

**(Before commencement of the meeting, there will be an opportunity for the public to ask questions – this will commence at 6.45 p.m. for 15 minutes).**

**THE PARISH COUNCIL OF ST MARGARETS-AT-CLIFFE**

The Annual Meeting of the above Parish Council is convened for MONDAY 10<sup>TH</sup> OCTOBER 2016 in the Channel Room, St Margaret's Hall, Reach Road at 7.00 p.m.

**AGENDA**

1. Confirmation of the Minutes of the Parish Council meeting held on 12<sup>th</sup> September 2016.
2. Declarations of interest.
3. Councillor vacancy – co-option.
4. Clerk's report, including matters arising from previous meeting.
5. Planning – to ratify decisions made since last meeting and to consider any planning applications received prior to the meeting.
- 6 Finance and Accounts, to include :
- 7 Correspondence received.
8. Reports from Councillors/Advisers, to include:-
- 9 Village Maintenance and Matters affecting the Parish, to include:-
  - Consideration of further waste/dog bins – potential locations/cost.
  - Playing Field inspection.
  - Mowing machine repair – update.
10. Matters arising not already covered.

Monday 3<sup>rd</sup> October 2016

Jane Cook  
Clerk to the Parish Council

## **PLANNING**

To ratify the following delegated decision:-

DOV/16/01039      Raise roof line incorporating gable ends, erection of front and rear dormer roof extensions, a rear balcony and insertion of rooflight to front roofslope –  
The Penthouse, 34 Salisbury Road      *No objections*

### **New Applications**

**THE PARISH COUNCIL OF ST MARGARETS-AT-CLIFFE**

Minutes of the Ordinary Monthly Meeting of the above Parish Council held on Monday 12<sup>th</sup> September 2016 at St Margarets Hall, Reach Road at 7.00 p.m.

Present: Cllrs B Paul, R Simcox, E Cooke, C Smith, A Fielding and new Councillor G Macgregor). Apologies received from Cllr P Evans (work commitment) and J Harris (holiday). County Cllr S Manion and District Cllr Keith Morris also in attendance.

Following issues raised during Public Question Time:-

Mr Peter Wells asked if the PC was aware of the high speed of traffic using the South Foreland Valley roads, possibly en route to the Lighthouse.

Mr Terry Claringbould asked the current position re the Glebe Field – Chair confirmed that the Bay Trust had submitted a planning application for development of this site to Dover District Council – this is currently going through verification process.

Mr Chris Little asked if PC could write a letter of thanks to Mr Hickson for his kind offer to house the planned equipment container on his land. Clerk will deal.

1. The minutes for the meeting of 11 <sup>th</sup> Jul7 2016, having been circulated, were declared as a true record and duly signed.	
2. Declarations of interest – none declared on agenda items.	
3. <b><u>Councillor Vacancies</u></b> – It was unanimously agreed that Mr Gregor Macgregor be co-opted to the Parish Council. He was provided with a disclosure of pecuniary interests form to complete and return.	Clerk to follow up
4. <b><u>Council Website</u></b> – Cllr Smith provided demonstration of new Parish Council website. Amongst other things, this provides direct links to various other authorities and organisations and reporting portals for Highway fault reports, etc. Cllr Smith expressed thanks to Mr Bob Wainwright for providing many of the photographs used and to Christine Waterman for the historical content. Cllr Smith was thanked by Chair and Councillors. Suggested that Clerk office hours are placed on site.	
5. <b><u>Clerk Report</u></b> <ul style="list-style-type: none"> <li>• £200 Members Grant through Cllr Steve Manion now received – IT WAS RESOLVED that Clerk contact the local “boat flower” group to provide a cheque to provide funding to the floral tributes to the Queen earlier in the summer.</li> <li>• Clerk advised that no contact made with Jon Barker at the Lighthouse re the Valley as nothing heard from Kirk Alexander?</li> <li>• Ian Miller has just provided Registrar/Burial books – Clerk will copy.</li> <li>• Concerned re lack of response on Annual Return – nothing heard despite scanning copy of Annual Return which they claimed had been lost. (LLP Littlejohn).</li> <li>• Have ordered wreath for Remembrance Service at St Margaret’s Church which Chair will attend.</li> </ul>	<p>Clerk to deal</p> <p>Clerk to deal</p> <p>Clerk to monitor</p> <p>Clerk to deal with invoice</p>

