

WESTERHAM TOWN COUNCIL

Minutes of the Council Meeting held on Monday 26th January 2015 at
7.30pm in Russell House, Market Square, Westerham

Present: Councillors: Mrs H Ogden (HO) Chairman
Mr P Ashley (PA), Mr E Boyle (EB),
Mr R Buckley (RB), Mr C Hanson (CH),
Mr D Le Breton (DIB), Mrs H Marsh (HM),
Mr N Moore (NM) – from item 7.4,
Mrs L Rodgers (LR), Mr S Wilkie (SW)

In attendance: Clerk: Mrs A Howells (AH)
Finance Officer: Mrs D Marshall (DM)

Item		Action
1.	<p><u>Apologies for Absence</u> Apologies were received and accepted from Cllr McCormick – Sabbatical, Cllr Proudfoot – business commitment and Cllr Wesley – holiday.</p>	
2.	<p><u>Declarations of Interest not previously declared</u> None</p>	
3.	<p><u>Minutes of the Council Meeting on 8th December 2014</u> It was resolved to approve and sign the minutes of the meeting held on 8th December 2014.</p>	
4.	<p><u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> p117 KCC Community Warden – Cllr Ogden reported that following the consultation, which produced nearly 1,200 responses, proposed cuts to the number of wardens were being scrapped. p119 Youth Projects – Cllr Boyle asked if monitoring had taken place; Cllr Ogden stated that representatives from both Playplace and KCC had been invited to the next Y&C Committee meeting. p119 Food Bank – Cllr Rodgers asked how the Food Bank was progressing; Cllr Ogden reported it was going well and one referral had been received from Age Concern.</p>	
5.	<p><u>To receive and consider the following Minutes of Committee:</u> Cllr Ashley presented the minutes: 5.1 <u>Planning and Development – 18.12.14</u> Members of the Planning Committee had approved the Minutes. Resolved: that the minutes be adopted.</p>	

	<p>5.2 Planning and Development – 08.01.15 Members of the Planning Committee had approved the Minutes. Resolved: that the minutes be adopted.</p> <p>5.3 Finance and General Purposes – 12.01.15 Cllr Ashley presented the minutes. p130 7.4 Land at Deanery Road, Crockham Hill – Cllr Ashley reported that he had met with SDC and they had agreed to defer the sale of the land until May. Two resident meetings had been held at which there was overwhelming support to purchase the land and pledges of financial support from local residents were made. The residents now needed to form a legal entity to represent the community to the matter forward. Cllr Ashley would continue to liaise with SDC on behalf of residents until this was formed. This matter would now be reported through the Planning Committee. Members of the F&GP Committee approved the Minutes. Resolved: that the minutes be adopted.</p> <p>5.4 Allotment, Playing Fields and Open Spaces – 19.01.15 Cllr Ogden presented the minutes. p132 3.1 Dog mess – The Clerk reported that SDC’s Animal Welfare Officer, Community Safety Team and Street Cleansing Team were working together throughout February in support of the “Love Where You Live” month as part of the KCC “Love Kent Hate Litter” campaigns to address repeat dog fouling hotspots. The Clerk had asked for KGF to be part of the initiative. Cllr Rodgers reported that there were similar problems on The Green and it was agreed to produce some Gazette/website publicity. p133 6.1 Allotment sites – The consultation responses would be reviewed at the next meeting but one concern was the amount of unworked plots. p134 8.3 Fence at KGF – An unintended consequence of the fence requested by the footballers was complaints regarding cutting off dogs and children from playing in the river. It had been agreed that the wire would be removed from sections of the fence nearest to the bridge and a danger water sign would be put up. Positive comments on social media had been seen following this action. p134 8.5 KGF Pavilion consultation – This matter was progressing slowly and a meeting had been set up to discuss an artist’s impression of the re-development of the area. Members of APFOS approved the Minutes. Resolved: that the minutes be adopted.</p>	
6.	<p><u>Crockham Hill War Memorial Playing Field Trust</u> The Minutes from the meeting on 9th December 2014 were noted.</p>	
7.	<p>Finance</p> <p>7.1 <u>Cheque List to 31st December 2014</u> Cllr Ashley reported that F&GP had approved the Cheque list and he had nothing to bring to Council’s attention.</p> <p>7.2 <u>Committee Accounts to 31st December 2014</u> There were no queries on the accounts.</p> <p>7.3 <u>Internal Controls Document</u> Cllr Ashley thanked the staff for putting together this comprehensive document. Following discussion and minor amendments the document was agreed. It was agreed that the dates of future reviews and the reviewing Committee would be</p>	

