



WOODCHURCH PARISH COUNCIL

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Page 183

MINUTES 87

Minutes of the meeting held in the Memorial Hall Annexe, Woodchurch on Friday 27 September 2013 at 7.00 pm

PRESENT: Mr J West (chair), Mrs G Davies, Miss R Dewar, Mrs J Haynes,
Mr A Faiers, Mr A Hukins, Mr P Spice and Mr R Woods
PCSO Gary Carr

PARISH CLERK: Mrs J Batt

BOROUGH COUNCILLOR: Mrs A Hicks and Mr P Davison

COUNTY COUNCILLOR:

MEMBERS OF THE PUBLIC: There were 10 Members of the Public present for part of the meeting.

1. APOLOGIES FOR ABSENCE

An Apology for Absence was received from Mrs D Penn (Prior engagement) and Mr C Banyard, Community Warden.

2. DECLARATIONS OF INTEREST

Declarations of Pecuniary Interest

There were no Declarations of Pecuniary Interest.

Declarations of Significant Interest

Mr Woods declared a Significant Interest in any matter concerning Woodchurch Community Information Exchange.

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 Mrs Haynes Seconded Mrs Penn

4. MEETING ADJOURNED FOR PUBLIC PARTICIPATION AND RECONVENED

The meeting was opened to Members of the Public present from 7.10 – 7.46 pm for questions and comments.

**5. PLANNING**

Please see attached list.

The Parish Council is investigating the possibility of increasing the number of local needs houses in the village. The preferred site, adjacent to Woodchurch Museum on Susans Hill, has been identified. A drop in session will be held with English Rural and Action with Communities in Rural Kent early in the New Year.

The Clerk was asked to contact Carol Ridings, Fast Track Manager, Planning and Development Unit, Ashford Borough Council and inform her that Woodchurch Parish Council would like to be invited to attend any informal meetings or discussions that take place regarding significant developments within the parish.

6. VILLAGE MATTERS**Stony Lane**

Work to the trees in Stony Lane is almost complete and has taken 2 days. Mr West reported that there was one more Ash tree in need of attention and asked councillors to go and look at it before the next meeting, so that a decision can be made as to whether we instruct a tree surgeon to undertake the necessary work, which should take approximately one day.

The Clerk was asked to contact Shepherd Neame and ask them to arrange a site visit with Mr West so that he can discuss the work that needs doing on the fence and hedge that borders The Six Bells Public House.

Bus Shelter outside of Doctors Surgery

Mr Hukins was asked to investigate the possibility of installing a bus shelter opposite the Surgery and report back at the next meeting.

7. MATTERS ARISING

There were no Matters Arising from the Minutes.

8. ACCOUNTS AND OTHER GENERAL COUNCIL BUSINESS**Charity Account Balances**

Sir Edward Hales Charity - £7816.70

Sir Edward Hales Charity - £303.01

Woodchurch Windmill - £1045.13

Woodchurch Windmill - £4174.23


Earmarked Funds

	Balance		
Election/Standards Committee	5000.00		5000.00
Contingencies	9540.74	-500.00	9040.74
Maintenance on War Memorial	1151.02		1151.02
Diamond Jubilee	NIL		NIL
Play Area	1322.00		1322.00
Village Trees	1300.00	+500.00 -1200.00	600.00
	18313.76	-1200.00	17113.76

Resolution: Councillors unanimously agreed to transfer £500 from contingencies to Village Trees in order to pay for any extra work required.

Proposed Mr Faiers

Seconded Mr Hukins

Accounts to be Paid

PAYEE	NET £	VAT £	GROSS £	DETAILS
Mrs J Batt	499.86 24.70		524.56	Salary Expenses
Mr D Fogden	209.50 13.49		222.99	Salary Gloves and Cleaning Materials
The Post Office	55.80		55.80	Income Tax
The Play Inspection Co	59.95	11.99	71.94	Annual Inspection
PKF Littlejohn	200.00	40.00	240.00	Audit
Smith of Derby	186.00	37.20	223.20	Clock Maintenance
D Grabham	320.00		320.00	Green Maintenance
P Shaw	1100.00		1100.00	Tree Surgery
TOTAL	2669.30	89.19	2758.49	

We have not yet received the invoice from P Shaw, but the work has been completed and councillors agreed to draw the cheque, which Mr West will give to Mr Shaw on receipt of the invoice.

Resolution: Councillors unanimously agreed to pay the above accounts.

Proposed Mrs Haynes

Seconded Mr Spice

Adoption of Externally Audited Accounts

The Clerk reported that she received the audited Annual Return back from PKF Littlejohn after the publication of the agenda. There were no Matters Arising and councillors unanimously agreed to adopt the externally audited accounts.

Proposed Miss Dewar

Seconded Mr Woods

**Annual Play Area Inspection Report**

Woodchurch Parish Council
Playground Inspection Report
Summary of work required
September 2013

The Play Inspection Company inspected the playground equipment on 16 July 2013.

Items from the inspection report marked with action points are included in the list below.

