

## PARISH COUNCIL MEETING

Wednesday, 20 November 2024 at 1930hrs

Shepherdswell Village Hall

### MINUTES

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

#### PUBLIC QUESTIONS

None

#### 110/2024 IN ATTENDANCE & APOLOGIES FOR ABSENCE

**Present:** Cllrs Bradley Stauffer-Kruse (Vice Chair), Barry Crush, Lyn Symes, Sindy Denyer, Marien Elgar, Terry Hunt, Carole White, Keith Roberts, John Bulaitis and Aidan Softley

12 Member of the public

**Clerk:** Jan Rousell

**Apologies:** Cllrs Mark Watson (Chair) & Sue Taber. Community Warden Juliet West & PC Jon Bowler

#### 111/2024 MINUTES OF THE MEETING HELD ON THE 16 OCTOBER 2024

Minutes of the meeting held on 16 October 2024 were agreed to be a true and accurate record proposed by Cllr Roberts seconded by Cllr Hunt. **All Agreed**

#### 112/2024 MATTERS ARISING

Cllr Bulaitis reported that the History Society had agreed to rent their projector to the Parish Council for future meetings.

#### 113/2024 DECLARATIONS OF INTEREST

None

#### 114/2024 PUBLIC PARTICIPATION LIMITED TO ITEMS ON THE AGENDA – 15 minutes in total.

A resident queried the removal of a tree and also branches of two other trees around Coldred pond. The Clerk explained that permission had been sought by the Parish Council and granted for the removal of the diseased cherry tree. A retrospective notification has been placed for the removal of the branches from the cherry and beech tree which were very low lying and perceived to be a risk to volunteers and the public – these were removed by volunteers unaware of the necessary notification required.

A resident commented on the recent minutes of the Shepherdswell Green Spaces Committee and his concerns. Cllr White explained the reasoning behind the endeavour to establish this committee.

A resident remarked on the condition of Coldred pond and asked if the pond was going to be allowed to fill naturally until the works were complete. Cllr Elgar stated that the pond needed to be as dry as possible to allow the landscaping work to commence so that the liner could be fitted.

## 115/2024 CHAIR'S REPORT

No report.

## 116/2024 CLERK'S REPORT

The salt has now been ordered from KCC Highways and so the salt bin for the village hall will be in situ as soon as delivery has been received.

The tree inspection will be carried out this month.

Clerk to contact WW Martin to arrange a meeting.

## 117/2024 FINANCE

117.01 To approve payments.

<b>Balances as 15 November 2024</b>	<b>£</b>
Current A/C	1437.82
Business A/C	113969.86
<b>INCOME</b>	
Payment for reservation of Plot 89 (Cemetery)	280.00
M Wright – Rent (25/10/2024)	260.00
<b>EXPENDITURE TO RATIFY</b>	
Hugo Fox – Website (inv 9449)	23.99
Clerk's Wages (November)	1090.32
Chris Burnham refund for plot	230.00
Salt for Carpenter's Yard	45.02
Village Hall Committee (Patio Grant)	2000.00
<b>EXPENDITURE TO APPROVE</b>	
Clerk's Expenses	306.14
Village Hall Fees	92.50
Harmers (inv 24149)	792.06
Besthost (inv 26139)	24.00
HMRC	214.63
Norton Timber (inv 5350)	3307.68
Play Inspections (inv 73374)	108.30
Royal British Legion	100.00
Clerk Training – CILCA Introduction	60.00
Clerk Training - Burial Law and Management	84.00
The Final Touch (preschool painting)	150.00
ICO – GDPR Fee	40.00
BW Landscapes & Groundworks (inv 0001)	6014.40
	<b>£11293.71</b>

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

117.02 To receive a report from the Chair of Finance

Minutes of the last Finance Committee meeting have been circulated. Cllr Hunt reported that there will be a balanced budget at the end of the year which has predetermined the proposed precept. There will be a need to utilise reserves but the Committee felt that this was acceptable providing it is kept to a minimum.

117.03 To review and agree proposed budget and precept requirement for 2025/26

**Cllr Elgar proposed that Shepherdsweil with Coldred Parish Council agree the proposed budget for 2025/26 from the Finance Committee and request a raise of 5% to the precept, in line with inflation.**

**Seconded by Cllr Bulaitis. All Agreed**

## **118/2024 PLANNING**

### **Applications:**

Ref: 24/01195

Location: Land West Of 1 Golgotha Eythorne Road Shepherdsweil Kent

Proposal: Fell one multi stem Common Ash the subject of Tree Preservation Order No 3 of 1987

**Cllr Roberts proposed that this application be referred to the Tree Officer, seconded by Cllr Hunt. All Agreed**

### **Decisions:**

Ref: 24/00883

Location: 33 Mill Lane, Shepherdsweil, Dover, Kent CT15 7LJ

Proposal: 2 metre reduction on lateral growth of one Austrian Pine the subject of Tree Preservation Order No 5 of 1976.

