

SHEPHERDSWELL WITH COLDRED PARISH COUNCIL

Minutes of the Annual Parish Meeting held at Shepherdswell Village Hall on Wednesday 20 April 2016 at 8.00pm.

1. Present:

Parish Councillors: Kevin Regan (Chairman), Martyn Cobb, Barry Crush (Vice Chairman), Mike Harris, Marien Elgar, Geoff Peagram, Carole Pickaver, Iain Robertson, Carole White and Alan Williams

Kent Community Warden Julliette West

22 Parishioners

Steven Durbidge (Clerk) in attendance

Apologies: Parish Councillors Anthony Barter and Robert Edmond

Kent County Councillor Geoffrey Lymer and Dover District Councillor Mog Ovenden

2. Minutes of Last Annual Parish Meeting held on Wednesday 15 April 2015

Proposed, seconded and agreed

3. Matters Arising: None

4. Receive Reports from our County and District Councillors

Mog Ovenden, Councillor, Dover District Councillor (written report).

Apologies for not being at your APM but once again your meeting clashes with my duties at DDC. I have done my best to attend as many of your meetings as possible over the past year even though I have been late on several occasions due to this Scrutiny Committee. I have followed with interest the development of the dedicated village hall car park extension, the exciting possibility of important archaeological remains in Reed Meadow, the formation of an allotments society and the recently approved new playground equipment. I've been watching anxiously what may happen to the Bricklayers Arms and the Post Office. I have raised the case for notice in advance from Southeastern/ Network Rail when buses replace trains and brought flooding in The Glen to the attention of the Consumer Council for Water who are now getting 'on the case' .

Coldred continues to host the only Parish Council meeting regularly to be held in a marquee in Kent and possibly in the UK - others may do this from time to time when circumstances make other venues unavailable but yours is unique and regular.

Hope I've brought DDC matters worthy of attention to the residents of Shepherdswell and Coldred and am truly delighted that our collective efforts are at last getting somewhere towards stopping HGVs' using Coxhill.

Please exercise your democratic right and vote for next PCC .My preferred option of two more police officers instead of one PCC sadly isn't on the ballot sheet! No time now to apply for postal vote for this particular election but do consider applying for one before the EU Referendum.

Contact Mog: cllmogovenden@dover.gov.uk or 07775 193462

5. Receive Reports from our Community Warden

Julliette West, Kent Community Warden

Julliette reported on the following issues dealt with over the past year: - Crime and crime prevention, personal safety, welfare issues, environment and environmental crime. Animal matters and incidents have also been deal with. Julliette's area of work has increased and she is now dealing with local, district and county incidents. Julliette

has undertaken training in first aid, restorative justice and practitioner, domestic abuse, dementia, flood warden, incident liaison officer, child exploitation and online protection, Kent Fire & Rescue Services, road traffic collisions and Prevent strategy. Julliette has been involved in a national exercise, major incident and two emergency planning incidents. Julliette has recently dealt with increasing incidents of fly tipping and a number of animal related incidents.

Contact Julliette: juliet.west@kent.gov.uk or 07969 584174

6. Provisional Financial Report: (see page 8)

Steven Durbidge, Clerk, Shepherdswell with Coldred Parish Council

The Parish Council finances are always shown on every Agenda and every Minute of each Parish Council meeting. All Agendas and Minutes are displayed on the notice board outside Shepherdswell Post Office and the notice board inside the Coldred bus shelter. Minutes are also included on the Council's website. The Agendas and Minutes show a Financial Statement for each Council bank account and the Minutes show details of every item of expenditure agreed at each meeting.

On the reverse of the Agenda for tonight's meeting you can see the Provisional Bank Reconciliation for the financial year which ended on the 31st of March.

(Using rounded figures) Under CASH BOOK (near the bottom of the page) - the provisional reconciliation shows that the Council received receipts of £48,096.

The receipts include a precept of £35,933, parish grant £686, property rent £2,760 and Cemetery fees £1,068. The Council received interest of £53 and vat refunds of £4,978. A grant of £296 was received from KCC to cover expenses incurred by Coldred Forum in verge mowing The Avenue. The Council benefited from a number of generous donations from village organisations towards the development of the new village hall car park: Shepherdswell Gardening Club gave £400, Shepherdswell Wednesday Club gave £634, and Shepherdswell WI gave £655.