<ul style="list-style-type: none"> <li>• £200 Members Grant through Steve Manion now received – Clerk to contact volunteer boat planting group to provide cheque for £200 as agreed.</li> <li>• Letter yet to be sent to Jon Barker as Lighthouse as contact still awaited with Kirk Alexander? Also no reply re the £5,000 agreed from the PC for this financial year. Clerk was asked to contact Mr Alexander and invite him to meet with Councillors.</li> <li>• Ian Miller has provided Registrar/Burial books – Clerk to copy as time permits.</li> <li>• Clerk advised on lack of response on Annual Return – nothing heard despite scanning copy of Annual Return which auditors claimed had been lost. (LLP Littlejohn).</li> <li>• Have ordered wreath for Remembrance Service at St Margaret’s Church which Chair will attend on behalf of PC.</li> <li>• Japanese knotweed at Chapel Lane Pond has been treated – small invoice for herbicide at £9.52 paid by Clerk – to be reimbursed.</li> <li>• Photos provided to Bags of Help for grant update.</li> <li>• Met with tree surgeon re King George field – quote under Finance.</li> <li>• Alexander Pavilion guttering/fascia completed – cheque under Finance.</li> <li>• Leak in gents toilet at Alexander Pavilion – Cllr Fielding had arranged for plumber and this should be done in next two weeks.</li> <li>• Nothing heard from Cricket/Football Clubs re mowing – contractors may have reverted to old style machine.</li> <li>• Re tree at end of Vicarage Lane from the Old Vicarage – previous emails given to Councillors – residents will need to make formal tree work application to DDC.</li> </ul>	<p>Clerk to deal</p> <p>Clerk to deal</p> <p>Clerk to deal</p> <p>Clerk to monitor</p>
<p>5a. <b><u>County/District Councillors</u></b></p> <ul style="list-style-type: none"> <li>• Cllr Steve Manion urged PC to make comment on consultation on Local Transport, particularly problems experienced with A258 when accidents occur.</li> <li>• Pothole reporting still available and urged public to use this on-line device.</li> <li>• Cllr Keith Morris advised that DDC next week will continue talks re new Dover Leisure Centre.</li> </ul>	
<p>6. <b><u>Planning</u></b></p> <p>The following comments were made on the applications considered:-</p> <p>DOV/15/01282      Erection of a detached dwelling and associated parking (additional information) – The White House, 3 St Margaret’s Road <i>Whilst the Parish Council commends the design, previous objections apply as this is outside the village confines</i></p> <p>DOV/16/00891      Erection of a single storey side and rear extension and roof extension to garage , insertion of rooflights, erection of decking and balcony with balustrade – 9 St Margaret’s Road      <i>To be deferred to Planning Committee</i></p> <p>DOV/16/00942      Erection of a single storey side extension – 2 Amy Temple Cottages      <i>No objections</i></p>	

