

SUTTON BY DOVER PARISH COUNCIL  
<http://www.sutton-by-doverpc.kentparishes.gov.uk/>

Minutes

Meeting held in Studdal Church Hall on Tuesday 4 September 2018 at 7.30 pm.

- 1. Present and apologies:** B Merriman (Chair)  
G Akhurst  
H Densham  
C Hogben  
G Smith  
A Calthorpe  
S Smith (Clerk)  
KCC Member Steve Manion (arrived 8.05pm)  
10 Members of the public
- Apologies: R Little  
DDC Member Nick Kenton

**2. Approval of the 3 July minutes:**

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

**3. Declarations of interest:**

None

**4. Matters arising from 3 July meeting:**

*Deep water sign.* KCC Highways to be contacted again. Clerk to action.

*Outrigger hedge.* Still overgrown. The tree warden has been unable to get hold of the resident.

*Highways, road markings at Vale Cottage.* Highways have replied, explaining that as these are not safety critical, the lines will not be refreshed. The crossroad markings at The Three Horseshoes have been repainted.

*Playing Field Charity Commission.* Annual Return all completed.

*Post box at Maydensole.* The Parish Council are hoping the original old box housed in a brick pillar will be reinstated. It was agreed to leave any further action for one month and to write again if the box has not been reinstated by October.

**5. Visitors:**

A local resident reported that the cut through lane behind The Three Horseshoes has about 6 potholes. Clerk to report.

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

Cllr Manion apologised for arriving late but he had attended the meeting about the closure of Eastry Surgery.

Report given later in the meeting by KCC Member Steve Manion but recorded here:

*The Leisure Centre.* Progressing well.

*Environmental patrols.* Being carried out at the beaches.

*The budget and finance.* This continues to be a problem for KCC. There is a significant level of savings to be found.

*The big Conversation on the bus service.* Awaiting the report.

*Bus Summit.* There are nine pilot schemes. Various possible ways forward are being discussed.

**7. Finance:**

i) To approve the payment schedule for September

Chq No.			
001284	Clerks wage	July and August	£675.00
001285	Clerks expenses	July and August ex	£ 40.00
		Onedrive subscription (2 mths)	£ 27.36
		Flowers	£ 10.00
001286	Mr Stokes	Grass cutting July and August	£905.00

001287 Playsafety Ltd	Annual inspections	£159.60
001288 KCC	Allotment rental 5/10/2017 to 4/4/2018	£ 17.50

To approve the payment schedule for September was proposed by Cllr Akhurst seconded by Cllr Calthorpe and all members voted in favour.

ii) £353.86 HMRC PAYE refund received

iii) Annual donation to the burial grounds £80

The Councillors discussed this donation. It was agreed that as this item had been budgeted for in the last precept request, it should be paid this time. Further discussion to take place when setting the precept for next year. To donate £80 to the local church burial grounds was proposed by Cllr Akhurst, seconded by Cllr Smith and all members voted in favour.

#### 8. Data Protection and storage

To adopt the Data Protection Policy was proposed by Cllr Hogben, seconded by Cllr Smith and all members voted in favour. Cllr Akhurst offered to send a version to the Clerk for circulation, if the website could not be set up for the Councillors to view the document with a members only access. Cllr Akhurst explained that this differed from the privacy statement in that it explained councillors' and employees obligations' regarding personal data whereas the privacy statement explained to data subjects the basis upon which the Council processed their data.

#### 9. A Defibrillator for the Parish

*KFRS - free defibrillator.* The Parish Council has been allocated one of the free defibrillators. The Councillors discussed costs of a cabinet (in the region of £600), installation (£200 hopefully less), power and location. The Council decided to go for an unlocked cabinet. They also discussed avenues of funding.

The British Heart Foundation will not contribute to just the purchase of a cabinet.

KCC Member Steve Manion has offered £400 towards the costs.

The Community Centre to be asked for a contribution in the region of £250. Cllr Calthorpe offered to pass this information on at their next committee meeting.

It was agreed to contact the local church treasurer to ask them to confirm:

- They are happy to contribute to the cost.

- They are happy for the cabinet and defibrillator to be installed at the Church Hall and if so to ask where it could be positioned as the electrician will need to know.

- If they are happy covering the costs of the annual electricity supply to the cabinet.

Clerk to action and to let them know the date of the October meeting.

Enquiries to be made about finding an electrician in the parish who could carry out the installation.

*First response training.* To be organised in the future.

#### 10. Local Planning:

##### For consideration by Councillors

Draft planning policy. Cllr Smith to contact the website designer the following week to try to have the website up and running by October.

