



WHITFIELD PARISH COUNCIL

Minutes of the Annual Meeting of Whitfield Parish Council held on 14th May 2019 at 7.30pm in the Sports Pavilion, The Recreation Ground, Whitfield, Dover.

Present

Councillor J. Goodsell (Chair)
Councillor W. Bowman
Councillor C. Moore
Councillor C. Coleman
Councillor K. Gowland
Councillor J. Cummings
Councillor J. Gould
Councillor S. Rashid

Apologies: None

In Attendance: Mrs J. Matcham (Parish Clerk), Mrs L. Rashid (Deputy Clerk) and 1 member of the public.

1. DECLARATIONS OF INTEREST

None declared.

2. APPOINTMENT OF CHAIR AND VICE-CHAIR

Vice Chair Councillor W. Bowman took the Chair of the Meeting for the election of the Chair for the 2019 / 2020 year.

Councillor K. Gowland stated his willingness to stand as Chair.

Councillor J. Goodsell also stated his willingness to stand as Chair.

Councillor C. Moore nominated Councillor J. Goodsell, this was seconded by Councillor S. Rashid. There were 6 votes in favour.

Councillor K. Gowland received no nomination.

Councillor J. Goodsell took the Chair for the remainder of the meeting.

Councillor C. Coleman nominated Councillor W. Bowman as Vice Chair, this was seconded by Councillor S Rashid. No other nominations were received.

RESOLVED: a) That Councillor J. Goodsell is elected as Chairman for the 2019 / 2020 year.
b) That Councillor W. Bowman is elected as Vice Chair for the 2019 / 2020 year.

3. MINUTES OF PREVIOUS MEETING

The Council considered the Minutes of the Meeting of the Parish Council held on 9th April 2019.

RESOLVED: That the Minutes of the Meeting of 9th April 2019 be accepted and signed by the Chair.

4. **FINANCE**

The Council noted the Internal Auditor's completion of the Annual Internal Audit Certificate 2018 / 2019.

The Council considered the Annual Governance Statement for 2018 / 2019.

The Council considered the Bank Reconciliation for 2018 / 2019.

The Council considered the Accounting Statements for 2018 / 2019 and noted the variance report.

The Council considered the Finance report for April 2019.

- RESOLVED:
- a) That the Annual Governance Statement for 2018 / 2019 be approved and signed by the Chair.
 - b) That the Bank Reconciliation for year ending 2018 / 2019 be approved and signed by the Chairman.
 - c) That the Accounting Statements for year ending 2018 / 2019 be approved and signed by the Chair, the Variance Report is noted.
 - d) That the Finance Report for April 2019 be accepted and signed by the Chair.

5. **COMMITTEES**

The Council noted the Minutes of the Meeting of the Recreation and Amenities Committee, which took place on 23rd April 2019.

The Council considered the composition of the Finance Committee, Recreation and Amenities Committee and the Planning Committee and nominated members and Chairs.

- RESOLVED:
- a) That members of the Recreation and Amenities Committee are as follows: Councillors J Goodsell, C. Coleman, J. Cummings and C. Moore. Councillor C. Coleman was nominated as Chair by Councillor C Moore, seconded by Councillor S. Rashid. There were 5 votes in favour
 - b) That members of the Planning Committee are as follows: Councillors S. Rashid, W. Bowman, J. Goodsell, J Gould and K. Gowland. Councillor W. Bowman was nominated as Chair by Councillor C. Moore, seconded by Councillor C. Coleman. There were 6 votes in favour.
 - c) That members of the Finance Committee are as follows: Councillors W. Bowman, C. Coleman, J. Goodsell and K Gowland. Councillor J. Goodsell was nominated as Chair by Councillor S Rashid, seconded by Councillor C. Moore. There were 7 votes in favour.

6. **MATTERS ARISING**

The Clerk updated the Council on the following matters:

- That the new swings for the 'old' play area are scheduled to be installed Wednesday 22nd May.
- That KOMPAN have completed the relocation of the Adult Gym Equipment.
- That the installation of the defibrillator and cabinet for location at the Gateway Bowls Club is in progress.
- That the Clerk continues to liaise with the Project Manager in relation to the extension of the garage on the Recreation Ground.
- That the planned redecoration of the Sports Pavilion is partially completed, gloss work still to be done.
- That the replacement ropes for the damaged Basket Swing have been ordered from the supplier, they are expected to arrive in a couple of weeks.
- That the siting of 3 x memorial benches on the Recreation Ground remains ongoing.
- That Councillors have been copied in to the Chair's correspondence regarding the Public Rights

- of Way around Richmond Park.
- That an updated Councillor contact list will be circulated following the meeting.
- That some concerns were raised regarding the accuracy of the Speed Indicator Device ratings. Councillors were asked to take note and report any inaccuracies to the Clerk.
- That the agreed ID cards and DBS checks shall now be progressed.

