

THE PARISH COUNCIL OF ST MARGARETS-AT-CLIFFE

Minutes of the Annual Meeting of the above Parish Council held on Monday 11th May 2020 at 2pm– held by remote Skype meeting due to current Covid19 lockdown.

Present: Cllrs R Simcox, C Smith, J Harris, A Fielding, P Blake, A Newton.

District Cllr Martin Bates in attendance, apologies received from District Cllr Oliver Richardson.

Following issues raised by public in writing prior to meeting:-

Mrs Viv Verren – asked whether all sports clubs had applied for DDC grants for rates relief – Clerk had spoken to Club reps from Cricket and Bowls Clubs – both had applied. Football Club do not pay rates but Clerk will liaise.

Mrs Verren stated that it seemed anomalous that sites noted for possible development in St Margarets attracted differing approaches from DDC in regard to traffic – why does the site in Reach Road earmarked for 40 dwellings raise the claim that it is unlikely to generate severe harm to surrounding highway network, when that identified in Station Road for “Executive” homes prompt concern about knock-on effect of traffic. Also raised the question of position of “£Executive” homes looking over the AONB whilst Reach Road only get to view land of medium-landscape sensitivity – does this show a bias to cheaper housing being less deserving of an outlook?

Cllr Simcox advised that at initial meeting with DDC, this was only one hour long for several Parishes together and time was insufficient for comments. Therefore PC has only provided informal feedback at this stage, ahead of the formal consultation stage – this is likely to be delayed due to current lockdown. Cllr Fielding will contact resident who had made contact ahead of the meeting raising concerns in relation to Salisbury Road site identified by DDC.

Penny Bailey had raised a question re Sherleys Farm and ongoing works apparent there – removal of hedges/trees and laying of concrete surface. Also concern raised re social distancing measures and possible child welfare concerns. Agreed that Cllr Smith will forward concerns to KCC Social Services. Cllr Martin Bates asked that email be forwarded to him and he will liaise with DDC Planning Department.

Mrs Sandy Liggins had raised question re grasscutting near Ash Grove / Townsend Farm Road. Cllr Blake had been in liaison with Sandy and Mr Purchase in this respect.

1. Rebecca Simcox nominated as Chair for the forthcoming year 2020-2021 – this was unanimously agreed. .	
2. Mrs Anna Newton nominated as Vice-Chair for the forthcoming year 2020-2020 – unanimously agreed.	
3. Cllrs Jennifer Harris and Anna Newton to act as representatives on the Dover Area Committee of the Kent Association of Local Councils for 2020-2021.	
4. It was agreed that Councillors would consider attendance at meetings of Action with Communities in Rural Kent on an “as and when” basis.	
5. Cllr Fielding to serve as representative on the Village Hall Management Committee for 2020-2021.	

6. IT WAS RESOLVED to continue annual subscription payments to KALC; Kent Wildlife Trust; Kent County PFA; Action with Communities in Rural Kent; CPRE; IOC fee re CCTV.

7. The Clerk appointed as Responsible Financial Officer for 2020-2021.

8. **Confirmation of Minutes of Parish Council Meeting held 6th April 2020**

The minutes, having been circulated to all members, were confirmed as a correct record.

9. **Declarations of Interest** – Cllr Simcox declared an interest in planning application DOV/19/00454 re Windy Peak, Granville Road.

10. **Clerk Report**

- Have responded to Play Inspector re visit – nothing heard yet but will advise Cllr Blake in due course who will undertake visit with maintenance contractor Ross Purchase.
- Burial Plot ownership certificates prepared and posted to Registrar Ian Miller.
- Further 5 witness statements sent to PROW re track joining ER28 and ER276. Acknowledgement received that they have been added to their file.
- Notes from Conference calls by Clerk with Dover District Council already provided to Councillors.
- VAT notes re proposal for TV screen at village hall – Clerk will provide to Councillors.
- Contact from Braeside Stables – have confirmed to Jane Driver that the PC is happy to allow continued tenure at the moment, with cost to be deferred for consideration in July.
- Thank you gift of whisky/card sent to Mr Miller – thank you email received in response.
- Insurance claim re Valley – this is still ongoing (Mr Blackman of UK Groundworks very helpful) – likely that cost for rebuilding will be met (less our excess).
- Re broken/rusty chains at Dover Patrol Memorial – advised Councillors of ownership, providing history of previous approach from Trustees.
- Contact signing undertaken by Ross Purchase and Ian Miller (with addendum by Ian re costs of Christmas tree recycling).

