

Alkham Parish Council

MINUTES of MEETING on 5th November 2018

7.00pm PRIOR TO THE START OF THE MAIN MEETING:

PLANNING :

1.1 To table planning applications received for consideration

1.1.1 DOV/18/00976 Workshop, Everden, Alkham, CT15 7EH

Change of use of workshop area to provide an additional 3no. holiday lets
The Parish Council has voted Approve (7:0)

1.1.2 DOV/16/01450 Land adjacent to Fernfield Lane, Hawkinge, CT18

7AW

Outline application for the erection of 19 dwellings with some matters reserved

The Parish Council had no objections subject to the following comments:
A lack of permeable hard landscaping to deal with surface water flooding.
Confirmation that there is adequate sewerage arrangements. Danger of contamination of land as it was previously a brickworks site. Investigating a sound deadening scheme due to the close proximity of noisy businesses nearby

1.2 To table planning applications dealt with since last meeting

1.3 To table decisions by the Planning Authority since the last meeting

1.3.1 DOV/18/00808 17 Newlyns Meadow, Alkham, CT15 7QJ
Erection of a two storey and single storey rear extension **Approved**

1.3.2 DOV/18/00471 Alkham Valley Garden Centre, Alkham Valley Road, Alkham
Replace existing thatched roof with tiles **Approved**

1.3.3 DOV/18/00376 Fairacres & Land rear of, Alkham Valley Road, Alkham, CT15
Erection of detached dwelling, store and newly planted coppice **Approved**

Main Meeting:

1. Venue:

Alkham Village Hall at 7:30pm

2. Present:

Parish Councillors:	Neil Burrows, Martin Hibbert, Ruth Marczin-Bundy, Anthony Barrier, Den Barnard, Geoff Hillier, Dave Beaney
Clerk:	Irene Bowie
Members of Public:	18
District Councillors:	Pauline Beresford
County Councillor:	Geoff Lymer
Watercourse Officer	Annie Thurgarland

3. Apologies and absences:

Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meetings, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.

There were none

4. To Receive Declarations of Interest and Dispensations:

To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers.

To consider any Dispensation requests received by the Parish Clerk and not previously considered.

Cllr Beaney declared a pecuniary interest in agenda item 8

5. Minutes of the Parish Council Meeting

To consider the minutes and if in order sign as a true record

5.1 Minutes of Parish Council Meeting 3rd September 2018

The minutes of the meetings were circulated to all councillors prior to the meeting for them to be reviewed. Cllr Barrier proposed that the minutes be accepted as a true account of the meeting and this was seconded by Cllr Hibbert. **Resolved:** Councillors agreed that minutes were an accurate record of the meeting and were signed by Cllr Burrows.

6. Matters arising from the minutes (not included in other agenda items)

7. Presentation: Annie Thurgarland, Watercourse Officer, Kent Stour Countryside Partnership

Ms Thurgarland gave her presentation.

Following the presentation, it was discussed and agreed that Cllr Hibbert would gain more views from Cllr's and residents regarding potential 'works' to reduce flooding within Alkham and discuss these with Ms Thurgarland. It was also agreed that Cllrs would identify landowners to Ms Thurgarland who may be interested in support to reduce or prevent flooding.

8. Play Area additional gate

Cllr Beaney having declared an interest left the meeting room.

Cllrs discussed the requirement for an additional gate at the Playground following instruction from Mr Hutchinson, East Kent Area Manager Public Rights Of Way & Access Service. The additional gate can be authorised as an addition to the original contract. Proposed by Cllr Barrier, seconded by Cllr Hibbert and agreed by all present. **Resolved: Clerk to contact supplier and arrange addition of a new gate.**

9.

Parish Defibrillator

Cllr Beaney returned to the meeting.

Clerk to apply to 'adopt the BT telephone kiosk'. If this is successful the Clerk will progress matters with the British Heart Foundation and seek others available grants for the purchase of a defibrillator. It was also discussed that if grants were available perhaps a second defibrillator located at or near the Village Hall may be possible.

10 Correspondence:

10.1 To table items of correspondence

10.1.1 Resident questions re Parish Council Position on Byways + Minutes of September 2018 meeting relating to byways.

It was agreed that the Clerk would contact the resident when the draft minutes of this meeting were approved.

