

# WOODCHURCH PARISH COUNCIL

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## MINUTES 129

### Minutes of the meeting held in the Memorial Hall Annexe, Woodchurch, on Friday 25 November 2016 at 7.00 pm

**PRESENT:** Mr J West (Chair), Mrs G Davies, Mr A Hukins,  
Mr N Jones, Mr P Spice, Mr P Wood and Mr R Woods  
PCSO Daniel Smith

**PARISH CLERK:** Mrs J Batt

**BOROUGH COUNCILLOR:** Mrs A Hicks

**COUNTY COUNCILLOR:**

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

#### **1. APOLOGIES FOR ABSENCE**

An Apology for Absence was received from Mrs D Penn (personal reasons) and Mr A Faiers, (prior commitment).

#### **2. DECLARATIONS OF INTEREST**

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

There were no Declarations of Pecuniary Interest.

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

Mr Jones, Mr West and Mr Woods declared a Significant Interest in Planning Application No 16/01618/AS, as they have connections to the business.

##### **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 October 2016 were accepted and it was unanimously agreed that Mr West should sign them as a true record of the meeting.

**Proposed: Mr Jones      Seconded: Mrs Davies**

**4. MEETING ADJOURNED FOR PUBLIC PARTICIPATION AND RECOVERED**

The meeting was opened to the Members of the Public present for questions and comments from 7.07 – 7.29.

During the Public Interval PCSO Daniel Smith introduced himself and explained his role to members of the council. Following a request from councillors he agreed to carry out speed checks in the village.

Mrs Hicks informed the meeting that she attended the recent Overview and Scrutiny Committee at which the members discussed the national policy for local planning. ABC must contact all the infrastructure suppliers, roads, electricity, gas etc to ensure that the infrastructure will support Ashford's growth.

Mrs Hicks reported that she had seen a document that stated Woodchurch needs a new water supply.

She attended a meeting recently at Canterbury at which Southern Water confirmed that they would provide the infrastructure for any future development in the village.

The track for the high-speed line from Ashford to Hastings should be in place by 2018, although the tunnels on the line could cause problems.

Mr Parsons is going to talk to Marsh Link about the Railway Museum at Newtown in the New Year. There are problems with contamination on the site.

There is nothing to report on the progress of the observatory. It is an expensive project, there is no road access and there are more practical things to concentrate on.

Mrs Hicks invited a representative of the council to attend a meeting she has arranged with Southern Water, Kent Highway Services, the Environment Agency and the Internal Drainage Board, in the Civic Centre Council Chamber, on 13 December 2016 at 10.00 am.

**5. PLANNING**

Please see attached.

**Local Plan Omission Sites**

Three omission sites in Woodchurch, at Bournes Place, Rectory Close and the field to the south of Bridge Close have been submitted to ABC and officers are still in the process of assessing the omission sites. The Clerk will ask Mr Cole for an update on the progress to date.

**6. VILLAGE MATTERS****Extension of Village Green**

Five Year plan for the Extension of The Village Green.

Mr Bourne will maintain the area for 5 years. Prior to this the Parish Council will organise the draining of the ditch on the existing area, the work required on the wildflower

meadow and for the crowns to be raised on the trees and the hedge to be removed to open the area up. The cost to the council is anticipated to be in the region of £5500.00

**Resolution:** Councillors unanimously agreed to accept the quotation from Malcolm Clark for the following work to be undertaken on the wildflower meadow: -

Plot 3 strips – A mixture of 30% acidic tolerating wild flowers including the annual wild flower, Yellow Rattle and 70% Grass – 1.6kg of Seed + Delivery £140.00  
Equipment cost (Flail mowing, hay removal, rotovating, see spreading use of tractor) – anticipated time required 10 hours @ £30 per hour £300.00  
Transportation costs £20.00

**Total Cost** £460.00 + VAT

**Proposed** Mr West

**Seconded** Mr Hukins

**7. MATTERS ARISING**

Councillors thanked Mr Faiers for investigating the cost of resurfacing Stoney Lane.

