

KENNINGTON COMMUNITY COUNCIL – COUNCIL MEETING

MINUTES OF THE ABOVE COMMITTEE HELD WEDNESDAY 12TH FEBRUARY 2020.

- 16/20** To note those present and record any apologies. Apologies received from Cllr Dylan Jones; all other Councillors were present. Also present Councillor Spain and 1 member of the public.
- 17/20** To declare any Disclosable Pecuniary Interests (DPI), Other Significant Interests (OSI's) or a Voluntary interest relating to items on the agenda. No interests were declared.
- 18/20** Public Open Session For members of the public to ask questions regarding items on the agenda. There were no items raised from the public at this time
- 19/20** To consider and adopt the Minutes of the Ordinary Meeting held on 08th January 2020 and if in order sign as a true record. Minutes were considered, adopted as a true record and therefore signed and dated by Chair.
- 20/20** Council Monthly Reports: To consider/note information received relevant to the Council and agree any action necessary
- a) Correspondence received
- The Lord-Lieutenant of Kent, Viscount De L'Isle CVO MBE, annual Civic Service at Canterbury Cathedral on Tuesday 17 March 2020, please advise Clerk/Chair if you would like to attend
- Resignation received from Councillor Dylan Jones, noted and advised and thanks to Cllr Jones for all that he has contributed to Kennington Community Council
- Advertising – a request received for advertising in our newsletter received
- ABC Futures Events - meetings still available Tuesday 10th March, AM at the Rare Breeds And Tuesday 17th March PM at the Civic Centre, Ashford
- Time banking - Meetings being held at Ashford Volunteer Centre 26th and 27th February
- b) Ward Councillor Reports – (Cllr Bartlett & Cllr Pauley circulated prior to the meeting)
- All pre circulated and noted as being read by Councillors
- Amendment requested by Cllr Martin on Cllrs Pauley report; however it was noted that all had already received revised document amended by Clerk and recirculated.



KENNINGTON COMMUNITY COUNCIL – COUNCIL MEETING

- c) **Councillors Reports – Cllr Goodwin to give a verbal report on the Ashford Area Committee of the Kent Association of Local Councils.**

A verbal brief summary of this meeting was provided by Councillor Goodwin and an action was noted to circulate the minutes from this meeting to all

21/20 Finance

- a) **To note the draft Minutes of the Finance & General Purposes (F&GP) Committee, held on 15th January 2020**

Minutes were noted.

- b) **To agree invoices for payment and sign cheques**

Invoices/payments and expenses were all agreed and cheques signed ready for dispatch

Clerks: January Expenses – Mileage, Expenses and Homeworker Allowance- £136.51

Stationery: Cascade Business Supplies - Ink cartridges used by Clerk - £28.80

Salaries: January Salaries - £3807.50

Equals: Purchasing Card - £12.00

Room hire; January and February £200.00

Training: Courses and Conferences £348.00

The Clerk confirmed that all payments were within budget for the sub-headings concerned.

- c) **To note the bank balance and reconciliation**

A verbal update was provided of balances, outgoings for month and outstanding cheques still to clear and noted by all Council.

- d) **To note the Committee Chair's Report circulated prior to the Meeting and agree all recommended actions**

Budget 2019/20 - To approve the 2nd mid-year 2019/20 budget revision as proposed, this was proposed, approved by all Councillors with no objections received

Budget 2020/21 - To approve budget as proposed– this was proposed, approved by all Councillors with no objections received

Purchasing card - To authorise the Clerk to top up the pre-paid card to £500 each month and report on its usage monthly to Council - this was proposed, approved by all Councillors with no objections received. Clerk to action on an ongoing monthly basis once able to set up



KENNINGTON COMMUNITY COUNCIL –

COUNCIL MEETING

Purchasing card - To authorise the Clerk to load the card with £1500 in the first instance – this was proposed, approved by all Councillors with no objections received – Action the Clerk to action this as soon as Online banking devices received and set up finalised by Metro Bank.

