

SOUTHBOROUGH TOWN COUNCIL

Minutes of the Full Council meeting of Southborough Town Council held on **Thursday 28th September 2023 at 7.00 p.m.** at the Southborough Civic Centre, 137 London Road Southborough, KENT TN4 0NA.

MEMBERS PRESENT: Councillors Hill (Chair) Reeves (Deputy Chair), Allen, Bullion, Dury, Elliott, Figget, D Francis, J Francis, I Kinghorn, Lewis, Opara, Poile and Stewart.

OFFICERS PRESENT: Tracy Kelly (Town Clerk) Paul Gosling (Finance Officer)

1. APOLOGIES AND REASONS FOR ABSENCE

Cllr Bridges, O Kinghorn and Wharton – health reasons

2. **DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS** – Cllr J Francis declared an interest in item 12(c).
3. **PUBLIC OPEN SESSION** – Three Members of public were in attendance. Two for the Co Option process under item 4
4. **CO-OPTION** – Members asked each application for a short statement and then moved on to the voting process. It was **AGREED** that Councillor Gary Spickett was duly elected for the remaining place vacant in the West ward with the majority vote from Council Members.
5. **MINUTES** – The minutes of the Full Council meeting held on the 27 July 2023 were **AGREED** and signed as a correct record.

6. COMMITTEE PROCEEDINGS

Members **RESOLVED to APPROVE** the proceedings of the following committees: -

Planning and Transportation	07August & 04 September 2023
Open Spaces and Environment Committee	05 September 2023
Finance and General Purposes	21 September 2023

7. **TOWN MAYOR'S ENGAGEMENTS** – The Chair verbally updated Members of her recent activities including attending the recent 30-year anniversary of the Councils twinning with Lambersart. Which had proved a very successful weekend and thanks were given to the generous hosts in Lambersart. Members **NOTED** the update.
8. **D DAY 80th ANNIVERSARY 2024** - Members **AGREED** to discussing ideas and suggestions at a later date.
9. **REMEMBRANCE SUNDAY EVENT** - Members **AGREED** to the going ahead of the Service with Councillor Elliott taking the lead Marshall position. Councillors Poile, J Francis, Stewart, I Kinghorn, Francis and Figgett all agreed to be marshals on the day. Councillors also **NOTED** the event at the Town Square on the 11th November 2023 when a small service would be carried out.
11. **BRASS SIGN INFORMATION SHEET** - Members **AGREED** to the proposed wording but asked if the text could be wrapped around the picture of the Royal Victoria Hall before printing was carried out.

12. CONFIDENTIAL ITEMS

It was proposed that during the consideration of the following items the public and press shall be temporarily excluded (Standing Order 3 (c)): -

“Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public’s exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public’s exclusion.”

These items are considered confidential for the following reason(s)
Information relating to the financial and personnel affairs of the Council.

- a) **Confidential Council and Committee Proceedings** – Council Members **AGREED** to the following confidential minutes: -

Full Council Meeting	27 July 2023
Open Spaces and Environment Committee	05 September 2023
Finance and General Purposes	21 September 2023

- b) **Neighbourhood Development Plan update report** – Members discussed the previously attached report and **AGREED** to the appointment of the Planning consultants to help produce the Councils Neighbourhood Plan.

Councillor J Francis left the meeting.

- c) **Tenant Matters** – Members **AGREED** to the Town Clerks recommendations in allowing the tenant a final opportunity in using the key fob correctly any further misuse would result in the fob being deactivated with immediate effect.

There being no further business, the Chair thanked everyone for their attendance and closed the meeting at 8.22 p.m.

CHAIR