WOODCHURCH PARISH COUNCIL

MINUTES 149

Minutes of the Annual Parish Council Meeting held at The Memorial Hall, Woodchurch, on Wednesday 23 May 2018 at 7.00 pm

PRESENT: Mr West (Chair following election), Mr A Faiers, Mr N Jones, Mr P Spice, Mr P Wood and Mr R Woods

PARISH CLERK: Mrs J Batt

BOROUGH COUNCILLOR:

MEMBERS OF THE PUBLIC: There were 3 Members of the Public present.

1. ELECTION OF CHAIRMAN
   Mr Wood proposed Mr West for the position of Chairman, seconded by Mr Faiers.
   There were no other nominations.

   Mr West agreed to accept the position of Chairman for the coming year.
   Mr West signed his Declaration of Acceptance of Office.

2. APOLOGIES FOR ABSENCE
   An Apology for Absence was received from Mrs C Allan (prior engagement), Mrs G Davies (prior engagement) and Mr A Hukins (illness)
   Borough Councillor Mrs A Hicks, County Councillor, Mr M Angell and belated an apology from PCSO Katherine Richards due to work commitments.

3. DECLARATIONS OF INTEREST
   Declarations of Pecuniary Interest
   There were no Declarations of Pecuniary Interest.

   Declarations of Significant Interest
   Councillors Jones, West and Woods declared an interest in matters associated with the Post Office as they are Directors of the Woodchurch Community Information Exchange.

   i) To note the granting of any Requests for Dispensations and the decision
      No requests received.

   ii) Updating of Declarations of Interest for the Code of Conduct
      Councillors are reminded that they should update their Declarations of Interest with the Monitoring Officer if necessary.
4. **ELECTION OF VICE CHAIRMAN**

Mr West proposed Mr Jones for the position of Vice Chairman, seconded by Mr Spice. There were no other nominations.

Mr Jones agreed to accept the position of Vice Chairman for the coming year.

5. **ELECTION OF OFFICERS TO COMMITTEES AND OUTSIDE BODIES FOR THE TERM OF THE COUNCIL**

- Village Green – Mr West
- Youth Matters – VACANT
- Police Liaison – Mrs Davies
- KALC – Mr Spice and Mr Wood
- Memorial Hall Committee – Mr Woods
- Parish Forum – Mr West
- Highways and Footpaths – Mr Wood
- Finance and Policy – Mr Woods
- Disciplinary and Grievance Committee – Mr Faiers, Mr Jones and Mr Wood
- Appeals Committee – Mr Spice, Mr Hukins and Mrs Davies
- Councillors to serve on reciprocal Complaints Committee for Shadoxhurst Parish Council if Required – Any Available Councillors
- Advisory Committee to oversee Housing and Development within Woodchurch – Mr Wood
- School Governor – Mr Jones
- Any other Committees requested by Councillors - None

**Resolution:** Councillors unanimously agreed to the above appointments

6. **DELEGATION OF RESPONSIBILITIES FOR THE TERM OF THE COUNCIL**

- Annual Review of all Parish Council Paperwork – August - F & P Group
- Six Monthly Review of Fixed Assets – September and March – Mr Faiers & Mr Jones
- Six Monthly Risk and Financial Risk Assessment – August and March – Mr Faiers & Mr Jones
- Internal Parish Council Audit – Mr Robbins
- Parish Council Finances – F & P Group
- Annual Review of Insurance Arrangements – On Receipt of Policy – Mr Woods
- Weekly Play Area Safety and CEE Check – Mr Wood
- Annual Inspection of Play Equipment and CEE – The Play Inspection Co
- Councillors Responsible for Website and Publicity – Mr Jones and Mr Jarvis
- Councillors Responsible for assisting with Transparency and Data Protection - Satswana
- Councillors Responsible for accuracy of Council Policies - All Councillors
- Councillor with Responsibility for Post and Emails – All Councillors
- Councillor with Responsibility for Returning Questionnaires – All Councillors
- Councillor with Responsibility for Defibrillator – All Councillors
- Councillor with responsibility for Charity Administration – Mrs Davies
- Councillor responsible for liaising with Parish Magazine - Vacant
- Councillor responsible for liaising with WCIE – Mr Jones
- Any other Responsibilities put forward at meeting - None

**Resolution:** Councillors unanimously agreed to the above appointments.
7. **PUBLIC INTERVAL**
The meeting was opened to the Members of the Public Present from 7.20 - 7.30 during which time councillors were reminded that the bus shelter still needs painting. Mr West will follow this up.

