

**Minutes of a meeting of Luddesdown Parish Council
held on Monday 7th August 2023 at 7:30pm
in Luddesdown Village Hall**

Members Present: Cllr P Crow
Cllr L Martin
Cllr C Price
Cllr J Rossouw

In Attendance: S Fishenden – Clerk & Responsible Financial Officer
G Duffort – Assistant Clerk, Meopham Parish Council

Item 1: Apologies for Absence: To receive and accept apologies

F.C. 35 Apologies were received and accepted from Cllr M Newnes (prior commitment)

Item 2: Declarations of Members' Interests: To receive declarations of pecuniary and non-pecuniary interests for this meeting

F.C. 36 There were no declarations of interest.

Item 3: To approve minutes of the previous Full Council meeting: 16.05.23

F.C. 37 The minutes of the meeting held on 16.05.23 were approved.

PROPOSED: Cllr Rossouw: SECONDED: Cllr Martin. All in favour.

Item 4: Public Session & External Reports

4.1 Public Session

F.C. 38 There were no members of the public present.

4.2 Borough Councillors and County Councillor

F.C. 39 There was no Borough or County Councillor present

4.3 Police and Community Warden

F.C. 40 There were no Police and Community Warden present.

Item 5: Clerk's Report: To receive a report of items for information from the Clerk

F.C. 41 The Clerk gave the following verbal report:

- The Clerk introduced George Duffort who is the new Assistant Clerk at Meopham Parish Council
- The bank forms to add the new councillors were signed by Cllr Rossouw and will need to be signed by Cllr Newnes following the meeting

Item 6: Finance & Governance

6.1 Schedule of Payments: To approve the schedule of payments up to 31.07.23, in accordance with Financial Regulation 5.2

F.C. 42 No schedule of payment was presented as due to the transition to the new signatories, no non-contractual payments had been made since the last meeting.

6.2 Receipts & Payments Report: To note the receipts and payments report up to 31.07.23

F.C. 43 There was no receipts and payments report presented to the meeting due to the issue highlighted in F.C. 42

6.3 Bank Statement: To receive the bank statement as of 31.07.23

F.C. 44 The bank statement as of 31.07.23 was noted.

Item 7: Planning

7.1 Planning Applications: To agree responses to any applications received. Late applications may be considered

20230656 – Old Rectory, Luddesdown Road, Luddesdown, Kent, DA13 0XE

Erection of a single-storey ground floor extension with a sunken terrace to the side of the dwelling house; installation of new timber sash windows to replace all existing windows; and erection of a carport at the front of the dwellinghouse.

F.C. 45 It was agreed that we would object specifically to the proposed car port, especially its positioning and visibility from the road. In addition, if GBC were minded to grant approval, we would request a condition that proposed materials are submitted to the planning authority. Finally, we would request a call-in to the Planning Committee from our ward councillor.

PROPOSED: Cllr Crow. SECONDED: Cllr Price. All in favour.

20230551 – 3 Reynolds Cottages, Henley Street, Luddesdown, Kent, DA13 0XB

Erection of a single storey rear extension and utilising the current garage footprint to extend upwards to create more bedrooms from a three bedroom home to a five bedroom home.

F.C 46 It was agreed to object to this application, on the grounds of the condition applied to the garage in the 1990 planning consent.

PROPOSED: Cllr Price. SECONDED: Cllr Rossouw. All in favour.

7.2 Planning Enforcement: To receive an update on enforcement cases within the parish

F.C. 47 It was agreed to set up a meeting with the Leader of GBC and Chief Executive to raise our concerns.

7.3 Planning Decisions: To note the planning decision lists issued by GBC for June and July 2023

F.C. 48 These were noted.

Item 8: Council Administration

8.1 Clerk's Laptop: To consider purchasing a Dell Inspiron 15 laptop at a cost of £429.00 + VAT

F.C. 49 It was agreed to purchase a Dell Inspiron 15 laptop at a cost of £429.00 + VAT.

PROPOSED: Cllr Price. SECONDED: Cllr Martin. All in favour.

8.2 Training and Development: To identify any training and development needs and agree which courses that Councillors wish to attend

F.C. 50 It was agreed to provide feedback to KALC about the Dynamic Councillor course.

In addition, the Clerk would prepare a schedule of available training courses and circulate this to councillors.

