

# Alkham Parish Council

**To All Members of the Parish Council** In accordance with the requirements of the Local Government Act 1972, you are hereby summoned to attend the **Statutory Annual Meeting of Alkham Parish Council on Thursday 11<sup>th</sup> May 2023 at 7 p.m.** The meeting will be held in the Alkham Village Hall , Hogbrook Hill Lane, Alkham, Dover CT15 7QJ

*Irene Bowie*

**Clerk to the Council**

[clerk@alkhamparishcouncil.org.uk](mailto:clerk@alkhamparishcouncil.org.uk)

5<sup>th</sup> May 2023

## NOTICE OF MEETING

Public Notice of the meeting has been given in accordance with schedule 12, Para 10(2) of the Local Government Act 1972. The Meeting is open to the press and public.

## AGENDA

- 1. To elect a Chairman and receive the Chairman's Declaration of Acceptance of Office**
- 2. To elect a Vice Chairman and receive the Vice Chairman's Declaration of Acceptance of Office**
- 3. Apologies.**
  - 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 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.
  - 3.2 Declaration of Changes to the Register of Interests.
  - 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.
  - 3.4 Requests for Dispensations.
  - 3.5 Declarations of Lobbying.
- 4. 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.**
- 5. Reports from external parties (if present).**

Kent County Councillor David Beaney, Dover District Councillor Martin Hibbert, PCSO Sarah McGuinness
- 6. Allocation of Responsibilities**
  - 6.1 Byways
  - 6.2 Drainage and Flood Warden
- 7. Minutes of the Parish Council Meeting**

To resolve that the minutes of the Parish Council Meeting held on 17th April 2023 to be taken as read and confirmed as a correct record and signed by the Chairman.
- 8. Clerk's Report:** (On matters not included in other agenda items)
- 9. Finance:**
  - 9.1 To receive and authorise payments listed on the schedule (to be provided at the meeting)
  - 9.2 Late Payment Request/s to be discussed for approval and payment.
  - 9.3 To note receipts of Income
  - 9.4 To receive the bank reconciliation
- 10. Annual Review of Parish Council Policies and Procedures.**
  - 10.1 Standing Orders
  - 10.2 Financial Regulations
  - 10.3 Model Publication Scheme
  - 10.4 GDPR Document Retention Policy
  - 10.5 Freedom of Information
  - 10.6 Code of Conduct

- 10.7 Civility and Respect
- 10.8 Complaints Handling Policy
- 10.9 Volunteer Policy
- 10.10 Habitual of Vexatious Complaints Policy
- 10.11 Scheme of Delegation
- 10.12 Social Media and Website Policy
- 10.13 Co-Option Policy
- 10.14 Equality and Diversity Policy
- 10.15 Code of Conduct
- 10.16 Dignity at Work /Bullying and Harassment Policy
- 10.17 Grievance Procedure
- 10.18 Disciplinary Procedure
- 10.19 Grant Policy

## 11. Planning:

- 11.1 To table planning applications received for consideration:
- 11.2 To Table Planning Applications dealt with since the last meeting
  - 11.2.1 23/00546 East Side Of Short Lane Alkham CT15 7BZ Proposal Erection of 8 dwellings and associated works  
<https://publicaccess.dover.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RTDAIOFZGE200>
  - 11.2.2 23/00561 Sunrise Meggett Lane Alkham Kent CT15 7EN  
Removal of Condition (a) agricultural occupancy of planning permission CH/6/63/0117  
Removal of Condition (a) agricultural occupancy of planning permission CH/6/63/0117  
<https://publicaccess.dover.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RTKOAZFZGJO00>
- 11.3 To table decisions by Dover District Council (DDC) since the last meeting
  - 11.3.1 23/00160 Sunrise Meggett Lane Alkham CT15 7EN  
Continued use of Sunrise, Meggett Lane, Alkham, CT15 7EN as a single dwellinghouse in contravention of Condition 2 of Planning Permission CH/6/63/0117 (Agricultural Occupancy Condition) and Continued use of Land and Building for the garaging of vehicles and domestic storage ancillary to the residential use of Sunrise in contravention of Condition 5 of Planning Permission DOV/04/00385 (Agricultural use only) and the use of agricultural land as residential garden land.  

<b>Decision</b>	<b>Split Decision</b>
<b>Decision Issued Date</b>	<b>Thu 13 Apr 2023</b>
- 11.4 To table late planning matters:

## 12. Highways

- 12.1 Highways Improvement Plan (Update)
- 12.2 To receive the Alkham Speedwatch reports
- 12.3 To receive the parish portal report
- 12.4 To receive any other Highways matters

## 13. Play area and Village Green

- 13.1 To receive the Monthly Playground Inspection Report.
- 13.2 To consider any other matters pertaining to the play area and/or the Village Green
- 13.3 To consider areas for Re-Wilding

## 14. Correspondence:

- 14.1 To table items of late correspondence :
- 14.2 Items circulated .
  - 14.2.1 Dover District Council Local Plan Examination
  - 14.2.2 FREE Royal Forestry Society Workshop 17th May - Bridge, Canterbury
  - 14.2.3 Parish Council Community Cost of Living Grant Scheme
  - 16.2.4 NALC Newsletter

## 15 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.

**16. Agenda Items for the next meeting:**

**Meeting Dates 2023: 3rd July, 4<sup>th</sup> September, 6<sup>th</sup> November.**