8. **REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS**
The Clerk will forward the new standing orders published by NALC to all councillors in readiness for adoption at the next meeting.

The Financial Regulations were considered to be in order.

9. **REVIEW OF LAND AND ASSETS BELONGING TO THE COUNCIL**
Councillors unanimously agreed that the Fixed Asset Register (attached) was a correct record of the council’s assets.

The Village Hall is maintained by the Village Hall Committee.

10. **CONFIRMATION OF INSURANCE ARRANGEMENTS IN RESPECT TO ALL INSURABLE RISKS**
The Council has received 3 quotes from Came & Co.

   A £1009.50 + £50 administration fee  
   B £1262.97 + £50 administration fee  
   C £1587.00 + £50 administration fee

**Resolution:** After discussion it was agreed to accept quote A from Inspire and sign a Long-Term Agreement for 3 years. Cost of insurance for 2018/2019 £1009.50 + £50 administration fee.

**Proposed** Mr Faiers  
**Seconded** Mr Wood

**Self-Insurance of Parish Council Assets**
**Resolution:** Councillors unanimously agreed to self-insure the noticeboards, flag pole, flags, oak posts, Ranter’s Oak Memorial, chestnut fencing, metal posts, metal and wooden litter bins, Memorial Hall Sign, Disabled Parking posts and sign, metal barrier to side of toilets, kissing gate, filing cabinets, iron water pump, war memorial, dog bins, wheelie bin and other sundries as listed in Fixed Asset Register.

11. **REVIEW OF SUBSCRIPTIONS**
Councillors unanimously agreed to continue to subscribe to the following: Kent Association of Local Councils  
Society of Local Council Clerks – 1/6 of the Clerks Subscription

12. **REVIEW OF COMPLAINTS PROCEDURE**
Councillors unanimously agreed that the Complaints Procedure was in order.
13. **REVIEW OF THE COUNCIL’S POLICIES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER THE FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION**
   Councillors unanimously agreed that the policy in place in respect of Freedom of Information Legislation was in order.

   The polices relating to Data Protection have still to be completed.

14. **REVIEW OF THE COUNCIL’S POLICY FOR DEALING WITH THE PRESS/MEDIA**
   Councillors unanimously agreed that the policy in place is in order.

15. **REVIEW OF THE COUNCIL’S EMPLOYMENT POLICIES/PROCEDURE**
   **Resolution:** Councillors unanimously agreed to adopt the Employment Policy along with the Terms and Conditions for a Disciplinary and Grievance Committee and an Appeals Committee.

   Proposed Mr Faiers  Seconded Mr Wood

16. **REVIEW OF THE COUNCIL’S EXPENDITURE INCURRED UNDER THE POWER OF GENERAL COMPETENCE**
   Confirmation that Woodchurch Parish Council adopted the General Power of Competence at the meeting held on 15 May 2015.

   No monies were spent under this power during the financial year 2017/2018.

   At present no expenditure is expected under this power during 2018/2019. Any expenditure during the forthcoming year will be documented.

17. **DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS UP TO AND INCLUDING THE NEXT ANNUAL GENERAL MEETING**
   Meetings will usually be held on the 4th Thursday of every month, excluding August and December at 7.00 pm in the Village Hall.

   Any amendment to this arrangement will be advertised on the noticeboard and website.

18. **ACCEPTANCE OF MINUTES OF PREVIOUS MEETING**
   Page 452 -Tennis Courts should read The Chairman of the Tennis Club, not The Chairman of the Tennis court.

   Minutes 148 were accepted, and it was unanimously agreed that Mr West should sign them as a true record of the meeting.

   Proposed Mr Wood  Seconded Mr Jones

19. **MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES**
   The plumber is re-directing the pipework into the false ceiling of the Information Centre to help keep it from freezing in the winter and avoid a repetition of the burst pipe.
Two quotes have been received for the decorating. The Parish Council will pay the invoices and reclaim from the insurance company.

