

# WOODCHURCH PARISH COUNCIL

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## MINUTES 88

### Minutes of the meeting held in the Memorial Hall Annexe, Woodchurch on Friday 25 October 2013 at 7.00 pm

**PRESENT:** Mr J West (chair), Mrs G Davies, Miss R Dewar, Mrs J Haynes,  
Mrs D Penn, Mr A Faiers, Mr A Hukins, Mr P Spice and Mr R Woods

**PARISH CLERK:** Mrs J Batt

**BOROUGH COUNCILLOR:** Mrs A Hicks and Mr P Davison

**COUNTY COUNCILLOR:**

**MEMBERS OF THE PUBLIC:** There were 9 Members of the Public present for part of the meeting.

1. **APOLOGIES FOR ABSENCE**

An Apology for Absence was received from PCSO Gary Carr.

2. **DECLARATIONS OF INTEREST**

**Declarations of Pecuniary Interest**

There were no Declarations of Pecuniary Interest.

**Declarations of Significant Interest**

Mrs Haynes and Mr Spice declared a Significant Interest in the request by the Memorial Hall Committee for a grant to enable them to proceed with the erection of a building to serve tennis club.

Miss Dewar declared an interest in application no 13/01053/AS as she is a neighbour.

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 Mr Faiers      Seconded Mr Woods

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

The meeting was opened to Members of the Public present from 7.03 – 7.17 pm for questions and comments.

**5. PLANNING**

Please see attached list.

**6. VILLAGE MATTERS****Stony Lane**

It was agreed to defer the decision on whether to proceed with the work to the Ash Tree to the next meeting.

**Bus Shelter outside of Doctors Surgery**

Mr Hukins is consulting with the various agencies regarding this. We should, hopefully, be able to apply for a grant for 50%, up to £2000, towards the cost of a shelter from KCC.

**7. MATTERS ARISING**

The Carol Singing will take place on The Green on Thursday 12 December at 7.30 pm.

**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 - £4280.68

**Earmarked Funds**

	<b>Balance</b>
	<b>25.09.13</b>
Election/Standards Committee	5000.00
Contingencies	9040.74
Maintenance on War Memorial	1151.02
Diamond Jubilee	NIL
Play Area	1322.00
Village Trees	600.00
	<b>17113.76</b>

**Bank Reconciliation**

<b>Account Balance</b>		<b>Balance at Bank</b>	
Opening Balance	46938.92	Money Manager Account	55337.11
Plus Receipts	47507.93	Less uncleared cheques	3541.14
	94446.85		51795.97
Less Payments	42600.88	Plus Community Account	50.00
	<b>51845.97</b>		<b>51845.97</b>

**Accounts to be Paid**

PAYEE	NET £	VAT £	GROSS £	DETAILS
Mrs J Batt	499.86 30.09 36.00	7.20	573.15	Salary Expenses Refuse Sacks
Mr D Fogden	209.50		209.50	Salary
<b>TOTAL</b>	<b>775.45</b>	<b>7.20</b>	<b>782.65</b>	

**Internal Auditor's Half Yearly Report**

The Clerk reported that the Auditor undertook the Half Yearly Audit on 15 October and was satisfied that everything was in order, although he asked councillors to look at the value of the play equipment and the insurance of the fixtures and fittings in the public toilet as detailed under insurance below.

**Annual Play Area Inspection Report**

**Resolution:** Councillors unanimously agreed to order a cradle swing seat from Wicksteed at a cost of £113 + VAT + carriage.

**Village Risk Assessment**

Nothing to report.

**Tree Survey**

We have received permission to undertake the work to the Pine tree on The Green.

**Website**

**Resolution:** It was unanimously agreed to transfer all the community information to the WCIE website. The Parish Council website will hold agendas, minutes and all other documentation relating to the Parish Council. Links from the Parish Council site to the WCIE site and vice versa will be clearly shown.

**Report for Parish Magazine**

The Clerk will forward the minutes to Mrs Penn.

**Insurance**

Following a discussion with the Internal Auditor it was agreed to leave the insurance renewal date at 1 June.

The Play Inspection Co included a list of the values of the various items of equipment owned by the Parish Council. The values differ from those currently being used. Councillors will review the arrangements once we receive the Wicksteed catalogue.

The Internal Auditor ask for clarification as to whether the Parish Council or the WCIE insure the fixtures and fittings in the public toilet. Mr Woods will confirm with the Clerk and if necessary these will be added to the Parish Council's policy.



