



Edenbridge Town Council



Town Clerk: Caroline Leet

Full Council | 14 Mar 2022 | Full Agenda (Excludes Confidential Items) | v:1

To Councillors: J Aldridge, A Baker (Vice-Chair), S Compton, A Damodaran, M Gemmell Smith, V Jennings, A Layland, N Lloyd, M McArthur, S McGregor, A Read, P Smith, S Sumner, S Taylor, B Todd (Chair).

Notice is hereby given of a Council Meeting of Edenbridge Town Council to be held in Rickards Hall on 14 March 2022 at 7:30 pm, which Councillors are summonsed to attend.

Town Clerk
9 March 2022

To assist in the speedy and efficient dispatch of business members wishing to obtain factual information on items included on the Agenda are asked to enquire of the Town Clerk prior to the day of the meeting. Council Meetings may be recorded.

Any person intending to make recordings is advised to notify the Clerk in advance so that appropriate arrangements can be made

Agenda

In view of the confidential nature of the agenda item 18 to be discussed, the Chairman will move that the press and public be excluded from the Chamber. Public Bodies (admission to meetings) Act 1960 and the Local Government Act 1972 s100 and 102.

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1 **To Receive Apologies for Absence**

2 **Declaration of Interests or Predetermination**

The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the course of a meeting that has not been disclosed under this item, the member must immediately disclose it.

Dual hatted members of the District Council wish to state that although they would be considering planning applications at this meeting they would be reconsidering them at the district level, taking into account all relevant evidence and representations there.

3 **Public Questions and Statements**

Members of the public, and members with prejudicial interests on items on the Agenda, may make representations, answer, ask questions and give evidence at this meeting in respect of items on the Agenda. (This is the only opportunity for members of the public to make a contribution during the meeting.)

Both public and members are limited to three minutes per person to speak and the total time designated for public questions shall not exceed fifteen minutes unless directed by the Chairman of the meeting.

4 **To Receive, Adopt and Sign the Minutes of The Council Meeting Held on 17 January (9661-9667)**

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2022/01/22-01-Council-Agenda-Papers.pdf>

5 **To Receive County and District Councillor Reports**

5.1 **County Councillors**

5.2 **District Councillors**

6 **To Adopt the Following Reports/minutes of Meetings**

(meetings where minutes are yet to be published, to note meeting – will be reported back to Council)

6.1 **Planning & Transportation Committee**

- Planning & Transportation Committee 31 January (9671-9674);
- Planning Committee 7 February (9675-9676);
- 28 February (9683-9685)

6.2 Finance and Governance Committee

- 24 January (9668-9670)

6.3 Open Spaces Committee

14 February (96xx-9682)

6.4 CIL Board

28 February (9636-9638)

6.5 Personnel Committee

2 March (minutes to be published)

7 COVID-19 (Coronavirus) update

As of 24 February the guidelines have removed the legal requirement to self-isolate following a positive test, but are advised to stay at home if you can and avoid contact with other people.

However, the employer still has a duty of care to its staff and volunteers to protect the health and safety of their workforce. I have attended a Worknest webinar. The employer needs to consider does it want employees at work who have test positive, if yes then run the risk of a Covid outbreak. If no, then employees to be fully paid. It depends on the risk assessment in place. The RAs have been regularly reviewed and continue to be so (and are published on the website). For now, I don't see any reason to change procedures but will keep under review and with the view to maintain a safe work environment as reasonably as can be. One consideration will be if the employer maintains the requirement to lateral flow test. Until more is known about the cost of kits and accessing these, a decision on this can not be made, but for now staff will continue to self-test twice weekly. (Personnel Committee to confirm.) The Council has lost a minimum of 38 workdays since April 2021 to Covid; office staff have worked from home if they have been well enough or self-isolating. In the past month, three members of staff have either had Covid or self-isolating where family members have tested positive

<https://gov.uk/coronavirus>

<https://www.edenbridgetowncouncil.gov.uk/edenbridge-town-council-staying-covid-19-secure-in-2020/>

8 To Receive Reports and Any Recommendations from Working Groups; Delegated Reports; Clerk's and Officers' Reports

8.1 Clerk's Report

 Annex 1: Clerks Report March 2022.pdf

9 To Receive Recommendations from Finance and Governance Committee Meeting on 24 January

9.1 to support the suggested amendment to the Standing Orders 3s on recorded votes and to

make

The Council's Standing Orders were reviewed in 2020 and reflect the NALC model ones.

However, a query was recently raised when a "recorded vote" was requested. The Standing Orders currently says: *Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda (3s).*

This reflects the LGA 1972 sch 12, para 29: On the requisition of any member of the council the voting on any question shall be recorded so as to show whether each member present and voting gave his vote for or against that question.

In my experience, I have seen votes recorded numerically, as well as named. My understanding has been a recorded vote is numerical (for:against), and a named vote needs to be specifically requested. The above is slightly ambiguous to allow for this.

This has been checked with the Monitoring Officer at SDC. He has confirmed that the parish and town councils Standing Orders confirm the constitutional provisions for councils. These do sometimes differ to that which applies the District Councils.

