

## PARISH COUNCIL MEETING

Wednesday, 19 March 2025 at 1930hrs

Shepherdswell Village Hall

### MINUTES

To receive reports from the County and District Councillors, Kent Police Neighbourhood Beat Officer, Shepherdswell Green Spaces Committee, 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).

Cllr David Beaney (KCC) addressed the meeting. A meeting has recently been held in the village with KCC Highways to address concerns from residents regarding issues of parking outside the Co-op and measures are being taken to try to relieve this problem. As reported at the February meeting, KCC were not selected by the government for its Devolution Priority Programme however plans are still going ahead for proposals to local government reorganisation. Dover District Council are very active in this matter. A resident raised concerns about the diversions currently in place in our villages, in particular the diversion using Little Haynes Lane. She strongly felt that the lane is totally unsuitable for the volume and type of traffic now using it. The road and verges have now been significantly damaged. Cllr Beaney agreed to address this issue with KCC Highways and Streetworks.

Nigel Baker, Chair of Shepherdswell Green Spaces Committee informed the meeting that their recent meeting included a presentation from pupils of Shepherdswell Primary School with their input of how play facilities in our villages could be improved. An impressive visual board of their ideas was displayed to the meeting and will be brought to the Annual Parish Meeting. There is a report later in the meeting (available on the website).

The Chair thanked everyone for their contributions.

### PUBLIC QUESTIONS

None

### 154/2025 IN ATTENDANCE & APOLOGIES FOR ABSENCE

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

**Apologies:** Cllr Sue Taber

05 Members of the public

**Clerk:** Jan Rousell

### 155/2025 MINUTES OF THE MEETING HELD ON THE 19 FEBRUARY 2025

Cllr Bulaitis suggested an amendment to item 152-01. To avoid ambiguity remove 'Agreed with...' and instead insert '5 in favour, 6 against and 1 abstention. Not carried'.

Cllr Roberts proposed that, with the above amendment, the minutes of the meeting held on 19 February 2025 were agreed to be a true and accurate record, seconded by Cllr Hunt. **All Agreed**

## **156/2025      MATTERS ARISING**

Cllr White asked when the salt bin will be in situ, at the village hall. Cllr Roberts & Watson to organise this asap.

## **157/2025      DECLARATIONS OF INTEREST**

None

## **158/2025      PUBLIC PARTICIPATION LIMITED TO ITEMS ON THE AGENDA – 15 minutes in total.**

None

## **159/2025      CHAIR'S REPORT**

Nothing to report.

## **160/2025      CLERK'S REPORT**

The Clerk has now started her CiLCA qualification. It is a condition of her employment that this course is undertaken. A learning agreement was presented to the meeting, this is signed by KALC (the trainer), the Clerk and the Council.

The Small Works Contractor is now in place.

Following the meeting last month a quote was sourced from Playdale to supply the parts to repair the play equipment at the recreation ground without fitting, due to courier costs this did not prove to be much less than the previous quote which included installation. **Cllr Hunt proposed that the quote for the parts and installation be accepted, seconded by Cllr Roberts. All Agreed**

The plastering works in the small hall at the village hall will be carried out on 11 April 2025.

A number of residents have contacted the Council regarding the builders yard along Mill Lane. Dover District Council have been contacted and this matter is now in the hands of DDC Planning Enforcement.

A request has been received from the WI to use the recreation ground for their meeting in June. It was agreed that the Clerk will contact them to thank them for their request and the Parish Council do not see any reason why they should not host their June meeting at the recreation ground.

It is hoped that works will continue on Coldred Pond later this week, an environmental officer will be on site at the commencement of these works.

WW Martin will be carrying out remedial works at Reed Meadow next week.

## **161/2025      FINANCE**

| <b>Balances as 11 March 2025</b> | <b>£</b> |
|----------------------------------|----------|
| Current A/C                      | 2124.26  |
| Business A/C                     | 88696.20 |
|                                  |          |
| <b>INCOME</b>                    |          |
| Spartans Youth Team              | 845.75   |
| M Wright – Rent (05/03/2025)     | 260.00   |
|                                  |          |
| <b>EXPENDITURE TO RATIFY</b>     |          |
| Hugo Fox – Website (inv 12492)   | 23.99    |
| Clerk's Wages (March)            | 1124.62  |

|                                    |                 |
|------------------------------------|-----------------|
| NEST – Clerk Pension               | 60.23           |
| Service Charge                     | 6.00            |
| HMRC PAYE (Feb) – already approved | 99.02           |
|                                    |                 |
| <b>EXPENDITURE TO APPROVE</b>      |                 |
| Clerk's Expenses                   | 38.40           |
| Village Hall Fees                  | 95.50           |
| Harmers (inv 24686)                | 792.06          |
| HMRC                               | 99.02           |
|                                    |                 |
|                                    |                 |
|                                    | <b>£1024.98</b> |

#### 161-01 SCHEDULE OF PAYMENTS

**Cllr Roberts proposed the schedule of payments be approved, seconded by Cllr Elgar. All Agreed**

#### 161-02 BRING YOUR OWN DEVICE POLICY

**Cllr Roberts proposed that the Policy be accepted with the amendment and suggested changes, seconded by Cllr Elgar. All Agreed.** This Policy will be adopted on 21 May 2025.

