

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

Minutes

Meeting held in Studdal Church Hall on Tuesday 5 December 2017 at 7.30 pm.

- 1. Present and apologies:**
  - B Merriman (Chair)
  - G Akhurst (Vice Chair)
  - H Densham
  - C Hogben
  - G Smith
  - A Calthorpe
  - R Little
  - 13 Members of the public
  - KCC Member Steve Manion
  - S Smith (Clerk)
  - Apologies: None
- 2. Approval of the 7 November minutes:**

After an alteration for accuracy to the minutes of item 5. Visitors, Wentways, land owner corrected to vehicle owner, the minutes were proposed as a true record of the meeting by Cllr Smith, seconded by Cllr Akhurst and all members voted in favour and they were signed by the Chair.
- 3. Declarations of interest:**
- 4. None**
- 5. Matters arising from 7 November meeting:**

*Wentways.* The DDC e-mail was referred to explaining that a recommendation has gone ahead for an enforcement notice to be issued.

*Latch on the gate at the playing field.* Colin Stokes reported that this had broken when being adjusted and a new one is being made.

HGV signs. Not installed yet.

*Christmas Tree on the Green at the Three Horseshoes.* Cllr Little apologised about the confusion of the tree lighting up time. Cllr Merriman thanked Cllr Little for organising the lighting up event and erecting the Christmas tree.

*Village Green at The Three Horseshoes.* Cllr Akhurst asked for another 2 people to come forward to make statements regarding the use of this piece of land in the past. Mr Vickers and Cllr Hogben agreed to make statements.

*Tilmanstone Colliery planning.* There had been a misunderstanding over the response to this planning application which should have gone to KCC not DDC.

*Traffic survey, Ripple Parish Council.* The request for a donation is going on the agenda of their next meeting.

*Footpath Vale Road.* Cllr Akhurst had been in touch with the land owner and had been informed that this job is on the winter list of things to do.

*Hedge overgrowing sign by Sutton pond.* A query has arisen as to who has responsibility for cutting back the hedge around a sign on the landowner's border of land. Clerk to ask Highways.

*Traffic sign, Gordons Lane.* This has been reported to Highways.
- 6. Visitors:**

*Rumble strips in the parish.* Local residents have been enquiring about the traffic survey strips on various roads in the villages. Cllr Akhurst reported that he thought the strips had been installed as part of data collection for a possible North Deal relief road. It was suggested that if the survey has been commissioned by DDC, the Parish Council should try to get the results to add to their own

traffic data. It was decided to take down the numbers on the rumble strip boxes for reference. Cllr Hogben offered to get the number of the Roman Road box and Cllr Merriman offered to check the Stoneheap Road and Beacon Hill boxes.

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

KCC Member Steve Manion wished everyone a Merry Christmas.

He reported on the following:

- i) There are 300 salt bins in the district as part of the KCC winter policy
- ii) There is a register of 4 wheel drive vehicles, drawn up to try to help keep schools open.
- iii) Buses. There is a meeting at DDC about these and KCC are holding a consultation from 17/01/2018 regarding bus services.

## **8. Finance:**

Chq No.

001244 Clerks wage -November	£302.10
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001245 Clerks expenses - November ex £20.00	
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Onedrive subscription £13.68	£33.68
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001246 HM Revenue and Customs - PAYE up to 5 Dec	£35.40
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001247 Evergreen - November	£120.00
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Approval of the above payments was proposed by Cllr Calthorpe, seconded by Cllr Hogben and all members voted in favour.

## **9. Data Protection and storage**

Data protection workshop. Thursday 14/12/17 9.30 am to 1.00 pm £30 + VAT. The clerk to attend the workshop and Cheque No. 001248, Kent Association of local Councils to be signed, was proposed by Cllr Akhurst, seconded by Cllr Merriman and all members voted in favour.

