

# WOODCHURCH PARISH COUNCIL

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MINUTES 168

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**Minutes of the Ordinary Parish Council meeting held in the  
Memorial Hall Annexe, Woodchurch, on Thursday 23 January 2020 at 7.00 pm**

**PRESENT:** Mr J West, (Chair), Dr C Silcock, Mr A Baker,  
Mr A Faiers, Mr N Jones, Mr W Nash, and Mr P Wood

**PARISH CLERK:** Mrs J Batt

**BOROUGH COUNCILLOR:**

**COUNTY COUNCILLOR:**

**MEMBERS OF THE PUBLIC:** There were 2 Members of the Public present.

**1. APOLOGIES FOR ABSENCE**

An Apology for Absence was received from Mrs G Davies (prior commitment) and from Borough Councillor, Mr D Ledger

**2. APPROVAL OF REASONS FOR ABSENCE**

Councillors unanimously agreed Mrs Davies' Reason for Absence.

**3. DECLARATIONS OF INTEREST**

**Declarations of Pecuniary Interest**

There were no Declarations of Pecuniary Interest.

**Declarations of Significant Interest**

Councillors Baker, Jones, Nash, Silcock, West and Wood declared a significant interest in matters associated with the Woodchurch Hub as they are members of the Board of Directors.

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

**Proposed Mr Faiers**

**Seconded Mr Wood**

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

One of the Members of the Public present commented on the fact that he could not find the agenda on the website.

**6. PLANNING**

Please see attached list.

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

No items put forward for discussion.

**7. VILLAGE MATTERS****Woodchurch in Bloom**

Nothing to report.

**Children's Play Area**

**Resolution:** Councillors agreed that Mr Wood should liaise with at least 3 other members of the council prior to ordering any urgent minor goods or services for the Play Area.

**Non urgent expenditure must always be authorised at a full Parish Council meeting.**

The latch on the gate needs repairing. The Clerk will write to Mr Munday and ask him to carry out a repair as soon as possible. He has already been asked verbally twice to repair the latch.

**Christmas Fair**

Members of the school were disappointed that the Fair only raised £1400, but accepted that the reason for this was that they had invested a considerable amount of money in lights, electrical safety mats and cones.

The date set for the Summer Fete is Saturday 4<sup>th</sup> July.

**Football Club**

This item to be amalgamated with the Pavilion on future agendas.

The members of the Football Club have agreed in principle to pay £500 to hire The Green. A formal agreement will be drawn up, either by the Parish Council or the new Green Committee/Working Group. It was agreed to charge the Club £350 for the 2019 season.

**Power to run a 150 Club**

The Clerk contacted the Internal Auditor to ask whether the Parish Council has the power to run a 150 club and was informed that it does.

The Football Club and Ian Davy have agreed that the Parish Council can take over running the "Sports Lottery" that they currently run to raise money for the Pavilion. It was proposed that this be expanded to form a Village Lottery with some of the profits going towards the maintenance of the Pavilion.

**The Pavilion**

A new Community Interest Organisation will be set up to run the Pavilion and all members of the Parish Council will be Trustees. The day to day operation will be through a Management Committee/Working Group chaired by a member of the Parish Council and consisting of members of the Parish Council, Football Club and Village.

The management of The Green will be delegated to this committee.

**Tree Planting in the Village**

Councillor unanimously agreed to a resident planting a Native Cherry on The Green at the end of the row of Hawthorns.

**Village Clock**

The maintenance contract runs out in 2020. The Clerk will obtain a quote for a new contract.

The motor needs repairing. Councillors will look into effecting a repair as soon as possible.

**Woodchurch Hub**

The way that the HUB was set up has changed and Mr Nash put the following suggestion to the Council:

That the Parish Council agrees to turn the HUB into the Registered Parish Council Office.

That the Parish Council forms the new CIO (charity) where all councillors are trustees.

That some resources are upgraded to suitably equip the Parish Office.

That the existing CIC (company) is then formally dissolved and a Management Committee formed – with a Parish Councillor as the Chair.

That at some point in the future, rather than renovate the existing toilet, a new toilet is built in an extension to the current building with the help of grant funding.

That the existing toilet space is then turned into a separate office area with access from inside the HUB.

The HUB/Parish Office would then be under the full control of the Parish Council (through the Management Committee) and much of the money currently being used to fund the HUB would be retained by the Parish Council, whereby it could recover the VAT being incurred by the HUB – which it is currently unable to do.

