



# WOODCHURCH PARISH COUNCIL

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

MINUTES 158

Page 518

**Minutes of the Ordinary Parish Council meeting held in the  
Memorial Hall Annexe, Woodchurch, on Thursday, 28 February 2019 at 7.00 pm**

**PRESENT:** Mr J West, (Chair), Mrs G Davies, Mr A Faiers, Mr N Jones,  
Mr A Hukins, Mr W Nash, Mr P Spice and Mr P Wood  
Mrs C Silcock (following co-option)  
PCSO Kate Richards for part of the meeting

**PARISH CLERK:** Mrs J Batt

**BOROUGH COUNCILLOR:** Mrs A Hicks

**COUNTY COUNCILLOR:**

**MEMBERS OF THE PUBLIC:** There were 11 members of the Public present, for part of the meeting.

The Chairman reported that Mr Robert Woods resigned from his position as Parish Councillor with immediate effect following the last meeting.

Mr West expressed thanks to Mr Woods, on behalf of the Parish Council, for all his help and support during his time on the Council.

**1. APOLOGIES FOR ABSENCE**

There were no Apologies for Absence.

**2. CO-OPTION OF PARISH COUNCILLOR**

Mr Spice proposed Mrs Clare Silcock for the vacant position of Parish Councillor, seconded by Mr Wood. Unanimous

Mrs Silcock completed her Declaration of Acceptance of Office and took a DPI form to complete and return to ABC within 28 days, with a copy for The Clerk.

**3. APPROVAL OF REASONS FOR ABSENCE**

There were no Apologies for Absence.

**4. DECLARATIONS OF INTEREST**

**Declarations of Pecuniary Interest**

There were no Declarations of Pecuniary Interest.

**Declarations of Significant Interest**

Mrs Davies declared a Significant Interest in Planning Application No 19/00184/AS, as she is a neighbour.



**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.

**5. ACCEPTANCE OF MINUTES**

The Minutes of the meeting held on 24 January 2019 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 Nash**

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

PCSO Richards updated those present on problems in the area and stressed that people should report all incidents, via 101 or the website, regardless of how insignificant they think they may be.

She asked everyone present to keep an eye on elderly residents.

No one should let an unexpected business caller into their home before telephoning the company they claim to be working for to confirm that they are genuine.

Anything reported to ABC via Country Eye is reported to the Police.

Mrs Hicks reported that ABC has managed to keep the Council Tax for Band D to 3.17% - an increase of £162 per year, the lowest in Kent.

Following concerns raised regarding work being carried out on a bungalow in Redbrook Street, a Planning Officer visited the site the next day and informed the occupant that they needed to submit a planning application. TPO No 5 2019 has been attached to trees on the site.

Mrs Hicks also reported that she had visited Danemore, a retirement home in Tenterden which has been completely modernised. It now has fantastic rooms and some of the ground floor accommodation has a conservatory attached. This has been made possible because the Government has lifted the debt cap.

A Planning Application has been put in on the site at Redbrook Street Crossroads and the Planning Department is monitoring the situation.

Mr Charles Denehal, who is standing for the Ward in the forthcoming election introduced himself. He has lived and worked in the area for about 20 years and wants to get involved. He is interested in housing development, the environment and care for the elderly.



7. **PLANNING**

Please see attached list.

- **Discussion regarding any other planning issues within the Parish**

Ashford Borough Council has made the following Tree Preservation Order:

TPO No 5 2019

Wayside and King Farm Redbrook Street, Woodchurch, Ashford, TN26 4QR

T1 Oak

T2 Oak

8. **VILLAGE MATTERS**

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

We have received confirmation from Hallett & Co that the signed Transfer has been completed and will be registered at the Land Registry.

**Registration of Village Green**

Nothing to report.

**Churchyard**

Mrs Jones reported that momentum is building and she is delighted with the level of support received with many people donating tools. Due to a number of people donating money the Group has now set up a bank account. The members of Woodchurch in Bloom have also been very supportive.

Lots of people have contacted Mrs Jones and she has been touched by the messages received via Facebook.

Woodchurch Primary School has become involved and the children are caring for an ex Schoolmaster's grave.

