WICKHAMBREAUX PARISH COUNCIL MEETING 16 JUNE 2020 on Zoom.

Present: Parish Cllr Robin Treacher
Parish Cllr Martin Twyman
Parish Cllr Faith Wright
Parish Cllr Darren Howe
Parish Cllr Caroline Rees
Parish Cllr Peter Collinson
Parish Cllr Catherine Holland

County Cllr Michael Northey, KCC (Kent County Council)

Mrs Chenice Howard-Sparkes, Clerk to the Council

1 Member of the Public

1. **CHAIRMAN'S OPENING REMARKS AND APOLOGIES FOR ABSENCE**
The Chairman welcomed everyone to the first virtual meeting of the Parish Council and thanked everyone for attending. The Chairman also wished to thank all councillors who have been supporting the local community throughout the Covid-19 lockdown. There were no apologies for absence, although the Clerk reported that City Cllr Louise Jones-Roberts has given birth to a healthy baby boy since the last meeting and may be on maternity leave.

2. **DECLARATIONS OF INTEREST**
None.

3. **VIRTUAL MEETING PROTOCOL FOR COUNCILLORS AND MEMBERS OF THE PUBLIC**
Regulations enabling town and parish councils to lawfully conduct virtual meetings by video and telephone conferencing have been published by the government. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into force on 04th April 2020. The legislation allows for virtual meetings if required up to May 2021.

The Parish Council decided to use Zoom as a virtual hosting platform for meetings until such a time as the government advises it is safe to conduct meetings in person. Members of the public are still welcome to "attend" parish council meetings, either online or by telephone, but to do so will need to contact the Clerk for details of the meeting link or phone number for access to enter.

To ensure the smooth running of meetings, councillors and members of the public are advised to remain on mute unless they wish to speak. Councillors can raise their hands or use the reaction buttons to indicate they wish to speak, and the Chairman will invite each member to speak in turn. The Clerk as host has the ability to mute and unmute if necessary. If members of the public become disruptive during the meeting, the Clerk will mute them and warn them to cease. If after two warnings a member of the public continues to cause disruption, the Clerk will remove them permanently from the meeting.

Should the Chairman "drop out" of the meeting at any time due to technology or connection difficulties, the Vice-Chairman will take control of the meeting until the Chairman returns. If both the Chairman and Vice-Chairman "drop out", it was unanimously agreed that Cllr Wright take the position of Chairman as long as the meeting is still quorate. In the event a meeting becomes un-quorate or Cllr Wright also has difficulties, the meeting will be adjourned and reconvened on another date to conclude any outstanding business on the agenda.

Any councillor who declares an interest in an item on the agenda will be moved into the Zoom 'waiting room' while discussions and the vote take place on that item. This is to simulate leaving the meeting in line with the Parish Council's Standing Orders.

Councillors are expected to conduct themselves in the same manner they would during a normal meeting in the village hall. This includes, but not limited to, councillors ensuring they are suitably dressed, no alcohol or food to be consumed, and no swearing.

All meetings will be recorded for the purpose of assisting the Clerk in writing up the minutes, and this will be announced at the start of every meeting for the benefit of any members of the public in attendance.

4. **MINUTES OF THE MEETING HELD ON 17 MARCH 2020**
The Minutes were accepted as a true record of the meeting.

5. **INFORMATION FROM MATTERS ARISING**
4(10-School Report) – The Clerk reported that there has been no notification from CCC (Canterbury City Council) when the proposed disabled parking bay outside the School is due to be discussed by either the Rural Forum or Joint Transportation Board.
12(School Report) – Cllr Collinson confirmed there is no further update on the service level agreement between the Village Hall Committee and the School. The School is still operating for key worker children but are not using the village hall at this current time.
12(Village Greens) – Cllr Treacher reported that the new timber planters on the bridge appear to be warping in places due to the hot weather. Cllr Rees agreed to inspect the planters and contact Jacksons Fencing, who supplied the timber, as appropriate.
12(Flood Protection) – Cllr Twyman reported that the meeting scheduled with Dr Martin Hurst on 15 May 2020 had to be postponed until the autumn due to Covid-19.
12(Footpaths) – Cllr Treacher reported that KCC PROW (Public Rights of Way) cut the footpath by the river twice last week with complete disregard for wildlife, with a number of duck nests, etc, lost. Normally Cllr Wright's husband voluntarily maintains the footpaths with care and consideration.

