

SWINGFIELD PARISH COUNCIL

Minutes of a meeting of Swingfield Parish Council held on Tuesday
29 March 2022

PRESENT: Councillor David Monk (in the Chair), Tim Allard, Andrew Harmer, Tony Hutt, Steve Notley and Les Palliser

Apology for absence: Councillor Vic Harmer

Officer in Attendance: Mrs Tina Wiles

There were no questions from the public.

6207. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

6208. **MINUTES**

The minutes of the meeting of the Parish Council held on 25 January 2022 were submitted and subject to an amendment to minute 6199 -Queens Green Canopy to note sponsorship was £100 per tree by deletion of the words “up to” were approved as a correct record and signed by the Chairman.

6209. **PARISH COUNCIL VACANCY**

REPORT: The Council noted no applications had been received in response to the Notice of Vacancy and the that an extension of time Notice had been posted.

6210. **PROJECTS UPDATE**

The Council received the following updates;

Defibrillator: SEACAMB has advised the details of the defibrillator at the Black Horse Public House have been published.

Tree planting at Swingfield Minnis: Councillor Tim Allard reported planting of phase II of 400 saplings had been completed and advised they were under stress because of the dry conditions in March. Councillor Andrew Harmer advised there was a standpipe on site and arrangements to take a spur off this including possibly by hose were discussed to enable watering of the saplings and the 10 new trees also being planted for the Queens’s Green Canopy.

BMX Track: The refurbishment has been completed and the invoice paid.

The Queen’s Green Canopy Project: On 25 January 2022, minute 6199 The Council resolved to purchase and plant 10 trees (rootball) to form a uniform circle of canopy. Sponsorship was being sought for 6 of the trees, the Council undertook to pay the balance and the costs of planting and watering. The Council noted the trees supplied were bare root. It was agreed to ask the supplier to exchange these for rootball trees and if that was not possible to go

ahead with the bareroot trees and put in place an adequate watering scheme. Councillor Tim Allard would liaise with the grounds maintenance contractor to ensure this was put in place.

Proposed by Councillor Tony Hutt
Seconded by Councillor Steve Notley and

RESOLVED: To receive and note the update reports.

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

6211. **BUDGET MONITORING REPORT AND SCHEDULE OF PAYMENTS**
REPORT PC/21/06 provides the latest budget monitoring information and schedule of payments.

Proposed by Councillor Les Palliser
Seconded by Councillor Steve Notley and

RESOLVED:

- 1. To receive and note Report PC/21/06.**
- 2. To vire the remaining funds in staff costs item to the 2022/23 budget.**
- 3. To authorise the Chairman of the Council to sign the bank reconciliation and statements in accordance with best practice.**

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

6212. **ST PETER'S CHURCH LYCH GATE**
REPORT: On 25 January 2021, minute 6204, the Council resolved to delegate authority to the Clerk in consultation with Councillor Tim Allard to progress on-going discussions between the diocese and St Martin's PCC to obtain the resolution required for the works to go ahead.

Councillor Tim Allard reported a response from St Martin's PCC that it would support the faculty B application for the refurbishment works but accepted no responsibility for any works that were undertaken. The view of the PCC had been forwarded to Canterbury Diocese and a response was awaited. The Clerk reported that clarification was being sought from the Council's insurers regarding this.

The Clerk was asked to contact the War Memorial Organisation to seek further clarification.

Proposed by Councillor Tony Hutt
Seconded by Councillor Steve Notley and

RESOLVED:

- 1. To receive and note the report.**
- 2. To ask the Clerk and Councillor Tim Allard to continue work on this project using the delegated authority.**

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

6213. **ANNUAL PARISH MEETING 2022**

REPORT: The Council noted this will be held on Tuesday 26 April 2022 at 7pm to be followed by a parish Council meeting if required.

6214. **ANNUAL REVIEW OF STANDING ORDERS**

REPORT: On 23 February 2021, minute 6130 refers, the Council reviewed its adopted Standing Orders.

During the year NALC has not issued any amendments to the model which has been adopted.

Proposed by Councillor Tony Hutt
Seconded by Councillor Les Palliser and

RESOLVED: To receive and note the Report.

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

6215. **ANNUAL REVIEW OF FINANCIAL REGULATIONS**

REPORT: On 23 February 2021, minute 6131 refers, the Council reviewed its adopted Financial Regulations. No changes have been made.

Proposed by Councillor Tony Hutt
Seconded by Councillor Les Palliser and

RESOLVED: To receive and note the Report.

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

6216. **ANNUAL REVIEW OF RISK ASSESSMENT**

REPORT: On 23 February 2021, minute 6132 refers, Council reviewed its adopted risk assessment. The risk assessment enables the Council to assess the risks it faces and satisfy itself that it has taken adequate steps to minimise them. No changes are proposed.