Also under CASH BOOK the provisional reconciliation shows that the Council payments were £69,851. Payments include administration, expenses and fees of £5,923 of which £761 was spent on insurance cover for the Council's assets and legal liabilities. £8,692 was spent on the development of a new car park dedicated to village hall use. The Clerks salary was £7,564. Other payments were £14,498 as a 50% deposit on new play equipment for the recreation ground and £7,315 on health and safety work. Grounds maintenance and repairs came to £14,957, which included £4,504 for mowing and strimming both village greens, the recreation ground, village hall grounds, the Cemetery and Meadow View Land. Coldred pond was dredged of accumulated silt at a cost of £2,592. £306 was spent by Coldred Forum from their annual grant of £500.

In the present financial year it is estimated that the income of the Council will be £41,423. The budgeted expenditure in this financial year is £36,294 which includes expenditure on allotment infrastructure, new fencing and benches for the children's play area and HGV traffic management measures. A grant of £5,000 has been made available for Shepherdswell Spartans Football Club towards the provision of changing rooms and showers at the Recreation Ground.

The unaudited accounts are available for inspection upon request until the end of May when they will be sent to the External Auditor (PKF Littlejohn at Canary Wharf) appointed by the Audit Commission in 2013 for 5-years. Once the accounts have been externally approved, a copy of the certified Annual Return will be posted on the notice board outside Shepherdswell Post Office.

7. Chairman's Annual Report:

Kevin Regan, Chairman, Shepherdswell with Coldred Parish Council

It's been another busy year for your councillors and clerk. Besides our monthly council meetings we have two separate committees, planning and finance; and we regularly set-up working parties to progress items; plus attending external meetings, workshops, courses etc and representing our Council on other bodies and committees such as Kent Association of Local Councils, Recreation Ground Forum, Village Hall Committee, Community Land Trust, not forgetting footpaths, the cemetery, and keeping the web site up to date. Each councillor reports to the planning committee about applications in a part of our parish which they cover and also inspect the Recreation Ground about five times a year looking for items that may need attention. We have now agreed which company will replace the childrens' play equipment on the Recreation Ground. This took some time because of the choice and cost but we believe that when the new equipment is installed in May it will be a great improvement. I must thank Garrett and his group for their brilliant help in reaching our decision. I would also like to say that we receive lots of voluntary help from individuals and village groups and this is very much appreciated.

An area within the cemetery was consecrated by the Bishop of Dover. The new Village Hall car park is being put to good use. Coldred pond has been dredged and the soakaway in Westcourt Lane cleared once more.

The developments within Reed Meadow are also ongoing. The Allotment Association have been most patient as an archaeological exploration found interesting artefacts and the Shepherdsweil and Coldred History Society hope to complete their survey in early Summer. It was goodbye and many thanks to our small works contractor Howard K and hello to Kevin B. Being Chairman of the Council has given me a lot to deal with over the past year but it all comes into perspective when I think about the many Chairmen before me since the birth of our Council in December 1894, 121 years ago, and the merger with Coldred in April 1963.

8. The Work of Age UK Dover in the Community

Karen Tranter, Chief Officer, Age UK Dover

Age UK Dover, formerly known as Age Concern Dover has run a day centre at the Riverside Centre since 1989, hot meals and snacks, Monday to Saturday. Activities include - Art group; Computer suite with computer classes and a computer buddy service; Weekend outings; Jigsaw corner; Library books available; Bingo; Reminiscence sessions; Games corner; Big screen TV; Exercise group; Sing-a-long mornings; Tai Chi on a Saturday morning; Quizzes; Jewellery and card making. Day centre open Monday to Friday 9.00am - 4.00pm, Saturday 9.00am - 3.00pm.

Our services for older people cover Dover and the surrounding area: -

Home Care Services - Following an assessment by a qualified care planner to discuss your needs, we will be able to provide you with a written quotation for the care you require e.g. personal care, domestic tasks, help with medication, companionship, enablement (short term service that can help you remain independent in your own home following illness or a hospital stay), night sitting service, etc.

