

# ALKHAM PARISH COUNCIL

## MINUTES – MONDAY 8<sup>TH</sup> JANUARY 2018

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### 7.00pm PRIOR TO THE START OF THE MAIN MEETING:

#### Planning Updates:

DOV/16/01029

**Erection of detached dwelling and associated car parking (existing outbuildings to be demolished)**

Land adjoining 1 Catherine Cottages, Alkham Valley Road, Alkham, CT15 7BX

Dover District Council has received an Appeal under Section 78 for the above application. The appeal will be determined by the First Secretary of State or by an Inspector appointed by him following an exchange of written correspondence and a site inspection.

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### MAIN MEETING:

**1. Venue:**

Alkham Village Hall at 7:30pm

**2. Present:**

Parish Councillors:

**8 public**

Neil Burrows, Anthony Barrier, Ruth Marczin-Bundy,  
Geoff Hillier, Martin Hibbert & David Beaney

Clerk:

Janice Lambert

Members of Public:

8

District Councillors:

Pauline Beresford, Nick Dixon

County Councillors:

Geoff Lymer

**3. Apologies:**

Parish Councillors:

Den Barnard

**4. To Receive Declarations of Interest and Dispensations**

**5. Regular Business**

4.1 The minutes of the meeting held on Monday 4<sup>th</sup> December were received, approved and signed as correct records.

**6. Matters Arising:**

**5.1 Byways Update**

The Clerk confirmed that both byways are still closed and that pressure is to be put on Andrew Hutchinson for a more permanent solution. The tree that is obstructing one of the entrances still needs to be moved to allow certain access.

**5.2 Parish Planning – Cllr Barnard & Cllr Hillier**

Cllr Hillier advised that the next meeting is to be held in January, date still to be confirmed. Cllr Hibbert expressed the importance of completing assigned tasks. The action monitor needs to be continuously reviewed in between meetings.

**5.3 Major Incident Plan - Cllr Barnard**

Cllr Hibbert has spoken to Cllr Barnard. Cllr Barnard has been issued with a KALC template for the plan. Cllr Hibbert will now liaise with Cllr Barnard to complete the spaces on the template. Cllr Barnard offered to complete this. Cllr Burrows asked for Cllr Hibbert to ask Cllr Barnard if he is happy for Cllr Hibbert to take this over.

**5.4 Traffic Action Group Questionnaire Update – Cllr Hillier**

Cllr Hillier noted that questionnaires have started to be returned. The deadline for completion is 31<sup>st</sup> January 2018. The results will be presented to the Parish Council at the March meeting. There will be a notice in the next newsletter inviting parishioners to attend. Cllr Burrows asked how the questionnaires are coming in, Cllr Hillier confirmed they are both electronic and paper versions. Cllr Hillier noted that analysing the comment responses would be more complicated. Cllr Hillier noted that after the March meeting the TAG will disband, as its job would have been completed.

#### **5.5 Drainage update – Cllr Barnard & Cllr Hibbert**

Meggett Lane culvert and the drain outside the Alkham Valley Vineyard have still not been cleared. There has been some correspondence from the Village Hall Secretary regarding Nailbourne, Cllr Barnard has done some work with Brian Wimsett and as soon as he is well again he will report further. Cllr Hibbert confirmed that the culvert at Short Lane has been cleared. Cllr Hibbert noted he has some KCC drainage documents. Cllr Burrows asked if Cllr Hibbert has had direct contact with KCC. Cllr Burrows advised we need to get clarification from KCC on what the process should be. Cllr Hillier noted there has not been an official response from the Parish Council from their letter in October. The Clerk to follow up with Cllr Barnard regarding this letter.

#### **5.6 Village signs at Ewell Minnis – Cllr Beaney**

Cllr Beaney confirmed a request came from a parishioner for signs to be erected. Cllr Beaney confirmed locations have been selected, which also include signs on Warren Lane. Cllr Burrows asked for the Councillors to approve for the signs to be erected. No contributions from the Parish Council will be required; Cllr Lymer will fund this. All Councillors were in favour. Cllr Burrows thanked Cllr Lymer for his assistance. Cllr Lymer thought the work should be completed in March/April.

