

## WESTERHAM TOWN COUNCIL

Minutes of the Council Meeting held on Monday 25<sup>th</sup> January 2016 at 7.30pm in Russell House, Market Square, Westerham

Present: Councillors: Mrs H Ogden (HO) - Chairman  
Mr P Ashley (PA), Mr A Bates (AB),  
Mr E Boyle (EB), Mr D Le Breton (DIB),  
Mrs H Marsh (HM), Mr N Moore (NM),  
Mrs L Rodgers (LR) and Mr S Wilkie (SW)

In attendance: Town Clerk: Mrs A Howells (AH)  
Finance Officer: Mrs D Marshall (DM) – until item 7  
KCC Cllr Richard Parry

Item		Action
1.	<p>Cllr Ogden informed Cllrs that a message of condolence from WTC had been placed in the Book of Condolences for the family of the woman tragically killed on Christmas Eve in Costa.</p> <p>Kent County Council Highways had informed WTC that they needed to wait for the Coroner's report before any decision was made on road changes following from incident. However KCC Highways had undertaken an immediate investigation of the highway and as a result the lining at the junction and on the hatching will be refreshed.</p> <p><b><u>Apologies for Absence</u></b> Apologies were received and accepted from Cllr Bird and Wesley – holiday, Cllr Holman – illness and Cllr Proudfoot – personal commitment.</p>	
2.	<p><b><u>Declarations of Interest not previously declared</u></b> None</p>	
3.	<p><b><u>Minutes of the Council Meeting on 7<sup>th</sup> December 2015</u></b> <b>It was resolved</b> to approve and sign the minutes of the meeting held on 7<sup>th</sup> December 2015.</p>	
4.	<p><b><u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u></b> p113 4 Criminal damage at Farley allotment – Cllr Ogden reported that the meeting had taken place and the matter was ongoing. p113 4 Fly a Flag for Commonwealth Day – The Clerk reported she had purchased the flag and was liaising with the Vicar regarding the ceremony. p116 9 Moorhouse planning application – Cllr Ogden reported that Tandridge</p>	

	<p>District Council had refused the application.</p> <p>p116 11 Devolution Bill – This item had been deferred to the March meeting.</p> <p>p116 12 Cllr Away Day – Cllr Ogden reported that the postcards had been distributed together with collection boxes around the Town. The closing date for Crockham Hill had been extended as Cllr Wesley had arranged for the cards to be placed in the Parish Magazine.</p> <p>p117 SDC Liaison Meeting – The minutes had not been received yet, the Clerk to chase.</p> <p>p117 19 Cllr Marsh reported that the meeting had not taken place but she had spoken to the Chronicle reporter by phone.</p>	AH
5.	<p><b><u>To receive and consider the following Minutes of Committee:</u></b></p> <p>Cllr Ashley presented the minutes:</p> <p><b>5.1 <u>Planning and Development – 17.12.15</u></b></p> <p>p119 French Street Nursery – Now that the planning application had been granted the signs could be removed.</p> <p><b>Resolved:</b> that the minutes be adopted.</p> <p><b>5.2 <u>Planning and Development – 07.01.16</u></b></p> <p>p123 Heritage Talking Trail – This would be progressed as soon as costings were finalised.</p> <p><b>Resolved:</b> that the minutes be adopted.</p> <p><b>5.3 <u>Planning and Development – 21.01.16</u></b></p> <p>Members of the Planning Committee approved the Minutes.</p> <p><b>Resolved:</b> that the minutes be adopted.</p> <p>Cllr Ashley reported that a meeting had taken place with Linden Homes as details on the planning application had been changed to extend the pavement; increase parking and improve the surface of the footpath. The application would be re-consulted.</p> <p>Linden Homes had also approached WTC in relation to using part of the rear end of the lower school playing field owned by WTC land for ecology enhancements. Following discussion it was agreed in principle for the proposed relocation of the newts but concern was expressed at the amount of land required and that the use of the field for other school activities was not compromised.</p> <p>It was agreed that Cllr Ashley would discuss this further on behalf of WTC.</p> <p><b>5.4 <u>Finance and General Purposes – 11.01.16</u></b></p> <p>Cllr Ashley presented the minutes.</p> <p>Members of the F&amp;GP Committee approved the Minutes.</p> <p><b>Resolved:</b> that the minutes be adopted.</p> <p><b>5.5 <u>Allotment, Playing Fields and Open spaces (APOS) – 02.11.15</u></b></p> <p>Cllr Ogden presented the minutes.</p> <p>p131 – Vandalism/Anti-social behaviour – Cllr Bates reported that there had been a further incident whereby a chair had been set on fire in the youth shelter with accelerants. There was more graffiti in the shelter and the solar light had been set alight. The Police had been called by the WSA but only a reference was given. Cllr Bates was working with Playplace to try and tackle the issue but it was an older group of young people aged 17+ who were responsible, possibly drug related, and they were preventing the younger group from engaging with Playplace.</p> <p>Cllr Ogden had written to the SDC CSU who suggested more patrols by the PCSO and Community Warden.</p>	PA

