



WOODCHURCH PARISH COUNCIL

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MINUTES 169

Page 596

**Minutes of the Ordinary Parish Council meeting held in the
Memorial Hall Annexe, Woodchurch, on Thursday 27 February 2020 at 7.00 pm**

PRESENT: Mr N Jones, (Chair), Mrs G Davies, Dr C Silcock, Mr A Baker,
Mr A Faiers, Mr A Hukins, Mr W Nash, and Mr P Wood

PARISH CLERK: Mrs J Batt

BOROUGH COUNCILLOR: Mr D Ledger

COUNTY COUNCILLOR:

MEMBERS OF THE PUBLIC: There were 2 Members of the Public present.

As Mr West was unable to attend the meeting, Mr Jones took the Chair in his capacity as Vice Chairman.

1. APOLOGIES FOR ABSENCE

An Apology for Absence was received from Mr J West (personal reasons) and from County Councillor, Mr M Angell and Borough Councillor, Mr G Sparks

2. APPROVAL OF REASONS FOR ABSENCE

Councillors unanimously agreed Mr West's Reason for Absence.

3. DECLARATIONS OF INTEREST

Declarations of Pecuniary Interest

There were no Declarations of Pecuniary Interest.

Declarations of Significant Interest

Councillors Baker, Jones, Nash, Silcock, and Wood declared a significant interest in matters associated with the Woodchurch Hub as they are members of the Board of Directors.

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.

To note the granting of any requests for Dispensations and the Decision

Councillors Baker, Jones, Nash, Silcock, and Wood requested a dispensation to allow them to discuss matters pertaining to the Woodchurch Hub.

As this is a project which will benefit all the residents of the Parish and also residents from the local area The Clerk agreed to grant a Dispensation to all 5 councillors to last for the transition period during which the HUB and Parish Council are independent of each other.

**4. ACCEPTANCE OF MINUTES**

The Minutes of the meeting held on 23 January 2020 were accepted and it was unanimously agreed that Mr Jones should sign them as a true record of the meeting.

Proposed Mr Wood

Seconded Mr Faiers

5. MEETING ADJOURNED FOR PUBLIC PARTICIPATION AND RECOVERED

Th members of the Public present did not have any questions or comments.

6. PLANNING

Please see attached list.

Discussion regarding any other planning issues within the Parish

No items put forward for discussion.

7. VILLAGE MATTERS**Woodchurch in Bloom**

The hedge at the Memorial Hall has been cut by members.

After looking at the hedge on The Green, Councillors agreed to authorise a local contractor to cut it with a tractor and hedge cutter as it is too big to cut by hand. It was agreed to authorise the expenditure at this meeting as the hedge has to be cut by 1 March by law. The cost of the hedgecutting is estimated to be between £80.00 and £100.00.

Children's Play Area

Mr Wood is in the process of obtaining quotes for the refurbishment of the Play Area.

The latch on the gate has been replaced with a magnetic latch which is safer for small children.

Football Club and Pavilion

The Football Club has been invoiced for the cost of the grass cutting for the 2019 season and Match Fees for the 2020/2021 Football Season.

Mr Jarvis and Miss Little are cleaning the Pavilion, currently on the basis of one hour per week. The time allowed for cleaning will be reassessed at the end of the season.

Resolution: Councillors unanimously agreed to purchase a vacuum cleaner.


Proposed Mr Wood

Seconded Mr Faiers

150 Club

The members of the Club are being contacted and asked whether they are happy for their details to be passed onto the Parish Council.

Mr Nash is trying to ascertain whether it will be possible to make this an automated system which might appeal to all residents.



Mr Nash and Dr Silcock will look into the possibility of combining the admin with that of the Museum lottery.

Tree Planting in the Village

The Native Cherry has been planted on The Green and Mr Baker is in correspondence with ABC regarding the saplings that they are offering Parish Councils.

Mr Wood completed the Tree Survey for ABC.

The Pavilion

On agenda in error. See Football Club and Pavilion.

Village Clock

Defer to future meeting.

Woodchurch Hub

Mr Nash suggested that the Parish Office should be located in the HUB and a committee set up to oversee the running of the HUB and Parish Office and to apply for charitable status for the HUB.

All Councillors will be Trustees of the Charity,

Resolution: Councillors unanimously agreed to locate the Parish Office in the HUB. The address of the HUB will become the postal contact address for the Parish Council. It was agreed to spend up to £50 on a mobile phone for the Clerk which she will keep with her, but which will be held by a member of the Council when she is on holiday. The Clerk's home phone number will be removed as the contact for the Parish Council and replaced with the mobile number. A Committee will be set up to oversee the running of the HUB and Parish Office and to apply for charitable status for the HUB. All Councillors will be Trustees of the Charity.

