



# WOODCHURCH PARISH COUNCIL

[www.woodchurch-pc.gov.uk](http://www.woodchurch-pc.gov.uk)

Page 484

## MINUTES 153

### Minutes of the Ordinary Parish Council meeting held in the Memorial Hall Annexe, Woodchurch, on Thursday, 27 September 2018 at 7.00 pm

**PRESENT:** Mr J West, (Chair), Mr A Hukins, Mr N Jones, Mr P Spice,  
Mr P Wood and Mr R Woods  
PCSO Kate Richards

**PARISH CLERK:** Mrs J Batt

**BOROUGH COUNCILLOR:**

**COUNTY COUNCILLOR:**

**MEMBERS OF THE PUBLIC:** There were 4 Members of the Public present for part of the meeting.

**1. APOLOGIES FOR ABSENCE**

An Apology for Absence was received from Borough Councillors, Mrs A Hicks and Mr G Bradford and County Councillor, Mr M Angell.

An email was received at 6.14 pm, although not picked up until after the meeting from Mrs C Allan, informing members of the Council that she would not be at the meeting.

**2. APPROVAL OF REASON FOR ABSENCE**

There were no Apologies for Absence.

**3. DECLARATIONS OF INTEREST**

**Declarations of Pecuniary Interest**

There were no Declarations of Pecuniary Interest.

**Declarations of Significant Interest**

Councillors Jones, West and Woods declared an interest in matters associated with the WCIE and Post Office, as they are Directors of the WCIE.

**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.



4. **ACCEPTANCE OF MINUTES**

The Minutes of the meeting held on 23 August 2018 were accepted and it was unanimously agreed that Mr West should sign them as a true record of the meeting.

**Proposed Mr Wood                      Seconded Mr Jones**

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

PCSO Kate Richards reported that speed checks have been carried out on Lower Road. She said she had asked local residents who showed an interest while the checks were being carried out, whether anyone would be prepared to join a Speed Watch scheme, but no one volunteered. A member of the public present informed councillors that two residents have already offered to join a group and, asked whether he was prepared to organise a speedwatch scheme in the village agreed that he was.

The speedwatch scheme requires a straight piece of road, unless a police officer is present and has the use of a hand gun. The SID is set up and the group of volunteers note the time, colour and make of car and registration no. All these details are then entered onto the police data base and after 2 offences the driver receives a letter and after 3 the police will visit. The scheme also detects drivers who do not have insurance or an MOT.

The hedges around the speed limit signs need cutting back and the Clerk will ask Mr Jarvis whether he would do this.

No crimes have been reported in Woodchurch.

Those present did not have any concerns to report to PCSO Richards and Mr West thanked her for attending, following which she left the meeting.

Mr Thurley reassured councillors that the loss of posts and turf along the drive to his house will be rectified once building has finished.

He went on to explain that they had always planned to approach the new house via the existing driveway alongside Drayson House and that the 'haul road' should be of recycled material with a permeable underlay to facilitate removal once the project was complete.

In recent weeks however, they have encountered several problems, not least of which is the fact that latest fire regulations would now require considerable widening of Drayson House's current driveway and/or double the mains water supply to allow for fitting sprinklers throughout.

In the light of the situation, their architect has raised the possibility of switching access via the haul road and perhaps making it a 'green' drive i.e. with grass stabilisation webbing or cells. Such a solution would, of course, almost certainly require a new planning application or submission of amended plans for the existing application and he wanted to put this to the council before considering whether to proceed with an application.

He also asked whether Councillors would agree to a new drain being laid along the Village Green edge of the fence.



Councillors thanked Mr Thurley and told him that they could not see any problem with his proposal and he left the meeting at this point. The Council's decision is minuted under item 7.

6. **PLANNING**

No Planning Applications received.

The Clerk was asked to contact the Planning Department at ABC and ask whether planning permission is needed for a proposed camp site in Frogs Hole Lane.

7. **VILLAGE MATTERS**

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

There is nothing to report on the transfer of the land.

The thistles have been cut down and they will be raked up this weekend.

**Registration of Village Green**

Nothing to report.

The main area of The Green is not being cut for the next 2 weeks to allow it to recover.

**Quotation for Spraying Plantain**

**Resolution:** Councillors unanimously agreed to accept the quotation to spray the Plantain on the Village Green at a cost of £693.50.

Proposed Mr Hukins

Seconded Mr Spice

**Drive to Drayson House**

**Resolution:** Councillors unanimously agreed to the resident's request, in light of the new fire regulations, to submit a planning application to switch access from the current drive way to the haul road with the possibility of perhaps making it a 'green' drive i.e. with grass stabilisation webbing or cells.

They also agreed to the installation of a drain on the Village Green side of the fence.