##### For information - To note

DOV/18/00697 Flintstone Cottage, Church Hill, Sutton CT15 5DF

Erection of an outbuilding (existing summerhouse to be demolished). DDC Granted permission.

DOV/18/00778 The Gables, Downs Road, East Studdal, CT15 5DB

Erection of stables, formation of sand school including hard-standing and the change of use of adjoining fields for the grazing of horses (retrospective).

DOV/18/00685 Pilgrims Nook, Willow Woods road, West Studdal CT15 5BH

Prior approval for the excavation to form an agricultural irrigation pond. DDC Permission required

DOV/18/00421 The Miller, Pilgrims Cottages, Roman Road, East Studdal CT15 5FJ

Certificate of Lawfulness (proposed) for the siting of a mobile home. DDC Granted permission.

Newlands Farm, Stoneheap Road, East Studdal. Enforcement Notice.

#### 11. Highways

email from freight officer at KCC re Gaggs Hill use by HGVs. The Council discussed this issue. It was agreed that although the Council appreciate this is a problem in the lanes, as far as they are aware, the Gaggs Hill

route has always been the preferred route for HGVs and has always been supported by the Parish Council as the favoured route. Clerk to reply.

## **12. Review of Documents**

i) Standing Orders. To adopt new Standing Orders was proposed by Cllr Merriman, Seconded by Cllr Smith and all members voted in favour. Website to be updated. Clerk to action.

ii) Programme of Maintenance for Physical Assets - Inspection check list  
Cllr Densham offered to cut down the brambles at the Roman Road.

Three benches in the parish need rubbing down, situated in Downs Road, at the Community Centre and the picnic bench in the playing field. Mr Stokes to give a quote for the work.

Cllr Merriman offered to make corrections to the check list. Updated check list to go on the website. Clerk to action.

## **13. Apple Day**

i) To approve spending of up to £50 on refreshments was proposed by Cllr Smith, seconded by Cllr Hogben and all members voted in favour. Cllr Little has been busy organising equipment and people for the event.

Cllr Merriman offered to put up notices in the parish.

ii) To approve the risk assessment was proposed by Cllr Merriman, seconded by Cllr Akhurst and all members voted in favour.

## **14. Correspondence**

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

email from local resident regarding the recent Smugglers Festival event. Complaining about the mess left by festival goers on the footpath adjacent to the parking site, the bright lights at the camping/parking site that were on all night and the damage to a hedge. The complaint to be passed on to Environmental Health, DDC and the licensing department. Clerk to action.

Email about broadband in the village. An enquiry had been made about the Openreach work in the parish and the availability of a faster broadband service now that a new box and cables have been installed. George Chandler at KCC to be contacted for an update. Clerk to action.

*KALC.*

i) Allotment management and law. 24/9/2018 Lenham 13.00 to 16.00. No take up.

ii) Kent Police and Crime Commissioner for Kent. Annual policing survey for residents. Information to go on the website. Clerk to action

*PCSO. Michael Bolt.* To request a leaflet for the notice boards with up to date contact information. Clerk to action.

### **Correspondence - noted**

*KCC. ROWIP consultation.* Details on the website.

## **15. Community upkeep**

*Allotments.*

Flooding. Flood management proposal. A meeting had gone ahead with the new flood management officer. Clerk to chase up a response.

The drain outside the Community Centre needs cleaning out and the soakaway is full. Clerk to notify KCC.

Hedge at the allotments. This needs cutting back. The Council agreed to have a look at this at the apple day event.

*Play area and BMX track.*

RoSPA reports. The Council discussed the issues highlighted and agreed on actions:

Weeds on the BMX track. To be cut back.

Gate trip hazard. The grass contractor offered to paint the concrete by the posts yellow, on either side of the opening.

Basketball sign needed. Cllr Calthorpe offered to do this.

Fencing bent. Cllr Akhurst offered to have a look at patching this up.

Swing seat. Bird fouling and structural integrity. Cllr Smith offered to have a look at the swing structure.

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

*Phone box.* BT need reminding to remove the old one. Clerk to action.

*Salt bin in Ashley.* This has been badly damaged. Clerk to report again.

Odell Memorial Bench at Jacks Bush. Cllr Akhurst has removed the bird droppings.

Fair View, Willow Rd. A flat roof structure being built at the property was reported. Clerk to write to DDC to enquire if it needs planning permission.

**17. Date of next meeting:**

Ordinary meeting Tuesday 2 October 2018 at 7.30 pm at Church Hall Studdal

Meeting closed 9.30

suttonbydoverpc@gmail.com

Signed: Cllr Barbara Merriman

Date: 2nd October 2018

Paper copy on file with Clerk.