## **10. A Defibrillator for the Parish**

Mr Steve Goodsell had been key to organising the installation of a defibrillator at a church in Deal and gave a very informative presentation to the meeting. The main points were:

- To instal, the defibrillator just needs a 13 amp fuse with a wire through the wall to the box. It is useful to have both a light and heat source in the cabinet. This installation cost would have to be met by the Parish Council.
- The battery lasts up to 5 years. A monthly check should be carried out to check it is still working.
- The defibrillator is very straight forward to use and no training is necessary. The machine has an on/off switch and once switched on talks the operator through the process. The machine works out whether or not the body needs a shock and also gives a beat rhythm for CPR.
- The running costs are minimal. Renewal packs, if used are £30, battery £120.
- Generally cover for the unit is added to insurance cover, free of charge or for a minimal fee.
- The location for the machine should be as visible as possible. It was discussed as to whether the Church Hall, being on the main road through the village, would be a better location than the Community Hall.

Various avenues of funding were briefly discussed.

The power to purchase would have to go down under section 137 of the 1972 Local Government Act.

The British Heart Foundation had donated £600, half the cost of the Deal church machine.

KCC Member Steve Manion offered matched funding.

Cllr Calthorpe offered to find out more about costs and funding and to check whether the Parish Council met the British Heart Foundation's criteria for matched funding.

The topic to go back on the agenda for January.

Cllr Merriman thanked Steve Goodsell for his very useful presentation.

## **11. Speeding and traffic issues**

Cllr Merriman thanked Claire Inglin, local resident for all her hard work in turning the raw data into an easily readable graph format. It was agreed after a small alteration to the wording that the introduction should go up with the graphs on the website. This was proposed by Cllr Calthorpe, seconded by Cllr Merriman and all members voted in favour. It was agreed that the graphs and information could go on the website early in the new year with the Vale Rd information being held on to for the time being.

## **12. Precept for 2018/19**

The Councillors discussed this again briefly. To add £250 to the data protection line item giving a total precept of £11,109 would result in a 3% rise in Total resources which equates to a 4.3% rise in precept as there is no DDC grant this year and a 4.2% rise in local Council tax. It was agreed to put this on the agenda again for actual approval at the January meeting.

## **13. Local Planning:**

### **For consideration by Councillors**

DOV/17/01306 - The Franklin, Pilgrims Cottages, Roman Road, Studdal CT15 5FJ

Installation of 4no. floodlights on 6m high poles around existing sand school.

The Council to offer no response to this application was proposed by Cllr Smith, seconded by Cllr Little and all members voted in favour.

DOV/17/01317 - Site at St Margaret's Farm, Napchester Road, Whitfield, CT15 5HD

Change of use of buildings for office use (Class B1) and storage and distribution use (Class B8)

The Council to object to this application for the following reasons:

- i) Napchester Rd is a single track road not suitable to serve a distribution type business.
- ii) Sutton Parish Council negotiated the closure of the Whitfield end of Napchester Road as part of the Whitfield Plan. After closure, it would mean all traffic servicing the business would have to transit West Langdon, Roman Road Studdal or Waldershare Lane/Road. All of these lanes are single track and of a fragile nature and not suitable to serve a distribution type business
- iii) It would result in an increase in volume and size of vehicle traffic through small villages/hamlets.

This was proposed by Cllr Smith, seconded by Cllr Little, 6 members voted in favour, 1 abstention.

DOV/17/01386 - Upper Farm Cottage, Church Hill, Sutton CT15 5DF

Erection of single storey and first floor rear infill extensions

The Council to support this application, was proposed by Cllr Akhurst, seconded by Cllr Hogben and all members voted in favour.

DOV/17/01399 - C M Hayes, Chapel Lane, Ashley, CT15 5HZ

Variation of condition 5 of planning permission DOV/91/01232 (application under Section 73)

No observations.

### **For information - To note**

DOV/17/01119 - The Cottage, Church Hill, Sutton CT15 5DF

Erection of a front extension (existing porch to be demolished). DDC Granted permission.