Cllr Blake to attend

Clerk to deal

Clerk to arrange agenda item for July

- Re approach from Ash Grove resident – have confirmed that PC would have no objection to crowning of sycamore tree casting shade into garden.
- Held remote telephone internal audit – grateful to Tim Burden for his help.
- Councillors provided with details re limited re-opening of waste recycling centres.
- Referred sports club reps to DDC Community Fund re lack of income applications.
- Bowls Club aware of members working on grass at pavilion – confirmed social distancing will be observed.
- Payment to Idverde of £105.60 represents early season line-marking. This has been cancelled for the time being.
- Lynne Hopwood – despite lockdown, it was agreed that Lynne be asked to clean at the King George Pavilion each week as Club are present at the pavilion some of the time, with likelihood that tennis courts will soon be opened.
- Reply received from EKRHA re Ash Grove – further information awaited. Cllr Fielding provided previous planning approval conditions re Ash Grove with Clerk to check with EKRHA / DDC to see if these conditions have changed.
- Cllr Blake had been approached by Mike Parnell of the Cricket Club re planned works to the outfield etc – it was agreed that this stand until next meeting, to be an agenda item.

Clerk to make contact

Clerk to deal

Clerk to place on agenda

11. District Cllr Martin Bates report

- Written report received from Cllr Bates which he read – salient points as follows:-
 - DDC working hard to keep vital services going, with most staff working from home.
 - Some planning and licensing decisions made using delegatory powers. Plans in place to re-introduce planning and licensing committee meetings using technology in May.
 - Waste collections continue in district; KCC to re-open recycling centres next Friday but this will be on a “booked” basis.
 - Community hub initiative staffed by 200 volunteers from within DDC workforce. March/Apri9l – 8,500 meals and 88 food parcels delivered. At last count hotline had received 725 calls and 695 proactive calls made to residents on shielded list. Working closely with other agencies.
 - All local parish magazines asked to include District Councillor details. Facebook page set up entitled DDC Councillors-Guston, Kingsdown and St Margarets at Cliffe @martinandoliver. The site contains regular DDC updates and further information.

- Consultation re removal of free parking from Reach Road remains on hold until post lockdown.
- . Chasing DDC re replacement lamp-post in car park.
- Bay Car Park remains closed but update to follow given Government's announcement yesterday.
- Concerns raised re illegal immigrants arriving in Kingsdown and St Margarets – updated reporting guidance placed on Facebook page.

12. Planning

The following comments were made on the applications considered:-

DOV/20/00398 Installation of new side window, rear roof window and enlargement of front dormer window
The Red House , 28 Granville Road *No objections*

DOV/20/00367 Certificate of Lawfulness (existing) for the continued use of land as residential garden land
Mermaid Cottage, The Bay *Raise objections – this is out of keeping with historic buildings in the Bay; Enforcement Officer previously involved after contact from Parish Council – wall should be removed.*

DOV/20/00313 Replace side entrance door
Hope Cottage, 1 Hope Court, High Street *No objections*

Clerk was delegated to deal with the following applications, received after publication of the agenda:-

DOV/20/00404 Erection of two storey, single storey and first floor front, side and rear extension incorporating a balcony –
Jessamine Cottage, Reach Road *No objections*

DOV/20/00394 Erection of single storey front extension, side porch, 2no. rooflights, pitched roof to existing extension, alterations to doors and windows, erection of double garage, garden wall and block pave driveway (existing garage to be demolished) –
April Cottage, Well Lane *No objections*

Following previous contact, Cllr Fielding will speak to resident re Granville Road application.

Cllr Fielding to deal

13. Finance

(a) IT WAS RESOLVED to approve the Annual Governance Statement for 2019-2020, with agreement that Chair will sign original copy by post.

(b) IT WAS RESOLVED to approve Section 2 Accounting Statements of the Annual Governance and Accountability Return 2019-20, with Chair to sign original copy by post.

Clerk to arrange

(c) IT WAS RESOLVED to accept the renewal quotation from Zurich Insurance at £2,675.12 – an increase of £61.24 or 2.3% on previous year.

Clerk to deal

(d) IT WAS RESOLVED to approve quotation for repair of Cricket Club garage door at £505.35.

Clerk to advise

The following items due for payment since April meeting were duly confirmed:-

JJM Electrical – re KGV Pavilion	£185.00
Affinity for Business Ltd – water rates	£119.00
R Simcox – leaflet printing	£130.89
R Simcox – gift cards	£100.00
Simon Parnell – leaflet drop-off	£50.00
Royal Mail – leaflet delivery	£114.78
R Purchase – April invoice	£1,000.00
Dover District Council – public toilets	£1,730.06
Mr I Miller – Registrar fee	£120.00
R Simcox – leaflet printing + drop-off	£310.84
Jane Cook – gift for Mr Miller	£78.40
Jane Cook – April salary	£1,219.21
Jane Cook – phone/internet (+ conference calls)	£49.72
HM Revenue & Customs	£238.97
Royal Mail – leaflet delivery	£388.16
Anna Newton – leaflet costs (paid to Royal Mail)	£97.04
NEST Pension (including Clerk)	£180.83
Idverde Ltd – line marking	£105.60
Idverde Ltd – grasscutting	£383.85

£6,602.35

Receipts:-

Precept	£90,000.00
Credit Interest	£2.46
Burial Fees	£695.00

14. Maintenance Contractor

Cllr Blake confirmed that Ross Purchase is getting on well with maintenance tasks. Re contact received for help on management/improvement of Reach Road Pond (and Ross' suggestions) – he will make contact. Plans to be discussed, including possible quotation for mini digger to clear.

