

WOODCHURCH PARISH COUNCIL

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MINUTES 179

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**Minutes of the Ordinary Parish Council meeting held
on Thursday 28 January 2021 at 7.00 pm Via Zoom**

PRESENT: Mr A Baker, (Chair), Ms L Bramley, Mrs N Job, Miss E Jones,
Dr C Silcock, Mr A Hukins, Mr C Molloy and Mr W Nash

PARISH CLERK: Mrs J Batt

BOROUGH COUNCILLOR: Mr D Ledger arrived 7.44 pm

COUNTY COUNCILLOR: Mr M Angell

MEMBERS OF THE PUBLIC: There were no Members of the Public present

1. APOLOGIES FOR ABSENCE

An Apology for Absence was received from Mr R Job (work commitment).

2. APPROVAL OF APOLOGIES FOR ABSENCE

Councillors unanimously approved Mr Job's reason for absence.

3. ELECTION OF VICE CHAIRMAN

Defer to March meeting.

4. DECLARATIONS OF INTEREST

Declarations of Pecuniary Interest

There were no previously undeclared Declarations of Pecuniary Interest.

Declarations of Significant Interest

There were no Declarations of Significant Interest.

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

No such requests received.

5. ACCEPTANCE OF MINUTES

The Minutes of the meeting held on 17 December were accepted and it was unanimously agreed that Mr Baker should sign them as a true record of the meeting at the earliest opportunity as they are currently with the Clerk.

Proposed Mr Nash

Seconded Ms Bramley

6. **MEETING ADJOURNED FOR PUBLIC PARTICIPATION AND RECOVERED**

The meeting was opened from 7.08 – 7.25 during which time County Councillor Angell reported that there is a possibility that the County Council election may be delayed due to the Pandemic, although the Prime Minister wants it to go ahead.

He said he is very pleased at the way that the Woodchurch, Hamstreet, Tenterden and Charing surgeries have worked together as a syndicate to vaccinate their patients. He said that having experienced the system, Dr Hickey should be congratulated on how well the system is working.

The County Council's Budget meeting has been set for 11th February with a standby date of the 18th. A copy of the draft budget is available for anyone who wishes to view it. Councillors are having briefing next week.

One or two of the items Councillors asked the government for have not been allocated.

There are problems with some of the crops rotting in the fields around the Chilmington Green Development due to flooding and the developers have been told to hold work back until the problem has been sorted out.

Enormous difficulties are also being experienced getting the school built at Chilmington Green. A meeting is being held next Monday to try and progress the issue.

Councillor Ledger arrived at 7.44 and told Councillors that ABC is beginning to progress items such as the budget.

Following a question regarding the Concurrent Functions Grant and the Council Tax Support Grant he said that the Cabinet is looking into how the parishes might be affected if the grants were to be withdrawn. For most parishes the grants account for 1-3% of their income, although for one parish it is 27%. It is possible that those parishes where the grant represents a higher proportion of income might be given some additional financial support.

Progress on the Windmill has stalled due to the problems being experienced as a result of the Corona Virus pandemic. Councillors were advised to keep in contact with ABC.

7. **PLANNING**

Please see attached list.

Gladman's Survey

A couple more responses have been received. It was agreed to leave on the website for the moment.

Discussion regarding any other planning issues within the Parish

No items put forward for discussion.

8. VILLAGE MATTERS**Village Car Park**

Councillor Nash reported that he had been quoted the following prices for signs for the Car Park:

2 x Car Park notices - £30 each - £60 total

1 x "Do not obstruct" notice - £31

1 x "Park at your own risk" notice - £31

1 x Terms and conditions of parking notice - £22

1 x sign pole for fixing one of the Car Park notices and the "Do Not Obstruct" notice at the entrance to the car park to replace the existing wooden "Do Not Obstruct" notice £70.

Total cost approximately £214

Resolution: Councillors unanimously agreed to the proposed signage but will not place an order until the Car Parking policy has been agreed.

Bench opposite Drs Surgery

This is being progressed by a local company Free of Charge. Remove from future agenda.

Shirkoak Bus Shelter

A representative of Came & Co informed us that they are still waiting to hear back from AXA who are slightly delayed due to an influx of claims. The Clerk will contact Came & Co again next week if we have not heard anything more.

A note will be put into the newsletter updating residents on the situation.

Communications (Notice Board/Social Media

Defer until later in the meeting.

Proposal to Purchase Christmas Lights for the Village Christmas Tree

The Woodchurch in Bloom Committee assumed that the Parish Council would take responsibility for providing the tree in future years, although this was not the understanding of members of the Council.

Following discussion it was suggested that:

The Parish Council includes a figure in the budget in future years to allow a donation towards the cost of the tree.

The members of the Parish Council do not want to take responsibility for providing and setting up the tree, so Woodchurch in Bloom would be asked to undertake this on a rolling year to year basis.

Proposed Mr Hukins Seconded Ms Bramley

It was noted that a resident has offered a tree from his garden for Christmas 2021. The financial viability of laying a cable across The Green will be investigated. Slightly over £500 has been raised from residents towards the cost of the lights.