DOV/17/00195 - The Outrigger, Chapel Lane, Ashley CT15 5HZ

DDC had received an appeal regarding this application. Appeal dismissed

## **14. Correspondence**

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

*KALC.*

- i) Kent Fire and Rescue Service. Consultation including council tax consultation. Comments by 15/01/2018. A time limited link to be added to the website. Clerk to action.
- ii) Proposed Commonwealth War Memorial on Dover's Western Heights. DDC consultation. Response by 10/12/17. A time limited link to be added to the website. Clerk to action.
- iii) Kent Police and Crime Commissioner. Annual policing survey. Response by end of December. A time limited link to be added to the website. Clerk to action.

iv) KCC Volunteer Support Warden Scheme. No take up.

A local resident had asked for the cutting of the bus service in the parish to be raised. Clerk to advise them of the KCC consultation going ahead in the new year regarding bus service and transport. The users of the bus are organising a petition as there has been standing room only on the bus service.

#### **Correspondence - To note**

KALC

i) Government announcement re: Lorry Park at J11 M20

ii) A Nations Tribute 11/11/2018. Update. To go on the agenda in the new year.

Water Resources update.

Natwest. Changes to Terms and Conditions

#### **15. Community upkeep**

i) *Padlock for the playing field.* This was discussed by the Councillors. It was agreed that the fire brigade would be able to cut through any padlock obstructing their access to the playing field and the pedestrian gate would be sufficient access for the ambulance service. 2 local people could be key holders with their phone numbers on the gate. To purchase a robust padlock up to a cost of £25 was proposed by Cllr Merriman, seconded by Cllr Akhurst and all members voted in favour. Clerk to action.

ii) *Kent County Playing fields Association.* £20 subscription. Clerk to check on any previous subscription.

iii) *Contract for grass cutting and maintenance.* The Councillors considered the quotes for the grass cutting and maintenance contract for both a single and a three year contract to cover the community areas - Memorial Garden, Playing Field and BMX track, Downs Road verge (The White House to Seaview Cottages) and Jacks Bush, Picnic area. There had been some discrepancies in the quotes discussed at the last meeting which had now been clarified. To award the 3 year contract to Mr Stokes as best value was proposed by Cllr Merriman, seconded by Cllr Smith and all members voted in favour.

The Councillors considered the quote for the grass cutting and maintenance contract for both a single and a three year contract to cover the The Allotment/Orchard. To award the 3 year contract to Mr Stroud was proposed by Cllr Little, seconded by Cllr Hogben and all members voted in favour.

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

*Planning application.* With the increase in number of planning applications it was agreed that the clerk will nominate the nearest Councillor to the property to look at the application and check with neighbours. If that person is unable to do this, they are to find another member of the council who can.

*Fire Hydrant.* It has been noticed that the fire hydrant in Downs Road is being used by a commercial cement mixer. Cllr Manion offered to check with KCC as to whether or not this is appropriate use of the fire hydrant.

*The Nursery, Downs Road.* A planning application for this site which is in the local plan is going to be submitted to DDC in the new year.

*Planning Policy.* The planning policy needs to be revisited. To be discussed at the January meeting. It was noted that the policy would have to go out to local consultation and if not in line with DDC policies, the results will not mean anything or have any influence on the planning process.

*Litter pick.* It was suggested that April would be a good month. The Parish Council need to decide whether they will go ahead with the litter pick without the DDC restrictions. Not organising it through DDC would also incur some additional costs for purchase of equipment. A Parish Council risk assessment would be required. Item to go on the January agenda.

*Cars parked on Down Road grass verge.* It has been noticed that cars are being parked on the Downs Road, grass verge outside the property Rhylin. It was agreed to drop a polite note through the doors of the adjacent houses requesting people not to park on the grass. Clerk to action.

*Maintenance work in the parish.* Colin Stokes does a lot of work in the parish which he does not charge the Parish Council for. To look at formalising some sort of arrangement for this in the new year.

**17. Date of next meeting:**

The meeting will be the second Tuesday of the month because of the New Year bank holiday. Tuesday 9 January 2018 at 7.30 pm at Church Hall Studdal.

Cllr Merriman wished everybody a Very Merry Christmas and a Happy New Year and thanked everyone for their support throughout the year.

signed: Barbara Merriman (Chair)

date: 9 January 2018

paper copy held on file with clerk