**Resolutions: Councillors unanimously agreed with the above suggestions in principle and they will be formally discussed again at a future meeting, prior to which Councillors with an interest in the HUB will request a dispensation to allow them to vote on the matter if not enough Councillors without an interest are present.**

**Request to bring Mobile Pizza Van to Woodchurch**

Following a request from Mr Osborne, Councillors confirmed that they are happy for him to trade on Thursdays from 4.00 pm – 8.00 pm.

They also confirmed that the land is Parish Council owned and he has full permission to trade on the day/times above.



**Amendment to agenda – Woodchurch Windmill**

Mr Nash reported that talks with ABC regarding repairs to the Windmill have not been very positive and the Chairman of the Windmill Committee has asked the Parish Council for assistance in resolving the matter. The current date for completion of the repairs is 2035 and the cost is expected to be £195,000.

Councillors gave Councillors Baker and Nash permission to approach the Borough Council on a fact-finding mission to see if there is any way the repairs can be speeded up.

**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 - HSBC**

<b>Account Balance</b>		<b>Balance at Bank</b>	
Opening Balance	45925.04	Money Manager Account	53137.26
		Plus uncleared receipts	0.00
			<b>53137.26</b>
Plus Receipts	29048.69	Less uncleared cheques	2612.82
	<b>74973.73</b>		<b>50524.44</b>
Less Payments	24449.29	Plus Community Account	00.00
	<b>50524.44</b>		<b>50524.44</b>
Less Earmarked Funds	29887.99	Less Earmarked Funds	29887.99
<b>AVAILABLE FUNDS</b>	<b>20636.45</b>	<b>AVAILABLE FUNDS</b>	<b>20636.45</b>

**Bank Reconciliation as at last Bank Statement - Lloyds**

<b>Account Balance</b>		<b>Balance at Bank</b>	
Opening Balance	0.00	Business Account	<b>1001.00</b>
Woodchurch Hub Rent	1.00		
Woodchurch Wagon	1000.00		
	<b>1001.00</b>		

The following were paid during December with the verbal agreement of Councillors West, Jones Nash and Wood.

**Accounts to be Paid**

<b>PAYEE</b>	<b>CHQ NO</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>	<b>DETAILS</b>
Parish Clerk	1255	530.48		530.48	Salary and Expenses
Litter Picker	1256	235.86		235.86	Salary
HMRC	1257	446.20		446.20	Income Tax
RBL	1258	20.00		20.00	Wreath
ABC	1259	1140.27	228.05	1368.32	50% W Wagon Hire

**Accounts to be Paid**

PAYEE	CHQ NO	NET £	VAT £	GROSS £	DETAILS
Cancelled Cheque	1260				
Litter Picker	1261	235.66		235.66	Salary
Mr C Dudman	1262	20.00		20.00	Wreath
Parish Clerk	1263	542.64		542.64	Salary and Expenses
Cancelled Cheque	1264				
Mr J West	1265	108.00		108.00	Staff Christmas Meal
Woodchurch PC Lloyds Account	1266	20000.00		20000.00	Transfer of Funds to new Account

**Preparation and Adoption of Budget for 2020/2021**

Councillors unanimously agreed the budget for 2020/2021.

**Setting and Adoption of Precept for 2020/2021**

Councillors unanimously agreed to set the precept for 2020/2021 at £25420.00 and to claim the Council Tax Support Grant of £1209.00 and the Concurrent Functions Grant of £1150.00

**Earmarked Funds**

It was agreed not to keep a separate list of earmarked funds anymore, but to include them in the main account.

**Internal Auditor's Report**

Mr Robbins completed his report on 4 November and the only item he brought to the attention of the Parish Council was that the Council is not permitted to delegate any matter to a single councillor. Therefore, the decision to give Mr Wood permission to order any replacement equipment he considered necessary for the play area without first having to gain the consent of other councillors was unlawful and any expenditure arising from it could be challenged. Councillors noted this under item 7.

**Finance and Policy Working Group**

This was set up some years ago but is no longer relevant, so Councillors agreed to disband the group.

**Power of General Competence**

The Clerk contacted the Internal Auditor who confirmed that the Council keeps the Power of General Competence until the next relevant Annual Parish Council meeting which is the meeting following the election.

It was noted that thank you gifts should be listed under payments made from the Power of General Competence.

**Insurance Arrangements for Contractors**

The Clerk will inform the Insurance Company that all the gentlemen who undertake work around the village do so under the instruction of the Parish Council.

