

Minutes

Meeting held in Studdal Church Hall on Tuesday 5 June 2018 at 7.30 pm.

- 1. Present and apologies:**
  - B Merriman (Chair)
  - H Densham
  - C Hogben
  - G Smith
  - A Calthorpe
  - R Little
  - 10 Members of the public
  - S Smith (Clerk)

Apologies:

  - G Akhurst
  - KCC Member Steve Manion
- 2. Approval of the AGM 1 May minutes:**

The minutes were proposed as a true record of the meeting by Cllr Hogben, seconded by Cllr Little and all members voted in favour and they were signed by the Chair.

**Approval of the 1 May minutes:**

The minutes were proposed as a true record of the meeting by Cllr Calthorpe seconded by Cllr Hogben and all members voted in favour and they were signed by the Chair.
- 3. Declarations of interest:**

Cllr Calthorpe declared an interest on Agenda item 7. finance
- 4. Matters arising from 1 May meeting:**

*Flooding at the allotments.* The email showing the flood management proposal to be circulated to all councillors and the item to go on the July agenda.

*Deep water sign.* Not installed yet.

*Allotment rental.* A response has been received from the allotment holder who had not been fully cultivating their allotment confirming they would like to keep the allotment on for the coming year. The local resident who recently applied for an allotment has been advised they are on the waiting list.

*Church Fete.* No fete this year but a craft fair with refreshments will be held at the Church Hall on Saturday 23rd June from 2-4 pm

*Road subsidence - Badger set.* Highways are waiting for a response from Natural England to find out what can be done. Clerk to follow up.

*Annual Parish Meeting.* This had gone very well. Thanks to Cllr Smith for his presentation on the draft planning policy and thanks to Cllr Calthorpe for the refreshments.

*Pilgrims Nook planning permission.* A question was raised if DDC had put any stipulations on the planning permission. Clerk to look into this.
- 5. Visitors:**

A local resident brought to the attention of the Council, the entrance on to Strakers Hill from the new building works at Pilgrims Nook. According to the application, this access should be a temporary. It was agreed to monitor this.
- 6. Reports from DDC/KCC Members**

No report
- 7. Finance:**
  - i) To approve the payment schedule for June

Chq No.			
001271 Clerks wage	May		£337.50
001272 Clerks expenses	May ex	£20.00	
	Onedrive subscription	£13.68	
	Stamps	£10.98	
	Folders	£ 3.40	£ 48.06
001273 Mr Stokes	Grass cutting (April)		£315.00
001274 G Akhurst	Postage expense - Village green		£ 7.25
001275 A Calthorpe (agreed under item 7. ii)	APM expenses		£ 46.19
001276 Rural Roundup (agreed under item 15.)	Publication donation		£100.00
001277 B Holt	Allotment gate keys		£ 17.00

To approve the payment schedule for June was proposed by Cllr Little seconded by Cllr Merriman and all members voted in favour.

ii) Rural Roundup - request for donation towards printing.

To donate £100 to Rural Roundup was proposed by Cllr Hogben, seconded by Cllr Little and voted in favour by majority.

iii) MFW email - HMRC refund of £353.40 due. Cheque requested - Noted

#### **8. Signing and Approval of the Annual Return**

i) The Parish Council to certify itself as exempt from a limited assurance review under section 9 of the Local audit (Smaller Authorities) Regulations 2015 and to sign the Certificate of exemption. This was proposed by Cllr Smith, seconded by Cllr Densham and all members voted in favour.

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

1. Annual Internal Audit report. One advice note from the auditor - to complete and sign the exemption certificate. Noted.

2. Section 1 - Annual Governance Statement 2017/18. To approve and sign the Annual Governance Statement was proposed by Cllr Hogben, seconded by Cllr Smith and all members voted in favour.

3. Section 2 - Accounting Statements. To approve and sign the Accounting Statements was proposed by Cllr Calthorpe, seconded by Cllr Merriman and all members voted in favour.

Documents to be displayed on the noticeboards and website. Clerk to action.

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

The ICO fee of £40 is still to be paid.

The appointment of a DPO is ongoing.

Cllr Akhurst had sorted through the filing cabinet and disposed of a large amount of unnecessary paperwork.

The allotment holders have all been advised that their data is being held and where they can view the new privacy policy.

Website subscribers have all received a notification alerting them to the new privacy policy.

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

KFRS - free defibrillator. The application form has been completed and sent back. Clerk to follow up.

First response training. To go back on the agenda.

#### **11. Local Planning:**

##### **For consideration by Councillors**

i) To discuss draft planning policy.

Cllr Smith updated the Councillors on the draft policy.

The Council discussed the next steps and how they could assist the planning group in publicising the draft policy and encouraging involvement and feed back from local residents. They discussed whether a referendum in the parish would be a good idea.

