



Alkham Parish Council

Minutes of the Parish Council Meeting held on Monday, 24th June 2024 at 7 pm in Alkham Village Hall

Present: Alkham Parish Councillors: D Barnard Chairman, P Tapsell (Vice Chairman) G Kaile, T Johns, M Libaert, C Webber.

In Attendance: Members of the Public
DDC Councillor M Hibbert

1. Apologies.

1.1 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.

RESOLVED: The apology and the reason for the absence from Councillor Edwards was accepted.

1.2 Declaration of Changes to the Register of Interests. There were none.

1.3 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. There were none.

1.4 Requests for Dispensations. There were none.

1.5 Declarations of Lobbying. There were no declarations of lobbying.

2. 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.

Comments from the public covered:

- Pavements need to be cleared by DDC from Pimlico to the Garden Centre.
- Mess left by KCC in the Village Hall Car Park

3. Reports from external parties (if present).

Kent County Councillor David Beaney, Dover District Councillor Martin Hibbert, Community Warden Jan Hendry.

DDC Councillor Hibbert reported on an upcoming DDC Planning Enforcement Meeting on the 7th of July 2024. He also noted that a Strategic Planning Meeting to review new controls would be held for DDC Councillors in September. He reminded all present to contact him if assistance was required with KCC Highways, DDC Planning or other matters.

4. Minutes of the Parish Council Meeting

RESOLVED: The minutes of the Parish Council Meeting held on 13th May 2024 were taken as read, confirmed as a correct record and signed by the Chairman.

5. Planning:

5.1 To table planning applications received for consideration:

5.1.1 24/00605 Drellingore Barns Stomers Lane Drellingore CT18 7ER

Change of use and alterations of farm building to a dwelling and a residential annexe for ancillary use/holiday let, erection of a car barn, boundary wall/entrance gates, and associated car parking, solar panels to all roofs and nature pond.

APC No Objection

5.1.2 24/00609 Chilton Farm House Alkham Valley Road Alkham CT15 7DR

Change of use of land to residential and conversion of barn to annexe

APC Objection

5.1.3 4/00588 Little Westhill Farm Belsey Lane Ewell Minnis Dover Kent CT15 7DY

Change of use from former agricultural barn to a residential dwelling with roof alterations, erection of detached summerhouse, and the creation of associated residential curtilage (part retrospective)

Clerk to request clarification from DDC Planning should this be a Certificate of Lawful Development?

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

- 5.2.1 24/00377 Drellingore Cottage Stombers Lane Drellingore CT18 7ER
Erection of single-storey side/rear extension, detached garage with office over and alterations to fenestration. APC No Objection (Request a condition that the garage is ancillary to the main house)
RESOLVED: That the decision was validated.

5.3 **To table decisions by Dover District Council (DDC) since the last meeting (to be provided at the meeting)**

- 5.3.1 24/00377 Drellingore Cottage Stombers Lane Drellingore CT18 7ER
Erection of single storey side/rear extension, detached garage with office over and alterations to fenestration
Grant Planning Permission
- 5.3.2 24/00399 Hogbrook Farm Hogbrook Hill Lane Alkham CT15 7BU
Certificate of lawfulness (existing) for the implementation of planning consent DOV/20/01409 – (Change of use and conversion of existing outbuilding to dwelling, erection of a wall, single storey side extension and rear hydrotherapy pool, landscaping and associated parking (part demolition of outbuilding and wall))
Certificate Existing Granted
- 5.3.3 24/00145 The Old Rectory Slip Lane Alkham CT15 7DA
Erection of single storey rear extension
Grant Planning Permission
- 5.3.4 24/00146 The Old Rectory Slip Lane Alkham CT15 7DA
Single storey rear extension (existing lean to, glazed porch, WC and part garden wall demolished). Internal works include Remove and insert new partitions, infill existing and form new internal openings on all levels. Remove fitted cupboard from first floor bed 3. Insert staircase to access 2nd floor & erect partitions to form bedroom & bathroom. External works include Replace 1no ground floor window with French doors to south west elevation. Insert 1no window and replace 2no windows to first floor northwest elevation. Insert 1no window to ground and 1no window to first floor northeast elevation.
Grant Listed Building Consent

Noted.

