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WOODCHURCH PARISH COUNCIL

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MINUTES 48

Minutes of the Annual Parish Council Meeting held in the Memorial Hall, Woodchurch on Monday 24 May 2010 at 7.30 pm

PRESENT: Mr J Robinson (chair), Miss R Dewar, Mrs J Haynes, Mrs J Robinson
Mr J Cridge, Mr I McGrath and Mr A Mobbs
PC Justin Farrow and PCSO Oliver Welch were in attendance for part
of the meeting.

PARISH CLERK: Mrs J Batt

BOROUGH COUNCILLORS: Mr P Davison

COUNTY COUNCILLOR:

MEMBERS OF THE PUBLIC: There were 6 Members of the Public present.

1. ELECTION OF CHAIRMAN

Mr Mobbs proposed Mr Robinson for the position of Chairman.
Seconded by Miss Dewar. There were no other nominations. Mr Robinson accepted the
position of Chairman.

Mr Robinson signed his Declaration of Acceptance of Office.

2. APOLOGIES FOR ABSENCE

An Apology for Absence has been received from Mr C Steer (Business commitment)
and Mr J West (Scouts),

Councillors unanimously agreed to approve the above absences.

3. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

i) 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

Mr Robinson proposed Mr Mobbs Seconded by Mrs Robinson. There were no other
nominations. Mr Mobbs accepted the position of Vice Chairman.

5. DELEGATION OF OFFICERS TO COMMITTEES

The following Councillors agreed to continue to represent the Parish Council as follows:-

Village Green - Mr West

Youth Matters – Mr Steer

Police Liaison – Mr Mobbs

Kent Association of Local Councils – Mr Mobbs and Mr Steer

Memorial Hall Committee – Mr McGrath

Parish Forum – Mr Robinson and Mr Mobbs

Planning Committee Mrs J Haynes – Chair, Ms R Dewar, Mr I McGrath, Mr J Cridge
Mr C Steer, Mr J Robinson (ex Officio)

6. DELEGATION OF RESPONSIBILITIES

Annual Review of Financial Regulations – August – Mr Cridge

Annual Review of Standing Orders – August – Mrs Robinson

Annual Review of arrangements in Place regarding Freedom of Information Act -

August – Miss Dewar

Six Monthly Review of Fixed Assets – September 10 – Mrs Haynes and Mrs Robinson

March 11 – Mrs Haynes and Mrs Robinson

Six Monthly Risk Assessment – September 10 – Mrs Haynes and Mrs Robinson

March 11 – Mrs Haynes and Mrs Robinson

Internal Parish Council Audit – Mr Funnell

Parish Council Finances – September and March – Mr Cridge and Mr Robinson

Parish Council Budget – Mr Cridge and Mr Robinson

Annual Review of Insurance Arrangements – June – Mr Cridge

Weekly Play Area Safety Check – Mrs Robinson and Miss Dewar

Review of Terms of Reference for the Planning Committee – August – Mrs Haynes

Website, Newsletter and Newspaper – Miss Dewar

Play Area Machinery – Mr Steer

Monthly Risk Assessment (Roads) – Mr Steer

Charity Administration – Mrs Robinson

7. ACCEPTANCE OF MINUTES

The Minutes of the previous meeting were accepted and it was unanimously agreed that Mr Robinson should sign them as a true record of the meeting.

Proposed Mrs Haynes Seconded Mrs Robinson

8. MEETING ADJOURNED FOR PUBLIC PARTICIPATION AND RECONVENED

The meeting was opened to Members of the Public from 7.45 – 8.16 for questions and comments.

9. PLANNING

Please see attached list.

Mr Robinson reported that he had received a reply from The Planning Inspectorate, to his letter complaining about the problems experienced during the development of the site at 40 Front Road. The Inspector explained that Ashford Borough Council is responsible for

issues regarding day to day planning control and the implementation of the inspector's restrictions.

10. MATTERS ARISING FROM THE PREVIOUS MINUTES

Mr Robinson has not yet met with Mrs Boxer to discuss the concerns regarding Green Lane. There does not appear to be a problem at the moment. The situation will be monitored.

11. CORRESPONDENCE

Record rss

The Play Pack

Clerk and Councils Direct

AwCRK

KCC Environment, Highways and Waste Directorate: Statement of Community Involvement: Draft for Consultation

EMAIL CORRESPONDENCE

Mr Robinson did not bring any emails to the attention of the Council.

The following has been received from Chris Banyard, Community Warden:-

I'm very sorry but due to illness I will not be able to attend the meeting on Monday night. Please give my apologies and if possible please make the Council aware of the following:-

1. There have been reports of some men, thought to be of Indian appearance, in the local area (last seen in Hamstreet) selling gold to people by stopping them in the street or even flagging down vehicles in the road. Please report any sightings to the police immediately on the non emergency number 01622 690690.

2. There have recently been a large number of thefts in areas around Kent of Catalytic converters. Catalytic converters are attractive to criminals because they are expensive, easy to access and contain rare metals such as platinum, which have been rocketing in price recently; it's not unusual for a new converter to cost in the region of £1,000. Over the year there has been a noticeable increase in thefts of catalytic converters, it seems that thieves are simply cutting the catalytic converter out of the exhaust pipe of parked cars and selling them to scrap metal dealers. Taller vehicles (4x4s) are particularly vulnerable as the converters are more accessible and, because they tend to have larger engines, they contain more of the precious metals too.

3. Due to the parking problems and congestion around the school I have arranged to do some Road Safety talks to the children and will encourage them to pester their parents into more considerate parking.

