

# 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 4<sup>th</sup> September 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](mailto:clerk@alkhamparishcouncil.org.uk)

30<sup>th</sup> August 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. 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. Reports from external parties (if present).

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

### 4. Minutes of the Parish Council Meeting

To resolve that the minutes of the Parish Council Meeting held on 3<sup>rd</sup> July 2023 to be taken as read, confirmed as a correct record and signed by the Chairman.

### 5. Planning:

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

##### 5.1.1 23/00959 Sunrise, Meggett Lane Alkham CT15 7EN

Removal of Condition (5) agricultural occupancy of planning permission 04/00385

<https://publicaccess.dover.gov.uk/online-applications/applicationDetails.do?keyVal=RYR7XFFZ01R00&activeTab=summary>

##### 5.1.2 23/00967 Sunny Bank Alkham Valley Road Alkham CT15 7BX

Erection of a single storey rear extension, front porch, alterations to windows/doors, replacement roof with 2 dormer windows and rooflights (front porch and side extension to be demolished).

<https://publicaccess.dover.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RYGS18FZK9S00>

##### 5.1.3 23/00690 Land South Side Of Ferne Lane Ewell Minnis Kent CT15 7FF

Change of use for the keeping of horses. Erection of stable building and installation of planted bund (Retrospective)

<https://publicaccess.dover.gov.uk/online-applications/applicationDetails.do?keyVal=RV3OIRFZHPQ00&activeTab=summary>

- 5.1.4 23/00546 Land East Side Of Short Lane Alkham CT15 7BZ**  
Erection of 8 dwellings with associated access and landscaping - Notification of amended Plans

<https://publicaccess.dover.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RTDAI0FZGE200>

- 5.1.5 23/00947 Halton Court Alkham Valley Road Alkham CT15 7BX**  
Remove existing front door and surround, replace with new

<https://publicaccess.dover.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RYATVUFZK4E00>

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

**23/00917 Halton Court Alkham Valley Road Alkham CT15 7BX**

Repainting of front elevation. Minor brickwork repairs.

APC No Objection . Cllr Barnard declared a pecuniary interest and did not vote.

**5.3 To table decisions by Dover District Council (DDC) since the last meeting**

**5.3.1 23/00655 The Hermitage Green Wood Slip Alkham CT15 7DD**

Change of use of land to residential, erection of garage and stable block  
DDC Planning Permission Granted.

**5.3.2 23/00674 Great Everden Farmhouse Lockering Lane Alkham CT15 7EH**

Prior approval for the change of use from agricultural to hotel (C1)

**DDC Prior Approval Refused - Change of Use**

**5.4 Dover District Local Plan Examination – Hearing Sessions . Opening 14<sup>th</sup> November**

**5.5 To Table late planning matters:**

**6. To receive Reports**

- 6.1 Chairman's Report
- 6.2 KALC Area Meeting Alkham Parish Council Representative.
- 6.3 Clerks Report (on matters not included in other agenda items)
- 6.4 Councillors Report (on matters not included in other agenda items)
- 6.5 Parish Plan - Update
- 6.6 Flood and Drainage Warden
- 6.7 Footpath Warden

**7. Village Fete 2024**

- 7.1 To consider the use of the Village Green for the Fete
- 7.2 To consider a budget for the Fete.

**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 To consider Unity Bank

**9. Annual Review of Parish Council Policies and Procedures.**

- 9.1 Standing Orders
- 9.2 Financial Regulations
- 9.3 Model Publication Scheme
- 9.4 GDPR Document Retention Policy
- 9.5 Freedom of Information
- 9.6 Code of Conduct
- 9.7 Civility and Respect
- 9.8 Complaints Handling Policy
- 9.9 Volunteer Policy
- 9.10 Habitual of Vexatious Complaints Policy
- 9.11 Scheme of Delegation
- 9.12 Social Media and Website Policy

- 9.13 Co-Option Policy
- 9.14 Equality and Diversity Policy
- 9.15 Email Policy
- 9.16 Dignity at Work /Bullying and Harassment Policy
- 9.17 Grievance Procedure
- 9.18 Disciplinary Procedure
- 9.19 Grant Policy
- 9.20 Risk Assessment Policy and Register
- 9.21 Communications Policy
- 9.22 Working Groups Protocol

**10. To consider the following working groups:**

- 10.1 Highways Working Group
  - 10.1.1 To agree the Terms of Reference
  - 10.1.2 To review the co-option of members.
- 10.2 Communications and Involvement Working Group
  - 10.2.1 To agree the Terms of Reference
  - 10.2.2 To review the co-option of members.
  - 10.2.3 To consider a Parish Council Facebook Page.
- 10.3 Parish Plan Evolution and Delivery Working Group
  - 10.3.1 To agree the Terms of Reference
  - 10.3.2 To review the co-option of members.
- 10.4 Community Liaison Working Group
  - 10.4.1 To consider merging with the Communications and Involvement Working Group.
- 10.5 Environmental Initiatives and Re wilding Working Group
  - 10.5.1 To agree the Terms of Reference
  - 10.5.2 To review the co-option of members.

**11. Allocation of Responsibilities:**

- 11.1.1 To consider a formal request to the Village Hall Management Committee for a Parish Councillor to be a Committee Member.

**12. Highways**

- 13.1 To receive and consider the KKC Highways Design Plan for Alkham Safety Improvements.
- 13.2 To consider the Highways Improvement Plan
- 13.3 To receive the Alkham Speedwatch reports
- 13.4 To receive the parish portal report
- 13.5 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
  - 13.2.1 To receive an update - Bins on the Village Green
  - 13.2.2 To receive an update - Signage on the Village Green
  - 13.2.3 To receive an update on the Slide and Adventure Trail.
  - 13.2.4 To consider the RoSPA Play Safety Inspection Report.
- 13.3 To consider commissioning a Tree Survey.

**14. To consider options for Village Maintenance.**

**15. Correspondence:**

- 15.1 To table items of late correspondence :
- 15.2 Items circulated .
  - 15.2.1 Resident email re Lorry Damage to a wall Slip Lane
  - 15.2.2 Resident email re drainage - Hogbrook Hill Lane, Alkham
  - 15.2.3 Applications open for Coronation Living Heritage Fund Deadline 11<sup>th</sup> September 2023
  - 15.2.4 Street Consultation - Land South East Of Fernfield Farm Fernfield Lane Hawkinge

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

**17. 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.

17.1 Enforcement Matters.

**Meeting Dates 2023: 6<sup>th</sup> November.**

***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***