6. **REPORTS FROM COUNTY AND CITY COUNCILLORS**
County Cllr Michael Northey
Cllr Northey reported that KCC will be holding its first virtual full council meeting via Microsoft Teams tomorrow (17 June 2020), where he is expect to be elected as Vice-Chairman of KCC. If anybody wishes to watch the meeting, there is a link on KCC's website. Cllr Treacher wished to congratulate Cllr Northey on behalf of the Parish Council on his nomination for Vice-Chairman.

Cllr Northey also reported that all county councils are receiving lots of information during Covid-19 from a multitude of sources, and it is difficult to ascertain what information to forward onto parish councils. Useful information and links for Covid-19 can be found on KCC's website, which is updated regularly in line with changing guidance.

Covid-19 has had some benefits in terms of less air traffic and road traffic, which are not expected to get back to the same levels as pre-lockdown for some time, and going forward KCC wishes to do more to support sustainable travel alternatives to keep these levels low. As part of this, the Department of Transport has allocated KCC £8million of funding for emergency active travel works (such as providing 'pop-up' cycle facilities and temporary cycle lanes). So far KCC has submitted bids for improving cycling and pedestrian facilities amounting to £550,000, more 20mph zones, and a number of recreational, cycle and pedestrian schemes including PROW, cycle parks, etc.

A second tranche of funding is expected and, although the exact criteria of what schemes this can be spent on has not been confirmed, it will be intended for encouraging walking and cycling to work and school, improving cycle facilities and cycle lanes, widening footways and providing more space at bus stops to allow people to queue and socially distance.

KCC is encouraging people to come forward with suggestions of how the funding can be spent on potential travel schemes to make improvements in local communities.

Pupils are slowly returning to schools, although parents have been very cautious in sending their children back in the permitted years. By 09 June 2020, the number of pupils returning across the 474 schools in Kent in the permitted year groups amounted to 21,382, of which Year 6 saw the largest return with 32% attending. 5203 key worker children have been attending schools throughout the pandemic.

KCC has set up a business hotline for any businesses wishing to receive advice and births can now be registered. The registering of births was originally put on hold but now slots are available to book. It is anticipated that approximately 3,500 births have not been registered in the three months since the start of lockdown. Details can be found for both items on KCC's website.

Cllr Wright enquired whether Cllr Northey has up to date figures of the number of deaths due to Covid-19 in Kent. Cllr Northey did not have the information to hand but agreed to obtain this. Cllr Treacher reported that the BBC news app has the facility to search for cases by postcode

Cllr Twyman wished to comment that now lockdown is easing and more people are travelling, the amount of litter has been increasing. The BBC recently did a news item on litter with Steve Ladner and Cllr Twyman contacted them for comment but they haven't responded. Cllr Northey responded that litter picking is a City Council matter but it is impossible to police everywhere and is a problem of personal behavior.

7. **HIGHWAYS**

(i) Highways Improvement Plan

Cllr Treacher reported that KCC implemented and erected the signage relating to the change in speed limit from national to 30mph on 27 May 2020. Cllr Twyman reported that he was approached by a resident questioning whether the repeater signs are needed on the village green. Cllr Wright also reported that she was approached by two residents regarding the same signs, who feel that the signs are 'ugly' and ineffective as blocked by cars the majority of the time.

Cllr Twyman commented that in his personal view the signs are necessary on the green as it is in the centre of the village and serves as a reminder to vehicles that the speed limit has changed, especially in such close proximity to the School. Cllr Treacher commented that the Parish Council helped KCC consult as widely as possible and only one objection was received during KCC's official consultation, which was unrelated to signage. The signs are located where KCC originally proposed them to be and, although they are not aesthetically pleasing, they are an advised and necessary measure.

Cllr Holland reported that the two signs in Stodmarsh were installed in the wrong locations, which KCC have acknowledged. Cllr Holland reported that following correspondence with Michelle Matthews at KCC, one of the signs has been rectified and the other sign is being investigated further as the location of an existing land drain could be problematic.

Cllr Collinson commented that the reduction in speed limits could allow a subsequent application on the Pear Orchard site to consider an alternative junction location on Grove Road. Cllr Wright confirmed that the necessary sight lines of a junction to achieve on a 30mph road is reduced in comparison to national speed limit.

