

ALKHAM PARISH COUNCIL

Minutes of the Meeting held on Wednesday 28th June 2021 at 7.00pm in the Village Hall

Present: Cllrs N Burrows (Chairman); M Hibbert; D Beaney; A Barrier

Also present: I Bowie (Clerk) and 6 members of the public.

PRIOR TO THE START OF THE MEETING:

Presentation of the Kent Association of Local Councils Community Award 2021 (KALC) Community Awards Scheme 2021: The KALC Community Awards Scheme is to acknowledge and give recognition to those that have made a significant contribution to their local community, it is supported by the High Sheriff of Kent, Kent County Council and Medway Council.

The parish council nominated Brian Wimsett because he “tirelessly curates, edits and publishes the Parish Newsletter each month to ensure that parishioners are up to date with issues, events and what’s happening in and around Alkham”

The Chairman of the Parish Council, Cllr Burrows presented the award.

Representations from the general public will be taken for a period up to fifteen minutes before the opening of the formal meeting. Individuals may speak for up to three minutes at the discretion of the Chairman.

The minute book will be closed.

1. Apologies, Declarations of Interest and Dispensations:

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 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 and the reason given were accepted from Cllr Marczin-Bundy

1.2 **Declaration of Changes to the Register of Interests.**

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.**

Cllr Beaney declared a Disclosable Pecuniary Interest in agenda item 9.1.1

1.4 **Requests for Dispensations.** There were none

1.5 **Declarations of Lobbying.** There were none

2. **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.

3. Minutes of the Parish Council Meeting:

It was RESOLVED that the minutes of the parish council meeting held on the 5th of May 2021 were confirmed as a correct record as a correct record and signed by the chairman.

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

4.1 Chalksole Green: It was agreed that a site visit would be arranged with a view to cutting back the brambles and creating a pathway.

4.2 It was agreed that the bus timetable would be added to the website

4.3 BT Phone Box Ewell Minnis. It was resolved that the parish council would adopt the phone box. It was agreed that Councillor Beaney would discuss the maintenance of the phone box with residents of Ewell Minnis.

5. Finance:

5.1 To note receipts of Income: These were noted

Appendix 1

5.2 The bank reconciliation was presented and agreed.

Appendix 1

5.3 To authorise payments on the schedule: It was resolved to authorise the payments on the schedule.

Appendix 1

- 5.4 To receive the AGAR for the financial year ended 31st March 2021
- 5.4.1 Internal audit report: The Annual Internal Audit Report 2020/21 signed by the internal auditor on the 20th June 2020, was received and accepted.
 - 5.4.2 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 was signed by Chairman
 - 5.4.3 It was RESOLVED that the Chairman would sign the Certificate of Exemption
 - 5.4.4 The parish council considered and approved the Annual Governance Statement for the year ending March 2021. It was RESOLVED that the Chairman and the Clerk signed the Annual Governance Statement
 - 5.4.5 Acceptance of Annual Governance and Accountability Return (AGAR)
The parish council considered and approved: the bank reconciliation; explanation of variances, explanation of reserves and asset register. The parish council RESOLVED to accept the Annual Governance and Accountability Return (AGAR) for the year ending March 2021.
6. **Parish Council PO Box Address:** It was RESOLVED that the Clerk would set up a Royal Maid PO Box.
7. **Highways:**
- 7.1 To receive the Highways Improvement Plan (HIP): The Highways Improvement Plan was received and AGREED. It was noted that a speed survey was currently being undertaken by KCC Highways. Cllr Hibbert reinforced the message to residents that TAG had now been replaced by Hip. KCC Highways will only consider a maximum of two priorities per parish council per annum, regardless of who is paying for them.
 - 7.2 To receive the parish portal report: The report was received and noted.
 - 7.3 To receive an update on the New Bus Stop: It was reported that the project was progressing, and installation would be made as soon as KCC Highways could schedule the works.
 - 7.4 To consider any other Highways matters
8. **To receive reports from:**
- 8.1 Kent County Councillor KCC Cllr Beaney
KCC Cllr Beaney gave his report it was noted that KCC are trialling hydrogen bus in Sevenoaks. The Kent Freight Plan due to the dramatic change in the movement of freight the plan is being continually reviewed. Cllr Beaney reported that Whitfield Lorry Park would have a capacity for 500 lorries.
 - 8.2 Byways Cllr Barrier
It was reported that the TRO on Pimlico Byway had expired. It was reported that the PROW officer would investigate gates that had been erected at Everden and were blocking the PROW.
 - 8.3 Parish Plan Cllr Burrows
A meeting was awaited with the Chairman of the Steering Group would be organised.
 - 8.4 Drainage and Flood Warden Report Cllr Hibbert
Appendix 1
 - 8.5 Clerks Report I Bowie
The Clerk apologised to the AVS for a misunderstanding regarding their active status. It was confirmed that the AVS was still active and ongoing. A member of the public asked several questions regarding the constitution of the AVS. It was confirmed that the AVS is still accepting members. The Secretary of the AVS apologised to two parish Councillors who had previously been unable to become members. The Clerk reported that the parish council website is not a community website and that it fulfils the criteria of a dedicated parish council website.
 - 8.6 PCSO Report PCSO Keehner
The report had been circulated
9. **Planning:**
- 9.1 To consider the following applications:
 - 9.1.1 21/00967 Land South Of Ferne Lane And East Of Warren Lane Alkham CT15 7EE
Change of use of the land for the stationing of three static homes for Gypsy / Traveller accommodation. Associated hard and soft .
Cllr Beaney have declared an interest left the room and did not take part in the discussions and did not vote. It was AGREED that the Clerk would request more detailed plans of the proposed application.

