

# Alkham Parish Council

## Minutes of the Parish Council Meeting held on Monday, 4<sup>th</sup> March 2024 at 7 pm in Alkham Village Hall

Present: Alkham Parish Councillors: D Barnard Chairman, P Tapsell (Vice Chairman) S Edwards, G Kaile, T Johns, M Libaert, C Webber.

In Attendance: Irene Bowie (Parish Clerk) and Members of the Public  
KCC Councillor D Beaney

### 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. Apologies were received from DDC Councillor Hibbert.
- 1.2 Declaration of Changes to the Register of Interests. There were none.
- 1.3 To receive Declarations of Interest regarding 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.
- 1.4 Requests for Dispensations. There were none
- 1.5 Declarations of Lobbying. There were none.

### 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, and Community Warden Jan Henry. KCC Councillor Beaney gave his report.

### 4. Minutes of the Parish Council Meeting

#### RESOLVED:

The minutes of the Parish Council Meeting held on 22nd January 2024 were 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 24/00203 Malmaims Manor Slip Lane Alkham CT15 7DB

Demolition of existing & erection of new brick pier. Replacement of existing brick wall with flint and new gate

**RESOLVED: No Objection**

##### 5.1.2 24/00204 Malmaims Manor Slip Lane Alkham CT15 7DB

Demolition of existing & erection of new brick pier. Replacement of existing brick wall with flint.

**RESOLVED: No Objection**

##### 5.1.3 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. Insert 3no rooflights.

**RESOLVED: No Objection**

##### 5.1.4 24/00145 The Old Rectory Slip Lane Alkham CT15 7DA

Erection of single storey rear extension and insertion of 3 roof lights

**RESOLVED: No Objection**

- 5.1.5 **24/00157 Horse Menage And Stables East Side Of Warren Lane Alkham**  
Change of use of land to for the siting of 4 Gypsy/Travellers 4 pitches, each to include a mobile home with associated parking, erection of an ancillary building, sewage treatment plant, hardstanding and entrance gates to be relocated  
**RESOLVED: Clerk to contact DDC Planning and request further information.**

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

- 5.2.1 **24/00024 Westhill Farm Belsey Lane Ewell Minnis CT15 7DY**  
Change of use from garage to holiday let (retrospective)  
**RESOLVED:**  
**To validate the decision made under Section 101 Scheme of Delegation: No Objection**

5.3 **To table decisions by Dover District Council (DDC) since the last meeting**

- 5.3.1 23/00270 Malmaims Manor Slip Lane Alkham Kent CT15 7DB  
Fell one False Acacia (T1) the subject of Tree Preservation Order No 20 of 2023  
Decision Grant Consent
- 5.3.2 23/00546 Land East Side Of Short Lane Alkham CT15 7BZ  
Erection of 8 dwellings with associated access and landscaping  
Decision Grant Planning Permission

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)  
**RESOLVED: To approve the schedule of payments.**

Payee	Description	£
Irene Bowie	Staff Costs	Confidential
Harmer	Invoices Mowing and Play Area Inspections	217.20
Village Hall	Room Hire May 2023- March 2024	136.80
Irene Bowie	Dog Signs for Village Green	72.94
Start Safety Ltd	Verge Marker Posts	74.94

- 6.2 Late Payment Request/s to be discussed for approval and payment. There were none
- 6.3 To note receipts of Income. Not available
- 6.4 To receive the bank reconciliation. Not available
- 6.5 To receive an update on the BT Telephone Box, Ewell Minnis  
**RESOLVED: A budget of £100 would be allocated to enable the Telephone Box to be repainted and repaired when BT had confirmed Parish Council Ownership. Mr David Beaney volunteered to undertake this work free of charge for the community.**
- 6.6 To validate the appointment of Bartlett Tree Services Ltd.  
**RESOLVED:**  
**1. To accept the quotation for the tree survey**  
**2. To appoint Bartlett Tree Services Limited to conduct a Tree Survey on the Village Green.**
- 6.7 To consider the appointment of a Handyman. No further action.
- 6.8 To accept the KCC Members Grants  
The Chairman thanked KCC Councillor Beaney for his assistance and ongoing support for the community.
- 6.8.1 £300 towards the purchase of personal body cams for the speed watch team

**RESOLVED:**

**1. To accept the KCC Members Grant of £300**

**2. The Clerk to confirm acceptance with KCC**

6.8.2 £2000 towards new play area equipment.

