

# WOODCHURCH PARISH COUNCIL

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Page 102

## MINUTES 71

### Minutes of the meeting held in the Memorial Hall Annexe, Woodchurch on Friday 27 April 2012 at 7.00 pm

**PRESENT:** Mr J West (chair), Mrs G Davies, Miss R Dewar,  
Mr A Faiers and Mr R Woods

**PARISH CLERK:** Mrs J Batt

**BOROUGH COUNCILLOR:** Mrs A Hicks

**COUNTY COUNCILLOR:** Mr M Angell

**MEMBERS OF THE PUBLIC:** There were 4 Members of the Public present.

#### 1. APOLOGIES FOR ABSENCE

An Apology for Absence was received from Mrs Haynes (previous engagement) and Mr Spice (previous engagement), Mr Steer (work commitment) and Borough Councillor Davison

#### 2. DECLARATIONS OF INTEREST

Mrs Davies declared an interest in Planning Application 12/00380/AS as the property belongs to a member of her family.

##### 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.

#### 3. ACCEPTANCE OF MINUTES

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

Proposed Miss Dewar      Seconded Mr Woods

#### 4. MEETING ADJOURNED FOR PUBLIC PARTICIPATION AND RECONVENED

The meeting was opened to Members of the Public present from 7.08 – 7.38 for questions and comment.

During the Public Interval Miss O'Sullivan updated those present on the current situation regarding Local Needs Housing in Woodchurch.



5. **PLANNING**

Please see attached list.

6. **MATTERS ARISING**

The goal posts have arrived. There are a couple of issues with regard to erecting them on The Green and storage, which have to be dealt with.

7. **CORRESPONDENCE/EMAIL CORRESPONDENCE**

CCLA re the annual management charge

Mr Vink re application no 11/00901/AS

Fenland Leisure Products

Make Kent Quicker

Plantscape

M & G

Zurich Municipal

Fenland Leisure Products Ltd

Councillors will respond to any emails they consider to be of importance, individually.

8. **ACCOUNTS AND OTHER GENERAL COUNCIL BUSINESS**

**Adoption of Internally Audited Accounts and Completion of Annual Return**

Councillors were previously circulated with copies of the summary receipts and payments for the year ended 31 March 2012.

The Clerk reported that the internal audit took place on 17 April 2012.

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

**Resolution: Councillors unanimously agreed to accept the internally audited accounts.**

**Review of System of Internal Control**

Mr West is satisfied that all is in order with this 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**

All documents over one year old are securely stored in the filing cabinet in the Village Hall.


**Account Balance:-**

Opening Balance £27516.66  
 Plus Receipts 28810.17  
 56326.83  
 Less Payments 14725.17  
41601.66

Money Managers a/c £42462.28  
 Less u/c cheques 910.62  
 41551.66  
 Plus Community a/c 50.00  
41601.66

**Earmarked Funds**

	Balance
Election/Standards Committee	5000.00
Contingencies Budget 2011/2012	7040.74

**Accounts to be Paid**

Mrs Haynes, Mr West and Mr Woods agreed to pay the invoice from P S Property Services for February and March, as it was not received in time to be paid at the March meeting and to pay £150 deposit to Inspire Artwork, who have been booked for the Jubilee.

PAYEE	NET £	VAT £	GROSS £	DETAILS
P S Property Services Paid 13.04.12	135.00		135.00	Green Maintenance Feb/Mar
Inspire Artwork Paid 13.04.12	150.00		150.00	Deposit
Mrs J Batt	484.68			Salary
	120.32	10.85	615.85	Expenses
Mr D Fogden	181.70		181.70	Salary
KALC	545.59	109.12	654.71	Subscription
W M Hall	165.00		165.00	Rent 2012
Sussex Memorials	1795.10	359.02	2154.12	Refurbishment of War Memorial
Mark Harrod	855.00	171.00	1026.00	Goal Posts
Mr K Funnell	60.00		60.00	Audit Fee
J M Fencing	400.00			Benches
	180.00		580.00	Posts
Dewar Green	92.00	18.40	110.40	Website Name and Hosting
P S Property Services	180.00		180.00	Green Maintenance April
Mr J West	283.66	43.58	327.24	Food for Jubilee Weekend
Ann Tiplady	103.81	20.76	124.57	Balloons
<b>TOTAL</b>	<b>5731.86</b>	<b>732.73</b>	<b>6464.59</b>	

**Resolution: Councillors unanimously agreed to pay the above accounts**

**Proposed Mr Woods**

**Seconded Mrs Davies**



**Resolution:** The Clerk was asked to add the goal posts to the insurance policy with a value of £900.

**Risk Assessment**

Nothing to report.

