

DODDINGTON PARISH COUNCIL

Minutes of the Parish Council Meeting held at Doddington Village Hall on
Monday 9 September 2019

Present: Cllr Kevin Attwood (Chairman), Cllr Steve Coates (Vice Chairman), Cllr Graham Cuthbert, Cllr Peter Duckworth, Cllr Kevin Fraser and Cllr Alison Shaw; and Mrs Wendy Licence (Clerk)

Also present were County Councillor Andrew Bowles, Ward Member David Simmons, Community Warden Dave Osborne and one member of the public.

<p>1. APOLOGIES Apologies had been received from Cllr Colin Jones (holiday); apologies accepted.</p>
<p>2. DECLARATIONS OF INTEREST Cllr Cuthbert declared a pecuniary interest in item 10. Planning Matters iv. Former Doddington Primary School as he owns land adjoining the school site.</p>
<p>3. TO DETERMINE WHETHER ANY ITEMS SHOULD BE DISCUSSED IN CLOSED SESSION No items were identified.</p>
<p>4. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 8 JULY 2019 The words “..regarding their Twitter feed ..” in item 19 of the minutes were deleted. It was AGREED UNANIMOUSLY to accept the minutes, as amended, as a true record of the meeting. Cllr Attwood duly signed the minutes of the meeting.</p>
<p>5. MATTERS ARISING There were none.</p>
<p>6. COMMUNITY WARDEN REPORT Mr Osborne had submitted details of current scams and reported that there were no issues in Doddington. The Rural Police Team have reported an increase in rural crime across the county. Any suspicious activity should always be reported. Cllr Attwood thanked Mr Osborne for attending and for his report.</p>
<p>7. NEIGHBOURHOOD WATCH REPORT Mrs Jackson, the Neighbourhood Watch Coordinator was unable to attend and had informed the Council that nothing untoward had been reported to her in July or August. Cllr Attwood thanked Mrs Jackson for her report and work as Neighbourhood Watch Coordinator.</p>
<p>8. PUBLIC QUESTION TIME No matters were raised.</p>
<p>9. WAR MEMORIAL Cllr Attwood informed Members that work has started to update the names on the War memorial and that he had sorted out a water supply for the stone mason. <i>ACTION: Clerk to ask the stone mason to complete the work by Armistice Sunday.</i></p>

Cllr Attwood said the Poppy Appeal coordinator has asked if the Parish Council will be laying a wreath again at the War Memorial this year and whether it will be an annual event. Councillors agreed that they would lay a wreath at the memorial and that it will be annual act of remembrance by the Council.

Councillors **AGREED UNANIMOUSLY** to make a donation of £35 to the Royal British Legion Poppy Appeal for the poppy wreath.

10. PLANNING MATTERS

Cllr Duckworth asked whether the Council needs to comment on the survey on Area Committees by Swale Borough Council and what would be the benefit of three Area Committees.

SBCllr Simmons said the Area Committees would not be dealing with planning matters as this is dealt with by the Planning Committee. The idea is to improve engagement with rural areas, Doddington is part of the East Downs Ward and would be part of Faversham. It has not been agreed as to the frequency of the meetings and Parish Councils will need to attend for there to be any benefit.

KCCllr Bowles said there had previously been Area Committees in Swale but attendance fell and the meetings were stopped.

Cllr Attwood said attendance will depend if people see value in the meetings.

KCCllr Bowles said the Area Committees will need a budget if they are to have any relevance. There could be conflict between areas which could give confusion to outside stakeholders and businesses. Planning matters need to be dealt with by a Planning Committee with trained Councillors to fulfil the authority's quasi-judicial function.

Cllr Attwood said if the Parish Council responds it needs to consider whether there should be three or four Area Committees, historically there were three committees as there are three areas of the borough.

Cllr Cuthbert said there should be more of a rural voice if split geographically.

Cllr Attwood said that this is what Sittingbourne Rural would achieve. It would go back to the previous arrangement and it would have to have relevance to be of real value. The Rural Engagement Forum often had the same issues raised.

Councillors agreed that there should be four area committees, one being rural.

