

# DODDINGTON PARISH COUNCIL

## Minutes for the meeting of Doddington Parish Council on Monday 13 July 2015

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

Also present were SBCllr Prescott, four members of Swale Lions Club and one member of the public.

### **1 Apologies**

All Councillors were present

### **2 Declarations of Interest**

Cllr Cuthbert declared an interest as an adjoining landowner in agenda item 11. ii. Application no: 15/503621/FULL Address: 2 Forstal Cottages Chequers Hill Doddington Kent ME9 0BN and signed the Declaration of Members' Interest book.

### **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 informed Members that no applications had been received.

### **5. Minutes of the Parish Council Meeting held on 8 June 2015**

Councillors considered the minutes of the Parish Council Meeting held on 8 June 2015, the minutes were approved unanimously. Cllr Cuthbert signed the minutes as a true record of the meeting.

### **6. MATTERS ARISING**

#### **Dropbox**

Cllr Cuthbert thanked Cllr Prescott for seeking advice from SBC about the use of Dropbox, there is no problem with the Parish Council using Dropbox. All documents for the July meeting were put into Dropbox. Cllr Cuthbert explained that there have been a few teething problems which hopefully will be resolved as the Council becomes more confident with the system.

Cllr Duckworth questioned the benefit to the Council and the Parish in using Dropbox.

Cllr Coates explained that Dropbox can be an aid to the Clerk to manage meetings and also assist Councillors as all documents for the meeting would be easily accessible in one folder.

Cllr Duckworth requested that the clerk continued to attach each item to the email of notification so he could access it.

Cllr Cuthbert adjourned the meeting to welcome Ann Hughes (Swale Lions President), David Hughes (Vice president), Andrea Gillingham (Secretary) and Sharon Day (Chair of Projects Committee). Cllr Cuthbert, on behalf of the Parish Council and Doddington Parish, thanked Swale Lions and Cllr Prescott for their generous contributions to the Defibrillator Appeal Fund. Cllr Cuthbert explained the defibrillator has been installed and the Parish Council arranged a training session although no formal training is actually required to use the defibrillator. Photographs were taken for use by Swale Lions and the Parish council.

### **7. REPORT FROM COMMUNITY WARDEN**

Cllr Cuthbert informed Members that Dave Osborne was unable to attend the meeting but has indicated that he has not received any reports or requests from the residents of Doddington and has sent a copy of the latest KCC Trading Standards alert details of which have been put on the Parish Council website.

Another Community Warden was in the Doddington area on the 2<sup>nd</sup> July 2105 for Op Nonnigan, which is a joint operation with Kent Police and Partner Agencies combating rural

crime. The Community Warden talked to some residents and distributed some crime prevention leaflets.

#### **8. NEIGHBOURHOOD WATCH REPORT**

Cllr Cuthbert read out a written report from Mrs Jackson. There was very little to report except a 4x4 was reported to be stolen from Northdown in mid June and someone has been arrested for an April crime at Vigo Farm in Lynsted. Cllr Cuthbert thanked Mrs Jackson for her report and her work as Neighbourhood Watch Co-ordinator.

#### **9. PUBLIC QUESTION TIME**

The meeting was adjourned for the Public Question Time.

Q1- The Parish Council was asked who is responsible for the grass outside of the playing field railings as it is becoming overgrown.

Cllr Cuthbert explained it is the Parish Council's responsibility.

*ACTION: Cllr Duckworth to investigate and contact the contractor if necessary.*

#### **10. DEFIBRILLATOR**

Cllr Coates reported that the training session had been successful and the sign had been put up. There had been a problem due to a loose fuse screw and the defibrillator will continue to be monitored.

*ACTION 1: Cllr Cuthbert to liaise with the Village Hall Committee to place a flagstone under the defibrillator for ease of access.*

*ACTION 2: An article to be put in the Newsletter periodically to remind residents about the defibrillator.*

#### **11. PLANNING MATTERS**

i. Application no: 15/504457/PNQCLA

Address: Orchard Barn Chequers Hill Doddington Kent ME9 0JW

Proposal: Prior notification for the change of use of an agricultural building to a dwelling house.

Cllr Jones explained that there had been a change to the plan as it has exceeded the original curtilage.

Change noted.

ii. Application no: 15/503621/FULL

Address: 2 Forstal Cottages Chequers Hill Doddington Kent ME9 0BN

Proposal: Two storey extension to front and single storey extension to side and rear of main house. New earth sheltered two bedroom annexe within curtilage of main house.

Cllr Attwood took the Chair due to Cllr Cuthbert's declaration of interest.

Councillors had considered the plans and agreed the annex was really a separate self contained building

Cllr Attwood PROPOSED the Parish Council object to the planning application as the annex is a separate dwelling and therefore should be a separate application; SECONDED by Cllr Duckworth: AGREED UNANIMOUSLY.

Cllr Cuthbert took no part in the debate or voting.

ii. Any other planning matters received by 13 July 2015

No other planning matters had been received.

Councillors expressed concern that sometimes the Parish Council raises concerns about a planning application and the issues raised do not seem to have been considered by SBC Planning Committee. When an application for two four-bedroom houses in Chequers Hill was made, the applicants said it was for family members but after planning permission was granted, it was actually sold on. On another occasion, the Parish Council expressed concern about the redevelopment of the Foam Factory, in particular the number of proposed dwellings, and was told that it would not be viable if less houses were built; again the site has been sold on to another developer. Concerns had also been raised on this application about the number of parking spaces as at times parking for The Chequers overflowed into the road

and this raised safety concerns.