10.2 Items circulated for information

10.2.1 KCC Community Transport Grant Scheme

10.2.2 NALC CEO Bulletin (16/10/18)

10.2.3 KALC AGM 17th November 2018

10.2.4 Vacant seats after Tuesday 6th November 2018 (By elections and co-option of Cllrs)

10.2.5 Lower Thames Crossing Consultation

10.2.6 Polling District Review 2018

All items noted

10.3 Items acted on

10.3.1 KCC Right of Way Improvement Plan (ROWIP)

10.4 Items for discussion

10.4.1 Flower Boxes in the Parish

A resident has proposed the placement of flower boxes around the Village. It was agreed that Cllr Hibbert would investigate this further and report back.

10.4.2 Fencing Around Play area.

A resident raised concerns regarding the need for the fencing and the process followed for the awarding of the contract. The Clerk reported that advice had been taken from KALC and from the previous Clerk and that the tendering process met the financial regulations in operation at the time of the tender. The resident asked if a risk assessment had been completed. The Clerk reported that this was not a statutory requirement.

11 Reports:

11.1 Kent County Councillor

Cllr Lymer

Cllr Lymer reported that an additional £650 million was to be provided to Councils. KCC has a deficit of circa £19 million and would receive £16 million from this fund.

There would also be an additional £420 million ways to repair potholes.

Small business rate with a book value of less than 51K will get further discounts.

Cllr Lymer reported that he was progressing matters with regards an additional bus stop for Ewell Minnis.

11.2 District Councillor/s

Cllr Beresford reported that the Kearsney Café extension had started. Cllr Beresford also gave an update on the Community Led Housing

Cllr Beresford/Cllr Dixon

The Leisure Centre is on budget and on time to open in February 2019. Dover Town Centre has started a Neighbourhood Plan.

The Cooperative Bank has provided a fund of £10,000 to fund self builds in Villages.

11.3 Community Led Housing Scheme Update

Cllr Marczin-Bundy

11.4 Cllr Marczin-Bundy gave her presentation.
Byways Update

It was reported that Mr Hutchinson had confirmed that work will be starting very soon on the Alkham PC byways, a contract has been awarded and the start date is imminent.

Cllr Barrier

Additionally, Mr Hutchinson clarified that his role is to keep the byways open not to close them unless they are badly damaged. The PC can request closures and report damage but the decision to close the byways rests with Mr Hutchinson not the Parish Council. The consultation that was conducted earlier in the year is complete. Representatives of the Local Access Forum have visited the sites with Mr Hutchinson. The report will be completed in due course.

The PC considered its preferred position re the closure of the byways. Following discussion, it was resolved that:

Alkham Parish Council has fully considered the issue of byway closures. Its stated position is that it would prefer seasonal TRO's, and report damage as necessary. However, it is mindful that the decision ultimately rests with Kent County Council, East Kent Area Manager, Public Rights of Way and Access. Proposed by Cllr Hibbert, seconded by Cllr Burrows and agreed by all.

11.5 Parish Plan Update

Cllr Barnard reported 25% of the Parish attended the open day. The analysis of the results had been stated with a spreadsheet produced by the Parish Plan team. He reported on the next steps to identify

Cllr Barnard

the priorities and produce a final questionnaire which would be distributed within the Parish. Cllr Bundy Marczin volunteered to join the Parish Plan Team.

The Chairman thanked everyone involved.

- 11.6 Drainage Update (Appendix A) Cllr Hibbert
Cllr Hibbert gave his report
- 11.7 TAG update Cllr Hillier
Cllr Hillier reported that a new group TIG was to be set up to move from evidence gathering to implementation of the report. The TIG group will consist of Cllr's Hillier, Hibbert and Beaney. Terms of Reference for the group to be agreed.
- Cllr Hillier proposed a budget of £188 is allocated to pay for the printing, binding and distribution of the report to the relevant authorities.
This was proposed by Cllr Barnard and Seconded by Cllr Burrows.
- 11.8 Thanet Transport Update Cllr Marczin-Bundy
Cllr Marczin-Bundy gave her report.
- Cllr Marczin-Bundy proposed that the Parish Council should join the scheme as a group for £35 per year. This will enable residents of Alkham to utilise the service. Seconded by Cllr Beaney agreed by all.
Resolved: Clerk to enrol Alkham Parish Council as a group member of the scheme. Flyer to advertise the scheme to be placed on the PC website
- 11.9 Parish Council Accounting Package Clerk/RFO
Cllr Lymer agreed to assist financially toward the cost of hospital trips, using the service. Cllr Lymer agreed to fund £300-£400 towards the service. The Chairman thanked Cllr Lymer for his assistance.
The Clerk confirmed that she had set up a free 3 month no obligation trial of an accounts package(easypcaccounts) which has been written especially for small/medium Parish Councils. The annual cost is £60 per annum. It is a web based package which will allow the internal auditor access to review the accounts. It was agreed that the package would be reviewed at the end of the free trial.