#### **5.7 Review of Meeting Actions (Those not covered already)**

A general discussion took place reviewing various actions. Cllr Burrows noted that it is a bit late to do anything for Tourism Week this year, but might be good for future years. Cllr Hibbert noted he still needs to discuss the historical records with Cllr Barnard. A member of the public noted some work is being done by the Village Hall towards an historical exhibition to be held in 2019. Cllr Hibbert noted the action for Ordinance Survey is actually a cost for some software which could be useful to the Parish. Cllr Hillier advised a decision will be made at the March meeting on this.

#### **5.8 Guest Speaker for the Annual meeting in April**

Cllr Burrows asked for suggestions for speakers for the Annual Parish meeting in April. Cllr Barrier gave some suggestions to the Clerk. Cllr Burrows asked the Clerk to make contact with them to see if anyone is willing to contribute.

#### **5.9 Alkham website – Cllr Hibbert**

Cllr Hibbert provided an update to the current position and recent actions that have taken place. Cllr Hibbert noted there is a demo website, which has been created, by a member of the public and that the Councillors have all had sight of this. The member of the public has offered to help with the creation of the new website. Once created full control would be handed to the Clerk. Cllr Hibbert proposed we go forward with a completely new stand-alone website. We would need to purchase a new domain name. There would be a charge to the Parish Council of £12 for the first year and around £100 for subsequent years (figures need to be confirmed). Cllr Burrows asked for views from the Councillors. The Clerk noted that everything suggested on the demo website can be done on our current site other than a change of theme. All Councillors were in favour of the new website and the charges involved.

### **7. Correspondence:**

#### **6.1 Invitation to The Lord-Lieutenant of Kent's Civic Service – Tuesday 20<sup>th</sup> March 2018**

Cllr Burrows suggested the new Councillors would be most suitable. Cllr Hillier would like check his diary first; Cllr Beaney also needs to check his diary.

#### **6.2 Data Protection Regulation Workshops – KALC – Thursday 11<sup>th</sup> January 2018**

The Clerk confirmed that this workshop is now full, however the Councillors approved for the Clerk to go on future courses as they become available.

### **6.3 KCC Community Transport Grant Scheme**

Covered under Delegates reports

## **8. Delegates Reports:**

County Cllr Lymer noted the issues with transport in remote villages. There is a Community Transport Grant Scheme being proposed. The deadline has now been extended from January to March. The principle Parish would be West Hougham. Cllr Lymer would be looking for a small contribution of a few hundred pounds from Alkham & Capel-le-Ferne. Cllr Lymer would be looking to provide some funding for this. It would be a preference to have a paid driver rather than a volunteer. Cllr Hibbert asked if there would be disability availability. Cllr Lymer suggested buses being every other hour. Cllr Burrows noted that assessing demand will be extremely hard. The service will be chargeable. Cllr Lymer also suggested contacting local supermarkets for sponsorship.

Cllr Dixon summarised the various things that are happening in 2018, this includes a multiplex cinema opening in February 2018, in Spring a Visitor Centre will be opening at the Bettshanger Country Park and there is also work starting in March on the pier in Deal and major house developments in and around the district. The Clerk requested a copy of the information sheet Cllr Dixon had used. A member of the public noted that new developments would cause extra traffic in the village and asked if there would be any funding to help us with the traffic issues. Cllr Dixon noted he cannot answer the question directly and advised he would refer it back to Dover District Council for their comment. Cllr Hillier noted that if we do proceed with traffic calming it would be useful to know there maybe funding available. Cllr Hibbert asked if impact assessments took place prior to planning being approved for the new developments. Cllr Beresford confirmed the impact assessments were presented at the planning stage.

## **9. Interval:**

A member of the public reiterated concerns that a response had not been made to the Village Hall flooding letter. Cllr Burrows confirmed The Clerk will follow this up with Cllr Barnard. A member of the public noted concerns about bus drivers still not knowing where to stop. The Clerk confirmed she had a response from Stagecoach advising the drivers do know all the stops.

