



WOODCHURCH PARISH COUNCIL

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MINUTES 77

Minutes of the meeting held in the Memorial Hall Annexe, Woodchurch on Friday 23 November 2012 at 7.00 pm

PRESENT: Mr J West (chair), Miss R Dewar, Mrs D Penn, Mr A Faiers
and Mr R Woods

PARISH CLERK: Mrs J Batt

BOROUGH COUNCILLOR: Mrs A Hicks

COUNTY COUNCILLOR:

MEMBERS OF THE PUBLIC: There was one Members of the Public present.

1. APOLOGIES FOR ABSENCE

An Apology for Absence was received from Mrs Davies, Mrs Haynes and Mr Spice (all had previous engagements) and Borough Councillor Davison.

2. DECLARATIONS OF INTEREST

Declarations of Pecuniary Interest

There were no Declarations of Pecuniary Interest.

Declarations of Significant Interest

There were no Declarations of ~~Pecuniary~~ ^{Significant} 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.

3. ACCEPTANCE OF MINUTES

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

Proposed Miss Dewar Seconded Mrs Penn

4. MEETING ADJOURNED FOR PUBLIC PARTICIPATION AND RECONVENED

The meeting was opened to Members of the Public present from 7.02 – 7.04 for questions and comment.

5. PLANNING

Please see attached list.

6. VILLAGE MATTERS

The school children will be planting the Crocus bulbs in the next few weeks.
Mr West has informed all residents of The Green,

7. MATTERS ARISING

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

8. ACCOUNTS AND OTHER GENERAL COUNCIL BUSINESS**Account Balance:-**

| | | | |
|-----------------|-----------------|--------------------|-----------------|
| Opening Balance | £40849.01 | Money Managers a/c | £54543.45 |
| Plus Receipts | 38532.58 | Less u/c cheques | 1472.28 |
| Contra DJ Cash | 1597.84 | | 53071.17 |
| | 80979.43 | Plus Community a/c | 50.00 |
| Less Payments | 26260.42 | | 53121.17 |
| Contra DJ Cash | 1597.84 | | |
| | 53121.17 | | |

Charity Account Balances

Sir Edward Hales Charity - £6591.93

Sir Edward Hales Charity - £503.01

Woodchurch Windmill - £1145.13

Woodchurch Windmill - £3716.16

Earmarked Funds

| | Balance |
|------------------------------|-----------------|
| Election/Standards Committee | 5000.00 |
| Contingencies | |
| Budget 2011/2012 | 7040.74 |
| Maintenance on War Memorial | 1151.02 |
| Diamond Jubilee | 944.00 |
| | 14135.76 |

Accounts to be Paid

| PAYEE | NET £ | VAT £ | GROSS £ | DETAILS |
|-----------------------|------------------|------------------|--------------------|-------------------|
| Mrs J Batt | 484.68 | | | Salary |
| | 30.89 | | 515.57 | Expenses |
| Mr D Fogden | 216.10 | | 216.10 | Salary |
| P S Property Services | 152.00 | | 152.00 | Green Maintenance |
| TOTAL | 883.67 | | 883.67 | |

Resolution: Councillors unanimously agreed to pay the above accounts.

Proposed Mr Faiers Seconded Miss Dewar



Budget 2013/2014 and Setting of Precept 2013/2014

Please see attached.

Resolution: Councillors unanimously agreed the budget and to set the Precept for 2013/2014 at £20,000.00

Proposed Mr Faiers Seconded Miss Dewar

Councillors thanked Mr Woods for producing the budget.

Risk Assessment

Plan of action for repairs to Play Equipment

Miss Dewar will send the list to the Clerk.

Repairs to Play Area Surface

Miss Dewar will send the list to the Clerk.

Litter Bin Liners

We are waiting for a written quote for these.

Replacement Litter Bin at Brattle

Ashford Borough Council has given us a bin to install at Brattle. Mr West will ask Mr Munday to install it.

Stench Pipe

This is no longer the responsibility of the Parish Council. To be removed from future agendas.

Pot holes in Memorial Hall car park

We are waiting for a quote from a local contractor.

Website

Miss Dewar reported the following statistics:-

Visitors to the site: 1,046

Pages visited: 2,194

Visitors to October PC Minutes page: 76

Visitors to November meeting agenda page: 45

No. of subscribers to e-newsletter: 59

87% of subscribers to the e-newsletter opened the email and 20% clicked through to the community website.



Bank Mandate

Resolution: It was agreed that the following councillors should be included as signatories on the bank mandate for the Parish Council accounts, Sir Edward Hales Charity and Woodchurch Windmill Trust. Any two councillors to sign.

Councillor Julian West - Chairman

Councillor Colin Steer – Vice Chairman

Councillor Georgina Davies

Councillor Rosalind Dewar

Councillor Joyce Haynes

Councillor Deborah Penn

Councillor Alex Faiers

Councillor Peter Spice

Councillor Rob Woods

Mrs Penn took the mandate and all new signatories will take identification into the bank.