- 5.4 **To Table late planning matters:** There were no late planning matters.

6. **Finance:**

- 6.1 To receive and authorise payments listed on the schedule (to be provided at the meeting)

Staff Costs		Confidential
Harmer	Village Maintenance/ Playground Inspections	235.20
Ionos	Emails and Domian	37.80

- 6.2 Late Payment Request/s to be discussed for approval and payment. There were none.
- 6.3 To note receipts of Income. To be circulated via email
- 6.4 To receive the bank reconciliation. To be circulated via email

- 6.5 To consider a Policy and Statement of Internal Control for 2024/25. Deferred until next meeting
- 6.6 To receive an update on the BT Telephone Box, Ewell Minnis. Clerk to follow up with BT regarding the PC adoption. Ideas for the Kiosk, when it becomes a parish Council asset, were still being considered.

7. To receive Reports and agree on actions if appropriate.

7.1 Chairman's Report.

The Chairman reported:

- That the Parish Council should consider the Local Council Awards Scheme. This was AGREED in principle. Clerk and Chairman to report at the next meeting.
- The Parish Council should begin the process of a Neighbourhood Plan. This was AGREED in principle. The Parish Plan Evolution and Delivery Working Group would review this.

7.2 KALC Area Meeting Alkham Parish Council Representative. It was noted that the next meeting was scheduled for the 24th July 2024.

7.3 Clerks Report (on matters not included in other agenda items). No report

7.4 Councillors Report (on matters not included in other agenda items)

7.6 Flood and Drainage Warden. Councillor Libaert reported that the Swale and Sump needed to be Cleared by KCC during the summer to prepare for the autumn and winter months. A plan of the ditch would also be sought. Clerk and Councillor Libaert to follow up with KCC.

7.7 Footpath Warden. No updates to report.

7.8 Village Hall Management Committee.

Councillor Webber reported that there was to be a meeting of the Village Hall Management Committee and that a new Chairman was to be elected. There were to be changes to the Executive and new members had joined.

8. To receive the Annual Governance and Accountability Return (AGAR) for the financial year ended 31st March 2024.

8.1 Accounts for Approval

8.1.1 To receive the 2023/24 Accounts.

8.1.2 To review the 2023/24 spend vs budget

8.1.3 To receive the Financial Report for 2023/24

RESOLVED: The 2023/24 Accounts were received and approved.

8.2 To receive and note the Annual Internal Audit Report

RESOLVED: The Annual Internal Audit Report was received and accepted.

8.3 To receive and approve the Annual Governance Statement (Section 1)

RESOLVED: The Chairman and the Clerk signed the Annual Governance Statement

8.4 To receive and approve the AGAR Accounting Statements (Section 2)

RESOLVED: that the Chairman and the Clerk signed the Accounting Statement.

8.5 To receive and approve the AGAR for 2023/24

RESOLVED: The AGAR for the year ending 31st March 2024 was accepted and approved.

8.6 To approve the Certificate of Exemption

RESOLVED: The Chairman and the Clerk would sign the Certificate of Exemption.

9. To receive reports and consider recommendations from the working groups.

9.1 Highways Working Group.

The Parish Council had requested a narrowing of the road east and west of the Village. (One and Short lane and the other at the Garden Centre). KCC Highways had not yet responded. The working group had asked KCC Highways to explain what the Parish Council could have to improve traffic safety for residents. It was reported that the 30-mph zone cannot be extended because there are not enough houses to warrant this.

It was **AGREED** that Alkham Parish Council would try and set up a Tri Parishes Group with Temple Ewell Parish Council and Hawkinge Town Council to identify areas of commonality and support the Highways Initiatives collectively on the Alkham Valley Road. The Clerk to contact

Temple Ewell PC and Hawkinge TC.

It was **AGREED** that the Parish Council analysis of the KCC Highways recent Traffic Survey would be posted on the PC Website. Clerk to action.

Mr Glyn Jones gave his report on behalf of Speedwatch He reported that on one day 502 vehicles were recorded Eastbound out of the Village.