Accessibility within the Village

A list of access issues within the parish will be sent to the Clerk who will write to the occupiers of the relevant properties asking them to cut their hedges back before mid February, to allow people to walk past on the pavement without having to walk into the road.

If no action is seen to be taken the matter will be reported to Kent Highways and Councillor Angell.

Hedges should not be cut between March and September to allow for nesting birds.

9. MATTERS ARISING

There were no Matters Arising not covered on the agenda.

10. ACCOUNTS AND OTHER GENERAL COUNCIL BUSINESS**Bank Reconciliation as at last Bank Statement - HSBC**

Account Balance		Balance at Bank	
Opening Balance	49853.74	Treasurers Account	22231.17
		Plus Uncleared Cheques	000.00
			22231.17
		Less Uncleared Payments	1414.26
Plus Receipts	36560.74		20816.91
	86414.48	Plus HSBC Accounts	66.32
Less Payments	37529.64	Lloyds Savings	28001.61
	48884.84		48884.84

Accounts to be Paid

PAYEE	CHQ NO	NET £	VAT £	GROSS £	DETAILS
Mr W Nash					
Paid 11 January 2020	62	94.22	18.84	113.06	Computer Consumables
Mrs J Batt	63	623.88		623.88	Salary and Expenses
Mr D Jarvis	64	235.86		235.86	Salary
Peter Shaw	65	285.00		285.00	Grass Cutting WMem
Legend Signs	66	235.00	47.00	282.00	WIB Plaque

Councillors unanimously agreed to pay the above accounts

Proposed Dr Silcock

Seconded Mr Molloy

Internet Banking

The application has now been completed.

Election of Officers to Committees/Outside Bodies for the remaining term of the Council

Village Green – Mr Hukins
 Woodchurch HUB – Mr Molloy
 Sports Pavilion – Mr Hukins
 Youth Matters – Mr Job to be
 Police Liaison – Mr Job
 KALC – Mr Baker and Mr Nash
 Memorial Hall Committee – Mr Nash
 Parish Forum – Mr Baker
 Highways and Footpaths – Mr Molloy
 Finance and Policy – Dr Silcock
 Disciplinary and Grievance Committee – Mr Baker, Mrs Job and Miss Jones
 Appeals Committee – Mr Hukins , Mr Molloy and Dr Silcock
 Councillors to serve on reciprocal Complaints Committee for Shadoxhurst Parish Council if Required – Any Available Councillors
 Advisory Working Group to oversee Housing and Development within Woodchurch – Mr Hukins, Ms Bramley and Mr Molloy
 School Governor – Dr Silcock
 All Saints Church – Mr Baker
 Any other Committees requested by Councillors – None

Resolution: Councillors unanimously confirmed the above appointments

Delegation of Responsibilities for the remaining term of the Council

Annual Review of all Parish Council Paperwork – August - Dr Silcock
 Six Monthly Review of Fixed Assets – September and March – Mr Baker and Mr Nash
 Six Monthly Risk and Financial Risk Assessment – August and March – Mr Baker and Mr Nash
 Internal Parish Council Audit – Mr Robbins
 Parish Council Finances – Dr Silcock
 Annual Review of Insurance Arrangements – On Receipt of Policy – All Councillors
 Weekly Play Area Safety and CEE Check – Mr Job
 Annual Inspection of Play Equipment and CEE – The Play Inspection Co
 Councillors Responsible for Website and Publicity – Mr Nash, Ms Bramley and Miss Jones
 Councillors Responsible for assisting with Transparency and Data Protection – Mr Nash
 Councillors Responsible for accuracy of Council Policies - All Councillors
 Councillor with Responsibility for Post and Emails – All Councillors
 Councillor with Responsibility for Returning Questionnaires – All Councillors
 Councillor with Responsibility for Defibrillator – All Councillors
 Councillor with responsibility for Charity Administration – To be Confirmed
 Councillor responsible for liaising with Parish Magazine – Mr Hukins
 Councillor responsible for liaising with WCIE – Mr Molloy
 Any other Responsibilities put forward at meeting - None

Resolution: Councillors unanimously confirmed the above appointments

Budget Monitoring Working Group

Dr Silcock to prepare a policy to cover the Budget Monitoring Working Group.
The proposed membership is Dr Silcock, Mrs Job, Mr Nash and The Clerk

Policy Responsibilities

The following policies have been allocated to Councillors to review:

Co-option of Councillors Mr Baker
Child and Vulnerable Adult Policy Mr Baker and Ms Bramley
Grant Application Policy Mr Baker
Health and Safety Mr Molloy
Habitual and Vexatious Complaints Mr Molloy
Staff Privacy Policy Mr Nash
Grievance Mr Nash
Equal Rights Policy Ms Bramley
Communication Ms Bramley
Finance Dr Silcock

Fixed Asset Register

Mr Baker and Mr Nash to review and update.

Risk Assessment

Defer to future meeting.

Insurance

Nothing to report.

