



WOODCHURCH PARISH COUNCIL

www.woodchurch-pc.gov.uk

Page 165

MINUTES 83

Minutes of the Annual Parish Council Meeting held in the Memorial Hall Annexe, Woodchurch, on Friday 17 May 2013 at 7.00 pm

PRESENT: Mr J West (Chair), Mrs G Davies, Mrs J Haynes,
Mr A Faiers, Mr P Spice and Mr R Woods

PARISH CLERK: Mrs J Batt

BOROUGH COUNCILLORS: Mrs A Hicks

COUNTY COUNCILLOR: Mr M Angell

MEMBERS OF THE PUBLIC: There were 5 Members of the Public present.

1. ELECTION OF CHAIRMAN

Mr Spice proposed Mr West for the position of Chairman, seconded by Mr Faiers. 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 Miss Dewar and Mrs Penn (prior engagements).

3. DECLARATIONS OF INTEREST

Declarations of Pecuniary Interest

There were no Declarations of Pecuniary Interest.

Declarations of Other Significant Interest

There were no Declarations of Other 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.

4. ELECTION OF VICE CHAIRMAN

No one was prepared to stand for the position of Vice Chairman.

If Mr West is unable to attend a meeting a Chairman will be elected at the start of that meeting.

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

Planning Committee Mrs J Haynes – Chair, Miss R Dewar, Mrs Davies, Mr P Spice, 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 Parish Council Paperwork – 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

Annual Review of Insurance Arrangements – On receipt of renewal – Mr Woods

Weekly Play Area Safety Check – Miss Dewar

Annual Play Area Inspection – The Play Inspection Company

Website – Miss Dewar

Report for Parish Magazine – Mrs Penn

Charity Administration – Mrs Davies

Parish Council Post – Delivered to Mr West one week prior to meeting

Parish Council Emails – Forwarded to all councillors with email

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 Spice Seconded Mrs Davies

8. **MEETING ADJOURNED FOR PUBLIC PARTICIPATION AND RECONVENED**

The meeting was opened to Members of the Public from 7.13 – 7.24 for questions and comments.

9. **PLANNING**

No applications received this month.

10. **VILLAGE MATTERS**

It was agreed not to purchase nets for the goal posts at the moment as councillors were concerned that they would go missing or be vandalised.

The sleeves for both sets of goal posts are now in place.



11. MATTERS ARISING FROM THE PREVIOUS MINUTES

The Clerk contacted various organisations, but no one was aware of a Low Light Register.

Mr Lay has organised the Tree Survey.

12. CORRESPONDENCE

Clerk and Councils Direct
Tenterden and District Guide
KALC Agenda for meeting to be held 22.05.13
Portman
Southern Water
HMRC

EMAIL CORRESPONDENCE

Southern Water confirming that they are responsible for the Stench Pipe received as follows:-

Our Ref: CSMS 3222115 Date: 09 May 2013

Thank you for your e-mail received on 26/04/2013, about the vent situated near Woodchurch Primary School. Our records indicate that this is the property of Southern Water. The vent was repaired on 19 December 2012.

Emails

Sensitive emails should be printed off by the Clerk. Councillors should inform the Clerk if they wish a particular email to be printed. Councillors agreed that emails should be deleted after 6 months.

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.

13. ACCOUNTS AND OTHER GENERAL COUNCIL BUSINESS

Earmarked Funds

	O Balance	+/- May	C Balance
Election/Standards Committee	5000.00		5000.00
Contingencies	7040.74	2500.00	9540.74
Maintenance on War Memorial	1151.02		1151.02
Diamond Jubilee	944.00		944.00
Play Area	322.00	1000.00	1322.00
Village Trees	800.00	300.00	1100.00
	15257.76	3800.00	19057.76

Accounts to be Paid

PAYEE	NET £	VAT £	GROSS £	DETAILS
Mrs J Batt	502.26			Salary
	44.25	2.80	549.31	Expenses
Mr D Fogden	209.50		209.50	Salary
Carpet Right	188.31	37.66	225.97	Carpet for C Hub
Mr R Woods	104.40		104.40	Carpet for C Hub
Paul Simon (London) Ltd	24.98	4.99	29.97	Blinds for C Hub
Complete Hygiene	89.70		89.70	Cleaning Mats C Hub
Southern Carpenters	720.76		720.76	Extra expenses C Hub
Broker Network	32.97		32.97	Toilets April - June
D Grabham	270.00		270.00	
TOTAL	2187.13	45.45	2232.58	

Mrs Haynes took the cheque made payable to Mr Woods and will countersign it once the carpet has been laid and Mr Woods has paid the fitter.

Proposed Mr Spice

Seconded Mr Faiers

Resolution: Councillors unanimously resolved to pass the above for payment

Insurance

Nothing to report.

Website

Miss Dewar was unable to attend the meeting.

Report for Parish Magazine

Mrs Penn was unable to attend the meeting. The Clerk will forward the minutes to her.

Newsletter

The next edition will be published in June.

Play Area

Miss Dewar emailed the Clerk during the month and suggested that the Parish council should arrange a quarterly inspection of the Play and Community Exercise Equipment. The Clerk reported that she had contacted Came & Co who informed her that a weekly inspection by the Parish Council along with an annual professional inspection was adequate for insurance purposes.

Update of Refurbishment of Public Toilets

Mr Woods informed those present that the project was on target to be completed early and under budget.

Miss Dewar and Mr Woods are currently discussing the communication strategy to be used between now and the opening.

Storage of Parish Council Documents

Councillors confirmed that they are satisfied that the documents are securely stored in the filing cabinet in the Memorial Hall

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

The drain on the corner of Front Road and The Green needs clearing. 71314

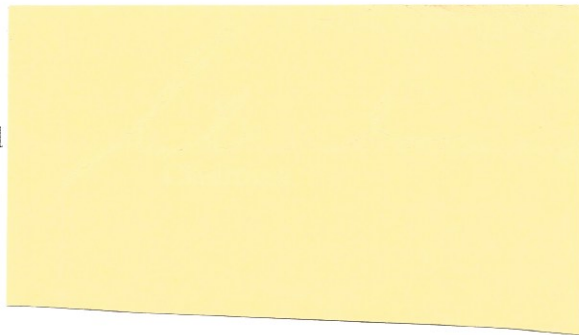
Two large potholes outside 28 Lower Road. 71316

15. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

Mr West informed councillors that Councillor Angell had arranged for the drain outside of Woodchurch House to be investigated and KCC Highways were intending to bring a root cutter to remove the roots in the next 28 days. If this is not successful then they will install a new drain.

There being no further business the meeting closed at 7.58 pm.

Signed



..... Dated

28/6/13

WOODCHURCH PARISH COUNCIL

PLANNING APPLICATION RECORD

2013

MAY 2013

Decision Notices received from ABC

- 13/00263/AS 1 Cherry Orchard, Woodchurch, Ashford, Kent TN26 3QX
Provision of external cladding (tile hanging) to the upper elevations
Borough Council: Permit
- 13/00227/AS Appleberry Farm, Redbrook Street, Woodchurch, Ashford, Kent TN26 3QS
Conversion of existing garage, store to letting accommodation for tourist only use
Borough Council: Permit
- 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
Borough Council: Permit
- 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.
Borough Council: Grant Consent
- 13/00412/AS 49 Lower Road, Woodchurch Ashford, Kent TN26 3SG
Proposed conservatory to rear
Borough Council: Permit