The Landlord of the Bonny Cravat has offered free hot drinks to volunteers who attend the Gardening Weekends.

The Group is handing out leaflets and advertising on Social Media and Radio Ashford.

The Group needs a lawn mower that can cope with cutting the grass in the Churchyard and asked Councillors whether they would be prepared to donate some money towards the purchase of one. Mrs Hicks suggested contacting at Wittersham Parish Council to find out whether the Handyman could help. Mrs Silcock offered a lawn mower to the Group for their use.

Finally, Mrs Jones extended an invitation to all to attend on 16 and 17 March.

**Addition to Agenda – Request for Climbing Frame for Play Area from Resident**

Following a letter from a resident asking for a climbing frame on the Play Area Councillors agreed that Mr Wood should investigate the design and cost of climbing frames in time for the next meeting.



Mrs Hicks suggested the Parish Council contact Amanda Scott at Ashford Borough Council for advice.

#### **Fencing of Play Area**

The fencing has been completed and the cheque has been drawn for payment.

The defective spring on gate will be replaced tomorrow.

#### **Information Boards**

The price quoted for notice boards in wood is £325.40 each including siting the boards. A reduction in price may be available if the Parish Council orders three.

#### **Village Clock**

The Diocesan Synod will not transfer the money held for repairs to the Village Clock. Members of the Synod will take responsibility for and pay for repairs and maintenance.

#### **Community Calendar**

The Community Calendar is going to be populated live from 1 March and will link into the Information Centre website shortly after. There has been a good response from Woodchurch groups and societies who want to use it.

Mr West thanked Mr Nash for all his work on this project.

#### **What's on in Woodchurch Notice Boards**

This project is still being investigated. Mr Bradford is trying to arrange a discussion with Ashford Borough Council regarding digital notice boards.

#### **Future of Village Pub**

There are unsubstantiated rumours in the Village that the Brewery is going to put the Six Bells on the market.

Mr Jones investigated and suggested the Parish Council register the pub as a Village Asset with Ashford Borough Council and explained the consequences of registering.

**Resolution: Councillors unanimously agreed to register the Six Bells Public House as a Village Asset and the Clerk signed the application form.**

**Proposed Mr Wood**

**Seconded Mrs Silcock**

#### **Repairs to CEE**

The bearings on the strider need attention. Mr Wood dismantled it and found the bearing had collapsed. Wicksteed quoted £109 for the pins and the bearings can be obtained locally for £6 each.

**Resolution: Councillors unanimously agreed that Mr Wood should order the pins from Wicksteed, purchase 4 bearings and effect the repair.**

**Proposed Mr Faiers**

**Seconded Mr Nash**



9. **MATTERS ARISING**

There were no Matters Arising not covered on the agenda.

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

**Bank Reconciliation as at last Bank Statement**

Account Balance		Balance at Bank	
Opening Balance	47178.25	Money Manager Account	52872.23
		Plus uncleared receipts	0.00
			<b>52872.23</b>
Plus Receipts	32169.20	Less uncleared cheques	5151.09
	<b>79347.45</b>		<b>47721.14</b>
Less Payments	31576.31	Plus Community Account	50.00
	<b>47771.14</b>		<b>47771.14</b>
Less Earmarked Funds	25742.31	Less Earmarked Funds	25742.31
<b>AVAILABLE FUNDS</b>	<b>22028.83</b>	<b>AVAILABLE FUNDS</b>	<b>22028.83</b>

**Accounts to be Paid**

PAYEE	CHQ NO	NET £	VAT £	GROSS £	DETAILS
Parish Clerk	1194	585.75	1.33	587.08	Salary and Expenses
Litter Picker	1195	274.06		274.06	Salary
Legend Signs	1196	201.00	40.20	241.20	Woodchurch in Bloom Sign
Woodchurch Memorial Hall	1197	16.00		16.00	Rent for Annual Parish Meeting
WCIE	1198	23.78		23.78	Photocopying for CT Meeting
Mr Munday	1199	2175.00		2175.00	Play Area Fence
Cotswold Teak	1200	575.00	115.00	690.00	Payment in advance for benches as agreed in January

