



# WOODCHURCH PARISH COUNCIL

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MINUTES 165

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**Minutes of the Ordinary Parish Council meeting held in the  
Memorial Hall Annexe, Woodchurch, on Thursday 26 September 2019 at 7.00 pm**

**PRESENT:** Mr N Jones, (Chair), Mrs G Davies, Mrs C Silcock, Mr A Hukins,  
Mr W Nash, and Mr P Wood

**PARISH CLERK:** Mrs J Batt

**BOROUGH COUNCILLOR:**

**COUNTY COUNCILLOR:**

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

**1. APOLOGIES FOR ABSENCE**

An Apology for Absence was received from Mr A Faiers (previous engagement), Mr J West and Mr A Baker (personal reasons), Borough Councillors Mr D Ledger and Mr G Sparks and County Councillor Mr M Angell

**2. APPROVAL OF REASONS FOR ABSENCE**

**Resolution: Councillors unanimously agreed Mr Baker, Mr Faiers and Mr West's Reasons for Absence.**

**3. DECLARATIONS OF INTEREST**

**Declarations of Pecuniary Interest**

There were no Declarations of Pecuniary Interest.

**Declarations of Significant Interest**

Mrs Silcock declared an interest in Planning Application No 19/01255/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.

**4. ACCEPTANCE OF MINUTES**

The Minutes of the meeting held on 29 August 2019 were accepted and it was unanimously agreed that Mr Jones should sign them as a true record of the meeting.

**Proposed Mrs Silcock      Seconded Mr Nash**

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

There were no Members of the Public in attendance.

6. **PLANNING**

Please see attached list.

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

No items put forward for discussion.

7. **VILLAGE MATTERS**

**Request for Grant towards New Heating System in All Saints Church**

Defer until the PCC has obtained a definite quote for the work required.

**Woodchurch in Bloom**

The group achieved a gold award. Councillors congratulated the group on their achievement.

**Beacon**

Defer to future meeting.

**Stoney Lane**

Nothing to report.

**Children's Play Area**

Councillors will obtain quotes for replacement equipment and surfacing. The Clerk will forward 3 names and councillors will arrange to meet with representatives of the companies to discuss this project.

**Christmas Fair**

This is to be held on Friday 13 December from 2.30 – 5.30 and Mrs Silcock updated Councillors on the arrangements so far. A contribution towards expenses will be discussed at the next meeting.

**Condition of the Mission Hall**

Nothing to report as Councillor Sparkes was not in attendance.

**Football Club**

Please see next item.

**The Pavilion**

Mr Nash circulated information regarding the Football Club and the Pavilion. Following discussion it was unanimously agreed to move forward with the suggestions in the document and to form a working group to investigate possible uses for the Pavilion. The key points that were discussed and agreed were:

The Parish Council would take over responsibility for the costs of insuring the Pavilion building from its date of renewal.

The Parish Council would take over responsibility for the future costs of maintaining the Pavilion building.

The Parish Council will work with the Football Club to develop a formal agreement for its



future use of the Pavilion and Village Green.

In recognition of all the hard work over the years that Celia and Ian have put into the ongoing running of the Pavilion, a plaque will be prominently displayed in or on the building.

The Parish Council will meet with the Football Club to discuss their requirements regarding the mowing of the Village Green.

It was agreed that the metal spikes being used to mark the cricket square in the centre of the green posed a hazard to users of the green and would be removed.

As the thorns of the Hawthorn/Blackthorn tree at the corner of the football pitch were a hazard, advice would be taken on raising its canopy sufficiently so that it no longer posed a risk to the players or other users of the Village Green.

As the Pavilion is located on land owned by the Parish Council, in the absence of any title deeds or lease document to the contrary, the Parish Council would ultimately bear responsibility for the safety of anyone using it (or the area around it). The Pavilion will therefore be formally added to the Parish Council asset register.

**Resolution: It was unanimously agreed to form a working group to investigate possible uses for the Pavilion and to move forward with the suggestions on the document previously circulated by Mr Nash.**

**Mrs Davies, Mrs Silcock, Mr Hukins, Mr Nash and Mr Wood agreed to join the group.**

**Football Club Dinner for Senior Citizens**

Councillors unanimously agreed to pay £35 for the hire of the Village Hall for the dinner.

**8. MATTERS ARISING**

There were no Matters Arising not covered on the agenda.

**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	45925.04	Money Manager Account	49943.01
		Plus uncleared receipts	0.00
			<b>49943.01</b>
Plus Receipts	<u>15438.77</u>	Less uncleared cheques	<u>1187.06</u>
	<b>61363.81</b>		<b>48755.95</b>
Less Payments	<u>12557.86</u>	Plus Community Account	50.00
	<b>48805.95</b>		<b>48805.95</b>
Less Earmarked Funds	<u>30127.99</u>	Less Earmarked Funds	<u>30127.99</u>
<b>AVAILABLE FUNDS</b>	<b>18677.96</b>	<b>AVAILABLE FUNDS</b>	<b>18677.96</b>

**Accounts to be Paid**

PAYEE	CHQ NO	NET £	VAT £	GROSS £	DETAILS
Parish Clerk	1238	1065.40		1065.40	2 x Salary and Expenses
Litter Picker	1239	235.86		235.86	Salary
HMRC	1240	483.80		483.80	Income Tax
CST Ltd	1241	618.75	123.75	742.50	2 <sup>nd</sup> Grounds Maintenance
The Play Insp Co	1242	65.00	13.00	78.00	Annual Inspection
WCIE	1243	3500.00		3500.00	Contribution to Expenses
W M Hall	1244	35.00		35.00	Rent for Hall
D Grabham	1245	180.00		180.00	Green Maintenance