**RESOLVED:**

**1. To accept the KCC Members Grant of £2000**

**2. The Clerk to confirm acceptance with KCC**

6.8 To consider the purchase of personal body cams for the Speedwatch Team.

**RESOLVED:**

**To purchase the Transcend Drive Pro Body 10 Body Cameras.**

6.9 To consider the purchase of new play area equipment.

Awaiting a 4<sup>th</sup> quotation. No further action until the 4<sup>th</sup> quotation has been received.

Defer until the May 2024 Parish Council meeting.

6.10 To consider Tree Trimming on the Village Green

**RESOLVED:**

**To submit a Notification of Proposed Tree Works in a Conservation Area Town and Country Planning Act 1990 Section 211 to Crown Lift 1 Horse Chestnut Tree, Crown Lift and Crown Thin 1 Crab Apple Tree and Crown Lift 1 Norwegian Spruce.**

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

7.1 Chairman's Report

The Chairman reported on improvements and changes during the previous year. He reported that the Parish Council communications from residents would be answered in a timely manner. The Working Groups need more people to join. Speedwatch now has 10 names and two new volunteers to be trained.

7.2 KALC Area Meeting Alkham Parish Council Representative.

7.2.1 To receive the KALC Area Meeting Minutes 24<sup>th</sup> January 2024. These were received  
And noted. Councillor Tapsell attended the meeting and gave his report.

7.2.2 To consider the Draft Parish Charter. The Parish Council made no comment.

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

Councillor Libaert gave her report:

*On Monday, February 26th, the football pitch and vicarage meadow were both flooded, forming a lake on each side of the ditch. The water level in the drainage ditch has reached the level of the footbridges.*

*In Short Lane, the water level in the ditch is, in places, higher than the bank and is overflowing into the roadway. At the corner of Short Lane, the water is above the heights of the culverts, and water has overflowed to flood the width of the roadway.*

*Clearing the ditch and sump of silt has certainly helped the water flow freely, but it will need clearing again before autumn. Gardens in Meggett Lane are underwater, and the village hall has been sandbagged as a precaution.*

*The tankers are still in place and will be for another month at least.*

*A representative from Southern Water came to the Parish Council drop-in surgery to answer villagers' questions, and they have produced a report, 'Infiltration reduction plan for the Alkham Valley' version 6, which is now available.*

7.6.1 To consider a Parish Flood Resilience Plan. No further action.

The parish Clerk will attend a DDC Community Resilience Meeting on behalf of the Parish Council.

7.6.2 To consider ditch reinforcement.

Councillors Barnard and Libaert to prepare a notice to remind Riparian Owners of their responsibilities.

7.7 Footpath Warden. Councillor Tapsell reported that he had been gathering information on several footpaths to discuss with the KCC PROW Officer.

