

Alkham Parish Council

Minutes of Meeting Monday 24th June 2019

7.00pm PRIOR TO THE START OF THE MAIN MEETING:

PLANNING :

- 1. To table planning applications received for consideration**
There were none to consider
 - 2. To table planning applications dealt with since last meeting**
There were none to consider
 - 3. To table decisions by the Planning Authority since the last meeting**
 - 3.1 19/00315 Spring Meadow Alkham Valley Road Drellingore (DDC Approved)**
Erection of a detached dwelling (existing caravan to be removed)
 - 3.2 19/00295 Hill View House Short Lane Alkham (DDC Approved)**
Erection of single storey side extension
 - 3.3 19/00265 The Paddock Ferne Lane Ewell Minnis (DDC Refused)**
Erection of 3 no. horse stables, a tack room, food store and a hay barn
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Main Meeting:

- 1. Venue:**
Alkham Village Hall 7.30 pm
- 2. Present:**

Councillors	Neil Burrows, Anthony Barrier, Ruth Marczin-Bundy, David Beaney, Martin Hibbert, Tracey Prince
Clerk	Irene Bowie
Members of the Public	4
County Councillor	Geoff Lymer
- 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.
Apologies were received from Cllr J Rosie (DDC)
- 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.

Interests were declared by:

Cllr Prince 10.4.1; Cllr Beaney 10.4.2.

5. Consideration of items to be taken in private because of the disclosure of exempt information:

It was proposed by Cllr Hibbert and seconded by Cllr Beaney that items 10.4.2 and 13.5 would be taken in private. This was agreed by all.

Minutes of the Parish Council Meeting:

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

6.1 Minutes of Parish Council Meeting 13th May 2019

Proposed by Cllr Hibbert and seconded by Cllr Barrier. All agreed. The Minutes were duly signed.

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

7.1 Key Safe - For Village Emergencies

It was agreed not to pursue this item

7.2 Parish Defibrillator

Clerk awaiting decision from British Heart Foundation Grant Process

7.4 Waste Bin Provision for Village Green and Woolverton Hill

It was agreed that the Clerk would contact DDC and request :

- i) The cost of an additional bin and weekly emptying for the Village Green
- ii) Additional emptying of the bin at Woolverton Hill

Resolved: Clerk to contact DDC to obtain costings.

7.5 HGV Signage

Cllr Lymer gave his report. He explained that it may take up to 6 months for signage to be installed.

8. Lorry Watch:

This item was deferred to the next meeting

9. Cricket Pavilion:

It was agreed that the Clerk would contact the Cricket Club to request further information regarding ongoing maintenance.

10. Correspondence:

10.1 To table items of late correspondence

10.2 Items circulated for information

10.2.1 KALC Dover Area Committee Meeting 26th June

10.2.2 Geoff Lymer Newsletter

10.2.3 NALC CEO Bulletin's

10.2.4 Rural Services Bulletin

10.2.5 Rainwater Harvesting

10.2.5 New moth conservation project in Kent

10.3 Items acted on

10.3.1 HGV Sign Chalky Hill

10.3.2 Tree felling Woolverton Woods

10.4 Items for discussion

10.4.1 Residents email re parking and condition of Village Hall car park

Resolved: Clark to contact VHM and enquire what can be done to improve the car park.

Concerns were raised regarding parking by residents near the Marquis and blocking the pavements. Clerk to contact DDC Parking Services.

10.4.2 Request for memorial tree on Village Green

It was agreed that a small apple tree on the green could be planted on the green. It was further agreed that the Parish Council would choose the location and that should the tree fail

to thrive the Parish Council bears no responsibility for this.
There must not be a commemorative plaque.

All Items of correspondence were noted

11. Reports:

- 11.1 Kent County Councillor Cllr Lymer
Cllr Lymer gave his report. He mentioned KCC concerns raised regarding fly tipping
Cllr Lymer gave an update on the bus shelter at Woolverton Hill and stated that this would be progressed when further grants became available. He also informed Cllr's tht KCC had declined his request for Holbrook Hill to be resurfaced.
- 11.2 District Councillor Cllr Rose
- 11.3 Byways Update Cllr Barrier
Cllr Barrier to contact KCC PROW Officer regarding obstruction of the bridleway.
- 11.4 Parish Plan Update D Barnard
Mr Barnard gave his report. There had been 200 replies from 125 households to the questionnaire. A presentation on the Parish Plan will be given at the September PC meeting.
Cllr Marczin-Bundy reported that the South Downs National Parks provide a free tool kit to assist with rural conservation.
It was agreed to invite a representative to the November PC meeting.
- 11.5 Drainage / Flood Wardens Report **(Appendix A)** Cllr Hibbert
Cllr Hibbert gave his report.
- 11.6 TIG update Cllr Hibbert
Cllr Hibbert reported that a meeting to discuss the TAG report was being sought with Kelly Garret. Cllr Rose is to assist the circulation of the TAG report to MP C Elphick
- 11.7 Thanet Transport Update Cllr Marczin-Bundy
Cllr Marczin-Bundy reported that she had tried to book a trip but the service was full. She hoped that this was a sign that it is being well used.
- 11.8 Ewell Minnis Cllr Beaney
Cllr Beaney reported that hedges were over grown and needed to be cut back. Cllr Beane agreed to discuss with the landowners.
- 11.9 Chalksole Green Cllr Prince
Cllr Prince reporter that she had contacted the Moths Project and would update as to progress at the next meeting.
It was agreed that Cllr Burrows would contact Harmer and Sons regarding maintenance .
- 11.10 Community Liaison Cllr Beaney
Cllr Beaney will provide an update at the November meeting.

