

WOODCHURCH PARISH COUNCIL

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MINUTES 95

Minutes of the Annual Parish Council Meeting held in the Memorial Hall Annexe, Woodchurch, on Friday 23 May 2014 at 7.00 pm

PRESENT: Mr R Woods, (Chair), Mrs G Davies, Mrs J Haynes, Mrs D Penn
Mr A Faiers, Mr A Hukins

PARISH CLERK: Mrs J Batt

BOROUGH COUNCILLORS:

COUNTY COUNCILLOR:

MEMBERS OF THE PUBLIC: There were 21 Members of the Public present for part of the meeting.

Mr West was unable to attend the meeting, so Mr Faiers proposed Mr Woods to take the chair, seconded by Mrs Haynes. Unanimous

1. ELECTION OF CHAIRMAN

Mr Hukins proposed Mr West for the position of Chairman, seconded by Mrs Davies There were no other nominations. Mr West had already indicated to Mr Woods that he was prepared to accepted the position of Chairman.

Councillors agreed that Mr West should sign signed his Declaration of Acceptance of Office on his return.

2. APOLOGIES FOR ABSENCE

An Apology for Absence was received from Miss Dewar, Mr Spice and Mr West (prior engagements), Borough Councillors Mrs Hicks and Mr Davison and County Councillor Angell.

3. DECLARATIONS OF INTEREST Declarations of Pecuniary Interest

There were no Declarations of Pecuniary Interest.

Declarations of Other Significant Interest

Mrs Haynes declared an interest in any matters associated with the proposed development in Front Road.

Mrs Davies declared an interest in item 10 on the list of site submissions – Land at Susans Hill and Planning Application No 14/00453/AS as she is a friend of the applicant.



Mr Faiers declared an interest in Planning Application No 14/00453/AS as he is a friend of the applicant.

Mr Woods declared an interest in Planning Application No 14/00453/AS as he is a near 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.

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 Mrs Haynes 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 Woods should sign them as a true record of the meeting.

Proposed Mrs Haynes Seconded Mr Faiers

8. **MEETING ADJOURNED FOR PUBLIC PARTICIPATION AND RECONVENED**
The meeting was opened to Members of the Public from 8.00 – 8.15 pm.

9. **PLANNING**

Please see attached list.

It was agreed to hold an Extraordinary Parish Council meeting to discuss application no 14/00453/AS.

Retention and Storage of Planning Applications

Councillors agreed only paperwork relating to contentious planning applications should be retained and kept in the filing cabinet.

10. **VILLAGE MATTERS**

Parish Response to Site Submissions to be forwarded to ABC by the Parish Council

The Parish Council's draft response will be posted on the Parish Council website with a summary of the individual responses on or near Tuesday 27th May 2014 .

Parishioners that subscribe to the Parish newsletter and the Woodchurch Community Information Centre to be notified of the posting by e-mail and/or social media. This will give parishioners an opportunity to make any further comments by 30 May 2014, the date upon which the final version will be presented to Ashford Borough Council.

Parishioners felt the final response should include reference to the creation of a future Village Plan which was agreed.

Councillors thanked Miss Dewar for compiling the list of responses and Mr West and Mr Woods for formulating the Parish Council's response.

11. **MATTERS ARISING FROM THE PREVIOUS MINUTES**

There were no matters arising from the previous minutes.

12. **CORRESPONDENCE**

KALC Agenda for 21.05.14
Voluntary Action Maidstone
ABC Notes of the Parish Forum held 23.04.14
Wildlife Heritage Foundation

EMAIL CORRESPONDENCE

Emails

Councillors did not bring any emails to the attention of the meeting.

Retention and Storage of Post and Emails

Any post that is specific to Woodchurch is kept, but other post is recycled.
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**

	Balance 28.04.14	+/- May	Balance 23.05.14
Election/Standards Committee	5000.00		5000.00
Contingencies	9040.74		9040.74
Maintenance on War Memorial	788.02		788.02
Play Area	2249.39		2249.39
Village Trees	1100.00	-790.00	310.00
	18178.15	-790.00	17388.15

Accounts to be Paid

Councillors unanimously agreed to purchase a wheelie bin during the month as we were experiencing problems with animals tearing the bags left on the side of the road by the litter picker for collection by the refuse collectors.

British Bins £170.45 + £34.09 VAT.

PAYEE	NET £	VAT £	GROSS £	DETAILS
Mrs J Batt	505.48			Salary
	51.10		556.58	Expenses
Mr K Funnell	70.00		70.00	Internal Audit
Broker Network	886.01		886.01	Insurance Premium
Dewar Green	48.00	9.60	57.60	Domain Name Renewal
D Grabham	310.00		310.00	Green Maintenance
Mr J West	15.00		15.00	Printing notices for exhibition
Mr P Shaw	790.00		790.00	Tree Surgery – Village Green
WCIE	3000.00		3000.00	PC Contribution

Proposed Mrs Davies

Seconded Mr Faiers

Resolution: Councillors unanimously resolved to pass the above for payment

Adoption of Internally Audited Accounts and Completion of Annual Return

Councillors were previously circulated with copies of the summary receipts and payments for the year ended 31 March 2014.

The Clerk reported that the internal audit took place on 24 April 2014.

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 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.

Review of Statement of Internal Control

Councillors were satisfied that all was in order with this.

Resolution: Councillors unanimously agreed to the following amendment to Financial Regulation 11:-

For the purchase of minor contracts or goods or services exceeding £4000, 3 tenders/quotes/estimates shall be requested

For the purchase of minor contracts or goods or services exceeding £3000, 2 tenders/quotes/estimates shall be requested

For the purchase of minor contracts or goods or services less than £3000, 1 tenders/quotes/estimates shall be requested

Proposed Woods Seconded Mrs Haynes

Review of Standing Orders

No amendments considered necessary.

Storage of Parish Council Documents

Councillors are satisfied that all documents under 30 years old are secure in the filing cabinets in the Memorial Hall

Arrangements for dealing with Post and Emails

The post is delivered to Councillor Haynes one week before the meeting. Councillors should contact her if they wish to look at planning applications prior to the meeting.

Insurance

We have a 3 year Long Term Agreement with Came & Co. Councillors agreed to the renewal for 2014/2015.

Councillors agreed to add the new bus shelter to the policy with a value of £3500.00.

Risk Assessment

The seat at the back of 4a The Green needs repairing.

The Clerk will email PCSO Carr regarding the bus that is parked on the junction of Front Road and Kirkwood Avenue, as it is a safety hazard for motorists exiting Kirkwood Avenue.

Website

Miss Dewar was unable to attend the meeting.

Report for Parish Magazine

Mrs Penn will send the report to the Parish Magazine.

Newsletter

Nothing to report. To be removed from future agendas.

Play Area

There is a crack on the leg press. The Clerk will contact Wicksteed and ask them to come and look at it.

Mr Faiers will arrange to fit the swing seat.

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

The verge outside of 4a The Green is very deep. 107377

The manhole behind 19a Front Road needs repairing. 107382

15. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

There being no further business the meeting closed at 8.59 pm.

Signed ...



..... Dated 27/6/14

WOODCHURCH PARISH COUNCIL

PLANNING APPLICATION RECORD

2014

14/00396/AS

Plurenden Manor Farm, Plurenden Road, High Halden, Ashford, Kent,
TN26 3JW

Erection of an agricultural building to store straw

Parish Council: Support