

SUTTON BY DOVER PARISH COUNCIL  
<http://www.sutton-by-doverpc.kentparishes.gov.uk/>

Minutes

Meeting held in Studdal Church Hall on Tuesday 3 March 2020 at 7.30 pm.

- 1. Present and apologies** B Merriman (Chair)  
A Calthorpe  
G Smith  
H Densham  
K Little  
S Smith (Clerk)  
KCC Member Steve Manion  
DDC Member Nick Kenton  
9 Members of the public  
Apologies: G Akhurst

**2. Approval of the 4 February minutes**

The minutes were proposed as a true record of the meeting by Cllr Calthorpe seconded by Cllr Smith and all members voted in favour. They were signed by the Chair.

**3. Declarations of interest**

Cllr Little declared an interest on item 8. Community upkeep i) Grass cutting contract.

Cllr Calthorpe declared an interest on item 6. Playing field. i) Update from the Studdal Park and Recreation Community group.

**4. Matters arising from 4 February meeting**

*Hedge at Picnic site.* Stiles and Bates have cut this back.

*Roman Road potholes.* Some of those missed have been filled in, however there are still more that need dealing with.

*Swing.* The frame is still in place as it is too wet to remove it.

*Trees in Homestead Lane.* Some have been cut back although there are still more to be cut down when the electricity is turned off.

**5. Visitors**

It was reported that there is a lot of standing water on the HGV route, Gaggs Hill to Strakers Hill. Clerk to report this to Highways and ask for the gullies to be re-cut.

**6. Playing field**

i) Update from the Studdal Park and Recreation Community Group. Brian Kenneth and Kim Gibson, representatives of Studdal Park and Recreation Community Group gave a report to the Councillors on the progress at the playing field. They have been successful in their funding application and have been awarded £25,000 to refurbish the playing field and install play equipment. The Parish Council thanked the committee for all their hard work and congratulated them on moving this project forward in record time.

Various queries were raised and discussed:

1. The Parish Council to be responsible for insurance at the site, to include covering the value of the new equipment.
2. Concerns were raised about the adjacent fence which had been breached in the past by cows. The cows have been removed for the time being and this issue is still current.
3. There had been no allowance in the SPARC budget for a new boundary fence at the park however there would be a fence put up around the new play area.
4. The SPARC group were aware there may be a small shortfall in their budget and were meeting with the equipment suppliers to negotiate this matter.
5. All safety requirements such as soft land areas have been taken into account with the new equipment and the site, as part of the installation process would be inspected initially for safety compliance.

6. The plan for the park does not lose the football pitch.

7. A meeting would be going ahead to finalise the quote and the area would then be marked out. Clerk to be informed of this for the councillors to take a look before the next meeting and approve prior to installation.

8. The grass cutting requirement for the area may need altering

The Parish Council voiced their willingness to give funding for the project to go towards safety signage with any excess going towards new fencing. To be further discussed.

## **7. Community upkeep**

Cllr Little left the meeting.

i) Grass cutting contract. This was discussed by the Councillors. The cost of grass cutting From April 2018 to March 2019 had been £3072 and from April 2019 to March 2020 was £2905. The Councillors agreed to accept the quote of £3000 per year for the next 3 years from Mr C little for grass cutting all agreed areas. This was proposed by Cllr Smith seconded by Cllr Calthorpe and all members voted in favour. Clerk to write to the unsuccessful bidders.

To discuss the 'long grass area' at the next meeting and the new play park area.

Cllr Little returned to the meeting.

ii) Overhanging tree in Willow Woods Road. This has been reported by both the Clerk and the adjacent resident. It would appear that DDC are saying no action is required. Clerk to follow up to ensure UK Power Networks are aware of the Parish Council's notification to them of this issue.

## **8. Reports from DDC/KCC Members**

KCC/DDC Member Steve Manion reported on the following:

KCC are going through the budget process and allowing extra money for drainage work and potholes.

Street lighting is being upgraded to the new LED lighting.

The 5 year corporate plan for KCC is on the website

DDC Member Nick Kenton reported on the following:

DDC are rolling out the process of renewing street lights with LEDs. Hopefully Sutton Parish will have theirs replaced by next winter.

DDC have set their budget and their aspirational plan includes improvements to Tides.

There have been good results in planning enforcement and there is a joint initiative with Kent Police over fly tipping,

DDC are working through the sites for suitability in the Local Plan. There are briefings arranged to inform parish councils where the sites in their parishes will be.

The reports of dumped mattresses in the parish were passed on to Cllr Kenton.

The amount of rubbish on the A2 and A256 was brought up. Cllr Kenton explained to the meeting that DDC are working on a program of works and are proposing an increase in the litter picking budget. These highlighted areas are being assessed at the moment and a litter pick on the A256 is imminent.

## **9. Finance:**

i) To approve the payment schedule for March was proposed by Cllr Calthorpe seconded by Cllr Densham and all members voted in favour.

Chq No.

001377 Clerk	February wages		£347.50
001378 Clerk	February ex	£ 20.00	
	Onedrive subscription	£ 13.68	
	McAfee renewal	£ 19.99	£ 53.67

## **10. Appointment of Internal Auditor**

It was proposed to adopt Claire Inglin who has agreed to be the parish council's internal auditor by Cllr Merriman seconded by Cllr Smith all members voted in favour.

#### **11. Annual Litter Pick**

The date is set for Saturday 4th April. The information to go on the website.

To adopt the Risk assessment was proposed by Cllr Merriman seconded by Cllr Little and all members voted in favour.

