

FORDBRIDGE TOWN COUNCIL
MINUTES OF THE MEETING OF THE COUNCIL
HELD ON 8TH MARCH 2021

PRESENT: Councillor M. Blackburn (in the Chair)
P. Allen
S. Blackburn
D. Cole
J. Kimberley
F.A. Nash
F.V. Nash
L.A. Sorrell

8491. APOLOGIES

There were no apologies for non-attendance as all members of the Council were present at the meeting.

8492. DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST FROM MEMBERS AND OTHER DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA.

There were no declarations of interest made by members relating to items on the agenda.

8493. COMMENTS, QUESTIONS OR SUGGESTIONS MADE BY MEMBERS OF THE PUBLIC

There were no comments, questions or suggestions made by members of the public.

8494. MINUTES

RESOLVED that the Minutes of the meeting held 18th January 2021 be approved and signed by the Chairman as a correct record of the proceedings.

8495. CONSIDERATION OF FILLING SIX CASUAL VACANCIES BY CO-OPTION: BENNETT'S WELL WARD, COLE WARD AND HATCHFORD WARD (4)

The Clerk reminded members that they deferred consideration of this matter to this meeting with a view to embarking on a pro-active campaign to try and attract potential new members

RESOLVED that consideration of this matter be deferred to the next meeting of the Council

8496. REPORT BY CHAIRMAN OF THE COUNCIL

The Chairman again thanked the Clerk and the staff at the Fordbridge Centre for their ongoing efforts in maintaining the Centre and opening for the two groups which are allowed to meet at the present time.

8497. ACCOUNTS PAID, PETTY CASH PAYMENTS, MONTHLY EMPLOYEE COSTS AND BANK TRANSFERS

RESOLVED that the report listing accounts paid, petty cash payments, bank transfers and monthly employee costs as submitted be approved

8498. REPORT BY THE CLERK TO THE COUNCIL: BUDGET MONITORING TO 31.12.2020

The Clerk submitted a report detailing a comparison between budget allocation and actual income and expenditure for the period ended 31st December 2020. He reported that there were no significant variations to the agreed budget.

RESOLVED that the details of the comparison between actual income and expenditure and the budget allocation for the period ended 31st December 2020 be noted and approved.

8499. CONFIRMATION OF THE APPOINTMENT OF THE COUNCIL'S INTERNAL AUDITOR
 The Clerk recommended that the Council retain the services of Diane Malley who had written to him confirming her availability and also confirming her competence and independence.
 RESOLVED that Diane Malley be engaged as the Council's internal auditor for the next twelve months
8500. REVIEW OF THE COUNCIL'S SYSTEM OF INTERNAL CONTROL
 The Clerk reminded members that the Council was obliged to review its system of internal control annually. He suggested that members should view review of internal controls and risk assessment as an ongoing process. He reported that the Council had considered and strengthened its internal controls during the previous twelve months including validation of bank reconciliations and initiating a sample check of payments made from the bank account to compare with the payments reported to meetings. The Clerk also proposed some ideas for items to be scrutinised during the coming year.
 RESOLVED that the Council confirm that it had carried out a review of its system of internal control
8501. CONSIDERATION OF QUOTATIONS FOR WORK TO BE CARRIED OUT AT THE FORDBRIDGE CENTRE: REMEDIAL WORK TO ROOF, REPLACEMENT OF SIDE ENTRANCE DOOR, REPLACEMENT OF CENTRAL HEATING/HOT WATER BOILER
 The Clerk reported that full details of the quotations for the work outlined above had been circulated to all members. He provided background information regarding the work required and advised that the items were being considered in order of priority.
 RESOLVED i) that the quotation in the sum of £4,317.17 to carry out remedial work to the roof and guttering be approved.
 ii) that the quotation in the sum of £2,321.86 to replace the side entrance door be approved
 iii) that consideration of replacement of the heating/hot water boiler be deferred until later in the year.
8502. REPLACEMENT OF CARPET IN THE CLERK'S OFFICE AT THE FORDBRIDGE CENTRE
 The Clerk reported that the staff at the Centre had taken the opportunity to re-decorate the Clerk's office and as a result it was clear that the carpet which was approximately twenty years old needed replacing.
 RESOLVED that the Clerk obtain three quotations for replacement and then email all members to obtain approval
8503. CONSIDERATION OF INCREASING THE RATE OF PAY FOR STAFF AT THE FORDBRIDGE CENTRE IN ACCORDANCE WITH THE "NATIONAL LIVING WAGE" AS RECOMMENDED BY THE LIVING WAGE FOUNDATION
 The Clerk reported that the "National Living Wage" as recommended by the Living Wage Foundation had increased from £9.30 per hour to £9.50 per hour. He advised that implementation of this increase would increase the Council's wage budget by a maximum of £350, and members were invited to adopt the increase rate of pay.
 RESOLVED that consideration of this matter be deferred to the next meeting of the Staffing Committee.