**Completion of KCC Survey**

Deferred until next meeting.

**Request for Grant from Memorial Hall Committee**

This item was omitted from the agenda in error but councillors agreed to discuss it.

**Resolution:** Following discussion, councillors unanimously agreed that it was not in the best interest of the parish for the Parish Council to apply for a loan to enable it to give a grant to the Memorial Hall Committee to help towards the cost of the erection of a building to Serve tennis club.

**Removal of Filing Cabinets from Museum and Disposal of Contents**

Mr Spice was given permission during the month to break into the filing cabinets and take the contents to Mrs Haynes garage. The Clerk will meet with Mrs Haynes and Mr Spice to deal with the contents.

**Preparation of Budget and Setting of Precept**

Deferred until November. Councillors were asked to give some thought to items to be included.

**a.H. CORRESPONDENCE/EMAIL CORRESPONDENCE**

KALC Minutes of meeting held 02.10.13

HSBC

English Rural

Envirocology Ltd

ABC Ashford Borough Site Submissions 2013

KALC Notice of 66<sup>th</sup> AGM to be held 23 November 2013

Wicksteed Playscapes

Ashford Astronomy Society

Councillors asked the Clerk to write a letter of support to the Ashford Astronomy Society.

**EMAIL CORRESPONDENCE**

**Received from PCSO Carr**

As of the time of writing, there has been no reported crime or ASB in the ward this month. Several reports have been made to the police in the area regarding charity workers asking residents to set up direct debit accounts for charitable contributions. These persons were identified as being authorised charity workers however I would ask residents to always ask for ID when callers attend their homes.

I have handed out posters in the village regarding a recent scam telephone call system in operation and also posters giving tip's to prevent oil thefts from homes. Information about this and other police matters can be found at the Woodchurch Information Centre.

Mrs Catlin re proposed mirror at the entrance to Shirkoak Park.

**10. HIGHWAY ISSUES**

The grit bin has been moved to the other side of the road as requested last month.

The Clerk will contact KHS and try to arrange for them to meet with Mrs Catlin regarding the installation of a mirror at the entrance to Shirkoak.

**13. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS**

The Clerk will ask Mr Simon Cole whether he would be able to attend the meeting on 13 December 2013.

There being no further business the meeting closed at 8.55 pm

Signed



..... Dated 22/11/13 .....

# WOODCHURCH PARISH COUNCIL

## PLANNING APPLICATION RECORD

### 2013

#### OCTOBER 2013

- 13/01052/AS Shamwari, Redbrook Street, Woodchurch, Ashford, Kent, TN26 3QS  
Proposed ground floor rear extension, first floor side extensions, proposed detached carport/garage and outbuilding  
**Parish Council: Support**
- 13/00925/AS All Saints Church, Front Road, Woodchurch, Ashford, TN26 3QJ  
Demolition and rebuilding of an unsafe section of churchyard wall and gate  
**Parish Council: Support**
- 13/01053/AS Court Lodge Farm, Front Road, Woodchurch, Ashford, TN26 3SD  
Insertion of oak support posts and beam to amended kitchen area as directed by structural engineer and replacement of kitchen and family room floor (retrospective). Proposed replacement of window to porch with double glazed window. Installation of plasterboard lining to internal walls to kitchen and replacement of lath and plaster ceiling in kitchen with plasterboard. Enlargement of opening between kitchen and family room and insertion of folding doors.  
**Parish Council: Support**
- 13/01089/AS Pillreed Wood, Plurenden Road, high Halden, Ashford, Kent TN26 3JN  
Formation of an access drive and the erection of stables  
**Parish Council: Support 8:1**
- 13/01132/AS 28 Front Road, Woodchurch, Ashford, TN26 3QE  
Replacement of dormer windows, double-glazed to the rear and single-glazed to the front. Relocation of stud wall in second floor attic room to enlarge bathroom and internal insulation of roof space.  
**Parish Council: Support**

**Decision Notices received from ABC**

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  
**Borough Council Permit**

12/00963 Court Lodge Farm, Front Road, Woodchurch, Ashford, TN26 3SD  
Application for a non material amendment to application 12/00963/AS (Enlargement of existing east elevation extension. Enlargement of kitchen and alteration of ground floor plan) being the replacement of existing window to left of front entrance door on existing porch, new floor to kitchen/family room, new part ceiling to kitchen, new oak posts and beam to provide extra support to floor above and wall studding to external walls in kitchen  
**Amended plans Approved**