	<p>Following lengthy discussion it was agreed to remove the youth shelter for a three month period and to monitor the situation. SDC Community Safety Manager would be invited to the next APFOS meeting.</p> <p>p132 Pavilion/Muga redevelopment project – A report from a structural engineer was awaited.</p> <p>Members of the APOS Committee approved the Minutes.</p> <p><b>Resolved:</b> that the minutes be adopted.</p>	
6.	<p><b>Finance</b></p> <p><b>6.1 Cheque List to 31<sup>st</sup> December 2015</b></p> <p>Cllr Ogden reported that F&amp;GP had approved the Cheque lists and had nothing to bring to the Council's attention.</p> <p><b>6.2 Committee Accounts to 31<sup>st</sup> October 2015</b></p> <p>There were no queries on the accounts.</p> <p><b>6.3 Financial Regulations</b></p> <p>The Financial Regulations had been reviewed by F&amp;GP who felt that item 6.5 should include that a signatory initial both the cheque stub and invoice. Also that the following VAT Protocol should be included:-</p> <ul style="list-style-type: none"> <li>• The Town Council is unable to purchase goods or services on behalf of third parties and reclaim VAT.</li> <li>• The Town Council can reclaim VAT on Council run projects, funded by Council money, including grants made to the Council and donations received directly by the Council, for the purpose of the project.</li> </ul> <p>This was agreed.</p> <p><b>Resolved:</b> To approve the amended Financial Regulations.</p> <p><b>6.4 Internal Controls document</b></p> <p>The Internal Controls document had been reviewed by F&amp;GP and it was agreed to add signatories initialling the invoice and for the addition of the VAT Protocol as above. This was agreed.</p> <p><b>Resolved:</b> To approve the amended Internal Controls document.</p> <p><b>6.5 VAT Inspection</b></p> <p>Mrs Marshall reported that following notification two VAT Inspectors had visited WTC that morning. The visit had been triggered by a higher than average VAT claim. However once the Inspectors had checked the paperwork they were satisfied that all was in order.</p> <p>Mrs Marshall also received clarification regarding reclaiming VAT on projects where grants/donations had been received. They confirmed that these were VAT exempt.</p>	<p>DM</p> <p>DM</p>
7.	<p><b>Budgets and Precept 2015/16</b></p> <p>Cllr Ashley stated that a document showing Committee budgets had been circulated. F&amp;GP recommended increasing the precept to £187,175, an increase of approximately 2.5%. Following discussion, the budgets and a precept of £187,175 was agreed.</p> <p><b>Resolved:</b> To increase the precept to £187,175.</p>	
8.	<p><b>Westerham Bypass</b></p> <p>Cllr Ogden reported that three drop in sessions had been arranged at the council offices; 28<sup>th</sup> January for the retailers/Businesses; 4<sup>th</sup> and 11<sup>th</sup> February, open to everyone, and a Town Meeting on 25<sup>th</sup> February at Churchill School. WTC's objective was to listen to the community and gauge its reaction.</p>	

