

# DODDINGTON PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held at Doddington Village Hall on Monday 11 May 2015:

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

Also present were four members of the public

## 1. Apologies

Apologies had been received from SBCllr Prescott who was attending another meeting: apology noted.

## 2. Declaration of Acceptance of Office

The recent Parish Council Election had been uncontested with insufficient nominations to fill the required number of seats. All Councillors were therefore re-elected to stand for the next four years and one vacancy remains on the Council. Declarations of Acceptance of Office were signed by all Councillors and witnessed by the Clerk.

## 3. Election of Chairman

Cllr Attwood **PROPOSED** Cllr Cuthbert for the office of Chairman: **SECONDED** by Cllr Haynes. **AGREED UNANIMOUSLY**. Cllr Cuthbert was duly elected Chairman and signed the Declaration of Acceptance of Office.

## 4. Election of Vice Chairman

Cllr Haynes **PROPOSED** Cllr Attwood for the office of Vice Chairman: **SECONDED** by Cllr Cuthbert. **AGREED UNANIMOUSLY**. Cllr Attwood was duly elected Vice Chairman and signed the Declaration of Acceptance of Office.

## 5. To Appoint Representatives to External Bodies

### i. Representatives at KALC Swale Committee Meetings

Cllr Cuthbert **PROPOSED** Cllrs Haynes and Jones to be KALC Representatives for the Parish Council: **SECONDED** by Cllr Attwood: **AGREED UNANIMOUSLY**.

### ii. Councillors areas of Interest

The list of councillors leading on the following topics has been revised as follows:

<u>Planning</u>	Cllr Duckworth and Cllr Haynes
<u>Playing Field</u>	Cllr Duckworth and Cllr Cuthbert
<u>Finance</u>	Cllr Cuthbert, Cllr Attwood and Cllr Jones
<u>Highways</u>	Cllr Coates
<u>Defibrillator</u>	Cllr Coates

## 6. Declarations of Interest

None were declared

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

None were identified

## 8. Minutes of the Parish Council Meeting held on 13 April 2015

Councillors considered the minutes of the Parish Council Meeting held on 13 April 2015. Cllr Duckworth **PROPOSED** to accept the minutes as a true record of the meeting: **SECONDED** by Cllr Attwood. **AGREED UNANIMOUSLY**. The minutes were duly signed by Cllr Cuthbert.

## 9. MATTERS ARISING

### i. Land at Hope's Hill

Councillors reported that there was a caravan in the bottom right hand side of the field with a vehicle nearby, although there did not appear to be anyone living there.

Cllr Cuthbert suggested the situation should continue to be monitored.

### ii. Defibrillator

Cllr Coates said there was a large sign inside the box and suggested that this should be laminated and put on the wall.

Cllr Coates reported that Scott Montgomery, a First responder, has volunteered to run a training course.

*ACTION: Cllr Coates to liaise with the First Responder to arrange a training course and publicise it in the Newsletter.*

## 10. COMMUNITY WARDEN REPORT

Dave Osborne, the Community Warden, has visited the village in order to provide a visible presence and his phone number is in the Newsletter but nothing has been reported to him. Maurice Stewart, Community Warden Supervisor would like to come to the June meeting.

*ACTION: Clerk to invite the Community warden Supervisor to the June meeting.*

## 11. NEIGHBOURHOOD WATCH REPORT

Mrs Jackson, the Neighbourhood Watch Co-ordinator, informed Councillors there are people trying to gain access to houses by deception and there was the theft of a moped while the owner was in the allotments.

Cllr Cuthbert thanked Mrs Jackson for her report.

## 12. PUBLIC QUESTION TIME

*The meeting was adjourned for the Public Question Time*

i. A resident expressed concern about the land at Hope's Hill which has become an eyesore.

ii. The condition of the road between Hope's Hill and Seed Road was raised.

Cllr Jones informed the resident that it has been reported and is logged on KCC website.