8.3 Email System: To consider switching provider from UK2.Net to Microsoft 365 for email hosting, at a cost of £417.60 per annum

F.C. 51 It was agreed to switch provider from UK2.Net to Microsoft 365 at the cost of £417.60 per annum.

PROPOSED: Cllr Price. SECONDED: Cllr Martin. All in favour.

8.4 Luddesdown PCC – Grant Request: To consider the grant request in light of the advice received from NALC Legal

F.C. 52 It was agreed following the advice received from NALC that the grant request could not be approved.

8.5 Meeting Schedule: To review the dates of forthcoming Council meetings

F.C. 53 It was agreed to change the date of the September meeting to the 4th Sept 2023.

8.6 Frequency of Meetings: To review the frequency of Parish Council meetings

F.C. 54 It was agreed to review this in six-months' time.

8.7 Councillor and Clerk ID: To consider delegating to the Clerk up to £50 to purchase councillor and clerk lanyards

F.C. 55 It was agreed to delegate to the Clerk up to £50 to purchase councillor and clerk lanyards.

PROPOSED: Cllr Price. SECONDED: Cllr Crow. All in favour.

Item 9: Community Engagement

9.1 Draft Strategy: To consider the draft community engagement strategy and agree any actions arising from this

F.C. 56 It was agreed that a community engagement strategy would be produced, this work would be supported by Assistant Clerk at Meopham Parish Council as they too were working to improve their levels of community engagement.

9.2 Luddesdown Society: To receive a verbal report from Cllr Price on the AGM of Luddesdown Society that she attended

F.C. 57 Cllr Price had reported that she had attended the AGM, it is important that going forwards the Parish Council and Society had a good working relationship.

The Parish Council would ensure there was regular communication with the Society.

9.3 Luddesdown Village Hall Committee: To receive a verbal report from Cllr Price and the Clerk on the meeting they held with the Village Hall Committee

F.C. 58 The Clerk and Chairman reported that their meeting had been successful, the Committee had expressed concerns around the hall management in an age of declining volunteers.

It was suggested the Parish Council would look to taking over the day-to-day management of the Hall. The Clerk would investigate this further and bring this back to the September 2023 meeting.

Item 10: Highways & Environment

10.1 Highways Improvement Plan: To consider submitting the draft Highways Improvement Plan to KCC Highways

F.C. 59 It was agreed the Highways Improvement Plan would be reviewed and brought back to a forthcoming meeting.

10.2 Drainage Ponds: To receive an update from the Clerk on actions taken by KCC Highways following our reports to them

F.C. 60 KCC Highways had programmed works to replace the broken fencing at the Henley Street pond and remove the overgrown vegetation for both drainage ponds.

10.3 Litter Picks: To consider arranging a community litter pick

F.C. 61 This item was deferred until another meeting to allow Cllr Newnes to be involved in the arrangements.

Item 11: Consultations

11.1 Community Warden Consultation: To consider how the Council wishes respond to the consultation

F.C. 62 It was agreed to make a response to the Community Warden consultation, the Clerk would be delegated to prepare a response which would be shared with councillors via email.

11.2 Family Hub Consultation: To consider how the Council wishes to respond to the consultation

F.C. 63 It was agreed to make a response to the Family Hub consultation, the Clerk would be delegated to prepare a response which would be shared with councillors via email.

Item 12: Items for Information: To receive verbal reports from all councillors, for information only

F.C. 64 There was nothing further to report.

Item 13: Progress Tracker: To note the progress tracker of council decisions

F.C. 65 This would be circulated following the meeting and noted.

CLOSED SESSION

Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that due to the confidential nature of the next item, the public and press are asked to leave the meeting.

Item 14: Personnel

14.1 Clerk's Salary: To consider adjusting the Clerk's salary scale point, in light of the successful completion of the CiLCA qualification

F.C. 66 It was agreed to raise the Clerk's salary to point 15 in the LC1 above substantive scale. This would be reviewed further at the forthcoming budget-setting for 2024-25.

14.2 Staffing Hours: To consider increasing total staffing hours from 5 to 10 hours per week, and to consider delegating the recruitment process to the Clerk

F.C. 67 This item would be reviewed following a further decision on the future management of the Village Hall as this would impact the staffing need.

The meeting closed at 9:28pm