

Alkham Parish Council

Minutes of the Statutory Annual Meeting of Alkham Parish Council held on Monday 12th of May 2025 in Alkham Village Hall

Present: D Barnard (Chairman), Paul Tapsell (Vice Chairman), S.Edwards, G.Kaile, T. Johns, C.Webber, M.Liebaert and 10 members of the public.

The minutes were taken by Irene Barnard.

1. **To elect a Chairman and receive the Chairman's Declaration of Acceptance of Office.**

RESOLVED: Councillor Barnard was elected as the Chairman and signed the Chairman's Declaration of Acceptance of Office.

2. **To elect a Vice Chairman** and receive the Vice Chairman's Declaration of Acceptance of Office.

RESOLVED: Councillor Tapsell was elected as the Vice Chairman and signed the Vice Chairman's Declaration of Acceptance of Office.

3. **Apologies and Declarations.**

3.1 Apologies for absence received and confirmed by the Council Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meetings, under Section 75(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.

Apologies were received from Irene Bowie (Clerk) and PCSO Cheryl Ellis

3.2 Declaration of Changes to the Register of Interests.

It was noted that Councillor Webber was no longer a member of the Village Hall Committee nor the bookings clerk.

3.3 To receive Declarations of Interest in respect of matters contained in this agenda. In accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers. There were none

3.4 Requests for Dispensations. There were none.

3.5 Declarations of Lobbying. There were none

4. **Public comments and observations. (Maximum 15 minutes)**

The meeting was adjourned to allow members of the public to speak. Individuals may speak for up to three minutes, at the discretion of the Chairman, on agenda items only. The minute book was closed.

5. **Reports from External Parties**

DDC Councillor Hibbert spoke to his report (appendix 1)

KCC Councillor Paul King looked forward to working with Alkham and would be in touch with his outline plan.

6. **Allocation of Responsibilities**

6.1 Byways. **Councillor Tapsell**

6.2 Drainage and Flood Warden. **Councillor Libaert.**

6.3 KALC Area Representative. **Councillor Tapsell.**

AGREED That all members would stay in post.

7. **Minutes of the Parish Council Meeting of the 7th April 2025**

RESOLVED: The minutes of the Parish Council Meeting held on the 7th of April were taken as read and confirmed as a correct record and signed by the Chairman.

8. **Reports: (On matters not included in other agenda items)**

8.1 Chairman's Report. Matters covered elsewhere in the agenda.

8.2 Byways. Paul Tapsell reported that considerable repairs were still needed but KCC did not have the money and there was still problems with 4x4 's and off road bikes

8.4 Drainage and Flood Warden . There were no issues to be reported.

- 8.3 KALC Area Representative . Paul Tapsell reported there is a Dover meeting within the next week.
- 8.5 Parish Clerk
- No updates from the Diocese re the Petanque pitch
 - 'No horses', etc signs had been ordered, to be delivered latest 16th May
 - Springy Cow. Timeline was a minimum of 6 weeks from receipt of payment which was made on the 2nd of April

9. Finance:

- 9.1 To receive and authorise payments listed on the schedule (to be provided at the meeting)
To be approved via email. Councillors to check the members area.
- 9.2 Late Payment Request/s to be discussed for approval and payment. None
- 9.3 To note receipts of Income.
Total Income was noted as = £21,659.34
(Bank interest = £70.34. Precept £21,589)
- 9.4 To receive the bank reconciliation
The combined bank reconciliation was received as £37,664.69
- 9.5 To receive and review the draft Annual Accountability and Governance Return 2024/25
To be circulated by email.
- 9.8 To review the APC Fixed Asset Register 31st March 2025 (new assets updated during the year)
AGREED that the physical location of fixed assets would be added to the register.
- 9.9 To receive and consider the Insurance renewal quotation.
RESOLVED: To accept the three-year fixed agreement with Clear Councils at £696.28 per year.

10. Annual Review of Parish Council Policies and Procedures.

RESOLVED: To re-adopt all policies with the exception of Standing Orders and Financial Regulations.

- 10.1 Standing Orders Defer to the June Meeting
- 10.2 Financial Regulations Defer to the June meeting
- 10.3 Model Publication Scheme
- 10.4 GDPR Document Retention Policy
- 10.5 Freedom of Information
- 10.6 Code of Conduct
- 10.7 Civility and Respect
- 10.8 Complaints Handling Policy
- 10.9 Volunteer Policy
- 10.10 Habitual or Vexatious Complaints Policy
- 10.11 Scheme of Delegation
- 10.12 Social Media and Website Policy
- 10.13 Co-Option Policy
- 10.14 Equality and Diversity Policy
- 10.15 Code of Conduct
- 10.16 Dignity at Work /Bullying and Harassment Policy
- 10.17 Grievance Procedure
- 10.18 Disciplinary Procedure
- 10.19 Grant Policy
- 10.20 Risk Assessment Policy and Register
- 10.21 Communications Policy
- 10.22 Working Groups Protocol

11. Planning:

11.1 To table planning applications received for consideration:

- 11.1. 25/00478 Great Everden Manor Lockering Lane Alkham CT15 7EH
1 Prior approval for the change of use from agricultural barn to hotel (use class C1)
<https://publicaccess.dover.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=SV6SYHFZL0800>

RESOLVED: Objection

11.2 To table decisions by Dover District Council (DDC) since the last meeting.

- 11.2. TC/25/00041 The Old Rectory Slip Lane Alkham CT15 7DA
1 T1 - Macrocarpa - fell to ground level; T2 - Sycamore - fell to ground level; T3 - Yew - reduce crown by up to 2.5 metres overall; T4 - Beech - reduce to approx 50% in height, retaining lower growth, all situated within a conservation area.
Decision Raise No Objection
- 11.2. LCON/24/00146/C The Old Rectory Slip Lane Alkham Dover Kent CT15 7DA
2 Discharge of condition 3f) 1:20 scale sections of the proposed new staircase its junction to and relationship with historic fabric pursuant to application 24/00146 Single storey rear extension (existing lean to, glazed porch, WC and part garden wall demolished). Internal works include Remove and insert new partitions, infill existing and form new internal openings on all levels. Remove fitted cupboard from first floor bed 3. Insert staircase to access 2nd floor & erect partitions to form bedroom & bathroom. External works include Replace 1no ground floor window with French doors to south west elevation. Insert 1no window and replace 2no windows to first floor northwest elevation. Insert 1no window to ground and 1no window to first floor northeast elevation.
Decision Condition Approved
- 11.2. LCON/24/00146/D The Old Rectory Slip Lane Alkham Dover Kent CT15 7DA
3 Discharge of condition 3d - proposed interface pursuant to application 24/00146 Single storey rear extension (existing lean to, glazed porch, WC and part garden wall demolished). Internal works include Remove and insert new partitions, infill existing and form new internal openings on all levels. Remove fitted cupboard from first floor bed 3. Insert staircase to access 2nd floor & erect partitions to form bedroom & bathroom. External works include Replace 1no ground floor window with French doors to south west elevation. Insert 1no window and replace 2no windows to first floor northwest elevation. Insert 1no window to ground and 1no window to first floor northeast elevation.
Decision Condition Approved
- 25/00127 Minnis Lodge Newcastle Lane Ewell Minnis CT15 7DY
Erection of single storey rear extension
Decision Grant Planning Permission
- LCON/24/00146/B The Old Rectory Slip Lane Alkham Dover Kent CT15 7DA
Discharge of condition 3 b -brick sample, c - sample panel pursuant to application 24/00146 Single storey rear extension (existing lean to, glazed porch, WC and part garden wall demolished). Internal works include Remove and insert new partitions, infill existing and form new internal openings on all levels. Remove fitted cupboard from first floor bed 3. Insert staircase to access 2nd floor & erect partitions to form bedroom & bathroom. External works include Replace 1no ground floor window with French doors to south west elevation. Insert 1no window and replace 2no windows to first floor northwest elevation. Insert 1no window to ground and 1no window to first floor northeast elevation.
Decision Condition Approved
- 21/00224/B Land South East Of Fernfield Farm Fernfield Lane Hawkinge Kent
Non-material amendment to planning permission 21/00224 (Reserved matters application for the details of, layout, scale, appearance and landscaping for the erection of 19no. dwelling pursuant to outline permission DOV/16/01450) to allow changes to main entrance, erection of electric gates, masonry pillars/columns and 1.2m high post and rail fence to highway boundary
Decision Approve Non-material AMD
- 24/00294 Land Adjacent To 9 Wildflower Close Hawkinge CT18 7UU
Outline application for one dwelling with all matters reserved
- Alkham Parish Council

Decision Refuse Outline Permission

11.4 **To table late planning matters: None**

12. Working Groups

To consider the following working groups:

For the following four working groups all agreed to readopt ToRs and members

12.1 Highways Working Group. Councillors Barnard, Edwards and Johns.

Co-opted member Mr G Jones

12.1.1 To review and agree the Terms of Reference

12.1.2 To agree members

12.1.3 To receive reports and recommendations

12.2 Communications and Involvement Working Group. Councillors Barnard, Kaile and Johns.

12.2.1 To review and agree the Terms of Reference

12.2.2 To agree members

12.2.3 To receive reports and recommendations

12.3 Parish Plan Evolution and Delivery Working Group. Councillors Barnard and Johns

12.3.1 To review and agree the Terms of Reference.

12.3.2 To agree members

12.3.3 To receive reports and recommendations

12.4 Green Spaces and Environment Working Group. Councillors Libaert and Webber.

12.4.1 To review and agree the Terms of Reference.

12.4.2 To agree members

12.4.3 To receive reports and recommendations

13. To receive the Monthly Playground Inspection Report. Report received. Councillor Johns to meet with Harmers to discuss Risk Assessments.

14. Parish Council Defibrillator/s:

14.1 The Basic Life Support and Defibrillator Training Course is confirmed by Hopkins for the 26th of May 2025 in the village Hall 10.00 til 12:30. Den Barnard to coordinate. Currently twelve candidates, but two places have yet to be confirmed.

14.2 The Charity 'Defibs for Dover' will confirm the installation date for the defibrillator in the Ewell Minnis telephone box. The PC contribution is £830 and this will be provided by the business charity 'The Twelve Electric Club' who will deal directly with the provider. Defibs for Dover have 20 installations in the Dover area.

14.3 The terms of usage of the Parish Council Telephone Box for the Defibrillator were agreed. The defibrillator will belong to us the other 20 machines that Defibs for Dover have installed are regularly checked by the owners. Agreed to do similar and review regularly.

15. Correspondence:

15.1 To table items of late correspondence:

15.2 Items circulated.

15.2.1 Community groups invited to apply for funding from DDC's Community Grants Scheme

15.2.2 KALC Training Bulletin

15.2.3 Town/Parish Briefing on Local Government Reorganisation - Thursday 22 May 2025

16. Consideration of items to be taken in private (Exclusion of Public and Press):

There are only a few reasons as to why, legally, the public and press can be excluded from a meeting. The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies." It is generally considered acceptable to exclude the press and public if the agenda item relates to the consideration of tenders, leases, purchases of assets, for matters relating to staffing covered by the data Protection Act and to consider complaints against the council or a code of conduct complaint.

17. Agenda Items for the next meeting:

Meeting Dates 2025.

2nd June, 7th July, 1st September, 6th October, 3rd November

Parish Councillor Standing Declarations of Interest.

Cllr Trevor Johns:

Chairman of the Alkham Valley Society

Member of the Alkham Community Speedwatch Team

Cllr Catie Webber:

Vice-Chairman of the Alkham Valley Society

Cllr Paul Tapsell.

Trustee of the Alkham Village Hall (Charity number: 255919)

Cllr Steve Edwards.

Member of the Alkham Valley Society Management Committee

Member of the Alkham Community Speedwatch Team

National rules about pecuniary interests are set out in Chapter 7 of the Localism Act 2011 and in secondary Legislation made under the Act, in particular The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012