*ACTION: Clerk to write to James Freeman, Head of Planning to express concern.*

## **12. FINANCE**

### **i. Councillors Expenses**

There were none.

### **ii. Clerk's salary and expenses- April- June 2015**

The Clerk's Salary and expenses claim were considered.

Cllr Cuthbert PROPOSED to pay the Clerk the quarterly salary of £594.00 (cheque no 1062) and quarterly expenses of £53.40 (cheque no 1063); SECONDED by Cllr Duckworth. AGREED UNANIMOUSLY

### **Invoices for Payment**

#### **i. Craigdene- Play Area Inspection**

Cllr Cuthbert PROPOSED to pay the invoice of £114.00 (£95 + £19 vat) (cheque no 1064); SECONDED by Cllr Attwood: AGREED UNANIMOUSLY.

#### **ii. Any other invoice for approval received by 13 July 2015**

There were no other invoices for approval.

## **13. ADMINISTRATION & SYSTEMS**

### **i. Review of Financial Regulations**

Cllr Cuthbert informed Members that KALC has advised that there is no reason why the Parish Council cannot continue with the current Independent Internal Auditor. It was AGREED UNANIMOUSLY to accept the Financial Regulations and continue with current Independent Internal Auditor.

### **ii. Review of Risk Assessment**

Cllr Jones explained that he and Cllr Coates had taken all the different risks and updated them, the probability and impact were added to the risk band and each was reviewed in that context. The controls in place reduce risks.

Cllr Cuthbert thanked Cllr Jones and Cllr Coates for their review of the Risk Assessment.

Cllr Cuthbert PROPOSED to accept the revised Risk Assessment; SECONDED by Cllr Attwood: AGREED UNANIMOUSLY.

*ACTION: Risk Assessment to be reviewed every two years.*

## **14. SPEEDWATCH**

Cllr Cuthbert informed Councillors that Newnham Parish Council has a Speedwatch kit which Doddington Parish Council can borrow. Volunteers have to undertake a training session and a session with NPC could be arranged to make it worthwhile. Sue Gunner is the Speedwatch co-ordinator and has all the necessary contacts to arrange it. The Community Wardens have also indicated that they are willing to help.

Councillors expressed concern that speeding is apparent in some parts of the village.

*ACTION: Cllr Coates to contact Kent Police to progress enforcement of speed limit.*

## **15. PLAYING FIELD**

i. Cllr Duckworth reported that the net on the goal mouth is looking tatty and will need replacing next year. The tarmac area has been treated. Brambles are becoming overgrown at the top of the playing field and a bench still needs to be sanded down.

*ACTION: Cllr Cuthbert and Cllr Duckworth to attend to the brambles and sand the bench.*

### **ii. Play Area Inspection**

Cllr Duckworth informed Councillors that the Play Area inspection had not uncovered any significant problem. The report suggested extra signage stating the equipment was for children under 10 years old and also a sign stating the name of the owner and contact details. Attention was drawn to bird fouling on some equipment and animal fouling on a picnic table, regular cleaning is recommended.

*ACTION: Cllr Cuthbert to ascertain cost of signage.*

## **16. HIGHWAYS**

### **i. Highways Update**

Drainage cleansing has been booked for August and Katie Lewis (KCC) is liaising with colleagues for information regarding the resurfacing work and also the completion of the drainage works on the Ringlestone Road at the junction with Lade Wood Hill.

Cllr Cuthbert said this needs to be monitored and information circulated.

Cllr Cuthbert has been contacted by several residents concerned that there has been no verge mowing this year.

*ACTION: Clerk to contact KCC Highways and report.*

## **17. CORRESPONDENCE**

### **1. 16.06.15: Victim Support- request for donation**

Councillors gave consideration to the request but declined on this occasion.

### **2. 22.06.15 PCC & SEcamb event agenda 22.07.15-**

### **3. 22.06.15: SBC- Gypsy & Traveller Call for Sites**

### **4. 22.06.15: KALC SAC minutes**

### **5. 23.06.15 KALC- Councillors Conference 24.07.15**

### **6. 29.06.15: Swale Rural Forum agenda request – request for agenda items.**

### **7. 29.06.15: SBC Local Plan part 1 examination**

### **8. 01.07.15: Inside track**

### **9. 02.07.15 email from KM Correspondent that she is resigning**

*ACTION: Cllr Cuthbert to ask resident.*

### **10. 02.07.15: SBC election survey**

### **11. 06.07.15: KALC Parish News**

## **18. AOB**

### **1. Cllr Haynes informed Councillors that the old school site has been sold.**

### **2. Cllr Duckworth asked whether the toilet has been ordered for the Fun Day**

The Clerk confirmed it has.

### **3. Cllr Attwood reported that buddleia was growing tall in the traffic calming near the bottom of Chequers Hill and foliage is obscuring the reflective sign.**

*ACTION: Cllr Cuthbert to contact Doddington in Bloom.*

**Date of next Meeting:- Monday 14 September 2015 at 7.30pm**

There being no further business, the meeting closed at 9.08pm

Signed as a true record of the proceedings:

.....Chairman

Date: 14 September 2015