Proposed Mr Hukins

Seconded Mrs Davies

**Earmarked Funds**

	Balance 16.05.19	+/- Sept	Balance 26.09.19
Election/Standards Committee	3609.24		3609.24
Wildflower Meadow	7795.00		7795.00
Contingencies	2300.00		2300.00
Maintenance of War Memorial	563.02		563.02
Play Area/CEE	-78.38		
Swing Seat paid August		-135.63	
Annual Inspection		-65.00	-279.01
Maintenance of Village Trees	1310.00		1310.00
General Reserves	14829.74		14829.74
	<b>30328.62</b>	<b>-200.63</b>	<b>30127.99</b>

**Adoption of 2018-2019 Externally Audited Accounts**

**Resolution:** Councillors unanimously agreed to adopt the Externally Audited Accounts which had been received back from PKF Littlejohn with no Matters Arising.

Proposed Mr Jones

Seconded Mr Wood

**Fixed Asset Register**

It was agreed ask Mr Jarvis if he would be prepared to check all the items on the Fixed Asset Register and if he agrees to pay him for 4 hours to undertake the check.

Two strimmers need to be added to the register and insurance and two new benches need to be added to the register

The Clerk will ask Came & Co how much it will cost to insure the Pavilion, once she receives a valuation.

**Website, Newsletter and Transparency**

The websites have been merged. The old website will close in December.

**Risk Assessment**

A risk assessment will be completed in September.

**Update on KALC Meeting**

The Police Commander in attendance was very positive about crime figures. The only increase in this area is in vehicle crime and there are issues in Tenterden with drug use.

If you report a crime via 101 it is immediately allocated to the parish it took place in.

**Data Protection**

This matter continues to be monitored by Councillors.

**Renovation of Benches**

This project is now complete.

**Community Transport Scheme**

The response from the Village has been very positive and the Woodchurch Wagon is also being booked by people from outside of the village.

It was agreed that Mr Wood and Mr Nash could spend up to £200 to mark out a permanent parking bay for the minibus on the Memorial Hall car park.

**Proposal to Purchase a Climbing Frame for the Play Area**

Remove from Future agenda.

**Response to Local Council Survey**

Mr Wood will complete the survey on behalf of the Council.

**10. CORRESPONDENCE/EMAIL CORRESPONDENCE****Correspondence**

HSBC

Table Tennis Tables .co.uk

The Manor House and Ashbury Hotels

Clerk and Councils Direct

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

No emails were brought to the attention of the meeting.

**11. HIGHWAY ISSUES**

The Redbrook Street sign by Shirkoak House has been damaged.

It is going to cost £200 to hatch an area in the car park for the Woodchurch Wagon. Councillors agreed to accept this quotation. Mr Nash will arrange for the work to be done.

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

No items were put forward for inclusion.

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

Following recent problems, Mr Jones suggested that we change the Parish Council's bank account from HSBC to Lloyds. Councillors agreed that he should progress this matter.

Mr Nash reported that the power supply to the Hub needs upgrading and there will be some cost involved to the Parish Council. As soon as we have a quote this matter will be included as an agenda item for a Parish Council meeting.

There being no further business the meeting closed at 8.54 pm.

Signed.....



..... Dated

29/10/18

# WOODCHURCH PARISH COUNCIL

## PLANNING APPLICATION RECORD

2019

### SEPTEMBER 2019

19/01024/AS 43 Front Road, Woodchurch, Ashford, Kent  
Proposed Vehicle Crossing  
**Parish Council: Support**

19/01255/AS Court Lodge Oast, Front Road, Woodchurch, Ashford, TN26 3SD  
Conversion of garage to residential use. Replace garage doors with double glazed windows/french windows. New window in west elevation  
**Parish Council: Support**

19/00678/AMND/AS Unit 1, Counter Farm, Brook Street, Woodchurch, Ashford, Kent, TN26 3SP  
Revision to parking location on Planning Application 19/00678/AS  
**Parish Council: Support**

### Decision Notices received from ABC

19/00796/AS Court Lodge Barn, Front Road, Woodchurch, Ashford, TN26 3SD  
Installation of solar panels on garage roof  
**Borough Council: Permit**

19/00833/AS Drayson House, 2 The Green, Woodchurch, Ashford, Kent, TN26 3PB  
Provision of external lighting to new dwelling permitted under application 16/01604/AS  
**Borough Council: Permit**

19/00913/AS Little Vale, Bethersden Road, Woodchurch, Ashford, Kent, TN26 3QW  
Removal of existing outbuilding and erection of proposed detached garage with home office / hobby room above  
**Borough Council: Permit**

19/00918/AS Willow Barn, Cherry Gardens, Brook Street, Woodchurch, Ashford, Kent, TN26 3TA  
Building alterations and repairs to include replacement floating flooring; removal of partitions and step; internal lighting installation; replacement gate (retrospective)  
**Borough Council: Grant Consent**

19/00966/AS 2 Stonebridge Cottages, Front Road, Woodchurch, Ashford, TN26 3SL  
Erection of a part two storey/part single storey side extension and paving of front garden to form parking area.  
**Borough Council: Permit**

19/00982/AS 34-36 Front Road, Woodchurch, Ashford, TN26 3QE  
Variation of conditions 2 & 4 on planning permission 12/00717/AS to allow  
additional living accommodation and remove restrictive holiday let use  
**Withdrawn by applicant**

19/01000/AS Woodend Lodge, Woodend, Redbrook Street, Woodchurch, Ashford, TN26 3QU  
Demolition of garage and erection of two storey replacement side extension; extension  
to front  
**Borough Council: Permit**