	<p>added to the Control document.</p> <p>Resolved: To approve the Internal Controls document.</p> <p>7.4 Tree Survey</p> <p>Cllr Ogden stated that APFOS had obtained three quotes for a Tree Survey and were recommending that the contract be awarded to Down to Earth Trees. Following discussion this was agreed.</p> <p>Resolved: To award the Tree Survey contract to Down to Earth Trees.</p>	DM
8.	<p><u>Budgets and Precept 2015/16</u></p> <p>Cllr Ashley stated that a document showing the Committee budgets had been circulated; unfortunately budget figures circulated previously at Council had understated the Y&C budget. However given the economic situation F&GP recommended a precept increase of 1.98% and the shortfall would come out of reserves. Following discussion, the budgets and a precept of £182,600 was agreed.</p> <p>Resolved: To increase the precept by 1.98% to £182,600.</p>	
9.	<p><u>Election timetable 2015</u></p> <p>SDC had provided an election timetable which had been circulated. The Clerk was asked to find out the procedure if a potential councillor was out of the country during the time nomination papers were due to be returned to SDC.</p>	AH
10.	<p><u>Policies and Procedures</u></p> <p>10.1 <u>Freedom of Information Policy</u> – The revised Policy had been circulated. Following discussion it was agreed to approve the Policy, the Clerk was asked to find out the best way to display financial information and to put policies on the website.</p> <p>Resolved: To approve the updated Freedom of Information Policy.</p> <p>10.2 <u>Complaints Procedure</u> – The revised Policy had been circulated and was agreed subject to minor amendments.</p> <p>Resolved: To approve the updated Complaints Procedure.</p> <p>10.3 <u>WTC Code of Conduct</u> – The revised Code of Conduct had been circulated and following discussion was agreed.</p> <p>Resolved: To approve the updated Code of Conduct.</p>	
11.	<p><u>Consultations</u></p> <p>11.1 <u>DCLG – Parish Polls</u> – The consultation had been circulated and following discussion it was agreed to respond yes to all questions.</p> <p>11.2 <u>Defra Review of Local Air Quality Management</u> – The SDC draft response had been circulated. Cllr Rogers had looked at this consultation and reported it was very technical and recommended responding to support as SDC comments; this was agreed.</p> <p>11.3 <u>KCC Supporting Independence & Opportunity: Draft Corporate Outcomes Framework 2015 – 2019</u> – Cllr Ogden recommended a link to the consultation be sent to all Cllrs for their comments by 13th February; which would be collated by the Clerk. This was agreed.</p>	AH AH AH
12.	<p><u>Correspondence</u></p> <p>12.1 Lord Lieutenant of Kent Civic Service – Apologies would be given.</p> <p>12.2 The Letter of thanks from the Air Ambulance for a grant was noted.</p>	AH

	<p>12.3 A letter from a resident had been received regarding access to the Long Pond. Following discussion it was agreed to reply stating that further boundary investigations were needed before the request could be looked at.</p> <p>12.4 A letter had been received from the Community Play refunding the Council's grant of £500 as sadly the Arts Council had declined the grant for the bulk of the costs so the Play could not go ahead.</p> <p>12.5 Edenbridge TC Annual Town meeting 02/03/15 – Cllr Marsh to attend.</p> <p>12.6 A KCC response to Cllr Wesley's letter regarding the KCC budget circulation 2015/16 had been received. Both letters would be circulated to Cllrs.</p>	<p>AH</p> <p>AH</p> <p>AH</p>
13.	<p><u>Reports from Councillors on relevant activities</u></p> <p>Cllr Ogden thanked Cllr Rodgers for representing the Council at the commemoration of the 50th anniversary of Churchill's death on The Green on 24th January. Cllrs Boyle and Le Breton had also attended.</p> <p>A request had been received for WTC to pay for the piper for this impromptu occasion, it was agreed to pay for this from the Chairman's allowance.</p> <p>Cllr Le Breton reported that he and Cllr Boyle had attended the Wolfe Society dinner. A very interesting speech had been given by Lord Evans.</p>	AH
14.	<p><u>Westerham and Brasted Gazette & Web-site</u></p> <p>Dog mess on The Green</p>	
15.	<p><u>Matters for District and County Councillors</u></p> <p>Library consultation</p>	
16.	<p><u>Further matters for consideration at the next meeting</u></p> <p>War Memorial/statues</p> <p>Election timetable 2015</p>	
17.	<p><u>Date of next meeting</u></p> <p>Monday 23rd March 2015</p>	

The meeting was concluded at 9.20 pm

Minutes confirmed as a correct record:

Chairman