

# Alkham Parish Council

## Minutes of the Parish Council Meeting held on Monday, 8<sup>th</sup> January 2024 at 7 pm in Alkham Village Hall

Present: Alkham Parish Councillors: D Barnard Chairman, P Tapsell (Vice Chairman) S Edwards, G Kaile, T Johns, M Libaert, C Webber.  
In Attendance: Irene Bowie (Parish Clerk) and Members of the Public  
DDC Cllr 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. Apologies were received from KCC Councillor Beaney.
- 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 none.

### 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.**

### 3. Minutes of the Parish Council Meeting

#### RESOLVED:

That the minutes of the Parish Council Meeting held on the 6<sup>th</sup> November 2023 were taken as read, confirmed as a correct record and signed by the Chairman.

### 4. Planning:

#### 4.1 To table planning applications received for consideration:

##### 4.1.1 **23/00270 Malmaims Manor Slip Lane Alkham Kent CT15 7DB**

Fell one False Acacia (T1) the subject of Tree Preservation Order No 20 of 2023

**RESOLVED: No Objection**

##### 4.1.2 **TC/23/00151 The Old Rectory Slip Lane Alkham CT15 7DA**

T1 - Dead Ash - Fell to ground level; T2 - Sycamore - Fell to ground level; T3 - Sycamore - Re pollard tree to point up to 2 metres below previous pollard points; G1 - Group of 8 Poplars. - fell to ground level, all situated within a conservation area.

**RESOLVED: No Objection**

#### 4.2 To Table and Validate Planning Applications dealt with since the last meeting:

##### 4.2.1 **23/01362 18 Newlyns Meadow Alkham CT15 7QJ**

Erection of a single storey side/rear extension, external alterations and access ramp to front (existing conservatory demolished)

**APC No Objection. Councillor Webber having declared a pecuniary interest did not vote.**

**RESOLVED: The decision was validated and agreed.**

#### 4.3 To table decisions by Dover District Council (DDC) since the last meeting:

##### 4.3.1 **CON/20/01409/A Hogbrook Farm Hogbrook Hill Lane Alkham Kent CT15 7BU**

Discharge of condition 3 (materials), condition 6 (ecological enhancements), condition 7 (standard landscape design), condition 12 (construction plan), condition 13 (roof lights) pursuant to application 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)

**Condition Approved**

##### 4.3.2 **22/01353 Drellingore Barns Stomers Lane Drellingore CT18 7ER**

Change of use and conversion of 2no. farm buildings to dwelling, erection of an annexe for ancillary use/holiday let, alterations to granary building, erection of car barn, outbuilding, associated car parking, boundary wall, formation of new gated vehicular access, landscaping, biodiversity enhancements and installation of cesspool (existing buildings to be demolished)

**Decision Refuse Planning Permission**

**4.3.3 23/01029 Little Westhill Farm Belsey Lane Ewell Minnis Kent CT15 7DY**

Certificate of Lawfulness (existing) for continued use as a single dwellinghouse (Paddock View) independent from the original dwelling house (Little Westhill Farm)

**Decision Withdrawn**

**4.3.4 23/01261 Upper Westhill Farm Belsey Lane Ewell Minnis CT15 7DY**

Certificate of Lawfulness (existing) for the continued use of garage as a holiday let

**Decision Withdrawn**

**4.3.5 CON/21/00224/B Land South East Of Fernfield Farm Fernfield Lane Hawkinge Kent**

**Proposal 6 - External lighting**

**Decision Condition Approved**

**4.4 To receive feedback from the Dover District Local Plan Examination – Hearing Sessions 5<sup>th</sup> and 6<sup>th</sup> December.**

Councillor Johns and the Clerk both represented the Parish Council at the Hearing Sessions. The comments raised by the Parish Council during the Regulation 19 Consultation were restated and reinforced. The Clerk thanked Councillor Johns for standing in for her at short notice on the 5<sup>th</sup> of December.

