

ANNUAL PARISH COUNCIL MEETING

Wednesday, 21 May 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)

No County or District Councillors were present.

Nigel Baker, Chair of Shepherdswell Green Spaces Group briefly addressed the meeting. Minutes of their last meeting have been circulated and will be available on the Parish Council website. The group are hoping to have the replacement container at the recreation ground in place by September. The group next meet on 02 June 2025.

PUBLIC QUESTIONS

A resident asked about our District and County Councillors, the Clerk advised that DDC Councillors remain the same and Cllr Paul King from the Reform party has recently been elected to represent our area as a KCC Councillor. All DDC and KCC Councillors are invited to our meetings.

177/2025 ELECTION OF CHAIR OF THE PARISH COUNCIL

Cllr Hunt proposed that Cllr Mark Watson remains in the Chair for the forthcoming year, seconded by Cllr Symes. All AGREED

178/2025 ELECTION OF VICE-CHAIR OF THE PARISH COUNCIL

Cllr Roberts proposed that Cllr Stauffer-Kruse remain as Vice-Chair for the forthcoming year, seconded by Cllr Hunt.

Cllr Softley volunteered to stand for the position of Vice-Chair but no seconder came forward.

It was RESOLVED that Cllr Stauffer-Kruse be elected as Vice-Chair for the forthcoming year. All AGREED

179/2025 IN ATTENDANCE & APOLOGIES FOR ABSENCE

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

21 Members of the public

Clerk: Jan Rousell

Apologies: Cllrs Elgar & White

180/2025 MINUTES OF THE MEETINGS HELD ON THE 16 APRIL 2025

Minutes of the meeting held on 16 April 2025 were AGREED to be a true and accurate record proposed by Cllr Roberts seconded by Cllr Hunt. AGREED with 3 abstentions.

181/2025 DECLARATIONS OF INTEREST

Cllr Taber declared an OSI on agenda item 187-05.

182/2025 PUBLIC PARTICIPATION LIMITED TO ITEMS ON THE AGENDA – 15 minutes in total.

A resident raised concerns over the safety of the newly renovated pond in Coldred – agenda item 189-05b. The Chair commented that the fencing around the pond would remain until the measure to be discussed under this item has been completed and a report has been received.

Cllr Taber requested that agenda item 189-05 be brought forward so the item is discussed first under Community.

183/2025 TO REAFFIRM THE KENT CODE OF CONDUCT FOR MEMBERS

Cllr Hunt proposed that the Council reaffirm the code of conduct, seconded by Cllr Roberts. **All AGREED**

184/2025 COUNCILLORS RESPONSIBILITIES FOR 2025/26

Please note that the Chair and Vice Chair are ex-officio members of all Committees

- a) Finance Committee – Cllrs Hunt, Roberts, Elgar & Denyer Proposed
- b) Planning Committee – Cllrs Elgar, Hunt, Softley, Denyer, Symes & Roberts
- c) Personnel Committee – Cllrs White, Bulaitis, Denyer & Taber

Proposed by Cllr Roberts, seconded by Cllr Hunt. All AGREED

- d) Representatives

KALC (Dover Area)	Cllrs Watson & Taber
Village Hall	Cllr Elgar
Health & Safety Co-Ordinator	Cllr Softley
Footpaths & Trees	Cllrs Roberts, Elgar & Symes
Inspection of Council Properties	To be carried out by the H&S Co- Ordinator
Highways Improvement Plan	Cllrs Roberts, Taber, Symes & White
Communications Working Group	Cllr Symes & Taber
Carbon Footprint Working Group	Cllrs Stauffer-Kruse, Roberts Symes
Cemetery Working Group	Cllrs Crush, Symes & White
S101	Chair, Vice Chair, Chairs of Planning, Finance & Personnel Committees

Cllr Symes proposed that Reed Meadow and Meadow View working groups be disbanded, seconded by Cllr Denyer. AGREED with 6 Councillors in favour, 2 against and 2 abstentions

Cllr Roberts proposed that the above representation is accepted by Council, seconded by Cllr Hunt. All AGREED

- e) Planning Applications

Coxhill, Westcourt Lane, Westcourt Downs, The Terrace, The Grange, Carpenters Yard & Coxhill Road
Cllrs Denyer & Crush

Coldred Rd, Shepherdsweil Green, Church Hill, Moorland Road
Cllrs Taber & Softley

Mill Lane, Millfields, Moon Hill, Siberts Close, St Andrews Gardens

Cllrs Roberts & Denyer

Approach Road, Hill Avenue, Hazling Dane, Bernard Gardens & Meadow View

Cllrs Bulaitis & Watson

The Glen, Penfold Gardens, Station Road, Eythorne Road, Long Lane

Cllrs Hunt & White

Coldred, Upton Wood, Waldershare Park & Waldershare House

Cllrs Symes & Elgar

Lydden Race Circuit and other consultations not included above

Cllrs Elgar & Crush

The above representatives were proposed by Cllr Roberts, seconded by Cllr Denyer with All AGREED