Proposed Mr Nash Seconded Mr Hukins

Woodchurch Windmill

Mr Nash and Mr Baker are liaising with ABC regarding the refurbishment of the Windmill.

Ashford Borough Council want to restore the Windmill to the condition it was in in the 1920's whereas the Friends of Woodchurch Windmill think it should be restored to the condition it was in in the 1980s. Mr Nash is hoping that ABC will agree to fund a report from a 2nd Millwright to help all parties concerned ascertain the best way forward.

The Friends of Woodchurch Windmill and Woodchurch Museum are looking to combine the two attractions into the Woodchurch Heritage Trust.

8. MATTERS ARISING

There were no Matters Arising not covered on the agenda.

9. ACCOUNTS AND OTHER GENERAL COUNCIL BUSINESS

Bank Reconciliation as at last Bank Statement - HSBC

Account Balance		Balance at Bank	
Opening Balance	45925.04	Money Manager Account	50436.44
Plus Receipts	<u>29048.69</u>	Plus uncleared receipts	<u>0.00</u>
	74973.73		50436.44
Less Payments	<u>44557.29</u>	Less uncleared cheques	<u>20020.00</u>
	30416.44		30416.44

Bank Reconciliation as at last Bank Statement - Lloyds

Account Balance		Balance at Bank	
		Business Account	21134.77

Accounts to be Paid

PAYEE	CHQ NO	NET £	VAT £	GROSS £	DETAILS
Parish Clerk	1267	528.20		528.20	Salary and Expenses
Litter Picker	1268	235.66		235.66	Salary
Peter Shaw	1269	285.00		285.00	Grass Cutting W Mem
Mr W Nash	1270	71.03	14.20	85.23	Cleaning Materials

Councillors unanimously agreed to pay the above accounts

Proposed Mr Jones Seconded Mr Hukins

Review of Parish Council Policies

Defer to future meeting.

Confirmation of Precept for 2020/2021

Verbal confirmation of receipt of the Precept request was received from ABC on 20 February.

Earmarked Funds

The Clerk will keep a spread sheet showing earmarked funds which can be sent to the Auditor if required.

**Insurance Arrangements for Contractors**

Councillors asked for the following questions to the Insurance Broker in relation to our insurance cover.

Are volunteers working on Parish Council land at the behest of the Parish Council covered

Are contractors working on Parish Council land at the behest of the Parish Council covered

Are village groups working on Parish Council land at the behest of the Parish Council covered

Are self-organised groups working on Parish Council land but not at the behest of the Parish Council covered if using equipment owned by the Parish Council /not using equipment owned by the Parish Council

Are groups working on public spaces with or without the Parish Council's instruction covered

Are tools owned by the Parish Council covered if being used by individuals/contractors/groups on Parish Council business.

Are tools owned by the Parish Council covered if being used by individuals/contractors/groups for work not connected with the Parish Council.

The Clerk will ask Mr Grabham to meet with her to undertake a Risk Assessment.

Other Contractors will be asked to forward their Risk Assessments, Method Statements and details of insurance cover to the Council.

Mr Nash offered to prepare the letter to Came & Co.

Confirmation of Grass Cutting Tender

We received confirmation that Landscape Services had received our acceptance on 28 January.

The Contractor will notify us when the grass is cut.

Fixed Asset Register

The Clerk and Mr Nash will meet to complete the Fixed Asset Register.

Website, Newsletter and Transparency

We are going to have to change the company that hosts the website and this will incur a charge.

The latest Newsletter has just been produced. This publication will become the Parish Council newsletter. Mr Nash has invited companies to advertise in the newsletter and the profits will fund a replacement printer.

Risk Assessment

The next Risk Assessment is due in March.

Mr Wood offered to weld new handles on to the dog bins that require them.

The bench opposite the Doctor Surgery has broken slats on the seat and the back. Mr Nash will speak to Mr West regarding the repair.

**Update on KALC Meeting**

The Ashford Branch of the KALC does not meet until 11 March.

Data Protection

The Clerk is in the process of scanning all the signed copies of the minutes into the computer for uploading onto the website. Once complete all other copies will be removed from the computer.

Community Transport Scheme

Mr Jones met with the officer from ABC. The second quarter is going to be as challenging as the first due to the time of the year. We were only able to pay £900 of the £2000 to ABC.

