

# WOODCHURCH PARISH COUNCIL

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## MINUTES 109

### Minutes of the Annual Parish Council Meeting held in the Memorial Hall Annexe, Woodchurch, on Friday 15 May 2015 at 7.00 pm

All councillors signed their Declarations of Acceptance of Officer prior to the meeting, apart from Councillor Faiers. Councillors agreed that he should sign his prior to the next meeting.

**PRESENT:** Mr J West (Chair), Mrs G Davies, Mrs D Penn, Mr A Hukins,  
Mr N Jones, Mr P Spice and Mr R Woods

**PARISH CLERK:** Mrs J Batt

**BOROUGH COUNCILLORS:** Mrs A Hicks

**COUNTY COUNCILLOR:**

**MEMBERS OF THE PUBLIC:** There were 11 Members of the Public present.

#### **1. ELECTION OF CHAIRMAN**

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

Mr West accepted the position of Chairman and signed his Declaration of Acceptance of Office.

#### **2. APOLOGIES FOR ABSENCE**

An Apology for Absence was received from Mr Wood (prior engagement).

#### **3. DECLARATIONS OF INTEREST**

##### **Declarations of Pecuniary Interest**

There were no Declarations of Pecuniary Interest.

##### **Declarations of Other Significant Interest**

The following councillors declared Significant Interest in items on the agenda as follows:-

Mr Jones – Planning Application no 15/00516/AS as he is a neighbour of the applicant.

Mr Woods – Planning Application no 15/00540 as he is a neighbour of the applicant and in matters associated with the WCIE as he is a director.

Mr Spice and Mr West – Planning Application no 15/00520/AS as they are members of the Scout and Guide Committee and Mr West is the Scout Leader.



i) **Granting of Dispensations**

There were no requests for dispensations

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**

No one was prepared to stand for the position of Vice Chairman.

If Mr West is unable to attend a meeting a Chairman will be elected at the start of that meeting.

5. **ELECTION OF OFFICERS TO COMMITTEES**

The following Councillors agreed to represent the Parish Council as follows:-

Village Green - Mr West

Youth Matters – Mrs Penn

Police Liaison – Mrs Davies

Kent Association of Local Councils – Mr Jones and Mr Spice

Parish Forum – Mr West

Memorial Hall Committee – Mrs Davies and Mr Spice

Planning Committee Mrs P Spice – Chair, Mrs Davies, Mr A Hukins, Mr N Jones, Mr J West, (ex Officio)

Highways and Footpaths – Mrs Penn and Mr Faiers

Finance and Policy Committee – Mr Woods

Councillors to serve on reciprocal Complaints Committee for Shadoxhurst Parish Council –

Any available Councillors

Advisory Committee to oversee Housing and Development within Woodchurch –

Mr Woods and Mr Wood

School Governor – Mr Hukins

Any other committees suggested by councillors - None

6. **DELEGATION OF RESPONSIBILITIES**

Annual Review of Parish Council Paperwork – August – F & P Committee

Six Monthly Review of Fixed Assets – September and March – Mr Faiers and Mr Jones

Six Monthly Risk Assessment – September and March – and Mr Faiers and Mr Jones

Internal Parish Council Audit – Mr Funnell

Parish Council Finances – September and March – F & P Committee

Annual Review of Insurance Arrangements – On receipt of renewal – Mr Woods

Weekly Play Area Safety Check – Mr Faiers

Annual Play Area Inspection – The Play Inspection Company

Website and Transparency – Mrs Davies

Newsletter – Mrs Penn and Mr Woods

Report for Parish Magazine – Mrs Penn

Charity Administration – Mrs Davies

Councillor responsible for liaising with WCIE – Mr Jones

Councillor responsible for completing questionnaires – Mrs Davies

Any other responsibilities suggested by Councillors - None



7. **ACCEPTANCE OF MINUTES**

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

**Proposed Mr Hukins      Seconded Mrs Penn**

The Minutes of the EGM held on 5 May 2015 were accepted and it was unanimously agreed that Mr West should sign them as a true record of the meeting.

**Proposed Mr Woods      Seconded Mr Jones**

8. **MEETING ADJOURNED FOR PUBLIC PARTICIPATION AND RECONVENED**

The meeting was opened to Members of the Public from 7.27 – 7.30 for questions and comments.

9. **PLANNING**

Please see attached list.

**Retention and Storage of Planning Applications**

Councillors agreed only paperwork relating to contentious planning applications should be retained.

10. **VILLAGE MATTERS**

**Extension of Village Green**

Some very interesting suggestions have been received from the pupils of the school regarding the use of the extension of the Green.

