

Alkham Parish Council

Minutes of the Meeting held on 24th August 2020 at 7.00pm

This meeting was held via Zoom under The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 in force to allow local authorities to conduct meetings remotely.

Present: Cllr's: N Burrows– Chairman; M Hibbert; D Beaney; A Barrier; W Roberts;
R Marczin-Bundy
Also present: I Bowie (Clerk);

PRIOR TO THE START OF THE MEETING:

To discuss, for a maximum of fifteen minutes, questions received by email from members of the public. The minute book was closed.

A question was received regarding:

- APC response during the Covid 19 pandemic.

The Chairman opened the meeting at 7:23 pm due to technical difficulties

1. To adopt the amendment to the PC Standing Orders in line with Government Regulations: It was RESOLVED to adopt the amendment to Standing Orders.

2. Ratification of decisions taken under delegated powers HCID:

It was RESOLVED to ratify the following decisions taken by the parish council under delegated powers HCID policy.

2.1 To adopt the HCID Policy

2.2 To hold over the Annual Meeting and Offices until May 2021. All members to remain in current office and undertake current areas of responsibility.

2.3 Payment Schedule 24th August 2020

2.4 Play Area opened with risk assessment completed and signs posted to MoP 4th July 2020

2.5 New Website to meet the Accessibility Criteria

3. Apologies, Declarations of Interest and Dispensations:

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 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a members absence shall be accepted.

Apologies were received and the reason unanimously accepted from Cllr Prince. It was RESOLVED to approve a leave of absence for Cllr Prince for a period of six months on the grounds of personal matters. (Local Government Act 1972 s85) Proposed Cllr Hibbert, seconded by Cllr Beaney and agreed by all.

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

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. There were none

3.4 Requests for Dispensations. There were none

3.5 Declarations of Lobbying There were none

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

In accordance with Section 1(2) of the Public Bodies (Admission to meetings) Act 1960, the public and press be excluded from the meeting by the reason of its confidential nature. There were none

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 2nd March 2020
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):

- 6.1 Alkham Conservation Area: Clerk to progress and add to the new website.
6.2 Ewell Minnis Bus Shelter: It was reported that KCC Cllr Lymer would fund the new bus stop.
6.3 Parish Council Website: The Clerk gave an update of progress to date.

7. Planning:

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

- 7.1.1 0/00685 Upper Westhill Farm Belsey Lane Ewell Minnis CT15 7DY
Erection of 2 bay garage with external stairs to first floor

7.2 **To table planning applications dealt with since last meeting:**

- 7.2.1 20/00571 Woodland East Of Wolverton Cottages Alkham Valley Road T15 7DS

Formation of a new vehicular access with associated hard surfacing, gates, fencing and landscaping (existing access to be closed)
(part retrospective)

APC Objection

- 7.2.2 20/00618 Greenwood Farm North Chalksole Green Lane CT15 7EE
Erection of single storey 2 bedroom chalet for holiday accommodation and associated parking

APC Objection

- 7.2.3 20/00635 2 Valley Cottages Alkham Valley Road Alkham CT15 7DF
Erection of an outbuilding

APC Defer to DDC Planning

7.3 **To table decisions by the Planning Authority since the last meeting:**

- 7.3.1 20/00333 Braeburn Short Lane Alkham CT15 7BZ

Erection of a single storey side extension and roof extension with balcony to facilitate second floor accommodation

DDC Approved

- 7.3.2 20/00115 8 Glebelands Alkham CT15 7BY

Erection of an attached garage with side steps

DDC Approved

- 7.3.3 20/00092 Southbank Newcastle Lane Ewell Minnis CT15 7DY

Erection of single storey side/rear extensions, porch to north east elevation and alterations to windows and doors (existing conservatory to be demolished)

DDC Approved

- 7.3.4 20/00635 2 Valley Cottages Alkham Valley Road Alkham CT15 7DF

Erection of an outbuilding

DDC Approved

- 7.3.5 7.2.2 20/00618 Greenwood Farm North Chalksole Green Lane CT15 7EE
Erection of single storey 2 bedroom chalet for holiday accommodation and associated parking

DDC Refused

- 7.4 To table late planning applications: There were none

8. Finances:

Appendix A

- 8.1 To ratify payments made since the last meeting: RESOLVED to ratify all payments on the schedule.

- 8.2 To authorise Payments listed on the schedule: There were none.

- 8.3 To authorise late Payment requests: There were none.

- 8.4 Update of accounts for 2020/21, including payments received

The Clerk gave an update of the accounts. RESOLVED to accept the bank reconciliation. The receipt of the precept from DDC was noted.

- 8.5 Internal and external audit 2019/20

- 8.4.1 Certificate of Exemption

It was RESOLVED that the Chairman would sign the Certificate of Exemption

- 8.4.2 Internal audit report

The Annual Internal Audit Report 2019/20, signed by the internal auditor on the 20th August 2020, was received and accepted.