Below is a suggested amendment to the Council's Standing Orders. Alternatively, this matter could be referred to KALC to comment.

Suggested amendment (in blue):

3.s. Unless standing orders provide otherwise, procedures for voting will be:

i. voting on a question shall be by a show of hands.

ii. Recorded vote: At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

iii. The right for individually named votes to be recorded should be stated at the time of the request for recorded vote, as in standing order 3s ii.

9.2 **to support the proposal to close Lloyds Bank account and make recommendation to full Council to move the funds to the Barclays account**

The Lloyds Bank account was set-up when the Natwest branch closed in Edenbridge and as a second account in case one bank had a system issue which may delay payments. However, with the advances with online banking and coupled with Lloyds no-longer in Edenbridge and this account holds £128,667.40, and this earns no interest. It is proposed to close this account and transfer the funds to the Barclays reserve account.

9.3 **to support the proposal to transfer the balance of the CIL funds from the Barclays CIL account to the CIL PSDF account and make recommendation to full Council.**

In February 2020 the Committee received a presentation by CCLA and subsequently opened two Public Sector Deposit Fund (PSDF) accounts (one for Council and one for CIL). The CIL PSDF account holds £100k; last interest rate 0.0341%. The Barclays CIL holds £466,786.61; last interest rate 0.01% of the CIL funds, and the Barclays CIL account. The

CCLA and PSDF accounts spreads investment risk as the money is not invested with only bank or investment, it is an investment fund. Having the CIL funds in the one account/investment fund would provide more clarity. The PSDF also offers more reliable interest rates (although current climate has affected all investment accounts).

10 To Receive Recommendations from Personnel Committee Meeting on 2 March

10.1 to support the agreed staffing budget for 2022/23; and noted that this was likely to exceed budget due to unknown NJC pay award, NI and medical insurances. The budget was to be continued to be monitored

Do Members ratify the recommendation from the Personnel Committee?

10.2 to approve the recruitment for two positions: Market Officer and Communications Officer, both on a one-year contracts (with the viability to continue employment reviewed later in the year)

Do Members ratify the recommendation from the Personnel Committee?

11 Matters Arising from The Minutes for Report and Not Elsewhere on The Agenda

11.1 To note: Children's market – the second Children's market is scheduled for 26 March 2022

The Children's Market for Saturday 26th March has been confirmed. The local schools are not involved in this event due other commitments. However, a local person is working with children in Crockham Hill for this event.

Do Members have any comments?

11.2 Queens Platinum Jubilee (2 -5 June 2022): to receive an update on current preparations

Preparations to be part of the nation's lighting of Beacons on 2 June is underway to mark this momentous milestone. The working group has commissioned the work for Edenbridge Beacon. A planning application to site the Beacon at Stangrove Park is with validation; it is held up as a scale drawing is required. The lighting of this Beacon will follow the official start of the national Beacon chain at Buckingham Palace, scheduled for 9.45 pm. The Town Band will be present to mark the occasion with residents invited to come along to share the moment. Suitable bunting and flags for the High Street is being researched and costs. The annual hanging basket display will be in red, white and blue colour scheme this year. The Great Stone Bridge Trust has a awarded a grant to the Council of £4,250 towards the costs.

The Council hopes community groups will contribute in any way they wish during the celebration weekend, as well as residents perhaps organising their own street parties.

12 Other Business Including Items Referred from Committees for Decision

- 12.1 **To approve the expenditure of up to £3,075 to purchase two new laptops for the new positions – Market Officer and Communications Officer to enable homeworking**
With potentially two new employees (Market Officer and Communications Officer), providing homeworking facilities will help with flexibility and accessing the new IT storage system for homeworking. It is not recommended for personal computers to be used for Council work.

At this stage it is not known if the positions will be combined; this will be dependent on the candidates applying for the positions. If it does become a combined role, then of course only one laptop and homeworking additions would be required.

The Council contingencies (budget £10,200): Rickards new blinds £1,750 and allocated approximately £3k for the new Alarm system. There are sufficient funds to cover the cost of new work equipment in this current budget.

Do Members approve the funding for up to £3,075 to enable homeworking for two employees?

- 13 **Annual Town Meeting – Monday 7 March: To Receive Feedback on This Year’s Event**
There wasn’t as many residents attend as previous years (27), possibly because of Covid-19 and it was chilly out, but I would like to think it is because there isn’t anything going on that is contentious currently. There has been positive feedback received, saying the presentations and slides were informative - these will be published on the website, with a summary of the questions. The minutes are currently being drafted.

The event was published on the Council’s website, Facebook and advertised in the Edenbridge Magazine. An improvement on this would be to have a banner on the Stangrove railings next year; this is already in hand.

