

Minutes of the Parish Council Meeting held on the 21st June 2023 in Shepherdswell Village Hall at 1930hrs.

Reports – Please see Appendix A

104/2023 Present

Cllrs J Bulaitis (Chair), B Crush, S Denyer, M Elgar, T Hunt, K Roberts, B Stauffer-Kruse, L Symes, A Softley, S Taber, M Watson, C White and C Tearle (Parish Clerk).

Cllr M Mamjan (DDC) and eight members of the public

The Council received reports from Cllr M Mamjan (DDC), Cllr S Taber (Speed Watch) and J West (Community Warden).

105/2023 Apologies

None

106/2023 Minutes of the meeting held on the 17th May 2023 to approve and sign.

It was resolved to approve and sign these.

107/2023 Matters Arising

It was agreed that an inspection of all Council properties would take place as soon as possible and delegated to the newly formed Assets and Property Committee which is Cllrs K Roberts, S Taber, the Council Chair and Vice Chair.

The Clerk reported that KCC Highways planned to resurface Cox Hill after the CLT development is complete.

108/2023 Declarations of Interest

Cllr K Roberts an OSI on Minute No:111/2023.

109/2023 Public participation limited to items on the agenda

The Chair said he was minded to permit members of the public to speak on items during the meeting, if it would serve the discussion.

110/2023 Finance

- a) It was resolved to approve the bank balances and invoices.

1 st June 2023	£
Current A/C	13,636.11
Business A/C	95,705.27
Income	
Bank Interest	71.31
M Wright (Mode)	
Expenditure	
C Tearle (Salary & Expenditure (Apr/May))	913.67

PAYE – HMRC	609.06
Harmer & Sons	753.28
SVHA (Monthly A/C)	72.50
Satswana (Data Protection Agreement)	180.00
SLCC (Annual Membership)	118.00
NALC (Training 3 members)	117.66
RK Graphics (Posts & Signs)	451.20
Broxap (Bins & Liners)	647.94
DDC (Litter Bin)	430.69
The Final Touch (Playschool Redecoration Water Stains)	279.00
KALC (The Good Councillors Guide)	35.88
Lionel Robbins (Internal Auditor)	90.00
All Clear Services (SWC)	610.00
P J Smith (V/Hall Electrical Repairs)	185.00

b) To consider the report of the Internal Auditor

It was resolved to approve this subject to a discussion on the Section 106 comments.

c) To approve the Statement of Internal Control

It was resolved to approve this.

d) To approve the Annual Governance Statement 2021/22

It was resolved to approve and sign this.

e) To approve the Accounting Statements 2021/22

It was resolved to approve and sign this.

Cllr T Hunt proposed a vote of thanks to the Clerk for preparing the above reports. This was carried.

f) Appointment of Internal Auditor for the forthcoming municipal year

It was resolved to appoint Mr L Robbins for the forthcoming municipal year.

111/2023 Planning

A report from the Chair of the Planning (Cllr M Elgar) was received (Please refer to the Planning Committee Minutes of the 21st June 2023).

At this point Cllr K Roberts declared an OSI as he is a school governor.

112/2023 Sibertswold Church of England Primary School

The Council heard a presentation from Mark Lamb, headteacher. He presented the Business Plan for the Minibus project. The transport would be used by the school, and be available at designated times for groups within the parish. He reported that £23K had been raised so far, but there was still a shortfall of £13K. A series of questions followed.

The following resolution was agreed: "That the Council is minded to make a significant financial donation to the minibus project. The final decision and amount to be agreed at the July meeting, after consultation with the parishioners using social media and other publicity".

The P/Clerk was asked to organise a Finance Committee.

At this point Cllr L Symes left the meeting.

113/2023 Personnel

- a) Members reviewed the current Worknest proposals brought forward by Cllrs J Bulaitis and S Taber and by 6 votes in favour, 4 against with 1 abstention, resolved to enter into a one year Service Agreement.
- b) Cllr C White gave a report from the Personnel Committee on proposals to advertise for and recruit a new parish clerk. It was resolved to grant the Personnel Committee authority to manage the recruitment process. The final appointment and financial implications would be approved by the Council. This unanimously agreed
- c) After receiving a report from the Personnel Committee, Members resolved to authorise the Personnel Committee to commence the recruitment and advertising for a new Parish Clerk.
- d) Members approved a budget of up to £1K to advertise the post with a recommendation to advertise as wide as possible.
- e) By 7 votes in favour, 3 votes against and 1 abstention, Members voted to purchase a PO Box for £300 for a year.

At this point Cllr L Symes rejoined the meeting.

114/2023 Review of Standing Orders

Following the circulation of all the various Standing Orders it was resolved to ask the various committees to review their own when they next meet, and bring them back to the Council for approval.

115/2023 Recreation Ground

- a) Shepherdsweil CC
Permission was given for the club to use the recreation ground for its annual youth presentation BBQ on Saturday 15th July, (lunchtime to early afternoon) provided it did a risk assessment.
- b) A report from the Recreation Ground Forum was received from Cllr C White. They are asking the Parish Council to `take the lead in completing the existing extension footprint which already has planning permission (13/00203)`. It was agreed to refer this proposal to the Working Group.
- c) Attention was drawn to the document circulated by Cllr K Roberts on the relationship between the cricket club and the recreation ground.