Cllr Beaney returned to the room.

- 9.2 To table planning applications dealt with since last meeting:
 - 9.2.1 21/00916 9 Glebelands Alkham CT15 7BY
Erection of a first floor side extension APC No Objection
 - 9.2.2 21/00614 Meadows Caravan Site Alkham Valley Road Alkham CT15 7EW
Siting of 10no. additional static caravans for Gypsies and Travellers, 2no. touring caravan pitches, 1no. dayroom, creation of 24no. parking spaces (including the touring caravan car parking) hardstanding and associated infrastructure (Amended Description) APC Objection
- 9.3 To receive an update on any outstanding planning applications and results:
- 9.4 To receive late planning applications and other late planning matters:

10. Play area and Village Green

- 10.1 To receive the Monthly Inspection Report
The report was received. It was AGREED that Cllr Hibbert and Barrier would conduct a weekly visual inspection.
- 10.2 To receive an update re. additional bin/s and/or increased frequency of emptying:
It was AGREED that the Clerk would contact DDC regarding the emptying of the bin by foxes as night. It was AGREED that the Cllr Beaney would assist the Clerk obtaining a call back or an email despite many attempts.

11. Correspondence:

- 11.1 To Table Items of Late Correspondence:
- 11.2 To Table items circulated:
 - 11.2.1 KALC Events in June...Places available!
 - 11.2.2 Letter from resident re Trees Newlyn's Meadow
 - 11.2.3 Letter from the DDC Monitoring Officer re DPI Forms to All DDC parish councils.
 - 11.2.4 KALC Event Alert Delivering Neighbourhood Plans

All items of correspondence were noted.

There being no further business to be transacted the Chairman Closed the meeting at 8:57 pm

Signed : *Neil Burrows*

Date 13 September 2021

Chairman

APPENDIX 1

5.1

Alkham Parish Council Receipts of Income 2021/22

Date	Description	Type	From	Amount
09/04/2021	Precept 2021/22	Receipt	Dover District Council	13138
01/05/2021	Interest	Receipt	HSBC Interest	0.46
01/06/2021	Interest	Receipt	HSBC Interest	0.49
				13138.95

5.2

Alkham Parish Council

Bank account

Community Account

Balance per bank statement at 20/06/2021 2,102.55
Uncleared Payments

Date	Customer/Supplier	Reference	Amount	
05/05/2021	KCC Highways		-11,608.22	
TOTAL				-11,608.22
TOTAL NET BANK BALANCES AT 20/06/2021				-9,505.67
Opening_balance				2,069.94
Total receipts				
Total payments				-13,575.61
Total transfers				2,000.00
Closing balance per cash book (must equal net bank balances above)				-9,505.67

Alkham Parish Council

Bank account Business Manager

Balance per bank statement at 22/06/2021 57,864.74

TOTAL NET BANK BALANCES AT 22/06/2021 **57,864.74**

Opening_balance 46,725.79

Total receipts 13,138.95

Total payments

Total transfers -2,000.00

Closing balance per cash book (must equal net bank balances above) **57,864.74**

5.3

Alkham Parish Council

Transactions for approval 28th June 2021

Date	Description	Supplier / customer	Account	Total
28/06/2021	Maintenance	Harmer and Sons Ground Maintenance	Parish Mowing/Playground Inspections	195.60
28/06/2021	Salary June 2021			
28/06/2021	PAYE Q1 2021/22	HMRC Cumbernauld	PAYE/NI	298.20
28/06/2021	AGAR 2020/21	Total Accounting Audit	Audit Fee	156.00

8.4 Alkham Drainage Work Progress Updates – June 2021

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

- 578869- Drainage emergency call out. Meggett Lane – adjacent to Thorn Cottage. Heavy rain caused back wash problems to drainage and sump run offs. Water backing up to entrance to Thorn Cottage. KCC Emergency Team attended within 2hrs of reporting. Drainage/sump cleared, and roadway area cleared of accumulated debris and mud.
 - The double culvert underground pipes, linking the Garden Centre ditch to the ditch outside the entrance to the Meadows CV site, has been reported blocked or damaged with the water causing flooding on the entrance driveway to the CV site and in the surrounding area. *Still awaiting KCC Drainage team to investigate and report.*
 - Just a reminder, please report any future overflowing sewers direct to the Environment Agency via their Incident Hotline 0800 80 70 60.
 - Now entering the time of year for thunderstorms and flash flooding. Another request to adopt a drain in your immediate area. Grating covered in debris, simply brush off to allow water to drain. If the drain is blocked report problem direct to KCC Highways and Transportation on their website, details can be found on our Alkham website. Likewise, if the road is covered by washed down flints, mud, or other debris, which constitutes a danger or safety hazard, use the same reporting method. KCC have a stated commitment to fix danger faults within 2hours, and safety hazards within 7 days.

Martin Hibbert
Flood Warden

21/06/2021