

# Alkham Parish Council

## Minutes the Parish Council Meeting held on Monday 3<sup>rd</sup> July 2023 at 7 pm in Alkham Village Hall

Present: Alkham Parish Councillors: T Johns (opened the meeting) D Barnard Elected Chairman, S Edwards, G Kaile, M Libaert, C Webber.  
In Attendance: Irene Bowie (Parish Clerk) and 12 Members of the Public  
KCC Cllr D Beaney, DDC Cllr M Hibbert.

### 1. To elect a Chairman and receive the Chairman's Declaration of Acceptance of Office.

Councillor Johns opened the meeting.

Following the resignations of Councillor Tapsell as Chairman and Councillor Johns as Vice Chairman both posts were re-elected.

**RESOLVED: To elect Councillor Barnard as Chairman.** Councillor Barnard signed the Declaration of Acceptance of Office.

### 2. To elect a Vice Chairman and receive the Vice Chairman's Declaration of Acceptance of Office.

**RESOLVED: To elect Councillor Tapsell as Vice Chairman .**

### 3. Apologies and Declaration.

3.1 Apologies for absence received and confirmed by the Council Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meetings, under Section 75(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted. Apologies and the reason given by Councillor Tapsell were accepted.

3.2 Declaration of Changes to the Register of Interests. None declared.

3.3 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. None Declared.

3.4 Requests for Dispensations. None requested.

3.5 Declarations of Lobbying. None declared.

### 4. Public comments and observations. (Maximum 15 minutes)

**The meeting will be adjourned to allow members of the public to speak. Individuals may speak for up to three minutes, at the discretion of the Chairman, on agenda items only. The minute book will be closed.**

### 5. Reports from external parties (if present).

Kent County Councillor David Beaney, Dover District Councillor Martin Hibbert, Community Warden Jan Henry. KCC Councillor Beaney reported:

- KCC Household Waste Consultation was active.
- KCC were looking to recruit new foster parents.
- KCC Trading Standards campaign to stop under 18's using counterfeit vapes.
- Reminded residents that the 5<sup>th</sup> Covid Injection scheme was active.
- KCC Members grant has been reduced.
- To arrange a meeting with other local parish councils in September/October with a view to sharing ideas.

DDC Councillor Hibbert reported:

- Fly tipping had become a problem for most parishes.
- Explained the DDC Planning process and reminded residents that they can contact him re planning applications.

### 6. Minutes of the Parish Council Meeting

To resolve that the minutes of the Parish Council Meeting held on 11<sup>th</sup> May 2023 to be taken as read, confirmed as a correct record, and signed by the Chairman.

**RESOLVED:**

**1. To accept one amendment.**

**2. That minutes of the Parish Council Meeting held on 11th May 2023 were taken as read ,confirmed as a correct record and signed by the Chairman.**

### 7. Planning:

7.1 **To table planning applications received for consideration:**

7.1.1 **23/00674 Great Everden Farmhouse Lockering Lane Alkham CT15 7EH**  
Prior approval for the change of use from agricultural to hotel (C1)

**RESOLVED: To object to the application.**

- 7.1.2 **23/00655 The Hermitage Green Wood Slip Alkham CT15 7DD**  
Change of use of land to residential, erection of garage and stable block

**RESOLVED: No Objection**

7.2 **To Table and Validate Planning Applications dealt with since the last meeting**

- 7.2.1 **23/00536 The Paddock Ferne Lane Ewell Minnis CT15 7FF**  
Variation or removal of conditions 1 (3 year temporary permission) and 2 (removal of buildings and reinstate land to former condition) of Ref: APP/X2220/C/18/3199973 granted at appeal for the material change of use of land to a mixed use comprising the keeping of horses and continued use as a caravan site and associated structures

**APC : No comment defer to DDC (by majority)**

7.3 **To table decisions by Dover District Council (DDC) since the last meeting**

- 7.3.1 **23/00114 The Hermitage Slip Lane Alkham CT15 7DD**  
Erection of a two storey side extension, dormer extension and external alterations including cladding

**Application Permitted**

- 7.3.2 **23/00403 Tree Tops Greenwich Lane Ewell Minnis CT15 7EA**  
Creation of roof terrace, balustrade and doors (retrospective)

**Application Permitted**

- 7.3.3 **23/00561 Sunrise Meggett Lane Alkham Kent CT15 7EN**  
Removal of Condition (a) agricultural occupancy of planning permission CH/6/63/0117

**Application Permitted**

- 7.3.4 **23/00367 Ellinge Cottage Little Everden Road Alkham CT15 7EG**  
Erection of stable building and stores

**Application Permitted**

- 7.3.5 **23/00124 Southbank Newcastle Lane Ewell Minnis CT15 7DY**  
Erection of a dwelling, car port and access

**Application Refused**

7.4 **To Table late planning matters:** There were none.

