

PARISH COUNCIL MEETING

Wednesday, 17 January 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)

The Clerk read out a short report on behalf of Community Warden Juliet West, listing issues that had been dealt with since the last meeting...

HGV's causing some traffic related issues in village
Road closures causing disruption
Parking on pavements/ junctions
Pot holes
Dog fouling on footpaths
Damage caused to brownies community garden at station
Damage to ticket machine / station ;repaired 16.01.24.
Straying animals
Weather related problems/ trees down/flooding
Scams/email/text/phone
Individual welfare issues
Social prescribing
Partnership/ agency working
Community events
End.

The Chair recorded his thanks to Juliet West – Community Warden.

Speedwatch Report – none received

Neighbourhood Watch Report – nothing to report

PC Jon Bowler, Kent Police Neighbourhood Beat Officer introduced himself to the meeting. He is now the Beat Officer for both Shepherdswell and Coldred.

The Chair recorded his thanks to PC Bowler.

PUBLIC QUESTIONS

One Parishioner noted an observation that there were several 'typos' in the recent issue of the Shepherdswell and Coldred Magazine.

1.0 IN ATTENDANCE & APOLOGIES FOR ABSENCE

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

PC Jon Bowler

6 Members of the public

Clerk: Jan Rousell

Apologies: DCC Cllr Jamie Pout, Cllr Aidan Softley & Juliet West - Community Warden

2.0 MINUTES OF THE MEETINGS HELD ON THE 15 NOVEMBER 2023

Minutes of the meeting held on 15 November were agreed to be a true and accurate record proposed by Cllr Crush seconded by Cllr Denyer, **All agreed with one abstention.**

3.0 MATTERS ARISING

Item 3.8.01 – Dell Invoice, the Clerk has contacted Dell to request a reissued invoice but has received no response.

Item 3.3.0 – electric vehicle charging points. No update but the Clerk will continue to chase.

Item 6.0 – CLT tenants have now all been informed. The moving in date has been delayed due to problems with the electricity supply.

4.0 DECLARATIONS OF INTEREST

There were no DPIs. Cllr Roberts declared an OSI on items 12.07 & 14.02.

5.0 PUBLIC PARTICIPATION LIMITED TO ITEMS ON THE AGENDA – 15 minutes in total.

None

6.0 CHAIR'S REPORT

The Dover District Plan - In November and December quite a number of residents from our Parish participated in the hearings which took place at the Council offices in Whitfield. There have been two consultations and now the Plan is at the final stages. The Parish can be particularly proud of its participation in all of these stages – the plan is about economic development, infrastructure, environment, historic ecological environment and housing. A greater percentage of people from our villages participated in the consultations and hearings than from anywhere else in the Dover district. At the hearings a number of residents played a very important role and all of them very articulately made very important points about the impact of the plan on our communities. There is a written report which will go in the next village magazine. There were 2 significant things which happened in terms of housing and those were that the plan contained proposals to build 50 houses to the north and northeast of St Andrew's Gardens, 10 houses off of Boltolph Street Farm and also 10 houses on the site on Mill Lane. It was explained to the hearing that in terms of Boltolph Street Farm, which is Church Commissioner land, the lack of safety in terms of pedestrian access and explained that Coxhill is a very busy thoroughfare and plans to build more houses in Elvington and Eythorne is going to aggravate an already unacceptable situation further compromising safety. There is no mention of Coxhill in the original plans and the inspectors have promised to come along and visit the site. And the other site was St Andrew's Gardens, the issue there has been access.

It's the beginning of 2024, clearly there are a number of issues facing the Parish Council this year. At the last meeting we discussed and set an increase in the precept, which is almost 50%. What that means to people pocket is probably between 50 pence and £1 a week. We need to communicate this fully to our community, we need to explain the projects that we have got in. We need to think about how we are going

to consult about how money is spent and we have an opportunity to do this with the Annual Parish Meeting coming up in April. We need to give a lot of thought about this and as part of that the Parish Council need to have a clear plan about the coming year.

7.0 CLERK'S REPORT

The Clerk reported that she has received an email from a Parishioner regarding some of the plots in the cemetery, the bad weather has caused a few to sink – this has been reported to the SWC and is being dealt with.

