



WOODCHURCH PARISH COUNCIL

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MINUTES 82

Minutes of the meeting held in the Memorial Hall Annexe, Woodchurch on Friday 26 April 2013 at 7.00 pm

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

PARISH CLERK: Mrs J Batt

BOROUGH COUNCILLOR:

COUNTY COUNCILLOR:

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

Mr West reported that he had received a letter of resignation from Councillor Colin Steer.

1. APOLOGIES FOR ABSENCE

An Apology for Absence was received from Mrs J Haynes (prior engagement), Mr A Faiers (work commitment), Mr P Spice (prior engagement), PCSO Carr, Borough Councillor Hicks, Borough Councillor Davison and County Councillor Angell.

2. DECLARATIONS OF INTEREST

Declarations of Pecuniary Interest

There were no Declarations of Pecuniary Interest.

Declarations of Significant Interest

There were no Declarations of 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 Davies

The Minutes of the EGM held on 8 March 2013 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



4. **MEETING ADJOURNED FOR PUBLIC PARTICIPATION AND RECONVENED**
The meeting was opened to Members of the Public present from 7.10 – 7.23 pm for questions and comments.

5. **PLANNING**

Please see attached list.

Councillors will look into registering the village a low light area.

6. **VILLAGE MATTERS**

The grass has been cut on The Green and the second set of sleeves for the goal posts have been installed. Mr West will investigate the cost of nets for the goals.

7. **MATTERS ARISING**

We will not be setting up a Direct Debit for the electricity for the toilet block. We will be invoiced when payment is due.

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

Adoption of Internally Audited Accounts and Completion of Annual Return 2013

Councillors were previously circulated with copies of the summary receipts and payments for the year ended 31 March 2013.

The Clerk reported that the internal audit took place on 19 April 2013.

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.

Account Balance:-

Opening Balance	£40849.01
Plus Receipts	42647.76
	83496.77
Less Payments	36557.85
	<u>46938.92</u>

Money Managers a/c	£47187.92
Less u/c cheques	299.00
	46888.92
Plus Community a/c	50.00
	<u>46938.92</u>

Charity Account Balances

Sir Edward Hales Charity - £6591.93

Sir Edward Hales Charity - £403.01

Woodchurch Windmill - £1145.13

Woodchurch Windmill - £3975.99

Earmarked Funds

	O Balance	+/- April	C Balance
Election/Standards Committee	5000.00		5000.00
Contingencies	7040.74		7040.74
Maintenance on War Memorial	1151.02		1151.02
Diamond Jubilee	944.00		944.00
Play Area	2500.00	2178.00	322.00
Village Trees	800.00		800.00
	17435.76	2178.00	15257.76

The following cheques were drawn during the month, with the verbal agreement of Councillors Haynes, West and Woods.

PAYEE	NET £	VAT £	GROSS £	DETAILS
Four Jays	266.00	53.20	319.20	Hire of Portaloo
Companies House	35.00		35.00	Company Registration
Four Jays	50.00	10.00	60.00	Extra weeks hire of Portaloo
	351.00	63.20	414.20	

Accounts to be Paid

PAYEE	NET £	VAT £	GROSS £	DETAILS
Mrs J Batt	497.46			Salary
	28.01		525.47	Expenses
Mr D Fogden	209.50		209.50	Salary
KALC	552.72	110.54	663.26	Subscription
Hampshire Flag Co	73.25	14.65	87.90	2 x Flags
Wicksteed Playscapes	2178.00	435.60	2613.60	Repairs to Play Area
Mr S Vaughan	12800.00		12800.00	Toilet Block Refurbishment
Mr R Woods	44.94	3.60	48.54	Toilet Block Expenses
ABC	219.00		219.00	Building Regs Fee
Mr K Funnell	60.00		60.00	Internal Audit
Broker Network	860.20		860.20	Insurance Premium
D Grabham	240.00		240.00	Green Maintenance
South East Water	12.96		12.96	Opening Account
TOTAL	17776.04	564.39	18340.43	

Resolution: Councillors unanimously agreed to pay the above accounts.

Proposed Mr Woods

Seconded Mrs Davies



Risk Assessment

Nothing to report.

Repairs to Play Equipment

The work has been completed

Repairs to Play Area Surface

The work has been completed

Litter Bin Liners

Nothing to report. To be removed from future agendas.

Tree Survey

Mr West will ask Mr Shaw to arrange a Tree Survey.

Memorial Hall Car Park

A number of untaxed cars have been removed from the car park.