20. **CORRESPONDENCE AND OTHER GENERAL COUNCIL BUSINESS**

**Correspondence**
- Tenterden Social Hub
- KCC – Don’t ignore it, share it
- Kent Sussex and Surrey Air Ambulance
- The Journal of The Kent Men of Trees
- Clerk and Councils Direct
- Zurich Municipal
- HSBC
- KCC Local account for Kent Adult Social Care
- M & G
- CCLA

**Email Correspondence**
- Mrs Oliver re payment of grant for Woodchurch in Bloom
- Mrs Kellett re Tennis Club asking for letter of support
- Southern Water request to assist in providing information to residents – refer to webmaster and Parish Magazine Editor

**Arrangements for dealing with Parish Council Post and Emails**
The Clerk will inform Mr West of any significant post.

**Emails**
All emails are forwarded to all councillors who will monitor them and bring any of particular importance to Woodchurch Parish Council to the attention of councillors at the next meeting.

Councillors should inform the Clerk if they wish a particular email to be included on an agenda for discussion.

Mr West will inform the Clerk of any emails he feels Woodchurch should unsubscribe from.

**Chairman’s Update**
The Chairman had nothing to report that was not covered on the agenda.

**Website**
Nothing to report.

**Risk Assessment**
Nothing to report.

**Storage of Parish Council Documents**
Councillors are satisfied that the minutes and all other documents are secure in the locked filing cabinets in the Village Hall.
Retention and Storage of Post and Emails
Post that is not specific to Woodchurch will not be kept unless it is considered to be important, or the Clerk is particularly asked to keep it. Old post will be recycled.

Emails
Sensitive emails should be printed off by the Clerk. Councillors should inform the Clerk if they wish a particular email to be printed.

IT Security
Councillors should all bear the following in mind when using their home/work computer for Parish Council business.

All councillors should provide the Parish Council with a secure email address and ensure that virus software is current.

Councillors should be aware that all correspondence and emails are confidential until they are tabled at a Parish Council meeting. If anyone else is privy to the information contained in emails received by you on a home/work computer, please ensure that they are aware of this fact.

Councillors computers should be encrypted and councillors should not use their mobile phones for parish council business.

The Freedom of Information Act now extends to emails that would previously have been considered to be private, if they relate to council business.

Compliance with Transparency Code
All information required under the code is published on the website.

Compliance with Data Protection Legislation - Appointment of Data Protection Officer
The council must employ an independent Data Protection Officer.
The Clerk cannot act as DPO on the grounds of conflict of interest, independence, knowledge and time constraints. Councillors cannot act as DPO on the grounds of conflict of interest, independence and knowledge.

The Kent Association of Local Councils sent out a list of Data Protection Officer service providers and the Clerk contacted them all to ask for a quote. KALC is not recommending the companies. Any contact is a private matter between the council and the organisation.

Company A – £500 per year
Company B – £600 for year 1  £300 for year 2
Company C – No price quoted
Company D – £495 for year 1  £295 for year 2
Company E – £150.00

Resolution: Councillors agreed to appoint Company E

Proposed Mr Faiers    Seconded Mr Wood
Storage of Computer Records
All information is backed up on The Cloud. The Clerk will purchase an external hard drive.

Result of Parish Poll
The Parish Poll to ascertain whether residents would agree to an increase in the precept in order to keep a post office in the village was held on 22 May.

There was a 32% turnout and 96% voted in favour.

The Parish Council therefore has mandate to proceed with discussions with the Post Office regarding the possibility of moving the post office into the Information Centre, in the event that there is no viable commercial interest within the village.

Any business with an interest has to go through 5 stages before being given permission to run the post office.

21. FINANCE
   Internal Auditors Report
   Mr Robbins submitted his report following the audit on 18 April and councillors noted that adoption of the budget should be formally minuted separately from the adoption of the precept.

   Review of the Effectiveness of the Internal Auditor
   Councillors unanimously agreed that they were satisfied with the effectiveness of the Internal Auditor, Mr Lionel Robbins and agreed to employ him again next year.

   Review of Statement of Internal Control
   Councillors were satisfied that the Statement of Internal Control, was in order and Mr West and the Clerk signed the document.

   Consideration of the Findings of the Review by Members of the Meeting as a Whole
   Councillors considered the findings of the review and agreed they were satisfactory.

   Approval of the Annual Governance Statement by Resolution – Sec 1
   Councillors completed the Annual Governance Statement.

