



# WOODCHURCH PARISH COUNCIL

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## MINUTES 161

### Minutes of the Annual Parish Council Meeting held in The School Hall, Woodchurch, on Thursday 16 May 2019 at 7.00 pm

Prior to the meeting those Councillors present signed their Declaration of Acceptance of Office and took a DPI form to complete and return to ABC with a copy for the Parish Council's records.

Mr Jones and Mr Wood were unable to attend the meeting but completed their forms earlier in the day.

Councillors unanimously agreed that Mr Nash should complete his forms as soon as the Clerk was able to make contact with him.

**PRESENT:** Mr West (Chair following election), Mrs G Davies, Mrs C Silcock, Mr A Faiers, and Mr A Hukins

**PARISH CLERK:** Mrs J Batt

**BOROUGH COUNCILLOR:** Mr D Ledger

**MEMBERS OF THE PUBLIC:** There were no Members of the Public present.

#### **1. ELECTION OF CHAIRMAN**

Mrs Silcock proposed Mr West for the position of Chairman, seconded by Mr Faiers. There were no other nominations.

Mr West agreed to accept the position of Chairman for the coming year.

Mr West signed his Declaration of Acceptance of Office.

#### **2. APOLOGIES FOR ABSENCE**

An Apology for Absence was received from Mr Jones, Mr Nash and Mr Wood (all had prior commitments).

Councillor unanimously agreed Mr Jones, Mr Nash and Mr Wood's reason for absence

#### **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.



i) **To note the granting of any Requests for Dispensations and the decision**

No requests received.

ii) **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.**

4. **ELECTION OF VICE CHAIRMAN**

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

Mr Jones had previously informed the Chairman that he would accept the position of Vice Chairman for the coming year if proposed and seconded by those present at the meeting.

5. **ELECTION OF OFFICERS TO COMMITTEES AND OUTSIDE BODIES FOR THE TERM OF THE COUNCIL**

Village Green – Mr West

Youth Matters – Mr Hukins

Police Liaison – Mrs Davies

KALC – Mrs Davies and Mr Wood

Memorial Hall Committee – Mr Jones

Parish Forum – Mr West

Highways and Footpaths – Mr Wood

Finance and Policy – Mrs Silcock

Disciplinary and Grievance Committee – Mr Faiers, Mr Jones and Mr Wood

Appeals Committee – Mr Faiers, Mr Hukins and Mrs Davies

Councillors to serve on reciprocal Complaints Committee for Shadoxhurst Parish Council if Required – Any Available Councillors

Advisory Committee to oversee Housing and Development within Woodchurch – Mr Wood

School Governor – Mrs Silcock

Any other Committees requested by Councillors - None

**Resolution: Councillors unanimously agreed to the above appointments**

6. **DELEGATION OF RESPONSIBILITIES FOR THE TERM OF THE COUNCIL**

Annual Review of all Parish Council Paperwork – August - Mrs Silcock

Six Monthly Review of Fixed Assets – September and March – Mr Faiers and Mr Jones

Six Monthly Risk and Financial Risk Assessment – August and March – Mr Faiers and Mr Jones

Internal Parish Council Audit – Mr Robbins

Parish Council Finances – Mrs Silcock

Annual Review of Insurance Arrangements – On Receipt of Policy – All Councillors

Weekly Play Area Safety and CEE Check – Mr Wood

Annual Inspection of Play Equipment and CEE – The Play Inspection Co

Councillors Responsible for Website and Publicity – Mr Nash and Mr Jarvis - *volunteer*

Councillors Responsible for assisting with Transparency and Data Protection – Mr Nash

Councillors Responsible for accuracy of Council Policies - Mr Nash

Councillor with Responsibility for Post and Emails – All Councillors



Councillor with Responsibility for Returning Questionnaires – All Councillors  
Councillor with Responsibility for Defibrillator – All Councillors  
Councillor with responsibility for Charity Administration – Mrs Davies and Mrs Silcock  
Councillor responsible for liaising with Parish Magazine – Mr Hukins  
Councillor responsible for liaising with WCIE – Mr Jones  
Any other Responsibilities put forward at meeting - None

**Resolution:** Councillors unanimously agreed to the above appointments.

**7. PUBLIC INTERVAL**

The meeting was opened to the Members of the Public present from 8.25- 8.34 during which Borough Councillor Ledger informed Councillors that there are now 11 Independent Councillors on Ashford Borough Council.