12 Public Participation and Comment

Meetings of the Parish Council are not public meetings, but members of the public have a statutory right to attend meetings of the council as observers. They have no legal right to speak unless the Parish Council Chairman authorises them to do so. Members of the public may not take part in the Parish Council meeting itself.

A member of the public asked who the Parish Council representative for Ewell Minnis would be? The Chairman confirmed that the role had been allocated to Cllr Beaney

A discussion took place regarding the placement of mirrors within the Village to assist the egress of traffic onto the main road. The Chairman explained that the PC had tried this before and it had been unsuccessful because of the distortion of the image and the subsequent difficulty assessing the speed of oncoming traffic. Cllr Lymer confirmed that KCC were reluctant, for the same reasons, to install traffic mirrors.

13 Finances:

13.1	Update of account for 2018/19 including payments received	
13.2	Accounts paid to be ratified	
13.2.1	Laptop Printer	£ 547.99
13.2.2	Harmer and Sons Grass Cutting, Playground Inspections September + October 2018	£ 436.80
13.2.3	Tracey Prince Open Day	£ 90.06
13.3	Accounts for payment	
13.3.1	Clerk Salary and Expenses September /October	£ 851.66
13.3.2	HMRC July/August 2018	£ 301.10
13.3.3	HMRC September/October 2018	£ 295.27
13.3.4	Total Accounting payroll Services July 2018-March 2019	£ 54.00
13.3.5	Parish Plan Open Day to receive funds of	£ 12.95

All payments proposed by Cllr Beaney, seconded by Cllr Hibbert. Resolved: Payments presented at this meeting to be paid and ratified.

- 13.4 Late Payment requests to be discussed for approval and payment
There were no late payments

14. Policy Update for Approval

- 14.1 Financial Regulations
- 14.2 Equality and Diversity
- 14.3 Volunteer Policy
- 14.4 Grants Policy

The Clerk had circulated the policy documents prior to the meeting. Cllr Beaney proposed that these policies were accepted, seconded by Cllr Hibbert and agreed by all. **Resolved: To accept the policies**

15. Agenda Items for next meeting

Items for discussion to be forwarded to the Chairman by 26th November 2018

16. Dates of Future Meetings

3rd December Precept Meeting, 7th January 2019, 4th March 2019

Signed : Neil Burrows

Signature :

Date :

Chairman Alkham Parish Council

Appendix A

7.0 Annie Thurgarland, Watercourse Officer, Kent Stour Countryside Partnership URL Link to presentation

11.3 Community Led Housing Scheme Update URL Link to presentation

11.6 Alkham Drainage Updates – Oct 2018

- The spillway on Lockering Lane, at the lower bend adjacent Little Upton Farm, has now been re-established with a new concrete type grip.
- Cleansing on the Alkham Valley Road, adjacent Hopton Manor, was completed on the 28/09/18. Crew report states all drainage/culverts now running well in that area.
- Damage to the headwalls at the bottom of Short Lane is listed for jobs to be done. This includes the removal/replacement of the old sand bags, and the repair to the brickwork of the other headwall sustained by vehicle damage.
- The sump clearance by the Village Hall is still awaiting a job assignment. This job is long overdue, and has been tagged urgent.
- Highways Peter Kinsella is carrying out investigation regarding ditches and riparian ownership on the Alkham Valley Road.
- Information regarding riparian ownership and responsibilities has been posted on the Alkham website.

Reported Faults awaiting Rectification

360567 – Pimlico Vineyard Gate – 23/5/18 – drain scheduled to be cleaned.

376176 - Hogbrook sump - 09/08/18 – awaiting urgent job assignment.

379509 - Wolverton Hill – 28/08/18 – blocked drains, enquiry under investigation.

385302 - Short Lane – 26/09/18 – headwalls listed for job to be done.

387049 - Hog brook/Martinvale – 8/10/18 – reblocked culvert – enquiry under investigation.

Reduced Flooding Project

Annie Thurgarland, Watercourse Officer, Kent Stour Countryside Partnership, scheduled to speak at next PC meeting, 5/11/18. She will also present an initial proposal to improve flooding on the village green. The proposal has been circulated to council for discussion and resolution.

MFH

28/10/18