

WESTERHAM TOWN COUNCIL

Minutes of the Council Meeting held on Monday 12th October 2015 at 7.30pm in Russell House, Market Square, Westerham

Present: Councillors: Mr A Wesley (AW) Chairman
Mr P Ashley (PA), Mr E Boyle (EB),
Mr A Bates (AB), Mr D Le Breton (DIB),
Mr A Holman (ATH), Mr N Moore (NM),
Mrs H Ogden (HO), Mr N Proudfoot (NP),
Mrs L Rodgers (LR), Mr S Wilkie (SW)

In attendance: Town Clerk: Mrs A Howells (AH)

Item		Action
1.	<u>Apologies for Absence</u> Apologies were received and accepted from Cllr Bird – work commitment and Cllr Marsh – unwell.	
2.	<u>Declarations of Interest not previously declared</u> None	
3.	<u>Minutes of the Council Meeting on 13th July 2015</u> It was resolved to approve and sign the minutes of the meeting held on 13 th July 2015.	
4.	<u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> P36 9 Winnie's Pre-School – Cllr Wesley reported that surveyors had been instructed to mark out the boundary on the WTC land. Concerns had been raised regarding the planning application however Winnie's had made a successful pre-planning application with SDC. There had been a recent planning application for a pre-school in Sevenoaks on Green Belt land and the Officers had been minded to refuse however the District Cllrs had approved the application. P37 10 Grant for Crockham Hill Children's Memorial – Mrs Marshall, Deputy Clerk had emailed the Lord Mayor's office following the last meeting. A reply had been received stating that 'the Greater London Authority was rarely in a position to offer funding'.	
5.	<u>To receive and consider the following Minutes of Committee:</u> Cllr Rodgers presented the minutes: 5.1 <u>Planning and Development – 16.07.15</u> The minutes were approved subject to a minor amendment.	

Resolved: that the minutes be adopted.

5.2 Planning and Development – 30.07.15

The initial meeting to discuss updating the Village Design statement would be held on Thursday 22nd October at 10.30am in the council chamber.

Resolved: that the minutes be adopted.

5.3 Planning and Development – 13.08.15

The planning application at the Catholic Church had been granted.

Resolved: that the minutes be adopted.

5.4 Planning and Development – 27.08.15

The objection for the Moorhouse Tile Works application had been sent to SDC. Members of the Planning Committee approved the Minutes.

Resolved: that the minutes be adopted.

5.5 Planning and Development – 10.09.15

The Conservation Officer was working closely with the owners of Pitts Cottage regarding the renovations.

Resolved: that the minutes be adopted.

5.6 Planning and Development – 24.09.15

Members of the Planning Committee approved the Minutes.

Resolved: that the minutes be adopted.

Due to insufficient Cllrs being available on 8th October the Planning Committee meeting had been cancelled. Following discussion it was agreed that Cllr Bates would be a substitute on the Planning Committee under WTC Standing Order 15 a iv.

Resolved: Cllr Bates to be a substitute on the Planning Committee.

5.7 Allotment, Playing Fields and Open spaces (APOS) – 07.09.15

Cllr Ogden presented the minutes.

p54 7 Allotments - The Committee was working towards better management of the sites and at the next meeting the number of sites vacant following the renewal process would be discussed. Meetings had been arranged at two sites on 24th October to discuss improvements.

p54 7.2 Criminal damage at Farley – Following correspondence Cllr Wesley would be attending a meeting in November.

p54 KGF redevelopment – WTC was still waiting for the proposed plan.

p55 Grange Island – At a previous meeting it had been agreed that the two largest trees at the east end of Grange Island needed to be removed for health and Safety purposes, however further investigation was required before this work could be carried out.

Members of the APOS Committee approved the Minutes.

Resolved: that the minutes be adopted.

5.8 Highways and Lighting – 21.09.15

Cllr Rodgers presented the minutes.

p60 Parking Working Group – A number of volunteers had attended the meeting and were working in groups to produce a report for the next meeting.

p62 9 Finance – The sum of £325 had been spent on payment for opening and closing the overflow car park at the Darenth car park.

Members of the Highways and Lighting Committee approved the Minutes.

Resolved: that the minutes be adopted.

5.9 Youth and Community – 22.09.15

Cllr Moore presented the minutes.