116/2023 Solar Panels

The P/Clerk was asked to sign up for the investigation for solar panels for the village hall which will cost £150.00.

117/2023 Coldred Village Green

- a) Cllr M Elgar circulated a report which gave an overview of the problems of the previous year and what is needed to bring the pond back to its former state at a potential cost of £33K. It was resolved to support the Coldred Forum in exploring possible grant funding options, and if one is available, to start the application process with the aim of repairing the pond.

b) The P/Council gave approval for the use of the Green by the Village Forum for the following events provided risk assessments were done:

- i) Sat 15th July – Cocktail Party
- ii) Sun 6th Aug – Village Lunch
- iii) Sun 3rd Sept – Village BBQ

118/2023 Highways Improvement Plan (HIP)

- a) The new HIP which has been recently submitted has been circulated to Members.
- b) A Teams meeting has been arranged with KCC Highways personnel.
- c) KCC will want to do their own speed assessment at the cost of £80/site.

119/2023 Items for the next agenda

- a) Risk Assessments
- b) Parish Clerk Employment
- c) Finance Committee Report
- d) Dispensations
- e) Playground
- f) Assets & Property Committee
- g) Recreation Ground Working Group
- h) Shepherdswell Cemetery - footpaths

120/2023 Exclusion of the Public

It was resolved to exclude the public and the press from the meeting for the following item of business by virtue of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business to be transacted.

121/2023 Shepherdswell Cemetery

- a) To review the quotes for the cemetery footpaths
Only one was received so the P/Clerk was asked to repeat the process.
- b) To consider the quotes for power washing the cemetery footpath from the road to the gates. It was resolved to accept the tender from Harmer & Sons Grounds Maintenance.

APPENDIX A

Cllr M Mamjan DDC

It was a short report as she was a new councillor, saying that she would like to concentrate on community engagement. She has also become very `popular` as she is a member of the planning committee.

Juliet West (Community Warden)

Concerns/complaints raised :
Nuisance noise construction
Nuisance noise Shooting
Nuisance noise dog barking

Nuisance dust
Nuisance smoke
Damage caused to brownies garden at Shepherdswell station
Overgrown footpaths
Fallen tree branch causing obstruction
Speeding vehicles
Road closures/ traffic disruption
Lost/straying/missing animals
Unauthorised camping
Fly tipping /litter
Welfare issues (general)
welfare concerns (individual)
Positive wellbeing
Community/district events

Thankyou to the Parish Council social media team who continue to inform and update the villagers with all the local news , issues, and multiple items of interest.

Thankyou to Shepherdswell speedwatch group for continuing to monitor ,record and raise awareness of the spending through the villages.

Thankyou to the NHW for their continued communications and vigilance.

Cllr M Elgar Coldred Pond update

Prior to the silt removal in September 2022, there was evidence that the liner was starting to perish through sun damage. Following the removal of the silt the pond is only holding approximately 2 feet of water, when it has rained it has filled, however, the water level reduces rapidly to the current level.

The current liner was originally installed approximately 40 years ago so has exceeded its life span considerably.

A positive since the removal of silt, there has been no flooding in that part of Coldred over the winter, which is a first for many years.

The Coldred forum is aware that the aesthetics of the pond are not as good and have sought advice from Geosynthetic Technology Ltd with regards to replacing the liner to a high-grade product that should last for more than 25 years, if maintained and installed correctly.

During the site visit several issues were highlighted that will require preparatory groundworks to be completed to enable the liner to be installed, this includes alteration to the gradient of the bank to a 3:1m, this is to prevent the banks collapsing, but also ensure that the water and any planting covers the liner to prevent sun damage, which will reduce the life expectancy of the liner. We were provided with contact details for James Chipchase regarding the ground works and invited him to review the information provided by Geosynthetic, and also look at the site, he has suggested that a section in the middle of the pond is dug deeper to act as a silt trap, which will, in turn allow of easier removal of the build-up of silt and reduce further risk of damage. This will also reduce some of the cost as silt traps will not be required.

Geosynthetic Technology Ltd will not install the liner if the groundworks have not been completed.

The estimate price for the liner is £15300 inclusive of VAT (£12750)

The groundworks estimate is £17420.00 (inc VAT), this has included labour, machine hire etc, along with a small contingency.

Totalling approximately £32720.00

Both companies have worked together on several projects locally including Attenuation ponds at Boughton and Sene Valley Golf clubs and Goodnestone Park gardens. The Coldred forum is aware that this is a considerable amount of money, and with support from the Parish Council would like to start exploring possible grant funding, and if an appropriate grant option is available, start the application process to hopefully obtain enough to repair/refurbish the Coldred Pond. Repair and refurbishment of the village pond will continue to prevent flooding in the village but also create a wildlife habitat, whilst enhancing the beauty of the village and making the pond and green the main focal point.