

MINUTES OF LANGDON PARISH COUNCIL
West Langdon Village Hall
15 May 2017

Present: Cllr C Shaw (Chairman), Cllr A Minns, Cllr S Craft, Cllr D Jarvis, Cllr B Price-Stephens, Cllr J Watson, The Clerk and six members of the public.

1. **DECLARATION OF INTERESTS** Cllr Shaw declared an interest in agenda item 9 and took no part in the voting.

2. **ELECTION OF CHAIRMAN, VICE CHAIRMAN & REPRESENTATIVES**
Cllr Shaw was re-elected as chairman.

Proposed: Cllr A Minns

Seconded: Cllr B Price-Stephens

Cllr Minns was re-elected as vice-chairman.

Proposed: Cllr S Craft

Seconded: Cllr B Price-Stephens

Cllr C Shaw was re-elected as Village Hall Representative

Proposed: Cllr S Craft

Seconded: Cllr D Jarvis

Cllr A Minns was re-elected as Playing Field Representative

Proposed: Cllr B Price-Stephens

Seconded: Cllr J Watson

It was agreed that attendance at KALC meetings will be shared among members.

3. **APOLOGIES** Apologies for absence were received from Cllr J Dyer (holiday), District Cllr P Watson, District Cllr K Morris, County Cllr S Manion and Community Warden L Kidd.

4. **MINUTES**

The minutes of the meeting held on 24 April 2017 were accepted as a true record.

Proposed: Cllr B Price-Stephens

Seconded: Cllr J Watson

5. **MATTERS ARISING FROM THE MINUTES**

Clerk Vacancy Cllrs Shaw, Minns and Watson will form a panel to interview applicants on Thursday 18 May.

Resilience Plan Cllr Minns presented the developments that have been carried out on the document to date including a contact list. It was suggested that a contact for the village hall be included together with a sheet showing an extract of local information for fast reference.

Historic Village Signs Cllr Shaw advised that the content of the panels has now gone for proofing. The metalwork will need to be painted before the new panels are fitted.

6. **HEALTH AND SAFETY**

A horse and trap overturned on West Langdon village green resulting in serious injuries to the two occupants. The PCSO will be informed.

7. **REPORTS**

Dover Area Committee Meeting Cllr Shaw reported on a meeting held on 26 April. In addition to a presentation on Kent, Surrey and Sussex Air Ambulance there had been considerable emphasis on the future importance of Neighbourhood Planning. Members were reminded that councillors are accountable to the electorate and therefore training and an adequate training budget are important. The problems encountered with the enforcement of 20mph zones were also discussed.

During discussion it was agreed that the council's training policy should be updated and a skill matrix drawn up. Methods for the enforcement of the 20mph speed limit, including Speedwatch, will also be investigated.

8. **CORRESPONDENCE**

DDC - The Director of Governance and Monitoring has circulated guidance on publicity during the period leading up to the General election on 8 June 2017.

KALC -

i) Parish News contained an article on Heritage Crime and suggested that parish councils become involved by identifying local heritage assets and assess the level of crime risk. There was a report from KCC on the 2017 pothole blitz costing an additional £2.4million that started on 3 April.

ii) Cllr Minns will respond to a South Eastern Rail Franchise consultation.

iii) The Good Councillors Guide 2017 has been published and it was agreed that seven copies will be ordered at a cost of £2.99 per copy plus postage and packing.

KHS – Details have been received of grants for rural parish bus shelters that need to be either refurbished or replaced.

KPFA – The AGM will be held at Gravesend Rugby Club on Monday 22 May at 7.00pm

CLERKS AND COUNCILS DIRECT The newsletter contained a useful formula for assessing hours of employment for parish clerks. *Given to Cllr Shaw*

9. **EAST LANGDON PARISH HALL**

i) Cllr Shaw reported on the current proposals for the repairs to the hall roof. The cost has now risen by £1000 to £19,990 following a decision to use a corrugated fibre cement finish with a projected life of 50 years instead of metal sheeting that would last 25 years. The Big Lottery grant has been received which, together with the money held in the parish council account and a contribution from village hall funds, will cover the cost. A building control application has been submitted to DDC and work is scheduled to start on 12 June. A further quotation of £3995 has been received to strip the flat roof and replace with three layers of felting. This would result in a shortfall of £2000

ii) A proposal was put to the meeting that the £6,500 held in the parish council account on behalf of the parish hall be released.

Proposed: Cllr S Craft

Seconded: Cllr A Minns

iii) Members discussed the ways in which £2000 could be made available to the parish hall in order that the work to the flat roof can be undertaken. It was

proposed that an interest free loan of up to £2000 be offered to the parish hall committee with a repayment time to be finalised.