He reported that he is on the Overview and Scrutiny Committee and the Local Plan Planning Policy Task Group.

Our other Ward member Mr Sparkes is on the Planning Committee.

Mr Ledger and Mr Sparkes would like to hold a surgery in Woodchurch on a periodic basis and Mr West suggested that they speak to the Directors of the Information Centre.

Mr Clarkson remains the Leader of the Council and Mr Bartlett is now the Deputy Leader. Mr Shorter is Portfolio Holder for Planning.

Mr West asked Mr Ledger to investigate the proposal for 30 houses next to Bridge Close as Woodchurch could do with some more low-cost housing.

**8. REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS**

These are considered to be in order. Mrs Silcock will meet with the Clerk to review them.

**9. REVIEW OF LAND AND ASSETS BELONGING TO THE COUNCIL**

Councillors unanimously agreed that the Fixed Asset Register (attached) was a correct record of the Parish Council's assets.

The Village Hall is maintained by the Village Hall Committee.

**10. CONFIRMATION OF INSURANCE ARRANGEMENTS IN RESPECT OF ALL INSURABLE RISKS**

**Resolution:** Councillors unanimously agreed the premium for insurance for 2019/2020.

Proposed Mr Faiers      Seconded Mr Hukins

**Self-Insurance of Parish Council Assets**

**Resolution:** Councillors unanimously agreed to continue 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.

**11. REVIEW OF SUBSCRIPTIONS**

Councillors unanimously agreed to continue to subscribe to the following:  
Kent Association of Local Councils  
Society of Local Council Clerks – 1/4 of the Clerks Subscription

**12. REVIEW OF COMPLAINTS PROCEDURE**

This is considered to be in order. Mrs Silcock will meet with the Clerk to review it.

**13. REVIEW OF THE COUNCIL'S POLICIES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER THE FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION**

These are considered to be in order. Mrs Silcock will meet with the Clerk to review them.

**14. REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA**

This is considered to be in order. Mrs Silcock will meet with the Clerk to review it.

**15. REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES/PROCEDURE**

These are considered to be in order. Mrs Silcock will meet with the Clerk to review them.

**16. RESOLUTION TO ADOPT THE POWER OF GENERAL COMPETENCE AND REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER THE POWER OF GENERAL COMPETENCE**

The Clerk reported that the Council has achieved the requirements necessary under the Localism Act 2011, Chapter 1, Part 1, Sections 1-8 to enable members to exercise the General Power of Competence as follows:-

1. It has 8 out of 9 elected councillors
2. The Clerk of the Council holds the Certificate in Local Council Administration (CiLCA)
3. The Clerk of the Council has passed the CiLCA module on the General Power Competence

It is recommended that the members consider adopting the General Power of Competence.

**RESOLUTION:** Woodchurch Parish Council resolves from 16 May 2019 until the next relevant Annual Parish Council meeting, that having met the conditions of eligibility as defined in the Localism Act 2011. Chapter 1, Part 1, Sections 1-8 to adopt the General Power of Competence.

Proposed Mr Hukins      Seconded Mr Faiers

**17. DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS UP TO AND INCLUDING THE NEXT ANNUAL GENERAL MEETING**

Meetings will usually be held on the 4<sup>th</sup> Thursday of every month, excluding August and December at 7.00 pm in the Memorial Hall Annexe

Any amendment to this arrangement will be advertised on the noticeboard and website.



18. **ACCEPTANCE OF MINUTES OF PREVIOUS MEETING**

Minutes 160 were accepted, and it was unanimously agreed that Mr West should sign them as a true record of the meeting.

Proposed Mr Silcock      Seconded Mr West

19. **MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES**

There were no Matters for Report not covered on the agenda.

20. **CORRESPONDENCE AND OTHER GENERAL COUNCIL BUSINESS**

**Correspondence**

Seafarers UK

Clerk and Councils Direct

**Email Correspondence**

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

**Arrangements for dealing with Parish Council Post and Emails**

The Clerk will inform Mr West of any significant post as it arrives.

