



# WOODCHURCH PARISH COUNCIL

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## MINUTES 151

### Minutes of the Ordinary Parish Council meeting held in the Memorial Hall Annexe, Woodchurch, on Thursday, 26 July 2018 at 7.00 pm

**PRESENT:** Mr J West, (Chair), Mrs C Allan, Mrs G Davies, Mr A Hukins,  
Mr N Jones, Mr P Spice, Mr P Woods and Mr R Woods  
Miss Lucy Joyce, Southern Water for part of the meeting

**PARISH CLERK:** Mrs J Batt

**BOROUGH COUNCILLOR:**

**COUNTY COUNCILLOR:**

**MEMBERS OF THE PUBLIC:** There were 5 Members of the Public present for part of the meeting.

**1. APOLOGIES FOR ABSENCE**

An Apology for Absence was received from Mr A Faiers (Work Commitment),  
Borough Councillors, Mrs A Hicks and Mr G Bradford and County Councillor, Mr M Angell

Councillors unanimously agreed to accept the apology received from Mr Faiers.

**2. DECLARATIONS OF INTEREST**

**Declarations of Pecuniary Interest**

There were no Declarations of Pecuniary Interest.

**Declarations of Significant Interest**

Councillors Jones, West and Woods declared a Significant Interest in matters pertaining to  
The Post Office as they are Directors of the Woodchurch Community Information Centre.

**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 28 June 2018 were accepted and it was unanimously  
agreed that Mr West should sign them as a true record of the meeting.

**Proposed Mr Jones**

**Seconded Mr Hukins**



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

The meeting was opened to the Members of the Public present from 7.05 – 7.09 during which time it was reported that the Shirkoak Bus Shelter has been damaged again and the Shirkoak Residents Association is going to arrange the repair and re-painting of the whole shelter.

Mr West expressed the councils thanks to the Association.

A resident has offered to cut the hedge back along Stoney Lane. The gentleman reporting this was told that the land is owned by PROW, but councillors could not see a problem with him cutting the hedge back.

The council's attention was drawn to the fact that a letter from ABC Housing has appeared on the planning portal supporting the application for 10 houses on land between 82 and 120 Front Road and asked whether councillors would consider drawing the Planning Department's attention to this letter, reminding them that the number was reduced to 8 because the site is considered too small to accommodate 10 houses together with access, parking, landscaping and ancillary works.

Miss Joyce from Southern Water advised that there is insufficient capacity to support the proposed development at 82 – 120 Front Road and explained the new infrastructure charging policy to those present.

If the Borough Council approves this development the properties can be built prior to the upgrading of the sewer, which may lead to increased flooding at the lower end of Woodchurch. Southern Water will be able to assess the situation in more detail once the plans have been approved.

5. **PLANNING**

Please see attached.

The Clerk was asked to write to ABC regarding the fact that the Housing Department has written to the Planning Department supporting 10 houses on the Wood 1, (82 – 120 Front Road) site. The Parish Council will remind the Planning Department that the stated policy in the emerging Local Plan Policy no S40, for this site is for 8 dwellings as the site is considered too small to accommodate 10 houses, together with access, parking, landscaping and ancillary works.

6. **VILLAGE MATTERS**

**Extension of Village Green – Transfer of Land**

Mr Jones and the Clerk met with the solicitor and he is going to progress the registration of the new area of land with the Land Registry and as Village Green with KCC.

The queries raised at last month's meeting were discussed with him and he is going to challenge Mr Bourne's solicitor re the covenants outlined in the letter we received.

There is to be no cost to the Parish Council, as the agreement states that Mr Bourne is to pay our legal fees.



**Registration of Village Green**

Our solicitor has received a letter from the vendors of a property on The Green, asking whether the new owners will have the right to cross The Green in order to access their property. As it is likely that the occupiers of this property have been doing so for over 20 years they will have prescriptive rights over the land. The solicitor will inform the vendors' solicitor that this is not an issue as far as the members of the Parish Council are concerned.

**Woodchurch in Bloom**

The judges were very complimentary and could see that a great deal of work had been put into preparing for the competition. They seemed pleased with the progress that the group had made and understood the theme of red geraniums. The group should receive their decision in September.

Over the coming year the group would like to work on the approach to the Museum and the path to the Windmill, but it depends the number of volunteers who are prepared to help.

Everyone agreed that the flowers around the village look beautiful.

It was brought to the attention of the meeting that some residents have been asking whether the village is going to continue to take part in the competition and if so, whether the group would be self-funding in future. Councillors were told that The Kent in Bloom Competition's objective is to take the need for funding away from the Parish Council.

The chairman said that anyone with concerns should attend a Parish Council meeting and raise their concerns personally. The members of the Parish Council agreed that anything that fosters community spirit is worthwhile.