Products & services - Age UK Group offers a range of products and services tailor-made for the over 50s.

Care Navigator - Providing independence and assistance for older people facing life changing circumstances and long term health problems.

More services: - Transport available from the town and rural areas; Bathing services; Toenail cutting; Hairdressing; Hearing aid repairs and advice; Indian head massage.

We have a charity shop in Dover that sells a range of clothes, books and bric-a-brac.

The profits from the shop allow us to subsidise the cost of our services. Donations and goods are most welcome. Visit shop at - Age UK Dover, 44-46 High Street, Dover.

9. What is a Community Land Trust?

Martyn Cobb, Councillor, Shepherdswell with Coldred Parish Council

Community Land Trust

- Defined as an organisation to protect Assets of Community Value (ACV's)
- Examples of ACV's
- Affordable Housing
- Post Offices, shops
- Open spaces
- Pubs

Affordable Housing

- Affordable housing is for:
- Current Residents
- Previous Residents
- Those with close family in the Parish
- Permanently employed in the Parish

Why?

- Properties can be for purchase or rent
- There is no right to buy on part ownership schemes
- Rural developments by housing associations with less than 3,000 inhabitants do not have right to buy

Benefits

- Maintain and improve demographics
- Giving people choices to stay in the community
- Keeping families together
- Maintaining and boosting local services

Protecting Assets

- The vast majority of assets such as pubs and shops generally form part of the development agreement for affordable housing. These are part funded by the housing association.
- In honesty there are few assets protected by CLT's unless there is a development of affordable housing.

Progress

- Parish Council joined the Community Land Trust Network
- Advice and funding secured through the Village SOS scheme (VSOS)
- VSOS have developed an Action Plan
- Parish Plan has identified need
- Possible exceptions sites have been proposed

Next Steps

- Run an open public meeting to answer questions (experts in attendance)
- Get a group of interested local people to ensure that the CLT is run for the benefit of the community as a whole
- Confirm the type of housing required

10. Litter and Fly Tipping around the Villages

Vi Ramsay-Cobb, Shepherdswell Parishioner

I would like to thank all villagers who turned out for the litter picking over the last two weekends. Also wish to recognise and thank those who do litter pick regularly during their walks. This still seems to be an ongoing problem which had brought people to the point of action. Some individuals carry bags on their usual walks to do what they can. This is very much appreciated and I would like to thank them on behalf of all of us.

Two small groups in Shepherdswell went out to clear some of the lanes and verges in the parish. On 9th and 16th April, you may have seen volunteers dressed in Hi-Viz vests, carrying bags and pick-up sticks. About 30 bags of litter were collected over that time. This seems to me to be a ridiculous amount of rubbish. It mainly consists of fast food packaging such as coffee cups, cans, bottles and sweet papers. Some of us came across some other less savoury items. Can I put across a few possible solutions to reduce the problem, apart from the more extreme punishments that come to mind?

1. Provision of more bins, obviously positioned and emptied regularly.
2. Signs saying Shepherdswell Welcomes Tidy People! Take your litter home.
3. Persuade the Co-op to place a big sign at the till asking customers to dispose of their litter sensibly.
4. Educate Children at school and clubs to not only take their own litter home, but also pick up what they find around. As adults we can be role models in this.
5. Litter Wardens could volunteer to take responsibility for a small section or area in the village.

6. The Parish council should have one member to coordinate all these efforts. We do hope to set several dates per year to keep the excellent work done recently up to date so if anyone is free to join in, please contact me for details. Please also look at the websites to see how you can help.

Fly Tipping also seems to be on the increase and these have been noted on the Face book site 'Shepherdswell News'. Fly tipping is an environmental crime and should be reported to DDC using the form on the website

<http://www.dover.gov.uk/Environment/Environmental-Crime/Fly-Tipping.aspx>

In addition a Facebook campaign is being started to lobby DDC & KCC and Kent Highways to look again at their provision for waste management. Judith Hawarden, who lives in Adisham, would like to ask for our assistance towards her efforts in lobbying the Councils. She is asking us all to email DDC in particular since that is our district to ask that lay-bys and slip roads on the A2 be cleaned. Also that lorry drivers be provided with more facilities since litter also includes human waste. You may not be aware that bottles and bags of human waste are being thrown onto verges on the A2. Hopefully cleaner roadsides and provision of waste bins will encourage everyone to respect our environment and stop littering.