**Emails**

All emails are forwarded to all councillors who will monitor them and bring any of particular importance to Woodchurch Parish Council to the attention of Councillors at the next meeting.

Councillors should inform the Clerk if they wish a particular email to be included on an agenda for discussion.

Mr West will inform the Clerk of any emails he feels Woodchurch should unsubscribe from.

**Website**

Nothing to report.

**Risk Assessment**

One of the slats has come off a bench at the bottom of Front Road. Mr Munday will be asked to replace it.

**Storage of Parish Council Documents**

Councillors are satisfied that the minutes and all other documents are secure in the locked filing cabinets in the Information Centre.

**Retention and Storage of Post and Emails**

Post that is not specific to Woodchurch will not be kept unless it is considered to be important, or the Clerk is particularly asked to keep it. Old post will be recycled.

**Emails**

Sensitive emails should be printed off by the Clerk. Councillors should inform the Clerk if they wish a particular email to be printed.



**IT Security**

Councillors should all bear the following in mind when using their 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.

Councillors computers should be encrypted, and councillors should not use their mobile phones for Parish Council business.

The Freedom of Information Act now extends to emails that would previously have been considered to be private, if they relate to council business.

**Compliance with Transparency Code**

All information required under the Transparency Code is published on the website.

**Compliance with Data Protection Legislation**

This continues to be progressed

**Storage of Computer Records**

All information is backed up on The Cloud.

**21. FINANCE**

**Internal Auditors Report**

This has not yet been received.

**Review of the Effectiveness of the 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.

**Review of Statement of Internal Control**

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

**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 Resolution – Sec 1**

Councillors completed the Annual Governance Statement.

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

**Proposed:** Mr Silcock      **Seconded:** Mr Hukins



**Signature and Dating by the person presiding at the meeting and The Clerk – Sec 1**

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

**Consideration of the Accounting Statements by Members of the Meeting as a Whole**

Councillors considered the Accounting Statements and agreed they were accurate.

**Approval of the Accounting Statement by Resolution – Sec 2**

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

**Proposed: Mr Faiers**

**Seconded: Mr Hukins**

**Signature and Dating by the person presiding at the meeting – Sec 2**

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

Sections 1, 2 and the Internal Auditors Report will be published on the notice board and website.

**Review of Direct Debits**

The Parish Council does not pay any Direct Debits

**Accounts to be Paid**

PAYEE	CHQ NO	DETAILS	NET £	VAT £	GROSS £
Parish Clerk	1216	Salary and Expenses	646.17		646.17
Litter Picker	1217	Salary	386.15		386.15
Came & Co	1218	Insurance Premium	1089.79		1089.79
KALC	1219	Subscription	584.32	116.86	701.18

**Proposed Mr Faiers**

**Seconded Mrs Silcock**

**Bank Reconciliation as at last Bank Statement**

Opening Balance	45925.04	Money Managers Account	£59012.04
Plus Receipts	<u>13537.00</u>	Less uncleared cheques	<u>1787.58</u>
	59462.04		57224.46
		Plus uncleared credit	<u>0.00</u>
Less Payments	<u>2187.58</u>		57224.46
Balance	<b>57274.46</b>	Plus Community account	<u>50.00</u>
			<b>57274.46</b>
Less earmarked funds	<u>30328.62</u>		<u>30328.62</u>
AVAILABLE FUNDS	<b>26945.84</b>	AVAILABLE FUNDS	<b>26945.84</b>

**Earmarked Funds**

	Balance 28.03.19	+/- May	Balance 16.05.19
Election/Standards Committee	3609.24		3609.24
Wildflower Meadow	7795.00		7795.00
Contingencies Budget 2019	NIL	+2300.00	2300.00
Maintenance of War Memorial Budget 2019	-36.98	+600.00	563.02
Play Area/CEE Items to Repair CEE Items to Repair CEE Play Area Fence (Feb) Budget 2019	-678.38	+600.00	-78.38
Maintenance of Village Trees	1310.00		1310.00
General Reserves Budget 2019 Budget 2018	11440.74	+2274.00 +1115.00	14829.74
	<b>23439.62</b>	<b>6889.00</b>	<b>30328.62</b>

**Review of Litter Picker's Salary**

**Resolution:** Councillors unanimously agreed to increase the Litter Picker's salary to £8.50 per hour with effect from 1 April 2019. At 8 hours per week this equates to £3536.00 per year

**Proposed** Mr West

**Seconded** Mrs Silcock

**22. PLANNING**

Please see attached.