RESOLVED: An auto speed watch camera would be purchased, and the pole erected in the approved location. A budget of £800 (ex VAT) was agreed).

9.2 Communications and Community Involvement Working Group
The group had not met recently but would do so soon.

9.3 Parish Plan Evolution and Delivery Working Group
Group to meet and discuss progress against the Community Led Plan and to discuss next steps for a Neighbourhood Plan.

9.4 Green Spaces and Environment Working Group. Appendix 1
Councillor Webber spoke to her report.

It was **AGREED**

1. Councillor Barnard would contact a local company to repair the slide., if possible.
2. A budget would be set for the replacement/new play equipment
3. Grants would be sought once a decision had been made on the cost of the replacement/new equipment.

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

11. To consider the Village Fete as it pertains to the Parish Council.

1. The Clerk will send a Hire Agreement to Fete Organisers for signing before the event.
2. The Organisers will email a copy of their insurance to the Clerk before the event.

12. Correspondence:

12.1 To table items of late correspondence :

12.2 Items circulated.

12.2.1 Restrictions on Publicity During the Pre-Election Period- General Election 4 July 2024

12.2.2 Cost of Living Support Document 13.06.2024

12.2.3 Bupa Foundation Green Community Grants – Groundwork (Sent to VHMC)

12.2.4 KALC Training Bulletin

12.2.5 Updated Highway Information Pack

12.2.6 2024 Good Councillors Guide.

12.2.7 KCC RetroFIT Events

12.2.8 KCC Village Hall and Community Grant Scheme (Sent to VHMC)

All correspondence was noted.

13. Agenda Items for the next meeting:

14. 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.

14.1 To consider any quotations/tenders

Tree Works: It was AGREED that Councillor Webber would compile a table of quotations and a description of works. This would enable Councillors to consider the tenders on a like-for-like basis. Councillor Webber on behalf of the Green Spaces and Environment Working Group would submit a formal proposal for the full Council to consider at the September meeting.

Dates of Future Meeting 2024:

2nd September, 4th November

These minutes are not a verbatim record of the meeting but a record of resolutions made at the meeting.

There being no further business to be transacted, the Chairman closed the meeting at 9.12 pm

Signed on behalf of the Parish Council

Signature:

Date:

Chairman: Den Barnard

DRAFT

Appendix 1.

Green Spaces and Environment Working Group Report by Councillor Webber

There was no workgroup meeting these past 2 months due to general unavailability.

We have obtained 4 quotes for tree surgery work.

Key points

All quotes were given the survey urgent list and map p 8,9 and 31 of the survey.

The first two quotes were in May when Ash Dieback was hard to quantify. The last two quotes occurred after some warmer weather in June and dieback was clearly quantifiable.

Work should be completed by September since survey dated April.

Cheaper to do as much as possible in one go. So there are benefits in adding some of the 1 year deadline work into the 6 month urgent list if we can afford it.

Tree T726 is an issue. It's a very big Ash tree that has already dropped a major branch. Mixed advice ranging from fell, severely prune to remove dieback and reduce height, or prune to remove dieback. We need to decide what we want. We know it has die back. If we prune dieback and prune again and then fell ££££. Probably cheaper to fell. But it's a lovely big tree in a corner.

The crown lift work on 3 trees preventing line of sight from Hogbrook should be delayed till September as now out of season.

Flag was obtained for D Day. No charge.

Dara and Catie attended another Making Space For Nature workshop in May.

As agreed May 13th, village green compost was offered to garden club members on May 26 th meeting.

We need to set some work party dates

Compost

Filling erosion around bridges

Mini Orchard prep

Swale work

Under topic of trees and work party. We have a rapidly evolving sycamore problem. Many seedlings are currently 1 inch diameter and need removing before they reach planning permission required diameter of 2.5 inches (7.5 cm). Work party required. Advised it will need use of round up weed control.

Gas Hazard Marker. Was repurposed as discussed last meeting and installed with the help of Alan and Shirley Tapsell. Still need help to get it registered with the proper authorities.

Playground. We ran out of time last meeting and we've been following up on trees rather than playground . Do we apply for funding? If seeking grants we need to draft a prospectus.