**8. To receive Reports**

- 8.1 Chairman's Report.  
Councillor Barnard thanked the members of the former parish council for their hard work and dedication.
- 8.2 KALC Area Meeting Alkham Parish Council Representative.  
8.2.1 To receive the KALC Area Committee and AGM Minutes (Circulated before the meeting). Noted.
- 8.3 Clerks Report (on matters not included in other agenda items). No report.
- 8.4 Councillors Report (on matters not included in other agenda items). There were no reports
- 8.5 Parish Plan – The Clerk reported that the plan only required a few small amendments.  
It was **AGREED** that the preface would be included in both documents.
- 8.6 DDC Local Plan – The Clerk reported that update information was available on the DDC Website.

**9. To consider the management of Parish Council Documents.**

- 9.1 To consider the archiving of Parish Council documents in the KKC Archive '  
**RESOLVED:**  
**1. Parish Council documents more than 10 years old would be sent to the KCC Archives.**  
**2. The Clerk would produce an inventory of documents.**
- 9.2 To consider the management and retention of Title Deeds and other legal Documents by a local solicitor.  
**RESOLVED:**  
**1. All Parish Council Title Deeds and other Legal Documents would be held by a local solicitor.**  
**2. All documents would be digitised by the solicitor and the digitised copy would be available to members.**  
**3. Clerk to source quotes from local solicitors.**

**10. Finance:**

- 10.1 To receive and authorise payments listed on the schedule (to be provided at the meeting).  
**RESOLVED: To approve the schedule of payments.**
- 10.2 Late Payment Request/s to be discussed for approval and payment. There were no late payments.
- 10.3 To note receipts of Income were noted as £15,544.
- 10.4 To receive the bank reconciliation. The reconciled balance of £ 52,270.77 was received. The Clerk confirmed that a VAT claim had been submitted for £ 4,492.22.

- 10.5 To consider Unity Bank . It was **AGREED** that the Clerk would circulate further information for consideration at the September meeting.
- 10.6 To review the 2023/24 budget
  - 10.6.1 To allocate a training budget.  
**RESOLVED: To set a training budget of £1000**
  - 10.6.2 To consider virement of budget allocations 2023/24.  
**RESOLVED: To vire £1000 from reserves to the training budget.**

#### **11. Annual Review of Parish Council Policies and Procedures.**

It was **AGREED** to defer until the next meeting.

- 11.1 Standing Orders
- 11.2 Financial Regulations
- 11.3 Model Publication Scheme
- 11.4 GDPR Document Retention Policy
- 11.5 Freedom of Information
- 11.6 Code of Conduct
- 11.7 Civility and Respect
- 11.8 Complaints Handling Policy
- 11.9 Volunteer Policy
- 11.10 Habitual of Vexatious Complaints Policy
- 11.11 Scheme of Delegation
- 11.12 Social Media and Website Policy
- 11.13 Co-Option Policy
- 11.14 Equality and Diversity Policy
- 11.15 Email Policy
- 11.16 Dignity at Work /Bullying and Harassment Policy
- 11.17 Grievance Procedure
- 11.18 Disciplinary Procedure
- 11.19 Grant Policy
- 11.20 Risk Assessment Policy and Register
- 11.21 Communications Policy

#### **12. To consider the following working groups:**

- 12.1 Highways Working Group
  - 12.1.1 To agree the Terms of Reference. To be agreed at the September meeting.
  - 12.1.2 To elect members .  
**RESOLVED:**  
**Councillors Barnard, Edwards, and Johns were elected to the working group**
- 12.2 Communications and Involvement Working Group
  - 12.2.1 To agree the Terms of Reference. To be agreed at the September meeting.
  - 12.2.2 To elect members .  
**RESOLVED:**  
**Councillors Kaile and Johns were elected to the working group**
- 12.3 Parish Plan Evolution and Delivery Working Group
  - 12.3.1 To agree the Terms of Reference. To be agreed at the September meeting.
  - 12.3.2 To elect members .  
**RESOLVED:**  
**Councillors Barnard and Johns were elected to the working group**
- 12.4 Community Liaison Working Group
  - 12.4.1 To agree the Terms of Reference. To be agreed at the September meeting.
  - 12.4.2 To elect members .  
**RESOLVED:**  
**Councillors Barnard, Kaile and Edwards were elected to the working group**
- 12.5 Environmental Initiatives and Re wilding Working Group.
  - 12.5.1 To agree the Terms of Reference. To be agreed at the September meeting.
  - 12.5.2 To elect members .  
**RESOLVED:**  
**Councillors Libaert and Webber were elected to the working group.**

