

KENNINGTON COMMUNITY COUNCIL COUNCIL MEETING MINUTES

Agenda published 08 April 2022



**An Ordinary Meeting of the above Council, was held on
on Wednesday, 13 April 2022 7.00pm, in the St Mary's Community Centre**

60/22 To note those present, to receive and consider for approval, apologies for absence and reasons given.

As the Chair, Cllr Alan Cooper was not able to be present, nor the Vice Chair Cllr Jane Martin a nomination from Cllr Paul Bartlett was received as a self-nomination for temporary meeting Chair. This was seconded and agreed unanimously by all those present.

Present: Cllr Paul Bartlett, Cllr Chris Morley, Cllr Charles Ellis, Cllr John Seaton

Also Present: The Clerk, Peter New (Crimewatch) and Cllr Diccon Spain (Bockhanger)

Apologies: Cllr Alan Cooper (Health), Cllr Carole White (Work), Cllr Justin Armitage (Work), Cllr Sue Huntley (Personal), Cllr Shafi Khan (Health), Cllr Ellie Crook (Personal).

Resignation Noted: Cllr Varney due to personal reasons has needed to resign from the Council.

Resolved: Agreed by all those present to accept the apologies for all those sent and received by the Clerk.

61/22 To declare any Disclosable Pecunary Interests (DPIs), Other Significant Interests (OSIs) or Voluntary Interests (Vis) relating to items on the agenda.

Cllr Morley declared a voluntary issue re Kennington Fayre 67/22.

62/22 To consider and adopt the Minutes of the Ordinary Meeting held on 09 March 2022

Resolved: Agreed the minutes of the meeting held on 9th March 2022, were agreed, and adopted as a true record by unanimous vote. The minutes were signed By Cllr Bartlett.

Action: Clerk to publish signed minutes on website.

63/22 Public Open Session for members of the public who may make representations, give evidence, ask and answer questions regarding items on the agenda or to suggest issues for discussion at a future meeting.

Noted: Cllr Diccon Spain advised re next open day for Bybrook Nature Reserve and noted re Council's decision to hold on reserve option to fulfil grant request received once further grants have been received to enable their proposed works to be carried out.

64/22 Finance:

- 1) **Council to authorise and note expenditure and payments to be made as per document (circulated).**

Resolved: Agreed Payments noted already made under delegated authority or agreed previously. Additional payments were agreed unanimously.

Action: Clerk to make payments as soon as signatories are available.

Signed: 

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Name	Reason	Gross
Staff	Staff Cost (March)	£3187.03
Wellers Hedley	Allotment Indemnity Insurance	£135.00
Giff Gaff	Mobile phones- Clerk	£12.00
Metro	Bank Fees	£30.00
Microsoft	MS365 licences	£90.96
Epson	Printing	£9.99
BT	Monthly internet	£26.40
Ashford churches	Hall Hire – 13 th April Council	£27.00
United Church	Hall Hire – 28 th April EOS	£24.00
United Church	Hall Hire – 26 th April Planning	£48.00
United Church	Hall Hire – 5 th April PandD	£24.00
United Church	Hall Hire – 5 th April Allotments	£24.00
NALC	NALC - Future Communities	£77.27
KALC	KALC Environment Calculator Workshop	£60.00
Open Spaces	Annual membership	£45.00
ALCC	Annual membership	£50.00
KALC	Annual membership	£1986.00
Open Spaces	Our Common Land – Book	£25.00

Resolved: Agreed by all unanimously that the transfer payments to the Purchasing card do not need to be on Payments to be noted as this could present as double reporting as items purchased on the card are also reported for noted or authorising.

2) **Council to note bank reconciliation as of 31st March 2022.**

Noted: By all present and noted Cllr Sue Huntley has verified to 31st March 2021.

65/22

Bybrook-Bockhanger Community Facility Committee:

1) **Ashford Borough Council (ABC) and Kennington Community Council Bybrook Bockhanger joint task force held on 12th April – Council to receive an oral update and note actions arising from this meeting**

Noted: Meeting had been cancelled due to lack of availability of ABC staff

Resolved: Agreed Councillors to respond to request for alternative dates circulated to allow Clerk to reschedule meeting.

Action: Clerk to rearrange meeting.

2) **Council to receive an oral update from Committee/Working Group and agree any actions as appropriate**

Noted: Meetings planned for Rural Kent and Repton Connect

Action: Clerk to arrange both meetings.

3) **Council to note that the Committee has set up a Sub-Committee Working Group – Bybrook Square Summer Event (meeting 20th April 6pm via Teams).**

Noted: Meeting planned for Bybrook Bockhanger Summer Events Working Group meeting via Teams on 20th April.

66/22

Training and Development Policy: Council to consider and adopt the revised Training and Development Policy.

Resolved: Agreed and adopted by unanimous vote.

Action: Clerk to publish on website.

