

**Minutes of The Full Council Meeting held on**

**Monday 8<sup>th</sup> February 2021 at 7.30 pm Conducted Online Via Zoom**

**Members Present:**

Cllr B Edwards (Chairman), Cllr A Britcher - Allan, Cllr E Ellicott, Cllr C Ducklin, Cllr D Smith and Cllr M O'Callaghan

**Officers Present:**

S Denne and K Watson

**In Attendance:**

Kent County Cllr J McInroy and Tunbridge Wells Borough Cllr J Podbury

**Members of the Public:**

One

**1. Enquire whether anyone present intends to film, photograph and/or record the meeting**  
No-one present intended to film, photograph and/or record the meeting.

**2. To receive and approve apologies for absence**  
Cllr D Funnell

**3. Declarations of Personal and Prejudicial Interests**  
Cllr Edwards as Trustee of the Alms Houses with regards Item 10i within the Agenda (subsequently not discussed).

**4. Declarations of Lobbying**  
None.

**5. Minutes of the meeting held on Monday 11<sup>th</sup> January 2021**

These were agreed, and it was **RESOLVED** that the Chairman signed them as a true record

5.1 Matters outstanding from these minutes (not listed as separate agenda items)

None. Cllr Britcher-Allan gave a short update on the success of the Community Larder since launch.

5.2 Matters outstanding from previous minutes

Due to Cllr Funnell absence the update regarding Town & Country Housing charging fees to residents for the upkeep of land between Grange Gardens and Grange Road was postponed until the next Full Council meeting.

## **6. Open session for questions from the public**

The member of the public present thanked the Council for its support with regards the poor parking at the development adjacent to the Red Lion Public House. She requested the Council follow up with the developers to remind them the existing pavement needs repairing and the highway outside the development cleared of all debris at the end of the construction. Cllr Edwards agreed to follow this up. She also advised there had been a break-in at the site over the weekend and the matter had been reported to the police, including details of the vehicle used.

## **7. Session for County and Borough Councillors on matters concerning the Parish**

Borough Cllr Podbury has been approached by a couple of residents with regards the proposed development at Southwood Road. The Local Plan was approved last Wednesday. She is attending as Mayor for the opening of the new Tunbridge Wells Lidl supermarket on 11<sup>th</sup> February and has been offered a hamper to donate to charity and will pass this onto the Rusthall Community Larder in due course. The Parish Council maybe approached by the Friends of the Common to support repair and upkeep of Tunbridge Wells Common due to damage caused by excessive use due to the pandemic. Cllr McInroy highlighted the latest government announcement today regarding everyone 70+ years old should contact their GP if no news regarding their COVID-19 jabs. He also provided an update on the KCC Helping Hands Scheme with £10m being allocated to support low income families, those in crisis, digital poverty, etc. during the pandemic. KCC have been gritting roads due to the recent adverse weather. The 20mph Zone consultation ends at midnight 8<sup>th</sup> February 2021.

## **8. Grass Cutting Contract**

- i. Cllr Britcher-Allan, Cllr Edwards and Cllr Smith agreed to consider the various cost quotations.
- ii. Deputy Clerk Watson and Cllr Britcher-Allan will open the quotations on 2<sup>nd</sup> March 2021.

## **9. Further Alteration to Zoom Policy: Cllr Britcher-Allan**

It was agreed all members of the public who are joining Zoom meetings should identify themselves at the beginning and ensure their names are displayed. Members of the public will be encouraged to join the meetings 10 minutes early so the host can address any issues with regards names, etc. The Waiting Room for Zoom calls will be closed to the public 10 minutes after meetings commence. Cllr Britcher-Allan will update the Policy.

## **10. Finance**

- i. The Clerk advised the grant application for the Alms Houses was not received and therefore it was not discussed.
- ii. It was agreed the Council will continue its contract with Microshade.
- iii. It was agreed a new "Pay as you go" mobile will be provided to the Deputy Clerk and the Clerk will re-negotiate the existing monthly contract as it is over 10 years old.
- iv. It was agreed £200 can be spent to purchase a new PC screen for the Deputy Clerk. There is no need for a docking station at this time.
- v. It was agreed we will employ M:Power to administer our Payroll.
- vi. Cllr Smith proposed provision of a handrail along the path between Woodside Road and the Pumping Station for the Capital Projects initiative. Cllr Edwards proposed a boardwalk in the same location. Cllr O'Callaghan proposed implementation of our Highways Plan. Cllr Britcher-Allan proposed an accessible path for Happy Valley.
- vii. Living Forest, our designated Tree Surgeons, have confirmed the trees requiring immediate attention at the Salomons Road site are protected due to them being within a Conservation Area and they are seeking the appropriate licence to commence the work. The Clerk provided an update on the commercial vehicles parked illegally on the site and

confirmed our PCSO J Burt has already spoken with the owner to have them removed. The future use of the site will be a specific Full Council agenda item next month.