A quote has been received from a tree surgeon to cut back the trees overhanging the scout hut, the amount being £588. As this is a Health & Safety issue, Cllr Roberts proposed that the Clerk instruct the tree surgeons to go ahead with the works, seconded by Cllr Crush – **All Agreed**

RK Graphics have confirmed that they are able to update the signs in the village with our new contact details. Clerk to survey the signs and request a cost from RK Graphics. Cllr Stauffer-Kruse also requested that the back of the noticeboard next to the Co-op be added to the list of requested costings.

Unity Trust – all those who wanted access to online banking should now have received their login details.

WW Martin have extended their lease of the land at Reed Meadow to the end of January.

The lease for Mode has just expired, the tenant has been contacted and the Finance Committee will handle negotiating the proposed renewal.

The BYOD Policy will be added to the agenda for the next meeting.

Lastly, the Clerk recorded her thanks to Cathy Skinner who was Locum Clerk for the Council and continued to support the current Clerk in her role until the beginning of this year.

Cllr White, chair of Personnel Committee, also recorded her thanks to Cathy Skinner.

8.0 FINANCE

8.01 To approve payments.

Balances as 11 January 2024	£	Bank Payment
Current A/C	5837.68	
Business A/C	60117.53	
INCOME		
Wright (Rent 16/10/2023)	260.00	
Paying in slip 000191 605114	30.00	
Wright (Rent 10/11/2023)	260.00	
Wright (Rent 11/12/2023)	260.00	
Wright (Rent 09/01/2024)	260.00	
TO RATIFY		
Clerk December wages	1016.02	
HMRC – PAYE	35.61	
SLCC (ILCA course for Clerk)	144.00	
EXPENDITURE		
Leo Lyons (inv 9094)	341.50	341.50
Harmer & Sons (inv 22516)	753.28	
Harmer & Sons (inv 22631)	753.28	1506.56
EJ Clough – Christmas tree (inv 1917)	264.00	264.00

Clerk wages	1276.62	
Clerk expenses	258.45	1535.07
All Clear (inv 0092)	498.70	
All Clear (inv 0093)	348.50	847.20
SVHA (Nov & Dec bookings and Post Office)	152.50	152.50
KALC (inv 6485805999)	44.40	44.40
Colin Tearle – backdated pay increase	285.90	285.90
HMRC – PAYE	243.29	243.29
	5220.42	5220.42

Clerk to address All Clear invoices and look into the licences listed on Leo Lyons invoice.

It was proposed to accept the schedule of payments by Cllr Roberts, seconded by Cllr Hunt. **All Agreed**

8.02 Cllr Hunt proposed that the Precept Demand Notice for 2024/25 be signed, seconded by Cllr Roberts. **All Agreed with one abstention**

9.0 PLANNING COMMITTEE

To receive a report from the Chair of the Planning Committee.

Cllr Elgar reported that notification has been received from Dover District Council that Enforcement are not going to pursue the matter at 4 Mill Lane - the spoil that was deposited on the land in the garden. They're happy that it is not an issue that needs further addressing.

The following applications were considered:

Ref: 23/01327

Location: Upton Court Farm Coldred Road Shepherdswell Kent CT15 7LF

Proposal: Variation of Condition 3 (opening times) of DOV/22/01195 to allow amendments to the opening hours

The meeting resolved to support this application

Ref: 24/00019

Location: 1 Mayfield Villas Station Road Shepherdswell CT15 7PE

Proposal: Variation of condition 2 (approved plans) of planning permission 23/00594 for 'the erection of a dwelling' for alterations to front elevation to allow glazed gable

The meeting resolved to support this application

Ref: 22/01207

Location: Land At St Andrew's Gardens Shepherdswell CT15 7LP

Proposal: Outline application for the erection of up to 39 dwellings (with all matters reserved) (Change of Description)

The meeting resolved to object to this application and to refer DDC Planning to our previous comments regarding this application

The chair recorded his thanks to Cllr Elgar for her report.

10.0 WEBSITE AND EMAIL UPDATE

The Clerk informed the meeting that the new website is still being worked on with the launch date expected to be 01 March 2024. With regard to our email host, the previously recommended Ionos is definitely not a .gov.uk secure host and therefore the Clerk recommended that the Council stay with our current host with a view to reviewing the situation again in 6 months time.

The Clerk's report and recommendations were agreed.