**Website**

Miss Dewar reported that the updated website is progressing well.

The Village Newsletter has been written and will be sent out in hard copy as well as an E newsletter.

**Village Youth Forum**

Nothing to report.

**Report for Parish Magazine**

This will include information regarding the June meeting and the Diamond Jubilee.

**Queen's Jubilee Celebrations**

Mr West reported on the arrangements to date.

Volunteers are still needed to help on the day.

Over 100 children are expected to attend the party.

A pig has been donated for the Hog Roast

To date we have £120 worth of sponsorship towards the cost of the programme.

**Litter Bins**

The Clerk reported that she had contacted Glasdon UK but had not yet received a quote.

Mr Fogden had asked about the possibility of having a litter cart. A quote had been received for a single cart £325.00 and a double cart £575.00 + VAT.

**Resolution:** Councillors unanimously agreed to purchase the double litter cart at a cost of £575.00 + VAT.

**Holiday and Sickness Pay for employees**

Following discussion the clerk was asked to contact KALC for more information on holiday and sickness pay for employees.

**Litter Picker's Contract of Employment**

Deferred until we have confirmed holiday and sickness arrangements.

**Notice Boards**

The notice board at the bottom of Front Road needs a new backing.

Mr Fogden will be asked to clean the board on the wall by the butchers.

**Action Required following Annual Parish Meeting**

Mr Woods will continue to explore various options available to us regarding the future of the public toilets and report back to future meetings.

**Play Area**

Following recent safety inspections, councillors agreed to investigate the cost of replacing the roundabout on the play area. Mrs Davies took the Insurance/Risk Assessment file and offered to contact Wicksteed Leisure.

**10. COMMITTEE REPORTS****Village Hall**

Nothing to report.

**The Green**

Nothing to report.

**KALC**

The minutes of the previous meeting are available from Mrs Haynes, Mr Spice or The Clerk.

**10. ITEMS TO BE REPORTED TO THE COUNTY LENGTHSMEN/PROW**

There were no items to be reported.

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

There being no further business the meeting closed at 9.15 pm.

Signed ...

..... Dated 25/5/12 .....

# WOODCHURCH PARISH COUNCIL

## PLANNING APPLICATION RECORD

### 2012

#### MEETING HELD 27 APRIL 2012

- 12/00288/AS South of England Rare Breeds Centre, highlands Farm, Woodchurch, Ashford, Kent TN26 3RJ  
Change of use from agriculture to productive horticulture, erection of polytunnel, timber shade shelters and installation of paths and hard standing  
**Parish Council: Support**
- 12/00338/AS Great Engeham Manor, Bethersden Road, Woodchurch, Ashford, Kent TN26 3PU  
Change of use of detached annexe into holiday accommodation  
**Parish Council: Support**
- 12/00380/AS Beacon Farm, Coldblow, Woodchurch, Ashford, Kent TN26 3PL  
Underpinning and crack repair to rear section of house  
**Parish Council: Support**  
**Councillors are concerned that there is a roosting colony of bats in the roof. Due care and attention should be given to their roosting habits.**
- 12/00433/AS Oakhurst Farm, Brook Street, Woodchurch, Ashford, Kent TN26 3SX  
Extension to the rear porch  
**Parish Council: Support**

#### Decision Notices from ABC

- 12/00243/AS Oakhurst Farm, Brook Street, Woodchurch, Ashford, Kent TN26 3SX  
The erection of an extension to the rear porch including the provision of a steeper roof  
**Borough Council: Granted**
- 12/00259/AS Brook Farmhouse, Brook Street, Woodchurch, Ashford, Kent TN26 3SP  
Application for Lawful Development Certificate – Existing Use –  
Unlimited residential occupation of Brook Farmhouse, that is by persons not employed, last employed or dependant on any person employed locally in agriculture or forestry  
**Borough Council: Existing use/development is lawful**
- 12/00267/AS 35 The Green, Woodchurch, Ashford, Kent TN26 3PF  
Proposed conversion of garage into a utility room  
**Borough Council: Permit**