9.	<p><b><u>Fullers Hill public toilets</u></b>  Following discussion it was agreed that WTC agreed to complete the transfer of the public toilets from SDC once SDC had formally confirmed that they were willing to provide a grant equal to the amount of business rates whilst the toilets are kept open for use by the public.  <b>Resolved:</b> To agree to complete the transfer of the public toilets from SDC to WTC once confirmation was received from SDC that they would give a grant equal to the amount of the business rates.</p>	AH
10.	<p><b><u>Policies and Procedures</u></b>  10.1 <b><u>Freedom of Information Policy</u></b> – The Policy had been circulated. Following discussion it was agreed to approve the Policy subject to the amendment of policies available on WTC website.  <b>Resolved:</b> To approve updated Freedom of Information Policy.  10.2 <b><u>Complaints Procedure</u></b> – The revised Policy had been circulated and was agreed.  <b>Resolved:</b> To approve the reviewed Complaints Procedure.</p>	AH  AH
11.	<p><b><u>Winnie's Pre-School</u></b>  Cllr Ogden reported that she and the Clerk had attended a meeting on 19<sup>th</sup> January regarding the new building progress. The next meeting had been arranged for 12<sup>th</sup> February.</p>	
12.	<p><b><u>Annual Town Meeting</u></b>  The 2016 meeting would be run as a Community Information Event to try to counteract dwindling attendance. Following discussion it was agreed to invite the Community Wardens, Police, Kent Fire &amp; Rescue Service, KCC, SDC, Environment Agency, Citizens Advice, Churchill School, WSA, Youth Club, Henry Warde, Sea Cadets, WTP and Westerham Society.  A plan for the evening to be discussed at the next meeting.</p>	
13.	<p><b><u>Consultations</u></b>  None</p>	
14.	<p><b><u>Correspondence</u></b>  14.1 Lord Lieutenant of Kent Civic Service – 15<sup>th</sup> March 2016- apologies to be sent.  14.2 NALC – Lighting a Beacon for the Queen's 90<sup>th</sup> Birthday – Mr H Warde to be contacted.  14.3 'Clean for the Queen' – It was agreed to organize a litter pick and clean up on Friday 4<sup>th</sup> March in conjunction with the Community Warden.  14.4 A Thank you from West Kent Mediation for the grant.  14.5 A congratulation letter from KALC re Local Council Scheme Foundation Award had been received.  Cllr Ogden thanked the staff for all their hard work in achieving this award.</p>	
15.	<p><b><u>Reports from Councillors on relevant activities</u></b>  Cllr Proudfoot had sent a report regarding his visit to the Westerham Sea Cadet's Awards ceremony on 10<sup>th</sup> December.</p>	

	<p>Cllr Le Breton informed Cllrs of the UK Independent Film Festival Film at the Fleapit Cinema Club on 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> February.</p> <p>Cllr Marsh reported that the Y&amp;C Youth Tender was on hold due to the KCC Youth Commissioning currently taking place.</p> <p>Cllrs Marsh and Ogden would be attending the All Party Parliamentary Group for Local Democracy Reception on 9<sup>th</sup> February. NALC Star Council finalists and a guest had been invited.</p>	
16.	<p><b><u>TN16 (February edition) &amp; web-site</u></b></p> <ul style="list-style-type: none"> <li>• Anti-social behaviour</li> <li>• Allotments</li> <li>• Annual Town Meeting</li> <li>• Memory Café</li> </ul>	
17.	<p><b><u>Matters for District and County Councillors</u></b></p> <p>None</p>	
18.	<p><b><u>Further matters for consideration at the next meeting</u></b></p> <p>Devolution WTC strategy Town Meeting</p>	
19.	<p><b><u>Date of next meeting</u></b></p> <p>Monday 21<sup>st</sup> March 2016</p>	

The meeting was concluded at 9.40 pm

Minutes confirmed as a correct record:

Chairman