



WOODCHURCH PARISH COUNCIL

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MINUTES 159

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

PRESENT: Mr J West, (Chair), Mrs G Davies, Mrs C Silcock, Mr A Faiers,
Mr N Jones, Mr W Nash, Mr P Spice and Mr P Wood

PARISH CLERK: Mrs J Batt

BOROUGH COUNCILLOR:

COUNTY COUNCILLOR:

MEMBERS OF THE PUBLIC: There were 7 members of the Public present, for part of the meeting.

1. APOLOGIES FOR ABSENCE

There were no Apologies for Absence. However, Mr Hukins had sent an email at 5.47, which had not been read at the time of the meeting, informing the Clerk that he was unable to attend due to illness.

2. APPROVAL OF REASONS FOR ABSENCE

There were no Apologies for Absence received at the meeting.

3. DECLARATIONS OF INTEREST

Declarations of Pecuniary Interest

There were no Declarations of Pecuniary Interest.

Declarations of Significant Interest

There were no Declarations of Significant Interest.

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 28 February 2019 were accepted and it was unanimously agreed that Mr West should sign them as a true record of the meeting.

Proposed Mrs Silcock Seconded Mr Nash



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

The meeting was opened to the Members of the Public present from 7.05 to 7.20, during which time the two new Independent Candidates and the new Conservative Candidate, who are all standing for election to the Borough Council in May, introduced themselves to those present.

6. **PLANNING**

Please see attached list.

Discussion regarding any other planning issues within the Parish

No items put forward for discussion.

7. **VILLAGE MATTERS**

Extension of Village Green – Transfer of Land

Nothing to report.

Registration of Village Green

We have received confirmation from Hallett & Co that the registration is now complete.

The title is “Possessory” because we were unable to send any title documents to the Land Registry. Once the Possessory Title has been registered for 10 years it will be possible to make an application to the Land Registry to upgrade the title to Absolute.

Churchyard

Mrs Jones reported that, despite the weather, the first volunteer weekend was a success with over 40 volunteers attending. A lot more was achieved than had originally been expected and the Churchyard is looking very good. A lot more flowers are now being placed on the graves. The Landlords of the Village Public Houses and several residents supported with food and drink. A lot of tools have already been donated and Mrs Jones has been offered a metal shed to store them in. Many positive comments have been put onto Social Media. The Volunteer Weekends will be held every 3 weeks with the next being on 20 and 21 April. The challenge will be to keep the momentum going.

Information Boards

The Woodchurch in Bloom Group updated Councillors on the progress of the Information Boards and payment for the Woodchurch Birdlife Board was approved.

Community Calendar

The Community Calendar has gone live and has been uploaded onto the Information Centre Website. Mr Nash has already been contacted by residents asking for events to be added and some groups have also asked to have their own version.

Once the Parish Council Website and the Information Centre Website have been merged the calendars will merge into one.

Mr Nash plans to run some training sessions next week.

What's on in Woodchurch Notice Boards

Nothing to report

Future of Village Pub

We have received confirmation from ABC that our application to nominate the Six Bells Public House for inclusion in the list of Assets of Community Value has been validated and a decision should be made by 3 May.

The Enterprise Inns Group is looking to change the way that the pub premises are managed and has recently had the property valued at £450,000. Because of its relatively low sale value, and the existing investment value EI has in the property, it is not prepared to sell at this stage but has already put it up for commercial lease. The Group has offered first refusal to the Landlady to take over the rent and to continue running the premises as a pub, however she has concerns regarding the current state of repair of the building fabric. If she continues under a lease arrangement, she will be responsible for any repairs to the building moving forward, and she is uncertain as to whether she can take on the commercial risk. She pointed out that the terms of a commercial lease would not require the building to remain a pub and the leasee would be able to operate a different business from the premises if they chose to.

The Landlady has not yet made this public, but she intends to let the village know officially sometime next week.

Mr Nash said he was not sure where the Parish Council would stand if it tried try to change the lease. This will have to be investigated.

Repairs to CEE

The components have arrived, and Mr Wood will reassemble the Strider.

Beacon

Mr Faiers will investigate the various types of beacon available.

Power to the Green

Mr Jones will investigate the most effective method of supplying power to The Green.

Ranters Oak

Councillors approved the planning scheme put forward by Woodchurch in Bloom.

8. MATTERS ARISING

We have been advised by ABC that the identified Village “Envelope” as circulated last year and confirmed the members of Woodchurch Parish Council agreed at the December meeting was endorsed by the Local Plan and Planning Policy Task Group.

The next stage of the process is that the Village Envelopes will be considered at the Council’s Cabinet meeting on the 11th April, with a recommendation to adopt as informal guidance for development management purposes.

Anything reported to ABC via Country Eye is reported to the appropriate body not just the Police.

