

# WOODCHURCH PARISH COUNCIL

## A G E N D A

### FOR THE ANNUAL PARISH COUNCIL MEETING TO BE HELD ON THURSDAY 25 JUNE 2020 VIA ZOOM AT 7.00 PM

Anyone wishing to be invited to attend the meeting via Zoom should contact Councillor Silcock  
email: [claresilcock19@gmail.com](mailto:claresilcock19@gmail.com)

1. **ELECTION OF CHAIRMAN – Chairman to sign Declaration of Acceptance of Office**
2. **RESOLUTION TO ALLOW COUNCILLOR SILCOCK TO FACILITATE THE MEETING**
3. **APOLOGIES FOR ABSENCE**
4. **APPROVAL OF REASONS FOR ABSENCE**
5. **DECLARATIONS OF INTEREST**

A member who declares a Declaration of Pecuniary Interest in relation to any item on the agenda will need to leave the meeting for the whole of that item and will not be able to speak or take part, unless a relevant Dispensation has been granted.)

(A member who declares an Other Significant Interest will be able to speak on the item, but will be required to leave the meeting for the vote).

- i) To note the granting of any Requests for Dispensations and the decision
  - ii) Updating of Declarations of Interest
6. **ELECTION OF VICE CHAIRMAN**
7. **CONFIRMATION OF ELECTION OF OFFICERS TO COMMITTEES AND OUTSIDE BODIES FOR THE CONTINUING TERM OF THE COUNCIL**
  - Village Green
  - Woodchurch HUB
  - Sports Pavilion
  - Youth Matters
  - Police Liaison
  - KALC
  - Memorial Hall Committee
  - Parish Forum
  - Highways and Footpaths
  - Finance and Policy
  - Disciplinary and Grievance Committee
  - Appeals Committee
  - Councillors to serve on reciprocal Complaints Committee for Shadoxhurst Parish Council if required
  - Advisory Committee to oversee Housing and Development within Woodchurch
  - School Governor
  - All Saints Church
  - Any other Committees requested by Councillors
8. **CONFIRMATION OF DELEGATION OF RESPONSIBILITIES FOR THE CONTINUING TERM OF THE COUNCIL**
  - Annual Review of all Parish Council Paperwork - August
  - Six Monthly Review of Fixed Assets – September and March
  - Six Monthly Risk and Financial Risk Assessment – August and March

Internal Parish Council Audit  
Parish Council Finances  
Annual Review of Insurance Arrangements – On Receipt of Policy  
Weekly Play Area Safety and CEE Check  
Annual Inspection of Play Equipment and CEE  
Councillors Responsible for Website and Publicity  
Councillors Responsible for assisting with Transparency and Data Protection  
Councillors Responsible for accuracy of Council Policies  
Councillor with Responsibility for Post and Emails  
Councillor with Responsibility for Returning Questionnaires  
Councillor with Responsibility for Defibrillator  
Councillor with responsibility for Charity Administration  
Councillor responsible for liaising with Parish Magazine  
Councillor responsible for liaising with WCIE  
Any other Responsibilities put forward at meeting

- 9. MEETING ADJOURNED FOR PUBLIC PARTICIPATION AND RECONVENED**
- 10. REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS**
- 11. REVIEW OF LAND AND ASSETS BELONGING TO THE COUNCIL**
- 12. CONFIRMATION OF INSURANCE ARRANGEMENTS IN RESPECT OF ALL INSURABLE RISKS**  
Renewal of Insurance for Year 2020/2021  
Self Insurance of Parish Council Assets
- 13. REVIEW OF SUBSCRIPTIONS**
- 14. REVIEW OF COMPLAINTS PROCEDURE**
- 15. REVIEW OF THE COUNCIL'S POLICIES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER THE FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION**
- 16. REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA**
- 17. REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES/PROCEDURES**
- 18. CONFIRMATION OF THE RESOLUTION TO ADOPT THE POWER OF GENERAL COMPETENCE AND REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER THE POWER OF GENERAL COMPETENCE**
- 19. DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS UP TO AND INCLUDING THE NEXT ANNUAL GENERAL MEETING**
- 20. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING AND REPORTS ON BUSINESS TRANSACTED DURING MARCH AND APRIL**
- 21. MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES**  
Items for discussion only. No decisions can be made under this heading
- 22. PAVILION**  
Work required to Electrics  
Insurance

**23. CORRESPONDENCE AND GENERAL COUNCIL BUSINESS**

Correspondence

Response to emails from Parishioners

Arrangements for dealing with Parish Council Post and Emails

Website

Risk Assessment

Storage of Parish Council Documents

Retention and Storage of Post and Emails

IT Security

Compliance with Transparency Code

Compliance with Data Protection Legislation - Appointment of Data Protection Officer

