

# SWINGFIELD PARISH COUNCIL

Minutes of a virtual meeting of Swingfield Parish Council held on  
27 April 2021

**PRESENT:** Councillor Tim Allard, (in the Chair), Councillors Andy Csiszar, Andrew Harmer, Vic Harmer, Tony Hutt, David Monk, Steve Notley (minute 6143-end) and Les Palliser (minute 6146-end)

Apology for absence: Councillor Ken Mitchell

**Officer in Attendance:** Mrs Tina Wiles

NOTE: Prior to the meeting starting Councillor Tim Allard referred items of Parish Maintenance and FHDC Play Strategy to the confidential section of the meeting.

6138. **APPOINTMENT OF CHAIRMAN**  
Proposed by Councillor Tony Hutt  
Seconded by Councillor David Monk and there being no other nominations it was;

**RESOLVED: To appoint Councillor Tim Allard as Chairman for 2021/22.**

6139. **DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN**  
Councillor Tim Allard remotely signed the declaration of acceptance of office.

6140. **APPOINTMENT OF VICE-CHAIRMAN**  
Proposed by Councillor Tim Allard  
Seconded by Councillor David Monk and there being no other nominations it was;

**RESOLVED: To appoint Councillor Vic Harmer as Vice-Chairman for 2021/22.**

6141. **DECLARATION OF ACCEPTANCE OF OFFICE OF VICE-CHAIRMAN**  
Councillor Harmer remotely signed the declaration of acceptance of office.

6142. **DECLARATIONS OF INTEREST**  
Councillors Vic Harmer and Andrew Harmer declared a Disclosable Pecuniary Interest in minute 6158 - Parish Maintenance and were absent from the meeting during discussion and voting on this item.

Councillor Steve Notley joined the meeting.

6143. **CO-OPTION OF PARISH COUNCILLOR**  
The Council considered an application from Andrew Harmer.

Proposed by Councillor Tony Hutt  
Seconded by Councillor David Monk

**RESOLVED: To appoint Andrew Harmer to Parish Councillor for the remaining term of office.**

(Voting: For 6; Against; 0, Abstentions; 0)

Councillor Andrew Harmer remotely signed his declaration of acceptance of Office and took his place at the meeting.

6144. **MINUTES**

The minutes of the meeting of the Parish Council held on 23 February 2021 were submitted and subject to an amendment requested by Councillor Tony Hutt to minute 6135, to insert the word partly before the word resolved in the last line, were approved as a correct record and signed by the Chairman.

6145. **REPORT ON INTERNAL CONTROL FOR THE YEAR ENDED 31 MARCH 2021**  
**REPORT PC/21/01** sets out the Parish Council's Statement of Internal Control for the year ending 31 March 2021 to support the Annual Governance Statement required as part of the Annual Return for the year ended 31 March 2021.

The Statement of Internal Control supports box 6 of the Annual Governance Statement made by the Council at Section 2 of the Annual Return to the Council's External Auditor, PKF Littlejohn LLP.

Proposed by Councillor Vic Harmer  
Seconded by Councillor Steve Notley and

**RESOLVED:**

- 1. To receive and note Report.**
- 2. To approve the statement of Internal Control for the year ended 31 March 2021 and to authorise the Chairman to sign it.**

(Voting: For 7; Against; 0, Abstentions; 0)

6146. **REPORT OF THE INDEPENDENT INTERNAL AUDITOR**

**REPORT PC/21/02** encloses the report of the Independent Internal Auditor Section 4 of the Annual Return to the Audit Commission which has been signed by the Independent Internal Auditor.

Proposed by Councillor Tim Allard  
Seconded by Councillor Vic Harmer and

**RESOLVED: To receive and note the Report.**

(Voting: For 8; Against; 0, Abstentions; 0)

Note: Councillor David Monk left the meeting  
Councillor Les Palliser joined the meeting

6147. **ANNUAL RETURN FOR YEAR ENDED 31 MARCH 2021**

**REPORT PC/21/03** attaches the Annual Governance Statement and Statement of Accounts for 2020/21.

Proposed by Councillor Les Palliser

Seconded by Councillor Vic Harmer and

**RESOLVED:**

- 1. To receive and note the Report.**
- 2. To approve the Annual Governance Statement at section one and Accounting Statements at section two within the Annual Return.**
- 3. To authorise the Chairman of the Council to sign the Annual Return for the year ended 31 March 2021.**

(Voting: For 7; Against; 0, Abstentions; 0)

**6148. SCHEDULE OF MEETING DATES 2021/22**

The Council considered a schedule of meeting dates circulated with the agenda.