9. 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	51998.26
		Plus uncleared receipts	0.00
			51998.26
Plus Receipts	32169.20	Less uncleared cheques	6290.48
	79347.45		45707.78
Less Payments	33589.67	Plus Community Account	50.00
	45757.78		45757.78
Less Earmarked Funds	23439.62	Less Earmarked Funds	23439.62
AVAILABLE FUNDS	22318.16	AVAILABLE FUNDS	22318.16

Accounts to be Paid

PAYEE	CHQ NO	NET £	VAT £	GROSS £	DETAILS
Parish Clerk	1201	591.43		591.43	Salary and Expenses
Litter Picker	1202	274.14		274.14	Salary
HMRC	1203	36.80		36.80	Income Tax
Hallett & Co	1204	585.00	100.00	685.00	Registration of Village Green
Wicksteed	1205	109.30	21.86	131.16	Components for CEE Repair
Mr P Wood	1206	18.39	3.68	22.07	Components for CEE Repair
Legend Signs	1207	97.75	19.55	117.30	Woodchurch Birdlife Sign
DVSA	1208	11.00		11.00	S17 Licence

Proposed Mr Jones

Seconded Mr Faiers

Earmarked Funds

	Balance 28.02.19	+/- March	Balance 28.03.19
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		
Items to Repair CEE		-109.30	
Items to Repair CEE		-18.39	
Play Area Fence (Feb)		-2175.00	-678.38
Maintenance of Village Trees	1310.00		1310.00
General Reserves	11440.74		11440.74
	25742.31	-2302.69	23439.62

NALC Legal Briefing L09-18 Public Sector Bodies Regulations 2018

Nothing to report.

Website, Newsletter and Transparency

Mr Nash and Mr Jarvis have started to build the structure and are working through layout of the new website. They are receiving help from Mr Green.

Risk Assessment

Mr Faiers reported that he carried out the Risk Assessment on 2 March 2019.

All seems to be in order, although being a year older everything is showing a little more wear and tear.

He did not go to the office at Shirkoak Park but believes we would have been told if the strobe wasn't working or had been stolen.

Update on KALC Meeting

Mr Wood reported that the Police Supt in attendance told the meeting that he was retiring and thanked the members of KALC for their contact with him.

The only thing of interest discussed was the fact that several parishes do not think enough people are planning to stand for the forthcoming election to ensure that their councils are quorate. One of the larger parishes in the Ashford Borough has been given extra seats which they are unable to fill.

Data Protection

Mr Nash met with AMJ computers and discussed the requirements needed to ensure that the Parish Council computer fully complies with Data Protection. The external hard-drive needs to be encrypted and the emails need to be synchronised to the cloud in case anything happens to the computer.

Resolution: Councillors unanimously gave Mr Nash permission to authorise any work required to ensure that the computer complies with Data Protection legislation.

Renovation of Benches

Nothing to report.

The new benches have arrived, and Mr Wood will treat them with Teak Oil.

Woodchurch in Bloom

The Committee held an Information Evening and 40-50 people attended.

A competition for the Best Front Garden is to be held in the Summer.

The Silver Award plaque was shown to Councillors. The Group hopes to arrange a press release, with a local radio station present, when it is unveiled. They would also like the Chairman of the Parish Council to make a speech.



Woodchurch Central meet Monday between 1pm and 3 pm and members have tackled the Triangle and the path to the Windmill.

Mr West has had a discussion with Woodchurch in Bloom regarding the management of the Wildflower Meadow.

The Group confirmed that they will set up a dedicated bank account.

Community Transport Scheme

Councillors Jones, Nash and Wood met with officers from ABC who have now sent the necessary paperwork through.

Mr Wood will apply for the S17 Licence on behalf of the Parish Council.

To date we have about 25 volunteer drivers.

Mr Jones asked whether Councillors would agree to transfer some money into the Community Transport Scheme Account as the DBS checks, the hire of a vehicle for training purposes and the instruction fee for the volunteer drivers must be paid for. This will be reimbursed once the scheme starts to generate income. Councillors agreed to this request.

It is expected that the bus will arrive towards the end of May or the beginning of June.

Completion and Delivery of Nomination Forms for 2019 Election

The Nomination Forms submitted to ABC have been checked by the staff in the Elections Office who confirmed that they are all in order.

Arrangements for APM

The APM is due to be held on 5 April at 7.00 pm. The agenda has been published on the notice board.

Salaries

Resolution: Councillors unanimously agreed to increase the Clerk's salary to £13.68 with effect from 1 April 2019.

Liaison with All Saints PCC

Resolution: Councillors unanimously agreed that Mr Nash should liaise with All Saints Church on behalf of the Parish Council.

Proposal to Purchase a Climbing Frame for the Play Area

Mr Wood has investigated the various climbing frames available but so far he has not found anything that will fit into the Play Area.

**Quotation for Grass Cutting**

The Schedule of Cuts completed last year was forwarded to Councillors on 14 March.

Resolution: Councillors unanimously agreed to instruct Landscape Services to cut the grass on The Green for the 2019 growing season.

The accepted quotation is for 20 cuts at a total cost of £1375. 00, £68.75 per cut.