ACTION: Clerk to respond.

i. Ref: 19/503246/TPOA

Address: Eynesbury The Street Doddington ME9 0BH

Proposal: TPO application to crown reduce spread of one Copper Beech from 8m to up to 4m, and crown lift to 6m on roadside canopy only. To also clear BT cables to properties.

Councillors considered the application and had no objections to the proposal as it is important for the work to be done.

ii. Ref: 19/504116/TCA

Address 1 Yew Tree Cottages The Street Doddington Sittingbourne Kent ME9 0BH

Proposal: Conservation area notification of 1 x Yew T1 (approx 15m tall) - Crown lift to 2.5m, Prune to 1.5m clearance from corner of house, remove dead stem/branches, Crown reduce by approx 2m.

Councillors considered the application and agreed to support the proposal.

iii. Ref: 18/504562/FULL Address: Ellens Court Lady Margaret Manor Road Doddington

Cllr Attwood informed Members that the officer is still waiting for further information to be submitted before presenting the application to Committee. There needs to be a site meeting for the Committee to appreciate the narrow lanes; the site is in the Area of Outstanding Natural Beauty; and that it is a bulk development in a sensitive area. The Parish Council challenged the Highways report.

iv. Former Doddington Primary School

Cllr Attwood said there had been a request from the owner for a private meeting with the Parish Council to show Councillors the proposals but this was refused as Councillors felt it was inappropriate. The Council has suggested the owners hold a public meeting for all residents to attend but this was declined prior to an application being submitted.

SBCllr Simmons said the school signs are still outside the school.

Cllr Fraser said Councillors have reviewed the signs in the village and a recommendation has been made as to which should be removed and the matter was left with KCC as highways authority.

v. Any other planning matter received by 9 September 2019

Ref: 19/502087/FULL Address: The Old Forge Cottage The Street Doddington ME9 0BG

Cllr Attwood informed Members that the application has been refused.

The Retreat

Cllr Attwood reported to Councillors that there is ongoing action by Swale Borough Council Enforcement Officers.

11. FINANCE

i. Councillors Expenses

It was agreed to pay KD Attwood & Partners £17.52 for Land Registry search and War Memorial expenses (cheque no 1188).

ii. Invoices for Payment

- a. It was agreed to pay Four Jays £176.40 for the summer portaloo hire (cheque no 1189)
 - b. It was agreed to pay Newington Parish Council £33.66 being a share of SLCC subscription (cheque no1192)
 - c. It was agreed to pay Commercial Services £123.77 being second quarter playing field maintenance (cheque no 1190)
 - d. It was agreed to pay the Kent County Playing Fields Association subscription of £20.00 (cheque no 1191)
 - e. Any invoice for approval received by 9 September 2019
- It was agreed to pay Mr N Swatland £200 for the first half of playing field maintenance (cheque no 1193)

ACTION: Clerk to obtain bank mandate form.

iii. Review of Financial Regulations

Cllr Attwood said the Finance Regulations have been revised using the NALC template. It was agreed to adopt the revised Finance Regulations.

Cllr Attwood reported the Parish Council has received £1,000 from the Heritage Grant Fund towards work on the War Memorial.

Cllr Attwood thanked the Clerk for obtaining the grant.

12. DEFIBRILATOR

Cllr Coates said there was nothing to report.

13. SPEED WATCH

Cllr Fraser informed Councillors that there have been regular Speed Watch sessions and that the team has a new member. The Speed Watch Annual General Meeting was cancelled due to lack of acceptances, the meeting is usually held in the Spring but was deferred due to Brexit and Operation Brock.

Cllr Attwood thanked Cllr Fraser for his report.

14. PLAYING FIELD

i. Cllr Duckworth's monthly report

Cllr Duckworth said there have been nine cuts of the playing field by Landscape Services and the local contractor is maintaining the periphery.

Cllr Attwood thanked Cllr Duckworth for his report.

ii. To consider quotation for play area inspection

Cllr Attwood informed Councillors the normal inspector is off sick at present and has recommended another company.

ACTION: Clerk to ascertain when the inspector will be back at work.

iii. To consider quotation for an arboricultural report

Cllr Attwood said the last arboricultural survey was in 2016.

Councillors **AGREED UNANIMOUSLY** to accept the quotation from Lushland for £365.