Cllr Treacher reported that the next stage is enforcement of the speed limit in the form of a community speedwatch group. Cllr Treacher suggested a consultation with the village to ask for volunteers to come forward.

(ii) A257 Update

Nothing to report.

General Highways Matters

- Cllr Twyman reported that Grove Ferry Bridge has been resurfaced.

8. **PLANNING**

CA/20/00993/FUL – The Old Rectory, The Green

Cllr Wright reported that following the approval of planning application CA/19/10164/FUL for a swimming pool, outbuilding and tennis courts, the owners of the property feel they require larger access into the garden. The garden wall is not listed so will not result in any loss of historic fabric and the new gates will be oak. The Parish Council has no objections to the current application for minor alterations to garden wall and new double gate.

Cllr Wright also reported that an additional application has been submitted to discharge condition 03 (relating to samples of materials), application number CA/20/01199. Normally samples of materials will be delivered to CCC but due to the Council Offices being shut during Covid-19 lockdown, illustrations of the materials have been provided instead.

CA/20/01053/VAR – Quaives Farm, Grove Road

Cllr Wright reported that she has liaised with Cllr Holland and they both feel this application is a consequence of modern farming methods. The polytunnels are located near to a public footpath but not in close proximity to any residential houses. If approved, the application will result in approximately 11% of the farm being covered in polytunnels all year round.

KCC Drainage has no objections, although commented that it is important appropriate measures are in place to deal with the management of surface water. The original decision notice of CA/09/00931/FUL had the condition "excess surface water run-off from the polytunnels not stored or recycled for reuse shall be discharged to the farm drainage system/ditches. These ditches shall be maintained and kept clear of any obstruction to ensure the free flow of run-off water to the Blackhole Dike".

The Parish Council has no objections to the retention of the polytunnel covers all year round.

CA/20/01108/FUL – Bradley Farm, Grove Road

Since the agenda was published, the above application has been received for a two storey dwelling, cycle/bin store together with associated parking and landscaping following demolition of existing agricultural building.

Cllr Collinson commented that the previous withdrawn application (CA/19/10120) raised concerns from KCC Highways with regards to an inadequate turning circle within the site. The revised proposals have been reduced in size which allows a larger turning circle to mitigate the previous concern. The dwelling is proposed to be occupied by the local farmer and his family.

As the owner of the property is one of her tenants, Cllr Holland did not participate in any discussions or the vote. The Parish Council has no objections to the proposals.

CA//19/01798/FUL – The Pear Orchard, Hawthorne Bungalow and Altona, The List

CCC has refused the application for proposed 5no two storey detached dwellings and 2no single storey detached dwellings following demolition of 2no existing dwellings on the following grounds:

1. The applicant has failed to secure sufficient affordable housing contributions (amounting to £414,000).
2. The applicant has failed to secure sufficient community infrastructure contributions to mitigate against the impact of the development (amounting to £50,543.59 towards education, youth provision, social care, waste, etc).
3. Insufficient information has been submitted in order to demonstrate sufficient regard has been given to minimising the impact of the development on protected species, general ecology and wildlife habitats.

Cllr Wright reported that the applicant does not believe CCC should be charging for affordable housing contributions or community infrastructure contributions and has refused to set up a legal agreement to pay these. CCC has obtained legal advice which has concluded they are in their rights to charge for these items.

With regards to ecology, a preliminary ecological appraisal was submitted with the application but KCC Ecology requested additional information in respect of reptile and dormouse mitigation. The applicant submitted a response, however this was not subject to formal consultation with KCC Ecology. The applicant agreed for the application to be determined on this basis and therefore the Case Officer ruled insufficient evidence had been submitted.

Cllr Wright confirmed that the applicant has the right to appeal within six months of the decision (from 26 March 2020) but to date CCC has not received notification of an appeal. Cllr Treacher asked Cllr Wright for clarification on the appeals process. Cllr Wright confirmed that the Planning Inspector will assess the application against the reasons given by CCC for refusal and rule whether they uphold these reasons or whether they conclude the application should be granted. All reasons for refusal need to be provided to the Planning Inspector at the time of the appeal, although the Planning Inspector can consider other reasons not identified by CCC.

Should the Inspector determine the application should be approved, the application is subsequently granted. Should the Inspector agree with CCC's decision, then the refusal notice is upheld. There is the ability to challenge the Planning Inspector's decision should anybody feel there has been a legal error with the decision, which will be decided by the High Court.