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67/22 Kennington Summer Fayre: Council to agree to book two pitches at the Kennington Summer Fayre on 25th June 2022 at a cost of £22.50 each and to make one of these available to Speedwatch, Neighbourhood Watch, PCSO and similar public interest groups that the Clerk in consultation with the Chair of the Communications Committee may invite.

Resolved: Agreed unanimously to book 2 stalls at a cost of £22.50 per pitch offering Speedwatch, Neighbourhood Watch, PCSO if all available to take one and Kennington Community Council to take others .

Action: Clerk to book 2 stalls and make payment.

68/22

Annual Assembly:

- 1) to consider and agree proposed arrangements for the Annual assembly including communications aspects and approve actions**
- 2) to consider and agree the delegation of procurement recommendations from the Communications Working Group in relation to the Annual Assembly and Summer Fayre.**

Resolved: Agreed unanimously that the cost as outlined for Newsletter printing and delivery to not exceed the total expenditure of £1500.

Action: Clerk to facilitate printing and distribution of newsletter along with payment.

Resolved: Agreed unanimously that the cost as outlined for Gazebo purchase x1 and Gazebo hire x1 to not exceed the total expenditure of £1500.

Action: Clerk to place orders for purchase and delivery by 25th June and one to hire only for 25th June.

Noted: That Lanyard, id cards and wallets estimated expenditure had not been received from Cllr Crook to be assessed.

Resolved: Agreed unanimously the Clerk to be given delegated authority to order on receipt of three quotes and details received from Cllr Crook and assessed as a reasonable cost by Clerk and Council Chair.

Resolved: Agreed unanimously Clerk to send email to all Councillors to ask if they wish to send in a new photo to be used on lanyard and also then updated same on Council website Meet your Councillor page.

Action: Clerk to make orders on receipt of details from Cllr Crook and assessment of costings.

Resolved: Agreed unanimously the Clerk and Chair of Communications to have delegated authority to spend up to £40 for Annual Assembly posters

Action: Clerk to make an order for posters once designed.

Resolved: Agreed unanimously that Peter New of Crimewatch be the main presenter. Additional local clubs and societies are also invited to have a table and to speak for 3 minutes if they wish. QandAs can be done by residents visiting the club/society table.

Action: Clerk to send invitation to Peter New to formalise

Resolved: Agreed unanimously all Borough Councillors to be sent an email by Clerk to advise our Annual Assembly is coming up - to include Cllr Katy Pauley, Cllr Howard Smith, Cllr Diccon Spain, Cllr Winston Michael, Cllr Clair Bell, Cllr Charlie Simkins (Cllr Paul Bartlett and Cllr Nathan Iliffe Kennington Community Council members so aware).

Action: Clerk to send an email to all as detailed above.

Resolved: Agreed unanimously Clerk to write to all locate groups and charities and invite them to take a table

Action: Clerk to send invitation to all local clubs, groups in Kennington

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Resolved: Agreed unanimously Clerk to book both rooms at St Marys Community Centre.
Action: Clerk to book rooms for 25th from 5pm

Resolved: Agreed unanimously Clerk to establish those that can attend as is for residents and not the Community Council.

69/22

Newsletter:

1) **Council to receive an oral update on the next edition (Issue 3) to be distributed with invitation for Annual Assembly**

Noted: Final /Edit Working Group (All Communication committee members), sign off day 20th April at 8pm via Teams

Action: Clerk to set up Teams meeting.

Noted: Circulation to all Kennington households planned to be before 11th May

Noted: Additional content to use Youth Council letter as circulated for this meeting and Cllr Crooks Mental Awareness Campaign ready piece.

2) **Council to consider and agree to proposed arrangements and delegation to Communications Committee/Working Group re content, compilation, and final edit.**

Resolved: Agreed unanimously that the final draft be given to members of the Communication committee. Final edit working group (Communication committee members), sign off day 20th April at 8pm via Teams

Action: Clerk to arrange editor meetings, Distributor and Printer with deadline for delivery to be before 11th May.

70/22

Policies and Terms of Reference: Council to consider proposed changes and agree which should be incorporated in the texts for adoption at May Council.

Resolved: Agreed by unanimous vote all changes to be presented at May Council.

Action: Clerk to add to Annual meeting agenda

71/22

Kennington Community Council Annual Report 2021-22: Council to consider current draft and approve publication for availability at Annual Meeting and Annual Assembly.

Resolved: Agreed unanimously Councillors to send any comments by 11th May so that copies can be available at Annual Assembly.

Agreed: Cllr Morley proposal for amendment order of Project Assessment, Cllr Morley to send details to Clerk.

Action: Clerk to revise upon receipt of amendments for making available at the Annual Assembly.

72/22

Kennington Community Council Annual Strategy: Council to consider and comment on the current draft for finalisation and adoption.

Resolved: Agreed by unanimous vote and adopted that this be taken as final draft.

73/22

Foundation Award: Council to consider and review current status and agree actions in order to achieve all those currently on amber status to be green by June 2022.

Resolved: Agreed and noted that the following needs to be reviewed: Complaints Procedure, Web Accessibility, Asset Register and Allotments with the support of Councillors required with the aim to try to complete by the end of September.