**8. ACCOUNTS AND OTHER GENERAL COUNCIL BUSINESS**

**Bank Reconciliation**

Account Balance		Balance at Bank	
Opening Balance	42304.11	Money Manager Account	52791.57
		Plus uncleared receipts	000.00
			<b>52791.57</b>
Plus Receipts	26331.38	Less uncleared cheques	2016.79
	<b>68635.49</b>		<b>50774.78</b>
Less Payments	17810.71	Plus Community Account	50.00
	<b>50824.78</b>		<b>50824.78</b>
Less Earmarked Funds	25003.07	Less Earmarked Funds	25003.07
<b>AVAILABLE FUNDS</b>	<b>25821.71</b>	<b>AVAILABLE FUNDS</b>	<b>25821.71</b>

**Accounts to be Paid**

PAYEE	CHQ NO	NET £	VAT £	GROSS £	DETAILS
Mrs J Batt	1021	539.07		539.07	Salary Expenses General Admin
Mr R Harris	1022	277.33		277.33	Salary
RBL Poppy Appeal	1023	<del>285.44</del> 285.44	57.09	<del>342.53</del> 342.53	Poppy Wreath
Medash Signs	1024	65.50	13.10	78.60	Bye-Law Signs
D Grabham	1025	290.00		290.00	Green Maintenance
Mr P Spice	1026	4.00		4.00	Key for Memorial Hall
Woodchurch M Hall	1027	192.00 10.00		202.00	Rent for 2017 Heating Tokens

**Proposed:** Mr Hukins

**Seconded:** Mr Jones




**Earmarked Funds**

	<b>Balance 28.10.16</b>
Election/Standards Committee	5000.00
Contingencies	11240.74
Maintenance of War Memorial	233.02
Play Area/CEE Replacement Swing and chains Replacement Safety Surface Repairs to Skier (June 15)	1634.31
Village Trees	810.00
General Reserves	6085.00
	<b>25003.07</b>

**Councillors agreed to re-allocate the earmarked funds to read as follows: -**

**Earmarked Funds**

	<b>Balance 25.11.16</b>
Election/Standards Committee	5000.00
Wildflower Meadow	10000.00
Maintenance on War Memorial	233.02
Play Area/CEE	1634.31
Village Trees	810.00
General Reserves	7325.74
	<b>25003.07</b>

**Bank Mandate**

All councillors have now taken their ID into the bank and the new mandate should be active.

**Quotation for Bye-Law Signs**

**Resolution:** Councillors unanimously agreed to accept the quotation from Medash Signs for: -

**5 x Dibond panel with print to face 255 x 275mm @ £9.50 each**

**1 x Dibond panel with print to face 525 x 550mm @ £18.00**

**TOTAL £65.50 + VAT**

**Proposed Mr Hukins**

**Seconded Mr Wood**

**Newsletter**

The Clerk will ask Mrs Penn to submit a report to the Parish Magazine.

**Risk Assessment**

Mr Wood reported that the safety surface is very uneven and will probably need replacing in 2018. The soil level under the Community Exercise Equipment needs <sup>raising.</sup> *leveling.*

Councillors asked Mr Wood to ask Wicksteed for a quotation for replacing the safety surface.

**Transparency – Parish Council Policies**

**Resolution:** Having reviewed the Complaints Procedure and Financial Regulations, councillors were satisfied that they were appropriate for this council.

**Preparation of Budget and setting of Precept for 2017/2018 financial year**

Please see budget attached.

**Resolution:** Councillors unanimously agreed to set the precept for the 2017/2018 financial year at £22800.00.

**Proposed Mr Jones**

**Seconded Mr Hukins**

Mr West thanked Mr Woods and the Clerk for preparing the budget.