**Local Needs Housing**

Nothing to report.

**Windmill**

The members of the Windmill Trust Committee have asked whether Mr Harris would be able to empty the litter bin at the windmill every couple of weeks.

Following discussion councillors agreed that Mr Harris would not have time to walk to the Windmill to empty one litter bin. We will give the Committee a roll of black bags.

**Defibrillator**

Councillors agreed to defer the purchase of a defibrillator until they have ascertained whether they can obtain grant funding.

**11. MATTERS ARISING FROM THE PREVIOUS MINUTES**

The School will not be offering pony rides but would like to erect pens for calves. Councillors agreed to this request.

The school would also like to offer a bouncy castle, but they must ensure that they have sufficient public liability cover in place if they do.

**12. CORRESPONDENCE**

Clerk and Councils Direct

ABC Community Governance Review of Ashford Borough

**EMAIL CORRESPONDENCE****Emails**

Councillors did not bring any emails to the attention of the meeting.

**Arrangements for dealing with Post and Emails**

The post is delivered to Councillor Spice one week before the meeting. Councillors should contact him if they wish to look at planning applications prior to the meeting.

Emails are forwarded to all councillors with email. Councillors should contact the Clerk if they wish anything to be raised at a meeting.

**Retention and Storage of Post and Emails**

Any post that is specific to Woodchurch is kept, but other post is recycled.

Sensitive emails should be printed off by the Clerk. Councillors should inform the Clerk if they wish a particular email to be printed. Councillors agreed that emails should be deleted after 6 months.

**13. ACCOUNTS AND OTHER GENERAL COUNCIL BUSINESS****Earmarked Funds**

	<b>Balance</b>
	<b>27.02.15</b>
Election/Standards Committee	5000.00
Contingencies	9040.74
Maintenance on War Memorial	550.52
Play Area	2189.44
Village Trees	310.00
General Reserves	1665.00
	<b>18755.70</b>


**Accounts to be Paid**

PAYEE	CHQ NO	NET £	VAT £	GROSS £	DETAILS
Mrs J Batt	904	530.73 29.78		560.51	Salary Expenses
Cancelled Cheque	905				
Broker Network	906	988.08		988.08	Insurance Premium
Cancelled Cheque	907				
Shadoxhurst Parish Council	908	3.48		3.48	Audit Workshop
D Grabham	909	220.00		220.00	Green Maintenance
Cash (Mr R Harris)	910	312.00		312.00	Litter Picking

**Proposed Mrs Davies****Seconded Mrs Penn****Resolution:** Councillors unanimously resolved to pass the above for payment**Review of Direct Debits**

The Council does not have any Direct Debits.

**Adoption of Internally Audited Accounts and Completion of Annual Return**

Councillors were previously circulated with copies of the summary receipts and payments for the year ended 31 March 2015.

The Clerk reported that the internal audit took place on 17 April 2015.

The Chairman read through section 2 of the Annual Report and answered all the questions.

The Clerk and Chairman then signed the relevant sections of the Annual Report

**Resolution:** Councillors unanimously agreed to accept the internally audited accounts.**Review of System of Internal Control**

Mr West was satisfied that all was in order and signed the document.

**Review of Effectiveness of Internal Auditor**

Councillors unanimously agreed that they were satisfied with the effectiveness of the Internal Auditor, Mr Kevin Funnell and agreed to employ him again next year.

**Storage of Parish Council Documents**

Councillors are satisfied that all documents under 30 years old are secure in the filing cabinets in the Memorial Hall

**Risk Assessment**

Following a request from a resident, councillors agreed to ask Mr Faiers to fit stabilisers to the doors of the notice board at the bottom of Front Road.



**Website**

Nothing to report.

**IT SECURITY AND GOOD HOUSEKEEPING**

Please bear the following in mind when using your 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.

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

**Report for Parish Magazine**

Mrs Penn has submitted the report for the previous meeting.

**Newsletter**

Nothing to report.

**Play Area/Community Exercise equipment**

The skier need replacement bearings. Wicksteed estimate the repair will cost £830.

**Resolution:** Councillors unanimously agreed to accept the quote from Wicksteed. As the cost of the repair is under £3000 we only need to obtain one estimate.

**14. REVIEW OF ALL ITEMS INSURED AND SELF INSURED ITEMS**

The Clerk was asked to find out how much the premium for the benches is, prior to sending the cheque to Came & Co. If councillors agree to reduce the insured items a replacement cheque will be drawn and sent by 1 June 2015, otherwise the cheque signed at this meeting will be sent.