Report for Parish Magazine

Mrs Penn will prepare a report for the next edition of the magazine.

Play Area/Community Exercise Equipment

The skier has not been replaced. The Clerk will contact Wicksteed to ask when it will be installed

One of the fence panels is broken. Mr West will ask Mr Munday to repair it.

Newsletter

The latest edition is now on the website.

Goal Posts

The goal posts have been ordered and should be delivered on 19 December.

Update of Refurbishment of Public Toilets

Mr Woods reported that the plans have arrived and the project is progressing.

We have received confirmation from one person that they would be willing to become a member of the Shadow Board and we are waiting to hear from 3 others.

We have received several expressions of interest from local contractors interested in being considered to undertake the refurbishment.

The following resolutions were passed:-

Councillors unanimously appointed Mr Woods to be the Parish Council's representative on the Board Designate of the CIC.

Councillors unanimously agreed that Mrs Hicks be the Borough Council's representative on the Board Designate of the CIC.

Councillors unanimously agreed that, if it is needed, the Clerk will draw a cheque for the fee for the planning application during the coming month, to enable the plans to be submitted to ABC.

Proposed Mr West Seconded Miss Dewar

9. ACTION TO BE TAKEN FOLLOWING REVIEW OF PARSH COUNCIL DOCUMENTS

Review of Banking Arrangements

The Parish Council has accounts with HSBC. Councillors agreed to continue to use HSBC. Two signatories are required for each cheque written. Any monies received are banked as soon as is practically possible.

Fees and Charges

We have no fees or charges.

Tendering Process

Resolution: Councillors unanimously agreed to update the Financial Regulations to read:-

For the purchase of good or materials, or the execution of works in excess of £4000 the council shall invite 3 tenders

For the purchase of good or materials, or the execution of works in excess of £2500 the council shall invite 2 tenders

For the purchase of good or materials, or the execution of works under £2500 the council shall invite 1 tenders.

Risk Management CIC

Mr Woods reported that this was included in the business plan.

Code of Conduct

Ashford Borough Council will be arranging training at some point in the future.

10. CORRESPONDENCE/EMAIL CORRESPONDENCE

ABC re Submission of the Chilmington Green Area Action Plan
 ABC Urban Sites and Infrastructure Development Plan Document
 Clerk and Councils Direct
 KALC Agenda for Meeting 12.12.12
 Mr Pratt re proposed Bonfire Night Event

Mr West will talk to Mr Pratt about the proposed Bonfire Night Event.

Received from Chris Banyard via email:-

Sorry I am unable to attend the PCM but could you just pass on that the Heating Oil thefts are still happening so we all need to be vigilant.

I am giving a road safety talk to the school next week and shall be asking the children to take the message home to their parents who drive them to school, to consider the risks to other motorists as well as pedestrians as well as where they park and drop off their children!

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

11. HIGHWAY ISSUES

Councillors will contact The Clerk with any issues they want reported to KHS.

12. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

There was no information for exchange between councillors.

13. RESOLUTION TO CLOSE THE MEETING TO MEMBERS OF THE PUBLIC

As there was nothing new to report, the meeting was not closed to Members of the Public.

There being no further business the meeting closed at 8.00 pm.

Signed

..... Dated 14/12/12

WOODCHURCH PARISH COUNCIL

PLANNING APPLICATION RECORD

2012

NOVEMBER 2012

12/01202/AS Hadlemore Oak Barn, Redbrook Street, Woodchurch, Ashford, Kent TN26 3QT
Retrospective application for new external windows and doors
Parish Council: Support

Decisions Notices received from ABC

12/00974/AS Townland Farm, 80 Front Road, Woodchurch, Ashford, Kent TN26 3SA
Change of land use from Agricultural to Domestic Garden
Borough Council: Permit

12/001008/AS Townland Farm, 80 Front Road, Woodchurch, Ashford, Kent TN26 3SA
Change of use from agricultural to domestic garden (plus associated landscaping)
Borough Council: Permit – Mins Nov 2012

12/01040/AS 3 Cherry Orchard, Woodchurch, Ashford, Kent TN26 3QX
Proposed garage conversion to habitable room with a single storey rear extension.
Proposed render to south elevation wall
Consultation Date: 15.10.12
Borough Council: Permit – Mins Nov 12

12/01047/AS Oakmead Farm, Susans Hill, Woodchurch, Ashford, Kent TN26 3RF
12/01048/AS 1. Conversion of half of Oakmead Barn to annexe and erection of oak framed
garage adjacent to Oakmead Farm house
2. Listed Building for conversion of half of Oakmead Barn to annexe
WITHDRAWN BY CANDIDATE

Appeal against Enforcement Notice

EN/11/00370 – Land to north of 108 Shirkoak Caravan Park, Woodchurch
Please contact ABC for further details
Appeal allowed