The DVD played prior to the meeting had been presented at Y&C. Playplace had been able to engage with more young people in the summer sessions. The

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	<p>Committee would be discussing the Youth Club contract at the November meeting.</p> <p>p65 Christmas lights – Cllr Boyle reported that fund raising had taken place and Westerham Society would like to sponsor the Christmas tree. The festoons would be installed this week.</p> <p>p66 Crockham Hill School – Cllr Wilkie reported that the CHCIC was sponsoring broadband for the School; this was their first community project.</p> <p>p66 9 Memory Café – The Clerk reported that the first Memory Café would take place on Friday 16th October at 11am. The joint launch would now take place on the same day at 3.30pm in Edenbridge due to the Edenbridge MP's availability.</p> <p>Members of the Youth and Community Committee approved the Minutes.</p> <p>Resolved: that the minutes be adopted.</p> <p>5.10 Finance and General Purposes – 28.09.15</p> <p>Cllr Wesley presented the minutes.</p> <p>p71 14 NALC Star Awards – Congratulations were given to Cllr Marsh on becoming one of the three finalists and it was agreed to pay travel expenses as she will have to travel to Birmingham for the Awards Ceremony.</p> <p>p72 5.8 Wolfe Statue – The scaffolding had been erected and would be in place for two weeks.</p> <p>p73 7.4 Weather vane – The weather vane would be placed on the Grounds man's hut at a cost of £325.</p> <p>War Memorial – The Clerk reported that the grant application had been received by the War Memorial Trust who had informed WTC that it was an excellent application. However further expanded quotes were needed before a decision could be made by the Trust.</p> <p>Members of the F&GP Committee approved the Minutes.</p> <p>Resolved: that the minutes be adopted.</p>	
6.	<p><u>Crockham Hill War Memorial Playing Field Trust</u></p> <p>The Minutes from the meeting 22nd September 2015 were noted.</p>	
7.	<p><u>Finance</u></p> <p>7.1 <u>Cheque List to 30th September 2015</u></p> <p>Cllr Wesley reported that F&GP had approved the Cheque lists and brought to Council's attention that the CCTV monitoring was an annual cost.</p> <p>7.2 <u>Committee Accounts to 30th September 2015</u></p> <p>There were no queries on the accounts.</p> <p>7.3 <u>West Kent Mediation grant</u></p> <p>A grant application for £500 and accounts had been received from West Kent Mediation, following discussion it was agreed that the Clerk would find out further information on the benefits to residents in Westerham and Crockham Hill and this would be placed on the December Agenda for further consideration.</p> <p>7.4 <u>Investment Policy and recommendation</u></p> <p>Cllr Wesley reported that F&GP had reviewed the Investment Policy and financial investment and recommended both for adoption by Council; this was agreed.</p> <p>Resolved: To approve the Investment Policy and financial recommendation.</p> <p>7.5 <u>Expenditure over £500 Policy for website publication</u></p> <p>Cllr Wesley reported that F&GP had reviewed the Policy and recommended the Council adopt it; this was agreed.</p>	AH

	<p>Resolved: To approve the Expenditure over £500 Policy for website publication.</p> <p>7.6 Adoption of Fullers Hill public toilets WTC had been managing the public toilets since 2009 and it had been agreed that the freehold would not be transferred until the outcome of a rating appeal was known. The appeal decision did not change the need for business rates payable on public toilets so SDC would now like to transfer the toilets to WTC. This would be at an annual additional cost of £2,500 for business rates. Following lengthy discussion it was agreed that Cllrs Wesley and Ogden would raise the issue at the SDC/WTC Liaison meeting to be held in November and consider the outcome of this meeting at the December Council meeting.</p> <p>7.7 Budget Process 2016/2017 Cllr Wesley stated the Committees should draft their budget for consolidation by F&GP at their meeting on 23rd November. The budget will be discussed at Council in December for approval at the January 2016 meeting.</p>	AW/HO
8.	<p><u>SDC CIL</u> Cllr Ashley reported that a letter had been received from SDC outlining how WTC will receive the CIL money, when it will be paid and the schemes it can be spent on. If monies received from CIL are spent on projects that are not defined as Infrastructure and do not fall within any of the named categories, SDC will serve a notice and ask for the money to be returned. Following discussion it was agreed to sign and return the letter confirming that WTC had received and understood the terms.</p>	AH
9.	<p><u>Darenth Overflow Car Park</u> Cllr Wesley reported that the order for the work on the overflow car park had been placed with SDC at a cost to WTC of £1728, previously agreed by Council. Work would be starting shortly, weather dependant.</p>	
10.	<p><u>Local Council Award Scheme</u> Cllr Wesley reported that WTC had achieved Quality Council status in 2012 following a lot of hard work. The Scheme had now changed and given the timescales it was felt that the Foundation Award was achievable and WTC would undertake the work needed for the Gold Award in 2016. To achieve a Foundation Award a Council demonstrates that it has the minimum documentation and information in place for operating lawfully and according to standard practice.</p> <p>Westerham Town Council confirms by resolution that it publishes the following documents online:</p> <ul style="list-style-type: none"> • Standing Orders • Financial Regulations • Code of Conduct • Links to Councillors' Registers of Interests • Publication Scheme • Annual Return • Internal Audit Plan and Internal Control document • Transparent information about Council payments (Expenditure over £500) • Calendar of all meetings (including annual meeting of electors) • At least a year of both full Council and committee minutes (including Annual meeting) 	