**4.5 To Table late planning matters.** There were none

**5. Finance:**

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

**RESOLVED:** To approve the schedule of payments.

Payee	Description	
Irene Bowie	Salary January 2024	Confidential
Irene Bowie	Salary, December Pay award, backdated to 1st April 2023 underpayment	Confidential
MiJan	Accounts Package Invoice Settlement	157.00
Ionos	Nov/December 35.40 x 2	70.80
Harmer	invoice 22323 Newlyn's The Green October Play inspections October	164.00
Harmer	invoice 22464 Play Inspections November	32.40
HMRC	PAYE/NI Q3	367.49
HMRC	PAYE/NI Q2	254.00
HSBC	Bank Charges December 2023 Paid 1st Jan 2024	5.00
DM Payroll Services	Payroll Provision	60.00
Catie Webber	Playdale Ltd New Swing Seat for playarea	123.61
Paul Tapsell	KALC Councillor Training	60.00

- 5.2 Late Payment Request/s to be discussed for approval and payment. There were none
- 5.3 To note receipts of Income. The receipts of income since the last meeting were noted as £133.69 (Bank Interest).
- 5.4 To receive the bank reconciliation.  
The combined bank reconciliation of ££43,410.01 was received.

**6. To Agree the budget and precept demand for 2024/25:**

- 6.1.1 To review the 2023/24 spend vs budget forecast. The financials for 2023/24 were circulated by the Clekr.
- 6.1.2 To consider the budget for 2024/25
- 6.1.3 To consider the precept for 2024/25

**RESOLVED:**

- 1. Councillors Barnard, Johns and Webber would meet with the Clerk/Responsible Financial Officer (RFO) before the next meeting to review the budget and precept for 2024/25**
- 2. The RFO would make recommendations for the budget and precept on the 22<sup>nd</sup> of January 2024**

**7. Parish Councillor Reports.**

**Councillor Webber** reported on behalf of the Green Spaces and Environment Working Group.

- Tree Survey required for the 2023/24 financial year. Works identified to be undertaken in the 2024/25 financial year.
- Play inspections 2024/25 It was AGREED to defer the decision on playground inspection training.
- Utilising a handyman for the 2024/25 budget to be agreed
- Playground Project. Councillor Webber thanked Capel Le Ferne Parish Councillor Pilcher for his assistance and advice for the improvements to the play area.
- Costing and ideas for the play to be made available to the public on Saturday, 3rd February, at the Parish Council surgery.
- Project Mini Orchard. It was noted that this project is contingent on obtaining grant funding. Additional funding by the Parish Council of £1000 may be required.
- Fundraising. Councillor Webber spoke regarding ideas to raise funds for the projects.

**RESOLVED:**

- 1. Clerk to arrange for Harmers to install the new swing seat in the Playground**
- 2. Clerk to purchase 3 Verge Post with Reflectors to mark hazards in the Swale. £63 inc VAT**
- 3. To repaint the wooden goal posts. Cost £40.**
- 4. To remove a small section of hedge on the Northwest corner of the Village Green.**

**Councillor Tapsell** reported that he was organising a meeting with the Kent PROW Manager.

**Councillor Johns:** Reported on the recent flooding in Alkham. He reported that the Parish Council would be notified by Southern Water if there were any ongoing issues.

**RESOLVED:**

**Councillor Johns would be the Parish Council's point of contact for Southern Water.**

**8. Agenda Items for the next meeting.**

**To confirm meeting dates for 2024.**

**22<sup>nd</sup> January, 4<sup>th</sup> March, 13<sup>th</sup> May (Annual Statutory Meeting of the Parish Council), 1<sup>st</sup> July, 2<sup>nd</sup> September, 4<sup>th</sup> November.**

**Annual Meeting of the Parish, to be confirmed.**

**9. 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, or 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.

- 9.1 Enforcement Matters. No matters to report
- 9.2 Staffing Matters.

**RESOLVED:**

**NALC Annual Salary Award 2024. It was RESOLVED that the Clerk's salary would be increased in line with the NALC Salary Award.**

- 9.3 Council Land Ownership.

The Clerk reported on ongoing matters pertaining to registering the Parish Council's ownership of Chalksole Green with the Land Registry.

- 9.4 To consider any quotations/tenders.

**RESOLVED: To obtain one additional quotation for the Tree Survey.**

There being no further business to be transacted the Chairman closed the meeting at 9:08 pm

Signed on behalf of the Parish Council

Signature:

Date:

Chairman (Print Name):