

WESTERHAM TOWN COUNCIL

Minutes of the Council Meeting held on Monday 12th December 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),
Mrs L Bird (LB), Mr E Boyle (EB),
Mr M Craig (MC), Mr A Holman (AH),
Mr A Jowett (AJ), Mr D Le Breton (DIB),
Mr N Proudfoot (NP) and Mrs S Sheen (SS)

In attendance: Town Clerk: Mrs A Howells (AH)
Finance Officer: Mrs D Marshall (DM) until item 6

Item		Action
1.	<p>Cllr Ogden welcomed Cllr Craig to his first full Council meeting.</p> <p><u>Apologies for Absence</u> Apologies were received and accepted from Cllr Wesley – holiday and Cllr Marsh – Maternity leave.</p>	
2.	<p><u>Declarations of Interest not previously declared</u> None</p>	
3.	<p><u>Minutes of the Council Meeting on 10th October</u> It was resolved to approve and sign the minutes of the meeting held on 10th October 2016.</p>	
4.	<p><u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> Croft Road – SDC Development Control Committee had approved both the applications for Croft Road but there were a number of conditions which the Planning Committee would review. 11 p80 Town Sign – Following her sudden death, the family of June Ingram would now like to be involved with the project. WTC would be discussing other signage in the town with WTP in the new year.</p>	
5.	<p><u>To receive and consider the following Minutes of Committee:</u> Cllrs Ashley presented the Minutes: 5.1 <u>Planning and Development – 13.10.16</u> Members of the Planning Committee approved the Minutes. Resolved: that the minutes be adopted.</p>	

5.2 Planning and Development – 27.10.16

Members of the Planning Committee approved the Minutes.

Resolved: that the minutes be adopted.

5.3 Planning and Development – 10.11.16

Members of the Planning Committee approved the Minutes.

Resolved: that the minutes be adopted.

5.4 Planning and Development – 24.11.16

SDC Officers had proposed going paperless however Cllrs had voted against this following objection from parishes. The Clerk had been requested to look at how other District Councils operated on a paperless basis.

Members of the Planning Committee approved the Minutes.

Resolved: that the minutes be adopted.

5.5 Planning and Development – 08.12.16

Members of the Planning Committee approved the Minutes.

Resolved: that the minutes be adopted.

5.6 Allotment, Playing Fields and Open spaces (APFOS) – 07.11.16

Cllr Ogden presented the minutes.

6.4 p89 – Allotment rent – Cllr Ashley queried the amount of rents received, Mrs Marshall reported that a number of rents had been received since the APFOS meeting.

11.1 p91 - Mrs Marshall informed Cllr Le Breton that the tree survey for Beggars Lane would take place in January.

Members of the APFOS Committee approved the Minutes.

Resolved: that the minutes be adopted.

5.7 Youth & Community – 14.11.16

Cllr Boyle presented the minutes:

5.1 p96 Youth Club – Cllr Boyle and a representative from Playplace had met with the Head Teacher that afternoon to discuss the continuation of the new Youth Club. The second set of six sessions had been a great success with 24 attending each session. Following discussion it was agreed to extend the length of each session to an hour and to continue with the sessions next term.

5.5 p97 Outreach Work – The report from the Outreach Team would be reviewed at the meeting in February.

6.4 p97 Christmas Lights – There had been positive feedback regarding this year's lights. Cllr Boyle was congratulated for all his hard work.

6.13 p98 Drill Hall - There was no further information from the Estates Department or Sea Cadets.

Members of the Youth & Community Committee approved the Minutes.

Resolved: that the minutes be adopted.

5.8 Highways and Lighting – 21.11.16

Cllr Proudfoot presented the minutes:

7.1 p102 JTB - Cllr Proudfoot was regularly attending the JTB meetings and the Committee had commented on the Local Transport Plan, ensuring that the needs of West Kent were considered.

5.4 p101 Lorry Watch – Further work would be undertaken on London Road.

5.5 p101 Speed Watch – Training was now online, there would be a campaign to encourage residents to undertake the training in the new year so that Speed Watch could take place in Westerham.

Members of Highways & Lighting Committee approved the Minutes.

Resolved: that the minutes be adopted.