Internal audit - To ask the Clerk to send a request to Martin Thomas & Co to quote no later than 18 February; – this was proposed, approved by all Councillors with no objections received – Action the Clerk contact Martin Thomas with 18/02 deadline

Internal audit - To agree to authorise the appointment based on the lower of the quotes from Martin Thomas & Co or Lionel Robbins, appointing the latter if the former does not quote, within a limit of £250; – this was proposed, approved by all Councillors with no objections received and noted for Clerk to action

Internal Audit - To ask the Clerk to write a letter of thanks to Mid Kent Audit once it has submitted its initial report, indicating that the Council will not be appointing it for a formal audit – noted for Clerk to action

Deposit a/c - To approve the opening of a deposit account with Metrobank as soon as possible – this was proposed, approved by all Councillors with no objections received – Action the Clerk to action this as soon as possible. Noted there are better savings rates on other account and these need to be investigated at a later date and will be taken forward by F&GP committee.

Transfer to deposit account – Its was agreed with no objections that up to £50,000 be transferred to the deposit account as soon as is possible, clerk to again action. It is understood from mandate need to be actioned in transfers of £10,000 over 5 days.

22/20 Project Assessment Panel

a) To note the draft Minutes of the Project Assessment Panel (PAP), held on 15th January 2020.

Minutes were noted.

b) To note the Committee Chair's Report circulated prior to the Meeting and agree all recommended actions

Rylands Road Project

Action for panel to pursue discussions with ABC on the group's behalf – noted and agreed by Council as long as not to the detriment of another project e.g. Bockhanger

To recommend Council allocate £5,000 of budget to a Phase 1 project in an earmarked reserve from 2019/20 budget – agreed by all Councillors that this be set aside for 24 months and review then for monies to be reallocated if not utilised by then.



KENNINGTON COMMUNITY COUNCIL –

COUNCIL MEETING

Conningbrook Lakes

Council was recommended to approve the grant of £500 to Conningbrook Lakes Sailing and authorise the Clerk to negotiate conditions for payment. – Agreed by all Councillors with no objections. Clerk action to notify in writing, obtain presentation cheque from Metro Bank and arrange handover meeting to take photos for using. Good news story to be considered by communications to write and feature on website, Facebook and other opportunities.

23/20 Planning

a) **To note the draft Minutes of the Planning Committee. held on 29th January 2020**
Minutes were noted.

b) **To note the draft Minutes of the Extra Ordinary Planning Committee held on 10th January 2020**
Minutes were noted.

c) **To note the deferment of Application 19/00025/AS-Land between railway line & Willesborough Road, Kennington, Ashford (Great Burton) until 18th March 2020, (from 10th February).**
Meeting date revision noted.

24/20 Personnel and Development

a) **To note the draft Minutes of the Personnel and Development Committee held on 08th January 2020.**
Minutes were noted.

b) **Training - to note any update on the potential Dynamic Councillor course 25th March**
Course details noted.

25/20 Communications



KENNINGTON COMMUNITY COUNCIL – COUNCIL MEETING

- a) **To note the draft Minutes the draft Minutes of the Communication Committee held on 20th January 2020**

Please note that the meeting was held on Friday 17th not 20th the Council agenda should have detailed as such. The minutes were dated correctly as 17th and just an error on this agenda items 25/20.a description only. Noted by all.

- b) **To agree and adopt the Council Logo/Branding Proposal**

Agreed on the basis that we could confirm with the owners that they would have no objection to us using them. Clerk to action.

Vote 1 against, 1 abstained, All other Councillors in favour.

- c) **To agree and adopt the Communications Strategy**

Clarification required on how will original artwork be stored and who will have access and website administration?

Cllr Mendes suggested an Access policy will be raised for recommendation to Council to follow on a further date.

A shared drive will also be set up on new platform and details of this to follow.

Cllr Mendes also reported the Communication committee have an intention on training process to train all and this will be rolled out to ensure all have equal knowledge.

Standing Orders need to be considered re password protection and all passwords will need to be lodged with Clerk.

It was agreed at Council that as this does not affect Communications progressing it was proposed, accepted and agreed Clerk to liaise with Chairman Council and Communications committee to make all agreed changes and to circulate amended document prior to the next full Council meeting leaving only any amendments not agreed to be debated and saving time at the next full meeting.

- d) **To agree and adopt the Social Media Policy Proposal**

It was agreed to adopt this policy but needs to be considered against Clerks policy and contract to ensure does not compromise either. Suggestion is to amend to Councillors only and/or modify Clerks.