<http://www.dover.gov.uk/Recycling--Waste/CommunityCleanUps.aspx>

Email to use: - waste@dover.gov.uk

11. Shepherdswell & Coldred Community Interest Company (CIC)

Richard Woods, Director, Shepherdswell & Coldred Community Interest Company

Introduction: Shepherdswell & Coldred CIC was set up by members of the Bricklayers' Action Group and has been incorporated with the stated aims: "To enable the local community to raise funds to protect and maintain for the use of the community, buildings or facilities in the parish that are of value to the life and well-being of the parish, in particular those registered as Assets of Community Value (ACV)" as accepted by the Registrar of CICs. As these are the same aims as the Shepherdswell Community Project, the two have now merged. The CIC would like to review the current position of the ACVs which are its concerns. These were all nominated by the Parish Council on 28 Nov 2013 and listed on the 22 Jan 2014, until 21 Jan 2019.

• Bricklayers Arms PH

The owner, Shepherd Neame, informed Dover District Council of its intention to sell on 19 February 2015, DDC should then inform the group who registered the asset (i.e. the Parish Council), but the PC did not receive this until 5 March, and considered it at the meeting of 15 March. Despite resolving to write to DDC to trigger the 6 months

moratorium, this was not done before the closing date, 2 April 2015 (as reported at the meeting and the APM on 15th April), due to misunderstandings and poor advice received. Reasons for Listing: The building's current use furthers the social wellbeing of the local community.

Attempts so far to use the legislation have been thwarted by a catalogue of errors, from which the PC and the community needs to learn to avoid a repetition. We now find ourselves outmanoeuvred by the PubCo which has put the PH and the adjoining cottage up for auction on 3 May as two separate lots, splitting the car-park between them. In his presentation to the 2015 APM, Martyn Cobb stated on behalf of Shepherdswell Community Project that "Our constitution states that our objects include encouraging the involvement of the community in the furtherance of conservation, restoration and development of historical, social and natural resources in Shepherdswell and Coldred". The vision of the Bricklayers' Arms Action Group regarding the PH was development of what could be an important social resource in the centre of the village, which would, as the listing states, "further the social well-being of the village" - a village hub catering for all parts of the community: a place to meet, with food and liquid refreshment close to the N Downs Way and EKR, able to provide drop-in for parents and the elderly, and a convivial welcome. As a trading outlet it could also, perhaps, house the PO counter services.

- Post Office: The current sub-postmasters have served the community well, but now wish to retire, and PO Ltd have been trying to find another retail outlet to base the counter in, without success. The PC apparently has known of this but failed to bring it to the attention of parishioners or to place the matter on the agenda for discussion despite requests, and despite agreeing to inform the village and call an emergency meeting when threats to any ACV became known. From our research, it is clear that the PO could close the counter with a few weeks' notice. It would be replaced with an outreach facility open for a few hours each week. If the PO could be placed in a revived Bricklayers this could be, or could have been, an ideal response.

- Surgery: Anyone who has used the surgery recently will be aware that there are long waits for appointments and a crowded waiting room, due to two out of five partners having retired. This naturally is a cause for concern due to the uncertainty about its future. The CIC urges the PC to be actively enquiring as to the practice's future plans for the surgery, and that it should seek assurances as to its management, opening times, and long-term viability. We feel that this is a matter for the PC to be proactive in pursuing, on behalf of the community, rather than leaving it to concerned villagers.

- The Bell Inn: is owned by Punch Taverns, which is actively disposing of its property-holdings, so there may be a cause for future concern. Again, the PC should be actively monitoring the position, and ready to act with alacrity should there be any intimation of a possible sale. The PC is asked to immediately notify the village of any such eventuality.