#### 161-03 PURCHASE OF LAPTOPS

Cllr Stauffer-Kruse remarked, as part of the Carbon Footprint Working Group, that the Council should be mindful of replicating machines that already exist – the Council needs to consider the impact to the environment. Cllr Elgar responded that second hand devices could be purchased, which would eliminate this. Five Councillors indicated that they would require a Council owned device to enable them to carry out their duties after the adoption of the BYOD Policy. **Cllr Roberts proposed that initially 5 devices be purchased for Council use, seconded by Cllr Hunt. Agreed with 2 abstentions**

#### 161-04 APPOINTING A CONTRACTOR TO SET UP LAPTOPS

Cllr Symes asked for a reason why a Contractor should be appointed. The Clerk stated that she was capable of maintaining Council devices – with remote access, however the initial set up of 12 devices could be time consuming. **The meeting agreed that a cost is brought to the next meeting for 5 devices with all software installed whether that be by the retailer or a contractor.**

### 162/2025 WORKING GROUP REPORTS

162.01 Carbon Footprint Working Group – report circulated and available on the website. Cllr Roberts added that the Village Hall Committee are getting a survey done on the feasibility of electric radiators in the building.

162.02 Highway Improvement Plan Working Group – there will be a report at the next meeting.

162.03 Reed Meadow Working Group – report circulated and available on the website.

The proposed plan for Reed Meadow was discussed. Following a question from Cllr Roberts, the Chair paused the meeting to allow the Chair of the SGSC to speak. Nigel stated that the SGSC did not have issue with the plans for Reed Meadow, just the fact that a Working Group from the Council could conflict with the ambitions of the SGSC. What was the benefit in having both? Meeting reconvened. **Cllr Roberts proposed that the new plan be adopted in principle, subject to costings for extra grounds maintenance works, seconded by Cllr Elgar. 9 in favour, 1 against and 1 abstention. Motion passed**

162.04 Communications Working Group – report circulated and available on the website.

## **163/2025 COMMUNITY**

### **163.01 Request from Coldred**

**Cllr Stauffer-Kruse proposed that the request for the use of Coldred Village Green for the Village Fete on 27 June 2025 be accepted, seconded by Cllr Crush. All Agreed**

### **163.02 Cemetery**

Cllr Roberts commented that the Council needs to apply a restriction to the height of the wall to a walled grave. **Cllr Roberts proposed that the amended fees be adopted, seconded by Cllr Symes. All Agreed**

Cemetery regulations to be agreed at next meeting to include amendments from Cllr Roberts observations above. Clerk to contact Ground Maintenance Contractor to ensure terms of the maintenance agreement are being met.

### **163.03 The Terrace Residents Association**

Cllr Roberts pointed out that as a Council we are obliged to contribute towards the cost of the maintenance of Approach Road/Hill Avenue under our obligations as access to the recreation ground, which was gifted to the Parish Council for the community. **Cllr Roberts proposed that, on this occasion, the Council contribute £500 toward the cost of the maintenance of The Terrace, seconded by Cllr Elgar with 3 in favour, 7 against and 1 abstention. Motion failed**

### **163.04 Shepherdswell VGA**

**Cllr Softley proposed that the request from Shepherdswell VGA to plant a permanent Christmas tree on Shepherdswell village green be accepted, seconded by Cllr Elgar. 8 in favour, 2 against with 1 abstention. Agreed**

### **163.05 Approach Rd & Hill Ave Association**

**Cllr Crush proposed that the request from the above to contribute £200 toward the purchase of Type 1 to maintain the surface of Hill Avenue be accepted, seconded by Cllr Denyer. 6 in favour, 3 against with 2 abstentions. Motion passed**

### **163.06 Recreation Ground**

- i) The meeting acknowledged the Constitution of the newly formed Shepherdswell Green Spaces Group (SGSG). Cllr Elgar questioned why 'Coldred Green' is listed under 'Aims of the group' when the group is named Shepherdswell Green Spaces Group and Coldred Forum oversee the protection, maintenance and development of this green space.
- ii) The meeting acknowledged the minutes of the SGSG meeting held on 17-02-2025
- iii) **Cllr Crush proposed that the request for part funding of a replacement container (25%) for Shepherdswell Spartans be considered, seconded by Cllr Denyer. All Agreed**
- iv) **Cllr Denyer proposed that two trees be purchased at a cost of approximately £200 and planted at Reed Meadow to replace the trees being felled as a result of the Tree Inspection report. seconded by Cllr Hunt. All Agreed**
- v) **Cllr Hunt proposed that the Council agree to SGSC initiating investigations into the replacement of the play equipment at the recreation ground, seconded by Cllr Stauffer-Kruse. All Agreed**

**164/2025** In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public were excluded from the meeting for the following item(s) of business on the grounds that they involve the likely disclosure of confidential information.

164-01 Tree Inspection Report – the quotes received were considered and a decision will be made at the next meeting.

164-02 Old Telephone Exchange – the Clerk to ask the Small Works Contractor to look at remedial works to the window frames.

**165/2025 DATE OF THE NEXT MEETING**

This will be on Wednesday 16 April 2025 in Shepherdsweil Village Hall at 1930hrs

A handwritten signature in black ink, appearing to read 'R M Jackson', written over a horizontal line.

16-04-2025