**15. RESOLUTION TO ADOPT THE GENERAL POWER OF COMPETENCE**

The Clerk reported that the Council has achieved the requirements necessary under the Localism Act 2011, Chapter 1, Part 1, Sections 1-8 to enable members to exercise the General Power of Competence as follows:-

1. It has 6 out of 9 elected councillors
2. The Clerk of the Council holds the Certificate in Local Council Administration (CiLCA)
3. The Clerk of the Council has passed the CiLCA module on the General Power Competence

It is recommended that the members consider adopting the General Power of Competence.

**RESOLUTION:** Woodchurch Parish Council resolves from 15 May 2015 until the next relevant Annual Parish Council meeting, that having met the conditions of eligibility as defined in the Localism Act 2011. Chapter 1, Part 1, Sections 1-8 to adopt the General Power of Competence.

**Proposed Mr Hukins**

**Seconded Mr Woods**

**16. ITEMS TO BE REPORTED TO KENT HIGHWAY SERVICES**

The Clerk was asked to report the dip in the Shadoxhurst Road.

The Clerk was asked to contact Councillors Angell and ask for his assistance in ensuring that the bus routes are kept in good repair.

The fluid from the broken manhole cover at the top of The Green is seeping into the water course.

**17. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS**

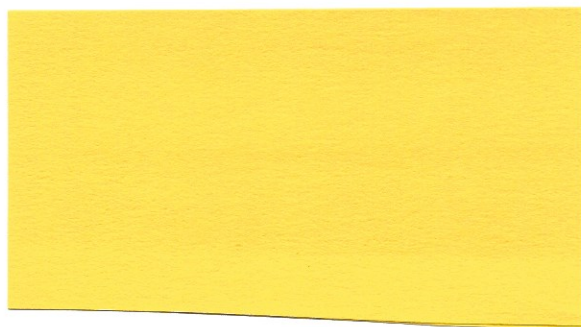
Mr West will talk to a resident of The Green with regard to replacing the car park sign.

The Clerk will obtain an estimate for repairing the holes in the surface of the car park.

The Brattle Bus Shelter has had a hole knocked in the side. An eye witness saw it happen and the Clerk will contact Mr Angell as the driver was a KCC Contractor. Mr Hukins will put hazard tape around it to stop members of the public using it.

There being no further business the meeting closed at 8.45 pm.

Signed



..... Dated 25/6/15 .....

# WOODCHURCH PARISH COUNCIL

## PLANNING APPLICATION RECORD

### 2015

#### MAY 2015

- 15/00412/AS Susans Hill Oast, Susans Hill, Woodchurch, Ashford, Kent TN26 3RE  
Construction of ménage 17m x 36m, access gate and 1.2m surround fencing  
Consultation Date: 14 May 2015  
**Parish Council: Support**
- 15/00436/AS Garage blocks and land between 26 and 31 Brattle, Woodchurch  
Erection of 4no. affordable dwellings including associated parking, refuse stores and external sheds  
**Parish Council: Support**
- 15/00516/AS The Wonder, Redbrook Street, Woodchurch, Ashford, Kent TN26 3QT  
Proposed detached triple garage with storage over  
**Parish Council: OBJECT 4:1ABSTENTION:2IN FAVOUR**  
**The proposed building is too large for the existing dwelling**  
**Councillors question the need for dormer windows in a building to be used for storage**
- 15/00520/AS Marquee rear of Scout and Guide Headquarters, Lower Road, Woodchurch, Kent  
Replace marquee with a permanent building for social use and provision of toilet block in grounds  
**Parish Council: OBJECT on the grounds of the height of the building and on the need for another hall as there are already 4 in the village**
- 15/00540/AS 12 Kirkwood Avenue, Woodchurch, Ashford, Kent TN26 3SE  
Erection of a rear extension  
**Parish Council: Support**
- 15/00550/AS 43 Brattle, Woodchurch, Ashford, Kent TN26 3SW  
Proposed single storey rear extension and erection of front porch  
**Parish Council: Support**
- 15/00554/AS Court Lodge Oast, Front Road, Woodchurch, Ashford, Kent TN26 3SD  
Proposed dormer window on north elevation, two dormer windows on west elevation, over garage  
**Parish Council: Support**

**The following decision notices have been received from ABC:-**

15/00221/AS 34-36 Front Road, Woodchurch, Ashford, Kent TN26 3QE

15/00227/AS External alterations and extension to outbuilding and conversion to holiday let

FPA & LBC **Borough Council: 221 Permit**

**227 Grant Consent – Mins May 15**

15/00375/AS 120 Front Road, Woodchurch, Ashford, TN26 3SF

Proposed two storey side extension; single storey rear extension and roof extension to garage from flat to pitched roof

**Borough Council: Permit**