

WOODCHURCH PARISH COUNCIL

www.woodchurch-pc.gov.uk

 Page 107

MINUTES 72

Minutes of the Annual Parish Council Meeting held in the Cricket Pavilion, Woodchurch, on Friday 25 May 2012 at 7.00 pm

Prior to the start of the meeting councillors held a one minute silence in memory of Councillor Tom Sheridan who died recently

PRESENT: Mr J West (Chair), Mrs G Davies, Miss R Dewar, Mrs J Haynes,
Mr C Steer, Mr P Spice and Mr R Woods

PARISH CLERK: Mrs J Batt

BOROUGH COUNCILLORS: Mr P Davison

COUNTY COUNCILLOR:

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

1. ELECTION OF CHAIRMAN

Mr Spice proposed Mr West for the position of Chairman, seconded by Mrs Davies. There were no other nominations. Mr West accepted the position of Chairman.

Mr West signed his Declaration of Acceptance of Office.

2. APOLOGIES FOR ABSENCE

An Apology for Absence was received from Mr Faiers (work commitment).

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 West proposed Mr Steer for the position of Vice Chairman, seconded by Mrs Davies. There were no other nominations. Mr Steer accepted the position of Vice Chairman.


5. ELECTION OF OFFICERS TO COMMITTEES

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

Village Green - Mr West

Youth Matters – Miss Dewar

Police Liaison – Mrs Davies



Kent Association of Local Councils – Mrs Haynes and Mr Spice
 Memorial Hall Committee – Mr Spice
 Parish Forum – Mr West and Mr Steer
 Planning Committee Mrs J Haynes – Chair, Miss R Dewar, Mr P Spice, Mr Steer and Mr J West, (ex Officio)
 Highways and Footpaths – Mr Faiers
 Finance and Policy Committee – Mr Woods and Mrs Haynes

6. DELEGATION OF RESPONSIBILITIES

Annual Review of Financial Regulations – August – F & P Committee
 Annual Review of Standing Orders – August – F & P Committee
 Annual Review of arrangements in Place regarding Freedom of Information Act - August – F & P Committee
 Six Monthly Review of Fixed Assets – September and March – Mrs Haynes and Mr Faiers
 Six Monthly Risk Assessment – September and March Mrs Haynes and Mrs Faiers
 Internal Parish Council Audit – Mr Funnell
 Parish Council Finances – September and March – F & P Committee
 Parish Council Budget – F & P Committee
 Annual Review of Insurance Arrangements – June – Mr Woods
 Weekly Play Area Safety Check – Miss Dewar
 Review of Terms of Reference for the Planning Committee – August – F & P Committee
 Website – Miss Dewar
 Charity Administration – Mrs Davies

7. ACCEPTANCE OF MINUTES

The Minutes of the previous meeting were accepted and it was unanimously agreed that Mr West should sign them as a true record of the meeting.
 Proposed Mr Woods Seconded Miss Dewar

8. MEETING ADJOURNED FOR PUBLIC PARTICIPATION AND RECONVENED

The meeting was opened to Members of the Public from 7.27 – 7.45 for questions and comments.

9. PLANNING

Please see attached list.

10. MATTERS ARISING FROM THE PREVIOUS MINUTES

There were no Matters Arising that were not covered on the agenda.

11. CORRESPONDENCE

Notts Sport
 M & G investments
 Clerk and Councils Direct
 Volunteer centre
 KALC Minutes of meeting held 04.04.12
 District Audit
 Mr and Mrs Gillard saying how pleased they were to get a copy of the newsletter

EMAIL CORRESPONDENCE

No one raised any emails for discussion.

The following was received from Chris Banyard

Community Warden Report 2012

I'm sorry I cannot be here this evening, so I hope you find this report useful.

I've always found Woodchurch an easy village to work in, as there is a very strong sense of community spirit, and as community wardens this is something that we try to support and encourage. I have been working closely with many agencies including: Police, Environment, Education, Social Services and many more in dealing with issues in the village. These issues have ranged from anti-social behaviour to returning lost pets. As community wardens our duties and remits seem to be limitless, but a lot of these have been achieved through the help and support of other agencies and the people within the community. I've given many talks to various groups and organisations, regarding everything from road safety, stranger danger, home security etc.

It is an exciting time for Woodchurch at the moment with the Jubilee celebrations and will look forward to being able to assist on the day while on duty.

Recently most Wardens including myself have received Incident Liaison Officer (ILO), Flood Management and Rest Centre Training which if the need arises should be of great help to the community. (Hopefully we will not ever need to find out)!

If I could use this opportunity just to mention that overall, Woodchurch is a safe and happy place to live in, but we should always be on the look out for anything suspicious or unusual, metal thefts and gas oil are still an ongoing issue as are doorstep crimes(cold callers, distraction burglary, rogue traders) Please do report anything that concerns you to the police or myself. I am be the village most days and some evenings, offering a visible presence and while on my rounds I am more than happy to pop in and say hello to any residents, whether it's following up an issue they have reported, to give advice or just a chat over a cup of tea.

Lastly I would just like to thank everybody on the Parish Council, who have always been supportive and make me feel welcome. I look forward to another year in the village.

IT SECURITY AND GOOD HOUSEKEEPING

Please bear the following in mind when using your 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.