Proposed Mr Hukins

Seconded Mr Wood

**Earmarked Funds**

	Balance 24.01.19	+/- Feb	Balance 28.02.19
Election/Standards Committee	3609.24		3609.24
Wildflower Meadow	7795.00		7795.00
Contingencies	NIL		NIL
Maintenance of War Memorial	-36.98		-36.98
Play Area/CEE	1624.31		1624.31
Maintenance of Village Trees	1310.00		1310.00
General Reserves	11440.74		11440.74
	<b>25742.31</b>		<b>25742.31</b>

**Amendment to Agenda – Grass Cutting Quotation**

Defer to next meeting. The Clerk will ask for clarification of the number of cuts completed last year.

**NALC Legal Briefing L09-18 Public Sector Bodies Regulations 2018**

The Clerk will meet with Mr Nash to look into this matter.

**Website, Newsletter and Transparency**

Mr Nash and Mr Jarvis are going to design and build the new website.

**Risk Assessment**

Mr Faiers will complete in time for the audit.

**Update on KALC Meeting**

There has not been a meeting.

**Update on Future of Post Office**

On agenda in error.

**Data Protection**

The February update has been received from Satswana and forwarded to all Councillors.

**Renovation of Benches**

Nothing to report.

**Woodchurch in Bloom**

Members of the Group explained that they would like to prioritise the Wildflower Meadow on the extension to the Village Green and prepare it to be included in the competition in 2020.

They explained the process of traditional wildflower meadow management and gave a breakdown of the costs involved.

The cost to weed, cut, bale, remove the bales and mow the aftermath is expected to be in the region of £400 and the group asked whether the Parish Council would be prepared to underwrite this. The Parish Council has money earmarked for the management of the Meadow which could be used to pay contractors to undertake this work. However, part of the S106 agreement with Mr Bourne is that he will mow the area for 5 years free of charge and it was agreed that the Chairman should contact him and explain what has been suggested for the area and ask whether he would be prepared to work with us to help progress the project.

It was suggested that a separate meeting of members of the Parish Council and the Woodchurch in Bloom Committee should be held to discuss the way forward once the Chairman has spoken to Mr Bourne.

The Woodchurch in Bloom Group has been given 5 native trees and it was agreed that Mr Wood, as Tree Warden should liaise with the members regarding the best place to plant them around the Village.





Mr West reminded Councillors to look at the seat on the junction at Kenardington to see if they think a similar one would be suitable for the Wildflower Meadow.

### **Community Transport Scheme**

A very successful meeting was held with representatives from local clubs and societies, following which a straw poll was taken and all except one person voted in favour of proceeding with the Pilot Scheme.

Seventeen people have so far put their names forward as volunteer drivers. Anyone over 70 years of age will have to have a medical before they will be able to drive the bus and there is a cost attached to this, but it is hoped that the doctors at Woodchurch Surgery might be willing to undertake these at a reduced rate. As a non-profit organisation, drivers do not need a D1 as it is not a commercial enterprise.

Rolvenden has met its targets with 20 user groups and Woodchurch has in excess of this number so would expect to be able to meet the targets set by ABC.

The scheme will be run from the Information Centre and as a result of the meeting 9 more volunteers to help in the Centre have come forward and a meeting will be arranged with them to see how much time they can offer to the Centre.

It expected that Woodchurch will take delivery of the bus in April or May.

Following this discussion, the following was agreed upon:

**Resolution:** Councillors unanimously agreed to support this project and Ashford Borough Council will be informed that we wish to proceed with the Pilot Scheme and take delivery of a 17-seater mini bus. Mr West in his capacity as Chairman of the Parish Council will sign the agreement with ABC.

**Proposed Mr Hukins**

**Seconded Mr Faiers**

### **Completion and Delivery of Nomination Forms for 2019 Election**

Councillors will complete their forms and Mr Jones will collect them and will meet with the Clerk to check them before they are submitted to ABC.

