

# KENNINGTON COMMUNITY COUNCIL

## COUNCIL MEETING MINUTES - 9<sup>th</sup> DECEMBER 2020



Ordinary Meeting of the above Council, held via Zoom, on Wednesday 9<sup>th</sup> December 2020.

**240/20 To note those present and record any apologies.**

Present: Cllr Alan Cooper (Chair), Cllr Chris Morley, Cllr Jane Martin, Cllr Justin Armitage, Cllr Alan Dean, Cllr John Seaton, Cllr Mark Silvester, Cllr Ellie Crook, Cllr Shafi Khan and Cllr Paul Bartlett (from 19:16)  
Apologies: Cllr Carole White, Cllr Sue Huntley, Cllr Nathan Iliffe, Cllr Charles Ellis, Cllr Christie Haggis, Cllr Katy Pauly.  
Also Present: Cllr Lyn Suddards (Beaver), Cllr Diccon Spain (Bockhanger), Cllr Jim Wedgebury (Park Farm South), 1 resident and the Clerk

**241/20 To declare any Disclosable Pecuniary Interests (DPI), Other Significant Interests (OSI's) or a Voluntary interest relating to items on the agenda.**

None were declared.

**Action:** Clerk to clarify whether members that are part of a secret society i.e. a masonic lodge should disclose this as a DPI, Clerk to report back.

**242/20 Public Open Session For members of the public to ask questions regarding items on the agenda.**

(This item was moved and the discussion took place to after the minutes being discussed.

Raised (Cllr Bartlett): An obligation under S2 by developers - completion of a new footway on Eastern side of Willesborough Road up to access of Julie Rose stadium - could be extended by Kent County Council.

To note when Council has the requested meeting with Kent Highways; clarify what the developer has agreed to do.

Casual Vacancy – a resident had not received a reply to an email sent to Clerk re interest in application for position. Confirmed applications are open until 31<sup>st</sup> January. Resident will call Clerk as emails not getting through and Clerk can then respond.

**243/20 To consider and adopt the Minutes of the Ordinary Meeting held on 25<sup>th</sup> November 2020.**

Concern: Not all Councillors who left the meeting have been recorded in minutes. Cllr Paul Bartlett omitted.

**Action:** Cllr Paul Bartlett leaving the meeting at 19.20 was omitted, Clerk to add.

Concerns: Wording was under 234.20. To be removed "extensively discussed"; suggestion the minutes had been dictated to Clerk rather than written by the Clerk and that the wording to be changed

**Action:** Councillors to forward all requested amendments for minutes of 25<sup>th</sup> November before next Council meeting (13<sup>th</sup> January) and all future meetings minutes should be similarly detailed to Clerk before meetings.

**Action:** Clerk to remove "extensively discussed".

**Action:** Clerk to remove wording Cllr Dean asked for it to be minuted that he would like a copy of the recording and that this paper was a disgraceful motion to bring to Council (to note at the start of the meeting it was announced that it would be recorded only for the benefit of the clerk). And will be amended to the introduction of this paper was disgraceful and the motion should therefore not have been brought to Council.

**Action:** Recording of meeting to be available for personal use only, Clerk to arrange.

**Vote:** of minutes to be approved with amendments as detailed above: In favour 3, against 4, abstain 2. **Not approved.**

**Action:** Minutes for 25<sup>th</sup> November will be on meeting 13<sup>th</sup> January Council meeting and will discuss against emails received from Councillors for motions of amendment.