<https://www.edenbridgetowncouncil.gov.uk/meetings/annual-town-meeting/>

14 **Consultations**

- 14.1 **Plan Tree: Kent County Council's Tree Establishment Strategy 2022-2032**
Closing date 02 May 2022

<https://letstalk.kent.gov.uk/plantree>

- 14.2 **Kent County Council Bus Funding Reduction**
Closing date 20 April 2022

<https://letstalk.kent.gov.uk/bus-funding-reductions>

- 14.3 **KCC School Term Dates for 2023/24**
Closing date 19 April 2022

<https://letstalk.kent.gov.uk/schooltermdates23-24>

- 14.4 **Sevenoaks District Council Social Housing Allocation Survey**

Closing date 18 April 2022

<https://www.sevenoaks.gov.uk/socialhousingsurvey>

14.5 **SDC Housing Strategy Survey**

Closing date 18 April 2022

<https://www.sevenoaks.gov.uk/housingstrategy>

14.6 **SDC Air Quality Action Plan**

Closing date 24 March 2022

<https://engagement.sevenoaks.gov.uk/net-zero/aqap/>

15 **To Receive Reports from Councillors Who Have Attended Meetings of Outside Bodies**

16 **To Consider Any Press Releases**

17 **Matters for Future Agendas**

In view of the confidential nature of the agenda item 18 to be discussed, the Chairman will move that the press and public be excluded from the Chamber. Public Bodies (admission to meetings) Act 1960 and the Local Government Act 1972 s100 and 102.

18 **[CONFIDENTIAL] Edenbridge Housing Survey**

Confidential item omitted from public papers.

DATE OF NEXT MEETING

9 May Annual Meeting of the Town Council

**Report to full Council and Town Clerk's Report
March 2022**

General info/updates

Appeal allowed for Kent and Surrey Golf Club: Tom Tugendhat MP has suggested a meeting be arranged with members to discuss concerns. This will be arranged in due course.

Buildings update - Rickards Hall: The hallway flooring has now been completed.

Business rates relief on public toilets: There is still no response from NALC following the Town Council's letter disputing why Edenbridge public toilets are exempt from the business tax relief (Non-Domestic Rating (Public Lavatories) Act 2021) which should give 100% relief from business rates for stand-alone public toilets.

I have also contacted SDC following the Governments announcement for business rate relief due to Covid-19 on public halls, to ask if Rickards Hall qualifies for this.

Charities status update – An enquiries with the Charities Commission. The result of this will be reported back to Council: An updated report was presented at the annual meeting of the Charities.

Edenbridge Magazine: We had two ¼ page adverts in the March edition for the ATM and the new games club, as well as a market advert. Copy for the May/June will be prepared at end of March.

Council's It File Storage System And To Move To Cloud Based Storage Solutions and dedicated Broadband Line: Council's January meeting approved the move to a dedicated broadband line and new Cloud storage solution. Cllr Aldridge, the RFO and myself, have met with PS Technology to discuss moving this forward. The new order for the dedicated Broadband line has been placed. The IT solutions is a project that requires all staff to review and clear document files and a full IT reorganisation which will be done over the coming months.

Games Club - Cards, Games and puzzles social club for 55+ residents' partnership with Sevenoaks District Council (SDC) and Involve Kent: The first session on 7 March went well. There were 5 people who attended and two enquiries, plus two volunteer helpers. Daniel Whitmarsh from SDC and our Chairman also went along. The Club will run for 12-weeks, if it is successful, it is hopeful SDC can secure funding from Involve Kent for up to 5-years.

Highways: Main Road Marlpit Hill (Hilders Lane/Hillcrest Road junction): Following support for a 40-mph buffer zone by Planning and Transportation Committee and full Council, the CIL board has awarded £10k towards the scheme. Kent Highways has been informed. We now wait for Kent Highways to confirm the scheme design and support from the Joint Transportation Broad.

Market: Despite the colder winter months, the Market has maintained a fair number of weekly traders with approximately 6-stalls/traders attending. The Turkish flatbreads and dog food stalls are new this year. Lloyds Bank continues to attend fortnightly. A new banner will be displayed on the Stangrove railings.

Public Toilets: Following the resolution by Council at its January meeting to fit new mortice and key locks, and to be open Monday to Friday, morning to 3.00 pm, this work was booked for 10 March.

Post-natal exercise The Girl Can initiative: The pilot of the post-natal exercise class took place at Stangrove Park on 22 February. The first of the 6 weeks courses starting 15 March 2022 at Stangrove Park. Future sessions may move to the Recreation Ground as well. Bookings are made through SDC.

Recreation Ground playground refurbishment: This has been published on the Council's website and Facebook pages. The planning application for the zip wire is with the validation department; it has been held up waiting for a scaled drawing to the OS map.

Sevenoaks District Council [Call For Sites 2021](#): The Leathermarket was submitted by the Council. This will now go through SDC's site assessment process.

Signage - Covid-19 compliance activities and awareness funding grant awarded: In addition to signage, hand sanitisers for the Hall have been purchased and one for outside the office.

SDC Voluntary and Community [Awards](#): The Council has made eight nominations for this year's Awards. The presentations were on Wednesday 9 March. A verbal report will be made to Council.

Skate Park: The additional ramps for less experienced skaters and the grind box requested by users, are being installed from 9 March.

Agreement for the Water Meadows: The Great Stone Bridge Trust has approved funding for the groundstaff to carry out some routine maintenance work during the months October to April. This is in addition to the already seasonal grass cuts. I have prepared an Agreement to be signed between the GSBT and Council.