WESTERHAM TOWN COUNCIL

Minutes of the Council Meeting held on Monday 16th March 2020 at 7.30pm in Russell House, Market Square, Westerham

Present: Councillors: Mrs H Ogden (HO) - Chairman
Mrs L Bird (LB), Mr E Boyle (EB),
Mrs D Coen (DC), Mr A Jowett (AJ),
Dr J Lord (JL), Mr C Pither (CP),
Mr N Robson (NR), Mrs S Sheen (SS)
and Mr K Thompson (KT)

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

Item		Action
	Cllr Ogden thanked Cllr Bates for all his hard work during the two Westerham floods. Cllr Ogden thanked Cllr Coen and members of Y&C for the successful Free Food Friday event. Cllr Ogden thanked the Clerk and the whole staff team for their quick response to the changing situation due to Covid 19.	
1.	**Apologies for Absence** Apologies were received and accepted from Cllr Bates – holiday and Cllrs Holt and Kay – self isolation.	
2.	**Declarations of Interest not previously declared** None.	
3.	**Minutes of the Annual Council Meeting on 20th January** **It was resolved** to approve and sign the minutes of the Council meeting held on 20th January.	
4.	**Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda** None	
5.	**To receive and consider the following Minutes of Committee:** Cllr Robson presented the Minutes: 5.1 **Planning and Development – 30.01.20** **Resolved**: that the minutes be adopted. 5.2 **Planning and Development – 13.02.20** **Resolved**: that the minutes be adopted. 5.3 **Planning and Development – 27.02.20**	

	Resolved: that the minutes be adopted. 5.4 **Planning and Development – 12.03.20** **Resolved**: that the minutes be adopted. 5.5 **Highways and Lighting – 03.02.20** Cllr Bird presented the minutes. Members of the H&L Committee approved the minutes. **Resolved**: that the minutes be adopted. 5.6 **Youth and Community – 10.02.20** Cllr Boyle presented the minutes. 5.2 p145 The Youth Bus had commenced its first Westerham session and seven young people had been signed up. 5.4 p146 Cllr Coen had circulated a report from the Free Food Friday event. Members of the Y&C Committee approved the minutes. **Resolved**: that the minutes be adopted. 5.7 **Finance and General Purposes – 02.03.20** Cllr Sheen presented the minutes. Members of the F&GP Committee approved the minutes. **Resolved**: that the minutes be adopted. 5.8 **Allotment, Playing Fields and Open spaces (APFOS) – 09.03.20** Cllr Robson presented the Minutes. Members of the APFOS Committee approved the minutes. **Resolved**: that the minutes be adopted.	
6.	**Finance** 6.1 **Payment List to 29th February 2020** Cllr Sheen reported that F&GP had reviewed the January cheque list and she had nothing to bring to Council's attention on the February cheque list. There were no queries. 6.2 **Committee Accounts to 29th February 2020** Cllr Sheen reported that she had nothing to bring to Council's attention. There were no queries. 6.3 **Internal Audit Plan 2020/21** The Internal Audit Plan had been circulated and following discussion the Audit Plan for 2020/21 was approved. **Resolved:** To approve the Internal Audit Plan 2020/21. 6.4 **Asset Register** Cllr Sheen reported that F&GP had reviewed the Asset Register and recommended approval. There were no queries. **Resolved:** To approve the Asset Register. 6.5 **Effectiveness of Internal Audit** Cllr Sheen reported that F&GP had reviewed the Effectiveness of Internal Audit and recommended approval. There were no queries. **Resolved:** To approve the Effectiveness of Internal Audit. 6.6 **Financial Risk Assessment** Cllr Sheen reported that F&GP had reviewed the Financial Risk Assessment and recommended approval. There were no queries. **Resolved:** To approve the Financial Risk Assessment. 6.7 **Financial Regulations** Cllr Sheen reported that NALC had issued revised Financial Regulations and F&GP had set up a Working Party to review them, consisting of	