Cllr Treacher further asked whether councillors feel the Parish Council should approach the agent to enquire whether they have, or intend to, submit an appeal for the application or whether no contact should be made. Cllr Wright proposed not contacting the agent, seconded by Cllr Holland and Cllr Howe.

CA/12/00234/FC – Stodmarsh Court, Stodmarsh Road
CCC has granted permission for the prior notification application for the erection of an agricultural building.

CA/20/00868/FUL – Hallowes, The Street
CCC has granted permission for the proposed single storey rear extension.

9. **ANNUAL RETURN 2019-2020**
It was resolved that Wickhambreaux Parish Council meets the criteria for 2019-2020 to be an exempt authority, and wishes to be an exempt authority, not subject to a PKF Littlejohn LLP review for that year. The Parish Council noted the Internal Auditor's report, which found all financial records to be accurate and up to date and had no further recommendations.

Section 1: The Annual Governance Statement
All Councillors approved the Annual Return and all supporting documents for the financial year ended 31 March. The Clerk will obtain a 'wet' signature from the Chairman in a socially distanced meeting after the Parish Council meeting (Section 1 is for the Parish Council around the effectiveness of the system of internal control).

Section 2: The Accounting Statements – this had been prepared by the Clerk and Responsible Financial Officer and signed and dated prior to being presented to the parish council. All councillors resolved to approve Section 2 and the Chairman will sign this section too after the meeting.

The Clerk must publish (including on the website) the Annual Return by 30 June 2020.
The Parish Council must make arrangements for the exercise of public rights to inspect the accounts. The Notice will be published on the noticeboards and Parish Council website by 30 June 2020.

10. **CORORAVIRUS (COVID-19)**

Cllr Wright wished to record thanks to local residents Jacqueline Grimsley and Charles Porter for being a central point for information during Covid-19 and for circulating to the joint communities of Wickhambreaux and Ickham. Cllr Wright suggested the Clerk send a letter of thanks, which was unanimously agreed. Cllr Twyman wanted to further thank Cllr Treacher for arranging for the informal disposing of garden waste when Serco suspended collections and the HWRC (Household Waste Recycling Centre) closed.

Cllr Treacher clarified that the village hall remains closed in line with government advice, although the School can utilise it if required. Likewise, the Frank Montgomery Playing Field remains closed in line with government advice. Cllr Treacher reported that a resident contacted the Parish Council to challenge the decision following the government's advice that public parks should remain open. A letter was sent in response clarifying the difference between a playground and public park and confirming that as the play equipment cannot be separated from the rest of the field, the entire area needs to remain closed in line with government advice.

The Playing Field Committee had an informal meeting to discuss whether the School should be allowed to use the field if they want to. The Playing Field Committee came to the conclusion it should be closed to everyone but decided to defer a decision to the Parish Council as owners of the field. Councillors unanimously agreed that this should remain closed for all to minimise the risk of spreading Covid-19 until government advice changes.

Cllr Twyman wished to thank the Playing Field Committee, in particular Cllr Rees, for responding to resident reports of the playing field being used despite the gates being locked. Cllr Rees confirmed that people are still entering the field and breaching the 8pm curfew, the majority of which appear to be travelling from outside of the parish. Cllr Collinson reported that he asked a group of what he believed to be local fruit pickers to leave the other day, who were very polite and left when asked. Cllr Twyman suggested contacting the local farms if it happens again.

Cllr Treacher seconded Cllr Twyman's thanks to the Playing Field Committee for informally policing the playing field, however wished to clarify that the Parish Council's powers of enforcement are very limited and such matters should be left to the Police.

A member of the public reported that he challenged a group of people in the field on Saturday (13 June 2020) playing football after 8pm who claimed the playing field was now open. The group were verbally abusive when challenged. In addition, the member of the public wished to express concern that there will be an influx of people when the field is open again which could lead to an increase in anti-social behaviour and/or noise disturbance for local neighbours.

The coffee trailer, which was situated in the lay-by by Spicers Places until recently, was well used by residents and visitors from outside of the parish. A number of residents approached the Parish Council with concerns regarding social distancing, with many customers choosing to remain on the village greens. The coffee trailer was regularly observed by Cllr Treacher and was formally inspected by the Police and CCC Environmental Health on several different occasions who found the coffee trailer to be acting within the government guidelines. Customers of the coffee trailer congregating on the village greens afterward were also seen to be social distancing from other users of the green.