*ACTION: Clerk to report matter to KC Highways*

iii. A resident reported that there is a large pothole outside Flintstones, the hole is quite deep and wide. A cyclist has hit the pot hole and fell off his bike; the wheel had buckled.

iv. It was reported that the Polling Station sign had been taken on Polling Day.

v. Concern was raised that the footpath from the allotments to Frangbury had not been marked.

Cllr Cuthbert said that the footpaths in the village were generally very well marked and this would be looked at.

vi. The Council was asked whether training for the defibrillator would be extended to residents. The forthcoming First Aid course on 26 May is oversubscribed.

Cllr Cuthbert said defibrillator training is being organised and Cllr Coates is liaising with the First Responder for this and details will be in the Newsletter. If needed, the defibrillator can be used by anyone and no special training is necessary as the defibrillator gives instructions. There is no danger of accidental shocks. The defibrillator is fully operational and should be used in an emergency. The key point is that people do not have to be trained to use it.

Cllr Haynes advised that if people are interested there are training videos on the internet.

## 13. PLANNING MATTERS

Application Reference: 15/503257/FULL

Proposal: Two storey side extension with front dormer

Location: Stuppington Cottages Norton Road Norton Kent ME9 0HB

Cllr Cuthbert advised that the property is on the boundary of Doddington.

Councillors considered the application and **AGREED** there were no objections to the proposal.

## 14. ADMINISTRATION AND SYSTEMS

### i. Parish Council Allowances

Cllr Cuthbert informed members that under HMRC rules the current rates for mileage is still 45p per mile. Cllr Cuthbert **PROPOSED** to keep the mileage allowance at 45p per mile, **SECONDED** by Cllr Coates. **AGREED UNANIMOUSLY.**

## 15. FINANCE

### i. Internal Audit Report from David Buckett

#### a. Year End Accounts 14/15

Cllr Cuthbert said that the Independent Internal Auditor recommended that the Standing Orders and Financial Regulations be reviewed and compared with the NALC Model Standing Orders and Financial Regulations.

*ACTION: Clerk to review Standing Orders and Financial regulations for next meeting.*

#### b. Annual Return, Notice: Exercise of Electors' Rights,

The Internal Audit Report was considered and it was **AGREED UNANIMOUSLY** for Cllr Cuthbert to sign the Annual Return

The notice has been posted on notice board and on website

### ii. Cllrs Expenses

There were none

### iii. Precept

Cllr Cuthbert informed members that £3,800, being the first instalment of the precept, has been received from Swale Borough Council.

### iv. Insurance

Cllr Cuthbert advised Councillors that the three year long term agreement had finished. Four quotations had been received and after careful consideration, Cllr Cuthbert **PROPOSED** to accept Aviva's quote from Came & Co, long term agreement, for £542.64 (cheque no 1055), being the best quote: **SECONDED** by Cllr Attwood. **AGREED UNANIMOUSLY.**

### Invoices for Payment

#### i. LCR Subscription Renewal

Cllr Cuthbert **PROPOSED** to renew the subscription to LCR £17.00 (cheque no 1053): **SECONDED** by Cllr Attwood. **AGREED UNANIMOUSLY.**

#### ii. Invoice from David Bucket for Internal Audit £111.70

Cllr Cuthbert **PROPOSED** to pay the invoice for the Internal Audit £111.70 (cheque no 1054): **SECONDED** by Cllr Attwood. **AGREED UNANIMOUSLY.**

#### iii. Defibrillator Installation.

Cllr Cuthbert **PROPOSED** to pay AKS Electrical (Kent) Ltd £186.30 (cheque no 1056): **SECONDED** by Cllr Attwood. **AGREED UNANIMOUSLY.**

#### iv. KALC Award trophy

Cllr Haynes had purchased the trophy for the KALC Award winner as agreed at the meeting in April 2015. Cllr Cuthbert **PROPOSED** to reimburse Cllr Haynes £130.00 (cheque no 1057): **SECONDED** by Cllr Attwood. **AGREED UNANIMOUSLY.**

### Request for Grant

Councillors were concerned that at this point in the financial year it would be difficult to give any donations. Cllr Cuthbert reminded Members that the Council had budgeted for the election which was uncontested so there was a small amount available.