**Storage of Planning Applications**

Councillors confirmed that the Clerk can dispose of all copies of planning applications, once they have been discussed at a meeting, as they are available on the website.

**23. VILLAGE MATTERS****Extension of Village Green**

There are a lot more wildflowers than there were last year. Woodchurch in Bloom has done a lot of work on this area.

When the grass is cut it will be turned and baled





**Registration of Village Green**

On agenda in error.

**Future of the Village Pub**

Ashford Borough Council has informed us that the Council has declined the nomination to have the pub included on the List of Assets of Community Value. It has been included in the List of Assets Nominated Unsuccessfully by Community Nomination.

It was reported that the lease is currently under offer.

**Future of the Information Centre**

An Extraordinary General Meeting is due to be held on Monday to formalise the change to the Articles of Association.

**Grass Cutting on The Green**

Councillors agreed to maintain the cutting schedule for the time being.

**Stoney Lane**

Nothing further to report.

**School Fete**

Mrs Silcock updated Councillors on the arrangements.

As this is a charity event it is possible to close the road free of charge, so the school is considering closing the road along The Green to allow parking.

Clearance of refuse is still a challenge. Those involved may be asked to bring their wheelie bins to The Green following the event.

Mrs Silcock asked whether there was a trained first aider in the Village and Mr West gave her the name of a resident to contact regarding this.

The school has received some generous donations from local businesses.

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

Councillors are unsure as to what is happening regarding the closure of Front Road.

It was agreed that we need to put a "No Dogs" sign up on the play area fence as people are still taking their dogs into the play area.

Mr West reported that there had been an accident at the Redbrook Street crossroads. He asked the lady who reported it to him to contact Kent Highways and ask for better signage if she felt it necessary.

The Clerk will write to Mrs Hicks and Mr Bradford and thank them for all their help and support over the years.

There being no other business the meeting closed at 9.30 pm.

Signed .



..... Dated .....

27/6/19

# WOODCHURCH PARISH COUNCIL

## PLANNING APPLICATION RECORD

### 2019

#### MAY 2019

- 19/00427/AS 11 Bridge Close, Woodchurch, Ashford, Kent TN26 3TW  
Extension (single storey) to the side of No 11 to provide ground floor WC facilities  
**Parish Council: Support**
- 19/00506/AS Balcony Farm, Haycross Lane, Woodchurch, Ashford, Kent TN26 3TF  
Prior approval for the change of use of an agricultural building and land within its curtilage to 5 residential dwellings and associated operational development  
**Parish Council: Support 4: 1**
- 19/00522/AS 28 Lower Road, Woodchurch, Ashford, Kent, TN26 3SQ  
Proposed two storey side extension  
**Parish Council: Support**
- 19/00592/AS Agricultural building and land north of Coggers Cottage, Boldshaves Oast House, Frogs Hole Lane, Woodchurch, Kent  
Prior notification for the change of use of agricultural buildings and land within their curtilage to one residential dwelling and associated operational development  
**Parish Council: Support**
- 19/00633/AS Land north of Balcony House and east of Brook Street, Woodchurch, Kent  
Retention of stables constructed in 2015. Relocation and retention of caravan used as a restroom and wc placed on the site in 2018 (non residential). Erection of fencing to the western boundary of the site  
**Parish Council: Support**

#### Decision Notices received from ABC

- 18/01106/AS Bourne Farm, Brook Street, Woodchurch, Ashford, Kent, TN26 3SZ  
Retrospective Change of Use of an Agricultural Grain Store and Associated yard area to Use as a Woodyard in Connection with Forestry Working  
**Borough Council: Permit**
- 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)  
**Borough Council: Permit**



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  
**Borough Council: Permit**