**Granted Consent**

## **119/2024 ADOPTION OF THE FOLLOWING POLICIES**

It was agreed that the policies be reviewed, amended and presented to Councillors for approval at the next meeting. Working groups reviewing the policies are:

Risk Assessment & Management Policy – Cllrs Softley & Hunt

Complaints Procedure – Cllr Bulaitis

Bring Your Own Device Policy – Cllrs Symes, Taber & Stauffer-Kruse

## **120/2024 WORKING GROUP REPORTS**

120.01 Carbon Footprint Working Group – Cllr Roberts reported that the Solar Together grant is still available and if we forward our old application to them, this could be investigated again. Cllr Stauffer-Kruse reported that the installation of EV charging points is still ongoing.

120.02 Highway Improvement Plan Working Group – a report has been circulated and is available on the website.

107.03 Reed Meadow Working Group – the second delivery of saplings has been delivered.

107.04 Communications Working Group – a report has been circulated and is available on the website.

## **121/2024 COMMUNITY**

121.01 Coldred Pond

A report has been circulated and is available on the website. Cllr Softley asked if there would be any ecological concerns if the pond is left in it's current state for an extended period of time. Cllr Elgar stated that Coldred Forum were in constant contact with the Ecological consultants, keeping them informed. Cllr White asked if there would be a problem with the drainage, if there was a lot of rain, which could risk flooding. Cllr Elgar replied that the soakaway was currently being directed into the overflow to try and keep the pond as dry as possible in preparation for the landscaping and fitting of the liner.

Cllr Denyer asked if the warranty for the pond liner is available for scrutiny, Cllr Elgar stated that although the liner had been procured the warranty had not yet been received.

#### 121.02 Recreation Ground

- i. To receive update regarding Green Spaces Committee

The minutes of their last meeting have been circulated and are on the website. **Cllr Crush proposed that the meeting be temporarily halted to allow a resident to contribute, seconded by Cllr Denyer. Agreed with 6 in favour**

The temporary Chair of the Shepherdsweil Green Spaces Committee explained that the procedure which had been suggested to the group by Cllr Watson was that the Committee should produce minutes of meetings to feedback to the Parish Council.

#### **Meeting reconvened**

The Vice Chair thanked the SGS Committee for their hard work and input so far.

- ii. To receive a proposal to contact Solicitor with regard to Bylaws

**Cllr Denyer proposed that the Council approach Mowll & Mowll to seek clarification on whether the Bylaws written in 1989 override the Conveyance documents dated 1937 and 1950, seconded by Cllr Symes.**

Prior to voting, Councillors engaged in deliberation on the matter. Cllr Bulaitis explained that bylaws and a conveyance deed of gift for a recreation ground work together to establish legal ownership and governance. The deed of gift transfers property ownership to the parish, while bylaws provide the operational rules and usage guidelines for the recreation ground. These documents ensure clear legal title and define how the community can use and maintain the donated land, including provisions for public access, maintenance responsibilities, and permitted activities.

**4 voted in favour with 5 against and 1 abstention. Motion failed.**

#### 121.03 Village Green

- i. To receive a query and a request from the VGA

The VGA asked why the new posts on Shepherdsweil village green did not have strimmer protectors. Cllr Elgar explained that the advice the Parish Council had received from several suppliers is that if protection is used water tends to collect and cause the wood to rot.

**Cllr Crush proposed that the Council accept the request from the VGA for a grant of £250 towards the village Christmas tree, seconded by Cllr Roberts. All Agreed with 1 abstention**

- ii. To receive a proposal to get the War Memorial cleaned

**Cllr Roberts proposed that the Clerk look into funding and get costs for the War Memorial on Shepherdsweil Village Green to be cleaned, seconded by Cllr Hunt. All Agreed**

#### 121.04 To review implementation of increase in Cemetery Fees

**Cllr Hunt proposed that this item be added to the agenda for the meeting in January, seconded by Cllr Crush. All Agreed**

#### 121.05 To receive a proposal regarding Shepherdsweil Village Hall

**Cllr White proposed that a procedure be displayed on our website and in all Parish Council buildings, that should an emergency of any kind occur the Clerk be contacted in the first instance. Seconded by Cllr Crush. All Agreed**

121.06 To review the position of Small Works Contractor – to be moved to closed session

121.07 Risk Assessment of PC Assets – to be added to the next Agenda

**CLOSED SESSION**

**122/2024** To approve a quotation for works to village hall plumbing

**123/2024** To approve quote for Play Bark

**124/2024** To approve quote for repairs to village hall driveway and unblocking of drain

**125/2024** To approve Clerk's pension & training remuneration

**126/2024 DATE OF THE NEXT MEETING**

This will be on Wednesday 15 January 2025 in Shepherdswell Village Hall at 1930hrs

DRAFT