5.9 Finance and General Purposes – 28.11.16

	<p>Cllr Ogden presented the minutes.</p> <p>7 p108 Verge cutting – Due to financial cutbacks KCC were reducing the urban grass cuts from 8 to 5/6 and had asked if parishes/towns would take this service over. F&GP had discussed this and recommended that Council did not take this over this year. Following discussion this was agreed.</p> <p>9 p109 Ecology Project – There were still outstanding issues with the agreement and it had not yet been signed. Cllrs Ashley and Ogden to sign when agreement had been reached.</p> <p>13.2 p 109 Cllrs Ogden, Boyle and Bates were meeting with the Police, CSU, the Crown Agent, Westerham Hall representative and SDC Cllr Maskell tomorrow. Council would be kept informed.</p> <p>Members of Finance & General Purposes Committee approved the minutes.</p> <p>Resolved: that the minutes be adopted.</p>	
6.	<p><u>Finance</u></p> <p>6.1 <u>Cheque List to 31st November 2016</u></p> <p>Cllr Ogden reported that F&GP had approved the Cheque lists to October and had nothing to bring to the Council's attention.</p> <p>6.2 <u>Committee Accounts to 31st November 2016</u></p> <p>There were no queries on the accounts.</p> <p>The Clerk reported that following a very high invoice for water (from a normal 160 to a current £1040) which would indicate a water leak, the toilets had been closed until a plumber could locate and fix the leak.</p> <p>6.3 <u>Internal Auditor Report</u></p> <p>The half yearly report been received from the Internal Auditor. There were only two minor issues to be noted which Mrs Marshall had already implemented. Mrs Marshall was congratulated on a good audit.</p> <p>6.4 <u>2017/18 draft consolidated Budget/Precept</u></p> <p>Draft figures had been circulated from all committees together with a summary. There were still a number of unknowns – whether towns and parishes would be capped and the increased pension contributions figure. Mrs Marshall had received information today that WTC tax base had not changed from last year.</p> <p>Cllr Ogden requested Cllrs review the information before the Budget meeting in January and pass on any queries to the Clerk as soon as possible prior to Council.</p> <p>6.5 <u>Staff recognition</u> – Cllr Ogden was delighted to report that Mrs Marshall had passed her Cilca – Certificate in Local Council Administration which entitled her to a pay increase. This was agreed.</p>	Cllrs
7.	<p><u>Crockham Hill WMPF Trust</u></p> <p>The minutes from the meeting on 20th September had been circulated and were noted.</p>	
8.	<p><u>WTC Strategy</u></p> <p>All Committee Chairman reported their Committee's Strategy progress. It was agreed to review the format for presenting this information at the next F&GP meeting.</p>	
9.	<p><u>Training Strategy and Cllr Schedule</u></p> <p>The WTC Training strategy and Cllr schedule had been circulated. Following</p>	

	<p>discussion it was agreed that all new Cllrs would attend a training course in addition to the Code of Conduct course which was a requirement. Cllr Sheen had recently attended the Dynamic Councillor course run by KALC and reported that it was an excellent course, well worth attending. Relevant training to be circulated to Cllrs as appropriate. Cllrs Bird and Jowett wished to attend the next Dynamic Cllr course.</p>	AH
10.	<p><u>Local Council Award Scheme</u></p> <p>F&GP had discussed the Quality and Gold Award criteria and concluded that WTC did not have the resources to apply for the Gold Award at this time but would apply for the Quality Award. Following discussion this was agreed and that the staff bonus scheme would be amended on that basis.</p> <p>Westerham Town Council confirms by resolution that it meets all requirements for the Foundation Award and that it also publishes on its website:</p> <ul style="list-style-type: none"> • Criteria demonstrating good governance in managing the business and finances of a council • Criteria representing a council's role in the community and how it engages with the community • Criteria representing council improvement through the management and development of staff and councillors • Draft minutes of all council and committee meetings within four weeks of the last meeting • A community engagement policy involving two-way communication between council and community • A Health and Safety policy • Councillor profiles • Its policy on equality • A grant awarding policy • Evidence showing how electors contribute to the Annual Parish or Town Meeting • An action plan and related budget responding to community engagement and setting out a timetable for action and review • Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins • Evidence of helping the community plan for its future <p>Westerham Town Council confirms by resolution that it has:</p> <ul style="list-style-type: none"> • Criteria demonstrating good governance in managing the business and finances of a council • A scheme of delegation (where relevant) • Addressed complaints received in the last year • Criteria representing a council's role in the community and how it engages with the community • At least two-thirds of its councillors who stood for election • A printed annual report that is distributed at locations across the community • Criteria representing council improvement through the management and development of staff and councillors 	

	<ul style="list-style-type: none"> • A qualified clerk • A clerk (deputy and assistant clerk) employed according to nationally or locally agreed terms and conditions • A formal appraisal process for all staff • A training policy and record for all staff and councillors <p>Westerham Town Council confirms that it has the General Power of Competence.</p>	
11.	<p><u>Squerryes community engagement</u> An email had been received from Mr H Warde and a response and press release had been sent, this was ratified. A formal reply was awaited.</p>	
12.	<p><u>Moorhouse Tile Works Planning application</u> Cllr Ogden reported that the Moorhouse Tile Works application had been withdrawn. Cllr Wesley had put in an enormous of work and worked with many other agencies on this application. Cllrs voiced their appreciation of his efforts.</p>	
13.	<p><u>Correspondence</u> 13.1 The letter of thanks for the grant from Holy Trinity Church, Crockham Hill was noted. 13.2 The letter of thanks for the grant from Citizens Advice was noted. 13.3 The serious recent accident on Croydon Road was noted and sympathies would be sent to the families of those involved.</p>	
14.	<p><u>Reports from Councillors on relevant activities</u> Cllr Bates will attend the WSA meeting on 14th December and the IPAG meeting on 15th December. Cllr Ashley had attended the KALC Sevenoaks District AGM on 9th December. Cllr Proudfoot had attended the Sevenoaks Cycle Forum. Cllr Le Breton had attended the CPRE Sevenoaks District Committee. Cllr Craig had attended the Sevenoaks Cycle Forum. Cllrs Boyle and Ogden had attended a meeting with the Outreach Worker. Cllrs Wesley and Ogden had met with the Independent Advisor on 15th November. Cllrs Boyle, Ogden and Wesley had attended the Tuesday Club with NISA to present the Barley Charity cheque.</p>	
15.	<p><u>TN16 & web-site</u> Community Speed Watch Country Eye</p>	
16.	<p><u>Matters for District and County Councillors</u> None</p>	
17.	<p><u>Further matters for consideration at the next meeting</u> None</p>	
18.	<p><u>Date of next meeting</u></p>	

	Monday 23 rd January 2017 – Budget meeting. Cllr Jowett gave his apologies for this meeting.	
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The meeting was concluded at 10.05 pm

Minutes confirmed as a correct record:

Chairman