosha Thilagarajan.

101/24 To consider the JPAG 2024 Recommendations for Parish Council Websites and agree

Resolved:- Proposed DM and Seconded SC 1) To consider the safety and security of the SWANCC website and the recommendation to move to .gov.uk domain names. 2) To register interest in the programme and the supportive funding for this process. 3) To register and complete the introductory training sessions on the process for moving to .gov.uk domain names. To then receive a report on the process and considerations that will need to be made.

Action SE CCM to register interest in the programme to move to .gov.uk domain names and complete the introductory training sessions and draft a report for Members to consider upon its completion.

102/24 To agree the dates of the Annual Council meeting as Monday 13th May 2024, and the Annual Meeting of Electors as 29th May 2024 and items for each agenda

Members discussed a preciously circulated report on the Annual Meeting of Electors.

Resolved: Agreed unanimously to the dates the dates of the Annual Council meeting as Monday 13th May 2024, and the Annual Meeting of Electors as 29th May 2024.

Proposed SC and Seconded EP and agreed unanimously to make an award to the Lead Solider of the Salvation Army for outstanding contribution to the Community of SWAN. To award the Management Committee of the SWAN Centre with an award for outstanding contribution to the SWAN Community Award and with Certificates of Appreciation for the Members of the Management Committee who have given service for over 30 years. To make these awards at the Annual Electors Meeting. To invite Mr Gerry Clarkson to present on the Monument and Memorial for Newtown Railway Works at the Annual Electors Meeting and thank him for his time and service on this significant project for the area with a certificate of appreciation.

To provide awards by virtue of S137 Spend, to provide refreshments and awards from the Events Working Group budget.

103/24 Urgent Correspondence

104/24 Forum for exchange of information between Council Members

105/24 To agree the date of the next meeting as Tuesday 23rd April 2024 and items for the Agenda

The date of Tuesday 23rd April 2024 was agreed and no items for the Agenda.

Signed Chair _____ Date _____

Appendix of Reports

Year End Financial Report

Health and Safety Report

D DAY Beacon Report

Spring Newsletter Report

Annual Electors Meeting Report