	Cllrs Kay, Sheen and the Finance Officer. Following this review the amended Regulations had been circulated for consideration. Cllr Sheen highlighted a number of points and following discussion the Financial Regulations were approved. There was one point on which further clarification would be sought, but this did not preclude approval. **Resolved:** To approve the Financial Regulations. 6.8 **Use of KCC Pension Fund Independent Registered Medical Practitioner** An email from KCC Pension Fund had been circulated and following discussion it was agreed to respond 'WTC is a small Council and in the event that we would need the use of an Independent Registered Medical Practitioners (IRMP's) we would use one of Medical Practitioners on the approved list'.	DM
7.	**SDC CIL Receipt – Deed of Agreement** A Deed of Agreement had been received following the award of £49,975 from the SDC CIL fund. Following discussion it was agreed that under Standing Order 22B Cllrs Jowett and Ogden, together with the Clerk would sign the Deed of Agreement on behalf of the Council. **Resolved:** To sign the SDC CIL Receipt – Deed of Agreement.	HO/AJ/AH
8.	**Implications of Covid 19** Cllr Ogden had circulated a paper regarding the implications for business continuity and staff. The following was approved: - 1. Access for staff to work emails to enable working from home. 2. RFO to take home the sign in and password details for Santander online banking to enable payments to be made to suppliers and staff. 3. To put in place an alternate system of authorising payments, avoiding the need for physical signing, whereby a list of payments would be sent to the Chairman and Vice-Chairman for authorisation. 4. That certain decisions could be delegated to the Clerk (Proper Officer), in consultation with the Chairman and Vice-Chairman or by the Clerk of the Committee in conjunction with the Chairman of Council and Chairman of said Committee. This would be as a contingency in case council meetings were postponed due to the coronavirus. In addition it was agreed that as an employer, the Council would adopt the recommendations of ACAS (Advisory Conciliation and Arbitration Service. The NALC guidelines had been circulated and NALC were urgently consulting with Government regarding Cllrs attendance at meetings and using facilities such as video conferencing. Following discussion it was agreed that Cllrs Lord and Robson would investigate video conferencing.	JL/NR
9.	**Flooding Issues** Cllr Ogden reported the Croydon Road, Buckham Thorns Road, Rysted Lane, South Bank and areas close to Aqualisa had been badly hit by flooding before Christmas and in February. A resident of South Bank had	

	sent a letter to KCC and copied in WTC; he had not received a response yet. Prior to this Kent CC Cllr Chard had suggested a meeting with all interested parties. Cllrs Ogden and Bates had met with the Environment Agency with to discuss finding a solution. Following discussion it was agreed to facilitate a meeting with all interested parties.	AH
10.	**Planning Issues** 10.1 SDC Local Plan Regulation 19 – Cllr Ogden reported the Planning Inspector had sent her final letter to SDC and this had been circulated. 10.2 TDC Local Plan – Cllr Ogden reported that the Programme Officer had stated that the Planning Inspector was not yet ready to report to TDC.	
11.	**Annual Town Meeting** 11.1 Following discussion it was agreed that if the meeting had to be postponed the leaflet prepared for the meeting would be circulated to all residents. NALC advice on ATM's would be circulated as soon as available. 11.2 A report from Cllr Coen regarding her attendance at the Edenbridge Town Council Annual Town Meeting was noted. Cllr Coen was thanked for her attendance.	
12.	**Policies and Procedures** The following WTC Policies were reviewed and approved: - 12.1 Complaints procedure **Resolved:** To approve the Complaints Procedure; to be reviewed every four years; subject to minor amendments and subject to any legal changes. 12.2 Emergency Plan **Resolved:** To approve the Emergency Plan; to be reviewed every four years; subject to any legal changes. 12.3 Freedom of Information Publication Scheme and charges **Resolved:** To approve the Freedom of Information Publication Scheme; to be reviewed annually; subject to any legal changes. 12.4 Press Policy **Resolved:** To approve the Press Policy; to be reviewed every four years; subject to any legal changes. 12.5 Social Media Policy **Resolved:** To approve the Social Media Policy; to be reviewed every four years; subject to any legal changes. 12.6 Password Security Policy – new Policy **Resolved:** To approve the new Password Security Policy; to be reviewed annually; subject to any legal changes. As stated in the Policy all Cllrs and staff were required to sign a copy of the Policy. 12.7 Equality and Diversity Policy - new Policy **Resolved:** To approve the Equality and Diversity Policy; to be reviewed every four years; subject to any legal changes.	
13.	**Correspondence** None	
14.	**Reports from Councillors on relevant activities**	

	Cllr Coen reported she had attended the ETC ATM on 6th March. Cllrs Coen, Boyle, Lord, Bates and Holt had attended the Free Food Friday launch on 28th February. Cllr Coen had attended the International Women' Lunch, hosted by STC. Cllr Bird had attended the 20's Plenty meeting with Kent and District Cllrs. Cllr Bird had attended the KALC Planning Conference on 13th March. Cllr Coen was helping to set up a Crockham Hill Community Coffee morning at the Royal Oak. Cllr Lord had attended the KALC Dynamic Cllr training on 6th March. Cllr Ogden had had two telephone calls with Mr H Warde regarding flooding and Covers Farm. Cllr Ogden had spoken to KCC Cllr regarding flooding and Covers Farm. Cllr Ogden had met with SDC Cllrs separately for updates.	
15.	**TN16 & website** Annual Town Meeting information	
16.	**Matters for District and County Councillors** SDC Local Plan Covers Quarry	
17.	**Further matters for consideration at the next meeting** None	
18	**Date of next meeting** Monday 18th May 2020 – Annual Meeting	
	Part 2 Pursuant to Section 1 (2) of the Public Bodies (admission meetings) Act 1960. The Public be excluded from the meeting during consideration of the under mentioned item on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business concerned.	
19.	**Covers Farm** An update was circulated.	

The meeting was concluded at 9.30 pm

Minutes confirmed as a correct record:

Chairman