

# Alkham Parish Council

## Minutes the Parish Council Meeting held on Monday 4<sup>th</sup> September 2023 at 7 pm in Alkham Village Hall

Present: Alkham Parish Councillors: D Barnard Chairman, P Tapsell (Vice Chairman) S Edwards ,  
G Kaile, T Johns ,M Libaert, C Webber.  
In Attendance: Irene Bowie (Parish Clerk) and 8 Members of the Public  
DDC Cllr M Hibbert.

### 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. Apologies were received from KCC Cllr Beanry and J Hendry Community Warden.
- 1.2 Declaration of Changes to the Register of Interests. There were none.
- 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.
  - 1.3.1 Councillors Edwards and Johns declared a significant non-pecuniary interest in agenda item.  
5.1 23/00967 Sunny Bank Alkham Valley Road Alkham CT15 7BX.
  - 1.3.2 Councillor Barnard declared a pecuniary interest in agenda item 5.1.5  
23/00947 Halton Court Alkham Valley Road Alkham CT15 7BX
  - 1.3.3 Councillor Barnard had declared via email a pecuniary interest in agenda item 5.2  
23/00917 Halton Court Alkham Valley Road Alkham CT15 7BX
  - 1.3.4 Councillors Barnard and Tapsell declared significant non pecuniary interest in agenda item 7.
- 1.4 Requests for Dispensations. There were none.
- 1.5 Declarations of Lobbying. There were none.

### 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.**  
There were none.

### 3. Reports from external parties (if present).

Kent County Councillor David Beaney, Dover District Councillor Martin Hibbert, Community Warden Jan Henry, DDC Cllr Hibbert reported:

### 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.

#### RESOLVED:

**That minutes of the Parish Council Meeting held on the 3<sup>rd</sup> of July 2023 were 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

**APC No Objection**

##### 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).

Councillors Edwards and Johns, having decaled a significant non pecuniary interest, left the room and did not participate in the discussion and did not vote.

**APC No Objection ( Unanimous)**

##### 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)

**APC Defer to DDC but request the case officer reviews the height of the bund and the arrangement/layout of the stables.**

**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

**APC Objection.**

**5.1.5 23/00947 Halton Court Alkham Valley Road Alkham CT15 7BX**

Remove existing front door and surround, replace with new

Councillors Barnard, having decaled a pecuniary interest, left the room and did not participate in the discussion and did not vote.

Councillor Tapsell Chaired the Meeting.

**APC No Objection (Unanimous)**

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

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

Repointing of front elevation. Minor brickwork repairs.

Clr Barnard declared a pecuniary interest, via email, and did not comment nor vote.

**APC No Objection (Unanimous)**

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

**Councillor Barnard returned to the meeting and resumed as Chairman.**

**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**

It was AGREED that a representative from the Parish Council would speak at the Hearing Sessions.

**5.5 To Table late planning matters: There were none.**

**6. To receive Reports**

**6.1 Chairman's Report**

The Chairman reported on that 25 residents attended the Parish Council Meet and Greet held on the 22<sup>nd</sup> July 2023.

Councillor Barnard suggested that the Parish Council may wish to consider an occasional Saturday Surgery to enable residents to meet the Councillors and to raise matters of importance.

**6.2 KALC Area Meeting Alkham Parish Council Representative. No report.**

**6.3 Clerks Report (on matters not included in other agenda items). There were no matters to report**

**6.4 Councillors Report (on matters not included in other agenda items).**

Councillor Webber reported, as a member of the VHMC, on a recent meeting.

- CCTV
- Recent Parties
- Keys to the Village Hall
- Updating the honours Board

**6.5 Parish Plan .It was reported that the Parish Plan had been uploaded the website.**

**6.6 Flood and Drainage Warden.**

It was AGREED that yearly maintained would be maintained. Councillors Barnard and Libaert to review if extra works are required. The Clerk to check if a budget allocation had been made for these extra works to be undertaken.

**6.7 Footpath Warden.**

Councillor Tapsell reported that 4x4's using Pimlico Way.

**7. Village Fete 2024**

**Councillors Barnard and Tapsell having declared a non-pecuniary interest did not vote.**

**7.1 To consider the use of the Village Green for the Fete . It was noted that the Parish Council would not have to provide insurance for the event as the Fete Organisers had their own liability insurance.**

**RESOLVED:**

**That the Village Green could be used for the Village Fete.**

**7.2 To consider a budget for the Fete.**

It was noted that a budget from the Parish Council would not be required.

## 8. Finance:

8.1 To receive and authorise payments listed on the schedule (to be provided at the meeting).

**RESOLVED: To approve the schedule of payments.**

<b>Irene Bowie</b>	<b>PAYE July / August 2023</b>	<b>Confidential</b>
<b>Ionos</b>	<b>July/ August £36 x2</b>	<b>66.00</b>
<b>Harmer</b>	<b>Mowing Newlyn's The Green April Play inspections July</b>	<b>222.00</b>
<b>Harmer</b>	<b>Mowing Newlyn's Fencing off the Slide</b>	<b>195.24</b>
<b>Cook</b>	<b>Rocking Horse Repairs</b>	<b>540.00</b>
<b>DM Payroll</b>	<b>Payroll April- Sept 2023</b>	<b>60.00</b>
<b>Playsafety Ltd</b>	<b>Annual RoSPA Playground Inspection</b>	<b>94.20</b>
<b>HSBC</b>	<b>Bank Charges July and August 2023</b>	<b>10.00</b>

8.2 Late Payment Request/s to be discussed for approval and payment. There were no late payments.

8.3 To note receipts of Income. No report available.

8.4 To receive the bank reconciliation. The combined bank reconciliation was noted as £50,243.33p

8.5 To consider Unity Bank .

It was AGREED that the Clerk would contact HSBC re dual online sign for payments. Item to be discussed at a later meeting.