4. I am pleased to say that there has been some progress made with the Youth Club thanks in the main to the hard work of Christine Saunders.

5. I will be holding a regular Surgery at the Community Centre on the last Weds of every month at 2 pm. I will be available to talk to about community concerns or problems. PCSO Welch will also attend to deal with any police issues.

Sorry once again Judith, I am aware that there was some disappointment that I didn't attend the Annual Meeting but that was due to things beyond my control. Please reassure the Council that they still have my full support & that I am committed to working with them and the rest of the community.

Regards

Chris

12. ACCOUNTS AND OTHER GENERAL COUNCIL BUSINESS

Account Balance:-

Bank Reconciliation to Statements 97 and 101

Opening Balance	£28547.81	Money Managers a/c	£39768.40
Plus Receipts	<u>11503.92</u>	Less uncleared cheques	<u>2179.70</u>
	40051.73		37588.70
Less Payments	<u>2413.03</u>	Community Account	<u>50.00</u>
	<u>37638.70</u>		<u>37638.70</u>

Earmarked Funds:-

Including amounts included in 2010/2011 budget

	Opening Balance
Election/Standards Committee	5000.00
Bus Shelter	2500.00
Contingencies	5000.00
Community Exercise Equipment	6000.00

Accounts to be paid

PAYEE	NET £	VAT £	GROSS £	DETAILS
Mrs J Batt	522.28		522.28	Salary and Expenses
Mr D Norris	213.33		213.33	Litter Picking
Mr K Funnell	60.00		60.00	Internal Audit 2009/10
Hampshire Flag Co	86.99	15.23	102.22	2 x Flags
Mr D Norris	20.00		20.00	Extra Litter Picking
P S Property Services	255.00		255.00	Green Maintenance
J M Fencing	497.50		497.50	Installing Benches

Resolution: Councillors unanimously resolved to pass the above for payment.

Adoption of Internally Audited accounts and completion of associated paperwork

Councillors were circulated with copies of the summary receipts and payments for the year ended 31 March 2010.

The Clerk reported that the internal audit took place on 30 April 2010.

The Chairman read through section 2 of the Annual Report and answered all the questions.

The Clerk and Chairman then signed the relevant sections of the Annual Report, Supporting Notes and Supporting Statement.

Councillors unanimously agreed to accept the internally audited accounts.

Review of System of Internal Control

Mr Robinson reported that he had read The Statement of Internal Control. He was satisfied that all was in order and signed the document.

Review of Effectiveness of Internal Auditor

Councillors unanimously agreed that they were satisfied with the effectiveness of the Internal Auditor, Mr Kevin Funnell and agreed to employ him again next year.

Storage of Parish Council Documents

Councillors confirmed that they are satisfied that all documents over one year old are securely stored in the filing cabinet in the Village Hall.

Salaries

Included on agenda in error.

Update on progress of items needing attention following the Risk Assessment in February

The only outstanding item is the repair of the bus shelter. Mr McGrath offered to inspect it and report back to the next meeting as to what action he considers necessary.

Insurance

Mr Robinson signed the Long Term Agreement.

Website

Miss Dewar reported that she had been asked to put a reciprocal link on the site for a Bed and Breakfast business and asked for the decision of the Council. Councillors unanimously agreed not to include this link.

Charities

Mrs Robinson took the form for the Charity Commission and the Clerk will email Mr Steer and Mr West and ask them to complete it. Mr Leigh's details will be removed.

Community Exercise Equipment

Miss Dewar and Mrs Batt will attend the meeting of the Grant Panel on 7 June.

Village Youth Forum

Mrs Saunders reported that a meeting has taken place to discuss the formation of a youth club in the village. There is some equipment available that the club members will be able to use to play CDs etc. At the moment monthly meetings are being considered, with Chris Banyard and Oliver Welch taking it in turns to run them. All adult helpers will have to be police checked. Mrs Saunders is to contact the KCC Youth Worker to discuss the issue further.

Public Toilets

Nothing to report.

13. COMMITTEE REPORTS**Village Hall**

Nothing to report.

14. ITEMS TO BE REPORTED TO THE COUNTY LENGTHSMEN/PROW

2 potholes outside of Pond Farm

5 x potholes along Front Road between The School and The Bonny Cravat

Pothole outside 65 Front Road

Pothole on the junction of Redbrook Street and Bethersden Road

Mr Cridge presented some photographs which he had received from a concerned resident showing the lack of signs at potentially dangerous junctions. He will email them to the clerk who will send them on to ABC.

15. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

The Clerk was asked to contact Mr Munday and ask him to look at the post by Ranters Oak to see how much it will cost to repair.

There being no further business the meeting closed at 9.00 pm.

Signed

..... Dated

28/06/2010

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WOODCHURCH PARISH COUNCIL

PLANNING APPLICATION RECORD

2010

DECISIONS TAKEN AT MEETING HELD 24 MAY 2010

10/00054/TC Mrs Sangan, 75 Front Road, Woodchurch, Ashford, Kent TN26 3SA
To fell one Lawson Cypress (T1)
Parish Council: Support

10/00591/AS Canterbury Oast Trust, South of England Rare Breeds Centre, Highlands Farm
Woodchurch, Ashford, Kent TN26 3RJ
Parish Council: No Comment 4: Support 1: Object 1: Abstain 1

The following Enforcement Appeal has been dismissed:-

EN/09/00216 26 Shirkoak Park, Woodchurch, Ashford, Kent TN26 3RP
Without planning permission the material change of use of agricultural land to
residential garden land