   Resolution: Councillors unanimously approved the Annual Governance Statement.

   Proposed: Mr Faiers   Seconded: Mr Jones

   Signature and Dating by the person presiding at the meeting and The Clerk – Sec 1
   Mr West and the Clerk signed and dated the Annual Governance Statement.

   Consideration of the Accounting Statements by Members of the Meeting as a Whole
   Councillors considered the Accounting Statements and agreed they were accurate.
Approval of the Accounting Statement by Resolution – Sec 2
Resolution: Councillors unanimously approved the Accounting Statement.

Proposed: Mr Faiers Seconded: Mr Spice

Signature and Dating by the person presiding at the meeting – Sec 2
Mr West signed and dated the Accounting Statement, previously signed and dated by the Clerk.

Sections 1, 2 and the Internal Auditors Report will be published on the notice board and website.

Review of Direct Debits
The council does not pay any Direct Debits

Accounts to be Paid

<table>
<thead>
<tr>
<th>PAYEE</th>
<th>CHQ NO</th>
<th>DETAILS</th>
<th>NET £</th>
<th>VAT £</th>
<th>GROSS £</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parish Clerk</td>
<td>1129</td>
<td>Salary and Expenses</td>
<td>588.72</td>
<td></td>
<td>588.72</td>
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<tr>
<td>Litter Picker</td>
<td>1130</td>
<td>Salary</td>
<td>266.53</td>
<td></td>
<td>266.53</td>
</tr>
<tr>
<td>Mr L Robbins</td>
<td>1131</td>
<td>Internal Audit Fee</td>
<td>75.00</td>
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<tr>
<td>ARW Kirk</td>
<td>1132</td>
<td>Knapsack Spraying</td>
<td>50.00</td>
<td>10.00</td>
<td>60.00</td>
</tr>
<tr>
<td>Came &amp; Co</td>
<td>1133</td>
<td>Insurance Premium</td>
<td>1009.50</td>
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<td>1009.50</td>
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<tr>
<td>Stationery Express</td>
<td>1134</td>
<td>Leaflets and Banners</td>
<td>115.00</td>
<td>23.00</td>
<td>138.00</td>
</tr>
<tr>
<td>Specialised Welding</td>
<td>1135</td>
<td>1 x Litter Bin</td>
<td>120.00</td>
<td>24.00</td>
<td>144.00</td>
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Resolution: Councillors unanimously agreed to pay the above accounts and to draw a cheque for D Grabham if an invoice is received prior to the next meeting

Proposed Mr Jones Seconded Mr Woods

Bank Reconciliation as at last Bank Statement

<table>
<thead>
<tr>
<th>Description</th>
<th>CHQ NO</th>
<th>DETAILS</th>
<th>NET £</th>
<th>VAT £</th>
<th>GROSS £</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Balance</td>
<td>47178.28</td>
<td>Money Managers Account</td>
<td>£60993.25</td>
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<tr>
<td>Plus Receipts</td>
<td>13865.00</td>
<td>Less uncleared cheques</td>
<td>3351.89</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>61043.25</td>
<td>Plus uncleared credit</td>
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<td></td>
<td>0.00</td>
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<tr>
<td>Less Payments</td>
<td>3351.89</td>
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<td>57641.36</td>
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<tr>
<td>Balance</td>
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<td>Plus Community account</td>
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<td>50.00</td>
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<tr>
<td>Available funds</td>
<td>22603.07</td>
<td></td>
<td>22603.04</td>
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<tr>
<td>AVAILABLE FUNDS</td>
<td>35088.32</td>
<td>AVAILABLE FUNDS</td>
<td>35088.32</td>
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<td></td>
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Earmarked Funds

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<tr>
<th>Fund</th>
<th>Balance 23.11.17</th>
<th>+/- May</th>
<th>Balance 23.05.18</th>
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<tbody>
<tr>
<td>Election/Standards Committee</td>
<td>5000.00</td>
<td></td>
<td>5000.00</td>
</tr>
<tr>
<td>Wildflower Meadow Spraying</td>
<td>8095.00</td>
<td>-50.00</td>
<td>8045.00</td>
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<tr>
<td>Maintenance of War Memorial</td>
<td>233.02</td>
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<td>233.02</td>
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<tr>
<td>Play Area/CEE</td>
<td>1189.31</td>
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<td>1189.31</td>
</tr>
<tr>
<td>Village Trees</td>
<td>810.00</td>
<td></td>
<td>810.00</td>
</tr>
<tr>
<td>General Reserves</td>
<td>7325.74</td>
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<td>7325.74</td>
</tr>
</tbody>
</table>

| Total                         | 22653.07         | -50.00 | 22603.07         |

Review of Salaries

**Resolution:** Councillors unanimously agreed to increase the Parish Clerk’s salary to £12.815 per hour with effect from 1 April 2018. Total for year £6663.80.