Setting to Work Policy

Defer to next policy.

Upgrading Electricity in the Hub

Firm quotes to be invited.

Health and Safety Policy

Defer to next meeting.

Policies

Defer to next meeting

Complaint regarding Cyclist on Pavement

The Clerk will forward the email to our PCSO.

Unsafe Footpath

The Clerk will write to the residents concerned. Mrs Davies will send her the addresses.

Banking Protocol

Two people must be present when internet banking is carried out.

10. CORRESPONDENCE/EMAIL CORRESPONDENCE**Correspondence**

Parish Clerk – Letter rescinding resignation

HSBC Changes to Terms and Conditions

Email Correspondence – all forwarded to all Councillors

Resident re cyclist on pavement

Resident re unsafe footpath

Car parks – speak to PCSO — write to Garage

Councillors no longer want emails from My Analytical forwarded to them

11. HIGHWAY ISSUES

Blocked Gully outside Woodchurch Garage – already logged - 462269

The flooding at the bottom of Place Lane – phoned through

The pothole between Newhurst and Coldblow Lodge- 494238

**12. ITEMS FOR INCLUSION ON NEXT AGENDA**

Notice Boards

Car Park Sign

Woodchurch School re recycling

URGENT AMENDMENT TO AGENDA
RESOLUTION TO CLOSE THE MEETING TO DISCUSS ITEMS OF A PERSONAL AND LEGAL NATURE

Resolution: Pursuant to section 1 (2) of the public bodies (admission to Meetings Act) 1960, it is resolved that, because of the personal nature of the business to be transacted, the public and press leave the meeting during consideration of personal matters.

Proposed: Mr Jones **Seconded** Nash

Councillors discussed an issue relating to a member of the Parish Council and agreed the way forward.

Mr Hukins proposed a vote of confidence in the member of the Parish Council, seconded by Mr Wood. Unanimous.

13. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

The bin at Bridge Close has not been emptied for some time.

The Clerk will send the quote for the repairs to the bus shelter at Shirkoak to the lady concerned to pass onto her insurance company.

The resident who reported the acrid fumes from regular burning from the yard just past the Windmill will be advised to contact Environmental Services

Photos of cars on the carpark believed to be being used by drug dealers will be sent to the Police.

Borough Councillor Ledger apologised for arriving late and updated those present on the following:

He has been working with the residents of Shirkoak to try and get improvements on the Park.

He has been working with residents regarding Cob Tree Meadow. This has now become an Enforcement issue.

He continues to work with the family on Front Road who want a dropped kerb. An officer from KCC has now visited the site.

Mr Ledger reported that he had produced a discussion document about Green Corridors which he will circulate to everyone in the next few days. He asked for support if the members of the Council agree with it. Charing Parish Council has sent a letter to the Leader of ABC highlighting the issues around the number of houses planned for the area. The Parishes need to lobby the Council and stick together.

There being no further business the meeting closed at 9.00 pm.

Signed.....

Chairman

Dated

25/6/20

WOODCHURCH PARISH COUNCIL

PLANNING APPLICATION RECORD

2020

FEBRUARY 2020

20/00092/AS Stonebridge Barn, Brook Street, Woodchurch, Ashford, Kent, TN26 3SN
Erection of a detached dwelling, linked garage/car port together with access and parking and associated works.
Parish Council: Support

20/00095/AS Kenfield, Redbrook Street, Woodchurch, Ashford, TN26 3QU
Demolition of existing conservatory, proposed first floor side extension, single storey rear extension and infill extension. Demolition of existing garage and removal of storage container and erection of replacement garage. Proposed detached part annexe / games room. Removal of redundant agricultural outbuildings with landscaping alterations.
Parish Council: Support

20/00002/OLE Bourne Farm, Brook Street, Woodchurch, Ashford, Kent TN26 3SZ
Alterations to the LV overhead lines on Brook Street, Removal of the LV overhead service line to Bourne Farm by the installation of a terminal pole and underground cable
Parish Council: Support

Decision Notices received from ABC

19/01441/AS South of England Rare Breeds Centre, Highlands Farm, Warehorne Road, Woodchurch, Ashford, Kent, TN26 3RJ
Proposed wash station and associated landscaping.
Borough Council: Permit

20/00027/AS Woodchurch Wine Estate, Susans Hill, Woodchurch, Ashford, Kent, TN26 3RE
1 no. non-illuminated fascia sign
Borough Council: Grant Consent