Mr West proposed putting a small sign in the car park warning the public that untaxed cars will be reported to the relevant authorities. The proposal was rejected 3:1 with one abstention.

It was agreed to advertise the fact that untaxed cars will be reported to the relevant authority in the newsletter. Councillors will monitor the situation.

Website

We had 861 visitors with 614 unique visitors. The most popular pages were:-
Doctors surgery 89, Parish Council 63, Scouts and Guides 53, Parish Council Minutes 42

Bank Mandate

Nothing to report to be removed from future agendas.

Report for Parish Magazine

Nothing to report.

Play Area/Community Exercise Equipment –PC and Professional Inspection

Parish Council Inspection

Miss Dewar will continue to inspect the equipment on a weekly basis and the Clerk will report any problems emailed to her to Wicksteed immediately.

Annual Inspection

We received an email from Came & Co informing us that they are no longer recommending Digley Associates Ltd to carry out the Annual Inspection, but that having met with the owners of The Play Inspection Company they would recommend them. In order to ensure that our play equipment is inspected this year Mr West authorised the Clerk to request an inspection by this company as they come recommended by our insurance broker. Councillors were in agreement with this arrangement.

Newsletter

A newsletter will be prepared to coincide with the opening of the Community Hub.

Update of Refurbishment of Public Toilets

The refurbishment of the building is almost complete although the interior still has to be fitted out.

The Board of Directors is in place and all decisions will be taken by the members in future. A job description for the co-ordinator has been prepared.

The date for the handover from the Parish Council to the Company has been set for 1 July.

Insurance

The insurance renewal has been received. It was emailed to councillors during the month and Councillors unanimously agreed the premium.

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, tourist signs, dog bins and other sundries as listed in Fixed Asset Register.

The Clerk will contact Southern Water to ask them to confirm that they are responsible for the stench pipe.

9. CORRESPONDENCE/EMAIL CORRESPONDENCE

AON

KALC Minutes of Meeting held 20.03.13

ABC Chairman's Report for the Parish Forum held 06.02.13

ABC Grant Agreement and TR1 for Transfer of Toilets

ABC Official Copy of the Lane Register showing WPC as registered proprietor of the toilets

Easyspace

KCC Public Rights of Way Vegetation Clearance contracts

KALC

10. HIGHWAY ISSUES

The edges of Susans Hill need repairing.

Potholes on the Hamstreet Road.

11. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

There being no further business the meeting closed at 8.30 pm.

Signed

..... Dated 17/5/13

WOODCHURCH PARISH COUNCIL PLANNING APPLICATION RECORD

2013

APRIL 2013

13/00227/AS Appleberry Farm, Redbrook Street, Woodchurch, Ashford, Kent TN26 3QS
Conversion of existing garage, store to letting accommodation for tourist only use
Parish Council: Support

13/00273/AS 10 Brattle, Woodchurch, Ashford, TN26 3SW
Two storey extension to rear. Enlarging kitchen at ground and forming en-suite bedroom to first floor
Parish Council: Support

13/00292/AS Court Lodge Farm, Front Road, Woodchurch, Ashford, TN26 3SD
LBC Repairs and reinforcement to timber framing to first floor front wall. Reinforcement of first floor joist end. Provision of tie straps to both ends of two tie beams. Replacement of two studs between bressumer and tie beam. Reinstatement of finishes to match existing. The initial opening up work has already been undertaken to assess extent of defects, ie removal of plaster where badly cracked and water damaged log.
Parish Council: Support

13/00412/AS 49 Lower Road, Woodchurch Ashford, Kent TN26 3SG
Proposed conservatory to rear
Parish Council: Support

Decision Notices received from ABC

12/01418/AS 101 Lower Road, Woodchurch, Ashford, Kent, TN26 3SG
Erection of a two storey rear extension to replace existing, alterations and addition of a pitched roof to existing two storey projection
Borough Council: Permit

13/00002/AS 2 Stonebridge Cottages, Front Road, Woodchurch, Ashford, TN26 3SL
Single storey rear extension
Borough Council: Permit

13/00213/AS 28 Front Road, Woodchurch, Ashford, Kent TN26 3QE
Removal of two tilting brick columns and load-bearing concrete lintel located in cellar and replace with single span steel RSJ
Borough Council: Grant Consent

13/00241/AS Townland Farm, 80 Front Road, Woodchurch, Ashford, Kent TN26 3SA
Erection of oak frame storage barn
Borough Council: Permit