7. CORRESPONDENCE

The Clerk has received the following correspondence in the preceding period:

- A complaint regarding the litter along Singledge Lane which appears to originate from the construction site. The Clerk has liaised with DDC Environmental Crime on the matter and measures have been put in place.
- Correspondence enquiring as to the intended placement of the 250 tree saplings, due to be delivered in November.
- Complaints regarding the overgrown state of two of the Public Rights of Way in the village.
- An enquiry for the hire of the football pitch, which will be passed to the Recreation and Amenities Committee for further consideration.
- Concerns about speeding traffic in Sandwich Road.
- A thank you letter from St Peters' Church following the Parish Council's donation.

8. PUBLIC PARTICIPATION

A member of the public raised concerns regarding the newly created junction at the Singledge Lane construction site including the junction layout, outstanding resurfacing works, protruding kerbs and the lack of parking restriction which would allow clear view from the junction.

9. DISTRICT/COUNTY COUNCILLORS' REPORTS

Dover District Councillor J. Back was not in attendance and no update report was received.
 Dover District Councillor N. Collor was not in attendance and no update report was received.
 Kent County Councillor G. Lymer was not in attendance and no update report was received.

10. REPORTS TO THE PARISH COUNCIL

Councillor K. Gowland gave a brief verbal update following the recent Whitfield Aspen School Travel Committee Meeting.

There were no other reports for the Parish Council to note / consider.

The Council considered the appointment of Parish Council Representatives to outside bodies.

- RESOLVED:
- a) That Councillor C. Coleman shall be the Parish Council representative to the Whitfield Village Hall Management Committee. Councillor W. Bowman shall be reserve.
 - b) That Councillor K. Gowland shall be the Parish Council representative to the KALC Area Committee.
 - c) That Councillor C. Moore shall be the Parish Council representative to the Kent Wildlife Trust Hill at the Heart Working Group. Councillor J. Cummings shall be reserve.
 - d) That Councillor W. Bowman and Councillor K. Gowland shall be the Parish Council representatives to the Whitfield Aspen School Travel Committee.
 - e) That Councillor C. Coleman shall be the Parish Council representative to any NHS forum / discussion groups and act as liaison .

11. HIGHWAYS & TRANSPORTATION ISSUES

The Chair referred to a recent email communication regarding Kent County Council Highways, which was forwarded to all Councillors. The Chair suggested that the Parish Council make a formal application for the reduction of the speed limit along Sandwich Road. Further information shall be gathered and placed as an agenda item for a future meeting.

12. GRANTS AND SUBSCRIPTIONS

The Council considered the renewal of its membership of the Campaign to Protect Rural England for 2019 / 2020 at a minimum cost of £50.00 .

The Council considered the request from K. Colyer for a donation to assist with the costs involved in the Whitfield Village Garage Safari, taking place on 21st July 2019.

The Council considered the renewal of the Parish Council's subscription to Kent County Playing Fields Association at a cost of £20.00.

- RESOLVED:
- a) That the Parish Council shall renew its membership to the Campaign to Protect Rural England for 2019 / 2020 at a cost of £50.00.
 - b) That a donation of £150.00 shall be made in contribution to the costs involved in the Whitfield Village Garden Safari.
 - c) That the Parish Council shall renew its subscription to Kent County Playing Fields Association at a cost of £20.00

13. DEFIBRILLATOR MAINTENANCE AND SUPPLIES

Councillor C. Moore updated the Parish Council following her discussion with First Rescue Training and Supplies regarding anti – tamper tags and the expected life of the batteries which operate the Parish Council owned de-fibrillators.

The Clerk confirmed that 3 x new batteries and 1 x set of new pads have been ordered.

14. TRAINING AND EVENTS

The Council considered attendance of Post Election Training provided by KALC: The Dynamic Councillor, taking place locally in the afternoon of Tuesday 23rd July at Dover Town Council.

- RESOLVED: That Councillor J. Cummings, C. Coleman and C. Moore shall attend the training event at a cost of £50.00 per person plus VAT.

15. VILLAGE EVENTS

Councillor C. Moore provided a brief verbal update in respect of the Easter Egg Hunt which took place in April.

The Events Group are still considering a childrens' summer event, which will be discussed further at the next Events Working Group Meeting, which shall take place on 24th May 2019, 10.30am, in the Pavilion

The Parish Council considered approaching the Whitfield Aspen School to ask if they may attend the School fete. Council agreed that this was good idea and that some leaflets / flyers shall be produced to offer information about the Parish Council and its functions.

16. DEVELOPMENT IN WHITFIELD

Relevant matters regarding development in Whitfield have already been covered at previous points in the Meeting.

17. ANY OTHER BUSINESS

The Clerk advised Councillors of the VE Day 75 events that will be taking place on and around 8th to 10th May 2020. Further information shall be put forward to the Events Working Group at their next Meeting.

The Clerk advised Councillors that she will not be in attendance at the Parish Office on 22nd and 23rd May, and restated the dates of her upcoming annual leave in June.

Councillor C. Coleman informed the Meeting of a recent conversation that she had with some users of the BMX Track regarding some improvements / upkeep. Further information is awaited.

The meeting closed at 21.15

**COUNCILLOR J. GOODSSELL
CHAIR**