#### **11. Village Survey**

- i. Cost of £384 for the drafted Survey Monkey questionnaire was agreed together with an additional £15 to purchase a QR code.
- ii. Survey to launch 16<sup>th</sup> February 2021 and close 31<sup>st</sup> March 2021. Deputy Clerk will investigate whether the High Street shops are prepared to handle paper versions in view of the current pandemic.

#### **12. Co-Option**

It was agreed this will be postponed until after COVID-19 restrictions are relaxed/lifted.

#### **13. Subscription to SLCC**

Enrolment for the Deputy Clerk was approved.

#### **14. To discuss extension of Remote Meetings**

Consensus was to request extension of the current arrangements and include the option for flexibility when the COVID-19 restrictions are lifted (e.g. Full Council meetings would be face to face with the remainder via Zoom). Clerk will write to Greg Clark, Tunbridge Wells MP and KALC to this effect.

#### **15. Chair's Report**

The Rackliff Centre external alarm has been fixed and no longer sounds when opening the premises. The new office within the Centre is much more business-like and thanks were passed to the Clerk for operating in the previous confined office for so long.

#### **16. Clerk's Report**

Change of signatories is required for the Unity Trust Bank and Cambridge Building Society bank accounts. The latest Castle Water bill £500 was discussed. Cllr Smith believes the Council should be charged at Agricultural rates for the allotments usage and the Clerk agreed to research further.

#### **17. Diary Dates**

Planning Committee is due 15<sup>th</sup> February 2021 commencing 730pm.  
Finance Committee is due 1<sup>st</sup> March 2021 commencing 730pm.

#### **18. Accounts for Payment – to authorise the payment of invoices as listed (to follow)**

Agreed.

#### **19. Items for Information**

None.

Date of Next Meeting – Monday 8<sup>th</sup> March 730pm

The meeting closed at 935pm

..... Chairman

Dated .....

## ACCOUNT PAYMENTS

Date	Name	Details	Debit	Credit
04-Feb-21	Girobank Core Business 000000	Allotment rental		30
04-Feb-21	Girobank Core Business 000000	Allotment rental		27
03-Feb-21	Allotment Holder	Allotment rental		28.75
01-Feb-21	S/O to: Capel Groundcare	GRASS CUTTING	-399.33	
01-Feb-21	S/O to: Microshade Bus Con	RUS01	-52.5	
01-Feb-21	Direct Debit (EE LIMITED)	DD	-34.36	
29-Jan-21	B/P to: Langton Life Ltd	R0649	-500	
29-Jan-21	B/P to: S J Denne	VARIOUS EXPENSES	-756.08	
			-	
28-Jan-21	Staff	SALARY 2020 2021	1,390.16	
26-Jan-21	B/P to: KALC	Training	-16.8	
26-Jan-21	B/P to: KALC	Training	-33.6	
			-	
26-Jan-21	B/P to: Festive Decoration	Christmas lights	1,344.00	
26-Jan-21	B/P to: HMRC CUMBERNAULD	HMRC	-358.2	
26-Jan-21	Staff	SALARY RPC	-571.74	
25-Jan-21	Allotment Holder	Allotment rental		58.75
25-Jan-21	Direct Debit (NEST)	Pension	-83.95	
22-Jan-21	Allotment Holder	Allotment rent		58.75
22-Jan-21	Direct Debit (BT GROUP PLC)	Phone & Broadband	-56.64	
22-Jan-21	Allotment Holder	Allotment rental		58.75
18-Jan-21	Direct Debit (LLOYDS BANK PLC)	Card	-159.99	
18-Jan-21	Allotment Holder	Allotment Rental		57.5
15-Jan-21	B/P to: Viking 2	Stationery	-157.69	
15-Jan-21	B/P to: Microshade Busines	PC hosting	-50.1	
15-Jan-21	B/P to: Langton Life Ltd	Rusthall Life	-500	
15-Jan-21	B/P to: KCS Professional S	Photocopier	-131.29	
15-Jan-21	B/P to: Came & Co	Insurance	-319.2	
14-Jan-21	Direct Debit (CASTLE WATER LTD)	Water	-508.53	
13-Jan-21	B/P to: Viking 2	Stationery	-7.98	
13-Jan-21	B/P to: KCC	Licence for Christmas Lights	-29	
13-Jan-21	Brown	Maintenance	-233.82	
	<b>TOTAL</b>		<b>-7695</b>	<b>319.5</b>