All the contractors will be asked for a Risk Assessment, Method Statement and a copy of their Public Liability Insurance.

**Grass Cutting Tender**

We have received a quotation from Landscape Services. The quoted price is £70.81 per cut.

If we have 22 cuts, the total spent on grass cutting will be £1557.82. As this is below £3000 we only need one quotation.

The contractor will be asked to put a note in the post box at the HUB every time the grass is cut.

**Resolution:** Councillors unanimously agreed to accept the above quotation.

**Proposed Mr Faiers      Seconded Mr Wood**

**Fixed Asset Register**

The Fixed Asset Register will be updated once Mr Jarvis has completed his inspection.

**Website, Newsletter and Transparency**

Nothing to report.

**Risk Assessment**

The next Risk Assessment is due in March

**Update on KALC Meeting**

A member from the Central Control Room in ABC gave members a presentation.

**Data Protection**

Nothing to report.

**Community Transport Scheme**

Mr Jones informed Councillors that bookings have been slow, and we did not meet our target for the 1<sup>st</sup> quarter. The current quarter will be challenging but more bookings are coming though. Wye Parish Council has cancelled the last 3 or 4 Wednesdays and is now trying to see whether Friday is a better day for their residents.

A Woodchurch Theatre Group is being formed and will book the bus.

The residents of Shirkoak Park are hoping to book it 3 times.

Wye School has also booked it 3 times.

The staff at Woodchurch School have yet to be trained to drive the bus.

**Setting to Work Policy**

Defer to next meeting.



**Upgrading Electricity in the Hub**

An updated quote has been requested.

**Installation of CCTV**

Deferred until financial year ended March 2022.

**Health and Safety Policy**

Defer to future meeting.

**Appointment of The Play Inspection Co**

An order acknowledgement for the 2020 inspection has been received.

**Appointment of Parish Clerk**

Due to a change of circumstances and the fact that a replacement Clerk had not been found, Mrs Batt spoke to the Chairman on 21 January and offered to continue as Parish Clerk for the foreseeable future. Councillors agreed to re-appoint Mrs Batt as Clerk to Woodchurch Parish Council with immediate effect.

**The Purchase of Electrical Safety Mats and Cones**

The school has purchased the Safety Mats and Cones.

**Banking Protocol**

Two people must be present when internet banking is carried out.

**Community Asset Register**

Remove from agenda.

**Policies**

Mr Nash is reviewing the policies and adding them to the new website. Councillors need to review them on an annual basis.

**Councillor Protocol**

Nothing to report.

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

Clerk and Councils Direct

ABC Regulation 18 Consultation on Gypsy and Traveller Accommodation Local Plan

Options Report

Woodchurch Yard Together

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

ABC re Precept

Mr Robbins re 150 Club

**11. HIGHWAY ISSUES**

No issues were reported.

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

No items were suggested.

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

There being no further business the meeting closed at 8.18 pm.

Sign



Dated 27.2.20



# WOODCHURCH PARISH COUNCIL

## PLANNING APPLICATION RECORD

2020

### JANUARY 2020

**The following decisions were taken during December following consultation with all councillors. The December meeting of the Parish Council was cancelled due to illness.**

- 19/01378/AS Brook Farm, Brook Street, Woodchurch, Ashford, Kent, TN26 3SR  
New access, including gate and fence, new garage, secure store along with games room over (resubmission of application 10/01363/AS)  
**Parish Council: Support**
- 19/01661/AS Woodchurch Post Office, 13 Front Road, Woodchurch, Ashford, TN26 3PA  
Change of use of former post office to coffee shop and residential dwelling; extension to roof; New first floor window on rear elevation; replacement of ground floor windows on rear elevation; modification to first floor window on front elevation  
**Parish Council: Support**
- 19/01667/AS 7 West End, Susans Hill, Woodchurch, Ashford, Kent, TN26 3RF  
Proposed two storey side extension  
**Parish Council: Support**
- 19/01681/AS 7 Plurenden Manor Farm Cottages, Plurenden Road, Woodchurch, Ashford, Kent, TN26 3JW  
Lawful development certificate - existing - for the retention of 7 Plurenden Manor Farm cottages without complying with the agricultural occupancy condition on planning permission WE/8/67/11  
**Parish Council: Support**
- 19/01683/AS Lot 5, land on east side of, Bethersden Road, Woodchurch, Kent  
Change of use of land, enlargement of fishing lake, storage container and new fishing swims  
**Parish Council: OBJECT**  
**Councillors recommend that if the officer is minded to approve this application, it is on condition that the container be moved to the left (Bethersden side) of the field out of the line of site of the property on the opposite side of the road.**

