

Alkham Parish Council

To All Members of the Parish Council In accordance with the requirements of the Local Government Act 1972, you are hereby summoned to attend the **Statutory Annual Meeting of Alkham Parish Council on Monday 12th of May following the Annual Parish Meeting, which commences at 7 p.m.**

The meeting will be held in Alkham Village Hall , Hogbrook Hill Lane, Alkham, Dover CT15 7QJ

Irene Bowie

Clerk to the Council

clerk@alkhamparishcouncil.org.uk

6th May 2025

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. To elect a Chairman and receive 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.**
- 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.
 - 3.2 Declaration of Changes to the Register of Interests.
 - 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.
 - 3.4 Requests for Dispensations.
 - 3.5 Declarations of Lobbying.
- 4. 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.
- 5. Reports from external parties.**
- 6. Allocation of Responsibilities**
 - 6.1 Byways. **Councillor Tapsell**
 - 6.2 Drainage and Flood Warden. **Councillor Libaert.**
 - 6.3 KALC Area Representative. **Councillor Tapsell.**
- 7. Minutes of the Parish Council Meeting**

To resolve that, the minutes of the Parish Council Meetings held on the 7th of April are to be 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 Chairmans Report
 - 8.2 Byways
 - 8.4 Drainage and Flood Warden
 - 8.3 KALC Area Representative
 - 8.5 Parish Clerk
 - 8.6 Parish Councillors
- 9. Finance:**
 - 9.1 To receive and authorise payments listed on the schedule (to be provided at the meeting)
 - 9.2 Late Payment Request/s to be discussed for approval and payment.
 - 9.3 To note receipts of Income
 - 9.4 To receive the bank reconciliation

- 9.5 To receive and review the draft Annual Accountability and Governance Return 2024/25
- 9.8 To review the APC Fixed Asset Register 31st March 2025 (new assets updated during the year)
- 9.9 To receive and consider the Insurance renewal quotation.

10. Annual Review of Parish Council Policies and Procedures.

- 10.1 Standing Orders
- 10.2 Financial Regulations
- 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:

- 11.1.1 25/00478 Great Everden Manor Lockering Lane Alkham CT15 7EH
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>

11.2 To Table Planning Applications dealt with since the last meeting.

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

- 11.3.1 TC/25/00041 The Old Rectory Slip Lane Alkham CT15 7DA
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
- 11.3.2 LCON/24/00146/C The Old Rectory Slip Lane Alkham Dover Kent CT15 7DA
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
- 11.3.3 LCON/24/00146/D The Old Rectory Slip Lane Alkham Dover Kent CT15 7DA
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

Decision Refuse Outline Permission

11.4 To table late planning matters:

12. Working Groups

To consider the following working groups:

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.

14. Parish Council Defibrillator/s:

14.1 To confirm arrangement for the Basic Life Support and Defibrillator Training on the 26th of May 2025

14.2 To receive details of the financial arrangements between Defibs for Dover and The Electric Twelve Club for the purchase of a defibrillator to be placed in the Parish Council former BT Telephone Box at Ewell Minnis.

14.3 To confirm the terms of usage of the Parish Council Telephone Box for the Defibrillator.

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.

16.1 Freedom of Information Request.

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

Bookings Clerk for the Alkham Village Hall Management Committee

Member of the Alkham Village Hall Management Committee

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