Moving forward, Cllr Wright suggested that the Emergency Committee needs to reassess what constitutes an emergency beyond the traditional flooding and severe weather conditions. The distribution of information is crucial in all cases of emergency and Cllr Wright suggested setting up an email database as the fastest way to contact a wide base of the parish. Cllr Collinson reported that the new website has a sign up facility for email addresses where a notification email is sent to all subscribers when new information is uploaded to the website. The data is also stored securely for GDPR purposes.

Cllr Wright also wished to highlight that the Clerk is only employed part time and should a similar situation arise again like Covid-19, if information is required to be sent or uploaded onto the website upon receipt, other measures may need to be put in place to ensure this is distributed promptly.

11. **UPDATE ON NEW WEBSITE AND EMAIL ADDRESSES**

All councillors have now switched over to the .gov.uk email addresses and the new website is ready to be launched. Cllr Collinson shared his screen to provide a demonstration of the new website and how documents are uploaded for councillor's information. Cllr Collinson and Cllr Treacher encouraged all councillors to sign up with their personal email address to the subscription service on the new website.

Cllr Wright reported that she received an email from a resident in Ickham commenting how good the new website looks. Councillors unanimously agreed to formally launch the new website. It was also unanimously agreed that Cllr Collinson take the lead on graphics and other website matters. Cllr Collinson reported that he originally planned to launch the website at the APM (Annual Parish Meeting) but this had to be postponed due to Covid-19. The Clerk agreed to get a quotation from CCC for printing a leaflet for each household, similar to the APM invitations, to notify of them of the change and encourage to subscribe.

12. **BUDGET AND FINANCIAL PRIORITIES FOR 2020-2021**

Cllr Treacher asked councillors to have a think of any projects for this financial year they wish to put forward for discussion at the next virtual Parish Council meeting.

Cllr Collinson mentioned that there are a number of large trees along the Little Stour that need attention and enquired whose responsibility it is for maintenance. Cllr Twyman confirmed that the Environment Agency (EA) are responsible for the maintenance along the Little Stour and do not allow third parties to get involved. Cllr Wright also commented that the Little Stour is largely outside of the parish.

13. **APM (ANNUAL PARISH MEETING) PREPARATIONS**

The APM had to be postponed due to Covid-19 in line with government advice. Although legislation has been brought in to allow parish councils to meet virtually, this does not apply to the APM which still needs to be a held in person. It is unclear when government advice will allow meetings in person again and it was agreed to keep a revised date under review.

14. **CLLRS' REPORTS**

Tree Representative

Cllr Wright reported that various notifications for tree works in the parish have been received since the last meeting, but none raising any concern. Two trees came down early into lockdown across Wickham Lane and a third tree subsequently came down in the same location. Cllr Wright wished to thank Cllr Twyman for removing the fallen tree with the assistance of two helpers.

A nearby resident has expressed concern with regards to the remaining trees, which the Parish Council understands to be on unregistered land. KCC has taken responsibility for the trees in the past and Cllr Wright understands that KCC has been out to inspect the trees.

Law and Order

Cllr Holland reported that there are a number of scams operating, especially Covid-19 related ones such a people claiming to be from Job Seekers Allowance, Universal Credit and the NHS. Generally in the Canterbury area there has been an increase in quad bike thefts.

KALC

Cllr Treacher reported that the KALC Executive Committee is due to meet virtually in July and KALC has collated and circulated a list of 80 examples of how parish councils across Kent have been proactive in their communities during the Covid-19 pandemic.

Cllr Treacher also reported that the Local Government Association has launched a consultation on a new model member Code of Conduct, bringing potential action again parish councillors in line with city and county councillors should a breach be determined. This will be discussed in detail at a subsequent Parish Council meeting.

KALC has been approached by HM Prison and Probation Service (HMPPS) asking for their Community Payback Scheme to be highlighted to all local councils in Kent. Community Payback is the term used to refer to any work done as part of an Unpaid Work requirement of a Court Order. The length of an Unpaid Work requirement is between 40 to 300 hours. Community Payback is primarily a punishment which allows for reparation to communities in a constructive and suitable demanding way. In the past, the bridge in Wickhambreaux has been re-painted under this scheme. Cllr Treacher asked councillors to think of any suitable community projects for the scheme.