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

- 19/00384/AS Six Bells Mobile Home Park, Six Bells Park, Woodchurch, Kent  
Variation of condition 2 of planning permission 17/01490/AS to enable an increase in the number of mobile homes stationed on the site from 44 to 45  
**Borough Council: Permit**
- 19/01024/AS 43 Front Road, Woodchurch, Ashford, Kent  
Proposed Vehicle Crossing  
**Borough Council: Refuse**
- 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  
**Borough Council: Permit**
- 19/01356/AS 71 Front Road, Woodchurch, Ashford, TN26 3SA  
Vehicle Crossover  
**Parish Council: Support**  
**Borough Council: Permit – Mins Jan 20**
- 19/01467/AS The Old Rectory, 6 Rectory Close, Woodchurch, Ashford, Kent TN26 3QD  
Variation on condition 11 on planning permission 17/00622/AS  
(Erection of detached dwelling) to change window detailing  
**Borough Council: Permit**
- 19/01492/AS Stonebridgelands, Front Road, Woodchurch, Ashford, TN26 3SL  
Reserved Matters application detached single storey dwelling pursuant to outline planning permission 18/01062/AS  
**Borough Council: Approve Matters Reserved by Condition 1,6 and 9 of Outline Permission ref 18/01062/AS in accordance with the application and plans**

### **DECISION TAKEN AT MEETING JANUARY 2020**

- 19/01785/AS Eleven Acre Shaw, Redbrook Street, Woodchurch, Kent  
Demolition of existing buildings and removal of residential caravan; erection of four dwellings with carports and landscaping enhancements. (Alternative to application 18/01575/AS)  
**Parish Council: Support**
- 20/00027/AS Woodchurch Wine Estate, Susans Hill, Woodchurch, Ashford, Kent, TN26 3RE  
1 no. non-illuminated fascia sign  
**Parish Council: Support**

**The following was received after publication of the agenda, but Councillors agreed to discuss as their comments have to be in by 13 February**

20/00072/AS Woodchurch Wine Estate, Susans Hill, Woodchurch, Ashford, Kent, TN26 3RE  
Variation of condition 3 on planning permission 17/00781/AS (Variation of condition 3 of planning approval 16/01618/AS (Erection of a new building (with mezzanine floor & balcony) ancillary to the vineyard to provide a small office, DWC, bottle and equipment storage, landscaping, parking, revised access and a tasting terrace (resubmission of planning permission 15/01517/AS) to alter the external appearance and design of the building) to alter the approved plans to alter window profiles, add solar panels and installation of emergency door and fire escape  
**Parish Council: Support**



WOODCHURCH PARISH COUNCIL							
SUMMARY OF RECEIPTS AND PAYMENTS FOR YEAR ENDED 31 MARCH 2020							
BUDGET	ACTUAL	RECEIPTS	BUDGET	ACTUAL	COLUMN	BUDGET	VARIANCE
2018/2019	2018/2019		2019/2020	2019/2020	TOTALS	2020/2021	
24800.00	24800.00	Precept	24800.00	24800.00	24800.00	25420.00	
10.00	68.50	Interest	20.00	47.09	47.09	50.00	-21.41
520.00	643.41	VAT Recovered	843.00	1495.93	1495.93	1016.00	852.52
350.00	702.07	Contribution towards Grass Cutting	700.00	381.67	381.67		-320.40
100.00		Contribution towards Green Maintenance/Gym and FOWSA		50.00	50.00		50.00
	150.00	ABC Grant to Woodchurch in Bloom - Transferred to Committee					-150.00
		Pavilion Fee - Football Club				500.00	
		Green Use - Boot Club				50.00	
1.00	1.00	WCIE Rent	1.00			1.00	-1.00
	3597.11	Insurance Claim for WCIC					-3597.11
1150.00	1150.00	Concurrent Functions Grant - t/f to reserve	1150.00	1150.00	1150.00	1150.00	0.00
1080.00	1080.00	Council Tax Support Grant - t/f to reserve	1124.00	1124.00	1124.00	1209.00	44.00
<b>28011.00</b>	<b>32192.09</b>		<b>28638.00</b>	<b>29048.69</b>	<b>29048.69</b>	<b>29396.00</b>	<b>-3143.40</b>

