

## PARISH COUNCIL MEETING

Wednesday, 19 June 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)

**Juliette West, Community Warden** gave a short verbal report on the current situation regarding the changes within KCC and Community Wardens. The service has seen many cutbacks and the Dover area now only has four wardens to cover the entire district. The Vice Chair thanked Juliette for her contribution.

#### PUBLIC QUESTIONS

A member of public asked how they could get more information regarding the Parish Council accounts and budgets, the Clerk is available at any time to answer all questions.

Mr Pascall, Chair of Approach Road and Hill Avenue Residents Association gave the following report:

The Approach Road and Hill Avenue Residents Association are in the process of gathering quotes for repairs to part of the road surface in Approach Road. We have 2 quotes at the moment and are actively looking for a further quote. We are mindful of the Parish Council's interest in the road and are asking the Parish Council if they wish to be involved in the process of the repair procedure. The Residents Association are grateful for the Parish Council's previous financial help with both Approach Road and Hill Avenue. As Approach Road is the main arterial road to the Recreation Ground the Association is looking for an increase in funding from the previous 50% help from the Parish Council to 75%. This figure takes into account the increased use of the Recreation Ground from past years and the subsequent increase in traffic from various established groups who use the road. We as residents are delighted that the Recreation Ground is being used so actively and we wish for that to continue with a safe access road.

A rough estimate of the cost of these works is £3721.23 ex VAT.

The Vice Chair agreed for this item to be added to the Agenda for the next meeting and requested that Mr Pascall forward quotes and correspondence to the Clerk in time for this meeting.

#### 57/2024 IN ATTENDANCE & APOLOGIES FOR ABSENCE

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

9 Members of the public

**Clerk:** Jan Rousell

**Apologies:** Cllrs Mark Watson (Chair), Sindy Denyer, Marien Elgar and Cllr Jamie Pout (Dover District)

## **58/2024 MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON THE 15 MAY 2024**

Minutes of the meeting held on 15 May 2024 were agreed to be a true and accurate record proposed by Cllr Roberts seconded by Cllr Hunt. **All Agreed**

### **59/2024 MATTERS ARISING**

None

### **60/2024 DECLARATIONS OF INTEREST**

None

### **61/2024 PUBLIC PARTICIPATION LIMITED TO ITEMS ON THE AGENDA – 15 minutes in total.**

Mr Brenchley, Treasurer for the Village Hall Committee provided some background information on agenda item 69.01 i.

Beth Tredwell from the Coldred Forum explained that representatives from the Forum were in attendance in support of agenda item 65/2024.

### **62/2024 CHAIR'S REPORT**

None

### **63/2024 CLERK'S REPORT**

**Bench on Shepherdswell Village Green** – the bench on the village green has been damaged for some time. Unfortunately it is not possible to repair the bench so the Clerk has attempted to make contact with the Plymouth Brethren, who donated the bench many years ago, without success.

In the meantime a request has been received from a resident to place a new bench on the village green to replace this damaged one.

Cllr Roberts proposed that Plymouth Brethren are contacted and given 7 days to repair/remove the bench otherwise the Parish Council will accept the offer of the resident to place a new bench there, Cllr Bulaitis seconded. **Motion passed with 7 in favour and 2 against**

Clerk to find the bench policy/agreement in anticipation of a replacement bench being provided.

**CLT Event** – the Clerk reminded all that there is an event being hosted by The Rural and Community Housing and Enabling Service and Shepherdswell CLT in the village hall on 10 July 2024 at 2.00pm.

**Small Works Contractor** – unfortunately the Council currently don't have a Small Works Contractor, tender documents have already been written and will be sent out next week.

Clerk to write to the previous Small Works Contractor to thank him for his service to the Parish over the years.

### **64/2024 FINANCE**

64.01 Finance Committee Chair's Report

The following report from Cllr Hunt, was circulated before the meeting:

As far as the Finance Committee is concerned we discussed the renewal of the two insurance policies and one stayed with the current insurer-terms as invited and the other property owners policy was moved to Sun Alliance with an annual saving of £500.

As far as other finance matters are concerned we remain on budget but obviously must be aware that we must be more careful with future spending if we are to avoid a large increase in the parish precept.

We have sufficient reserves to cover most eventualities that may arise and will be looking to review our budget forecasts in November.

If any Councillor has suggestions regarding future projects please let me know.

There were no questions from the meeting and the Vice Chair thanked Cllr Hunt for his report.

64.02 To approve payments.

<b>Balances as 14 June 2024</b>	<b>£</b>
Current A/C	2019.40
Business A/C	121520.82
<b>INCOME</b>	
Mrs Taylor (payment for Burial Plot 130)	280.00
UK Power Networks	20.52
M Wright (rent) 10/05/2024	260.00
<b>EXPENDITURE TO RATIFY</b>	
A McKeen (VH Electrics)	470.00
Hugo Fox (Website)	23.99
Coversure (Insurance)	1550.35
AJG Community (Insurance)	2052.61
Clerk's Wages	1090.52
	<b>5187.47</b>
<b>EXPENDITURE TO APPROVE</b>	
Clerk's Expenses	59.70
Village Hall Fees	105.00
Harmers (inv 23362)	792.06
HMRC	67.87
Satswana (inv M3062)	180.00
	<b>£1204.63</b>

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

64.03 Annual Governance and Accountability Returns

- i) To consider the report of the Internal Auditor  
It was resolved to approve this report
- ii) To approve the statement of internal control  
Cllr Roberts proposed that the statement of internal control be approved, seconded by Cllr Hunt. **All Agreed**
- iii) To approve the Annual Governance Statement 2023/24  
Cllr Roberts proposed that the Annual Governance Statement be approved, seconded by Cllr Hunt. **All Agreed**

- iv) To approve the Accounting Statements 2023/24  
Cllr Roberts proposed that the Accounting Statements be approved, seconded by Cllr Hunt. **All Agreed**
- v) Appointment of Internal Auditor for the forthcoming municipal year  
Cllr Roberts proposed that Mr L Robbins be appointed as the Internal Auditor for the forthcoming municipal year, Seconded by Cllr White. **All Agreed**

The Vice Chair recorded his thanks to the Clerk.