Proposed by Councillor Tony Hutt
Seconded by Councillor Les Palliser

RESOLVED: To receive and adopt the Risk Assessment Report.

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

6217. **REVIEW OF THE COUNCIL INSURANCE AND ASSET REGISTER**

REPORT On 23 February 2021, minute 6033 refers, the Council reviewed the insurance policy. The Council reviewed it's 3 year insurance policy which is due for renewal in May 2022.

Proposed by Councillor Les Palliser
Seconded by Councillor Tony Hutt and

RESOLVED:

- 1. To receive and adopt the Report.**
- 2. To renew the policy with BHIB Insurance for a three-year period from May 2022.**

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

6218. **PLANNING MATTERS**

The Council considered the schedule of planning matters attached to these minutes.

The following were considered at the meeting;

Land opposite 2 Hoad Road

The Council noted development of the site for which permission had not be granted including, extension of hard standing at the site and that a number of structures and fencing had been erected on land designated as grazing.

Duck Pond Farm, Stockham Lane, Selsted

The Council noted a revised site plan in respect of the development of the site following the withdrawal of the previous application for planning permission by the agent.

Proposed by Councillor Les Palliser
Seconded by Councillor Steve Notley

RESOLVED:

- 1. To endorse the schedule planning application responses sent to FHDC.**
- 2. To ask the Clerk to contact FHDC to request a planning inspection of the site opposite 2 Hoad Road.**
- 3. To ask Councillors Tim Allard and Vic Harmer to attend an informal site visit with the agent in respect of the development of the Duck Pond site.**

(Voting: For 5; Against 0; Abstentions 1)

6219. **ROADS AND FOOTPATHS**

REPORT: The Council noted the poor response to its request for a police officer to attend to discuss issues on the A260. Councillor Les Palliser advised that he had received a poor response to his request for volunteers for speedwatch. He asked Councillors to use their contacts and ask volunteers to contact him direct.

It was reported that Stockham Lane, outside Selsted School had no road markings.

The Clerk was asked to contact KCC to request an urgent review of the highway at Selsted School.

6220. **PARISH MAINTENANCE**

REPORT: the Council asked the Clerk to arrange for the removal of the Old Notice Board at Densole News.

6221. **CORRESPONDENCE**

The Clerk reported 2 items of correspondence:

- i) AGAR from PKF LittleJohn
- ii) Draft Heads of Terms from FHDC re transfer of Densole Way Play Area.

6222. **EXCLUSION OF THE PUBLIC**

Proposed by Councillor David Monk
Seconded by Councillor Les Palliser and

RESOLVED: To exclude the public and press from the meeting for the following item 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 6; Against 0; Abstentions 0)

6223. **EVALUATION OF TENDERS – ST PETER’S CHURCH LYCHGATE**

REPORT PC/21/07 sets out the results of the recent tender exercise for refurbishment work AT St Peter’s Lych Gate

Proposed by Councillor David Monk
Seconded by Councillor Les Palliser and

RESOLVED:

1. **To receive and note the Report.**
2. **To award the contract to contractor 1 up to £15,000 when the necessary authorities are in place.**

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

APPENDIX 1

SCHEDULE OF PAYMENTS – MARCH 2022

E53	March IT 123 Reg License	73.06
	Aubergine Ann Website	
E54	hosting	238.80
E55	Trax SN Jenks	11,940.00
E56	HCC hire Jan 22 Mtg	26.00
E57,58,59	Staff costs Feb 2022	1013.95
	Harmer Sons fallen tree	
E60	pond	36.00
E61	KempCB payroll Jan-Mar	300.00
Staff costs for March 2022	£1,250.48 will be paid in April due to funds transfer from Notice account.	

APPENDIX 2

SCHEDULE OF PLANNING APPLICATIONS – MARCH 2022 MEETING

Ref: 21/2426/FH Proposal: Proposed single storey side extension and infill

Location: Minnis Beeches, Canterbury Road, Swingfield, Dover, Kent, CT15 7HZ

Parish Council Response: No objection

Ref: 22/0267/FH Proposal: Conversion of outbuilding into additional living accommodation

Location: 30 Pay Street, Densole, Folkestone, CT18 7DR

Parish Council Response: No objection

Ref: 22/0187/FH/PA

Proposal: Determination as to whether the prior approval of the Local Planning Authority is required under Class R of the Town and Country Planning (General Permitted Development) (England) Order 2015 for the change of use from Agricultural buildings to flexible commercial uses.

Location: Red House Farm, Canterbury Road, Swingfield, Dover, CT15 7HZ

Parish Council to note.

Ref: 22/0145/FH Proposal: Flat roof single story rear extension and extension to the roof including 3 nos. flat dormers and 3 nos. rear dormers.

And re-consultation following the submission of additional details or a change in circumstance.

Location: 320 Canterbury Road, Densole

Parish Council Response: To support