## **11. CORRESPONDENCE/EMAIL CORRESPONDENCE**

### **Correspondence**

Hallett & Co  
Resident re Play Area  
1<sup>st</sup> Woodchurch Rainbow Unit

### **Email Correspondence – all forwarded to all Councillors**

ABC re Election  
Resident re Wildflower Meadow  
Resident re Parking in the Village – **The School includes articles in the newsletter asking parents to park considerately but there continues to be a problem. Mrs Silcock will ask staff at the School to put A frames in the road to prevent parking on the**

junction with Rectory Close. Mr Jones, in his capacity as Governor will also speak to the School. The lady who contacted the Council was asked to write to Kent Highway Services and The Clerk will also contact KHS on behalf of the Parish Council.

PCSO Richards re meeting and contact details

AMJ re Preparing for Windows 7 End of Life

**12. HIGHWAY ISSUES**

Our Highway Steward does not think the sign at the top of Susans Hill needs replacing at the moment. If Councillors want to replace it with a wooden sign the Parish Council will have to pay for it.

The Clerk will report the depression in the Shadoxhurst to Woodchurch Road.

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

Salaries

Beacon

Power to The Green

Liaison with the All Saints PCC

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

It was agreed to hold a meeting of the Woodchurch Charities at 3.30 pm on 21 March in the Information Centre.

Mr Nash reported that there have been problems with the Facebook page and so he is going to create one specifically for the Parish Council.

Mr Nash and Mr Wood attended a meeting with the PCC and were very well received. It was agreed in principle that Mr Nash should liaise with the PCC on behalf of the Parish Council. This will be ratified at the next meeting.

There being no further business the meeting closed at 9.02 pm.

Signed



Dated

28/3/19



# WOODCHURCH PARISH COUNCIL PLANNING APPLICATION RECORD

**2019**

## **FEBRUARY 2019**

- 19/00093/AS 39 The Green, Woodchurch, Ashford, Kent, TN26 3PF  
Extending and dropping the eaves of the existing roof on the detached outbuilding including a window at each gable end and flush fitted solar pv panels  
**Parish Council: Support**
- 19/00162/AS 2 Harlakenden Cottages, Plurenden Road, Woodchurch, Ashford, Kent, TN26 3PS  
Erection of a 7m x 5m safari tent with a 2mx5m veranda to be used as holiday let; separate WC/shower (retrospective)  
**Parish Council: Support**
- 19/00172/AS Legge Farm, Appledore Road, Woodchurch, Ashford, Kent TN26 3TL  
Two storey rear extension to infill corner  
**Parish Council: Support**
- 19/00184/AS Well House, 30-32 Front Road, Woodchurch, Ashford, TN26 3QE  
Change of use from agricultural/equestrian to residential garden  
**Parish Council: Support**

**The following application arrived too late to be included on the agenda for this meeting, but Councillors agreed to discuss it as it was not considered to be contentious.**

- 19/00109/AS South of England Rare Breeds Centre, Highlands Farm, Warehorne Road, Woodchurch, Ashford, Kent, TN26 3RJ  
Change of Use of agricultural land to car park  
**Parish Council: Support**

### **Amended Plans have been received for the following:**

- 18/01671/AS Land north of 22 Lower Road, Woodchurch, Kent  
Erection of three detached two-storey dwellings together with all necessary infrastructure  
**Ask for plans for next meeting**

### **Decision Notices received from ABC**

- 18/00260/AS Land to the east of, 9 Appledore Road, Woodchurch, Kent  
The demolition of an existing outbuilding and construction of a dwelling with associated access and parking  
**Borough Council: Permit**

- 18/01607/AS Counter Farmhouse, Brook Street, Woodchurch, Ashford, Kent, TN26 3SP  
Change of use of land as a dog day care facility, erection of 2 no. timber dog shelters  
and the erection of fencing  
**Borough Council: Permit**
- 18/01784/AS Seven Saints, Redbrook Street, Woodchurch, Ashford, Kent, TN26 3QR  
Creation of new highway access serving Seven Saints to improve sight lines.  
**Borough Council: Permit**
- 18/01829/AS 12 Mill View, Woodchurch, Ashford, TN26 3QN  
Re-location of front entrance door and provision of ramp to provide improved access.  
**Borough Council: Permit**