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

12. ACCOUNTS AND OTHER GENERAL COUNCIL BUSINESS**Account Balance:-****Bank Reconciliation**

Opening Balance £40849.01	Money Managers a/c £42597.59
Plus Receipts <u>1933.58</u>	Less uncleared cheques <u>8445.12</u>
42782.59	34152.47
Less Payments <u>8580.12</u>	Plus Community a/c <u>50.00</u>
<u>34202.47</u>	<u>34202.47</u>

Earmarked Funds:-

EARMARKED FOR	BALANCE
Election/Standards Committee	5000.00
Contingencies	7040.74

Accounts to be Paid

PAYEE	NET £	VAT £	GROSS £	DETAILS
Mrs J Batt	484.68		484.68	Salary
Mr D Fogden	216.30		216.30	Salary
Bell Brush	575.00	115.00	690.00	Sweeper Barrow
Broker Network	675.82		675.82	Insurance Premium
Mrs J Batt	48.73		48.73	Expenses
P S Property Services	210.00		210.00	Green Maintenance
Ragroof	1600.00		1600.00	Deposit
Ragroof	4536.20		4536.20	Balance
Mr D Fogden	13.55		13.55	Litter Grabber
Mandy Curtis	1527.00		1527.00	Grant Administration
Mr J West	19.40	3.88		Flag
	296.10		319.38	T Shirts
TOTAL	10202.78	118.88	10321.66	

Resolution: Councillors unanimously resolved to pass the above for payment

Update on progress of items needing attention following the Risk Assessment

Nothing to report.

Insurance

Resolution: Councillors unanimously agreed to retain Aviva as our insurers, using Came & Co as our Brokers and to sign a Long Term Agreement for the next 3 years, giving us a 5% discount on the premium.

Resolution: Councillors agreed to add the Litter Cart to the insurance policy.

Self Insurance of Fixed Assets:-

Resolution: Councillors unanimously agreed to self-insure all the notice boards, 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, stench pipe, tourist signs, dog bins and other sundries as listed in Fixed Asset Register.

Website

The new website is up and running and councillors all agreed that it is very impressive.

Public Toilets

Mr Woods reported that he had spoken to the Planning Department at ABC, and the officer he spoke to raised no objection to the proposed change of use.

Village Youth Forum

Nothing to report.

Report for Parish Magazine

Mr West will write a report on the Diamond Jubilee Celebrations for the July issue.

Queen's Diamond Jubilee Celebrations

Mr West updated Councillors on the arrangements for the weekend. Volunteers are still needed to help on the day.

Mr Woods informed the meeting that Ms Curtis would carry out a Risk Assessment.

Litter Bins

The Clerk has not been able to source any liners. It was suggested that holes are drilled in the bins to allow the water to run away.

Holiday and Sickness Pay for Employees

The Clerk and Litter Picker are paid for 52 weeks and entitled to one weeks holiday and one weeks sickness pay.

Litter Pickers Contract of Employment

Deferred until next meeting.

Notice Boards

Mr West will ask Mr Munday to paint the notice board at the bottom of Front Road and replace the backing.

Play Area

Mrs Davies will obtain a quote from Park Leisure for replacing the shackles and bushes.

Further discussion on the Play Area will take place once we have received the report from Digley following their annual safety inspection, which is due at any time.

13. COMMITTEE REPORTS

Village Hall

Nothing to report.

Village Green

Councillors passed a vote of thanks to Mr Grabham for cutting the grass around the War Memorial, in readiness for the unveiling ceremony.

14. ITEMS TO BE REPORTED TO THE KENT HIGHWAY SERVICES/PROW

Nothing to report.

15. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

The Clerk was asked to write to Mr Graham and ask for an invitation to be sent to Parish Councillors to visit the care home.

The Clerk may be unable to attend the next meeting due to a family commitment.

Miss Dewar offered to take the minutes and Mr West offered her a vote of thanks for this.

There being no further business the meeting closed at 8.28 pm.

Signed

Dated

27/6/12

WOODCHURCH PARISH COUNCIL

PLANNING APPLICATION RECORD

2012

MEETING HELD 25 MAY 2012

- 12/00435/AS Malt House Farm, Brook Street, Woodchurch, Ashford, Kent TN26 3SR
The erection of a general purpose agricultural storage barn
Parish Council: Support
- 12/00473/AS Great Robhurst Farm, Swain Road, Woodchurch, Ashford, Kent TN26 3TB
Replacement of all ground floor windows and doors and internal insulation of external ground floor walls
Parish Council: Support
- 12/00495/AS Green Acres, Bethersden Road, Woodchurch, Ashford, Kent TN26 3PY
Variation of Lawful use of mobile home from ancillary to the dwelling known as West Lodge to ancillary to the dwelling known as Green Acres
Parish Council: Support
- 12/00516/AS Plurenden Manor Farm, Plurenden Road, High Halden, Ashford, Kent TN26 3JW
Proposed cubicle building to house dairy cows
Parish Council: Support

Decision Notices received from Ashford Borough Council

- 11/01048/AS Mrs S Bristow, Cob Tree Meadows, Brook Street, Woodchurch, Ashford, Kent TN26 3SZ
Change of use of land for the stationing of 2 static caravans, the erection of a day room and kennels for one gypsy family
- 11/01048/AS Amendment to above to read:-
Change of use of land for the stationing of 2 static caravans, the erection of a day room for one gypsy family
Borough Council: Refuse
- 12/00338/AS Great Engeham Manor, Bethersden Road, Woodchurch, Ashford, Kent TN26 3PU
Change of use of detached annexe into holiday accommodation
Borough Council: Granted
- 12/00380/AS Beacon Farm, Coldblow, Woodchurch, Ashford, Kent TN26 3PL
Underpinning and crack repair to rear section of house
Borough Council: Grant Consent