

Minutes

Meeting held in Studdal Church Hall on Tuesday 4th June 2024 at 7.30 pm.

1. Present and Apologies

Present

B Merriman (Chair)
R Buxton
D Willet
D Vickers
A Nigol (Clerk)
4 members of the public

Apologies

KCC Member Steve Manion

2. Declarations of interest

Cllr Merriman declared an interest in item 9 i)

3. Approval of the AGM minutes 7th May 2024

The minutes were proposed as a true record of the meeting by Cllr Merriman seconded by Cllr Vickers and all members voted in favour.

4. Matters arising from the AGM minutes 7th May 2024

None.

5. Approval of the minutes 7th May 2024

The minutes were proposed as a true record of the meeting by Cllr Merriman seconded by Cllr Buxton and all members voted in favour.

6. Matters arising from the minutes 7th May 2024

- i) Update on overgrown trees opposite the Meadow Cottages. Clerk had emailed the landowner and she had contacted the UK Power Networks and they promised to cut back the trees around the cables. Clerk to follow up.
- ii) The broken road name sign on Chapel Lane has been reported to DDC.
- iii) Cllr Buxton reported that the blocked drain on Church Hill has been fixed.
- iv) Clerk confirmed that the new insurance policy has been set up with Zurich as of 11th June 2024.
- v) New grass cutting contract. The Parish Council was satisfied with the jobs done so far.
- vi) Cllr Merriman had circulated to all Councillors a draft letter to be sent to Cllr Nick Kenton regarding the issues with Great Napchester farm. To be sent out after the meeting.
- vii) It was noted that the planning permission for Koringi was granted despite the parish council objecting to the planning application.
- viii) The adoption of the Village Green by the Three Horseshoes. Cllr Merriman had reviewed the application form and some extra information needs to be gathered before it can be submitted. Cllr Merriman and Clerk agreed to take some extra time in August and work on it.
- ix) Dog fouling notices were put up on the playing field reminding dog walkers that dogs in their charge must be kept on a lead as this is a recreation area, not a park. Clerk to contact DDC Dog Warden for advise as people have been ignoring these notices.
- x) Issues with the overgrown hedges. Cllr Merriman agreed to contact the local highways warden to explain the issues. Cllr Willet agreed to meet the warden and show him around.

7. To note the APM draft minutes 21st May 2024 for any actions required

Noted.

8. Visitors

None.

9. Finance

Cllr Merriman left the meeting.

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

Chq No.

001608 Clerk	May wages	£468.00
001609 Clerk	May exp- Onedrive	£14.76
001610 Zurich	PC Annual Insurance	£437.00
001611 McCabe Ford Williams	Payroll	£283.20
001612 B Merriman	APM expenses	£43.08
001613 T Oku	Grass cutting	£520.00
001614 ICO	Data Protection Fee	£40.00

Cllr Merriman returned to the meeting.

Cllr Willet queried about the cost of grass cutting. Cllr Merriman explained that 10 cuts per year were agreed at the certain amount and Clerk will keep the spreadsheet to make sure this amount is not exceeded.

ii) The Parish Council discussed the salary increase for Parish Clerk and agreed on 5% increase. It was proposed by Cllr Willet seconded by Cllr Buxton all members voted in favour. Clerk to inform McCabe Ford Williams about the pay increase from July.

10. Signing and Approval of the Annual Return

i) Certificate of Exemption. The Parish Council to certify itself as exempt from a limited assurance review under section 9 of the Local audit (Smaller Authorities) Regulations 2015. This was proposed by the Chair, seconded by Cllr Willet and all members voted in favour. The Certificate of exemption was signed by the Chair. Clerk to send away the Certificate to the external auditors.

ii) Annual Governance and Accountability Return (Part 2) made up of:

1. Annual Internal Audit report. Completed by the internal auditor. To accept the report was proposed by the Chair seconded by Cllr Buxton and all members voted in favour.

2. Section 1 - Annual Governance Statement. To approve the statement was proposed by the Chair seconded by Cllr Willet and all members voted in favour. Signed by the Chair.

3. Section 2 - Accounting Statements. To approve the statements was proposed by Cllr Willet, seconded by Cllr Vickers and all members voted in favour. Signed by the Chair. The Approval of the accounts was also signed by the Chair. The internal auditor and the Clerk were thanked for their work on the accounts.

