

SUTTON BY DOVER PARISH COUNCIL

Minutes

of the Meeting held in Studdal Church Hall on Tuesday 4 April 2017 at 7.30pm.

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

Apologies: G Smith

**2. Approval of the 7 March minutes:**

The minutes were proposed as a true record of the meeting by Cllr Akhurst, seconded by Cllr Hogben and all members voted in favour and they were signed by the Chair.

**3. Declarations of interest:**

None

**4. Matters arising from 7 March meeting:**

*Deed of Dedication.* The legal position has been ratified by KCC. They will not be proceeding with the stopping up order as they do not have the agreement of the Parish Council. They are placing a bund on the land, grass seeding it and placing bollards across the front but no car parking spaces. It was noted that neither the landowner nor DDC had asked the PC if it would agree to a stopping up order to release the land from the deed of dedication.

*Deep water sign.* This has not been supplied yet. Clerk to check a week before the May meeting.

*Green jag.* The vehicle has gone.

*Overgrown hedge at Canton.* DDC have visited the site and more work is required.

*Website.* The disclaimer wording relating to links is up on the site. The Rural Roundup link via Ringwould Church can now go ahead.

*Static caravan at the Follies.* DDC have written to inform the council that the breach of planning control has now been resolved.

*KALC Membership Survey.* Completed by Chairman and Clerk

*Road signage at Roman Road Crossroads.* Work scheduled by Highways.

**5. Visitors:**

*Footpath E423.* There seems to be a difference between the actual route of the footpath and the path marked on the village map. Cllr Akhurst offered to look into it.

**6. Reports from DDC/KCC Members**

Cllr. Nick Kenton reported on the following :

*Enforcement policies.* DDC have been reviewing enforcement policies.

*Litter picking contract.* This may go out to private contract concentrating mainly on litter picking in the towns leaving Dover officers to concentrate on the rural areas.

KCC Member Steve Manion reported on the following:

*Budget.* In the recent budget extra money was going to adult social care.

*Potholes blitz.* KCC are having a blitz on potholes, Councillors were urged to report any seen using the reporting facility on Highways website.

#### **7. Litter Pick**

Claire Inglin is organising the litter pick. The date arranged is 22 April at 10.00am, meeting at the Community Centre. DDC have their own Risk assessment which Claire is completing. A copy to go to Cllr. Calthorpe for information.

#### **8. Parish Clerk.**

Completion of 6 months probation period and confirmation of post. This was proposed by Cllr. Merriman and seconded by Cllr. Calthorpe and all members voted in favour.

#### **9. Annual Parish Meeting**

The date decided upon is Tuesday 23 May 2017 at 7.30 pm, hopefully at the Church Hall otherwise at the Community Centre. Clerk to book hall. Cllr Meriman to give the clerk a list of local organisations to invite. Claire Inglin, website manager hopes to give a short presentation on the new website layout. Cllr. Calthorpe offered to organise the refreshments for the meeting with a budget of £50. This was proposed by Cllr Little, seconded by Cllr. Hogben and all members voted in favour.

#### **10. Finance:**

i) To approve the payment schedule for April

Chq No.		
001197	Clerks Wage - March	£333.30
001198	Clerks expenses - March	£20.00
	Travel expenses £25.00	£45.00
001199	Post Office - HMRC March	£4.20
001200	KCC - Allotment rental 5/10/16 to 4/4/17	£17.50
001201	KALC- Annual subscription	£300.98
001202	Mrs Skegg - Refund of allotment rental 2016/17	£3.45
001203	Evergreen	£325

Approval of the above payments was proposed by Cllr. Calthorpe and seconded by Cllr. Akhurst and all voted in favour.

ii) March bank reconciliation (current account £951.82 and reserve account £15,576.00 making a total of £16,527.82) proposed by Cllr. Akhurst and seconded by Cllr Hogben with all in favour of accepting the reconciliation.

iii) Year end Audit dates/timetable. Noted by Councillors.

#### **11. Review of Internal Controls**

The following items are all on the website.

Asset Register. The Councillors discussed this. Cllr. Merriman agreed to make the revisions to it and record the policy of fixed asset valuation ie. recording assets at acquisition value until written off (with no depreciation or revaluation) in the asset register.

Risk Assessment. Storage of data was discussed with regard to data protection requirements. A query was raised on archived records. Clerk to write to Archive Service, KCC, County Hall to make enquiries. Cllr. Akhurst offered to make the revisions to the risk assessment.

Financial Regulations. Discussed. No revisions necessary.

Standing Orders. No revisions necessary.

Robustness of Insurance Provider. Current cover queried with regard to libel and slander and Public Liability cover. Clerk to check on this. The clerk is currently in the process of getting quotes ready for the next meeting. Clerk to ask insurance providers to prove their robustness.

Programme of Maintenance of Physical Assets. Compared to asset register and certain amendments noted.

Amended documents to be approved at the May meeting as part of the internal controls review.