8504. NJC PAY AWARD: CLERK TO THE COUNCIL

The Clerk submitted details of the national pay agreement for local government employees effective from 1st April 2020. He advised that the revised salary would therefore be £32,234.00 per annum with effect from the above date. He reminded members that the Council had a contractual obligation to pay its Clerk the current relevant NJC salary.

RESOLVED that the 2020 – 2021 NJC National Salary Award be implemented by the Council with effect from 1st April 2020

8505. CALENDAR OF MEETINGS 2020/21

The Clerk reported that the current legislation allowing remote meetings expires on 6th May 2021 and the Government has indicated that this will not be extended. If the annual meeting is not held on or before that date, it cannot legally be held indoors until after the 21st June 2021 assuming no changes to the Government's current proposals to end lockdown.

RESOLVED that the annual meeting of the Council be held on Tuesday 4th May 2021 and any intervening planned meetings be cancelled.

8506. REPORT OF PLANNING APPLICATIONS RECEIVED AND DECISIONS TAKEN WITH DELEGATED POWERS

Resubmission Of Two Storey Side Extension And Conversion Of Existing Garage With New Hipped Roof, 5 Grantley Drive

No objections were raised by members. In accordance with the provisions of Section 101 of the Local Government Act 1972, the Clerk decided to raise no objections

Remove 3 No. Antennas, Install 6 No. Antennas, 6 No. RRUs, 3 No. FTTA Boxes, Internal Upgrade Of 2 No. Existing Cabinets, And Ancillary Development, Unit 10 Waterloo Industrial Estate Burhill Way

No objections were raised by members. In accordance with the provisions of Section 101 of the Local Government Act 1972, the Clerk decided to raise no objections.

Change Of Use From Industrial Land To Use As Land For 5-10 Storage Containers For Rental Storage Use, Plot 8 Saxon Way

No objections were raised by members. In accordance with the provisions of Section 101 of the Local Government Act 1972, the Clerk decided to raise no objections.

Erection Of A Two Storey Extension To Side And Single Storey Extension To Rear Of Property With Demolition Of Existing Garage, 9 Newby Grove

No objections were raised by members. In accordance with the provisions of Section 101 of the Local Government Act 1972, the Clerk decided to raise no objections.

New Front Porch Extension And The Replacement Of A Side Flat Roof With A New Mono-Pitched Roof, 16 Newby Grove

No objections were raised by members. In accordance with the provisions of Section 101 of the Local Government Act 1972, the Clerk decided to raise no objections.

Two Storey Side Extension, 11 Newby Grove

No objections were raised by members. In accordance with the provisions of Section 101 of the Local Government Act 1972, the Clerk decided to raise no objections.

Replacement Of Existing Spandrel Panels With Non-Combustible Cladding, Keele House, Forth Drive

No objections were raised by members. In accordance with the provisions of Section 101 of the Local Government Act 1972, the Clerk decided to raise no objections.

Replacement Of Existing Spandrel Panels With Non-Combustible Cladding, Wedgewood House, Forth Drive

No objections were raised by members. In accordance with the provisions of Section 101 of the Local Government Act 1972, the Clerk decided to raise no objections

Replacement Of Existing Spandrel Panels With Non-Combustible Cladding, Westham House Forth Drive

No objections were raised by members. In accordance with the provisions of Section 101 of the Local Government Act 1972, the Clerk decided to raise no objections.

8507. CONSIDERATION OF A RESPONSE TO MATTERS RAISED DURING PUBLIC PARTICIPATION

There were no comments, questions or suggestions made by members of the public.

The meeting closed at 8.35 p.m.

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CHAIRMAN