Councillors will inform Landscape Services of any change to the number of cuts required as the season progresses.

The Contractor will be asked to ensure that the grass is cut all the way to Lower Road.

Proposed Mr Faiers

Seconded Mr Jones

10. **CORRESPONDENCE/EMAIL CORRESPONDENCE**

Correspondence

Hallett & Co

Fly the Red Ensign

Email Correspondence – all forwarded to all Councillors

Councillors did not bring any emails to the attention of the meeting.

11. **HIGHWAY ISSUES**

Large pothole outside 36 Front Road

Large pothole outside Well House

Large pothole where The Green joins Lower Road

Large pothole at the top of Place Lane by the pond

The BT manhole in Rectory Close outside the school has cracked and the steel webbing is visible. This is a potential trip hazard.

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

School Summer Fair

Stoney Lane

Litter Picker's Salary

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

Minutes of the meeting of the Woodchurch Charity Trustees were circulated.

Councillors, who are also Trustees of the charities were reminded that a meeting of the Trustees will, in future, be held at 6.30 pm before the July, November and March Parish Council meetings

The Litter Picker will be on holiday from 12 -27 May and 21 August – 2 September.

Mr Wood reported that he attended the meeting held by the PCSOs on 22 March. Only 5 parishes were represented. The Officers cover 9 parishes and are very keen to help with any problems but asked that residents report all incidents. If they don't the number of PCSOs could be cut.

The Headmistress tripped over the roots of the Goat Willow. This was reported to KHS and arrangements are being made to remove the tree and replace with another one.

Mr Jones reported that he had spoken to the new owners of the land at the top of Susans Hill and they intend use the field as a vineyard and relocate the barn down by the gate.

Mr Jones and Mr Nash met with Mr Pilcher to discuss drainage along Stoney Lane. They asked him to quote for the best option.

Mr Woods has resigned as a director of Woodchurch Information Centre. Mrs Silcock, Mr Wood and Mr Baker have joined the Board. Mr Nash is reviewing the constitution as it will need changing in the light of new activities. The next Board Meeting is scheduled for 10 April. A meeting of the volunteers will also be arranged.

The arrangements for cleaning the toilet will also be discussed.

There is a problem with the Village Clock. It does not strike the hours. An engineer attended but the key couldn't be found so he was unable to effect a repair and will have to come back. The Diocese Synod is currently holding the money to pay for the repairs.

There being no further business the meeting closed at 8.36 pm.

Signed..



..... Dated 25/4/19.....

WOODCHURCH PARISH COUNCIL

PLANNING APPLICATION RECORD

2019

MARCH 2019

19/00239/AS Beacon Oaks, Coldblow, Woodchurch, Ashford, Kent TN26 3PH
Prior approval for associated operational development in accordance with prior approval 17/00268/AS (Prior approval for a proposed change of use of agricultural building and land within its curtilage to a single dwelling house) Prior approval under part 3 Class Q for the change of use of the building from agricultural use to Class C3 residential use.

Parish Council: Support

19/00290/AS Wayside, Redbrook Street, Woodchurch, Ashford, Kent, TN26 3QR
Change of use of land to residential; access road and hardstanding; concrete base to site caravan; installation of land drain and septic tank (part retrospective)

Parish Council: Comment

Councillors are concerned that the application says change of use and not temporary change of use, whereas the documentation says temporary for future building works. Can the Planning Officer please clarify that proposal in application no 19/00307/AS is the future work mentioned. Councillors would expect the caravan to be removed once the work is complete.

19/00307/AS Wayside, Redbrook Street, Woodchurch, Ashford, Kent, TN26 3QR
Two storey side, front, rear extensions incorporating extension to the roof with dormers; alterations to highway; erection of gates/gate posts

Parish Council: Support on the understanding that our comments regarding 290 are clarified

19/00316/AS 22 Lower Road, Woodchurch, Ashford, Kent TN26 3SQ
Single storey rear extension

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

Parish Council: Councillors stand by their original comments

Decision Notices received from ABC

- 18/01445/AS Rose Cottage, Susans Hill, Woodchurch, Ashford, Kent, TN26 3RE
Proposed dwelling and new vehicular access to serve existing dwelling (alternative to planning permission 18/00342/AS)
Borough Council: Permit
- 18/01679/AS Coleham Green Farm, Shadoxhurst Road, Woodchurch, Ashford, Kent, TN26 3PP
Increase in height to existing single storey extension and changes to fenestration; new rooflight; erection of 2 no timber framed cart lodges and 1 no. timber framed garage; realignment of existing site entrance gate to improve highway visibility.
Borough Council: Permit
- 18/01680/AS Coleham Green Farm, Shadoxhurst Road, Woodchurch, Ashford, Kent, TN26 3PP
Increase in height to existing single storey extension and changes to fenestration; new rooflight; formation of en-suite in proposed roof space with access to bedroom; replacement windows, internal alterations at ground floor; replacement weatherboarding.
Borough Council: Grant Consent
- 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
Borough Council: Permit