Cllr Blake will take forward

15. Correspondence

- KALC re “Supporting your Local Community”
- Steve Manion – Member and Staff Service Update (received daily and weekly)
- Stephanie Wadhams re central line marking, Sea Street – agreed central line marking not to be undertaken but boundary line to be reinstated.
- Terry Martin, KALC – update on Cov19 situation (updated weekly or more)
- Laura Dyer KALC – update for Town/Parish Councils re Covid19.
- Stephanie Wadhams (via Steve Manion) re car park closed signs.

Clerk to advise

- Sam Stanley DDC – updated support service list.
- Cllr Martin Bates re car park closed signs.
- Kayleigh Jones re Kent Community Safety Team Bulletin.
- Cllr Richardson – Covid19 Parent Guide.
- KALC re remote meetings survey.
- Mr and Mrs Bird re yellow line proposals.
- Cllr Martin Bates re car park closed signs.
- Terri Browning EKRH re Ash Grove.
- Jane Driver re grazing rights.
- Lois Jarrett re Local Plan – proposed sites – further information / consultation to be received from DDC.
- Steve Manion re East Kent Housing being transferred back to DDC.
- Steve Manion – briefing on waste collections.
- Kayleigh Jones DDC re “the Nation’s Toast”
- R Baldock re Play inspection – to await reply re visit dates.
- Ms K Cant re verge along St George’s Place – Clerk had responded.
- Jane Banks Kingsdown Village Hall re hand sanitiser.
- R Purchase re Reach Road Pond.
- “Thank you” email from Mr I Miller.
- Mr G Muirhead – email sent to Chair re proposed HELAA proposals.
- Rebecca Brough DDC re leaflet for Towns and Parishes.
- G Morgan and B Ratchford – support re yellow line proposals.
- C Bowman – re crowning of Sycamore tree adjacent to KGV Field – Clerk has dealt with this.

Clerk to monitor

Cllr Fielding will respond

16. **Reports from Councillors**

- Cllr Fielding reported that things have quietened down on the hub – just one request from a dog walker recently. Cllr Simcox raised the question of whether a chat network could be put in place to make proactive calls, putting people in touch with one another from telephone contact details. Cllrs Harris and Fielding will investigate this idea.
- Cllr Simcox advised that the holiday park had been left out of recent leaflet delivery but she had provided copies for distribution. Cllr Simcox had been talking to Sam Stanley at DDC who had encouraged PC to apply for community grant. Clerk advised that financially the PC was not in need of extra funding; however Councillors voted to take this forward, applying for a grant of £2.5k – Cllr Simcox abstained.
- Cllr Newton advised that camping had been seen on The Front in the Valley. Recent graffiti vandalism may be a known culprit. Last week a large number of powerful motorbikes were seen in the Valley – she telephoned Dover Security Services who arrived within 10 minutes, took details and moved on. One of the bikers was a paramedic. Previous weekend – 10 cars moved on. Insurance claim re criminal damage still continues – details provided to insurers re Police crime numbers.

Cllrs Fielding and Harris to deal

Clerk to investigate grant for Covid19 related costs

- Cllr Simcox advised that third of leaflets had been delivered this week. She plans for the fourth leaflet to be a collage of photographs taken during last weekend's VE Day social-distancing celebrations. She confirmed that the PC had a deal with Royal Mail for up to 7 leaflet distributions. Advised that details need to be firmed up by Thursday before sending off to print. Cllr Newton suggested that next leaflet could focus on children of the village – could a small competition be involved? Cllr Smith asked if we need to change details re Government changed advice on social distancing – this to be borne in mind.
- Re VE Day – Cllr Simcox displayed photos of villagers received. Commented that Post Office Corner looked good with planting/bunting. Clerk was asked to apply retrospectively for a KCC Members Grant to cover costs for VE Day.

Clerk to deal

17. Village Maintenance

- Playing field inspection had been undertaken by Ross Purchase and provided to Cllr Blake – emailed to Councillors.
- Re tennis courts – it was agreed that the courts could be opened and Cllr Blake will prepare notices advising players of requirements re social distancing, per Government's latest advice. Confirmed that Play Area to remain locked.
- Cllr Blake raised the question of training Ross Purchase re Cemetery maintenance etc. Agreed that this be taken forward as appropriate on a timely basis. Cllr Blake raised concerns re Registrar role should Mr Miller retire.
- Cllr Simcox questioned whether any progress had been made re meeting with Bay Trust.

There being no further business, the meeting closed at 4 p.m.

Confirmed:

Chairman

11th May 2020