1. Vegetation overhanging one bench – **cut back.**
2. Provide signs with emergency contact details – **decided at PC meeting on 27 September not to do this.**
3. Wet pour surfaces – gaps opening between the surfacing and the edging surround or between the joints in the surface - **monitor for any further deterioration and repair as required.**
4. Wet pour surfaces - trip hazards at the edges of the impact absorbing surface - reinstate surrounding surface levels to remove the trip points.
5. The wet pour surface is crumbling - **monitor for any further deterioration and repair as required**
6. Swings – older children - seats are perishing - **monitor for any further deterioration and replace as required.**
7. Swings – older children - bushes are worn or missing - **replace worn or missing bushes**
8. Swings – younger children - chain openings are in excess of the 8.6mm recommended by BS EN 1176 - **monitor use and replace with compliant chains during next maintenance cycle.**
9. Swings – younger children - one of the seat frames is damaged - **replace the seat**
10. Swings – younger children - some chain wear - **monitor for any further deterioration and replace when 40% worn.**
11. Spring Motorbike - handgrips/footrests rotate and may cause an unexpected movement for the user – **secure to prevent rotation.**
12. Spring Motorbike - base plate bolts form a hard object within the falling space of the equipment in contravention of the requirements of BS EN 1176 Part 1 - **Cover over the bolts**
13. Spring See-Saw - handgrips/footrests rotate and may cause an unexpected movement for the user – **secure to prevent rotation.**
14. Adult exercise community equipment – **area around the sign has eroded creating a trip point – reinstate.**
15. From Village Risk Assessment not PIC assessment – Sign has suffered water damage

Risk Assessment

Mr Faiers and Mrs Haynes completed this and reported the following:-

Round bin at entrance to church beside butchers needs fixing at ground level into concrete
School hedge needs cutting on Susan's Hill.
Engine Alley bin needs fixing to the ground.
Both village notice boards need repairs.


Tree Survey

We are waiting for a decision from Mrs Cross regarding the tree on The Green.

Website

Last months stats were as follows:-

766 visitors, 1082 visits

Most popular pages were the Doctor, Minutes and Bus timetable although the Scouts Calendar and Memorial Hall also received a large number of visits.

Number of subscribers to newsletter: 104

Newsletter

Mr Woods is in the process of preparing the next edition.

Report for Parish Magazine

The Clerk will forward the minutes to Mrs Penn.

Insurance

The Clerk has asked about the possibility of moving our renewal date to 1 April to run concurrent with the financial year.

Review of Parish Council Paperwork and Finances

Mr Woods and Mrs Haynes reported that all is in order.

Request for Grant from Memorial Hall Committee

Councillors asked the Memorial Hall Committee for a business plan, to enable them to make an informed decision on this request.

9. H. CORRESPONDENCE/EMAIL CORRESPONDENCE

Clerk and Councils Direct

Victim Support

Sovereign Plan

ABC Agenda and Minutes of Parish Forum held 24 July 2013

KALC Minutes of meeting held 03.07.13 and agenda for the meeting to be held 02.10.13

APEK

ABC Housing News

KALC Good Councillors Guide

Mr and Mrs A Tipples

EMAIL CORRESPONDENCE

Police Report received from PCSO Gary Carr.

As of the time of writing, there has been no reported crime or ASB in the ward this month.

There has been several reports of farm animals loose on the roads and with all the agricultural machinery using rural roads during the harvest please be mindful of your speed.

KCC warden Chris Banyard and I have attended the coffee afternoon at the scout hut and spoke to locals about any local issues. Kent Police have also patrolled outside Woodchurch Primary

School after issues with parking. I would remind parents dropping off and picking up their children to respect the zig zag lines outside the school and also where they park which can obstruct nearby roads. Kent Police and Ashford Council traffic wardens will be monitoring the situation. There have been several cars broken into or stolen in the rural wards and I would ask owners to make sure that their cars are locked and any valuables removed from view when not being used.

PCSO Carr updated his report by informing councillors that there had been a theft from A local property and items were stolen from a car that was left in a ditch overnight following an accident.

10. HIGHWAY ISSUES

KHS has installed a grit bin on the triangle at the junction of The Green and Lower Road. Councillors would prefer it to be sited on the verge on Lower Road and will see if it can be moved.

Councillors unanimously agreed not to request a bag of salt from KHS.

11. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

The official opening of the Woodchurch Community Information Exchange is to take place on 28 September at noon.

Mr West reported that there will be Carol Singing on The Green with the Church, the school and local residents. The music will be provided by Cranbrook Brass Band. The event will be a fund raising event for the Salvation Army's Christmas Appeal.

There being no further business the meeting closed at 8.30 pm

Signed

..... Dated 28/10/12

WOODCHURCH PARISH COUNCIL

PLANNING APPLICATION RECORD

2013

SEPTEMBER 2013

13/00911/AS Oakhurst Barn, Brook Street, Woodchurch, Ashford, Kent TN26 3SX
Addition of four pairs of standard wooden doors to the existing car port
Parish Council: Support

Councillors agreed to discuss this application, even though it was not listed on the agenda as it was not considered to be contentious.

13/01048/AS Stonebridge farmhouse, Brook Street, Woodchurch, Ashford, Kent TN26 3SN
1. Erection of conservatory to side
2. Listed Building for same, removal of bay window and installation of French doors
Parish Council: Support