SUTTON BY DOVER PARISH COUNCIL

Minutes

Meeting held in Studdal Church Hall on Tuesday 6 June 2017 at 7.30pm.

1. **Present and Apologies**: B Merriman (Chair)
   G Akhurst
   H Densham
   R Little
   C Hogben
   A Calthorpe
   G Smith
   6 Members of the public
   S Smith (Clerk)
   Apologies: KCC Member Steve Manion
2. **Approval of the 2 May minutes**:
   The minutes were proposed as a true record of the meeting by Cllr Little, seconded by Cllr Hogben and all members voted in favour and they were signed by the Chair.
   Approval of the APM minutes 23 May 2017:
   The minutes were proposed as a true record of the meeting by Cllr Hogben, seconded by Cllr Merriman and all members voted in favour and they were signed by the Chair.
3. **Declarations of interest**:
   Cllr Akhurst declared a pecuniary interest on item 7. i) Finance and a significant other interest on item 11. Planning, Aquajoy.
   Cllr Calthorpe declared a pecuniary interest on item 7. iii) Finance.
4. **Matters arising from 2 May meeting**:
   Parsonage Farm. Cllr Akhurst had heard back from Enforcement re the storage containers at the site. There has been a breach of the 2013 planning permission. The landowner has up to 21 June 2017 to remove them.
   Fir Tree Farm. DDC Enforcement had asked for further information on the report from local residents of construction going on at the site. As there was no further information to pass on, the Council agreed to take no further action at this time but to keep a watching brief.
   Roman Road subsidence. Initially Highways had planned an extensive repair to the lane, but subsequently changed the action to regular inspections to monitor the subsidence. However work will be undertaken on the road where the car caught alight.
   APM. The meeting went well
   Playing field diseased Ash tree. Cllr Akhurst could not identify it so he will revisit.
   Memorial Garden. The Forsythia has been cut back by Colin Stokes. The leaning tree from the next door garden has not been cut back. Clerk to check with Colin if he or the home owner will be sorting it out.
   Louise Smith - Flooding. Cllr Little is waiting for a reply.
5. **Visitors:**
   The white road markings at Ashley top (where the new road sign was installed) are missing. Clerk to report.

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

None

7. **Finance:**

i) G Akhurst - Cllr Akhurst has sent the application in to register the triangle of land opposite the 3 Horseshoes. He advised the Councillors that it could take a while to go through and may cost more if an inspection were to be required in the future.

Cllr Akhurst left the room. To reimburse the costs of £72.81 to Cllr Akhurst was proposed by Cllr Smith, seconded by Cllr Calthorpe and all members voted in favour. Cllr Akhurst returned to the room.

ii) Request from Rural Roundup for donation

The Councillors discussed giving a donation to help with the running costs of the Rural Roundup newsletter. A donation of £100 was proposed by Cllr Little, seconded by Cllr Smith and 5 members voted in favour with two abstentions.

iii) To approve the payment schedule for June

Chq No.			
001211	Clerks Wage - May		£301.90
001212	Clerks expenses - May ex	£20.00	
	Hall hire- APM	£6.00	
	Printer inks	£13.49	£39.49
001213	Post Office - PAYE up to 5/6/17		£34.80
001214	A Calthorpe - APM expenses		£39.35
001215	Evergreen		£403.00

Cllr Calthorpe left the room. Approval of the above payments was proposed by Cllr Hogben, seconded by Cllr Akhurst and all members voted in favour. Cllr Calthorpe returned to the room.

Cheques approved at the meeting:

001216	G Akhurst - Registering land costs	£72.81
001217	Rural Roundup - Donation	£100.00

8. **Updates from Risk Assessment**

i) Purchase of encrypted hard drive

This was discussed by the Councillors. To go on the July agenda.

ii) To discuss encryption of laptop

Discussed by the Councillors. To be revisited next month.

9. **Internal Auditors Report**

Two advisory notes from the internal auditor

i) To consider the method and frequency of backing up data**,** with recommendations:

a. Back up should happen automatically as all financial and written communications are undertaken electronically.

b. Information should be in two places in addition to the Parish PC.

ii) To consider and review the value of the two printers on the asset register as they have passed their 'life expectancy date'.

10. **Signing and Approval of the Annual Return**

i) Annual Governance Statement 2016/17. The Councillors considered and approved the Annual Governance Statement. Proposed by Cllr Akhurst, seconded by Cllr Calthorpe and all members voted in favour.

ii) The Councillors approved the Accounting Statements. Proposed by Cllr Hogben, seconded by Cllr Little and all members voted in favour.

The Accounting Statements were signed by Cllr Merriman.

The Approval was signed by Cllr Merriman.

11. Local Planning:

For consideration by Councillors

DOV/17/00540 - Aquajoy, Little Mongeham, Sutton, CT14 0HW

Outline application (with all matters reserved) for the erection of three dwellings

Cllr Akhurst left the room.

The Parish Council to strongly object to this re-application as it does not address the concerns the council had with the original application. Also the Councillors considered that the new access was more hazardous than the original. This was proposed by Cllr Smith, seconded by Cllr Merriman and all members voted in favour. Clerk to notify DDC Planning.

Cllr Akhurst returned to the room.

DOV/17/00519 - Springhill, Downs Road, East Studdal, CT15 5BZ

Erection of a dormer roof extension to front roofslope

The Parish Council to support this application was proposed by Cllr Smith, seconded by Cllr Hogben and all members voted in favour. Clerk to notify DDC Planning.