Cllr Paul Bartlett joined the meeting at 19.16 (the meeting then proceeded to 242/20)

**244/20 Council Monthly Reports: To consider/note information received relevant to the Council and agree any action necessary**

a) **Correspondence received**

b) **Ward Councillor Reports**

**Note:** this items was not discussed and will be brought to next meeting 13<sup>th</sup> January 2021.

**Action:** Clerk to add to next agenda

Signed: 

Dated: 13.1.21

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### 245/20 Finance and General Purposes

#### a) Payments – Council to authorise payments as per document (circulated).

Reason	Amount
Clerk Salary /PAYE /Pension	£2063.86
November expenses	£36.74
Homeworking allowance (Nov)	£26.00
External Auditor	£480.00

**Vote:** All voted in favour. **Approved**

#### b) Budget and Precept 2021-2022 – Council to agree the budget and precept proposals for submission to ABC

Based on central scenario brought and discussed at Full Council 25<sup>th</sup> November's precept request of £107,500 (increase of £7,500) with amendment proposed by Cllr Alan Cooper and seconded by Cllr Jane Martin- Reduce noticeboards to by £1,000 in view of ringfenced grant; reduce professional fees by £2,500; reduce marketing and promotions by £1,000; reduce salaries by £3,000. Reduce overall budget by £7,500 and therefore precept accordingly.

**Vote re amendment proposal:** All in favour of amendment

**Vote re budget with amendments:** Vote 8 in favour and 2 abstentions, then after further clarification then the vote amended to 9 in favour and 1 abstention as Cllr amended their vote. **Approved.** (see annex below)

#### c) Data Privacy and Freedom of Information - to adopt a requirement of the replacement of the adopted Data Protection Policy by separate policies for "General Privacy Notice" and "Privacy Notice for Councillors" following NALC guidance (policies circulated)

**Note:** this item (245.20.c) was not discussed and will be brought to next meeting 13<sup>th</sup> January 2021.

**Action:** Clerk to add to next agenda

#### d) Project Assessment Panel Grant Application - Council is recommended to authorise on the budget line Projects and approve the grant in principle, with full payment being subject to the Pirate Canoe Club providing more accurate costings from ABC of the storage container installation and authorise the Clerk to negotiate conditions for payment (paper circulated)

**Vote:** for once all documentation required received from applicants and reviewed by Clerk for grant and stage payment arranged: In favour 10. **Approved**

### 246/20 Committee Councillors vacancies

#### i) Arrange and elect Councillor members of the following committees (current committee circulated)

a) Planning Committee – 2 vacancies

b) Finance and General Purposes – 1 vacancy

c) Personnel and Development - 1 vacancy

d) Project Assessment Panel – 1 vacancy

#### ii) Council also invites the Clerk to coordinate with the Communications Committee and those committees with vacancies for non-councillor members on a publicity programme to invite applications to fill these and bring back proposals in February.

**Note:** these items were not discussed and will be brought to next meeting 13<sup>th</sup> January 2021.

**Action:** Clerk to add to next agenda

### 247/20 Personnel and Development

#### a) Training – to approve the training for the Clerk as outlined in the circulated document (circulated)

Proposed by Cllr Chris Morley and seconded by Cllr Alan Cooper and agreed for Cilca and Dynamic Councillor course can be taken by Clerk: **Vote.** All in favour. **Approved**

#### b) Annual leave

##### i) To approve annual leave for the Clerk, Deborah Prior on the following dates -

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December 14, 16, 22,23 and 28,29,30. (Please note that Committees will not be able to arrange meetings on these dates nor on non-working days included in these periods)  
Approved by all.

ii) To delegate to the Personnel and Development Committee approval of annual leave, under paragraphs 12.5 of the Clerk's contract of employment, subject to the Clerk informing the Chair of Council at the same time as any request is made and informing Council at the earliest opportunity once annual leave has been approved.

Vote: All in favour and agree holiday can be approved by Personnel and Development Committee, however due to timings of meetings to note that this may appear on Council agendas in future.  
Approved

### 248/20 Communications -

#### 1) To receive and update from the Committee

**Note:** On newsletter deadlines for return of articles is 10<sup>th</sup> December, if responses not received by Cllrs specified for articles then members of the Communications committee will then write these articles so as the newsletter can be published in time.

**Action:** Councillors to return articles where possible by 10<sup>th</sup> December, if not Communication committee members will take on.