**Churchyard**

Local volunteers and the members of the Community Payback Team have been overwhelmed by the amount of work required in the Churchyard and after hearing about the complaints received by the Parish Council, Mrs Jones reported that she had given the matter some thought and put forward a proposal to the members of the council in which she would endeavour to engender community spirit and assemble a group of volunteers to work in the churchyard for 2 weekends to tidy it up. She asked whether, if the PCC agreed, the Parish Council would fund fuel and strimming cord etc.

After discussion, it was agreed that she should approach the vicar regarding this proposal.

It was generally felt that there are several potential groups within the village who are not working together regarding the churchyard and Mrs Jones may be able to co-ordinate them.

The Chairman and members of the Woodchurch in Bloom group were all concerned that some members of the parish object to Parish Council funds being spent on work to the Churchyard, but Mrs Jones was asked to report back to the members of the council once she has spoken to the vicar and this item will be included on the agenda for further discussion.

It was suggested that relatives of those buried in the churchyard could be approached and asked to pay a yearly charge to enable a gardener to be employed to keep the graves tidy.



Mrs Davies left the meeting at this point

**7. MATTERS ARISING**

It was reported that people are unable to use Footpath 172, and this is why more dog walkers use Georges Hill.

The Clerk was asked to write to our County Councillor and Highway Steward and ask whether the speed limit along Georges Hill can be reduced from 60mph to 30mph.

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

**Bank Reconciliation as at last Bank Statement**

<b>Account Balance</b>		<b>Balance at Bank</b>	
Opening Balance	47178.25	Money Manager Account	57501.88
		Plus uncleared receipts	0.00
			<b>57501.88</b>
Plus Receipts	15017.34	Less uncleared cheques	4514.37
	<b>62195.59</b>		<b>52987.51</b>
Less Payments	9158.08	Plus Community Account	50.00
	<b>53037.51</b>		<b>53037.51</b>
Less Earmarked Funds	25827.31	Less Earmarked Funds	25827.31
<b>AVAILABLE FUNDS</b>	<b>27210.20</b>	<b>AVAILABLE FUNDS</b>	<b>27210.20</b>

**Earmarked Funds**

	<b>Balance 23.05.18</b>	<b>+/- July</b>	<b>Balance 26.07.18</b>
Election/Standards Committee	5000.00	- 1390.76	3609.24
Wildflower Meadow	8045.00		8045.00
Contingencies		3000.00	3000.00
Maintenance of War Memorial	233.02		233.02
Play Area/CEE Budget	1189.31	500.00	1689.31
Village Trees	810.00		810.00
General Reserves Budget 18/19	7325.74	575.00 540.00	8440.74
	<b>22603.07</b>	<b>3224.24</b>	<b>25827.31</b>





PAYEE	CHQ NO	NET £	VAT £	GROSS £	DETAILS
Parish Clerk	1143	577.05		577.05	Salary and Expenses
Litter Picker	1144	274.06		274.06	Salary
Dewar Green	1145	65.00	13.00	78.00	Domain Name Renewal
Info Commissioner	1146	40.00		40.00	Registration Fee
Satswana Ltd	1147	150.00	30.00	180.00	DPO Service – 1 yr
ABC	1148	1390.76	278.15	1668.91	Recharge for Election
Parish Clerk	1149	39.16	7.83	46.99	External Hard Drive
Parish Council Chair	1150	56.79 50.00	11.36	118.15	Varnish and Brush Lunch for Litter Pick
D Grabham	1151	160.00		160.00	Grounds Maintenance
L Fenton	1152	365.00		365.00	Plumbing WCIC
WCIC	1153	419.98		419.98	Dehumidifier
CEM Electrical	1154	932.09		932.09	Electrical Work WCIC
C Moore	1155	2495.04		2495.04	Reinstate WCIC

#### **Proposed Mr Hukins      Seconded Mr Spice**

Mr Jones asked whether councillors would agree to the purchase of a miniheater for the toilet, at a cost of approximately £283.00, to stop the pipes freezing in the winter. Councillors unanimously agreed to this request.

#### **Website, Newsletter and Transparency**

Nothing to report.

#### **Risk Assessment**

Mr Faiers will complete a Risk Assessment in time for the September meeting.

#### **Update on KALC Meeting**

Mr Wood reported that Tamzyn James, a Network and Capacity Engineer working for Southern Water gave a presentation regarding the Chilmington Green development.

In response to concerns expressed that the necessary pipework won't be in place by the time building starts she explained that the installation of the new system is being undertaken in 2 phases - Chilmington to Finbury, going under the railway bridge, then Finbury to the pumping station. The existing network will be able to cope with sewerage for the first 3 years and the building of the new system is due to start in 2 years. A temporary connection will be made to the Magpie Hall Road pumping station, but they won't be allowed to overload the system as pumping will only take place at times of low usage. The new houses in Shadoxhurst were taken into account by the designer.

Simon Cole, Planning Policy Manager for ABC gave an update on the 2030 Local Plan and reported that the initial report from the Planning Inspector indicates that the plan is generally considered favourable, although dwelling numbers will have to rise to 16780, from 825 – 888 per year. Five sites have been deleted from the plan and 4 have had the number of dwellings reduced by an overall reduction of 50% while others have had the number slightly increased.



