



**An Ordinary Meeting of the above Council
was held on Wednesday 11th October starting at 7.15pm,
in the St Marys Community Centre**

201/23 To note those, present and record apologies and those not present.

Present: Cllr Alan Cooper (Chair), Cllr Charles Ellis (Vice Chair), Cllr Paul Bartlett, Cllr Shafi Khan, Cllr Brian Varney, Cllr Chacko Jacob, Cllr Ellie Crook, Cllr Matt Bridger, Cllr Chris Morley and Cllr Katy Pauley (arrived at 18:41).

Also Present: The Clerk, 1 member of the public, Peter New Neighbourhood Watch, PC Adam Staughton and colleague (arrived at 19.35), and 2 members from Network Rail.

Apologies: Personal, Cllr Jac Wood, Cllr Trish Cornish and Cllr John Seaton and For Work Cllr Nathan Iliffe and Cllr Greg Faulkner.

Resolved: Agreed by all present to accept apologies received.

202/23 To declare any Disclosable Pecuniary Interests (DPI), Other Significant Interests (OSI's) or a Voluntary interest relating to items on the agenda.

Cllr Ellie Crook a disclosable pecuniary interest re agenda item re application to register land at Kennington, Ashford as a village green (VGA684).

203/23 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. This item included reports from

1) **Presentation from Network Rail**

Received: by all present.

2) **Reports from Neighbourhood Watch and the PC**

Received: by all present.

Noted: Peter New from Neighbourhood watch sent Cllr Paul Bartlett an information of e-scooters issues and numbers seized, works re highlighting the dangers and concerns.

Action: Peter New from Neighbourhood watch agreed to send Cllr Paul Bartlett an information of catapults


204/23 To consider and adopt the Minutes of the Ordinary Meeting held on 13th September 2023

Resolved: Agreed the minutes of the ordinary meeting held on 13th September were accepted as a true record.

Action: Agreed Clerk to publish signed minutes on the website

Cllr Paul Bartlett left the meeting at 20:30

205/23 Finance:

Signed: 

Dated: 8.11.2023



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

Resolved: Agreed by all present payments **noted** and **verified** already **agreed** and paid under delegated authority. Additional payments were also **agreed** and **sanctioned** for the Clerk to make payment.

Action: Agreed Clerk to make payments as appropriate as soon as possible.

Name	Reason	Net	Gross
Staff	Staff Salary, Pension, HMRC and	£n/a	£2705.33
Giff Gaff	Mobile phones – Clerk and Assistant (P/card)	£10.00	£12.00
Metro	Bank Fees	£n/a	£30.00
Microsoft	MS365 licences (P/card)	£99.32	£119.18
Epson	Printing (P/card)	£13.74	£16.49
Itseeze	Website	£45.00	£54.00
BT	Monthly internet (P/card)	£27.50	£33.00
Lok N Store	Storage unit	£146.67	£170.00
Ashford Churches	Room Hire	£n/a	£40.00
United Reformed Church	Room Hire	£120.00	£120.00
Wealden Leisure	Room Hire Kennington Coffee and Chat	£n/a	£50.00
Email blaster	Email fees (P/card)	£n/a	£16.60
Boston Seeds	Daffodil bulbs (P/card)	£n/a	£40.99
Sporting Equipment	Shoe cleaner brushes for the ridge	£250.00	£300.00
The Poppy Shop	Commemorative wreath and poppies (P/card)	£75.00	£75.00
Castle Water	Allotment water	£n/a	£51.64

- 2) **Bank Reconciliation- Council to note draft bank reconciliation as at 30th September**

Noted: by all present.

- 3) **Receipts and Payments - Council to note receipts and payments as at 30th September**

Noted: by all present.

206/23 Standing Orders: Council to consider amendments and adopt the revised Standing order v4.1

- 1) replacing the whole of s8 Committees and Sub-Committees with the text from the 2022 Model SO s4, so this would now read:

a. Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.

b. The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.

c. Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.

d. The Council may appoint standing committees or other committees as may be necessary, and:

i. shall determine their terms of reference;

ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;

iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;

iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;

v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 1 day before the meeting that they are unable to attend;

vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;

vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;

viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

ix. shall determine if the public may participate at a meeting of a committee;

x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

Signed:



xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

xii. may dissolve a committee or a sub-committee.

