



# WOODCHURCH PARISH COUNCIL

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## MINUTES 135

### Minutes of the Annual Parish Council Meeting held in the Memorial Hall Annexe, Woodchurch, on Tuesday 16 May 2017 at 7.00 pm

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

**PARISH CLERK:** Mrs J Batt

**BOROUGH COUNCILLORS:**

**COUNTY COUNCILLOR:**

**MEMBERS OF THE PUBLIC:** There were 7 Members of the Public present.

In the absence of the Chairman, Mr West, the Vice Chairman, Mr Jones, took the Chair.

**1. ELECTION OF CHAIRMAN**

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

As Mr West was unable to attend this meeting it was agreed that he should sign his Declaration of Acceptance of Office as soon as possible.

**2. APOLOGIES FOR ABSENCE**

An Apology for Absence was received from Mr West (prior commitment), Mr Wood (prior engagement), Borough Councillor, Mrs Hicks and County Councillor, Mr Angell.

**3. DECLARATIONS OF INTEREST**

**Declarations of Pecuniary Interest**

There were no Declarations of Pecuniary Interest.

**Declarations of Other Significant Interest**

There were no Declarations of Other Significant Interest.

**i) 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.

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

There were no requests for dispensations.



**4. ELECTION OF VICE CHAIRMAN**

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

Mr Jones accepted the position of Vice Chairman.

Mr Jones continued to chair the meeting in the absence of Mr West.

**5. ELECTION OF OFFICERS TO COMMITTEES**

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

Village Green - Mr West

Youth Matters – VACANT

Police Liaison – Mrs Davies

Kent Association of Local Councils – Mr Spice and Mr Wood

Memorial Hall Committee – Mrs Davies and Mr Spice

Parish Forum – Mr West

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

Highways and Footpaths – Mr Wood

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 Jones

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 – Mr Faiers and Mr Jones

Internal Parish Council Audit – Mr Robbins

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 Wood and Mr Faiers

Annual Play Area Inspection – The Play Inspection Company

Website, Newsletter and Transparency – Mrs Davies

Parish Magazine – VACANT

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 Jones should sign them as a true record of the meeting.

**Proposed Mr Faiers**

**Seconded Mr Spice**



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

The meeting was opened to Members of the Public from 7.07 - 7.30 during which time a resident asked for the Parish Council's backing to enter Woodchurch in Britain in Bloom. The request will be included on the next agenda.

A resident asked for clarification of details regarding a planning application and put forward some critical 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**

Quotations are needed for the remainder of the work required to complete this project.

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

There were no Matters Arising from the previous minutes.

12. **CORRESPONDENCE**

The Kent Men of the Trees

Clerk and Councils Direct

Woodchurch Art Society

Houses of Parliament re UK Parliament Week 13 – 19 November

Wicksteed

**EMAIL CORRESPONDENCE**

Mr Sinclair re car park

Mr Cook re trees on The Green

**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****Internal Auditors Final Report**

The Clerk reported that Mr Robbins carried out his final audit for the year 2016/2017 on 25 April and did not find anything major to report. The Clerk read his report out to councillors.

**Review of System of Internal Control**

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

**Review of Effectiveness of 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.

**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 the members meeting as a whole – Sec 1**

Councillors completed the Annual Governance Statement.

**Resolution:** Councillors unanimously approved the Annual Governance Statement.

**Proposed:** Mr Faiers      **Seconded:** Mr Hukins

**Signature and Dating by the person presiding at the meeting and Clerk**

Mr Jones and the Clerk signed and dated the Annual Governance Statement.

**Consideration of the Accounting Statements by the members of the meeting as a whole**

Councillors considered the accounting statements and agreed they were satisfactory.

**Approval of the Accounting Statements by the members meeting as a whole – Sec 2**

Councillors considered the Accounting Statements.

**Resolution:** Councillors unanimously approved the Accounting Statement.

**Proposed:** Mr Faiers      **Seconded:** Mr Hukins

**Signature and Dating by the person presiding at the meeting**

Mr Jones signed and dated the Accounting Statement, previously signed and dated by the Clerk.

**Review of Direct Debits**

The Council does not pay any bills by Direct Debit.

### Bank Reconciliation

Account Balance		Balance at Bank	
Opening Balance	42304.11	Money Manager Account	45797.10
		Plus uncleared cheques	00.00
			<b>45797.10</b>
Plus Receipts	27341.86	Less uncleared cheques	367.93
	<b>69645.97</b>		<b>45429.17</b>
Less Payments	24166.80	Plus Community Account	50.00
	<b>45479.17</b>		<b>45479.17</b>
Less Earmarked Funds	24408.07	Less Earmarked Funds	24408.07
<b>AVAILABLE FUNDS</b>	<b>21071.10</b>	<b>AVAILABLE FUNDS</b>	<b>21071.10</b>

### Earmarked Funds

	Balance 27.01.17	+/- May	Balance 16.05.17
Election/Standards Committee	5000.00		5000.00
Wildflower Meadow Spraying Weeds	9405.00	-50.00	9355.00
Maintenance on War Memorial	233.02		233.02
Play Area/CEE	1634.31		1634.31
Village Trees	810.00		810.00
General Reserves	7325.74		7325.74
	<b>24408.07</b>	<b>-50.00</b>	<b>24358.07</b>

Due to an administration problem, it was agreed to draw a cheque in favour of WCIE for £6000 from the Parish Council account. This will be repaid from the Woodchurch Windmill Trust.

