

DODDINGTON PARISH COUNCIL

Minutes for the meeting of Doddington Parish Council on Monday 8 June 2015

Present: Cllr Cuthbert (Chairman), Cllr Attwood (Vice Chairman), Cllr Coates, Cllr Haynes and Cllr Jones and Mrs Licence (Clerk).

Also present were SBCllr Prescott, Community Wardens Maurice Stewart and Dave Osborne and one member of the public.

1. Apologies

Apologies had been received from Cllr Duckworth, at a prior engagement: apology accepted
Apologies had also been accepted from KCllr Bowles, on holiday: apology noted.

2. Declarations of Interest

Cllr Cuthbert invited Members to declare any items of interest or lobbying on this agenda.
None were declared.

3. To Determine whether any items should be discussed in closed session

None were identified.

4. Vacancy on Parish Council for a Co-opted Councillor

Cllr Cuthbert advised that no valid applications had been received.
ACTION: Clerk to put notice in the Newsletter

5. Minutes of the Annual General Meeting and the Annual Parish Council Meeting held on 11 May 2015

Councillors considered the minutes of the Annual General Meeting and the Annual Parish Council Meeting held on 11 May 2015, the minutes were approved unanimously. Cllr Cuthbert signed the minutes as a true record of the meeting.

6. MATTERS ARISING

i. Land at Hope's Hill

Cllr Cuthbert told Members that it was doubtful that anyone was living at the site and suggested that this should only be put on the agenda if a resident reports on it.

7. REPORT FROM COMMUNITY WARDEN

Cllr Cuthbert welcomed Community Wardens Maurice Stewart and Dave Osborne to the meeting.

Mr Osborne reported to Councillors that there has been an incident of fly-tipping on the corner of Northdown and The Street which he has reported to Swale Borough Council for removal. A resident had reported to another Community Warden that she had received a cold caller claiming to be from the Armed Forces and was selling supplies ready for his return to civilian life. This was untrue as the man had already been discharged and the man became aggressive when the resident did not buy any of his products. The police have also been informed. Another resident had reported an abandoned car in Doddington, which subsequently disappeared, but Mr Osborne noticed a burnt out caravan in an entrance to a field and has contacted the Borough Council for removal. A Community Warden had assisted a foreign lorry driver who had become stuck in the village.

Mr Stewart thanked Members for inviting the Community Wardens to the meeting and he informed Councillors that there have been changes to the Community Warden Service following the recent consultation. There are now six supervisors, or team leaders, and Mr Stewart covers Canterbury and Swale. There are seventy Wardens in Kent with four covering Swale. Mr Stewart explained that the Community Warden Service has been operating for fourteen years. There is no dedicated Warden for Doddington but they will endeavour to come in when called. The Community Warden's role is as a facilitator to help direct people to the correct service. Community Wardens work closely with the emergency services, Borough Council and other strategic services.

8. PUBLIC QUESTION TIME

The meeting was adjourned for the Public Question Time.

1. A resident reported that rubbish was left at the site of the burnt out caravan, mentioned by the

Community Warden, and asked who is responsible for clearing it up.
Cllr Cuthbert explained the responsibility depended on exactly where the rubbish lies, if it is on private property then it is the responsibility of the landowner, if it is on the highway or path it is the responsibility of KCC or SBC.

2. A question was also asked of the work which had been done by Ladewood Road has been completed. Some of the potholes had been repaired but the rest had been left.
Cllr Cuthbert explained that the owner of the wood yard has addressed the drainage problem and KCC have yet to make good the road. The subject of drainage in that area will be reported later in the meeting.

9. REPORTS FROM COMMITTEES, MEETINGS & COURSES

i. KALC Swale Area Committee

Cllr Haynes and Cllr Jones had attended that KALC Swale Area Committee meeting on 1 June 2015.
Cllr Haynes reported that main focus had been on local Neighbourhood Planning which was not of particular interest to Doddington.
Cllr Jones reported that about forty defibrillators had been purchased at a discounted rate. Of the thirty seven parishes, seven had elections and two parishes were not quorate

ii. Councillor Induction

Cllr Coates reported that the session had been very useful and Clive Powell was very knowledgeable and had been an excellent facilitator.

10. DEFIBRILLATOR

Cllr Coates informed Councillors that the sign had been laminated and he has agreed with the hall manager where the sign will be sited. A training session has been organized with Scott Montgomery, the First Responder, for Tuesday 9 June and this has been advertised in the Newsletter, on the website and Facebook. Ten people have indicated their attendance and more are expected on the evening.

Cllr Cuthbert explained that Swale Lions would like some publicity following their donation and also publicity for Cllr Prescott who had also made a grant from his devolved budget.

ACTION: Clerk to invite a representative from Swale Lions and also Cllr Prescott for a formal presentation of the defibrillator.

Cllr Jones asked whether a light could be installed above the defibrillator there is no light at night.

Cllr Cuthbert said that the defibrillator does flash but this might need to be considered in the future.