2) replacing s4 Committee Meetings sub section c, so this would now read: No business may be transacted at a committee meeting unless it is quorate

3) replacing s5 Sub - Committee Meetings sub section b, so this would now read: No business may be transacted at a committee meeting unless it is quorate

Resolved: Agreed to defer all to Aprils Council meeting via Finance and General Purposes committee.

Action: Agreed Clerk to add to Finance and General Purposes committee timely for recommendation to April Council agenda.

207/23 Terms of References; Council to consider and adopt amendments to each committee

1) **Planning Committee** to include increase in members (3.1) from seven to nine and reinstatement of 3.6 to include training requirement removed during Covid.

2) **Finance and General Policies** to include increase in members (3.1) from five to seven.

3) **Environment and Places** to include increase in members (3.1) from six to eight.

Resolved: Agreed unanimously by all present to **adopt** Terms of References as circulated.

Planning committee v5.00, Finance and General Polices v5.00 and Environment and Places v2.00.

Action: Agreed Clerk to amend adoption as from October 11th, 2023 and add to website.

208/23 Committee Membership: Council to consider current committee members and appoint for vacancies

1) **Planning (3 spaces)**

Agreed: By all present Councillor Alan Cooper added as member to the Planning committee.

Action: Agreed Clerk to update Meet the Councillors website page.

2) **Finance and General Policies (2 spaces)**

Agreed: By all present Councillor Brian Varney and Councillor Greg Faulkner added as member to the Finance and General Policies committee.

Action: Agreed Clerk to update Meet the Councillors website page.

3) **Environment and Places (2 spaces)**

Agreed: By all present Councillor Trish Cornish and Councillor Greg Faulkner added as member to the Environment and Places committee.

Action: Agreed Clerk to update Meet the Councillors website page.

209/23 Substitute Councillor Committee Interest List: Council to agree committee members volunteered to be substitutes to ensure quoracy for all meetings

1) **Planning (1 request received)**

2) **Finance and General Policies**

3) **Environment and Places**

4) **Allotments Sub Committee**

Noted: Councillor Brian Varney substitute for Environment and Places if required.

Agenda moved to item 216/23.

210/23 Bybrook-Bockhanger Community Facility: Council to receive an update and agree any next step/actions.

Resolved: Agreed by all present to pass this to the Environment and Places committee to discuss at the next committee meeting.


211/23 Newsletter: Council to discuss and agree broad outline content, writers for each article and timing for the next Newsletter.

Resolved: Agreed with current content suggestions, no Councillor volunteers received for drafting articles

Resolved: Agreed Councillors to send in reduced bio, restricted to 40 words, for back page by 10th November 2023.

Action: Agreed Councillors to send biography text to Clerk as soon as possible but by no later than 10th November 2023.

Agenda moved to item 221/23.

Signed: 



212/23 Daffodils: Council to note outline plan for bulb planting.

Noted: By all present Amber Foundation will be planting at George William way opposite from 10:45, all Councillors welcome.

Noted: Clerk arranging for bulb planting with schools during week ending 3rd November.

213/23 Litter Picking: Council to note outline plan for first litter pick with the Amber Foundation.

Noted: By all present Amber Foundation will be litter picking from George Williams way to Little Burton Lake and as far as possible towards the Rugby club. All Councillors welcome.

214/23 DDay: Council to consider circulated paper as to a suggestion on how to mark the 80th Anniversary of D-Day Normandy landings and if agreed delegate to the Clerk and Chair to achieve this.

Resolved: Agreed by all present to delegate to Clerk and Chair for this to be achieved.

Action: Agreed Clerk and Chair to write to Care Homes and order with interest.

Action: Agreed Cllr Matt Bridger has a Royal British Legion contact to also be approached.

Agenda moved to 217/23

215/23 Street Naming Land between railway line and, Willesborough Road: Council to discuss and comment as requested on suggested names received from Ashford Borough Council for the 10 new roads at the above development and the numbering of 278 new properties. New proposed road names: West Hawk Drive, Norman Drive, Crown Avenue, Harvey Lane, Holm Oak Rise, Ford Close, Highworth Place, Lovelace Lane, Hornsby Close, Rose Court. Comments required by 12th October (no extensions can be given).