Storage of Computer Records

**24. FINANCE**

Internal Auditors Report

Review of Effectiveness of Internal Auditor

Review of System of Internal Control

Consideration of the Findings of the Review by Members of the Meeting as a whole

Approval of the Annual Governance Statement by the members meeting as a whole – Section 1

Signature and Dating of the Statement by the person presiding at the meeting and Clerk – Section 1

Consideration of the Accounting Statements by the members meeting as a whole

Approval of the Accounting Statements by the members meeting as a whole – Section 2

Signature and Dating of the Accounting Statements by the person presiding at the meeting – Section 2

Review of Direct Debits

Accounts to be paid

Bank Balance

Resolution to Transfer Funds from Lloyds Current Account to Lloyds Savings Account

**25. PLANNING**

Applications received by the date of this agenda will be shown on the attached Planning Application Record.

Other applications may be discussed if they are received after the date of publication and councillors do not consider them to be contentious. Please contact the Clerk for further information.

Storage of Planning Applications

**26. VILLAGE MATTERS**

Cleaning of War Memorial

Woodchurch Volunteers

Vacancy for Green Keeper

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

Items for discussion only. No decisions can be made under this heading.

# WOODCHURCH PARISH COUNCIL

## PLANNING APPLICATION RECORD

### 2020

#### JUNE 2020

- 20/00671/AS Pony Orchard Bungalow, Shadoxhurst Road, Woodchurch, Ashford, Kent, TN26 3PN  
Removal of condition iv(b) of planning permission 76/00535/AS which restricts the occupation of the dwelling to agricultural workers
- 20/00726/AS May Cottage, Coldblow, Woodchurch, Ashford, TN26 3PH Lawful development certificate - existing - use of the dwelling in breach of condition 8 on planning permission 89/01880/AS restricting the occupation of the dwelling to persons solely or mainly employed, or last employed, locally in agriculture
- 20/00735/AS Orange Farmhouse, Brook Street, Woodchurch, Ashford, Kent, TN26 3SX  
lawful development certificate - existing - Erection of garage

#### **Decision Notices received from ABC**

- 20/00476/AS Hornbeams, Boldshaves Lane, Woodchurch, Ashford, Kent, TN26 3QZ  
Removal of condition 5 on planning permission 8/72/52 which restricts the occupation to agricultural worker  
**Parish Council: Support**  
**Borough Council: Permit – JUNE 2020**
- 20/00481/AS 7 Plurenden Manor Farm Cottages, Plurenden Road, Woodchurch, Ashford, Kent TN26 3JW  
Removal of agricultural occupancy on planning permission WE/8/67/11  
**Parish Council: Support**  
**Borough Council: Permit – JUNE 2020**
- 20/00517/AS Avalon, Bournes Place, Woodchurch, Ashford, Kent, TN26 3PD  
Proposed single storey rear/ side extension incorporating a replacement garage.  
**Parish Council: Support**  
**Borough Council: Permit – June 2020**
- 20/00522/AS Highfield Farm, Little Robhurst, Woodchurch, Kent  
Prior Approval for a proposed change of use - Agricultural building and land within its curtilage to Class R flexible commercial use (wine tasting room and vineyard tours)  
**Parish Council: Support**  
**Borough Council: Prior Approval Refused – June 2020**
- 20/00536/AS 34-36 Front Road, Woodchurch, Ashford, TN26 3QE  
Demolition of existing structure and erection of replacement potting shed  
**Parish Council: Support: 1abstention**  
**Borough Council: Permit – June 2020**

- 20/00538/AS 34-36 Front Road, Woodchurch, Ashford, TN26 3QE  
Demolition of existing structure and erection of replacement potting shed  
**Parish Council: Support: 1abstention**  
**Borough Council: Grant Consent – June 2020**
- 20/00550/AS 41 The Green, Woodchurch, Ashford, Kent, TN26 3PF  
New front porch, rear infill extension and alterations to doors and windows.  
Erection of new garden shed and Pergola.  
**Parish Council: Support: 1 Objection**  
**Borough Council: Permit – June 2020**
- 20/00599/AS Little Vale, Bethersden Road, Woodchurch, Ashford, Kent, TN26 3QW  
Certificate of Lawful Development- Proposed- Stationing of a Mobile Home for  
Ancillary Purposes within the Domestic Curtilage and Hip to Gable roof conversion.  
**Parish Council: Support**  
**Borough Council: Proposed Use/Development would be Lawful**
- 20/0009/TC Court Lodge Barn, Front Road, Woodchurch, Ashford, Kent TN26 3SD  
T1 & T2 Willow - Re-pollard to previous pruning points  
**Parish Council: Nowhere to comment on ABC site**  
**Borough Council: Raise No Objection**