The previous meeting scheduled for 22 April 2020 was cancelled due to Covid-19 and the possibility of holding a virtual meeting is being discussed.

Village Hall Committee
Cllr Treacher reported that the Village Hall Committee has not met since lockdown began but a number of projects have moved forward following email discussions between members. Cathy Hayward has stepped down from the Committee and Malcolm Withers has taken on the role of Treasurer until such time as a replacement Treasurer can be officially appointed.

It was reported at the last meeting that £600.00 was received from City Cllr Jones-Roberts towards the cost of new stage curtains and the Committee has been discussing the colour and fabric via email. Janis has requested swatches from the supplier based on the discussions. The application to Viridor for funding towards replacement windows has been submitted, as has an application to the Four Villages Post Office and Shop Fund.

CCC has invalidated the recently submitted application for replacement windows and has requested drawings to be submitted. A local retired architect quoted to carry out the necessary survey work and produce drawings for a fee between £200.00-£250.00, which the Committee agreed and the retired architect has been instructed.

The Committee applied to CCC for a Covid-19 grant and received £10,000. As a result, the Committee agreed to waiver the School's rent for the summer term as the School has not been using the hall during lockdown. In other financial matters, the BT internet contract has been renegotiated and there is approximately £14,000 in the bank account.

Although the village hall was put forward as a potential Community Hub should CCC have decided to have smaller hubs in rural areas, CCC chose to keep all volunteers at the central Canterbury hub.

Playing Field Committee
Cllr Rees reported that she has sold the plants grown for the Classic Car Show which raised £746.00. After expenses £643.00 profit has been raised, which will be split between Age Concern UK and Dementia UK. Income from the Classic Car Show sales came in at £276.10, from which expenses will need to be deducted.

Cllr Rees also reported that the Committee has submitted an application to the Four Villages Post Office and Shop Fund for money towards 1m high picket fencing for the nature area, to better distinguish it from the rest of the playing field, and install some paths through the area. The bug hotel has also been installed in the nature area and Cllr Rees wished to thank Cllr Twyman, Linda Lodge, Malcolm Withers and Steve Rees for helping to install it. Some more postcrete is required to finish off the installation by filling in the deep holes around the hotel, but it is difficult to find anywhere with this in stock at this current time.

Cllr Rees reported that she continues to encourage residents to report breaches of the playing field during lockdown so the Committee can better monitor the situation. The Playing Field Committee bank balance is £2,769.85.

Village Greens
Cllr Howe advised that a more permanent arrangement is required for watering both Wickhambreaux and Stodmarsh planters, whether in the form of parish volunteers or approaching the local grass cutting contractor to see whether they would be interested in taking it on. Cllr Treacher reported that he has been watering the ones in Wickhambreaux and advised that the contractor has said if he were to quote the price would look very high due to the small nature of the job so declined to do so. Cllr Twyman suggested utilising the new website to canvas for volunteers in the first instance.

Cllr Wright confirmed that she continues to water the newly planted tree on the green when required but does not water the more established trees.

Flood Protection
Cllr Twyman reported that the aquifer is at a reasonable height and the rate of flow is good. Cllr Twyman also reported that the bypass channel was closed approximately six weeks ago by the EA, but the major spring is still flowing which is positive. Cllr Treacher reported that the level of wildlife, including eels, indicates that the water is clean and in good health.

Footpaths
Cllr Wright reported that the footpaths have been very well used during lockdown and The Quaives have cut back their vegetation that was overhanging the footpath which runs alongside the playing field. Cllr Collinson reported that a stile on the footpath in Seaton is unstable and requires attention. Cllr Wright advised that the stile in question is located in Ickham who have their own designated Footpath Warden and agreed to bring it to the Warden's attention.