#### **13. Allocation of Responsibilities:**

- 13.1.1 Flood and Drainage Warden.  
**RESOLVED:**

**Councillors Barnard and Libaert were elected.**

13.1.2 Ewell Minnis Liaison. **AGREED to incorporate this role within the Community Liaison Working Group.**

13.1.3 Representative to the Village Hall Management Committee.

13.1.4 Kent Association of Local Councils Representative. **AGREED: To nominate Councillor Tapsell.**

**14. To consider a Parish Council Meet and Greet 22<sup>nd</sup> July 2023.**

14.1 To agree a budget for the Parish Council Meet and Greet Meeting.

**RESOLVED.**

**1. To hold a PC Meet and Greet on the 22<sup>nd</sup> July 2023**

**2. To set a budget of £20 .**

**15. Highways**

15.1 To receive and consider the KKC Highways Design Plan for Alkham Safety Improvements. (Appendix 1)

**AGREED.**

**The Clerk would arrange a meeting with KCC Highways to discuss the Design Plan.**

15.2 Highways Improvement Plan.

**AGREED.**

**The Clerk would arrange a meeting with KCC Highways to discuss the previously approved HIP.**

15.3 To receive the Alkham Speedwatch reports. The report was received (Appendix 2)

15.4 To receive the parish portal report. The report was received and noted.

15.5 To receive any other Highways matters. There were no other highways matters.

**16. Play area and Village Green**

16.1 To receive the Monthly Playground Inspection Report. The report was received and noted.

It was reported that the Annual RoSPA Inspection of the play area would take place during July and August.

16.2 To consider any other matters pertaining to the play area and/or the Village Green

16.2.1 To reconsider the siting of the Commemorative Bench.

**RESOLVED:**

**1. The location agreed by the previous council would not be used.**

**2. The Environmental Initiatives group would propose locations for the new bench at the September meeting.**

16.2.2 To reconsider the removal of the wooden bench ( to have been replaced by the memorial bench) and return to the asset register.

**RESOLVED:**

**1. The bench would not be removed.**

**2. The bench would be returned to the asset register for the 2023/24 financial year.**

16.2.3 To consider Bins on the Village Green. Clerk to follow up with DDC. DDC Councillor Hibbert to assist.

16.2.4 To consider Signage on the Village Green.

**RESOLVED:**

**1. To place new signs on the Village Green re dog fouling.**

**2. Clerk to source quotes for new signs.**

16.2.5 To receive an update on the Slide and Rocking Horse.

The Clerk reported that the Rocking Horse would be repaired but the contractor was unable to quote for repairs to the slide.

**AGREED:**

**Clerk to source alternative quotes for the slide repair.**

16.3 To consider areas for Re-Wilding.

**AGREED: To refer for consideration to the Environmental Initiatives Working Group.**

**17. Correspondence:**

17.1 To table items of late correspondence :

17.1.1 Resident email regarding Parish Council Newsletter article following the May 2023 meeting.

17.2 Items circulated . All items were noted.

17.2.1 Resident Email regarding Alkham Valley Road

17.2.2 KALC Area Committee meeting Minutes and AGM Minutes

17.2.3 NHW Message - latest update from National Trading Standards

17.2.4 Introducing your new Ward Police Constable [#122305009]

17.2.5 D-Day 80 celebrations 6th June 2024

**18. Agenda Items for the next meeting:**

**19. Consideration of items to be taken in private (Exclusion of Public and Press):**

There are only a few reasons as to why, legally, the public and press can be excluded from a meeting. The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies." It is generally considered acceptable to exclude the press and public if the agenda item relates to the consideration of tenders, leases, purchases of assets, for matters relating to staffing covered by the Data Protection Act and to consider complaints against the council or a code of conduct complaint.

19.1 Village Maintenance .

**RESOLVED:**

**1. To make payment of the Honorarium and expenses.**

**2. To remove the Parish Council strimmer from the asset register.**

**Meeting Dates 2023: 4<sup>th</sup> September, 6<sup>th</sup> November.**

**There being no further business to be transacted the Chairman closed the meeting at 9:12 pm**