11. Local Community

i) The Council reviewed three different the quotes for cutting back the shrubs in the Memorial Garden and decided to go with the cheapest one £300. It was proposed by Cllr Merriman seconded by Cllr Willet and all members voted in favour. Clerk to inform the tree surgeon and confirm the date for job to be carried out. Cllr Willet agreed to meet the tree surgeon and explain what needs to be done.

ii) Update on blocked drain Church Hill. This item was covered under the agenda item 6 iii)

iii) Update on various broken sign posts in parish. KCC has been informed and the new signs have been ordered.

- iv) The Council discussed about the possibility of mapping and electing trees for a TPO. Cllr Buxton agreed to create an information leaflet about the tree preservation order to be published on the website. To go on July meeting agenda.
- v) The Council discussed the letter from Ripple Parish Council regarding sharing the cost on Highways Improvement Plan and decided to not take it forward. Clerk to respond.
- vi) Broadband provision in the village. KCC have been given large amount of funds to get better broadband service in rural areas. Unfortunately, Sutton by Dover Parish Council is not on the list. Steve Manion had raised the issue with KCC and they are looking into our case. To follow up with Steve Manion whether there is any update. To go on July meeting agenda.

12. Update from Planning Enforcement regarding 12 Meadow Cottages, Goldstone and Hollow Sutton Vale Caravan Site. Great Napchester Farm.

No further updates from the Planning Enforcement officers. Clerk to follow up.

13. Update on resubmission of application to KCC to adopt Three Horseshoes Green as a Village Green

This item was already covered under the item 6 viii) To go on September meeting agenda.

14. Local Planning

Noted:

- i) 24/00346 Woodside, Strakers Hill East Studdal CT15 5BS Installation of an air source heat pump. Planning permission granted.
- ii) 24/00309 The Nurseries Downs Road Studdal CT15 5DB Regulation 5 (The Overhead Lines (Exemption) (England and Wales) Regulations 2009) notification for the installation of an additional pole. Prior Approval not required (28 day notification)
- iii) CON/18/00125/E East Studdal Nurseries Downs Road East Studdal Dover Kent CT15 5DB 24 - Surface water drainage. Condition Approved.

15. Report from DDC/KCC

None.

15. Playing field

- i) ROSPA playing field inspection is due in July. Inspection booked. Cllr Willet agreed to carry out repairs to the concrete ramp to the BMX track along with Mr Ovenden.
- ii) Cllr Merriman mentioned that the kerb near the entrance to the playing fields needs clearing. Cllr Densham agreed to take a look at clearing the gutter.
- iii) A half dead tree on the right hand side of the recreation ground was reported by Cllr Merriman. Cllr Willet agreed to check the tree and if he can cut it down otherwise clerk to reach out for tree surgeon quotes.

16. Allotments & Orchard

- i) A local resident interested in the vacant allotment plot. Clerk to arrange a viewing.
- ii) Update on the allotment grant. Some extra work needs to be done before resubmitting the application.
- iii) Replacing the gate posts. Clerk to get quotes. To go on July meeting agenda.
- iv) It was agreed that the orchard pruning should take place in January 2025.
- v) Allotment agreements to go out shortly.

17. Correspondence

- i) KALC Parish Charter Final draft. The Council reviewed KALC suggested Charter between Parish Councils and Dover District Council and had no objection to its adoption.
- ii) Email from KCC regarding Retro Fit events. This was noted.

- iii) Email regarding the campaign to improve the safety of lithium batteries (used in e-bike and e-scooters) and their disposal. This was noted.

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

- i) Cllr Densham reported about the overgrown hedges and verges which are causing visibility issues. Clerk to write to KCC Highways.
- ii) Cllr Buxton reported about the upcoming road resurfacing on A258.
- iii) Cllr Merriman thanked all the people doing the parish flower boxes.
- iv) Apologies from Cllr Merriman who is unable to attend the July meeting.

19. Date and status of next meetings.

Monthly Tuesday 2nd July 2024 7.30pm – Studdal Church Hall

Meeting closed at 21:00

A Nigol
Parish Clerk

DRAFT