

PARISH COUNCIL MEETING

Wednesday, 15 January 2025 at 1930hrs

Shepherdswell Village Hall

MINUTES

To receive reports from the County and District Councillors, Kent Police Neighbourhood Beat Officer, Speed Watch, Neighbourhood Watch, Community Warden and Shepherdswell Green Spaces Committee. Public questions and comments on non-agenda items (this section will be limited to 15 minutes or otherwise at the discretion of the Chair).

Mr Nigel Baker, temporary Chair of the Shepherdswell Green Spaces Committee gave a comprehensive verbal report following the last meeting of the Committee (minutes available on our website).

PUBLIC QUESTIONS

None

127/2025 IN ATTENDANCE & APOLOGIES FOR ABSENCE

Present: Cllrs Mark Watson (Chair), Bradley Stauffer-Kruse (Vice Chair), Barry Crush, Lyn Symes, Sindy Denyer, Marien Elgar, Terry Hunt, Susan Taber, Carole White and Keith Roberts

5 Members of the public

Clerk: Jan Rousell

Apologies: Cllrs John Bulaitis and Aidan Softley

128/2025 MINUTES OF THE MEETING HELD ON THE 20 NOVEMBER 2024

Minutes of the meeting held on 20 November 2024 were agreed to be a true and accurate record proposed by Cllr Hunt seconded by Cllr Roberts. **All Agreed**

129/2025 MATTERS ARISING

There were no matters arising

130/2025 DECLARATIONS OF INTEREST

None

131/2025 PUBLIC PARTICIPATION LIMITED TO ITEMS ON THE AGENDA – 15 minutes in total.

None

132/2025 CHAIR'S REPORT

The Chair wished the meeting a very Happy New Year. Following an accusation from a resident late last year stating that the Chair had only taken his role to further his own agenda the Clerk was instructed to contact the Monitoring Officer to investigate. It was made clear that self-referral is not permitted and as the Monitoring Officer has received no complaints, this matter is now closed.

19-02-2025



An email has been received from Adonis Blue, the ecology consultants appointed by Coldred Forum, and circulated to all Councillors. Due to grievances they have received, all contact with them will now be through the Parish Council. A meeting has been arranged with Coldred Forum later this month.

133/2025 CLERK'S REPORT

Sincere thanks to the History Society for the loan of the projector. This is very generously being loaned to the Parish Council free of charge.

The plumbing in the village hall is now complete. There was additional work to exposed pipework which needed to be carried out to control it's temperature.

The Warm Hub has been advertised on our website, Facebook and will be in the village magazine.

The village hall driveway will be tarmacked in the very near future – awaiting a start date from the contractor.

Our delivery of salt from Kent Highways has been chased, waiting for a delivery date from the contractors.

A meeting has been arranged for 24 January 2025 at 10 am with WW Martin.

An email was circulated in the middle of December regarding Remote Meetings and Proxy Votes... feedback was sent and the consultation has now ended. It is now a matter of wait and see.

The Clerk and Cllr Hunt met with our tenant in the Old Telephone Exchange. It was agreed to issue a 10 year agreement with rent reviews at 3 and 7 years. This is now in the hands of the solicitors.

Two quotes have been received regarding the fencing around the play equipment at the recreation ground. One quote was for just under £3000, the other for £1000. Clerk to contact proposed Smal Works Contractor, for a quote.

An offer has also been made by a local company to contribute toward the cost of repairing the fencing, if they could display a sign advertising their business on the fence. This is to be considered at a later date.