DOV/17/00546 - Land on the South Side, Singledge Lane, Whitfield, CT16 3ER

Erection of 100 dwellings (including 30 affordable homes), new vehicular and pedestrian access.

No response.

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 - addition transport information.

No response.

For information - To note

DOV/17/00310 - Medlar Cottage, Roman Road, Maydensole, Dover, CT15 5HR

Erection of a free standing solar PV array. DDC Granted Permission

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

Reserve matters application. DDC Granted Permission

APP/X2220/W/16/3163312 - Land between Archers Court Road and Sandwich Road CT16 3HZ. Appeal withdrawn along with the application. 16/01389 (Whitfield Phase 2 Parsonage and Shepherds Cross) is still a live case.

12. Allotment, Memorial Garden, Playing Field and BMX track:

i) ROSPA inspection to take place during July.

Mr Winter has removed the baby swing and centred the main swing.

Cllr Calthorpe offered to take photos of the playing field and the play area prior to the ROSPA inspection. Cllr Calthorpe also offered to put up a new warning sign by the basketball hoop.

ii)Sowing of wild flower plot.

The grass has been killed off in readiness but Cllr Little advised the meeting that nothing would happen to the plot until September. To go back on the agenda in September.

Allotments. Cllr Little requested if Cllr Akhurst would be able to remove a spur from the walnut tree he had kindly donated. Cllr Akhurst agreed.

Bus shelter. Cllr Hogben was thanked for painting the bus shelter.

13. Speeding and Traffic Issues

Correspondence had been received from Mr R Alldridge regarding speeding on Strakers Hill. The Councillors discussed what actions could be taken. Asking local residents to erect traffic signs like the ones in Great Mongeham parish was discussed as a possibility. Clerk to ask Great Mongeham Parish Council for costs and information on the signs. Cllr Calthorpe also offered to make enquiries about the costs of signs.

A flashing traffic sign was also discussed as a possibility. The costs of these to be researched and the matter to be discussed again at the July meeting.

Cllr Merriman to go back to Mr Alldridge to keep him informed.

The traffic survey had gone ahead and the Council were awaiting the results.

Cllr Akhurst had been along to a meeting at DDC Planning, to discuss the closure of Napchester Road. The Planning office had been interested to hear of the traffic survey commissioned by the Parish Council. DDC advised that they may be able to use the survey as evidence with KCC. Mr Richard Heaps at Highways had agreed to send the data from the survey on to the DDC Planning office.

Ripple Parish Council are considering a donation towards the survey and will be discussing it at their meeting next week.

The funding application for the members grant has been received. Clerk to complete and return to DDC.

14. Correspondence

Paul Mold. Correspondence had been received regarding the Downs Road verge. The background to this as discussed at previous meetings was given. The latest communication from KCC proposes a meeting to take place with the Parish Council. To be arranged. Clerk to reply to Mr Mold.

Fiona Kent. e-mail confirming receipt of correspondence regarding Downs Road verge/Deed of Dedication

<u>Consultations/Surveys</u> - For consideration

Michel Bishop, Military Veterans. 22/8/17 Royal British Legion Industries are holding an Information and Advice Day at Walmer and Kingsdown Golf Club to support older military veterans. Flyer to go on for website. A disclaimer to be added to the News/Events leaflets pages.

CPRE. Help at events. Information to go on the website.

Lynda Burr. Facebook page for Sutton parish. To go on the July agenda.

White Cliffs Ramblers. Walking festival 24/8/17 to 30/8/17 Information to go on the website

KALC.

i) Good councillors Guide 2017. Recently published and expanded from previous editions. Cost per copy is £2.99 plus P+P. Digital copy available to download from the KALC website. Clerk to supply account details for Councillors who may wish to download the guide.

The Good Councillors guide to Neighbourhood Planning is also available. Cost is £2.99 plus P+P

ii) Defibrillators and Accessories Purchase Scheme. Discussed by the Councillors. To go on the July agenda. It was suggested that as Eastry Parish has a defibrillator, Cllr Nick Kenton be asked to give his views on these at the July meeting. Clerk to action.

iii) DCLG Park Run Consultation - deadline 5/7/17. No comment

iv) South Eastern Rail Franchise Consultation - deadline extended to 30/6/17. No comment.

Correspondence - To note

*Andrew Fleetwood***.** Refurbishment of the Church Hall has now been completed.

Kent Police. Will be holding their 5th Open Day at Kent Police HQ, Sutton Rd, Maidstone on Sunday 2/7/17

DDC. Election Publicity Guidance

15. Any other business/matters to discuss

Deep Water sign. Clerk to contact Stephanie Wadhams to chase up.

Cutting of grass verges. Clerk to contact Highways to ask about planned cutting of verges in the parish.

Footpath redirection at playing field. Cllr Akhurst has told the land owner of the altered footpath route (that the actual path does not follow the official right of way).

Flagpole. Cllr Little put forward the idea of erecting a flagpole in the parish. To be discussed at the September meeting.

Appleday. To arrange a date for the diary. To be discussed at the July meeting.

Website links. Cllr Calthorpe suggested various links for the website - UK Power Network, Age Concern, Samaritans, Citizens advice, Carers support. Claire Inglin to organise.

Road flooding by Wellards. Clerk to report the blocked soakaway situated close to The Outrigger.

Road closure. Roman Road, north to be shut Thursday and Friday for resurfacing.

16. Date of next meeting:

Ordinary meeting Tuesday 4 July 2017 at 7.30 pm at Church Hall Studdal

Meeting closed 9.23 pm