- Carpenters' Arms, Coldred: is an example of how the village can rally to support the owner and maintain a village hub important to the social well-being of the village; where meetings are held, and people gather. Despite the illness of the publican, there is no apparent threat; but, again, the PC is asked to keep the situation under review and to report to the parish communities.

- Co-op: is successful and maintaining its place in village life. It has no space for the PO. Unless the parish, with the leadership of the PC, is able to meet any future threats to the ACVs, this is likely to be the only facility remaining in the long-term.

- The railway-station is outside the scope of the Act, but we know that the services have been reduced. Should further reductions be proposed, the PC should be ready to make representations.

To sum up: The ACVs were listed by the PC because there were seen as being important in the social and community life of the parish. We note with concern that the PC has failed to follow up its initial action by ensuring it had a clear understanding of its powers and responsibilities towards them. These assets are among the attributes of Shepherdswell and Coldred that make the parish an attractive place for people to live and add both financial value to housing and social value in the community. Their loss will reduce the social and financial investment in the community, leading to S&C becoming merely a satellite of Dover. The PC has hitherto appeared to be content merely to react to events.

The CIC seeks to engage and support parishioners in protecting the assets to community life that the ACVs represent. On behalf of the parish and as concerned parishioners, we urge the Council to act and provide leadership when these assets are threatened.

12. Shepherdswell and Coldred History Society

John Bulaitis & Veronica Riley, Shepherdswell and Coldred History Society

Our Aims:

- a. To research, conserve and disseminate the history of Shepherdswell & Coldred and the surrounding region;
- b. To involve the community in projects to uncover its history and heritage;
- c. To promote an interest and awareness of history amongst the community, particularly its younger members;
- d. To work in partnership with other agencies and organisations concerned with the uncovering and conservation of history and heritage.

What we have done:

Monthly Meetings; The 'Walk through Time'; The Big History Day; Archive of Photos and Documents; The Website; Projects; Reed Meadow.

Coming Events: -

28 April 'Kent and the Norman Invasion of 1066' with Dr Paul Dalton

30 June 'A Walk through Time' with Keith Roberts.

3 September 'Big History 2016' in the Village Hall.

29 September 'The early days of Kent mining' with Jim Davies

24 November 'Fortress Dover' with Anita Sedgewick

15 December Christmas Fun and Games

For more details about the History Society, please contact: -

Secretary: Chris Roberts, 832143 christinaroberts147@gmail.com

Chair: John Bulaitis 831343 john.bulaitis@canterbury.ac.uk

Web site: - <http://shepherdswellhistory.org>

13. Parishioners Question Time:

Matters arising from the Annual Parish Meeting will be considered at the next Parish Council meeting (Wednesday 18 May 2016).

14. Closure of Meeting:

The Chairman thanked the Vice-Chairman and Clerk for their work over the past year and to all Councillors for their public and community consideration given to all matters.

The meeting closed at 9:20pm

Note: Minutes subject to approval at the next meeting

Provisional Financial Report

Financial year ending 31 March 2016

Prepared by: Steven Durbidge. Clerk and Responsible Financial Officer

Date: _____

Approved by: Chairman

Date: _____

Balance per bank statements as at 31 March 2016	£	£
Current account 90567285	1,355.37	
Business account 90567293	44,998.88	
NS&I account 138073796	2,220.90	
Petty cash float	0.00	
		48,575.15
Less: any unpresented cheques at 31 March 2016		
Cheque number:		
903	49.00	
913	459.08	
918	295.80	
923	72.00	
		875.88
Add: any unbanked cash at 31 March 2016		0.00
Net bank balances as at 31 March 2016		47,699.27
Add: Value of investments		0.00
Total Cash and Investments 31 March 2016 (Line 8)		47,699.27
<i>The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:</i>		
CASH BOOK		
Opening Balance 1 April 2015 (Prior year Box 8)		69,454.48
Add: Receipts in the year		48,096.21
Less: Payments in the year		69,851.42
Closing balance per cash book (receipts and payments book) as at 31 March 2016 (must equal net bank balances above - Box 8)		47,699.27
Add: Value of investments as at 31 March 2016		0.00
Total Cash and Investments 31 March 2016		47,699.27