DOV/16/00949	Variation and removal of conditions of planning permission DOV/15/00296: Variation of condition 2 to allow amendments to the approved plans (internal layout), variation of condition 7 to allow for the insertion of 2 velux windows to the South East(front) floor plane and 1 to the South West (side) roof plane, removal of condition (domestic sprinkler system) and variation of condition 21 to allow the use of wire instead of planting of sedum roof (section 73 application) – Site R/O The Shrubbery, St Margaret's Road <i>To be deferred to Planning Officer/Conservation Officer although Parish Council feels the sedum roof would be more visually acceptable</i>
DOV/16/00965	Installation of 3 no. antennas on the existing tower and 1 no. ground based equipment cabinet – Arqiva Swingate 2 Transmission Station, Swingate <i>No objections</i>
DOV/16/00558	Display of one externally illuminated fascia sign and two non-Illuminated fascia signs – The Village Shop, High Street <i>No objections = 4 for (2 against - Cllrs Cooke/Fielding)</i>
DOV/16/00711	Erection of 2 detached dwellings, garage and creation of vehicular access – Land adjacent to The Close, Station Road <i>Strongly object:</i> <ul style="list-style-type: none"><li>- <i>Outside Village Confines.</i></li><li>- <i>In Area of Outstanding Natural Beauty.</i></li><li>- <i>Problems with visual impact, particularly from St Vincent Road.</i></li><li>- <i>No advantage to the village.</i></li><li>- <i>Access to site very poor.</i></li><li>- <i>No certificate of ownership.</i></li></ul>
DOV/16/00894	Erection of a detached shed and installation of vents to north elevation – Stanelaw, Station Road <i>No objections</i>
DOV/16/00895	Erection of new partition walls to form ground floor wc and installation of external vent to North elevation – Stanelaw, Station Road <i>No objections</i>
DOV/16/01017	Erection of two detached dwellings with car ports and widening of existing vehicular access (existing bungalow and garage to be demolished) – Hillside, Collingwood Road <i>Object – loss of green space</i>
Clerk was delegated to deal with following application:-	
DOV/16/01039	Raise roof line incorporating gable ends, erection of front and rear dormer roof extensions, a rear balcony and insertion of rooflight to front roofslope – The Penthouse, 34 Salisbury Road <i>No objections</i>

**7. Finance**

Payments made since July meeting were duly ratified, details as follows:-  
 £54.54 Affinity Water; £1,580.00 D J Belsey Flat Roof Specialist; £139.78 NEST;  
 £1,087.60 Jane Cook; £214.30 HMRC; £23.04 office expenses; £1,169.00 Mr Miller;  
 £103.52 Lynne Hopwood; £397.01 The Landscape Group; £27.00 St Margarets Hall;  
 £1,779.43 Dover District Council, TOTAL £6,575.,32.

IT WAS RESOLVED to accept the quotation of £6,736.00 inclusive of VAT from Channel Windows in respect of new windows and doors at the King George Pavilion. Clerk to liaise with Club re removal of shutters and possible contribution from Club towards cost Cllr Paul had been advised of possible contribution of £1,300. Clerk to also check on length of guarantee.

IT WAS RESOLVED to accept the quotation from D A Tree Surgeons for total of £1,220 in respect of works at King George V Field.

Clerk to deal

The following payments were approved:-

The Landscape Group Ltd – grasscutting	£563.75
Lynne Hopwood – cleaning	£129.40
Playsafety Ltd – ROSPA inspection	£180.60
CPRE – annual subs	£36.00
Redstone Computers (UK) Ltd	£42.00
Mr I Miller – August invoice	£1,169.00
Jane Cook – salary	£1,087.60
Jane Cook – office expenses	£24.56
H M Revenue & Customs	£214.21
NEST – Clerk/Council pension	£139.78

Receipts:

Credit interest - £3.66, £3.02, 18P + 16p  
 KCC Members Grant £200.00  
 VAT refund            £1,201.96  
 Burial Ground Fee   £75.00

**8. Correspondence**

- H Jones re Vicarage Lane tree.
- Keith Watson DDC – email re Bay car park.
- Emily Barnes, Community Development Officer re Neighbourhood Forums.
- Kathryn Moreton KCC re Bay car park.
- Mr D Busby re alleged breach of planning consent on DOV/15/00296.
- Mr A Poole – thank you re restoration of handrail at end of Freedown
- Kath Hastilow, Ripple PC – Cllr Morrison expressing an interest on representing on Dover North Forum.
- Jamie Robinson – raising concerns re height of development on Hope Inn site. Noted that current work seems to have stopped on site – Clerk will speak to DDC.
- Tesco Bags of Help re grant – request re photographs. Clerk confirmed Mr Chris Little had undertaken this and they had been forwarded though to Bags of Help.

Clerk to deal

- Kent Film Office re request to film on cliffs – alternative site now selected.
- NHS Kent – request to speak at meeting by NHS Social Care Partnership Trust – this to be taken by Cllr Paul to WI.
- Mr C Sumner – copy of comments sent in objection to planning application re The Close.
- Mr D Busby – comments objecting to alterations on planning application DOV/16/00949.
- Gareth Wiltshire, Ops Manager National Trust – re new sewage system at the Lighthouse.
- UK Power Networks – new 105 national number – placed on website.
- Ms K M Ward – complaint re fertiliser smell/traffic in Sea Street.