- e) **To agree and adopt the proposal and necessary actions for the Domain Name**

Domain agreed. Clerk to progress. No objections



KENNINGTON COMMUNITY COUNCIL – COUNCIL MEETING

f) To agree and adopt the proposal and agree for all necessary actions for the New Website Platform

Communications committee confirmed work still to come with discussing processes with Clerk and how documents will be all transferred over, storage etc

Cllr Mendes and Cllr Morley to discuss and bring outcome to further Council re existing website and new how will work

Proposal for platform: Approved on the basis that a site of all other platforms that were considered, prices and reasons for not choosing and why this one was chosen are shared with Council.

g) To agree and adopt the proposal and necessary actions for Councillor Email Addresses + Office Tools

Clerk to get prior consent from all Councillors re the new name style of how councillors would want their names to be written. This will all be post domain granted.

Proposal as currently stands agreed.

h) To agreed and adopt proposed leaflet to be printed and distributed to all residents on the subject of the Bockhanger consultation

Flyer agreed with spelling mistakes amended, logo removed and the Bockhanger photo already being used by ABC rather than one presented on leaflet proposal. Councillor Alan Dean to acquire from ABC and send to Cllr Mendes.

Quotes and pricing for need to be brought with all proposals to Council with reasons with a minimum of 3 and reasons why proposed chosen. It was also advised that Royal Mail would not be able to cover the area so alternatives required to be sought.

Circulation and printing to be discussed, 3 quotes obtained sort for distribution and printing and agreed and to arranged and ordered through Clerk.



KENNINGTON COMMUNITY COUNCIL –

COUNCIL MEETING

To note a report from the Task & Finish Group and to agree any actions required (previously circulate)

An agenda item needs to be on Council agenda 8/4 consideration of the final reports and recommendations, Council will need to accept or not.

27/20 Kennington Community Council Strategy

A short update was given by Councillor Goodwin following a Chairs forum held on Friday 7th February to try and enable us firstly as a Council to try to overcome some of the operational issues and to try and works towards things happening more swiftly and additionally we spoke about creating a Kennington Community Council Strategy. Cllr Morley has produced a template this will be circulated for population by all committees and collated by Cllr Morley, plan for this to be achieved to bring to April meeting.

Skills profile to be recommended to be compiled – agreed for this to be added to next P and D agenda.

28/20 Environment and Open Spaces

a) **To note the draft Minutes of the Environment and Open Spaces (E&OS) Committee held on 5th February 2020**

Minutes were noted.

b) **To consider and agree Membership of the Open Spaces Society**

This was agreed. Clerk to contact OSS for invoice for membership and membership paid

c) **To agree recommendation from Committee that a Working Group will target Highway Improvements plan and bring back to Council directly**

Councillors asked to email Clerk and Councillor Morley with suggestions of areas requiring review for improvement and Council agreed for a Working Group to be set up to progress

d) **To ask for Councillors recommendations for VE day celebrations**

Councillors have again been asked to email Clerk and Councillor Morley with suggestions

29/20 Matters of General Interest

Visioning Event – 10th and 17th March – Councillors invited to attend



KENNINGTON COMMUNITY COUNCIL – COUNCIL MEETING

Cllr Spain verbally updated on the access Rylands Road recreation area through to the old school site, Cllr Morley added to this that following a meeting with Amanda Scott revealed that there had not been a previous right of way so Quinn fenced and ABC have been unable to pursue any further.

Gurlack House removal of teen shelter – Councillor Goodwin and Councillor Spain to meet to discuss this further and bring to Council once this has happened.

30/20 Date of next Meeting

Next meeting **Wednesday 11th March 2020 @ St Marys Community Centre 7pm.**

31/20 To exclude the public and press under the Public Bodies (Admission to Meetings Act) 1960 and the Local Government Act 1972 sections 100 and 102 of the Part two.


The public including Councillor Spain left the meeting. The meeting then recommenced

To agree the recommendation of the Environment and Open Spaces Committee for refurbishment works to be carried out and by the provider defined, on the Garden of Remembrance Memorial Arch to be achieved before VE day, 8th May 2020.

After a short discussion the refurbishment of the memorial was agreed with no objections received for the commencement of this project and all appropriate actions to be taken.

Actions: Clerk to raise Purchase Order, Councillor Morley to purchase gold paint, Ashford Borough Council to be notified when works are to commence and pro forma invoice one received paid.

32/20 Close of Meeting


11/3/20