#### **12. Website**

Report from Website Manager, Claire Inglin.

A working group consisting of the Parish Clerk, Cllr Calthorpe and Claire Inglin was set up. 10 Website Hosting Companies in all were looked at. As the current site sits on a Word Press Platform and the working group are all familiar with this platform the decision was made to only look at hosting companies that use Word Press as a platform. This immediately reduced the list to 4 companies who each supplied a quote plus details of how a new site would look and work. Having looked in detail at what each had to offer, the following recommendation was made to the Parish Council. The Parish Council contract with Netwise UK for the provision of a new website at a set up cost of £599.00 plus £300 per year admin support cost, making the year 1 cost £900.00 with an ongoing yearly cost of £300.00. This will also cover the cost of new email address for all councillors, so that the parish council are even more GDPR Compliant ie. If / when a councillor ceases to be a councillor their email address and all emails can be deleted. Information on the preferred option of the working group to be sent out to the Councillors for a decision at the April meeting. Clerk to action.

#### **13. VE day 8/5/2020**

The Community event is set for Friday 8th May 2020, 2.00 to 5.00 pm in Sutton Community Centre. The event is a collaboration between the Community Centre and the Parish Council. The local community has come forward with numerous offers of equipment for the celebrations to go ahead. To donate £200 towards funding the event was proposed by Cllr Merriman seconded by Cllr Smith and all members voted in favour.

#### **14. APM and AGM**

The AGM meeting date was set for Tuesday 5th May 2020 at 7.15 pm. Followed by the ordinary monthly meeting at 7.30 pm.

The APM meeting date was set for Tuesday 19th May 2020 at 7.00 pm. Clerk to book the Church hall.

To go on the April agenda.

#### **15. Local Planning:**

For consideration by Councillors:

- i) Planning Policy. To be kept on the agenda.
- ii) PROW. Claimed upgrading of Public Footpaths EE427 and EE451 in the parishes of Sutton and Ripple to Bridleway status (application reference C381). No response.
- iii) DOV/19/01021 The Homestead, Homestead Lane, East Studdal CT15 5BN  
Conversion of agricultural barns into 2no. dwellings with associated parking  
The Council decided to object to the application for the following reasons:
  1. The development is not within the village confines.
  2. Barn B would be backland development which is contrary to SPDS7 of the Sutton Village Design Statement.
  3. Domestic buildings should not be situated within 400 ft of animal barns/yards.This was proposed by Cllr Smith seconded by Cllr Densham and all members voted in favour. Clerk to submit response to DDC Planning.
- iv) DOV/20/00073 Pilgrims Cottages, The Miller, Roman Road, East Studdal  
Erection of single storey side extension and porch

The Council decided to object to the application as it is overdevelopment of a small site which has already undergone considerable development. The Council to point out that the site plan does not show a previous mobile home/building already situated on the site.

This was proposed by Cllr Smith seconded by Cllr Merriman and voted in favour by majority. Clerk to submit response to DDC Planning.

#### **16. Allotments**

To adopt the amended agreement and covering letter was proposed by Cllr Merriman seconded by Cllr Little and all members voted in favour.

The cost of renting the plots was discussed and revised to £10 for small plots up to 115 sq m and

£20 for larger plots over 200 sq m. This was proposed by Cllr Merriman seconded by Cllr Little and all members voted in favour.

The two new allotment plots were also discussed. A couple of problems had been encountered when marking out the new sites. It was agreed that the new plots be marked out and offered to the people on the waiting list. Cllr Little offered to make a new plan highlighting the individual sites, to be supplied to the clerk for sending out with the agreements in April.

#### **17. Correspondence**

##### Consultations/Surveys/For consideration

email from local resident re loose dogs reported to the dog warden and quad bike noise. Discussed by the Councillors. Clerk to reply explaining that the dog warden is aware of the issue and to recommend the bike noise be reported to DDC Environmental Team for them to investigate if there is a noise nuisance issue.

email from local resident re mobile home at Sutton Vale Caravan Park. Clerk to pass on to DDC Enforcement to investigate any planning breach and the clerk to update local resident of this action.

email from local resident re blocked drains and street lighting. The drain to be reported to Highways. Clerk to action.

DDC Chairman/Pageant master of VE day 75. Invite to the Chairman 8 May 2020 2.00 pm. Clerk to thank them for the invitation and explain the community already have their own event planned.

Lord-Lieutenant's Civic Service Tuesday 17 March 2020. No attendance. Clerk to notify.

DDC Town and Parish Local Plan meeting. Thursday 19 March 2020 4.15 - 5.00 pm and Tuesday 24 March 2020. Cllr Merriman and Cllr Smith to attend. Clerk to notify.

Citizens Advice. Request for funding. Not approved.

DDC Town and Parish Community Safety 25 March 2020. No attendance. Clerk to notify.

Noted: DDC. Change in the Property Services Team

#### **18. Any other business to report/matters to discuss**

DDC Caretaker shed. DDC has sent another request to site a shed at the playing field. No take up.

Coronavirus. KALC are requesting information from the NHS website be made available on the council website. Website manager to action.

Snowdrops in the parish. Cllr Little made a request to move some of the snowdrops already in the parish to the village green triangle. The Councillors agreed it would be a good idea.

Air Ambulance contribution. To go on the April agenda.

#### **19. Date of next meeting:**

Tuesday 7 April 2020 at the Church Hall, Studdal at 7.30 pm

Meeting closed 9.24 pm

Signed: Cllr G Akhurst (Vice Chairman)

Date: 8 May 2020

A paper copy is on file with the Clerk.