#### **65/2024 TO RECEIVE A REPORT FROM COLDRED FORUM AND TO RESOLVE TO ALLOW PERMISSION FOR THE PROPOSED WORKS TO PROCEED**

A proposal has been circulated (available on the website).

Several Councillors commented that they would like to see drawings giving an overview of what the finished pond will look like. Cllr Softley raised the issue of the remaining funds that still needed to be raised and also the upkeep of the pond, long term.

The meeting was suspended to allow Councillors to address questions to those representatives of the Coldred Forum in attendance.

Coldred Forum are waiting for an ecology report and so will forward this along with the plans of the pond as soon as possible.

Cllr Roberts proposed that the meeting gave permission to Coldred Forum for the proposed works to proceed, seconded by Cllr Stauffer-Kruse.

For: Cllrs Bradley Stauffer-Kruse (Vice Chair), John Bulaitis & Keith Roberts

Against: Cllrs Barry Crush, Lyn Symes, Terry Hunt, Carole White, Sue Taber & Aidan Softley

#### **Motion failed**

Cllr Hunt proposed that the meeting approve, in principle, the offer to renovate the existing pond and proceed with the proposed works subject to the Council receiving plans and ecology reports which presumably will include protection of wildlife whilst the works are carried out, seconded by Cllr Softley.

It was agreed that the plans and ecology reports can be approved by the Councillors via email.

Cllr Crush suggested that the silt trap be looked at to try to prevent the flooding which has occurred in the past.

For: Cllrs Bradley Stauffer-Kruse (Vice Chair), John Bulaitis, Keith Roberts, Barry Crush, Lyn Symes, Terry Hunt, Carole White, Sue Taber & Aidan Softley. **All Agreed**

#### **66/2024 TO RESOLVE TO ADOPT THE NEW PARISH CHARTER (KALC)**

Cllr Roberts proposed that this Charter be adopted, seconded by Cllr Hunt. **All Agreed**

#### **67/2024 TO RECEIVE A PROPOSAL FROM CLLR BULAITIS**

The proposal has previously been circulated (available on the website). Cllr Bulaitis moved that this proposal be agreed, seconded by Cllr Roberts. **All Agreed**

#### **68/2024 WORKING GROUP REPORTS**

- 68.01 Carbon Footprint Working Group – this has been circulated. No comments.
- 68.02 Highway Improvement Plan Working Group – nothing to report.
- 68.03 Reed Meadow Working Group – nothing to report.
- 68.04 Communications Working Group – nothing to report.

## 69/2024 COMMUNITY

### 69.01 Village Hall

- i) To review request for storage and associated works – an update has been received from the Village Hall Committee (available on the website). Cllr Hunt proposed that the request be approved in principle and £2,000 be made available, if required. Seconded by Cllr Symes. **Agreed with one abstention**
- ii) To receive an update from Village Hall Working Group – Cllr Softley reported that we are still waiting for quotes/proposals. Cllr Roberts proposed that a tender be put out to replace all water pipes carrying hot and cold water between the kitchen and the toilets, seconded by Cllr White. **All Agreed**
- iii) To receive a proposal regarding the Village Hall Car Park – Cllr Roberts proposed that the bike rack be moved to its correct place, the overgrowth by the gate be cleared and the drain down the driveway unblocked. Clerk to request costing from Ground Maintenance Contractor. Cllr Bulaitis seconded, **All Agreed**

### 69.02 Maintenance of the Former Telephone Exchange

Cllr White reported that the paintwork on the exterior of the Former Telephone Exchange was in very poor condition. Cllr Hunt reported that this is the tenant's responsibility.

### 69.03 Shepherdswell Village Green

- i) A specification has been circulated from Cllrs Crush & Softley (available on the website). Cllr Crush proposed that this specification be agreed and tenders sought. Cllr Roberts circulated a document which provides information on measurements between posts and details of street furniture on the village green.

*The meeting was briefly paused to allow a member of public to comment on the safety of people using the village green – the poles currently in place prevent children from running out into the road. Meeting resumed at 8.55pm*

Cllr White proposed that quotes are sought using the specification created by Cllr Crush & Softley and also replacing like for like, with posts and scaffold poles. All using oak posts. Seconded by Cllr Symes. **7 in Favour, 2 Against. Motion Passed**

- ii) To receive a proposal from the VGA  
A proposal has previously been circulated (available on the website). Cllr Roberts proposed that the VGA be allowed to adopt the planters on the Shepherdswell Village Green and in the Cemetery, seconded by Cllr Symes. **All Agreed**

### 69.04 Cycle request from Resident

This has previously been circulated (available on the website). Cllr Roberts suggested that Byways could be promoted for cycle routes. It was agreed that Cllr Bulaitis and Roberts form a working group to work on cycle routes within the village and invite the resident to join.

### 69.05 Recreation Ground

It was moved to add this item to the agenda for the next meeting.

## 70/2024 DATE OF THE NEXT MEETING

This will be on Wednesday 17 July 2024 on Coldred Village Green at 1830hrs