

## PARISH COUNCIL MEETING

**Wednesday, 15 October 2025 at 1930hrs**

**Shepherdswell Village Hall**

### MINUTES

To receive reports from the County and District Councillors, Community Warden, Community Beat Officer & Shepherdswell Green Spaces Group. Public questions and comments on non-agenda items (this section will be limited to 15 minutes or otherwise at the discretion of the Chair)

The Chair took this opportunity to thank Nigel Baker, Chair of the Shepherdswell Green Spaces Group and all members of the group for their hard work in replacing the container at the recreation ground. Nigel then addressed the meeting - no meeting has been held this month, however the container was successfully installed in September with little or no impact on the ground considering the weight of the container. Hedging will be planted around the container this weekend which will conclude the project. There are two working groups going at the moment, one for the play area refurbishment and the other for the scout hub extension. Both of these groups will deliver their conclusions to the Parish Council in the new year.

A resident commented about planting taking place at Coldred Pond, who is paying for it? And should this be done before the recommendations from RoSPA are carried out.

#### **235/2025 IN ATTENDANCE & APOLOGIES FOR ABSENCE**

**Present:** Cllrs Mark Watson (Chair), Bradley Stauffer-Kruse (Vice Chair), Lyn Symes, Keith Roberts, Sue Taber, John Bulaitis, Marien Elgar, Terry Hunt, Sindy Denyer and Barry Crush

12 Members of the public

**Clerk:** Jan Rousell

**Apologies:** Cllrs Carole White & Aidan Softley

#### **236/2025 MINUTES OF THE MEETINGS HELD ON THE 17 SEPTEMBER 2025**

Minutes of the meeting held on 17 September 2025 were **AGREED** to be a true and accurate record  
**PROPOSED** by Cllr Hunt seconded by Cllr Roberts. **AGREED** with 1 abstentions

#### **237/2025 DECLARATIONS OF INTEREST**

None.

#### **238/2025 PUBLIC PARTICIPATION LIMITED TO ITEMS ON THE AGENDA – 15 minutes in total.**

A resident asked where the idea of a Public Participation Guidance Policy (item 239/2025) had come from, the Clerk advised that this is a policy followed by many Parish Councils.

Another resident made comments regarding the reserved matters application (under item 243/2025), the proposed builds are exceptionally close to her property. The Chair thanked both residents and advised that the working group, particularly Cllr Bulaitis, will be collating all feedback from residents and these will form part of the report to DDC Planning.

## **239/2025 PUBLIC PARTICIPATION GUIDANCE POLICY**

The Chair explained that Kent County Council, Dover District Council and many Parish Council all adopt these policies. Members discussed the policy and it was decided that the policy would be refined, circulated to both Councillors and residents for feedback and presented for approval at the November meeting.

## **240/2025 ANNUAL REVIEW OF DISPENSATIONS**

Cllr Denyer proposed that Council approve an amendment to Standing Order 13 to include a requirement for annual review and re-approval of all existing dispensations, seconded by Cllr Roberts. **AGREED with 1 abstention**

## **241/2025 PARISH CLERK'S REPORT**

The Clerk reported that she had contacted Dover District Council regarding Dog Poo signs at the recreation ground, these have now been erected.

DDC have also been contacted regarding a further bin at the recreation ground, they have been out and assessed and don't think another bin is necessary – the Council can still purchase one at a cost which would include an annual cost for emptying.

There have been issues with vehicles parking around the recreation ground, particularly when football matches are on. Sports teams have been contacted and the Clerk will continue to monitor this situation along with SGSG.

A resident has contacted the Council regarding the planter along Westcourt Lane, by The Grange. This one, along with several other in the village, has not been maintained. These planters were added to the village green spaces several years ago by a voluntary group which no longer exists. Clerk to reach out to residents via Facebook and the village magazine to see if any organisations/residents would like to take over the maintenance of one or some of these planters.

The VGA will be approaching the Council next month to ask for a contribution of £100 toward lighting the horse chestnut trees on the village green in Shepherdswell.

## **242/2025 FINANCE**

<b>243/2025 Balances as 10 September 2025</b>	<b>£</b>
Current A/C	1664.22
Business A/C	133111.02
<b>INCOME</b>	
K Wright – Rent (10/10/2025)	300.00
<b>EXPENDITURE TO RATIFY</b>	
Hugo Fox – Website (inv 17672)	23.99
Clerk's Wages (October)	1163.23
Service Charge	6.00
<b>EXPENDITURE TO APPROVE</b>	
Small Works Contractor (inv 335)	573.00
Clerk's Expenses	269.69
Harmers (inv 25783)	819.79
HMRC	336.08
	<b>1998.56</b>

242-01            **Cllr Roberts proposed that the schedule of payments be ACCEPTED, seconded by Cllr Elgar. All AGREED**

242-02            Cllr Watson proposed in principle that Council purchase a mobile phone for sole use of the Chair, costs to be sought for the November meeting.