- 7.8 Village Hall Management Committee: It was reported that the Village Hall AGM would be held on April 116, 2024, at 7 p.m.
- 8. To Receive feedback and agree on actions, if appropriate, from the Parish Council Drop-In Surgery held on the 3<sup>rd</sup> of February 2024**  
Councillor Webber reported that at least 60 people attended the surgery. Matters raised included.
1. Support for No Mow May
  2. Support for new Play Equipment.
  3. Traffic concerns on the Alkham Valley Road
  4. The proposed mini orchard was promoted and well received.
  5. Request for a defibrillator.
- 9. To receive reports and recommendations from the working groups.**
- 9.1 Highways Working Group Report at Appendix 1.  
Clerk to follow up with all recipients of the Parish Council Letter to KCC Highways.
- 9.2 Communications and Community Involvement Working Group  
**RESOLVED:**
- 1. Parish Council meetings will be live-streamed as soon as possible.**
  - 2. Clerk to obtain further information from other Parish Councils already doing this.**
- 9.3 Parish Plan Evolution and Delivery Working Group. The clerk will follow up with DDC regarding the request to start a Neighbourhood Plan.
- 9.4 Green Spaces and Environment Working Group. Report at Appendix 1  
**RESOLVED:**
- 1. Councillors Edwards and Johns to contact DB Works for a quote to add an additional section of fencing at the northwest corner of the Village Green.**
  - 2. Request for woodchips deferred.**
  - 3. Councillor Barnard to assess the need to 'build up' the area under the gates on the Village Green**
- 10. To receive the Monthly Playground Inspection Report.**  
The report was noted. The clerk to contact a welding/ fabrication company to enquire if the slide can be repaired rather than removed.
- 11. To consider the Village Fete as it pertains to the Parish Council**  
**AGREED: Councillor Johns would be the key contact for the Parish Council with the Village Fete Committee.**
- 12. Correspondence:**
- 12.1 To table items of late correspondence :
  - 12.2 Items circulated.
    - 12.2.1 Press Release- Dover Conservatives call on Labour to scrap planned £2.8 million raid on Council reserves and fund local improvements instead
    - 12.2.2 All About Alkham Facebook Page
    - 12.2.3 Letter from junior parishioners regarding the Play Equipment
    - 12.2.4 DDC Cllr Hibbert -- Report of Sewage Discharge - Greenwich Lane - Ewell Minnis
    - 12.2.5 DDC Cllr Hibbert Ward Councillor Annual Summary Report - February 2024
    - 12.2.6 M20 Moveable Barrier - Upcoming Overnight Closures
    - 12.2.7 Sanctuary scheme for pilgrims. Forwarded by Councillor Webber to the Village Hall Committee and the Church.
    - 12.2.8 Resident's Email regarding Chalksole Green and recreational use
- All items of correspondence were noted.
- 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 Enforcement Matters. No matters were discussed

14.2 Council Land Ownership

**RESOLVED: The Clerk would instruct Mowll and Mowll Solicitors to act on behalf of the Parish Council.**

14.3 To consider any quotations/tenders.

Awaiting a 4<sup>th</sup> quotation. No further action until the 4th quotation has been received.

Defer until the May 2024 Parish Council meeting.

**There being no further business to be transacted, the Chairman closed the meeting at 8:45 pm**

**Signed on behalf of the Parish Council**

**Signature:**

**Date:**

**Chairman (Print Name):**

Appendix 1.

### **9.1. Highways Working Group Report 4<sup>th</sup> March**

To date, we have been waiting for the completion of the 2022/23 HIP. We were informed that nothing new could be started until these measures were tried. The funding for this was one of the new councils first jobs.

On the 18<sup>th</sup> of January, we were informed by the East Kent Highways Improvements Team that the proposed bellows (safety camera) signs cannot be installed. The reason given was that where the safety camera van parks, is not a registered site. Having discussed this with Kent police speedwatch manager, it has come to light that the van is deployed to assist Alkham Speedwatch, and would cease if the speedwatch group stops.

After an online Teams meeting with our Community Engagement Officer for Dover, a way forward was discussed. In the second week of March, three speed measuring tapes are to be placed at the center, and entrances to the village. Due to the long delay, this cost is being covered by the Kent design team. Once this data has been reviewed, a meeting will be arranged with the highways design and engineering teams to discuss our way forward.

We are still reviewing historical proposals made by KCC with regards to improving traffic and village safety throughout Alkham. Some of these we will be bringing back to the discussions, and used to develop our new Highways Improvement Plan.