ACTION 1: Clerk to inform Cllr Duckworth and Cllr Fraser the date and time of the survey.

ACTION 2: Clerk to check if she has a map of the playing field.

15. HIGHWAYS

Cllr Cuthbert said he and Cllr Fraser had met with Earl Bourner, KCC Highways Drainage Asset Manager, regarding the drains. Mr Bourner found a drain that the Parish Council was not aware of.

Cllr Fraser said the vegetation and gully pots have been cleared but the next time it rained the gullies were ineffective. The connecting pipes between the gullies need to be cleaned.

ACTION Cllr Cuthbert to contact Mr Bourner and copy Alan Blackburn, KCC Highways, Swale District Manager.

Cllr Attwood said the debris on various roads has been reported and is being investigated.

Cllr Attwood said the road closure on A20 junction was for surface dressing

Cllr Coates said he had been concerned about highways maintenance issues and when asked for better engagement with KCC Highways they have sent details of a Parish Highways Improvement Plan. The Council is not seeking Highways Improvement but wants to engage with any maintenance work.

ACTION: Clerk to ask Jamie Watson, KCC Highways, for engagement on maintenance issues.

KCCllr Bowles said all roads are surveyed monthly with radar mapping the state of the roads.

16. CORRESPONDENCE

1. 16.07.19- KCCllr Bowles's newsletter
2. 22.07.19- KALC: SAC AGM minutes and Planning training powerpoint
3. 30.07.19- SBC: Swale Landscape Sensitivity Assessment
4. 30.07.19- resident email concerning events at the village hall
5. 05.08.19- Owner request for meeting to discuss the development of the old school site
6. 07.08.19- KALC Flyer: Annual Finance Conference on 12th October and Transport Conference on 26th October
7. 12.08.19- Kent Police & Crime Commissioner: newsletter and Annual Policing Survey
8. 12.08.19- KCC Streetworks: Urgent Road Closure - Old Lenham Road, Doddington - 12 August
9. 13.08.19- NALC: election survey
10. 14.08.19- Citizens Advice Swale: invitation to Annual General Meeting 2019
11. 14.08.19- KCC Streetworks: Urgent Road Closure - The Street, Doddington - 14 August 2019
12. 15.08.19- Kent Police: Rural Task Force CRAG report

13. 15.08.19- Swale Borough Council: invitation to Swale Green Grid forum
14. 17.08.19- Resident email concerning kerbstone not being replaced. Reported to KCC and resolved
15. 19.08.19- KALC: Newsletter
16. 05.09.19- KCC Highways: Forward works programme
17. 05.09.19- KALC: IT Update on Parish Websites and GDPR Issues
18. 05.08.19- Swale CAB donation acknowledgement
19. 05.09.19- Swale- Led Community Housing flyer
20. 05.09.19- NALC Policy Consultation E-Briefing– 5G Mobile Coverage In Rural Areas

Cllr Coates said that the Parish Council has taken its responsibilities seriously regarding GDPR and has had to consider why and what information it holds. In the event of a Subject Access Request the ICO could access all Councillors private emails albeit this is a very remote scenario. The Parish Council has dealt with matters on private emails, the Council could move to .gov.uk email addresses but there is a cost which is possibly not good value for money. Councillors could move to Council specific emails through Hotmail or other provider which would have no cost. Joint email addresses need to be avoided as technically someone else could have access to Parish Council business and this needs to be remedied. The Council needs to consider changing to enable it to be easier to search for Parish Council matters and also to look more professional. Another issue is multiple devices and this needs to be disciplined. The Parish Council's response needs to be proportionate.

ACTION: Clerk to circulate suggested email addresses.

Cllr Attwood thanked Cllr Coates for his work on IT and GDPR issues.

17. ANY OTHER BUSINESS

Cllr Fraser said the burger van and trailer parked at Northdown has been queried by residents.

ACTION: Clerk to ask Optivo if commercial vehicles are permitted to park on its land.

Cllr Fraser said residents had asked if the road sweeper could clean the village as there is straw blocking the drains.

ACTION: Clerk to request the roads be swept.

Date of next Meeting:- Monday 14 October 2019

There being no further business the meeting finished at 9pm

Signed as a true record of the meeting:

Chairman

Date: 14 October 2019