	<ul style="list-style-type: none"> • Current agendas • The budget and precept information for the current year • Complaints procedure • Council contact details and councillor information (including responsibilities) • Action plan for the current year • Evidence of consulting the community • Publicity advertising the Council activities • Evidence of participating in town and country planning • Media Policy • Grant application procedure and application form <p>Westerham Town Council confirms by resolution that it has:</p> <ul style="list-style-type: none"> • A risk management scheme • A register of assets • Contracts for all members of staff • Disciplinary and grievance procedures • A policy for training new staff and councillors • A record of all training undertaken by staff and councillors in the last year • A Clerk who has achieved 12 CPD points in the last year <p>Westerham Town Council confirms by resolution that:</p> <ul style="list-style-type: none"> • Any current policies and procedures not noting the date for the next review will be amended to add this information 	
11.	<p><u>Schedule of Meetings 2016</u></p> <p>The schedule for 2016 had been circulated and there were no queries. The Annual Town meeting would take place on Wednesday 13th April 2016.</p>	
12.	<p><u>Town Meeting</u></p> <p>Cllr Wesley requested that all Cllrs attend if available. Cllr Ogden would chair the meeting and it was jointly sponsored by WTC, WTP Westerham Society and Residents Association. The presentation would focus on what we know, what we have done, the next steps and how to comment/object. Following discussion the hire cost of £75 and any ancillary costs were agreed.</p>	
13.	<p><u>Fly a Flag for Commonwealth Day</u></p> <p>An email had been received from KALC regarding Flying a Flag on Commonwealth Day 14th March 2016. Following discussion it was agreed in principle to support this initiative however as WTC did not own a flag pole a location for this event would be needed. The Clerk to investigate.</p>	AH
14.	<p><u>Terms of Reference</u></p> <p>All Committees had reviewed their Terms of Reference which had been circulated. There were no queries so all TOR's were approved.</p> <p>Resolved: To approve and adopt all Committee Terms of Reference.</p>	
15.	<p><u>Consultations</u></p> <p>15.1 NALC – Improvement Strategy Survey for Local Councils - Cllr Wesley to respond.</p> <p>15.2 Local Government Boundary Commission – further limited consultation for Sevenoaks – Following discussion it was agreed to respond in favor of this further</p>	

	consultation.	
16.	<u>Correspondence</u> 16.1 KALC AGM - Saturday 21 st November.	
17.	<u>Reports from Councillors on relevant activities</u> Cllr Wesley reported that he had represented WTC on the Community Liaison Group for the restoration of Covers Farm. A note would be sent out to the Community. Cllr Ogden had also attended. Cllr Ashley reported that he had attended the KALC meeting. Cllrs Bates, Bird, Holman, Marsh, Ogden, Proudfoot and the Clerk had attended the SDC Code of Conduct training.	
18.	<u>Westerham and Brasted Gazette & web-site</u> Moorhouse Tile Works presentation	
19.	<u>Matters for District and County Councillors</u> Moorhouse Tile Works	
20.	<u>Further matters for consideration at the next meeting</u> None	
21.	<u>Date of next meeting</u> Monday 7 th December 2015	

The meeting was concluded at 9.35 pm

Minutes confirmed as a correct record:

Chairman