## **243/2025      PLANNING COMMITTEE**

Ref: 25/01049

Location: Well End Cottage Coldred Road Shepherdswell CT15 7LF

Proposal: Fell one Ash the subject of Tree Preservation Order No 3 of 1972.

**Cllr Hunt proposed that this application be referred to the Tree Officer for professional assessment, seconded by Cllr Symes. All AGREED**

Ref: 25/01072

Location: 44 Eythorne Road Shepherdswell Dover CT15 7PG

Proposal: Reduce to create a pollard of around 7 metres in height of one Elm (T1) the subject of Tree Preservation Order No 9 of 1980.

**Cllr Hunt proposed that this application be referred to the Tree Officer for professional assessment, seconded by Cllr Symes. All AGREED**

Ref: 25/00908

Location: Land North East Of St Andrews Gardens Shepherdswell CT15 7LP

Proposal: Reserved matters application for the details of access, appearance, landscaping, layout and scale pursuant to outline application 22/01207 (Outline application for the erection of up to 39 dwellings) and discharge of conditions 6, 10 (in part), 11, 12, 13, 14, 15, 16, 17, 22, 23, 26, 27 and 29

**Cllr Bulaitis has circulated a report which will be combined with resident comments and added to the DDC Planning portal, seconded by Cllr Hunt. All AGREED**

Ref: 23/00235

Location: Land Adjacent To Mill House Mill Lane Shepherdswell CT15 7LR

Proposal: Erection of 10 dwellings with associated access, parking, landscaping and ancillary works

**Cllr Bulaitis has circulated a report which will be combined with resident comments and added to the DDC Planning portal, seconded by Cllr Hunt. All AGREED**

**The following applications have been decided by Dover District Council:**

Ref: 25/00832

Location: Whitehall Inn Stables, Shepherdswell, Dover CT15 7PB

Proposal: Erection of a gate

Permission Granted

Ref: 25/00809

Location: 4 Mill Lane, Shepherdswell, Kent

Proposal: Erection of dwelling with off road parking

Permission Refused

## **244/2025      WORKING GROUP REPORTS**

229-01            **Carbon Footprint Working Group** – no report

229-02            **Highway Improvement Plan Working Group** – no report

229-03            **Communications Working Group** – a proposal was to be bought regarding organising defib/first aid training for residents. Cllr Hunt reported that this is something the VGA are looking into. It was agreed that Cllr Hunt would liaise with the Communications Working Group regarding this.

## **245/2025 COMMUNITY**

### **245-01 Shepherdswell Village Hall**

Cllr Denyer addressed the meeting regarding problems being experienced by village hall users unable to park in the car park. The car park is a vital amenity for Village Hall users. Clear signage will help manage its use, reduce misuse, and support the smooth operation of community events and services.

Cllr Denyer proposed that signage is installed clearly stating that the car park is reserved primarily for users of the Village Hall facilities. Cllr Hunt agreed to work with Cllr Denyer to come up with some appropriate wording for the signs and report back to the next meeting.

### **245-02 Recreation Ground**

- i) Dog Waste – a report from Cllr Hunt has been circulated (available on the website) regarding the issue of dog waste. New signage is being installed and the dog warden will make regular visits. The Clerk has put an article into the village magazine and the situation will be monitored.
- ii) Cricket Square – a report from Cllr Crush has been circulated (available on the website). **Cllr Crush proposed that the square is returned back to the original size of 25 yards x 25 yards and fenced accordingly. This would accommodate 5 wickets for 10 home games plus the 2 wickets for the Junior cricket - with the proviso that consideration will be given in the future if the number of home games increases. This was seconded by Cllr Symes, AGREED with 1 against and 4 abstentions**

### **245-03 Reed Meadow**

Members have previously agreed to purchase a tree to commemorate the Coronation of His Majesty King Charles III. **Cllr Denyer presented the proposed location of the oak sapling tree, this location was seconded by Cllr Symes. Cllr Roberts suggested that advice is sought regarding the species of tree. AGREED with 3 abstentions**

### **245-04 Community Fete**

**Cllr Taber proposed that the Parish Council supports in principle the organisation of a community fete in Shepherdswell in 2026.** To approve the establishment of a Community Working Group tasked with:

- Assessing the feasibility of holding the event.
- Determining a suitable timeline for planning and delivery.
- Identifying the resources, support, and partnerships required to ensure its success.
- Invite expressions of interest from parishioners, local organisations such as SGSG, Scouts, Sports Clubs and stakeholders who wish to participate in the Working Group.

The Working Group will report back to the Parish Council with initial findings and recommendations by November 2025. **This was seconded by Cllr Denyer, AGREED with 3 abstentions.**

## **246/2025 DATE OF THE NEXT MEETING**

The next meeting will be held at 1900hrs on Wednesday 19 November 2025 at Shepherdswell Village Hall.