Proposed by Councillor Les Palliser  
Seconded by Councillor Vic Harmer and

**RESOLVED: To receive and adopt the schedule of meeting dates at Appendix 1.**

(Voting: For 7; Against; 0, Abstentions; 0)

**6149. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES 2021/22**

The Council considered the appointment of representatives to the outside bodies detailed in the report which was circulated with the agenda.

Proposed by Councillor Andy Csiszar  
Seconded by Councillor Les Palliser and

**RESOLVED: To appoint Councillors Tim Allard and Tony Hutt to Kent Association of Local Councils for 2021/22.**

(Voting: For 7; Against 0; Abstentions 0)

Proposed by Councillor Tony Hutt  
Seconded by Councillor Les Palliser and

**RESOLVED: To appoint Councillor Steve Notley to the Swingfield and Acrise Village Hall and Recreation Ground Charity for 4 years from May 2021.**

(Voting: For 7; Against 0; Abstentions 0)

Proposed by Councillor Andy Csiszar  
Seconded by Councillor Les Palliser and

**RESOLVED: To make the appointments as set out in the Appendix 2 to these minutes.**

(Voting: For 7; Against 0; Abstentions 0)

6150. **SCHEDULE OF PAYMENTS**

**REPORT:** The Council considered the schedule of payments which had been circulated with the agenda.

Proposed by Councillor Les Palliser  
Seconded by Councillor Tony Hutt and

**RESOLVED:**

**1. To receive and note the schedule of payments attached at Appendix 3.**

(Voting: For 7; Against 0; Abstentions 0)

6151. **PROJECTS UPDATE**

**REPORT:** The Council received updates to the Tree planting project and new Website **attached at Appendix 4.**

Other updates as follows;

Tree at St Peter's Church – the Council noted the response regarding the TPO on the tree and agreed to proceed with the work to prevent damage to the Lychgate.

Proposed by Councillor Tim Allard  
Seconded by Councillor Tony Hutt and

**RESOLVED: To undertake the work at the Council's expense.**

(Voting: For 7; Against 0; Abstentions 0)

The defibrillator – it was hoped that now the Black Horse Public House was open the owners could be contacted and the installation made.

Repairs to the BMX – it was reported that so far no company had agreed to provide a quote for the works. It was agreed the Clerk would contact the installer to enquire if they undertook repairs or could recommend who could.

Proposed by Councillor Tony Hutt  
Seconded by Councillor Steve Notley and

**RESOLVED: To receive and note the update reports.**

(Voting: For 7; Against; 0, Abstentions; 0)

6152. **PLANNING MATTERS**

The Council considered the schedule of planning matters attached to these minutes at **Appendix 5.**

6153. **ROADS AND FOOTPATHS**

**REPORT:** Councillor Tony Hutt advised that a new drain had been installed in Swingfield Street and this had pushed the flooding up the road further. KCC were working on this and KC Councillor Susan Carey was involved.

Councillor Hutt asked that the support of the Council be noted in the minutes.

Proposed by Councillor Tony Hutt  
Seconded by Councillor Les Palliser and

**RESOLVED: To support the residents of Swingfield Street in works to improve flooding.**

(Voting: For 6; Against; 0, Abstentions; 1)

Note: Councillor David Monk re-joined the meeting and Councillor Andy Csiszar left the meeting.

6154. **PARISH MAINTENANCE**

Councillor Tony Hutt asked if the parish Council could contact KCC to lobby for improvements to the broadband services to Swingfield and Selsted.

Proposed by Councillor Tony Hutt  
Seconded by Councillor Vic Harmer and

**RESOLVED: To contact KCC to lobby for improvements to the broadband service to Swingfield and Selsted Residents.**

(Voting: For 7; Against 0; Abstentions 0)

6155. **CORRESPONDENCE**

None reported.

6156. **EXCLUSION OF THE PUBLIC**

Proposed by Councillor Tim Allard  
Seconded by Councillor David Monk and

**RESOLVED: To exclude the public and press from the meeting for the following items of business by virtue of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business to be transacted.**

(Voting: For 7; Against 0; Abstentions 0)

6157. **FOLKESTONE AND HYTHE DISTRICT COUNCIL PLAY AREA STRATEGY**

**REPORT:** The Council considered a request from FHDC to transfer the Densole Way play area to the Council as part of the Play Area Strategy.

The Council considered some exempt information relating to potential costs and requested further information.

Proposed by Councillor Tony Hutt  
Seconded by Councillor Les Palliser and

**RESOLVED:**

- 1. To receive and note the report.**
- 2. To explore the proposal and delegate authority to the Clerk in consultation with the Chairman to negotiate with the District Council and bring further report back to the Council.**

(Voting: For 6; Against 0; Abstentions 1)

**6158. PARISH MAINTENANCE**

Two items had been referred from the agenda:

**LYCHGATE AT ST PETER'S CHURCH, SWINGFIELD**

**REPORT:** On 23 February 2021, minute 6136, the Council resolved to make enquiries asking for recommendations of specialist surveyors to undertake a survey of the Lychgate.