Proposed: Cllr B Price-Stephens

Seconded: Cllr A Minns

Carried unanimously

10. FINANCE

i) Annual governance statements It was agreed that the requirements of the Audit Commission had been met during the year 2016/2017

Proposed: Cllr B Price-Stephens

Seconded: Cllr A Minns

ii) Presentation of accounts year ending 31st March 2017 The accounts for the year ending 31 March 2017, copies of which are attached, were approved.

Proposed: Cllr B Price-Stephens

Seconded: Cllr A Minns

iii) Internal Auditor's report The internal auditor was satisfied that all financial arrangements were satisfactory and there were no recommendations for action.

The chairman proposed a vote of thanks to the clerk for her work as Responsible Financial Officer throughout the year and for preparing the accounts for audit.

Proposed: Cllr C Shaw

Seconded: Cllr B Price-Stephens

Insurance quotations

A quotation from Zurich Insurance for £231.44 continues to be the most competitive cover available and it was proposed that the quotation be accepted. It was noted that references for a new clerk need to be taken up within six weeks of appointment to meet with Fidelity criteria.

Proposed: Cllr S Craft

Seconded: Cllr J Watson

Approval of payments

Chq no.

1001	KALC - Course fees Neighbourhood Planning Seminar	£216.00
1002	KALC - Course fees Neighbourhood Planning Seminar	£ 72.00
1003	Clerk's salary May 2017	£197.13
1004	Post office – PAYE	£ 49.40
1005	CPRE – subscription	£ 36.00
1006	Zurich Municipal – insurance	£231.44
1007	Kent County Playing fields Association - subscription	£ 20.00
1008	Mr C Shaw – purchase of laptop computer	£569.97

Proposed: Cllr A Minns

Seconded: Cllr S Craft

Receipts

Bank interest	£ 0.24
VAT refund	£1411.45

Charities

A request for a donation from Porchlight was discussed but it was agreed that it did not meet the council's criterion of being a charity that might be of direct benefit to members of the local community. It was further agreed to defer a decision on charitable donations until such time as an appropriate charity is identified.

Pensions

The clerk advised members of the council's duties under the Pensions Act 2008 requiring every employer to automatically enrol staff aged over 22 and under state pension age earning more than £192 per week into a workplace pension scheme and pay into it (automatic enrolment). Staff who do not meet the criteria may ask to join a scheme that the employer must provide although the employer would not be required to contribute. The duties for Langdon Parish Council came into effect on 1 May 2017 and a declaration of compliance is to be completed within five months. Failure to do so would lead to a fine. There is no need for the council to set up a pension scheme on their staging date where there are no members of staff to be automatically enrolled.

11. PLANNING
PLANNING APPLICATIONS
DOV/17/00305

Proposal: Erection of a detached flat roof building for use as a leisure centre (Use Class D2, 5,700sqm internal floor area), together with two external 5-aside football pitches, and associated parking, external lighting and landscaping

Location: Land to the south of, Honeywood Parkway, White Cliffs Business Park, Whitfield, CT16 3FH

Additional information received**The Council supports the proposal but comments:**

- Langdon Parish Council's previous comments still stand.
- The council notes that the road from the roundabout will serve both the Leisure Centre and business units that are planned to be erected opposite. Deliveries to the units could disrupt traffic flow.
- Double yellow lines to be added to both sides of the road to prevent congestion caused by delivery vehicles to the business units and to keep the access clear for emergency vehicles.

APPEAL DECISION BY THE PLANNING INSPECTORATE

Ref: APP/X2220/W/16/3163664

Proposal: Erection of a single storey extension, conservatory and associated works

Location: Former Piggery, Vicarage Farm Road, West Langdon CT15 5HG

Appeal dismissed

LAND AT ROMAN ROAD

An enforcement notice was issued on 5 May 2017 citing a breach of planning control arising from “the material change of use of the land for the stationing of a caravan without planning permission.” The caravan and all paraphernalia to be removed within two months and all services disconnected.

12. REPORTS FROM OTHER BODIES

Lengthman’s Report Cllr Minns reported that whilst the visibility splays have been cut, the verges are once again overgrown. Ragwort is evident in a number of places and Mr Hyde offered to refer the matter to the local NFU asking them to liaise with KHS.

Playing Field The AGM will be held on Monday 22 May. It was noted that the car park gate is being locked more frequently at night to deter unwelcome visitors.

Village Hall Cllr Shaw reported that there have been enquiries for the hall to be used for both yoga and a mother and toddler group. One window has been broken.

13. ANY OTHER BUSINESS

Parked lorry A resident has enquired about the legality of a lorry being parked on a pull-in close on the A258 close to the Duke of York’s roundabout. Members felt unable to give an informed answer to the question but it was noted that, although the ownership of the land is unclear, permission might have been given by the farmer.

Fly-tipping

Mr Willett commented on the increase in fly-tipping in the area.

14. NEXT MEETING The next meeting will be held at 7.30 pm on 19 June 2017 in East Langdon village hall.

The meeting closed at 9.40 pm.

Signed.....

Date.....