Various aspects such as the separation of established villages from the town were accepted and praised.

ABC now has to draft the modifications by the end of July and the plan will then go out to public consultation for 6 weeks. The consultation will not be on any aspect other than the modifications and ABC will look to adopt the plan at the December or February meeting.

**Update on the Future of the Post Office**

An update on the current situation has been included in the Newsletter and published on the Parish Council notice boards and on the website

Mr Jones has asked the Post Office to keep us updated with developments.

**Data Protection**

Mr Robbins queried a request to complete a Data Processor Agreement, stating that he views the request as premature, as he has no idea what regulations will apply or how the GDPR Directive will be applied to either Internal Auditors or to Local Councils.

He carries out a statutory function (Section 5 Accounts & Audit Regulations 2015) for the Parish Council. He holds and uses data about the Parish Council only in connection with that statutory role. This may make him a data processor (but one who already has lawful authority to have and use that data) and that may lead to a bit of form filling, but he queried a need to agree what data he hold and how he holds it. That need to agree would imply that a Parish Council could have a say in how he carries out the audit, which pushes against the independence of the audit.

He hopes to see the UK regulations soon. These should resolve who needs to do what and also provide guidance about any legislative or public policy conflicts that the GDPR Directive may create.

PKF Littlejohn referred us to their website for the firm's GDPR Statement.

The contract in respect of Parish Councils is with SAAA who appointed them on behalf of the government.

The firm's general terms of business can be found at:  
<https://www.pkf-littlejohn.com/about-us-client-engagement-terms-of-business>  
but please let us know if you have any more detailed queries.

All the team involved in the limited assurance review work have to sign Schedule 11 agreements regarding disclosure of information as well.

The DPO has spoken to HMRC and is in the process of trying to solve the problems currently being experienced.

Prior to this meeting, Mr Jones asked the Clerk to obtain a quote from AMJ who supplied the computer to find out how much it would cost for each councillor to have a dedicated email address linked to the website address.



**Resolution:** As the set-up cost would be £635.40, and the system would incur a yearly cost Councillors agreed not to accept the quote and to continue with the existing arrangement.

**Renovation of Benches**

Mr Jarvis has agreed to renovate the benches and Mr West purchased the necessary equipment for him.

**9. CORRESPONDENCE/EMAIL CORRESPONDENCE**

Ssafa  
Clerk and Councils Direct  
HAGS

**EMAIL CORRESPONDENCE – All emails are forwarded to all councillors**

Mrs Furneaux

Councillors no longer wish to receive emails regarding street closures, Neighbourhood Watch or the police unless they are relevant to Woodchurch.

**10. HIGHWAY ISSUES/PROW ISSUES**

**Highways**

Following a meeting regarding the condition of the road outside of 40 Front Road, the Highway Steward has asked the Drainage Engineer to investigate and South East Water has been informed

Kent Highways has confirmed that the gate into the Rare Breeds Centre at the top of Georges Lane is in the correct place.

**Public Rights of Way**

Nothing to report.

**11. ITEMS TO BE INCLUDED ON THE NEXT AGENDA**

The Council will not meet in August unless any plans have been submitted for discussion.

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

Two litter bins have been stolen and the police have been informed.

Six people took part in the litter pick prior to the judges visit for Woodchurch in Bloom and they picked up 20 bags of litter.

Following the recent flooding in the Information Centre it was reported that the external stop cock is by the village sign.

There being no further business the meeting closed at 8.54 pm

Signed..

..... Dated 23/8/18 .....

# WOODCHURCH PARISH COUNCIL

## PLANNING APPLICATION RECORD

### 2018

#### JULY 2018

- 18/00942/AS 93 Lower Road, Woodchurch, Ashford, Kent, TN26 3SG  
Proposed part first floor rear extension over existing ground floor rear projection.  
**Parish Council: Support**
- 18/00962/AS Sunny Mead Farm, Bethersden Road, Woodchurch, Ashford, Kent, TN26 3QW  
Demolition of existing outbuildings and erection of new ancillary accommodation and annex (for dependant family member) along with new garden store  
**Parish Council: Support – as long as existing access is only access used by the site**
- 18/01011/AS Brook Farm Barn, Brook Street, Woodchurch, Ashford, Kent, TN26 3SR  
Proposed change of use of existing 2 bed holiday let, 2nd bed and breakfast room with en suite into independent residential dwelling  
**Parish Council: Support**

The following application was received after the publication of the agenda, but councillors agreed to discuss at this meeting as it was not considered to be contentious

- 18/01064/AS 86 Lower Road, Woodchurch, Ashford, Kent TN26 3SG  
Conversion of garage to bedroom/ensuite  
**Parish Council: Support**

#### Decision Notices received from ABC

- 18/00675/AS Rose Cottage, Redbrook Street, Woodchurch, Ashford, TN26 3QU  
Erection of single storey side extension  
**Borough Council: Permit**