The Council considered the outcome of these enquiries and a quote from a specialist contractor.

Proposed by Councillor Tim Allard  
Seconded by Councillor Tony Hutt and

**RESOLVED: To commission Dolmen Conservation and Joinery to undertake the survey at a cost of £600.**

(Voting: For 7; Against 0; Abstentions 0)

**HEDGE AT ST PETER'S CHURCH, SWINGFIELD**

**REPORT:** The Council noted the hedge on both sides of the Lychgate had been damaged and considered options to improve this received from a contractor.

Proposed by Councillor Steve Notley  
Seconded by Councillor Tony Hutt and

**RESOLVED: To undertake works to tidy both sides of the gate including reducing the height and reshaping at a cost of £150.**

(Voting: For 5; Against 0; Abstentions 0)

**SWINGFIELD PARISH COUNCIL**  
**SCHEDULE OF MEETING DATES 2021/22**

The Council meets on the last Tuesday of the month as the business requires
29 June 2021
27 July 2021
28 September 2021
26 October 2021
30 November 2021
25 January 2022
22 February 2022
29 March 2022
26 April 2022
31 May 2022

The Council does not meet in August and December.

SWINGFIELD PARISH COUNCIL  
ANNUAL COUNCIL MEETING  
APPOINTMENT OF REPRESENTATIVES 2021/22

1. **Kent Association of Local Councils**

Representatives: Chairman and Cllr Tony Hutt

2. **Swingfield and Acrise Village Hall and Recreation Ground  
Charity**

Councillor D D Monk	(appointed May 2020 for 4 years)
Steve Notely	(appointed May 2021 for 4 years)
Councillor V Harmer	(appointed May 2020 for 4 years)
Tony Hutt	(appointed May 2020 for 4 years)



**Schedule of Payments – April 2021**

KALC Annual Subscription	493.80
Staff costs April 2021	1,013.95
Internal Audit fee 2020/21	250.00

## **Tree Planting**

Obviously, the original concept of involving the community in planting trees on the Minnis was halted as a result of Covid before we even started. That was particularly inconvenient as Selsted School were keen to participate. All the more galling as we had already postponed planting from the previous March.

However the 420 free saplings from the Woodland Trust were all planted In November and a further 650 purchased saplings in March. By early April things were looking really good with barely a handful of casualties but the current drought conditions are problematical. A number of plants have already been lost and too many others now show signs of distress.

However, thanks to Vic Harmer, who is very kindly trundling a water bowser to and fro, we are hopeful that all will not be lost. Fingers crossed! Also thanks to Vic for suppling the water.

It's planned to carry on this autumn but just now we need to evaluate how successful this first tranche will be before making any commitments.

The expense to date has been £1,075

## **Website - [swingfieldpc.org.uk](http://swingfieldpc.org.uk)**

All up and running. It took a little longer than anticipated but it seems to work smoothly and is a great improvement on the old site. There is still some work to do adding general parish information but we can now say that we meet our legal obligations.

Tim Allard - 25th April 2021

Schedule of Planning Applications

27 April 2021

Responses sent to FHDC since the last meeting of the Parish Council

**Ref: 21/0394/FH Proposal: Overall crown reduction of up to 5 metres of one Oak subject of Tree Preservation Order No 18 of 1995**

**Location: 19 Coach Road, Densole, Folkestone, CT18 8LS**

The Parish Council support the application.

**Ref: 21/0234/FH Proposal: Replacement of office Portakcabin with permanent live-work office unit**

**Location: Land Rear 23, Coach Road, Densole, CT18 8LS**

The Parish Council support the application.

**Ref: 21/0598/FH Proposal: Rear conservatory to be demolished and replaced with ground floor rear extension. Loft conversion to include two new bedrooms and new bathroom.**

**Location: 7 Minter Avenue, Densole, Folkestone, CT18 7DS**

The Council object on the following grounds;

- the design along with the flat roof of the loft conversion is not in keeping with the surrounding area.
- 1st floor extension is very large and bulky and creates overlooking and is not in keeping with other bungalows in the immediate vicinity and is detrimental to the street scene.
- Overintensive development.

**Ref: 21/0653/FH Proposal: Proposed detached garage with holiday let over - resubmission of planning application 20/1459/FH.**

**Location: The Granary, Densole Lane, Densole, CT18 7BL**

The Council object on the following grounds;

- The plans are out of proportion to the existing property and are over intensive for a holiday let.
- The Council is concerned about the full length glass proposed given that the ground floor is shown as a garage.