**Action:** Communications will send out draft newsletter to all Councillors pre-publication being finalised.

#### 2) Website: Council

a) Congratulates the Communications Committee on the new Council website and thanks them for the substantial effort to date;

b) Invites the Clerk:

i. to compile a list of suggestions from all councillors on how the new website might be incrementally improved;

ii. to present this list at the next meeting of the Communications Committee.

c) Invites the Communications Committee:

i. to identify which if any of the items proposed were included in the Design Brief (see article 4 of It'seeze contract terms and conditions);

ii. to bring forward a prioritisation of this list to the January meeting of Council, giving costings for each;

iii. to identify what input from the Clerk, or from councillor volunteers under the Clerk's guidance, may be needed to deliver each improvement and to request assistance from all councillors as the Committee considers necessary."

**Note:** these items were not discussed and will be brought to next suitable meeting.

**Action:** Clerk to add to future agenda

3) Website Administrator – Council hereby creates the non-paid role of up to two Website Administrators – who are authorised to update the website with provided content and within the responsibilities set out in the document

**Note:** this item was not discussed and will be brought to next suitable meeting.

**Action:** Clerk to add to future agenda

### 249/20 Vexatious Policy – consider and adopt version amended by Clerk with now the addition of Environment information rules


**Note:** this item was not discussed and will be brought to next meeting 13<sup>th</sup> January 2021.

**Action:** Clerk to add to next agenda

250/20 Committee Structure - Council resolves to make the following adjustments (See circulated 2 documents Full Motion and Reform of Committee Structure) to Committees from its Annual Meeting going forward and invites the Finance and General Purposes Committee to produce draft terms of reference accordingly in consultation with all councillors.

**Note:** this item was not discussed and will be brought to next meeting 13<sup>th</sup> January 2021.

**Action:** Clerk to add to next agenda

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**251/20 Southern Waste Water Treatment Works Public Consultation 16<sup>th</sup> January** – to receive an update, discuss and agree any actions as required.

**Note:** this item was not discussed and will be brought to next meeting 13<sup>th</sup> January 2021.

**Action:** Clerk to add to next agenda

**252/20 Action log - review of action log, to discuss developments for items to then to be considered for next or future meeting or to note as complete**

**Note:** this item was not discussed and will be further updated and brought to next meeting 13<sup>th</sup> January 2021.

**Action:** Clerk to add to next agenda

**253/20 Items for inclusion on the next agenda**

**254/20 Date of next meeting – (13<sup>th</sup> January).** Deadline for agenda items 31<sup>st</sup> December. Documents to Clerk so as can be circulated on 8<sup>th</sup> January.

**255/20 To exclude the public under Public Bodies (Admission to Meetings Act) 1960 and sections 100 & 102 of the Local Government Act 1972.**

**Vote:** In favour: 6 and 4 abstentions. And discussions moved to 257/20 before 256/20

**256/20 Personnel and Development (Closed Session) - Council to consider Clerk's Working Arrangements and Update On Processes, discuss and agree actions**

**Note:** this item was not fully discussed and will be brought to next suitable meeting

**Action:** Councillors to send in their thoughts to Cllr Chris Morley and the Clerk as all have circulated documented read and comments to be sent in as soon as possible.

**Action:** Consider for Closed session on this to start at beginning of next suitable meeting, following discussion at Personnel and Development.

**257/20 War Memorial restoration project – proposals for survey: - Council is invited to**

a. To consider and agree two proposals to support an application to War Memorials Trusts Professional Advice Grants for funding

b. To delegate to Environment and Open Spaces Committee authority to complete the relevant application at their next suitable meeting and for them to request the Clerk to submit the Application on behalf of Council

**Vote:** All voted in favour. **Approved**

**258/20 Close of Meeting.** The meeting closed at 20:43

Signed: 