11. PLANNING MATTERS

Application No: 15/504236/TCA

Southview, The Street Doddington ME9 0BH

Conservation area notification to reduce by 3ft overhanging branches of 2no. Yew

Councillors made no comment on the application

12. FINANCE

i. Cllrs Expenses

Cllr Coates submitted a receipt for £15.00 for laminating the defibrillator sign, AGREED. (Cheque no 1061)

Invoices for Payment

i. KALC- Councillor Induction Course

It was AGREED UNANIMOUSLY to pay the invoice of £25.00 (cheque no 1060)

13. ADMINISTRATION & SYSTEMS

i. Review of Standing Orders

Cllr Cuthbert explained that the Standing Orders had been revised to comply with recent legislation allowing members of the public to record meetings; permission of the Council is no longer required.

ii. Review of Financial Regulations

Cllr Cuthbert explained that there had been no significant amendments however the regulations say there will be a review of the appointment of the Internal Auditor every three years.

ACTION: Clerk to write to KALC to ask if it appropriate for DB to continue as IA

iii. Review of Code of Conduct

Cllr Cuthbert explained that there had been no significant amendments.

iv. Review of Risk Assessment

Cllr Jones asked why the risk to third party property on page 2 was considered high.

Cllr Haynes PROPOSED that Cllr Jones and Cllr Coates review the Risk Assessment and bring it back to the next meeting; SECONDED by Cllr Cuthbert: AGREED UNANIMOUSLY.

v. Clerk's Annual Review

Cllr Jones reported that he and Cllr Cuthbert met with the Clerk and discussed training and targets. The review year has started and there will be a formal review in March 2016.

vi. Drop Box

Cllr Coates had outlined the use of Dropbox and considered it could be a way of improving the business administration of the Council so that all documents would be put in a folder for Councillors to access rather than be sent out as and when they had been received

ACTION: Clerk to liaise with Swale Borough Council about possible Dropbox use.

14. SPEEDWATCH

Cllr Haynes reported that the Rural Police Force had been in Doddington with four volunteers to help with the problem of speeding in the village. The police had caught drivers speeding. The Community Wardens are also willing to support any Speedwatch initiative.

ACTION: Clerk to Contact Newnham Parish Council to find out what the current situation is regarding Speedwatch.

15. PLAYING FIELD

i. Cllr Duckworth's monthly report

Cllr Haynes reported that Cllr Duckworth has continued to monitor the Playing Field. The grass has been cut round the edge, there was no damage in the recent gales and the equipment is in good order. Two benches need to be sanded and painted and the tarmac needs to be sprayed.

Cllr Cuthbert thanked Cllr Duckworth for overseeing the Playing Field.

ii. Play Area Inspection

Cllr Cuthbert informed Members that Craigdene, who carried out last year's inspection, has quoted £95.00 + vat, a slight increase on last year which was £85.00. There is no extra charge for an accompanied inspection.

Cllr Cuthbert PROPOSED to accept the quotation from Craigdene; SECONDED by Cllr Haynes: AGREED UNANIMOUSLY.

ACTION: Clerk to liaise with Cllr Duckworth and confirm appointment.

16. HIGHWAYS

i. Highways Update and notification of further work required

Cllr Cuthbert informed Members that Katie Lewis, KCC Highways, has said that KCC have put together the drainage programme on the basis of risk, that is, they are ensuring that the drains on the roads that are either prone to flooding or are main roads are cleansed on a regular basis. The frequency may appear to be low but an annual cleansing regime is not uncommon. KCC has also retained some reactive resources so if there are roads in the parish that are flooding as a result of blocked drains they will be able to come out and clean them as required. A new process has been put in place so an email will be sent out before any routine gully cleansing takes place in the Parish.

Cllr Jones observed that one of the criteria for more frequent cleansing is that the road is prone to flooding.

Cllr Cuthbert explained that this area has flooded on quite a few occasions over the past few years.

ACTION: Clerk to contact Katie Lewis to express Parish Council's concern and copy in Cllr Bowles and Cllr Prescott.

Cllr Cuthbert informed members that the condition of the road between Hope's Hill and Seed Road has been reported to Highways who should be investigating soon.

17. CORRESPONDENCE

1. 25.05.15: email of thanks for donations to Doddington Church and Doddington in Bloom
2. 28.05.15 Came & Co: Insurance Renewal documents
3. 01.06.15 KALC: National Rural Crime Survey- this has also been sent to Susan Jackson (NHW Co-ordinator for circulation)
4. 02.06.15 KALC: PCC/Chief Constable/ SECAMB Events - 22 July and 23 September- Advance notice of two events to meet the Kent police and Crime Commissioner
5. 02.06.15 KCC: Highways, Transportation and Waste survey results.

18. AOB

No other matters were raised.

There being no further business the meeting closed at 9.05pm

Date of next Meeting:- Monday 13 July 2015 at 7.30pm