Proposed Mr West

Seconded Mr Jones

**Woodchurch in Bloom**

A member of the Woodchurch in Bloom Committee reported on the judges' comments.

Woodchurch has been awarded a silver medal. The judges were impressed with the red theme used throughout and thought the planters were very tasteful. They said the Green is the jewel in the crown and a credit to the Parish Council, although they advised the Parish Council to advertise the extension to The Green more than they have been doing so far. They were aware of the support the Committee received from the Church and Parish Council.

The proposal for next year is that the committee look at improvements to the Museum garden and the area surrounding the Windmill.



The Committee members are going to write letters of thanks to the business which took part and asked whether the Chairman would sign them. It was suggested by a member of the Council that the Chair of the Woodchurch in Bloom Committee should sign them as well.

The Committee would like to hear of any suggestions the Parish Council may have for next year.

A Councillor asked about the information boards and was informed that the gentleman is still working on them.

### **Churchyard**

Mr and Mrs Jones are meeting with the Vicar next Thursday and a plan will then be drawn up in readiness for next year. Mrs Jones will arrange a meeting of all interested parties.

## **8. MATTERS ARISING**

The transfer of funds from the Parish Council to the WCIE was omitted from the November 2017 minutes. The amount transferred was £3500.00.

## **9. 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	50613.00
		Plus uncleared receipts	0.00
			<b>50613.00</b>
Plus Receipts	18614.45	Less uncleared cheques	5235.41
	<b>65792.70</b>		<b>45377.59</b>
Less Payments	20365.11	Plus Community Account	50.00
	<b>45427.59</b>		<b>45427.59</b>
Less Earmarked Funds	25787.31	Less Earmarked Funds	25787.31
<b>AVAILABLE FUNDS</b>	<b>19640.28</b>	<b>AVAILABLE FUNDS</b>	<b>19640.28</b>

As agreed cheque number 1161 was drawn in favour of CEM Electrical Services Ltd for £238.15 for the Eco Heater in the toilet, following the verbal agreement of Councillors Allan, Jones and Woods.

<b>PAYEE</b>	<b>CHQ NO</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>	<b>DETAILS</b>
Parish Clerk	1162	576.31		576.31	Salary and Expenses
Litter Picker	1163	339.66		339.66	Salary
HMRC	1164	61.80		61.80	Income Tax
Hampshire Flag Co	1165	137.19	27.44	164.63	2 x Flags
A R W Kirk	1166	40.00	8.00	48.00	Cultivating Green Extension
WCIC	1167	3500.00		3500.00	Transfer of Funds
D Grabham	1168	240.00		240.00	Green Maintenance

**Proposed Mr Spice**

**Seconded Mr Wood**


**Earmarked Funds**

	<b>Balance 23.08.18</b>	<b>+/- Sept</b>	<b>Balance 27.09.18</b>
Election/Standards Committee	3609.24		3609.24
Wildflower Meadow Cultivation	8045.00	40.00	8005.00
Contingencies			
Transfer to General Reserves	NIL		NIL
Maintenance of War Memorial	233.02		233.02
Play Area/CEE	1689.31		1689.31
Village Trees	810.00		810.00
General Reserves			
Transfer ex General Reserves	11440.74		11440.74
	<b>25827.31</b>	<b>40.00</b>	<b>25787.31</b>

**Website, Newsletter and Transparency**

Nothing to report.

**Risk Assessment**

The annual report on the Play Equipment and the Community Exercise Equipment has been received and forwarded to all councillors.

All items were considered to be low or very low risk and some of the risks are due to the design of the equipment.

Councillors agreed to instruct the Play Inspection Co to undertake the inspection again next year.

**Update on KALC Meeting**

Mr Wood reported that Chief Commander Sommerville and Chief Inspector Smith, who is responsible for policing in Rural Kent were in attendance at the meeting. Following a comment by a Parish Councillor that the public is unaware of the successful operations carried out a list has been received and was forwarded to all Councillors.

As we approach the dark evenings, Commander Sommerville advised property owners to use timers to ensure lights come when the property is empty. He said it does make a difference to the security of the property.

Mr Wood explained the Country Eye App to those present. If it is installed on a phone it enables photographs of fly tipping or other unlawful activity to be sent straight to the police.

**Update of Future of Post Office**

One of the businesses in the village has submitted a proposal to Post Office Ltd as they would like to take on the Post Office as an addition to their existing business.

Until Post Office Ltd has made a decision as to whether to award the contract to this business the Parish Council will not look to progress the possibility of moving the Post Office to the Information centre.

There will be a public consultation at some point which will consist of leaflets in local businesses for residents to use to give their opinion on the proposal.