Dated: 13.1.21

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AMEX

### KENNINGTON COMMUNITY COUNCIL

#### Approved Budget and precept 21-22 at December Council public edition

Code	Title	Receipts		Payments		Spend to 30.11.20	Approved 2021- 22
		Approved Budget 20- 21	Adjusted for CF	Approved 21- 22	After mid- year revision		
1	Precept	£100,000.00	£100,000.00	£100,000.00			
2	Grants			£12,500.00			
3	Donations						
4	Interest						
5	Other Income (carry forwards)		£28,673.55				
<b>Sub-total</b>		<b>£100,000.00</b>	<b>£128,673.55</b>	<b>£112,500.00</b>			

#### Administration & Operations

6	Office Equipment	£750.00	£750.00	£171.49	£1,000.00
7	Homeworking allowance Stationery & Consumables	£200.00	£350.00	£130.00	£525.00
8	Consumables	£675.00	£1,000.00	£535.64	£1,200.00
9	Homeworking Communications	£50.00	£75.00	£38.33	£110.00
10	Software & Licences	£3,500.00	£4,400.00	£1,616.05	£4,650.00
11	Subscriptions	£1,750.00	£2,484.00	£1,711.00	£2,750.00
12	Bank account fees	£270.00	£340.00	£140.00	£350.00
13	Bank charges				
14	Insurance	£500.00	£350.00	£280.00	£350.00
15	Legal	£500.00	£1,000.00	£450.00	£1,000.00
16	Audit - Internal	£500.00	£500.00	£175.00	£350.00
17	Audit - External	£500.00	£700.00	£700.00	£700.00
17A	Other professional		£7,500.00		£2,500.00

Signed: 

Dated: 13.12.20

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<b>Sub-total</b>	<b>£9,195.00</b>	<b>£19,449.00</b>	<b>£5,247.51</b>	<b>£15,485.00</b>
<b>Personnel</b>				
18 Recruitment	£200.00	£200.00	£0.00	£200.00
Salaries, PAYE, NI,				
19 Pensions	£27,481.00	£35,000.00	£13,568.20	£41,000.00
20 PAYE & NI				
21 Pensions				
22 Training (Clerk CPD)	£500.00	£1,000.00	£300.00	£1,200.00
23 Training (Councillors)	£3,500.00	£4,000.00	£130.00	£4,500.00
24 Expenses (Councillors)	£1,200.00	£500.00	£15.99	£500.00
25 Allowances				
25a HR Services	£1,500.00	£2,350.00	£0.00	£2,500.00
25b Locum Clerk services	£1,500.00	£1,500.00	£0.00	£700.00
<b>Sub-total</b>	<b>£35,881.00</b>	<b>£44,550.00</b>	<b>£14,014.19</b>	<b>£50,600.00</b>
<b>Community Services Delivery</b>				
26 Public Meetings	£1,000.00	£500.00	£179.90	£800.00
27 Noticeboards	£1,750.00	£3,500.00	£0.00	£750.00
28 Marketing & Promotions	£1,500.00	£2,500.00	£19.97	£940.00
29 Newsletter (Printing & Distribution)	£6,750.00	£6,750.00	£568.38	£4,500.00
30 Community Assets Maintenance	£2,500.00	£3,000.00	£190.96	£17,500.00
31 Community Grants	£6,000.00	£6,000.00	£0.00	£5,000.00
32 Projects	£15,500.00	£15,500.00	£0.00	£10,000.00
31a Allotments deficit				£3,500.00
32a Bybrook-Bockhanger	£10,000.00	£20,000.00	£0.00	£20,000.00

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Sub-total	£45,000.00	£57,750.00	£959.21	£62,990.00
<b>Governance</b>				
33a Earmarked contingency by-election costs		£1,500.00		£0.00
33 Contribution to General Reserves	£10,000.00	£2,500.00		-£16,575.00
34 Contingency (unspent to General Reserves)	-£76.00	£2,924.55		£0.00
<b>Sub-total</b>	<b>£9,924.00</b>	<b>£6,924.55</b>		<b>-£16,575.00</b>
<b>Summary</b>	<b>£100,000.00</b>	<b>£128,673.55</b>	<b>£20,220.91</b>	<b>£129,075.00</b>

Signed:

Dated: 13.1.21