

Alkham Parish Council

SUMMONS

To All Members of the Parish Council In accordance with the requirements of the Local Government Act 1972, you are hereby summoned to attend a meeting of **Alkham Parish Council on Monday 6th November 2023 at 7pm.**

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

1st November 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. 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.
- 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.
- 1.4 Requests for Dispensations.
- 1.5 Declarations of Lobbying.

2. **Review of Standing Orders 3.X: To consider an increase of the time for meetings from two hours to as maximum of three hours.**

3. **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.

4. **Reports from external parties (if present).**

Kent County Councillor David Beaney, Dover District Councillor Martin Hibbert, Community Warden Jan Henry, PC

5. **Minutes of the Parish Council Meeting**

To resolve that the minutes of the Parish Council Meeting held on 4th September 2023 to be taken as read, confirmed as a correct record and signed by the Chairman.

6. **Planning:**

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

6.1.1 **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)

6.2 **To Table and Validate Planning Applications dealt with since the last meeting.**

6.3 **To table decisions by Dover District Council (DDC) since the last meeting (to be provided at the meeting)**

6.4 **Dover District Local Plan Examination – Hearing Sessions . Opening 14th November**

6.5 **To Table late planning matters:**

7. To receive Reports and agree actions if appropriate.

- 7.1 Chairman's Report
- 7.2 KALC Area Meeting Alkham Parish Council Representative.
- 7.3 Clerks Report (on matters not included in other agenda items)
- 7.4 Councillors Report (on matters not included in other agenda items)
- 7.6 Flood and Drainage Warden
- 7.7 Footpath Warden
- 7.8 To nominate a representative to the Village Hall Management Committee.

8. Finance:

- 8.1 To receive and authorise payments listed on the schedule (to be provided at the meeting)
- 8.2 Late Payment Request/s to be discussed for approval and payment.
- 8.3 To note receipts of Income
- 8.4 To receive the bank reconciliation
- 8.5 BT Telephone Box Ewell Minnis
- 8.6 To consider the process for setting the 2024/25 Budget and Precept.

9. Review of Parish Council Policies and Procedures.

- 9.1 Volunteer Policy
- 9.2 Communications Policy
 - 9.2.1 Clarification of the Proper Officer's role and responsibilities.
 - 9.2.2 To Agree the policy

10. To consider the following working groups:

- 10.1 Highways Working Group
 - 10.1.1 Co-option of members.
 - 10.1.2 To receive an update KKC Highways Design Plan for Alkham Safety Improvements.
 - 10.1.3 To consider the New Highways Improvement Plan
 - 10.1.4 To receive the Alkham Speedwatch reports
 - 10.1.5 To review setting up Lorrywatch
 - 10.1.6 To receive the parish portal report
 - 10.1.7 To receive updates and recommendations.
- 10.2 Communications and Community Involvement Working Group
 - 10.2.1 Co-option of Members
 - 10.2.2 To agree the Administrators of the Parish Council Website.
 - 10.2.2 To set up a new PC Facebook page and agree the administrators.
 - 10.2.3 To receive suggestions from the Working Group
- 10.3 Parish Plan Evolution and Delivery Working Group
 - 10.3.1 Co-option of members.
 - 10.3.2 To receive suggestions from the Working Group
- 10.4 Green Spaces and Environment Working Group
 - 10.4.1 To agree the Terms of Reference
 - 10.4.2 Co-option of members.
 - 10.4.3 To receive suggestions from the Working Group

11. Play area, Village Green and Chalksole Green

- 11.1 To receive the Monthly Playground Inspection Report.
- 11.2 To consider any other matters pertaining to the play area and/or the Village Green, Chalksole Green

12. To consider commissioning a Tree Survey.

13. Correspondence:

- 13.1 To table items of late correspondence :
- 13.2 Items circulated .
 - 13.2.1 Resident emails re no 91 Bus
 - 13.2.2 Community Transport Grant Scheme
 - 13.2.3 Elections Act changes - absent voters, overseas electors and digital imprints
 - 13.2.4 Community Transport Grant Scheme
 - 13.2.5 FOIA Request

14. Agenda Items for the next meeting:

To Agree Meeting Dates for 2024

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.

15.1 Enforcement Matters.

15.2 Freedom of Information Act Request

15.3 Council Land Ownership

Notes on declarations of interest

Any Member arriving after the start of the meeting is asked to declare pecuniary interests, as necessary, as soon as practicable after their arrival, even if the item in question has been considered.

National rules about pecuniary interests are set out in Chapter 7 of the Localism Act 2011 and in secondary Legislation made under the Act, in particular The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012