

## PARISH COUNCIL MEETING

**Wednesday, 20 September 2023 at 1930hrs**

**Shepherdswell Village Hall**

### MINUTES

To receive reports from the County and District Councillors, Speed Watch, Neighbourhood Watch and Community Warden. Public questions and comments on non-agenda items (this section will be limited to 15 minutes or otherwise at the discretion of the Chair)

#### DDC REPORT

DDC Cllr Mamjan reported that the transition to wheelie bins for green waste was in progress and that replacement bins would be provided free to existing green waste subscribers. For others the cost would be £40.00. The change has arisen due to concerns regarding the weight of loaded green waste bags and their manual handling impacts for Veolia staff.

The Fast Track project progresses well, many will have noticed the new bridge over the A2 near Tesco's.

There were no questions from the public.

#### SPEEDWATCH

Richard Woods presented a report from the group. A small minority of drivers continue to drive illegally in excess of the speed limits data will continue to be published from the checks for information.

#### HIGHWAY IMPROVEMENT PLAN

KCC are currently monitoring traffic volumes through Shepherdswell, their report is awaited.

#### NEIGHBOURHOOD WATCH

Lyn Symes reported that there have been no reported crimes in the past month. The Neighbourhood Watch website page also has a useful Q&A section - link  
<https://www.ourwatch.org.uk/scheme/160489/shepherdswell>

More support is needed, parishioners are encouraged to join the scheme.

#### KCC COMMUNITY WARDEN

Juliet West reported a variety of issues including noise from bonfires, obstructive parking, dog incidents and parcel delivery theft. In respect of the latter crime, you are advised to prepare if you are not going to be in and make alternative arrangements. Individual welfare issues and social prescribing have also been attended to. Recently problems have arisen involving horses and cars highway regulation R215 specifically asks road users to take extra care when passing horses.

Asian Hornets have been found around the village and reported.

The Kent County Council community warden service is currently under consultation over 700 replies have been received by KCC from parish councils. The result of this consultation is awaited.

## **PUBLIC QUESTIONS**

A parishioner asked if there a green agenda? A Parish Council climate meeting is planned, and this will be reported at the next meeting and will also cover carbon footprint.

Lynn Regan asked about a pedestrian crossing from the station access across Eythorne Rd. Cllr Roberts replied that the issue here is the location being close to a blind bend, but it should be considered by the highway's improvement committee.

Mark Norcliffe welcomed the fact that the Parish Council will participate in the Planning Inspectorate's hearing on the Local Plan. Personal representation is welcomed but it is recommended that the parish council keep a close eye in case dates are moved.

### **1.0 IN ATTENDANCE & APOLOGIES FOR ABSENCE**

**Present:** Marien Elgar (Planning Committee Chair), Cllrs; John Bulaitis (PC Chair), Bradley Stauffer-Kruse (Vice-Chair), Barry Crush, Lyn Symes, Sue Taber, Terry Hunt, Sindy Denyer, Aidan Softley, Carole White, Keith Roberts, Mark Watson

DDC Cllr Maria Mamjan, Juliet West – KCC Community Warden

Locum Clerk: Cathy Skinner

**Apologies:** KCC Cllr Beaney

***Cllr Bulaitis proposed that the Communications Committee report is brought forward.***  
**AGREED**

### **2.0 MINUTES OF THE MEETING HELD ON THE 19 JULY and 2 AUGUST 2023**

**2.1** Minutes of the meeting held on 19th of July, councillor Roberts wishes to add a request for dispensation regarding his work with the Village Hall and History Society. The minutes of the meeting were therefore agreed to be a true and accurate record proposed by Cllr Roberts seconded Cllr White, **All agreed.**

**2.2** Minutes of the meeting held on 2nd of August were agreed to be a true and accurate record subject to amendment of minute no 145/2023, to state...  
After presentation of the finance report and approval of payments, Cllrs White and Crush requested further information in respect of the cheque to the school. This information was not available at the meeting so the cheque was signed by 2 other authorised signatories. Proposed by Cllr White seconded Cllr Crush, **Agreed by majority.**

### **3.0 MATTERS ARISING**

There were none.

### **4.0 DECLARATIONS OF INTEREST**

A Councillor who declares a DPI in relation to any item on the agenda will need to leave the meeting for the whole of that item and not be able to speak or take part unless a relevant dispensation has been granted.

A Councillor who declares an OSI will be able to speak on the item but will be required to leave the meeting for the vote.

- 4.1 Cllr Stauffer-Kruse recorded a personal interest in respect of Coldred Forum to whom a reimbursement of costs is to be made in respect of flower boxes in the village.

## **5.0 INTRODUCTION OF APPOINTED PARISH CLERK & RESPONSIBLE FINANCE OFFICER**

The Chair introduced Jan Rousell to the meeting. Jan starts working for the Parish Council on 1<sup>st</sup> October. The meeting offered their congratulations.

## **6.0 PUBLIC PARTICIPATION LIMITED TO ITEMS ON THE AGENDA – 15 minutes in total.**

There was none.

## **7.0 COMMUNITY**

- 7.1 School minibus - an update from Cllr Bulaitis who confirmed that a report has been circulated to Members. A proposed agreement is being prepared to establish the relationship with the school. A minibus has been purchased and now training is underway. We now need to agree a day when the minibus will be available for community use, management will be undertaken by the school and 2 councillors. In the early stages the Chair emphasised the need for constant dialogue with the school. The minibus is the property of the school so a user group may provide a better management option and avoid setting a precedent. Cllr Bulaitis invited proposals and suggestions to ensure a flexible approach to using this asset. Cllr Hunt commented that the Headteacher, Mark Lamb, had indicated that the school would manage use and report to the Parish Council.