## **12. Local Planning:**

### **Considered by Councillors**

DOV/17/00305 Land to the south of Honeywood Parkway, White Cliffs Business Park, Whitfield, CT16 3FH

Erection of a detached flat roof building for use as a leisure centre (Use Class D2, 5,700 sqm internal floor area), together with two external 5-a-side football pitches, and associated parking, external lighting and landscaping. No response from the Parish Council.

DOV/16/00472 Land adjacent to 17 Downs Close, East Studdal, CT15 5BY

Reserved matters application for approval of layout, appearance, scale, means of access and landscaping of the site (details pursuant to outline permission DOV/14/00445) for the erection of a detached dwelling and creation of parking. No comments from the Parish Council.

### **For information - Noted**

Dov/16/01171 Aquajoy, Beacon Hill, Little Mongeham, CT14 OHW

Outline application for the erection of 3no. dwellings (with all matters reserved). DDC Refuse Planning Permission

## **13. Allotment, Memorial Garden, Playing Field and BMX track:**

i) Ray Odell Remembrance Plaque positioning

To go ahead on Easter Saturday, 15th April at 11.00 am. Cllr. Little has spoken with Anne Naves who will be able to come along. The invitation is open to Parish Council members, allotment holders and any local people who knew Ray. Clerk to put the date and information on the website.

ii) Sowing of wild flower plot

Update at next meeting.

iii) Allotment/orchard Grass cutting quote from J. Stroud £350

Discussed and accepted by the Council after noting details of J. Stroud's insurance cover, proposed by Cllr. Little and seconded by Cllr. Hogben and all voted in favour. Clerk to ask for the grass to be cut by Easter Saturday so that it is tidy for the plaque positioning.

A query was raised on the insurance cover at the allotments. It was noted that the Parish Council Public Liability insurance would cover use of allotments by allotment holders.

## **14. Land ownership query on the triangle at The Three Horseshoes**

No update. Item to be removed from the agenda until Cllr Akhurst had an update to present.

## **15. Speeding and Traffic Issues**

Cllr. Smith has been in contact with Richard Heaps. Highways have been asked not to go ahead with the traffic survey during the school holidays and whilst there are local road closures. The KCC contract with the current traffic survey company was up for renewal at the end of March but Highways have indicated that they expect the survey to take place at the end of April/early May.

## **16. Correspondence**

### **Consultations/Surveys - For consideration**

*Kent Air Ambulance.* Request for £250 donation. To be considered at the May meeting.

*DDC.* Neighbourhood Forum nomination of representative. No nomination.

*Lynda Burr.* Facebook page for Sutton parish. Cllr. Calthorpe offered to talk to Lynda Burr to find out more about this.

*East Kent Police/NHW.* Request for volunteers to assist with the NHW daily messaging. No volunteers

*KALC.* Dover area committee meeting/AGM 26/4/17 Phoenix Centre, Sandwich. Cllr. Merriman offered to try to attend.

*Oliver Joslin.* Student requesting information on Sutton Parish. Clerk to contact to check this is the correct Sutton and send a copy of the VDS if it is. Clerk to make enquiries if there is a electronic copy of the VDS which could go on the website.

*Roger Hurst.* e-petition proposing levy on Professional football clubs to provide funding for play areas. No take up.

### **Correspondence - To note**

*Sally Casey.* Thank you note for work in updating the website. A vote of thanks to Claire Inglin for all her hard work in setting up the new website for the clerk to use. Claire informed the Councillors that their e-mail addresses can no longer be seen on the website although they can still be contacted through the contacts page.

*Carol Willet.* Query on Parish Council planning policy. Clerk has responded to explain the policy is an interpretation of the VDS guidance document.

*DDC.* Election Publicity Guidance. Cllr. Akhurst explained that because of KCC elections next month, care is needed regarding mention of any Kent Cllr who is up for re-election between now and the election in May.

*Highways.* Willow woods Road Closure extended to 7 April.

*DDC.* BT Removal of telephone box in Studdal. This is going ahead but no date has been set yet.

## **17. Any other business/matters to discuss**

*Fir Tree Farm.* Comments from local residents about construction going on here. Clerk to contact DDC planning to ask if they know anything about it.

*Fly tipping.* Several reports of local fly tipping. Councillors advised to report it on the KCC website.

*Roman Road subsidings/badger set.* Clerk to report this to Highways.

*Old Notice board from Sutton.* To be disposed of.

*Napchester Road closure.* Cllr. Akhurst has been trying for some time to arrange a meeting with DDC to discuss this.

*Parsonage Farm removal of storage containers.* Cllr. Akhurst offered to follow this up as the weather has been much drier.

*Auto enrolment for pensions.* Letter has been sent to the clerk explaining the position. The Council are not obliged to contribute to a scheme.

*Grass verge Downs Road.* Highways have enquired about the white bollards along Downs Road installed on the request of the Parish Council. Cllr. Merriman to respond to Highways.

**18. Date of next meeting:**

AGM Tuesday 2 May 2017 at 7.00 pm followed by monthly meeting  
Community Centre, East Studdal

Meeting closed 9.09pm

signed

Barbara Merriman

date

2 May 2017

Paper copy on file with clerk