

# WOODCHURCH PARISH COUNCIL

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## MINUTES 114

### Minutes of the meeting held in the Memorial Hall Annexe, Woodchurch on Friday 23 October 2015 at 7.00 pm

**PRESENT:** Mr R Woods (Chair), Mrs G Davies, Mr A Faiers, Mr A Hukins,  
and Mr P Spice  
PCSO Gary Carr and colleague

**PARISH CLERK:** Mrs J Batt

**BOROUGH COUNCILLOR:**

**COUNTY COUNCILLOR:**

**MEMBERS OF THE PUBLIC:** There were no Members of the Public.

The Chairman, Mr Julian West, was unable to attend this meeting.

**Resolution:** Mr Spice proposed Mr Woods to act as Chairman for the duration of this meeting,  
seconded by Mrs Davies. Unanimous

**1. APOLOGIES FOR ABSENCE**

An Apology for absence was received from Mrs D Penn, Mr N Jones, Mr J West,  
Mr P Wood and Borough Councillors, Mrs A Hicks and Mr G Bradford

**2. DECLARATIONS OF INTEREST**

**Declarations of Pecuniary Interest**

There were no Declarations of Pecuniary Interest.

**Declarations of Significant Interest**

There were no Declarations of Significant Interest.

**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.

**To note the granting of any requests for Dispensations and the decision**

No such requests received.

### 3. ACCEPTANCE OF MINUTES

The Minutes of the meeting held on 25 September 2015 were accepted and it was unanimously agreed that Mr Woods should sign them as a true record of the meeting.

**Proposed Mr Spice**

**Seconded Mrs Davies**

### 4. MEETING ADJOURNED FOR PUBLIC PARTICIPATION AND RECONVENED

The meeting was opened to the Members of the Public present from 7.05 – 7.14 for questions and comment.

### 5. PLANNING

Please see attached list.

### 6. VILLAGE MATTERS

The Clerk was asked to write the following letters to:-

A local landowner regarding the condition of the footpath across fields that he rents out.

The Memorial Hall Committee regarding the condition of the new annexe building and the path/access ramp which is considered to be a safety hazard.

### 7. MATTERS ARISING

There were no Matters Arising not covered on the agenda.

### 8. ACCOUNTS AND OTHER GENERAL COUNCIL BUSINESS

#### Bank Reconciliation

| <b>Account Balance</b> |                 | <b>Balance at Bank</b> |                 |
|------------------------|-----------------|------------------------|-----------------|
| Opening Balance        | 45790.17        | Money Manager Account  | 55976.85        |
| Plus Receipts          | 23433.45        | Less uncleared cheques | 4232.16         |
|                        | <b>69223.62</b> |                        | <b>51744.69</b> |
| Less Payments          | 17428.93        | Plus Community Account | 50.00           |
|                        | <b>51794.69</b> |                        | <b>51794.69</b> |
| Less Earmarked Funds   | 23805.70        | Less Earmarked Funds   | 23805.70        |
| <b>AVAILABLE FUNDS</b> | <b>27988.99</b> | <b>AVAILABLE FUNDS</b> | <b>27988.99</b> |

#### Earmarked Funds

|                                 | <b>Balance<br/>25.09.15</b> | <b>+/-<br/>Oct 15</b> | <b>Balance<br/>23.10.15</b> |
|---------------------------------|-----------------------------|-----------------------|-----------------------------|
| Election/Standards Committee    | 5000.00                     |                       | 5000.00                     |
| Contingencies                   | 10240.74                    |                       | 10240.74                    |
| Maintenance on War Memorial     | 495.52                      |                       | 495.52                      |
| Play Area/CEE Annual Inspection | 3109.44                     | -59.95                | 3049.49                     |
| Village Trees                   | 810.00                      |                       | 810.00                      |
| General Reserves                | 3875.00                     |                       | 3875.00                     |
|                                 | <b>23530.70</b>             | <b>-59.95</b>         | <b>23470.75</b>             |


**Accounts to be Paid**

| PAYEE                  | CHQ<br>NO | NET<br>£ | VAT<br>£ | GROSS<br>£ | DETAILS                   |
|------------------------|-----------|----------|----------|------------|---------------------------|
| Mrs J Batt             | 942       | 530.53   |          |            | Salary                    |
|                        |           | 19.23    |          | 549.76     | Expenses<br>General Admin |
| Mr R Harris            | 943       | 260.00   |          | 260.00     | Salary                    |
| The Play Inspection Co | 944       | 59.95    | 11.99    | 71.94      | Annual Inspection         |