### Accounts to be Paid

PAYEE	CHQ NO	NET £	VAT £	GROSS £	DETAILS
Mr D Jarvis	1057	340.86		340.86	Salary – Road Sweeping
Mr L Robbins	1058	75.00		75.00	Internal Audit Fee
Came & Co	1059	1021.76		1021.76	Insurance Premium
A R W Kirk	1060	50.00	10.00	60.00	Chemical Spraying and Supply
Mrs J Batt	1061	609.28 16.92 6.38	0.87	633.45	Salary Expenses General Admin
WCIE	1062	6000.00		6000.00	Transfer to be reclaimed
WMH Cttee	1063	10.00		10.00	Heating Tokens

Proposed: Mr Faiers

Seconded: Mr Spice

**Website**

Nothing to report.

**Risk Assessment**

Mr Faiers will repair the bench.

**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.

**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.

**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.

**General Power of Competence**

Confirmation that Woodchurch Parish Council adopted the General Power of Competence at the meeting held on 15 May 2015.

**Lease between Woodchurch Parish Council and WCIE**

**Resolution:** Councillors unanimously agreed the lease and it was signed by Mr Woods on behalf of the WCIE and councillors and The Clerk on behalf of the Parish Council.

**Proposed Mr Faiers**

**Seconded Mrs Davies**

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

We are in a long-term agreement with Hiscox until 2018 and councillors agreed the renewal Premium.

The Clerk will check that the new area of The Green is automatically covered.

**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.

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

The verge along Place Lane.

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

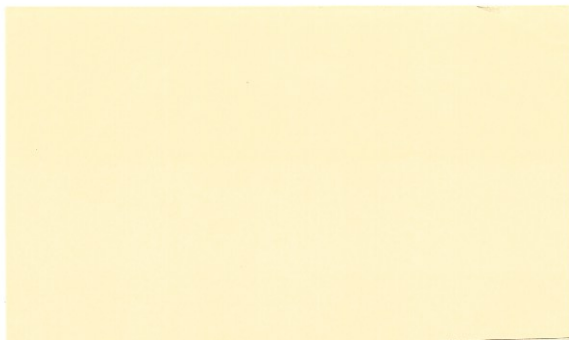
The car park will be discussed at the next meeting.

17. **RESOLUTION TO CLOSE THE MEETING TO MEMBERS OF THE PUBLIC AND PRESS TO ENABLE COUNCILLORS TO DISCUSS ITEMS OF LEGAL MATTER**

The meeting was not closed as councillors had nothing new to discuss.

There being no further business the meeting closed at 8.25 pm.

Signed



..... Dated

21/6/17

# WOODCHURCH PARISH COUNCIL

## PLANNING APPLICATION RECORD

### 2017

#### MAY 2017

17/00516/AS Little Robhurst, Woodchurch, Ashford, Kent, TN26 3TE  
Conversion of a detached garage to a one bedroom annexe.  
**Parish Council: Support**

17/00620/AS 95B Front Road, Woodchurch, Ashford, TN26 3SF  
Removal of condition 4 on planning permission reference 06/01307/AS (part retrospective) to replace hedging with closeboard fencing  
**Parish Council: OBJECT on the following grounds: -**  
**Visual impact,**  
**Loss of wildlife habitat**  
**The fence will change the character of the road**

17/00622/AS The Rectory, 6 Rectory Close, Woodchurch, Ashford, TN26 3QD  
Erection of detached dwelling  
**Parish Council: OBJECT**  
**This is an initial objection on the grounds of: -**  
**The scale and bulk of the development**  
**Total loss of visual amenity - obscures views of church**  
**The house is out of character being so close to the church**  
**The type of house is not needed in Woodchurch, contrary to the agents report**  
**The proposal erodes the fabric of the village**  
**The school will lose the chance to extend**  
**Many access issues**  
**Issues surrounding the footpath**  
**The Planning Notice was only on display for one day meaning local residents did not have the chance to comment**

**The Clerk will ask for an extension so that this application can be further discussed at the next meeting**

17/00641/AS Land south of Orange Farm, Brook Street, Woodchurch, Kent  
Retrospective erection of timber clad storage barn together with change of use of the land and associated siting of temporary structures to support the rearing of pheasants and partridges between the months of March and September each year.  
**Parish Council: Support**

17/00701/AS Hornbrook Oast, Appledore Road, Woodchurch, Kent TN26 3TJ  
Removal of conservatory and extension to roundel to reinstate roundel form and single storey extension to west/northwest and erection of new attached garage  
**Parish Council: Support**

**Decision Notices received from ABC**

17/00073/AS Farm View, Highlands Farm, Woodchurch, Ashford, Kent TN26 3RJ  
Proposed single storey residential care accommodation (4 units)  
**Borough Council: Permit**

17/00257/AS Land south of Orange Farm, Brook Street, Woodchurch, Kent  
Erection of timber clad storage barn  
**Borough Council: WITHDRAWN BY APPLICANT**

17/00268/AS Beacon Oaks, Coldblow, Woodchurch, Ashford, TN26 3PH  
Prior approval for a proposed change of use of agricultural building and land within its curtilage to a single dwelling house  
**Borough Council: Prior Approval not Required**