9. **ROSPA Visit / Report**

- Cllrs Paul and Simcox, together with maintenance contractor Mr Miller, met with playground inspector – very useful.
- Full report provided to Council.
- No major risk problems identified although a number of “snagging” issues – Clerk will speak to Mr Miller re minor issues.
- Cllr Paul suggested that Ringwold Alpines be asked to quote in spring re turfing the top of the tunnel, possibly replacing the unit so that there is a slope to allow water run-off.

Clerk to deal

Cllr Paul will deal

10. **Reports from Councillors**

- Cllr Fielding re CCTV – current system is antiquated and not fit for purpose. Cllrs Fielding and Simcox will meet and report to next meeting as to what new equipment may be proposed. It was reported that metal tripod placed on small church roof may have caused damage to the church roof. Cllr Fielding will inspect and report back, with tripod to possibly be removed.
- Cllr Fielding reported that new work done on guttering and fascia at Alexander Pavilion looks good. New security door is an issue as old door is very damaged. Hedge alongside the side of The Freedown is encroaching into Alexander Field – it was confirmed that Mr Miller could be asked to speak to farmer re running a flailing machine down this hedge.
- Cllr Fielding approached by Cricket Club – Club would like to treat weeds on cricket pitch. Whilst PC has no objection in principle, Club just advise what is being used as bee population must be protected.
- Cllr Paul confirmed that tractor and trailer had been ordered from Lister Wilder, with container yet to be purchased. Mr Hickson has kindly stated that container can be sited on his land. (Clerk will thank David Hall for his help with this). The purchase of tractor, trailer and container is likely to see an excess of around £650 on grant funding and it is suggested that the PC also purchase a rake at cost of £378. IT WAS RESOLVED that Parish Council meet this additional expenditure.
- Having discussed the merits of the work, it was decided that Parish Council would not undertake any road filling works in the Valley, as traffic is not encouraged. Suggested that signs be placed at various points stating that use of the roads is at vehicle driver’s own risk. Cllrs Paul and Simcox will liaise in this respect.

Cllrs Fielding and Simcox to deal

Clerk will deal

Clerk to speak to Club

Clerk to deal

Clerk to deal

11. **Village Maintenance / Matters affecting the Parish**

- |   |                     |
|---|---------------------|
| <ul style="list-style-type: none"><li>• Cllr Simcox will speak with Mr Miller re litter/dog bins – location etc and report to next meeting.</li></ul>   | Cllr Simcox to deal |
| <ul style="list-style-type: none"><li>• Glebe Close – Cllr Paul will speak to Mr Miller re hoeing/weeding strip of garden along access section through to King George V Field.</li></ul>  |                     |
| <ul style="list-style-type: none"><li>• Footpath walk 9<sup>th</sup> October – Mrs Wendy Morris to do teas/refreshments.</li></ul>  |                     |
| <ul style="list-style-type: none"><li>• ER33 footpath from Reach Close very overgrown – Clerk asked to report.</li></ul>  | Clerk to deal       |
| <ul style="list-style-type: none"><li>• Clerk to invite Kirk Alexander to meet with Councillors re South Foreland Valley.</li></ul>   | Clerk to deal       |
| <ul style="list-style-type: none"><li>• Cllr Smith advised further litter pick to take place on Sunday 18<sup>th</sup> – Clerk to arrange for bags to be collected by waste services.</li></ul>   | Clerk to deal       |
| <ul style="list-style-type: none"><li>• Clerk approached through Mr D Hart requesting contribution to new computer for Village Hall – members at the meeting stated this would be discussed at next Committee meeting for the Hall.</li></ul> |                     |
| <ul style="list-style-type: none"><li>• General debate about proliferation of signs at Westcliffe Road junction from A258 – Clerk will investigate.</li></ul>   | Clerk to deal       |

There being no further business, the meeting closed 9.55 p.m.

Confirmed:

Chairman

12<sup>th</sup> September 2016