Action: Councillors to consider who can take on responsibility to action to complete by end of September proposed deadline.

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74/22 Kent County Council Strategic Statement: Council to consider and comment, delegating to Council's KALC representatives and Clerk to consolidate and reply for deadline of 18th April.

Resolved: Agreed, Cllr Bartlett as attending meeting tomorrow to take comments directly

Resolved: Agreed to delegate to Cllr Morley to consolidate comments and draft the final written reply and response on behalf of the Community Council

Action: Cllr Bartlett and Cllr Morley to ensure comments on behalf of the Community Council are voiced.

75/22 Personal Safety for Councillors: Council to consider if the Clerk should investigate training for all Councillors.

Resolved: Agreed unanimously the Clerk should approach KALC training advisors to see if anything in current training planner

Action: Clerk to email KALC

Resolved: Agreed unanimously the Clerk add to the Personnel and Development Committee agenda at the same time looking at First Aid Training also.

Action: Clerk to add to next PandD committee meeting.

76/22 Youth Council: Council to consider and agree this letter to be signed by Cllr Eille Crook and Cllr John Seaton on behalf of Council to be sent to all secondary schools and youth groups north of the railway line to get interest for a youth shadow council to start setting up ready for September 2022.

Resolved: Agreed letter unanimously with amendment of removing a legitimate to an advisory council and beneficial to Kennington and to bring these to the Community Council. Letters as requested can be sent from Cllr Crook and Cllr Seaton, providing the Clerk with a list of when and who has been sent the letters. Council to receive update at next suitable meeting.

Action: Cllr John Seaton and Cllr Crook to send letter, advise Clerk of who contacted and update Council at next suitable meeting.

Action: Clerk to diarise for future agenda.

77/22 Monthly Reports: To consider/note information received relevant to the Council and agree any action necessary.

1) **Correspondence received - Noted:** By all as received.

PCSO reduction in availability: Agreed a response to be sent to email sent in response to questions asked but advising for a Council of our size 3 times, we will keep CSU updated of our meeting dates and key dates are available on our website.

Action: Clerk to respond to email.

PCSO reduction in availability: Agreed a letter/email should be sent to Nick Sparkes and invite him to speak with us and so as we can share concerns as well as ask for the strategy for our area - letter/email delegated to Cllr Bartlett and the Clerk, with the Clerk to send.

Action: Clerk to draft email/letter with Cllr Bartlett to send as delegated by Council.

2) **Ward Councillor Reports - Noted:** By all as received.

3) **Neighbourhood Watch - Noted:** By all as received.

4) **PCSO - Noted:** PCSO via <https://www.mycommunityvoicekent.co.uk/>

5) **KALC Ashford - Noted:** By all as received.

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- 78/22 Skills Audit: Council to note progress on the Skills Audit and invite last few responses.**
- Noted:** By all and noted currently waiting on Cllr Martin, Cllr Seaton and Cllr Iliffe.
Action: Councillors to complete and return to the Clerk and Cllr Ellis
- 79/22 Great Ashford Borough - Environment and Land Mapping Commission: Council to note the submitted responses.**
- Noted:** By all response sent on behalf of the Community Council
Agreed: Need to think what happens next, Cllr Drury at Westwell to be approached for a further discussion
Action: Clerk to contact Cllr Christine Drury and arrange a meeting
- 80/22 Personnel and Development:**
- 1) Resignation: Council to note resignation of Assistant Clerk/ Allotments Officer and note advert posted for replacement with KALC**
- Noted:** By all present.
Action: Clerk to send to KALC vacancy advert with deadline 31st May.
- 2) Analysis of Clerk's time in year to 30 November 2021: Council to note the balance of time spent between the Clerk's various duties.**
- Noted:** By all present.
- 81/22 Action log: Council to review action log, to discuss developments for items to then to be considered for motion for the next or future meeting or to note and be recorded as complete.**
- Resolved: Agreed all** Councillors to review and send in comments as completed and by 9th May to the Clerk to be updated for next Council.
Action: All Councillors to review and send in comments by 9th May to the Clerk.
Action: Clerk to delete actions are resolved above and update action log as per details received from Councillors and recirculate for next Council with April minutes.
- 82/22 Items for inclusion on the forthcoming agenda/s. Items currently include Vexatious Policy, Litter Bins Update, Grasmere Road Town Green, Beecholme Drive Town Green, Code of Conduct, Maximising IT Working/Task and Finish Group, Scheme of Delegation, Policy revision Planner.**
- Noted:** No further items than those already minuted.
- 83/22 Date of next meeting.**
- The next meeting is 11th May at 7pm St Marys Community Centre
Annual Assembly 25th May from 6pm St Marys Community Centre
- 84/22 To exclude the public under Public Bodies (Admission to Meetings Act) 1960 and sections 100 & 102 of the Local Government Act 1972.**
- No public attended and no need for exclusion as no items needing discussion.
- 85/22 Close of meeting.** The meeting closed at 20:58.

Signed:

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