15. **FINANCE**
The expenditure totalling £636.37 was authorised, made up of:

- Majestic Garden Care – Playing Field Maintenance May 2020 - £132.00
- Lionel Robbins – Internal Auditor Fee 2019-2020 - £50.00
- KOMPAN – Quarterly inspection of play area - £96.00
- E-ON – Final payment for electricity point on small green - £4.36
- Chenice Sparkes – Clerk salary June 2020
- Lyssi Varghese – Village Hall Cleaner Salary June 2020
- HMRC – Employee and PAYE June 2020

In the interim period, the following cheques were signed:
April 2020 Interim Payments:

- CCC – Printing of APM invitations - £18.00
- Cllr Caroline Rees – Reimbursement for various stationery expenses, etc - £103.92
- KALC – Annual Subscription 2020-2021 - £278.38
- Mickle Creative Solutions – Printing emergency plan household cards - £115.20
- Cllr Robin Treacher – Reimbursement for Microsoft 365 subscription - £59.99
- Majestic Garden Care – Playing Field Maintenance March 2020 - £66.00
- Unity Trust Bank – Opening balance for new account - £500.00
- Chenice Howard-Sparkes – Clerk salary April 2020
- Lyssi Varghese – Village Hall Cleaner Salary April 2020
- HMRC – Employee and PAYE April 2020

May 2020 Interim Payments:

- Eyelid Productions – Production of Website - £700.00
- Zurich Municipal – Parish Council Insurance 2020-2021 - £413.29
- Majestic Garden Care – Playing Field Maintenance April 2020 - £66.00

- EON – Electricity point on village green - £54.88
- Chenice Howard-Sparkes – Reimbursement for Zoom for one year - £143.88
- Chenice Howard-Sparkes – Clerk salary May 2020
- Lyssi Varghese – Village Hall Cleaner Salary May 2020
- HMRC – Employee and PAYE May 2020

16. **CLERK REPORT AND CORRESPONDENCE**

(i) The Clerk previously circulated a copy of the KSCP (Kentish Stour Countryside Partnership) Annual Review for 2019-2020 and their new catchment leaflet.

(ii) The Clerk will be attending a virtual KALC training course on 18 June 2020 covering best practice for remote working.

17. **ANY OTHER BUSINESS**

(i) Cllr Holland reported that a number of residents in Stodmarsh have approached her seeking clarification on the approved design for the replacement dwelling at Little Puxton (application number CA/18/00387/FUL). Residents are concerned that the replacement dwelling has been built with a significantly large glass dome to the roof, but they cannot check the plans on CCC's website as these are not available to view. The Clerk agreed to contact CCC to obtain a copy of the plans and refer the matter onto Enforcement if necessary.

(ii) Cllr Holland reported that she has been liaising with Michelle Weston, Highways Steward, regarding the blocked drains in Stodmarsh. Michelle Weston has requested an official email from the Clerk in order to contact the Drainage Department to investigate further. Cllr Holland agreed to draft an email for the Clerk to send to Michelle.

(iii) Cllr Holland suggested a future project for the Parish Council could be to roll out fibre broadband in the parish, in particular in Stodmarsh which suffers from very poor broadband service. Cllr Holland reported that another rural parish has had some success in this area and requested permission to look into this further.
Cllr Howe reported that he has been in discussion with BT before regarding fibre broadband but the costs of installing a cable over a mile long to Stodmarsh would make the project financially unviable for the small amount of houses. BT suggested another option could be to provide 4G or 5G to every household but this would not be ideal as there would be data caps on internet usage.
It was unanimously agreed that Cllr Holland should investigate possible options further and report back at the next meeting.

(iv) Cllr Holland reported that a number of residents have approached her in Stodmarsh raising concerns with regards to the Red Lion in Stodmarsh. Concerns include poultry running free off the site through the village, the poor condition of the fabric of the building, and lights flashing all night on a car being charged parked in front of the building. Councillors agreed to send a letter to the occupiers outlining the concerns raised.

(v) Cllr Holland enquired whether a replacement bench will be installed in Stodmarsh following the removal of the previous new bench after a local neighbour complained. Cllr Treacher enquired whether a suitable location had been identified and Cllr Holland responded that a number of options had been put forward by residents. It was agreed that Cllr Holland investigate the potential locations further to be discussed at the next Parish Council meeting.

(vi) Cllr Howe reported that Stodmarsh Nature Reserve has seen an increase in the number of visitors during the pandemic and suggested improved signage may be appropriate following reports of cars driving down private tracks. Cllr Twyman and Cllr Holland advised it would be down to Natural England to approve any new signage and Cllr Collinson suggested somebody take photos of the current signage to better identify where additional signage could be located.
Cllr Treacher also reported that he has been approached by a resident asking whether cycle racks can be installed in the Nature Reserve. Cllr Holland confirmed that there are already cycle racks and Cllr Treacher agreed to feed this back to the resident

The meeting closed at 9.43pm

Signed……..... (Chairman)

Date…….....