#### 9.4 Green Spaces and Environment Working Group.

topic	Status update	Due Date (if app.)	R-A-G Status (vs Due Date)
<u>Meetings</u>	<p><b>Our 2nd Meeting took place on Feb 19 (2 Newlyn's Meadow)</b></p> <p><b>Attendees: APC Councillors Webber, Kaile and Libaert. Mr D O'Brien, Mrs M Jones.</b></p> <p>Our next meeting is April 8th - we will be researching re-wilding the Chalksole Village Green with a workgroup visit to a shoe-string budget project managed by Shelly Morris in Sandwich</p>		<b>GREEN</b>
<u>Requested Purchases for Approval</u>	<p><b>No new purchases</b></p> <p>We have two approved items waiting for procurement</p>	n/a	<b>GREEN</b>
<u>Approved Items Outstanding</u> Both Authorised 8/1/24	<p><u>Wychwood Flexible Verge Post with Reflectors</u> x3 x £21: Total (w/VAT) £63 (Link/Search: <a href="#">Go to: StartSafety.uk / Search on Product "12261"</a>)</p>		<b>AMBER</b>
	<p><u>Barnjacket Exterior Woodstain (White, 2.5 litres)</u>. Total (w/VAT) £36.99 (Link/Search: <a href="#">Go to: WoodtechPaints.com (see Store, White Paint)</a>)</p>		<b>AMBER</b>
<u>Requested Actions for Approval</u>	<p><b>Mini orchard project</b> - Can we install some meadow while we wait for trees? In budget, recommended by Kent Tree Plan, play area attraction</p>	April	<b>AMBER</b>
	<p><b>Compost heap</b> - ask Village Hall &amp; Garden Club to use this up... likely this will be bi- annual maintenance. Urgency is a one off. There's a decades worth.</p>	April	<b>AMBER</b>
	<p><b>Remove</b> metal slide. Hazard reported 8/1/24</p>		<b>RED</b>

	<p><b>Add</b> A bottom rung or mesh to north and northwest wooden gates to village green. Dogs and toddlers climbing under onto verge of busy road. Contact Paul Libaert</p> <p><b>Add</b> Fence to prevent toddlers/dogs from climbing through holes in hedge northwest corner of village green. Hazard reported 8/1/24 . Steve and Trevor free materials. Or apply for hedge grant?</p> <p><b>Contact</b> Stephen Scoffam re historic village signs in poor repair</p> <p><b>Contact</b> Garden Club re garden open day fundraiser?</p> <p><b>Spread</b> Wood chip on mud. Spread gravel -more stuff from the sump has been dumped in carpark on top of old pile. Mess encourages mess .Repair carpark from Suck Trucks.</p> <p><b>No Mow May</b> instruct Harmers</p>		<p>RED</p> <p>RED</p> <p>AMBER</p> <p>RED</p> <p>AMBER</p> <p>AMBER</p>
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<u>Updates on Projects</u>			
	<p style="text-align: center;"><b>Playground 1 - Quotes</b></p> <p>Playdale done, with Irene  Wicksteed done, with Irene  Playspaces in final stages  Hags, site visit completed, no first draft yet, safety flooring issue raised</p> <p style="text-align: center;"><b>Playground 2 - Fundraising</b></p> <p>Key points:</p> <ul style="list-style-type: none"> <li>• Held open surgery.</li> <li>• Need to have local fundraiser to show community support (suggestions below)</li> <li>• Need for cameras in event of accidents, fraudulent accidents and sabotage. Capel experienced all 3.</li> </ul> <p>Possible fundraising ideas:</p> <ul style="list-style-type: none"> <li>• Village Garden Open day late May. Contact garden club.</li> <li>• Alkham Talent show in Church in September</li> <li>• Crowdfund</li> </ul> <p><b>Swing Seat Installation (Done)</b></p>		<p>GREEN  GREEN  AMBER    RED        GREEN    RED    RED    AMBER    GREEN    GREEN</p>