It was decided that the committee group would set up a website. A link to this could then be used on the parish council website and publicised in Rural Roundup. Cllr Smith offered to write an article for Rural Roundup by the date of the July meeting for inclusion in the September issue. Paper copies of the policy could be made available at Parish Council meetings and at the coffee mornings in the Church Hall.

ii) Strakers Hill, parking of commercial vehicle, DDC enforcement. Log. Noted

iii) email from DDC - East Studdal Nurseries, Downs Road section 106 offer. The Council discussed and agreed to accept Section 106 funds of £8700 for the purchase of new playground equipment at the playing field in Downs Road East Studdal. This was proposed by Cllr Smith, seconded by Cllr Little and all members voted in favour. Clerk to notify DDC.

iv) DOV/18/00421 The Millar Pilgrim's Cottages,

Certificate of lawfulness (proposed) for the siting of a mobile home.

The Council considered the application and decided that whether or not the proposed building fits into the current legislation is a technical matter and to ask the Planning office to check this. This was proposed by Cllr Smith, seconded by Cllr Calthorpe and all members voted in favour. Clerk to send response to DDC Planning.

v) The Squire, Pilgrims Nook Cottages, Roman Road, East Studdal CT15 5FJ

Part change of use of land to residential curtilage and erection of a single storey side extension.

The Council considered the application. To support the application was proposed by Cllr Merriman, seconded by Cllr Smith and all members voted in favour. Clerk to send response to DDC Planning.

#### **For information - Noted**

DOV/18/00231 Wingleton Farm House, Wingleton Lane, Sutton CT15 5DJ

Erection of a detached garage/carport and extended drive. DDC granted permission

DOV/17/1538 Land at Ale Farm, Vale Road, Sutton, CT15 5DH

Change of use of land to garden land and erection of a detached granny annexe. DDC refuse planning permission.

DOV/18/00157 Canton, Downs Road, East Studdal, CT15 5DB

Variation of Condition 2 of planning permission (DOV/17/00697) to allow amendments to the approved plans. DDC Granted permission.

DOV/18/00179 Greenways, Forge Lane, Sutton, CT15 5DG

Erection of single storey extensions, porch additions, windows to ground floor and first floor and new double garage to (potato barn and garage to be demolished) DDC Granted permission.

DOV/18/00329 Starlings, Downs Road, East Studdal, CT15 5DB

Erection of single-storey rear extension, and demolition of existing side extension. DDC Granted permission

DOV/18/00178 Pilgrims Nook, West Studdal, Sutton. CT15 5BH

Erection of an agricultural barn. DDC granted permission.

## **12. Highways**

A local resident had queried with KCC the position of the HGV signs in Downs Road, Studdal after an incident with a lorry in the lanes in Ashley. Highways had responded to the resident and had suggested looking into new signage or repositioning existing signs. Clerk to respond to the local resident to explain that the Parish Council had paid for the installation of the sign in Downs Road to try to stop HGVs from using Church Hill, Sutton and to also make Highways aware that the cost of this sign had been met by the Parish Council in case they were considering moving it.

## **13. Correspondence**

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

*Carne Associates.* Dog fouling stickers. File and keep.

*Microlight email.* Tilmanstone resident. Cllr Smith pointed out that these are unregulated paragliders not microlights. There had been a misunderstanding that a log was being kept by the clerk. The resident has been informed that this was not the case.

*KALC.*

i) Annual Councillors' Conference. West Faversham Community Centre. 10/07/18 9.00 to 4.30 £60 + VAT. No take up

ii) Flood Warden training session Saturday 23/06/2018 Queenborough Guildhall Museum. No take up.

*DDC.* Consultation on a draft revision to Statement of Community Involvement. Councillors to have a look at this and the item to go on the July agenda.

*KCC.* Offer of £300 grant for events related to the WW1 armistice Commemoration. Noted

### **Correspondence - to note**

#### **14. Community upkeep**

*Allotment.* To purchase keys for the big allotment gate at a cost of £17.00 was proposed by Cllr Hogben, seconded by Cllr Smith and voted in favour by majority.

*Playing field and BMX track.* Notification from Ropsa of July inspection. Noted.

*To consider and agree quote for grass cutting on Downs Road verge.* The Councillors considered the quote from Mr Stokes of £95 to cut the remaining stretch of Downs Road verge not already covered in the grass cutting contract. It was agreed to add this section as a temporary arrangement and to see how much it cost the Council. To be reviewed at the end of the year. This was proposed by Cllr Merriman, seconded by Cllr Smith and all members voted in favour.

#### **15. Any other business to report/matters to discuss**

Highways verge cutting in the parish. Clerk to ask when this is going to start.

Strakers Hill hedge cutting. The hedge cuttings were not cleared and concerns were voiced that they would block the drains. Cllr Merriman offered to have a word with the resident.

Thanks were expressed by Cllr Merriman for the hard work on the green.

#### **16. Date of next meeting:**

Ordinary meeting Tuesday 3 July at 7.30 pm at Church Hall Studdal

Meeting closed 9.15pm

Signed: Barbara merriman

Date: 3 July 2018

Paper copy of file with Clerk