9. **CORRESPONDENCE/EMAIL CORRESPONDENCE**

Clerk and Councils Direct

CCLA

English Rural Annual Report 2016

Kent and Medway NHS Connected

Malcolm Clark re Wild Flower Meadow

10. **HIGHWAY ISSUES**

The large pothole outside of Batchelors Hall

The street name sign at the Woodchurch end of Redbrook Street has been burnt

Mr Jones will contact KHS and ask for tractor working warning signs in Redbrook Street

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

An item allowing for an update on KALC meetings will be added to the agenda.

The next meeting is due to be held on Friday 16 December 2016.

The Christmas Dinner will be held after the meeting on 27 January 2017. The meeting will start at 6.30 pm

There being no further business the meeting closed at 7.53 pm.

Si

..... Dated *16/12/16* .....

# WOODCHURCH PARISH COUNCIL

## PLANNING APPLICATION RECORD

### 2016

#### NOVEMBER 2016

- 16/01553/AS 56 Lower Road, Woodchurch, Ashford, Kent TN26 3SG  
Proposed single storey extension to front elevation  
**Parish Council: Support**
- 16/01604/AS Land SE of adjacent and rear of Drayson House, The Green, Woodchurch, Kent  
Demolition of existing tennis court and disused pigsty/shed. Erection of new 3 bedroom detached dwelling with double garage and associated landscaping  
**Parish Council: Support**
- 16/01618/AS Woodchurch Wine Estate, Susans Hill, Woodchurch, Ashford, Kent, TN26 3RE  
Erection of a new building (with mezzanine floor & balcony) ancillary to the vineyard to provide a small office, DWC, bottle and equipment storage, landscaping, parking, revised access and a tasting terrace (resubmission of planning permission 15/01517/AS)  
**Parish Council: Support 4:3 abstentions**
- 16/01641/AS Garros, Redbrook Street, Woodchurch, Ashford, Kent, TN26 3QS  
Proposed part garage conversion and extension to form ancillary annexe  
**Parish Council: Support**
- 16/01652/AS Farm House, Highlands Farm, Woodchurch, Ashford, Kent, TN26 3RJ  
Proposed single storey education building, additional 5 parking spaces, including 2 disabled; along with the removal of timber storage shed at Rare Breeds Centre.  
**Parish Council: Support**
- 16/01659/AS Sunny Mead Farm, Bethersden Road, Woodchurch, Ashford, Kent, TN26 3QW  
Single storey extensions to north & south elevations, enlargement of existing dormer window to west elevation, adjustments to first floor fenestration to north elevation. Proposed porch to east elevation  
**Parish Council: Support**

#### Decision Notices received from ABC

- 16/01463/AS Grove Farm, Redbrook Street, Woodchurch, Ashford, Kent, TN26 3QS  
COU Prior approval for change of use of two agricultural buildings to three dwelling houses  
**Borough Council: Prior approval not required**



WOODCHURCH PARISH COUNCIL						
SUMMARY OF RECEIPTS AND PAYMENTS FOR YEAR ENDED 31 MARCH 2017						
BUDGET	ACTUAL	RECEIPTS	BUDGET	ACTUAL		BUDGET
2015/2016	2015/2016		2016/2017	2016/2017		2017/2018
20000.00	20000.00	Precept	21800.00	21800.00		22800.00
	24.65	Interest	20.00	11.99		
963.67	1211.02	VAT Recovered	1216.00	1756.95		550.00
		Road Sweeping Grant 14/15				
	1000.00	KCC Grant towards Defibrillator				
	500.00	ABC Grant towards Defibrillator				
	800.00	Donation towards Resurfacing Car Park				
	13.00	WCIE Stationery				
		Contribution towards Grass Cutting	427.00	427.44		
	12.00	ABC Heating for Conservation Appraisal Meeting				
		Donation towards Wild Flower Meadow		125.00		
1530.00	1530.00	Concurrent Functions Grant - t/f to reserve	1150.00	1150.00		1150.00
680.28	680.00	Council Tax Support Grant - t/f to reserve	1060.00	1060.00		1060.00
23173.95	25770.67		25673.00	26331.38		25560.00

