

WINGHAM PARISH COUNCIL

Minutes of a Meeting held on Monday 11 June 2018, 7.30 The Miles Room, Wingham Village Hall

Councillors Present

Cllr S Addis
Cllr E Brice
Cllr B Curtis, Chairman
Cllr R Graydon
Cllr N Redfearn
Cllr P Young

In attendance: Kerry Coltham, Clerk
Cllr Trevor Bartlett, DDC for item 7
Rachel Collins, DDC for item 8.1

		ACTION
1	Apologies for absence Apologies were received from Cllrs Baker and Catt. The reason for Cllr Baker's absence was accepted and approved by all Councillors.	
2	Declarations of interest There were no declarations of interest.	
3	Minutes of previous meeting It was proposed by Cllr Graydon, seconded by Cllr Addis and RESOLVED, that the minutes of the meeting held on 14 May, having been circulated, be approved and signed as a true record.	BC
4	Public Session There were no members of public present for this item.	

NB. Item 8.1 was discussed after Item 4

5	Finance													
5.1	Financial Statement for May It was proposed by Cllr Addis, seconded by Cllr Brice and RESOLVED that the statement for May be approved.													
5.2	<p>Bills to be approved:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Clerk BT B/Band May/June phone bill</td> <td style="text-align: right;">£24 .16</td> </tr> <tr> <td>Clerk Expenses for May (post)</td> <td style="text-align: right;">6 .73</td> </tr> <tr> <td>Clerk H&L allowance May</td> <td style="text-align: right;">8 .00</td> </tr> <tr> <td>Harmer & son April cut LG(MP)A 1976 s19</td> <td style="text-align: right;">432 .60</td> </tr> <tr> <td>Cllr Graydon Defib Light fixtures LGA 1972 s111</td> <td style="text-align: right;">11 .05</td> </tr> <tr> <td>Business Stream Allotment water S&AA1908s26</td> <td style="text-align: right;">31 .36</td> </tr> </table> <p>It was proposed by Cllr Redfearn, seconded by Cllr Young and RESOLVED that these bills be approved and paid.</p>	Clerk BT B/Band May/June phone bill	£24 .16	Clerk Expenses for May (post)	6 .73	Clerk H&L allowance May	8 .00	Harmer & son April cut LG(MP)A 1976 s19	432 .60	Cllr Graydon Defib Light fixtures LGA 1972 s111	11 .05	Business Stream Allotment water S&AA1908s26	31 .36	KC
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5.3	<p>Bills to be ratified:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Clerk net salary May</td> <td style="text-align: right;">677 .29</td> </tr> <tr> <td>NEST Pension Payment for May (DD)</td> <td style="text-align: right;">30 .53</td> </tr> </table> <p>It was proposed by Cllr Redfearn, seconded by Cllr Brice and RESOLVED that the above payments be ratified.</p>	Clerk net salary May	677 .29	NEST Pension Payment for May (DD)	30 .53									
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5.4	Report from Annual Internal Audit The Independent Internal Auditor, Danny Swan, completed and signed the Internal Audit section of the Annual Governance and Accountability Return on 29 May, noting no issues. His separate written report to the Chairman was received and noted.													
5.5	Annual Governance and Accountability Return (AGAR)													
i)	It was proposed by Cllr Brice, seconded by Cllr Addis and RESOLVED that, with the exception of section 9 which was not applicable, all sections of the Annual Governance statement be completed in the affirmative and the statement be signed by the Chairman on behalf of the Council;	KC												
ii)	It was proposed by Cllr Brice, seconded by Cllr Addis and RESOLVED that the Statement of Accounts in the Annual Audit return for the year ending 31 March 2018 be approved by the Council and signed by the Chairman.													
5.6	<p>Small Capital Grant Applications from Village Organisations It was proposed by Cllr Brice, seconded by Cllr Redfearn and RESOLVED that three applications be approved: Wingham PCC (for community events) £355.20; Wingham School PTFA £400; Lawn Tennis Club £35.</p> <p style="text-align: right;">LG(MP)A 1976 s19</p>	KC												
5.7	<p>Wingham History Panel It was proposed by Cllr Addis, seconded by Cllr Young and RESOLVED to approve payment at £223.90</p> <p style="text-align: right;">LGA 1972 s111</p>	KC												
5.8	<p>Fund Transfer It was proposed by Cllr Redfearn, seconded by Cllr Addis and RESOLVED to approve the transfer of £504.86 from the NS&I Play Area Fund to Lloyds for the Chestnut Paling fencing at the Play Area.</p>	KC												