**Proposed Mr Spice****Seconded Mrs Davies****Adoption of Externally Audited Accounts**

The Accounts have been received back from PKF Littlejohn with no matters arising, but with the following comment that does not affect the auditors opinion, but which they wish to draw to the attention of the council:-

The responses given in Section 1, Box 11; Section 2 Box 9 and Section 4 Box K are not consistent. The Clerk has confirmed that the body does act as sole managing trustee so Section 1 should be 'Yes'.

**Resolution: Councillors unanimously agreed to adopt the externally audited accounts.**

**Proposed Mr Woods****Seconded Mr Hukins****Interim Internal Audit**

The Clerk reported that Mr Funnell had carried out the interim audit and there were no matters arising.

**Website**

Nothing to report.

**Insurance**

Nothing to report.

**Risk Assessment**

**The following items were brought to the attention of the council following the recent inspection by a member of the council:-**

One disabled post is missing – **A quote for £25 to replace the post was unanimously accepted**

The village sign is unstable – **In hand**

Grass is growing through the cracks on the play area – **Mr West to deal with**

**The following items were brought to the attention of the council following the recent inspection by the play area company:-**

**SIGN**

There is some damage to the sign for the CEE – **REPAIR – Wicksteed to be asked for a quote**

**PICNIC TABLE**

Some timbers have rotted – **REPLACE – Mr Faiers will investigate**

A number of fixings have worked loose – **SECURE – Mr Faiers will investigate**



**SITE GENERAL**

There is excrement on the site – **CLEAN AND MAINTAIN** – Site checked by Litter Picker

The surface is severely damaged – **REPAIR** – Mr Faiers to monitor

There are gaps opening between the surfacing and the edging surround or between the joints in the surfacing – **MONITOR AND REPAIR AS REQUIRED**

There are trip hazards at the edges of the surface – **REINSTATE** Councillors to monitor

There is algae or moss growth on the surface – **CLEAN AND TREAT** – Mr Harris to be asked to treat

There is weeds/vegetation growth between or around the edges of the surfacing – **REMOVE**  
Mr Harris to be asked to treat

**SWING – 1BAY 2 SEAT (CRADLE)**

The chain openings re in excess or the 8.6mm recommended – **MONITOR**

**AND REPLACE DURING NEXT MAINTENANCE CYCLE**

There is some chain wear– **MONITOR AND REPLACE WHEN 40% WORN**

The swing bushes are showing signs of wear – **MONITOR AND REPLACE AS REQUIRED**

The seats are too close to each other as defined in BS1176 – **MONITOR USE**

The surfacing dimensions do not meet with the requirements of BS EN 1176 – **MONITOR USE**

**ROUNABOUT**

The bearing is showing signs of wear – **MONITOR AND REPLACE AS REQUIRED**

The surfacing dimensions for the roundabout do not meet with the requirements of

BSEN 1176 – **MONITOR USE**

**SPRING MOTORBIKE**

The end handgrips and/or footrests fail to meet the requirements of

BS EN 1176 – **NO REMEDIAL ACTION RECOMMENDED**

There is/are bolt cap covers missing or damaged – **REPLACE** – Mr Wood has in hand

The U bolts clamping the spring are loose – **TIGHTEN** – Mr Wood has in hand

**SPRING SEESAW**

The end of handgrips and/or footrests have a cross section of less than 15cm<sup>2</sup> and fail to meet the requirements of BSEN 1176 – **NO REMEDIAL ACTION RECOMMENDED**

**SLIDE**

Fails to meet the requirements of BS EN 1176 head and neck entrapment in the barriers and/or steps – **MONITOR USE**

A number of fixing have worked loose on the barriers – **SECURE**

There is/are finger entrapments in the corners of the barrier – **MONITOR USE**

**SWING – 1 BAY 2 SEAT (FLAT)**

The connecting links are in excess of 8.6mm and less than 12mm and fail the requirements of BS1176 – **MONITOR AND REPLACE AT THE NEXT MAINTENANCE CYCLE**