Annual Play Area Inspection

The Play Area Inspection Co will be asked to carry out the inspection in 2021.

Update on KALC Meeting

All information is circulated to Councillors by Mr Baker.

Mr Baker asked for approval to attend training session.

Ms Bramley asked to circulate details of training she would like to undertake to Councillors for approval during the month if she has to apply for a place before the next meeting.

Data Protection

Nothing to report.

Green Keeper – Job Description and Contract of Employment

This is nearing completion.

Computer Upgrade

This is complete.

Parish Council Contribution to Newsletter

Bus Shelter

Accessibility

Recognition of Vaccine response by GP

Future Agenda Arrangements

Councillors need to be more disciplined regarding items for agenda.

In future the name of the councillor sponsoring an item will be noted on the agenda along with the time allotted for discussion of the subject. The councillor will also send a report to all members and The Clerk for inclusion in the minutes prior to the meeting.

Date for Meeting of Charity Trustees

Defer to next meeting

Contact Details for Publication

All Councillors to send details of their name, address, telephone number, email address and date of birth to The Clerk and note which details they wish to be published locally.

Councillor Visibility

Defer to next meeting.

Formation of a Working Party to develop an Integrated Data/Communication Strategy

Defer to next meeting.

Request from Local Business for addition to Brown Sign

Councillors felt unable to accede to this request.

11. CORRESPONDENCE/EMAIL CORRESPONDENCE**Correspondence**

Resident re Windmill Path – Mr Molloy asked for a mandate to send the letter on to the PROW officer.

The Clerk was asked to write to Dr Hickey regarding the Vaccination Programme for the Coronavirus.

Email Correspondence – all forwarded to all Councillors

Following an email from the owner of 17 The Green regarding the tree on The Green outside her property, the Tree Warden was asked to look at the tree. It was agreed that it is disturbing the drive and a plan of action was agreed. The resident is happy that the situation is monitored and discussed again in June.

Email Addresses for Councillors

All councillors should have an email address specifically for Parish Council emails.

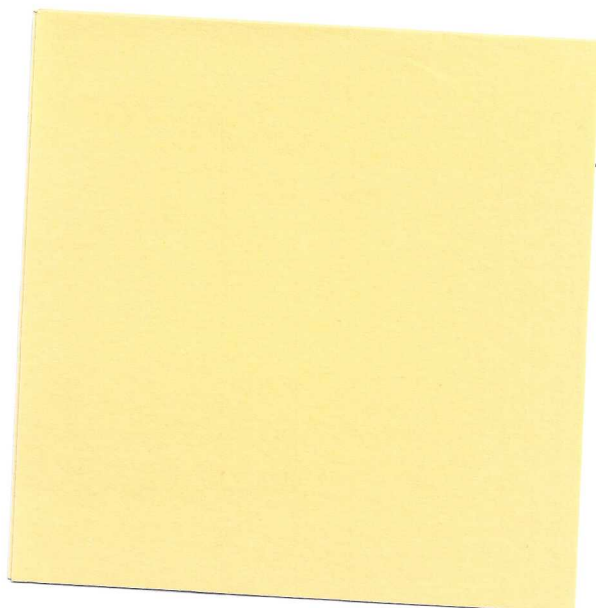
12. HIGHWAY ISSUES/PROW ISSUES

No items put forward for report.

13. ITEMS FOR INCLUSION ON NEXT AGENDA
Policy re parking

14. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

There being no further business the meeting closed at 9.04 pm.



..... Dated 25/02/21

WOODCHURCH PARISH COUNCIL

PLANNING APPLICATION RECORD

JANUARY 2021

- 21/00031/AS Six Bells Inn, Bethersden Road, Woodchurch, Ashford, Kent, TN26 3QQ
Single storey rear extension to provide dining area to existing public house
Parish Council: Support
- 21/00092/AS Plot 1, Land North of 22, Lower Road, Woodchurch, Kent
Proposed detached double garage to Plot 1 of planning permission 20/00390/AS
Parish Council: Support
- 21/00096/AS Berridge Farm, Brook Street, Woodchurch, Ashford, Kent, TN26 3SX
Prior approval of proposed change of use of an agricultural building to one dwellinghouse and associated physical works.
Parish Council: Support
- 21/00005/TC Drayson House, 2 The Green, Woodchurch, Ashford, Kent, TN26 3PB
T1 Horsechestnut - to reduce and fell over a two year period, reduce crown by 6m (year 1) and fell (year 2); T2 Prunus - to remove storm damaged limbs; T3 Holly - to fell.
Parish Council: The Clerk will ask the Tree Warden to look at the trees and report back
- Decision Notices received from ABC**
- 20/01471/AS Sandhill House, Brook Street, Woodchurch, Ashford, Kent, TN26 3SX
Lawful Development Certificate - Existing - Driveway at residential dwelling
Borough Council: Existing Use/Development Would be Lawful
- 20/01578/AS 10 Kirkwood Avenue, Woodchurch, Ashford, TN26 3SE
Single storey rear extension
Borough Council: Permit