<p>5.9</p> <p>5.10</p> <p>5.11</p> <p>5.12</p> <p>5.13</p>	<p><u>KALC Councillors Annual Conference 2018</u> It was proposed by Cllr Brice, seconded by Cllr Young and RESOLVED to approve the attendance of Cllrs Addis and Redfearn to this conference at £144. LGA 1972 s175</p> <p><u>HMRC VAT Repayment</u> The receipt of £3726.58 from HMRC for last year's VAT repayment was noted.</p> <p><u>Dog Fouling all-weather stickers</u> It was RESOLVED not to purchase these.</p> <p><u>'School' warning thermoplastic road marking</u> It was RESOLVED not to order this type of warning sign as it is very expensive (c £1120) and durability cannot be guaranteed. However, it was agreed that signs warning of pedestrians crossing is still required.</p> <p><u>Bus Shelter at The Paddock</u> It was proposed by Cllr Graydon, seconded by Cllr Addis and RESOLVED to approve the Queensbury shelter quote and design for a new bus shelter. The clerk confirmed that all checks on land ownership and planning have been made and authorisation from DDC and Stagecoach to go ahead received. Following consultation with residents, the application to KCC for a match-fund grant will be made before 19 July 2018.</p>	<p>KC</p> <p>KC</p> <p>KC/RG</p>
<p>6</p>	<p>Correspondence Received (NB. This list includes correspondence received since the previous meeting which has not previously been circulated and/or included on the agenda)</p> <p>A.Cummings, DDC - Email response regarding the Sessions Book, Red Lion Wingham PCC; Rec. Club; Tennis Club; WVHall - Community grant thank you letters</p> <p>Lloyds CE Office - Confirmation email of receipt of our letter</p> <p>M.Conolly - email regarding village car parks</p> <p>Local Govt Boundary Commission England - Electoral Review of Dover</p> <p>Lloyds - Business Account info</p> <p>SLCC - Consent request to share information</p> <p>Kent Men of the Trees - Arbor Magazine Winter 2017</p> <p>Seafarers UK - Merchant Navy Day, 3rd September 2018</p> <p>Various other information emails previously circulated to Council members.</p>	<p>KC circulate</p>
<p>7</p> <p>7.1</p> <p>7.2</p>	<p>Reports</p> <p><u>District Cllr Bartlett DDC Annual Meeting:</u> Cllr Sue Chandler was re-elected as Chairman and Cllr David Hannent as Vice-Chairman. Parking: DDC are asking for views on the car parks in Wingham, Ash and Eastry. Deal Pier: There have been technical hitches with the restoration as the surface work has not been satisfactory and there was a gas leak. References have been taken up on prospective new tenants of the café which should be up and running by August. Homelessness: Three empty houses have been renovated and brought back into use as 9 units for homeless people waiting to be permanently accommodated. Kearsney: Recruitment for a Parks Development Officer is underway. Yoga is held every Tuesday for £8 per session. DDC was awarded £43,592 from Arts Council England to run an arts project in Kearsney Abbey and Russell Gardens. A key aim is to bring new audiences to the parks and to use the landscapes to engage people with arts and culture. The grant will fund a series of artist residencies and a park bench poetry and drawing project. The project will be delivered in partnership with Dover Arts Development (DAD). Westmarsh site: Temporary planning permission has been granted by the Inspector for three years. Roadside Litter: DDC has cleared over 15 tonnes of waste from the A2 and A20 and also cleared the A256 & A258 and other local roads in cooperation with KCC. Litter clearance costs DDC £900,000 per year. Flytipping: Working with the police, the DDC Enforcement team have successfully prosecuted a man from Ash for five offences in the area; he was sentenced to 10 weeks in jail, billed £386 for clean-up costs, with £115 surcharge and made to forfeit his vehicle.</p> <p>Cllr Graydon reported the state of the A2 road surface with weeds growing from the drains and a general lack of maintenance of the Highway. Cllr Bartlett agreed to refer this to Cllr Chandler (KCC Member). Cllr Curtis noted that the verge grass cutting in the village is sporadic with only parts done at a time. [Cllr Bartlett left the meeting at 9pm]</p> <p><u>Planning</u> Cllr Addis reported <u>no objections to:</u> 18/00381 (Listed Bldng & Cons. Area) The Chicken House, Hawarden Place, Canterbury Rd. Replacement of 4no. windows and 1no. single door and 1no. French doors on the ground floor SE elevation; 18/00521 (Listed Bldng & Cons. Area) Dambridge Farm Cottages, Staple Rd. Conversion and extension of outbuilding into 2no. residential dwellings. Internal and external alterations including: insertion of rooflights, new and replacement doors and windows,</p>	<p>TB</p> <p>TB</p>