185/2025 MEETING DATES FOR THE FORTHCOMING YEAR

Cllr Roberts proposed that the meeting dates for the forthcoming year be accepted, seconded by Cllr Stauffer-Kruse. All AGREED

186/2025 PARISH CLERK'S REPORT

A report has previously been circulated containing annual leave dates for the Clerk, Parish Surgery dates and responsible Councillor and informal meetings. The Clerk will be updating the online banking system so asks Councillors to ensure they activate their access to make sure payments can be authorised effectively. The Council computer is not compatible with the Windows update and so will be redundant in the Autumn. Council laptops should be received in the next week or so.

187/2025 FINANCE

187-01 Finance Committee Chair's Report

The Chair, Cllr Hunt, reported that the Finance Committee met on Monday 12 May 2025. The budget was reviewed along with the asset register. A further meeting is arranged for November.

187-02 To approve payments.

Balances as 12 May 2025	£
Current A/C	2351.76
Business A/C	161266.85
INCOME	
M Wright – Rent (06/05/2025)	260.00
Reed Meadow Allotment Association	624.00
EXPENDITURE TO RATIFY	
Hugo Fox – Website (inv 14138)	23.99
Clerk's Wages (May)	1124.62
NEST – Clerk Pension	60.23
Service Charge	6.00
The Laptop Station	775.00

EXPENDITURE TO APPROVE	
Small Works Contractor (inv 330)	545.00
Clerk's Expenses	210.09
Village Hall Fees	102.50
Harmers (inv 24967)	819.79
HMRC	155.34
Village Hall Committee	224.39
Besthost (Inv 26628)	33.75
SLCC - CiLCA Qualification Fee (inv QL206991-1)	450.00
Playdale (inv 60374)	993.13
	3533.99

Cllr Roberts proposed that the schedule of payments be accepted, seconded by Cllr Hunt. All AGREED

187-03 Insurance Renewal Quotes

Cllr Hunt recommended that the renewal quotes be accepted as a market appraisal was carried out last year and one of the policies was moved to a more cost effective provider. This year one of the policies has decreased in cost. **Cllr Denyer proposed that the quotes are accepted, seconded by Cllr Roberts. All AGREED**

187-04 Purchase of a Council Laptop

Cllr Hunt proposed that the Council purchase a 6th Council laptop for the use of Cllr Crush, seconded by Cllr Roberts. All AGREED

187-05 Reimbursement of money

Cllr Hunt proposed that the Council reimburse Cllr Taber the sum of £20 for water utility costs (for the watering of the saplings and turf at Reed Meadow), seconded by Cllr Roberts. AGREED with 1 abstention

188/2025 PLANNING COMMITTEE

Cllr Roberts reported following the Planning Meeting held this evening. Please see relevant minutes.

189/2025 COMMUNITY

189-05 Coldred (Note: This item was discussed first within this section at the request of Cllr Taber)

a **Cllr Roberts proposed that remedial works on the telephone box on Coldred village green are approved, seconded by Cllr Softley. All AGREED**

b **Cllr Hunt proposed that ROSPA are instructed to carry out a safety audit on Coldred pond and the Council commit to act on any findings that may arise, seconded by Cllr Denyer. All AGREED**

189-01 Shepherds Well Green Spaces Group

Cllr Denyer proposed that Council acknowledge the minutes of the SGSG meeting held on 28 April 2025, seconded by Cllr Softley. All AGREED

189-02 Village Hall

Cllr Hunt proposed that the Clerk obtain quotes to replace the tongue and groove wall covering in the small hall, seconded by Cllr Taber. All AGREED

189-03 Recreation Ground

Cllr Hunt proposed that Council arrange for the posts and chains roping off the cricket square to be ROSPA safety inspected, seconded by Cllr Taber. All AGREED

189-04 History Society

A report has been circulated and is available on the website. **Cllr Bulaitis proposed that the Council approve commemorating this soldier on the War Memorial on the Village Green, seconded by Cllr Roberts. All AGREED.** Detailed proposals on how this will be carried out to be put to a future Council meeting.

189-06 Meadow View

a **Cllr Denyer proposed that quotes are obtained for removing the ivy from affected trees in Meadow View, seconded by Cllr Crush. All AGREED**

b This item (perimeter fence of Meadow View) is to be added onto the agenda for the next meeting.

189-07 Footpaths, Recreation Ground & Meadow View Spring Report

The meeting acknowledged the report

190/2025 DATE OF THE NEXT MEETING

The next meeting will be held on Wednesday 18 June 2025 in Shepherdsweil Village Hall at 1930hrs.