Cllr Bulaitis will resend the agreement to Members and carry forward the discussion to the next Meeting on 18 October.

- 7.2 Coldred Pond – Request from the Coldred Forum to site a lifebuoy at the pond, a resident has offered to fund a lifebuoy for Coldred Pond. It was proposed to accept this generous offer by Cllr Hunt, seconded by Cllr Crush, **All agreed.**

## **8.0 FINANCE**

### **8.1 To approve payments.**

	<b>£</b>
<b>Expenditure – to ratify</b>	
C Tearle (Salary)	1120.50
HMRC	571.88
SLCC Membership	253.20
Amazone (Netgear wi-fi)	54.43
All Clear Services	614.61
SVHA (Hall bookings)	172.50
<b>Expenditure – to approve</b>	
Locum Clerk Services	935.80
All Clear Services (Kevin Beale)	556.58
Harmers	753.28

KALC – Lyn Symes Webinar	19.20
Colin Tearle – Expenses	35.24

It was proposed to accept the payments by Cllr Roberts, seconded by Cllr White, **All agreed.**

The Locum Clerk reported that as access has not yet been amended to the bank account it was not possible to present a reconciliation at this meeting.

## 8.2 **Shepherdswell Village Green**

To receive a report and discuss the condition and replacement of the wooden bollards surrounding the Village Green. It was agreed that a survey of the condition of the posts be undertaken as soon as possible so that a specification of the work could be written. Consideration will also be given to re-using the existing metal poles or changing to chains between the posts. To be followed up at the next meeting. Cllr Crush added that he will seek a safety report.

## 9.0 **PLANNING COMMITTEE**

To receive a report from the Chair of the Planning Committee.

Cllr Elgar reported that 3 applications have been received, comments as follows:

Ref: 23/01003 Location: Woldsee, Moorland Road, Shepherdswell, CT15 7NS

Proposal: Erection of a single storey rear extension and insertion of roof light to rear (garage demolished). Cllr Elgar raised a question in respect of the proximity of the adjacent property and the relative size of the proposed extension. The Parish Council is inclined to support the application but would ask that these comments are considered by DDC Planning.

Ref: 23/00235 Location: Land Adjacent to Mill House Mill Lane Shepherdswell, CT15 7LR  
Erection of nine dwellings with associated access, parking, landscaping, and ancillary works.

This represents a reduction on one dwelling (original of 10). Cllr Roberts proposed that the previous position is maintained until other consultee comments have been addressed.

Ref: 23/01063 Location: Plot 1, Long Lane Farm, Long Lane, Shepherdswell. Erection of an outbuilding for ancillary use. There is a potential risk of over development on this site and the council therefore agreed to acknowledge the application but make no further comment.

DDC Local Plan hearing – it was agreed that Cllr Bulaitis will attend.

It was proposed to accept the report of the Planning Committee by Cllr Taber, seconded Cllr Denyer, **All agreed.**

*The Communications Committee Report follows taken out of order:*

## **Agenda Item 18 - COMMUNICATIONS COMMITTEE – Report from Cllr Taber**

At present the committee only has 3 members so it is now proposed by Cllr Taber to add Cllrs Denyer, White and Roberts to the Committee, seconded by Cllr Symes, **All agreed.**

As an urgent topic, the committee needs to consider a new website and email service for the Parish Council. It was agreed to hold a meeting on Tuesday 26<sup>th</sup> September at 1930.  
Action: Clerk to book hall.

### **10.0 REVIEW OF STANDING ORDERS**

- i) Finance Regulations – to be discussed at the next meeting.
- ii) Standing Orders – agreed previously to add ‘twice monthly meetings’, final orders to be accepted at the next meeting.

### **11.0 RECREATION GROUND**

Reports include:

- broken pallets which need to be removed
- recent accident on the football pitch
- loft access at the Scout hut
- replacement lock for emergency access – suggested combination lock to be provided.
- Collapsing bollard in the top field, it is necessary to check if this is sited on Parish owned land.
- Key holder review – Clerk to undertake.

### **12.0 REED MEADOW ALLOTMENTS**

Nothing to report.

### **13.0 VILLAGE HALL**

To consider a request from Shepherds Well Village Hall Committee for provision of additional storage space. It was proposed by Cllr Crush and seconded by Cllr Symes to allow the hall to purchase and site a metal shed for storage use. **All agreed.**

### **14.0 SOLAR PANELS**

The Clerk will contact DDC for an update on the requested time extension for this scheme.

Village Hall – Green Initiative to be added to the next meeting.

### **15.0 PARISH ONLINE**

Cllr Symes proposed that the Council’s use of this resource should be reviewed. Cllr Elgar has a login, but the Clerk should be the administrator: Action Clerk.

### **16.0 RISK ASSESSMENTS – Report from Cllr Taber**

Cllr Taber proposed that the Recreation Ground RA be accepted, seconded Cllr Watson **All agreed.**

The Finance Risk Assessment needs to be considered and agreed.

Pending RAs – Village Hall, Reed Meadow, Cemetery.

**17.0 ASSETS AND PROPERTY COMMITTEE**

Cllr Taber suggested that a smaller working group be established to progress this further.  
To be discussed at the next meeting along with draft ToRs

**18.0** *See above*

**19.0 DATE OF THE NEXT MEETING**

Wednesday 18<sup>th</sup> October 2023 in Shepherdswell Village Hall at 1930hrs.