Agreed: to ask for Lovelace to be Ada Lovelace In full, Harvey to change to Harrison to save confusion with the hospital.

Action: Agreed Clerk to email suggestion to Ashford Borough Council and update Councillors with response.

Noted: Bouleaux from the presentation of the crossing would be a good name to use

Agenda moved to 210/23

216/23 Assistant Clerk Vacancy: Council to discuss and agree next/steps actions.

Resolved: Agreed by all present to amend the position to Assistant Clerk and amend the Clerks role to include Allotment responsibilities

Action: Agreed Clerk to amend with Chair of Personnel and Development the job description and vacancy to Assistant Clerk and advertise with a 4 week deadline for receipt of application.

Agenda moved to 215/23

217/23 War Memorial: Council to

1) **note a progress update and discuss and agree any next step/actions**

Noted: By all present update on War Memorial and special thanks to Cllr Chris Morley and the Clerk for the work to enable this restoration to come to fruition.

2) **consider a potential further phase to include items such as railings and tarmac in and around the memorial, and uplift of the Garden of Remembrance; and if agreed to delegate the Environment and Places Committee to produce a scope of work.**

Resolved: Agreed the next step phases to be delegated to the Environment and Places committee to scope the work and bring back recommendations from the Environment and Places committee to a suitable future Council meeting.

Action: Agreed Clerk to add to next suitable Environment and Open Places Committee.

218/23 Application to register land at Kennington, Ashford as a village green (VGA684): Council to note a verbal update and discuss and agree any next step/actions

Noted: By all present, agreed no further action to be taken.

219/23 Call out for Sites: Council to note and discuss list circulated but awaiting comment from all Councillors for the Planning Committee to submit a response before 6th November.

Noted: By all present, agreed Councillors to send in comments before 30th October so as can be discussed at Planning committee meeting.

Signed:



Action: Agreed to delegate to Planning committee to finalise our response and meet 6th November deadline.

Action: Agreed Environment and Places committee to explore potential sites for further allotment provision to be provided.

220/23 Trinity Development: Council to note tri Council and developers meeting 18th October at 10.30am.
Noted: By all present, meeting changed to 9.30 and currently look for a room to hold.

221/23 Bonfire and Fireworks Night: Council discuss communicating a statement in liaison with Peter New taking into account the timing of both, effect on old people, animals whilst considering weather implications.

Resolved: Agreed Clerk to add a Facebook message re considerate to neighbours bonfires and fireworks celebrations

Action: Agreed Clerk to write and publish Facebook message timely ahead of 3rd November.

Agenda moved to 212/23

222/23 Monthly Reports: Council to consider/note information received relevant to the Council and agree to any action/s necessary.

1) Correspondence received / Clerk update on ongoing projects.

Noted: By all present key highlights - Concerns re the Ridge and Parking for the Spearpoint continue, School Crossing works expected end of this year, South East Water Event 31st October, Little Burton Steps due to be fixed 15th October, Bybrook Nature Reserve next open day 21st October, next Kennington Coffee and Chat 16th October, No bus route sign also expect to be installed in approx. 90 days.

2) Ward Councillor Reports

Noted: By all present, as circulated.

3) KALC Ashford.

Noted: By all present, next meeting 01st November.

4) Councillors Training attended

Action: Agreed Clerk to book Cllr Charles Ellis on the next KALC Chairmans course

223/23 Action log: Council to review of action log, to discuss developments for items to then be considered for motion for next or future meeting or to note and be recorded as complete.

Noted: By all present.

224/23 Items for inclusion on the next agenda.

No further items were suggested but Councillors can send in motions for next Novembers agenda before 30th October.

225/23 Date of next meeting.

1) 8th November with Redrow to attend.

2) To consider and agree to starting the December 13th meeting at the earlier time of 6.00pm

Resolved: Agreed as detailed for November and Decembers meeting.

226/23 To exclude the public under Public Bodies (Admission to Meetings Act) 1960 and sections 100 & 102 of the Local Government Act 1972.

This item was not required.

227/23 Close of Meeting.

The meeting closed at 21:32.

Signed: