

Alkham Parish Council

SUMMONS

To All Members of the Parish Council in accordance with the requirements of the Local Government Act 1972, you are hereby summoned to attend a meeting of **Alkham Parish Council on Monday 24th June 2024 at 7pm.** The meeting will be held in the Alkham Village Hall , Hogbrook Hill Lane, Alkham, Dover CT15 7QJ

Irene Bowie

Clerk to the Council

clerk@alkhamparishcouncil.org.uk

19th June 2024

NOTICE OF MEETING

Public Notice of the meeting has been given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972. The Meeting is open to the press and public.

AGENDA

1. Apologies.

- 1.1 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.
- 1.2 Declaration of Changes to the Register of Interests.
- 1.3 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.
- 1.4 Requests for Dispensations.
- 1.5 Declarations of Lobbying.

2. Public comments and observations. (Maximum 15 minutes)

The meeting will be 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 will be closed.

3. Reports from external parties (if present).

Kent County Councillor David Beaney, Dover District Councillor Martin Hibbert, Community Warden Jan Hendry.

4. Minutes of the Parish Council Meeting

To resolve that the minutes of the Parish Council Meeting held on 13th May 2024 to be taken as read, confirmed as a correct record and signed by the Chairman.

5. Planning:

5.1 To table planning applications received for consideration:

- 5.1.1 24/00605 Drellingore Barns Stombers Lane Drellingore CT18 7ER
Change of use and alterations of farm building to a dwelling and a residential annexe for ancillary use/holiday let, erection of a car barn, boundary wall/entrance gates, and associated car parking, solar panels to all roofs and nature pond.
<https://publicaccess.dover.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=SEV2Q9FZGT00>
- 5.1.2 24/00609 Chilton Farm House Alkham Valley Road Alkham CT15 7DR
Change of use of land to residential and conversion of barn to annexe
<https://publicaccess.dover.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=SEVNF1FZGUF00>
- 5.1.3 4/00588 Little Westhill Farm Belsey Lane Ewell Minnis Dover Kent CT15 7DY
Change of use from former agricultural barn to a residential dwelling with roof alterations, erection of detached summerhouse, and the creation of associated residential curtilage (part retrospective)
<https://publicaccess.dover.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=SELI81FZGOA00>

5.2 To Table and Validate Planning Applications dealt with since the last meeting.

- 5.2.1 24/00377 Drellingore Cottage Stombers Lane Drellingore CT18 7ER
Erection of single-storey side/rear extension, detached garage with office over and alterations to fenestration. APC No Objection (Request a condition that the garage is ancillary to the main house)

5.3 To table decisions by Dover District Council (DDC) since the last meeting (to be provided at the meeting)

- 5.3.1 24/00377 Drellingore Cottage Stombers Lane Drellingore CT18 7ER
Erection of single storey side/rear extension, detached garage with office over and alterations to fenestration
Grant Planning Permission
- 5.3.2 24/00399 Hogbrook Farm Hogbrook Hill Lane Alkham CT15 7BU
Certificate of lawfulness (existing) for the implementation of planning consent DOV/20/01409 – (Change of use and conversion of existing outbuilding to dwelling, erection of a wall, single storey side extension and rear hydrotherapy pool, landscaping and associated parking (part demolition of outbuilding and wall))
Certificate Existing Granted
- 5.3.3 24/00145 The Old Rectory Slip Lane Alkham CT15 7DA
Erection of single storey rear extension
Grant Planning Permission
- 5.3.4 24/00146 The Old Rectory Slip Lane Alkham CT15 7DA
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.
Grant Listed Building Consent

5.4 To Table late planning matters:

6. Finance:

- 6.1 To receive and authorise payments listed on the schedule (to be provided at the meeting)
- 6.2 Late Payment Request/s to be discussed for approval and payment.
- 6.3 To note receipts of Income
- 6.4 To receive the bank reconciliation
- 6.5 To consider a Policy and Statement of Internal Control for 2024/25
- 6.6 To receive an update on the BT Telephone Box, Ewell Minnis

7. To receive Reports and agree on actions if appropriate.

- 7.1 Chairman's Report
- 7.2 KALC Area Meeting Alkham Parish Council Representative.
- 7.3 Clerks Report (on matters not included in other agenda items)
- 7.4 Councillors Report (on matters not included in other agenda items)
- 7.6 Flood and Drainage Warden
- 7.7 Footpath Warden
- 7.8 Village Hall Management Committee.

8. To receive the Annual Governance and Accountability Return (AGAR) for the financial year ended 31st March 2024.

- 8.1 Accounts for Approval
- 8.1.1 To receive the 2023/24 Accounts
- 8.1.2 To review the 2023/24 spend vs budget
- 8.1.3 To receive the Financial Report for 2023/24
- 8.2 To receive and note the Annual Internal Audit Report
- 8.3 To receive and approve the Annual Governance Statement (Section 1)
- 8.4 To receive and approve the AGAR Accounting Statements (Section 2)

- 8.5 To receive and approve the AGAR for 2023/24
- 8.6 To approve the Certificate of Exemption
- 9. To receive reports and consider recommendations from the working groups.**
 - 9.1 Highways Working Group
 - 9.2 Communications and Community Involvement Working Group
 - 9.3 Parish Plan Evolution and Delivery Working Group
 - 9.4 Green Spaces and Environment Working Group
- 10. To receive the Monthly Playground Inspection Report.**
- 11. To consider the Village Fete as it pertains to the Parish Council**
- 12. Correspondence:**
 - 12.1 To table items of late correspondence :
 - 12.2 Items circulated.
 - 12.2.1 Restrictions on Publicity During the Pre-Election Period- General Election 4 July 2024
 - 12.2.2 Cost of Living Support Document 13.06.2024
 - 12.2.3 Bupa Foundation Green Community Grants – Groundwork (Sent to VHMC)
 - 12.2.4 KALC Training Bulletin
 - 12.2.5 Updated Highway Information Pack
 - 12.2.6 2024 Good Councillors Guide.
 - 12.2.7 KCC RetroFIT Events
 - 12.2.8 KCC Village Hall and Community Grant Scheme (Sent to VHMC)
- 13. Agenda Items for the next meeting:**
- 14. 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.

 - 14.1 To consider any quotations/tenders

Notes on declarations of interest

Any Member arriving after the start of the meeting is asked to declare pecuniary interests, as necessary, as soon as practicable after their arrival, even if the item in question has been considered.

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