	<p>partitions and staircases. Insertion of new first floor structure; 18/00432 (Listed Bldng & Cons. Area) 97a High St. Repoint chimney and overhaul roof to include insertion of insulation; and 18/00547 (Listed Bldng & Cons. Area) 113-114 High St. Installation steel beam beneath ridge to nos 113 and 114 including supporting post concealed within flank external wall no.113 due to instability structure following severe vehicle impact. There were no decisions to be ratified. <u>The following decision was received from DDC: 18/00131 & 18/00132 The Coach House, Dene Farm Lane. Erection of a front extension, replacement of 2no. rear doors and 1no. window with French doors (existing porch to be demolished). Both GRANTED. Notice from DDC of a planning appeal against refusal of a householder application (17/01454) for 13 Garden Cottages, Harris's Alley was noted.</u></p> <p>7.3 <u>Other reports</u> were received from Cllr Brice on the Village Hall; Cllr Redfearn on the Recreation Ground; Cllr Young on SID statistics and Speedwatch; and from the clerk on a meeting with Cllrs Addis & Young regarding GDPR.</p> <p>An email from the Recreation Ground Secretary and Chairman regarding grass cuttings left on the cricket outfield was noted and it was agreed to contact the contractor. It was also agreed the clerk will chase KCC for new SID equipment costs and that Cllr Young will write an article for the WCN regarding Speedwatch and support from volunteers. For GDPR, it was agreed that any Councillor who has not yet supplied the clerk with a new email address to be used solely for Parish Council work, must do so before the July meeting.</p>	<p>KC KC PY BC/RC/ CB</p>
<p>8 Items for Discussion</p> <p>8.1 <u>Community Housing and Self-Build</u> (<i>discussed directly after Item 4</i>) Rachel Collins, Community Housing Programme Manager for DDC, presented this new government financed (£500,000) initiative to bring forward Community housing developments. More information can be found on the DDC website: www.dover.gov.uk/housing/community-housing/community-housing.aspx</p> <p>A free conference is being held at The Discovery Park on 28 June 1.30-5pm open to all who are interested in delivering community-led housing in the Dover District. See "Keep Me Posted" (www.dover.gov.uk/keepmeposted) for weekly updates.</p> <p>8.2 <u>Councillor Vacancy</u> The vacancy remains unfilled as no applications were received.</p> <p>8.3 <u>Annual Parish Assembly 2019</u> Following notification from Ash PC that their APA has been arranged for Monday 15 April 2019, discussion followed on a suitable date to avoid clashing so that District/County Councillors may attend all local meetings. The clerk was asked to check hall availability on a different day of that week. If not possible, it was agreed to hold the APA on 15 April also.</p> <p>8.4 <u>Volunteer Policy</u> It was proposed by Cllr Young, seconded by Cllr Graydon and RESOLVED to approve the amended policy and new volunteer role outlines. Both will be shared with current and future volunteers.</p> <p>8.5 <u>Allotment Waiting List Procedure</u> It was RESOLVED to approve the clerk's suggested amendments to this procedure.</p> <p>8.6 <u>Annual Report</u> It was proposed by Cllr Addis, seconded by Cllr Brice and RESOLVED to approve the Annual Report for 2017-18.</p> <p>8.7 <u>Wingham Bridge</u> It was agreed to chase the KCC Highways officer for an update on actions taken regarding the road condition here.</p> <p>8.8 <u>Skye Court Access</u> It was agreed to chase Cllr Chandler on actions taken to follow this up on the Council's behalf and to note Councillors request to highlight the access area to make it safer for pedestrians and all users.</p> <p>8.9 <u>Wingham Post Office</u> Following discussion of an email received from the office of Craig Mackinlay MP and information received from the Wingham postmaster, it was agreed to arrange a meeting.</p> <p>8.10 <u>2018/19 Property Maintenance</u> This item was deferred.</p>	<p>KC KC KC KC KC KC KC KC/SC KC KC agenda</p>	
<p>9 Questions and Items of Information</p> <p>9.1 <u>High Street Crossing update</u> The clerk updated councillors on arrangements for work on the verges at this crossing due to be carried out this weekend and next week.</p> <p>9.2 <u>BT Issues with clerk phone line</u> The clerk noted issues with the Council phone line and broadband which have now been rectified. It was agreed that investigation into other packages would be made at the end of this year's contract.</p>		<p>KC</p>

9.3	<u>Recycling in Wingham</u> The clerk noted that following the Scout's presentation at this year's APA, they have asked the Council to write to DDC and KCC regarding their plastic recycling policy.	
9.4	<u>Village Sign Update</u> The clerk noted potential arrangements for the installation and unveiling of the new village sign later this year. A date is yet to be finalised.	KC
9.5	<u>Parking Poster update</u> The clerk noted receipt of four new A4 signs to be erected on footpaths where pavement parking is currently an issue.	KC/RG
9.6	<u>Damaged Street Furniture</u> Cllr Brice noted damage caused to street furniture on Goodnestone Road at the entrance of the new development on land adjacent to Sessions House. This is to be reported to KCC.	KC
10	Date of Next Meeting Monday 9 July 2017, 7.30 Miles Room, Wingham Village Hall	

There being no further business, the meeting closed at 22.05