## 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 and Vexatious Complaints Policy

9.11 Scheme of Delegation

9.12 Social Media and Website Policy. Defer to the next meeting.

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

**RESOLVED:**

**1. To adopt all policies with the exception of the Social Media and Website Policy.**

**2. To merge the Communications and Social Media and Website Policies. To be considered at the next meeting.**

## 10. To consider the following working groups:

10.1 Highways Working Group

10.1.1 To agree the Terms of Reference

**RESOLVED: To adopt the Terms of Reference**

10.1.2 To review the co-option of members.

**RESOLVED:**

**1. To advertise for members of the public to join all working groups**

**2. To consider candidates for co-option to the working groups at the November 2023 meeting.**

- 10.2 Communications and Involvement Working Group
- 10.2.1 To agree the Terms of Reference  
**RESOLVED:**  
**1. To adopt the Terms of Reference.**  
**2. The Parish Councillor members were confirmed as Cllr Barnard and Cllr Kaille.**
- 10.2.2 To review the co-option of members.  
**RESOLVED:**  
**1. To advertise for members of the public to join all working groups**  
**2. To consider candidates for co-option to the working groups at the November 2023 meeting.**
- 10.2.3 To consider a Parish Council Facebook Page.  
**RESOLVED: That the Clerk and Councillor Kaile would set up a Parish Council Facebook Page.**
- 10.3 Parish Plan Evolution and Delivery Working Group
- 10.3.1 To agree the Terms of Reference  
**RESOLVED: To adopt the Terms of Reference.**
- 10.3.2 To review the co-option of members.  
**RESOLVED:**  
**1. To advertise for members of the public to join all working groups**  
**2. To consider candidates for co-option to the working groups at the November 2023 meeting.**
- 10.4 Community Liaison Working Group
- 10.4.1 To consider merging with the Communications and Involvement Working Group.  
**RESOLVED: To merge the group with the Communications and Involvement Group.**
- 10.5 Green Spaces and Environment Working Group.
- 10.5.1 To agree the Terms of Reference  
**RESOLVED: To amend the Terms of reference. Amended Terms of reference to be considered at the next meeting.**
- 10.5.2 To review the co-option of members.  
**RESOLVED:**  
**1. To advertise for members of the public to join all working groups**  
**2. To consider candidates for co-option to the working groups at the November 2023 meeting.**

## 11. Allocation of Responsibilities:

**Councillors Tapsell and Webber declared a non-pecuniary interest.**

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

It was AGREED that the Clerk would contact the VHMC and enquire if it would be agreeable for the Parish Council to have a representative on the committee.

## 12. Highways

- 12.1 To receive and consider the KKC Highways Design Plan for Alkham Safety Improvements.  
**RESOLVED:**  
**1. To agree the changes minor changes to the Design Plan**  
**2. To accept the design plan with the minor changes.**  
**3. To delegate to the Clerk ,under the Section 101 Scheme of delegation, to proceed with the Design Plan if the total cost does not exceed the cost of the original design plan.**
- 12.2 To consider the Highways Improvement Plan  
 It was AGREED :
- 1 That the Highways Working Group would review the current plan and identify new or additional items to be included.
  2. The Clerk would contact other Parish Councils where the Alkham Valley Road might an issue and arrange a joint meeting.
  3. Key priorities were identified as
    - 3.1 Providing a safe crossing.
    - 3.2 Issue of HGV's using local lanes
    - 3.3 Traffic Speed reduction
- 12.3 To receive the Alkham Speedwatch report:  
 Glyn Jones gave his report.
- HGV's using the Alkham Valley Road when the Dover Traffic Assessment Project (TAP) is active
  - On one session 40 HGV's came through the Village in one hour
  - Alkham is in the top ten police speeding camera sites in Kent.

- The Alkham Speedwatch reports are used by Kent Police to decide where speed officers will be located.
- More Speedwatch Volunteers are needed to enable more sessions to be held.

12.4 To receive the parish portal report. Noted

12.5 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

It was reported that the bin was overflowing. Clerk to contact DDC

13.2.2 To receive an update - Signage on the Village Green

**RESOLVED:**

That the signs would be ordered. Clerk to progress

13.2.3 To receive an update on the Slide and Adventure Trail.

The adventure trail had been removed following a negative report from the RoSPA Inspection.

The Clerk reported that it had been very difficult to find a contractor who would repair the slide.

13.2.4 To consider the RoSPA Play Safety Inspection Report.

**RESOLVED:**

**1. Goal post nets would be removed**

**2. Clerk to contact a contractor and obtain a quote to 'dig out' the remains of the Adventure Trail**

13.3 To consider commissioning a Tree Survey. It was AGREED to defer this item to the November meeting.

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

Clerk to contact the current contractor and request additional area to be cut and maintained.

### 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. Councillor Barnard to contact the resident.

15.2.3 Applications open for Coronation Living Heritage Fund Deadline 11<sup>th</sup> September 2023  
Clerk to progress.

15.2.4 Street Consultation - Land South East Of Fernfield Farm Fernfield Lane Hawkinge  
It was AGREED that the PC would support the name Wildflower Close.

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

1. To review the APC Resilience Plan
2. Tree Survey and management plan
3. Play Area
4. Lorry Watch

### 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.

There were no matters reported.

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

**There being no further business to be transacted the Chairman closed the meeting at 9:15 pm**

**Signed :**

**Chairman**

**Date:**