The seat has minor damage or wear – **MONITOR AND REPLACE AS REQUIRED**

The seats are too close together – **MONITOR USE**

The bushes are worn or missing – **REPLACE**

**PULL DOWN CHALLENGER**

Graffiti – **REMOVE** – Mr Harris to be asked to clean

The distance between the underside of the lower arm and the ground is less than 60mm – **MONITOR USE**

**SKIER**

The distance between the underside of the lower arm and the ground is less than 60mm – **MONITOR USE**

**LEG PRESS**

The swinging movement of the seat exceeds 55 degrees from the Vertical – **MONITOR USE**  
**BODY TWISTER**

The distance between the underside of the spinning platform and the ground is less than 60mm – **MONITOR USE**

**BASKET BALL GOAL**

Backboard damaged – **MONITOR AND REPAIR AS REQUIRED**

Net missing – **REPLACE** – The ring has never had a net attached

**Mr Woods will look into suitable wording to go on a disclaimer notice to be erected on the site.**

**Mr Faiers will liaise with Mr Wood regarding the repairs necessary.**

**RESOLUTION: Councillors unanimously accepted the findings of the report and will examine as instructed, with a view to including any necessary funding in future budgets based on the severity of the problems and the perceived risks they present.**

**Siting of Defibrillator**

Nothing to report.

**Bylaws**

Deferred until next meeting. The Clerk will email a copy to all councillors.

**War Memorial.**

The order for refurbishment has been submitted.

**Memorial Hall Car Park**

Defer to next meeting.

**Queen's 90<sup>th</sup> Birthday**

A small committee has been set up and it has been agreed to hold a children's tea party, an adults tea party and a dance in the evening for adults and a disco for 16 year olds.

Councillors as Trustees of the Windmill were asked to donate £200 towards the cost.

**Request for Memorial Seat on The Green**

Defer to next meeting.

**9. CORRESPONDENCE**

**KALC Notice of 68<sup>th</sup> Annual General Meeting – 21.11.2015**

**The Local Government Boundary Commission for England – Electoral Review of Kent – Further Limited Consultation for Sevenoaks**

**EMAIL CORRESPONDENCE**

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

**10. HIGHWAY ISSUES**

The drain outside the garage on Front Road  
The hedge at the bottom of Place Lane

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

Mr Woods will contact Bethersden Parish Council regarding a Neighbourhood Plan.

Mr Hukins reported that he had attended the recent meeting of the School Governors and the issues which he wished to bring to the attention of councillors were:-

The church wall which continues to be a safety hazard for the children

An appeal for assistant readers. Last year there were 40 on the list, this year there are 25

An auction of promises is to be held in the school hall on 14 November.

There being no further business the meeting closed at 9.10 pm.

Signed



Dated 27/11/15



# WOODCHURCH PARISH COUNCIL

## PLANNING APPLICATION RECORD

2015

### OCTOBER 2015

- 15/01241/AS Hendon Barn, Shadoxhurst Road, Woodchurch, Kent  
Section 73 application for the variation of condition 1 of planning permission  
07/00199/AS – Use of land for the stationing of a mobile home for use as a staff room  
and occasionally overnight accommodation by staff for security purposes, up to a  
maximum of 3 nights a week  
**Parish Council noted the discrepancy between the number of nights in the  
application and that shown on the proposal. The members supported this  
application**
- 15/01246/AS Great Robhurst Farm, Swain Road, Woodchurch, Ashford, Kent TN26 3TB  
Change of use of agricultural land to residential usage for holiday let (retrospective)  
**Parish Council: Support**
- 15/01247/AS Great Robhurst Farm, Swain Road, Woodchurch, Ashford, Kent TN26 3TB  
Erection of 1.8m high fence to front of property (retrospective)  
**Parish Council: Support**
- 15/01279/AS 9 Brattle, Woodchurch, Ashford, Kent TN26 3SW  
Erection of two storey rear extension with loft conversion and rear facing recessed  
balcony  
**Parish Council: Support in principle but have concerns about the scale of the  
extension and the impact on neighbouring properties**
- 15/01291/AS Hendon Barn, Shadoxhurst Road, Woodchurch, Kent  
Replacement of the existing entrance gates with erection of 2m high sliding security  
gate and a 2m high palisade fence on the northern boundary of the site  
**Parish Council: Support**