A member of the public suggested the Parish Council put their own signs up. Cllr Burrows noted there are certain restrictions. Kent County Cllr Lymer took an action to make contact with Stagecoach, John Pugh to ascertain whether there are any regulations or if we can proceed on that basis.

## **10. Finances:**

- 6.1 Invoice from Coastal Mowers & Plant for £120.00 for servicing of strimmer & hedge cutter
- 6.2 Clerks salary and expenses of £189.85 for December 2017
- 6.3 Invoice from Dover District for £1,865.47 for Election Costs in September 2017
- 6.4 Invoice from DB Works for £225.00 for the installation on bollards and fencing on the football pitch

## **11. Any Other Business**

Cllr Barrier noted the streetlight on Hogbrook Lane is on all of the time and this needs to be reported.

Cllr Beaney advised the salt bins on Wolverton Hill are empty again.

Cllr Beaney noted the sump at Warren Lane needs action again. Cllr Lymer advised he will speak with KCC to get this done. Cllr Beaney also suggested he could put hard-core there but was worried about being reported for fly tipping. The Clerk suggested a record be kept of when Cllr Beaney has done work. Cllr Lymer also suggested laying a sub-base in the worst areas, which he would be able to fund.

Cllr Beaney also noted the Parish News will now be included on the monthly newsletter.

Cllr Hibbert suggested we look at improving our notice board. Cllr Dixon advised they are around £1,200 - £1,400.

The Clerk noted she had received advice from a member of the public regarding a highways fault report.

## **12. Date of Next Meeting:**

The date of the next regular meeting is Monday 12<sup>th</sup> March 2018.

The meeting closed at 9.30pm.

**Actions from Meetings**

<b>Date Added</b>	<b>Action Description</b>	<b>For Action By</b>	<b>Date Completed</b>
11/09/17	Creation of Community Led Plan	Cllr Barnard Cllr Hillier	
11/09/17	Creation of Major Incident Plan	Cllr Barnard Cllr Hibbert	
11/09/17	Research Facebook Page	Cllr Hibbert	14/10/17
11/09/17	Check Short Lane Drains for Blockages	Cllr Barnard Cllr Beaney	08/01/18
11/09/17	Research Byelaws	Clerk	15/09/17
11/09/17	Speak with Highways regarding trench near pumping station	Clerk	13/09/17
11/09/17	Complete Rights of Way Survey	Cllr Barrier	12/09/17
06/11/17	Letter to Stagecoach	Clerk	09/11/17
06/11/17	Installation of bollards on football pitch	Cllr Beaney Cllr Burrows	02/12/17
04/12/17	Liaise with Cllr Barnard regarding silt build up in culverts (connected with action raised 11/09/17)	Cllr Hibbert	08/01/18
04/12/17	Look at English Tourism Week suggestions	Cllr Burrows	08/01/18
04/12/17	Speak with Cllr Barnard about the records at Sue Lees house	Cllr Hibbert	
04/12/17	Send link and password for Ordinance Survey trial to all Councillors	Cllr Hillier	Not Required Now
04/12/17	Request Litter Pick	Clerk	04/01/18
04/12/17	Highlight to Highways regarding Warren Lane Damage	Clerk	13/12/17
04/12/17	Speak with Highways about signs for Ewell Minnis	Clerk	13/12/17
04/12/17	Communicate with BT regarding green book at Ewell Minnis	Clerk	13/12/17
08/01/18	Chase Andrew for Update	Clerk	09/01/18
08/01/18	Cllr Hibbert to check with Cllr Barnard about Incident Plan	Cllr Hibbert	
08/01/18	Follow up with Cllr Barnard about letter from Village Hall committee	Clerk	09/01/18
08/01/18	Make calls to potential speakers for April meeting	Clerk	
08/01/18	Speak with Stagecoach regarding bus stops	Cllr Lymer	
08/01/18	Report street light to Highways	Clerk	09/01/18
08/01/18	Report salt bins empty on Wolverton Hill	Clerk	09/01/18
08/01/18	Sump at Warren Lane – speak with Highways	Cllr Lymer	

Signed ..... Neil Burrows ( Chairman Alkham Parish Council)

Date 12<sup>th</sup> March 2018