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.
There were no public comments.

13. Finances:

- 13.1 Update of account for 2019/20 including payments received
- 13.2 Accounts paid to be ratified
- 13.2.1 Coastal Mowers £ 117.00
- 13.2.2 Harmer and Sons Invoice 15364 £ 376.80
- 13.3 Accounts for payment
- 13.4 Payment requests to be discussed for approval and payment
- 13.4.1 Clerk Salary June/July 2019 £ 809.16

13.4.2	Clerks Expenses	£ 66.82
13.4.3	Tracey Price Parish Plan Final Expenses	£ 34.87

All Payments proposed by Cllr Beaney, seconded by Cllr Hibbert. All agreed.

13.5 Clerks Salary Review

Taken as a confidential item at the end of the meeting. It was agreed that the Clerks salary would be £11.22 per hour from 1st April 2019 in line with NALC guidelines. Proposed by Cllr Beaney seconded by Cllr Prince agreed by all.

13.6 Internal and external audit 2018/19

13.6.1 Certificate of Exemption

The Certificate of Exemption was reviewed and signed Proposed by Cllr Beaney, seconded by Cllr Hibbert and agreed by all.

13.6.2 Internal audit report

The Annual Internal Audit Report 2018/19, signed by the internal auditor on the 20th June 2019, was received and accepted.

13.6.3 Accounts to be Approved and Signed

Clerk/RFO presented the statement of audited accounts which were accepted. Proposed by Cllr Prince seconded by Cllr Barrier and agreed by all. The statement of audited accounts were duly signed by Chairman Cllr Burrows

13.6.4 Annual Governance Statement

The parish council considered and approved the Annual Governance Statement for the year ending March 2019 Statement. Proposed by Cllr Hibbert seconded by Cllr Beaney and agreed by all. The Chairman and the Clerk signed the Annual Governance

13.6.5 Acceptance of Annual Governance and Accountability Return (AGAR) 2018/19

The parish council considered and approved the Accounting Statement. The Chairman signed the Accounting Statement for the year ending March 2019. The Clerk had previously signed on 21st June 2019.

ii) The parish council considered and approved: the bank reconciliations; explanation of variances, explanation of high reserves and asset register.

The parish council considered and accepted the Annual Governance and Accountability Return (AGAR) for the year ending March 2019.

Proposed by Cllr Beaney seconded by Cllr Marczin-Bundy and agreed by all.

13.7 To receive RoSPA Certificate Mr V Harmer, Harmer and Sons
To be circulated by the Clerk

13.8 To receive Came and Co Insurance Documents
Documents circulated previously and received by members.

14. Agenda Items for next meeting:

Items for discussion to be forwarded to the Chairman by 2nd September 2019

15. Dates of Future Meetings:

2nd September, 4th November, 2nd December

The meeting closed at 10:03 pm

Signed : *Neil Burrows*

Chairman

2nd September 2019

Appendix A:

11.5 Drainage / Flood Wardens Report

Alkham Drainage Work Progress Updates – June 2019

Latest work updates for submitted Alkham drainage fault reports to Kent Highways drainage department are as follows:

- 376176 - Hogbrook sump – as reported last month, an outside contractor job has now been assigned, now awaiting acceptance of quotation. Area identified for temporary deposit of silt on section of car park. Area will be cordoned off and signed. Contractor has also completed a WAC (Waste Acceptance Criteria) test. Work to commence soon, but no specific confirmation date received so far. Contractor being chased this current month by KKC Ian Day to start the work.
 - 385302 - Short Lane-culvert headwalls being replaced with new structures. Work nearly finished. West side complete with new brickwork and wooden protection posts. New drainage grip installed alongside road drains to help divert any excess water directly into dyke. East side sandbags removed and being replaced by construction concrete blocks.
 - 373611 – Meggett Lane – road culvert and silt trap. Work programmed but contractor unable to complete job on attending site due to road needing to be closed. Job reported completed on KKC Highways fault report but chased with Ian Day to ensure job is completed. Still awaiting completion. Again flagged up for chase action to Ian Day.
 - 412439 – Little Everden Road – KCC Highways Ian Day reports that plans are moving forward with the installation of a soakaway.
 - Regarding KCC Highways riparian ownership/responsibilities for ditch along the Alkham Valley Road. Still awaiting more detailed feedback information.
 - Section of Dyke east of VG bridge down to ‘Poems’ cleaned out by riparian owner.
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- ✓ New swale on VG working well. Seeded area gradually taking. Area to be closely monitored over the next few months.

Martin Hibbert
Flood Warden

19/06/2019