WOODCHURCH PARISH COUNCIL						
SUMMARY OF RECEIPTS AND PAYMENTS FOR YEAR ENDED 31 MARCH 2020						
BUDGET	ACTUAL	PAYMENTS	BUDGET	ACTUAL	COLUMN	BUDGET
2018/2019	2018/2019		2019/2020	2019/2020	TOTALS	2020/2021
6600.00	6663.75	Clerks Salary and Income Tax	6720.00	6340.80	6340.80	7048.29
100.00	115.38	Clerks Expenses	130.00	124.00	124.00	150.00
3300.00	3411.20	Litter Picker's Salary, Tax and Employers NI	3600.00	3193.46	3193.46	3536.00
		Toilet/Car Park Facilities				4000.00
		Parish Council Office				1720.00
		Pavilion Maintenance				800.00
250.00	424.62	General Admin	270.00	221.60		200.00
		Bank Charge		15.00		
275.00	275.00	Audit Fees	275.00	275.00		300.00
	0.97	Interest	1.00			
150.00	150.00	Data Protection	150.00	150.00		150.00
	40.00	Registration with Information Commissioner	40.00	35.00		40.00
30.00		Councillor Training	30.00			400.00
	195.17	Purchase of Laptop Computer				
		Maintenance of Laptop Computer and Data	260.00	259.80		
	39.16	Purchase of External Hard Drive				
	585.00	Registration of Village Green			956.40	
600.00	579.68	KALC Subscription	600.00	584.32		600.00
30.00		SLCC Subscription	35.00			35.00
1050.00	1059.50	Insurance	1075.00	1089.79		2000.00
65.00	65.00	Website	70.00		1674.11	250.00
25.00		Hire of Hall 2018 and Heating Tokens				
250.00	246.00	Hire of Hall 2019 and Heating Tokens	250.00	60.00		
		Hire of Hall 2020 and Heating Tokens		216.00	276.00	
		Hire of Hall 2021 and Heating Tokens				250.00
4500.00	2620.00	Green Maintenance	4500.00	2482.50		3000.00
	300.00	Green Extension		240.00		750.00
200.00	649.50	Spraying Plantain	600.00			
300.00	270.00	Grass Cutting - War Memorial	400.00		2722.50	500.00
		Refurbishment of War Memorial	200.00			1000.00
		Play Area Replacement and Refurbishment				2000.00
500.00	65.00	Play Area Inspection and Repairs	600.00	200.63	200.63	1000.00
	127.69	Repairs to CEE				
	2175.00	Fencing around Play Area				
300.00		Repairs to Paths	300.00			200.00
150.00		Repairs/Replacement of Noticeboard	200.00			1000.00
250.00	120.00	Bin Liners and New Bins	250.00			
440.00	200.00	Posts on The Green	500.00			
200.00		Repairs/Refurbishment of Bus Shelters	200.00			200.00
	575.00	Purchase of 2 New Benches				
500.00	321.79	Maintenance of Benches	500.00	340.80	340.80	
500.00		Maintenance of Trees	500.00			
200.00	137.19	Purchase of 2 New Flags	200.00			200.00
		Flagpole Replacement				200.00
	238.15	Heater for Toilet				
3000.00		Contingencies	2300.00			
		Refuse Management				200.00
50.00		Litter Picking Equipment	50.00			50.00
3500.00	3500.00	Transfer of Funds to WCIE	3500.00	3500.00		3500.00
150.00		Repairs to Village Clock	150.00			1000.00
	115.00	Banners and Leaflets for Parish Poll				
	1390.76	Recharge for Parish Poll				
	150.00	Transfer of Grant received for Woodchurch in Bloom				
	102.00	Thank you Expenses - Chairman's Expenses	50.00	127.58		50.00
	3847.11	Reinstatement of WCIC following flood				
20.00	20.00	Wreath for Remembrance Day	20.00	20.00		20.00
	365.00	Alterations to Plumbing to prevent flooding				
	500.00	Donation to Woodchurch in Bloom				500.00
	298.75	Woodchurch in Bloom Signs				
	11.00	Community Bus Expenses		4140.27		
		Purchase of Strimmers		443.32		
		Information Notice Boards		272.00	8503.17	
	1495.93	VAT on Expenses		1016.48	1016.48	
27485.00	33445.30		28526.00	25348.35	25348.35	37099.29
		Transfer to Lloyds		20000.00		
				45348.35		