134/2025 FINANCE

134.01 To approve payments.

Balances as 15 November 2024	£
Current A/C	1823.28
Business A/C	101696.20
INCOME	
M Wright – Rent (02/12/2024)	260.00
Approach Rd & Hill Ave Res Ass (towards tarmac)	930.31
M Wright – Rent (20/12/2024)	260.00
WJ Farrier & Son	465.00
EXPENDITURE TO RATIFY	
Hugo Fox – Website (inv 10197)	23.99
Clerk's Wages (December)	1124.62
Hugo Fox – Website (inv 10921)	23.99
NEST – Clerk Pension (backdated)	761.22
Clerk's Wages – January	1123.02

EXPENDITURE TO APPROVE	
Clerk's Expenses	105.78
Village Hall Fees	92.50
Harmers (inv 24321 + 24442)	1584.12
Harmers – Play Bark (inv 24382)	2833.20
HMRC	183.41
Chris McKnight Plumbing	£3154.26
Eco Green Communities - Dog Waste Bags	514.74
Mazars – 2023/24 AGAR	378.00
Ian Medgett – Tree Inspection 2024	330.00
NALC – training for Lyn Symes (historical)	52.04
Shepherdswell VGA	250.00
	£6323.79

117.01 Cllr Hunt proposed the schedule of payments be approved, seconded by Cllr Elgar. All Agreed

135/2025 ADOPTION OF THE FOLLOWING POLICIES

119-01 Risk Assessment & Management Policy

Cllr Hunt proposed that this policy be adopted, seconded by Cllr Elgar. Agreed with 3 Abstentions

119-02 Complaints Procedure

Cllr Hunt proposed that after the inclusion of 'which can be found on our website' after Standing Orders in para 4, this procedure be adopted, seconded by Cllr Roberts, All Agreed

119-03 Bring Your Own Device Policy

Cllr Roberts proposed that this policy be adopted from 15 March 2025, seconded by Cllr Denyer. All Agreed

136/2025 WORKING GROUP REPORTS

136.01 Carbon Footprint Working Group – would also like to thank the History Society for the loan of their projector.

136.02 Highway Improvement Plan Working Group – the school would like to be involved in the HIP report, a meeting has been arranged.

136.03 Reed Meadow Working Group – the saplings will be planted later this month. This will involve children from the school.

136.04 Communications Working Group – Cllr Watson to do an article the March magazine.

137/2025 COMMUNITY

137.01 Tree Inspection Report

A report has been circulated and is available on the website. Cllr Denyer suggested that the Council plant a tree for each one that is removed. Clerk to ask Tree Inspector if he looked at the tree in chained car park.

Cllr Roberts proposed that the Tree Report and all its recommendations are accepted, seconded by Cllr Hunt. All Agreed. Clerk to contact DDC and report back to Council.

Cllr Denyer proposed that a tree replacement policy is adopted for any tree removed as a result of the inspection, seconded by Cllr Hunt. Agreed with one against

137.02 Cemetery

Cemetery working group to meet up and deliver recommendations and a proposal to the next meeting.

137.03 My Anxious Dog Campaign

Following a request from a resident, **Cllr Crush proposed that the Council fund the marketing material for this campaign. Seconded by Cllr Denyer, Agreed with two Against and two Abstentions.**

137.04 Recreation Ground

- i. To consider Green Spaces Committee Report - the minutes of their last meeting have been circulated and are on the website.
- ii. Feedback from residents regarding the Public Spaces Protection Order has been received and noted – available on the website.

138/2025 CLERK ANNUAL LEAVE

Cllrs Watson & Stauffer-Kruse (Chair & Vice-Chair) agreed to cover any emergencies which may occur during Clerk's annual leave.

139/2025 SMALL WORKS CONTRACTOR

The Council has received a proposal from a resident regarding the position of Small Works Contractor. **Cllr Hunt proposed that under The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) the meeting is now moved to a closed session, seconded by Cllr Watson. All Agreed**

140/2025 DATE OF THE NEXT MEETING

This will be on Wednesday 20 February 2025 in Shepherdswell Village Hall at 1930hrs

This item agenda was held in a closed session.....

139/2025 SMALL WORKS CONTRACTOR Cont

The meeting agreed that the Clerk would contact the proposed SWC to clarify his hourly rate for adhoc duties, confirm his Public Liability Insurance cover and seek a quote for works to the fencing around the play area at the Recreation Ground.

The Clerk to present the agreement and requested paperwork to the February meeting for approval.