#### i. To consider request from Doddington in Bloom for a grant

Councillors considered the request from Doddington in Bloom towards the planned extensive work to the flower bed at the Wychling end of the village.

Cllr Attwood **PROPOSED** to make a donation of £100.00 to Doddington in Bloom (cheque no 1058): **SECONDED** by Cllr Cuthbert. **AGREED UNANIMOUSLY.**

#### ii. To consider a request from Doddington Church for a grant

Councillors considered the request from Doddington Church for a grant towards the planned work on

the church tower

Cllr Attwood **PROPOSED** to make a donation of £600.00 to Doddington Church for work on repairing and restoring the tower (cheque no 1059): **SECONDED** by Cllr Cuthbert. **AGREED UNANIMOUSLY**.

## 16. PLAYING FIELD

i. Cllr Duckworth's monthly report

Cllr Duckworth informed Members that the Playing Field had been cut and the contractor had taken care to cut around the new turf. The new turf is taking well and the grass is growing. The play equipment is in good order. No branches had been brought down in the recent high winds. One of the benches needs sanding down and painting.

Cllr Cuthbert offered to help with work on the bench.

## 17. HIGHWAYS

i. Highways Update

Cllr Duckworth informed Councillors that gates were being installed at the wood yard.

Cllr Cuthbert said a request needs to be made to Highways requesting the rest of the work to be done.

*ACTION: Clerk to contact Highways to complete the work*

## 18. CORRESPONDENCE

1. KCC drain cleansing schedule: Faversham Road and The Street- every 12 months. Other road: targeted cleansing

Concern was expressed concerning the frequency of drain cleansing.

*ACTION: Clerk to challenge the frequency and to ascertain when drains were last cleaned*

2. Invitation to SECamb event Wed 27 May Ashford. No one was available to attend.

3. Pilot Local Warden Support Officer Scheme: KALC is working with Kent County Council and Kent Police on a Pilot Local Warden Support Officer Scheme. The Pilot Local Warden Support Officer (LWSO) Scheme is a voluntary role and is not intended to replace Community Wardens.

KALC is looking for up to 12 Pilots across Kent. There is no cost to those Parish/Town Councils who take part in the Pilot Scheme, as funding is being sought for the Pilots. If the Pilot Scheme is successful and the Scheme is rolled out in the next financial year, it is estimated that a Parish/Town Council who takes part in the Scheme would make a financial contribution of around £400 for the uniform and towards training costs.

The aim is to start the Pilot Scheme in September. However, in order to be in a position to start the Pilots then, Expressions of Interest from Parish and Town Councils will need to be sent to me by close of play on Wednesday 10 June.

Cllr Cuthbert reminded Members that the Community Warden Scheme was met with a low level of interest and proposed not to pursue this further. **AGREED UNANIMOUSLY**

4. PSCO Jo Jewiss is changing wards and is being replaced by Josh Carle.

*ACTION: Clerk to invite new PCSO to come to a meeting*

## 19. AOB – Information Items only

Cllr Duckworth informed Councillors that Scott Montgomery is willing to attend a Parish Council meeting to talk about his role as a First Responder.

*ACTION: Cllr Coates to invite Mr Montgomery to attend meeting and also to arrange defibrillator training.*

Cllr Coates asked whether correspondence could be put in a Drop Box

*ACTION: item for next agenda*

Cllr Coates told Members that the litter bin by the phone box is overflowing and asked how often is emptied.

Cllr Haynes reported that Broadband had been particularly bad in the village and people need to

complain to BT and request fibre optic.

*ACTION: Cllr Haynes to circulate email*

Cllr Haynes reported that the voltage in the Sunnyside and Dully Hill end of the village had been high. If anyone has had any equipment damaged by this they should claim from Network Utilities.

Cllr Cuthbert thanked Geoff Licence for helping with the refreshments after the KALC Community Award presentation.

There being no further business, the meeting closed at 9.20pm

**Date of next Meeting:- Monday 8 June 2015**

Signed as a true record of the proceedings:

.....Chairman

Date: 8 June 2015