In the event that Post Office Ltd does not award the contract to the village business, the Parish Council will set up a sub-committee of Councillors, which will not include Councillors West, Jones or Woods, as they are Directors of the Information Centre, to consider the options available to enable the village to maintain a Post Office for the foreseeable future. One option could be a mobile post office which will brought into the village once a week.

Councillors reiterated that no action will be taken by the Parish Council with regard to the siting of the Post Office until a decision is made by Post Office Ltd.

An update on the current situation will be included in the next newsletter.

Following an email from a resident who has concerns about road safety if the Post Office is moved to an existing business, it was agreed by members of the Council to respond to the resident, thanking him for his email and asking him to contact Kent Highways or talk to the Planning Department and Conservation Officer at Ashford Borough Council.

**Data Protection**

Nothing to report.

**Renovation of Benches**

Our Litter Picker has renovated 2 benches and the payment of £82.00 was added to this month's salary cheque.

**Consultation on the Main Modifications to the Local Plan 2030 and Addendum to the Sustainability Appraisal**

A copy is available in the Information Centre and this will be included on the agenda for discussion at the next meeting.

**10. CORRESPONDENCE/EMAIL CORRESPONDENCE**

**Correspondence**

The Post Office re Scam Mail

ABC Consultation on the Main Modifications to the Local Plan 2030 and addendum to The Sustainability Appraisal – Available in the Information Centre  
Clerk and Councils Direct

KCC – Kent Household Waste Recycling Centre Consultation

The School has asked permission to have a Winter Fete on the Green. Councillors agreed to this request with the normal proviso that no vehicles are driven onto The Green

Mr Hummersone – the Clerk will invite him to a Parish Council Meeting



**Email Correspondence**

Residents regarding various issues. Dealt with under the relevant agenda item.

**11. HIGHWAY ISSUES**

Following an email from Kent Highways regarding the ongoing problem with the road outside of 40 Front Road, in which they explained that they could not investigate the drain leading from the manhole on the car park as there were cars parked over it, the Clerk was asked to contact the Drainage Engineer and ask him to liaise with the owner of the garage so that the team can come back and investigate the problem further as there is still water coming up from the recently repaired area.

**12. ITEMS FOR INCLUSION ON NEXT AGENDA**

No items were put forward for inclusion on the next agenda.

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

The Clerk was asked to write to the occupier of 11 The Green and ask them to cut the hedge belonging to them, which is growing into the play area back by 1 foot.

Mr Jones and Mr Woods will check the play area for the next few weeks while Mr Wood is unable to.

Mr Jones has arranged a meeting with the Community Safety and Wellbeing Manager at ABC, along with a member of the Shirkoak Park Resident's Association, to discuss the possibility of Woodchurch being considered for a community vehicle, such as Rolvenden now has with the Rolvenden Rocket.

The Clerk was asked to write to FGS Agri and ask them not to throw cut off branches and felled trees into the stream between the sewerage works and Lower Road.

The Parish Council Christmas Dinner will take place on 22 November. Following discussion it was agreed that, as the Council currently has power to do so under The Power of General Competence, Councillors will invite the Clerk, the Litter Pickers and the gentleman who maintains our green spaces to join them and will pay for their meals.

Mr Wood gave his apology as he is unable to attend the next meeting.

There being no further business the meeting closed at 8.30 pm.

Signed....

..... Dated 25/10/18 .....



# WOODCHURCH PARISH COUNCIL

## PLANNING APPLICATION RECORD

### 2018

#### SEPTEMBER 2018

The following were verbally agreed during the month as the Planning Officer was unable to give an extension.

18/00790/AS Place Barn Farm, The Green, Woodchurch, Ashford, Kent, TN26 3PF  
Single Storey Rear Conservatory  
**Parish Council: Support with following comments:**  
**The conservatory will take away the symmetrical look of the barn and is outside the original footprint.**  
**The roof tiles are a modern substitute to the natural slates used on the roof of the barn.**  
**It is a conservation area and next to a listed building.**

18/01176/AS 1 Lower Road, Woodchurch, Ashford, Kent, TN26 3SQ  
Single storey rear extension; front porch  
**Parish Council: Support**

**No applications were received for discussion at this meeting**

#### Decision Notices received from ABC

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

18/01088/AS 119 Front Road, Woodchurch, Ashford, TN26 3SH  
Two storey side extension; new first floor window on rear elevation  
**Borough Council: Permit**

18/01129/AS Willow Cott Farm, Brook Street, Woodchurch, Ashford, Kent, TN26 3SY  
Prior approval for change of use of building and land from B1(c) light industry to residential C3  
**Borough Council: Prior approval not required**

18/01132/AS Garros Barn, Redbrook Street, Woodchurch, Ashford, Kent, TN26 3QS  
Proposed conversion of existing garage to games room and link to existing barn  
**Borough Council: Permit**