Proposed Mr West  Seconded Mr Spice

**Resolution:** Councillors unanimously agreed to increase the Litter Picker’s salary to £8.20 per hour with effect from 1 April 2018. Total for year £3411.20

Proposed Mr West  Seconded Mr Spice

**Projects to be paid for by S106 funding**
- Hard court area
- Maintenance of the play area surface
- New equipment for the play area
- Posts on The Green

It was agreed to ask for suggestions via the website and parish magazine

22. **PLANNING**

Please see attached.

**Storage of Planning Applications**

Councillors confirmed that the Clerk can dispose of all copies of planning applications, once they have been discussed at a meeting, as they are available on the website.

23. **VILLAGE MATTERS**

**Extension of Village Green**

The grass has been mowed and the Dock leaves killed off and it is now possible to walk through the grassed area. Mr West will ask Mr Massey to make a seat.
**Registration of Village Green**  
Nothing to report.

**Woodchurch in Bloom**  
The committee members have tidied up the churchyard.  
The theme is red.  
The current date set for the judging is 3 July, but the committee are trying to get it put back to later in the month. Residents will be asked to help prepare the village in the days before the judging.  
The information boards are under way, but may not be ready by July 3 as the committee does not want to rush the work. Councillors agreed to the idea of local business owners having their photos on the boards provided they agreed.  
Councillors agreed to the request by the committee that ABC should pay the grant towards the competition into the Parish Council account, to be passed on to the committee as required.  
There is a lot of competition and sponsorship has been good.  
Mr Jarvis will be asked to clean the signs and litterbins and will be paid overtime if necessary.

**The Big Thin Red Line – Commemoration of the end of WW1**  
A successful picnic was held on The Green on Saturday to celebrate the Royal Wedding.

**Tennis Court Lights**  
Following a request from the Tennis Club, councillors agreed that the Clerk should write a letter of support for the club to submit with grant applications.

**Grass Cutting**  
Councillors agreed to write a letter to Landscape Services and point out that they haven’t cut the grass on the edge of the road toward Bournes Place, or into the corners of The Green. The length of the cut is not consistent.  
We will ask for 2 extra cuts and ask the manager to meet with councillors to discuss this matter.

**Georges Hill**  
The speed of drivers along Georges Hill is causing concern. The Clerk was asked to write to residents in the area, asking them to be aware that people walk their dogs in the area and to keep their speed down.

24. **FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS**  
It was suggested that the council should update residents on the current situation regarding The Post Office.  
There being no other business the meeting closed at 9.15 pm.

Signed ………………………………………………………………………… Dated ………………………………
Chairman
WOODCHURCH PARISH COUNCIL

PLANNING APPLICATION RECORD

2018

MAY 2018

18/00675/AS  Rose Cottage, Redbrook Street, Woodchurch, Ashford, TN26 3QU
Erection of single storey side extension
Parish Council: Support

18/00678/AS  Highfield Farm, Little Robhurst, Woodchurch, Kent
Agricultural storage barn
Parish Council: Support 3:3 with chairman’s casting vote
The barn should be adjacent to the road so that it is not visible from the surrounding area.

Decision Notices received from ABC

18/00342/AS  Rose Cottage, Susans Hill, Woodchurch, Ashford, Kent, TN26 3RE
Proposed dwelling and new vehicular access to serve existing dwelling
Borough Council: Permit

18/00429/AS  Mayshaves House, Mayshaves Woodchurch, Ashford, Kent TN26 3PT
Demolition and replacement of outbuildings
Borough Council: Permit

18/00498/SH  Hollydene, Susans Hill, Woodchurch, Ashford, Kent TN26 3RE
Removal of existing mobile home and construction of a detached annexe (retrospective)
Borough Council: Permit