- 8.4.3 Accounts to be approved and signed.

The Clerk/RFO presented the statement of audited accounts which were accepted. It was RESOLVED that the statement of audited

- accounts were signed by the Chairman
- 8.4.4 Annual governance statement.
The parish council considered and approved the Annual Governance Statement for the year ending 31st March 2020. It was RESOLVED that the Chairman and the Clerk signed the Annual Governance and Accountability Return (AGAR)
- 8.4.5 Acceptance of Annual Governance and Accountability Return (AGAR)
It was RESOLVED to accept the Annual Governance and Accountability Return for 2019/20.

9. Correspondence: To receive the items on the schedule

- 9.1 Resident re the progress of the parish plan
It was reported that an additional meeting would be scheduled with the Chairman of the Community Plan Team
- 9.2 Great Evernden Manor – Resident letter re noise nuisance
It was AGREED that DDC Cllr Rose would progress the complaint from the parish council regarding excessive noise .
- 9.3 Planting of Bamboo alongside ER25 and ER185 – Resident letter
Cllr Barrier confirmed that bamboo is not an invasive species. No further action
- 9.4 20 mph speed limits
The parish council will discuss this further with KCC.
- 9.5 Overgrown wooded area and trees adjacent to Drellingore and Newlyns Meadow. Cllrs Burrows and Hibbert to conduct a site visit.
- 9.6 LGA Consultation on the Draft Code of Conduct Noted
- 9.7 Planning system two new consultations which need to be responded to by the 1st and 30th of October. Noted
- 9.8 Resident letter re improvements to the football pitch for local children
Clerk to contact the resident and invite him to the next parish council meeting to discuss his ideas.

10. To receive reports from:

- 10.1 Kent County Councillor Cllr Lymer
- 10.2 District Councillor Cllr Rose
Cllr Rose gave his report.
- 10.3 Byways Cllr Barrier
- 10.4 Parish Plan Cllr Hibbert
It was AGREED that a further discussion would be had with the Chairman of the Community Plan Group to seek clarification on the report.
- 10.5 Drainage and Flood Warden Report Cllr Hibbert
Cllr Hibbert gave is report. Appendix A
- 10.6 Highway Matters Cllr Hibbert
Clerk to follow up with KCC Highways re agreed locations for HGV signage.
Clerk to follow up on actions from the Highways Improvement Plan with KCC Highways.
- 10.8 Chalksole Green Cllr Burrows
Cllr Burrows and the Clerk to contact Harmer and Son with a view to progress the clearing of a path.
- 10.9 PCSO Report PCSO Keehner
- 10.10 Lorry Watch Glyn Jones
It was reported that both Speed Watch and Lorry Watch had been suspended by the police because of the Covid Pandemic.

11. Agenda Items for the Next Meeting:

- Football Pitch
- Permanent Signage for the Playground

12. Date of next meeting: to be confirmed

There being no further business to be conducted the Chairman closed the meeting at 20:48 pm

Signed : Chairman

Date:

Appendix A

8 Finance

Council name		Alkham Parish Council		
Bank account		Community Account		
Balance per bank statement at 23/08/2020				2,597.34
Uncleared Payments				
Date	Customer/Supplier	Reference	Amount	
02/03/2020	Kent Air Ambulance		-250.00	
02/03/2020	St Anthony's Church		-270.00	
TOTAL				-520.00
TOTAL NET BANK BALANCES AT 23/08/2020				2,077.34
Opening balance				2,688.91
Total receipts				
Total payments				-5,611.57
Total transfers				5,000.00
Closing balance per cash book (must equal net bank balances above)				2,077.34

Council name	Alkham Parish Council		
Bank account	Business Manager		
Balance per bank statement at 01/08/2020			53,722.49
TOTAL NET BANK BALANCES AT 01/08/2020			53,722.49
Opening_balance			45,823.61
Total receipts			12,898.88
Total payments			
Total transfers			-5,000.00
Closing balance per cash book (must equal net bank balances above)			53,722.49

10.5 Alkham Drainage Work Progress Updates – August 2020

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

- 417351- VG -road culvert and drainage adjacent to swale entrance. Drains blocked with silt; work completed.
- 459519- Hogbrook Hill, drain and culvert adjacent Martin Vale blocked with silt, work completed.
- 412439 – Little Everden Road – Still awaiting project update from KCC Highways Mark Carpenter, project manager.
- 459824- Meggett Lane – water off Alkham Valley Road missing drain located adjacent to St Cedric due to road camber. Water flooding bottom of lane with no drainage grip in place to ditch. Work programmed to take place.
- 484959- Short Lane – blocked drain – work completed. KCC also inspected and cleaned out all the drains.
- 480985 – Green Wood Slip – blocked drain and gully – work completed.