11.0 WORKNEST CONTRACT

Cllr Taber proposed that the current Worknest contract is not renewed, seconded by Cllr Hunt. **All Agreed**

12.0 COMMUNITY

12.01 Village Green

i Cllr Crush gave an update the fencing for the village green. Cllr Roberts proposed that Norton Timber is used as the sole source and provider of the wood for the project and Cllr Crush to obtain quotes for the installation of the diamond fencing. Cllr Taber seconded. **All Agreed**

Cllr Crush will present a specification to the February meeting for Councillors to approve before obtaining quotes.

The Chair recorded his thanks to Cllr Crush.

ii The VGA have requested that the Parish Council purchase a real Christmas tree to be planted on the village green. Cllr Elgar strongly advised that the VGA were very careful about the tree they bought – pines do not stop growing. Cllr Roberts to seek advise and this item will be added to the agenda next month.

12.02 Village Hall - A report has been circulated. Cllr Roberts proposed that quotes are obtained to remove the Velux window and if needed install an extractor fan, seconded by Cllr White. **All Agreed**

12.03 Coldred Green – Pilgrims Hospice Event

Cllr Roberts proposed that we should support the event which is being held on 15 June 2024, Cllr Elgar seconded. **All Agreed**

A Risk Assessment is to be requested. Cllr Watson suggested that the VGA be contacted to support the event and something is put into the village magazine.

12.04 Kent Fire & Rescue – The Council has received a proposal for an Outreach Event organised by Kent Fire and Rescue. Cllr Watson proposed that we contact KF&R Service and suggest that they come along and select the location in the village which is most suitable for them (East Kent Railway, Reed Meadow, School, Rec). Cllr Roberts seconded. **All Agreed**

12.05 Lydden Race Circuit - Cllrs Elgar & Crush to attend the meeting on 30 January 2024.

12.06 Community Minibus - The Chair reported that himself and the Clerk attended a meeting with Mark Lamb last week. It was agreed at the meeting that the community minibus needs to be promoted to groups within the village and explained that they need to obtain a Section 19 in order to use the minibus. Cllr Hunt asked about training for drivers, Mr Lamb has agreed that this will be provided if required but the Council are to look into this further.

12.07 Shepherdswell & Coldred Sports Day & Summer Fete - Cllr Roberts requested that on 14 July 2024, the fete organisers are able to use the recreation ground in Shepherdswell and Coldred Green for a Sports Day & Summer Fete.

Cllr Denyer commented that it would be a good opportunity to get the wider community involved, perhaps set up a working group.

Cllr Roberts explained the outline of activities for the day and that all groups within our community would be offered the chance to be involved.

Cllr Elgar proposed that the Sports Day & Summer Fete be allowed to use the recreation ground and Coldred Village Green, seconded by Cllr Watson, **agreed with three abstentions**

13.00 Highway Improvement Plan

13.01 A report has been circulated. Cllr Roberts reported that the working group had met this week to discuss ambitions for 2024.

14.00 Recreation Ground

14.01 Rec Working Group - A report has been circulated. Cllr White requested that the 3 benches made by the Scouts & Guides as part of the Jubilee celebrations be put in the play area at the rec, the Clerk becomes the point of contact for any accidents which occur on Parish Council property and the wood is removed from by the Spartans container. **All Agreed**

14.02 Cricket Square – a statement from the Cricket Club has been circulated. Cllr Elgar asked about signage, Cllr White queried the size of the square Cllr Denyer commented that the community would not be happy with the Parish Council for protecting the cricket square being the size it is and then also erecting signs explained why we have done it – we should go to community and ask their opinion.

Cllrs White & Taber requested full costings before the fencing is purchased.

Cllr Crush commented that the size of the square has been extended over the years and he proposed that the issue of the size of the square is agreed before we commence, seconded by Cllr White. **5 in favour, 5 against with one abstention. Chair has casting vote so proposal not passed.**

Cllr Elgar proposed that the council, subject to costings, purchase plastic fencing to go around the existing cricket square (not withstanding that the size of the square could be adjusted in the future), seconded by Cllr Hunt. **6 in favour, 4 against – proposal passed.**

14.03 Hill Avenue – Cllr Hunt proposed that the Parish Council pay towards the type 1 to repair the potholes along Hill Avenue, seconded by Cllr Watson. **All Agreed**

19.0 DATE OF THE NEXT MEETING

Wednesday 21 February 2024 in Shepherdswell Village Hall at 1930hrs.