WOODCHURCH PARISH COUNCIL						
SUMMARY OF RECEIPTS AND PAYMENT FOR YEAR ENDED 31 MARCH 2016						
BUDGET	ACTUAL	PAYMENTS	BUDGET	ACTUAL	PROJECTED	BUDGET
2015/2016	2015/2016		2016/2017	2016/2017	2016/2017	2017/2018
6500.00	6395.56	Clerks Salary and Income Tax	6500.00	4312.56	2160.00	6530.00
100.00	76.14	Clerks Expenses	60.00	67.68	32.00	100.00
2850.00	3120.00	Litter Picker's Salary, Tax and Employers NI	3200.00	2201.31	1127.00	3450.00
250.00	217.91	Maintenance Benches 481.50)	250.00			
200.00	20.00	Replacing Posts	200.00			
360.00	235.86	General Admin	250.00	162.69	88.00	250.00
300.00	270.00	Audit Fees	285.00	275.00		275.00
	0.76	Interest		1.20		
	20.83	Councillor Training	30.00			30.00
	13.00	Purchase of Stationery on behalf of WCIE				
100.00	61.91	Chairman's Expenses	100.00		50.00	100.00
560.00	555.04	KALC Subscription	560.00	565.84		570.00
55.00	27.83	SLCC Subscription	30.00		30.00	30.00
900.00	938.68	Insurance	950.00	979.37		1020.00
100.00	48.00	Website	50.00	65.00		60.00
230.00	77.00	Hire of Hall 2015 and Heating Tokens				
	232.00	Hire of Hall 2016 and Heating Tokens		26.00		
		Hire of Hall 2017 and Heating Tokens	230.00		250.00	
		Hire of Hall 2018 and Heating Tokens				250.00
100.00		Equipment for Street Cleansing	50.00			50.00
3300.00	3290.65	Green Maintenance	4000.00	2704.90	1300.00	4500.00
200.00	638.00	Spraying Plantain	200.00			200.00
220.00	237.50	Grass Cutting - War Memorial	250.00		250.00	250.00
	550.00	Refurbishment of War Memorial				200.00
920.00	1311.79	Play Area Inspection and Repairs	1020.00	1218.34		1000.00
250.00		Repairs to Paths	250.00			200.00
		Replacement Sign for Community Exercise Equipment		175.00		
		Repairs/Replacement of Noticeboard	100.00		100.00	
20.00		Wreath for Remembrance Day	20.00	20.00		20.00
200.00		Refurbishment of Bus Shelter	200.00			200.00
	236.30	Installation of New Bench				
150.00		Bin Liners and New Bins	150.00			100.00
		Posts on The Green			640.00	400.00
		Replacement Fencing		650.00		
500.00		Maintenance of Trees	500.00		200.00	500.00
		Kent Men of Trees Competition Entry Fee		10.00		
75.00	125.69	Purchase of 2 New Flags	75.00			130.00
	2820.00	Fitting Defibrillator at Shirkoak		158.00		
1200.00		Contingencies	1000.00			1000.00
	2346.00	Tarmacing Memorial Hall Car Park				
		Replacement Sign for Car Park		167.00		
3000.00		Grant towards WCIE - Paid in advance 14/15 - Budgeted 15/16				
	3500.00	Tranfer of Funds to WCIE	3500.00	3500.00		3500.00
		Donation to Churchyard Maintenance				500.00
		Purchase of Bye-Law Signs for Village Green		65.50		
	1890.28	VAT on Expenses		563.92		
<b>22640.00</b>	<b>29256.73</b>		<b>24010.00</b>	<b>17889.31</b>	<b>6227.00</b>	<b>25415.00</b>