

# WOODCHURCH PARISH COUNCIL

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MINUTES 192

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**Minutes of the Ordinary Parish Council meeting held  
on Thursday 27 January 2022 in the Memorial Hall Annexe at 7.00 pm**

**PRESENT:** Ms L Bramley, (Chair),  
Mr A Hukins, Mr C Molloy and Mr W Nash

**PARISH CLERK:** Mrs J Batt

**BOROUGH COUNCILLOR:** Mr D Ledger for part of the meeting

**COUNTY COUNCILLOR:**

**MEMBERS OF THE PUBLIC:** There were 6 Members of the Public present.

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Mrs N Job (Covid) Miss E Jones (family commitment) Mr P Glasgow (work commitment), Mr R Job (Covid), Borough Councillor Mr G Sparks and County Councillor, Mr D Robey

**2. APPROVAL OF APOLOGIES FOR ABSENCE**

Councillors unanimously approved the above absences.

**3. DECLARATIONS OF INTEREST**

**Declarations of Pecuniary Interest**

Ms Bramley declared a Pecuniary interest in matters associated with the Proposed Kirkwood Avenue Development.

**Declarations of Significant Interest**

Mr Nash declared a Significant Interest in matters associated with the HUB and Carnival

**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.

**4. ACCEPTANCE OF MINUTES**

Ms Bramley asked for it to be minuted that her previous Declarations of Interest should have been Pecuniary and not Significant. She left the room for all discussions at each meeting. The Minutes of the meeting held on 16 December 2021 were accepted and it was unanimously agreed that Ms Bramley should sign them as a true record of the meeting.

**Proposed Mr Nash**

**Seconded Mr Molloy**

UB

**5. MATTERS ARISING**

The Resolution to Close the Meeting was deferred and Ms Bramley will contact KALC to discuss the issue that this related to and report back at a future meeting.

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

The meeting was opened to the Members of the Public present from 7.12 to 7.33 during which an update on arrangements for the forthcoming carnival was given by members of the Committee.

The exhibition at the school on the event was well attended.

It was agreed that Mr Molloy and Mr Nash should join with the group working on the noticeboards.

Mr Ledger brought the appeal for Honeysuckle Cottage to the attention of Councillors and reported that he is still waiting to hear about other applications, specifically Bridge Close and the Gladman development.

The Borough Council is meeting bi-monthly to discuss Climate Change.

Mr Molloy asked about digitising all land for planning in the Borough. Mr Ledger said he had not heard anything as yet. The Parish Councils are represented on this matter via the KALC.

An email from resident of Kirkwood read out regarding the Kirkwood Avenue development.

**7. PLANNING**

Please see attached list.

Ms Bramley left the room for the discussion on application no 21/02142/AS and Mr Nash chaired this item.

**8. ACCOUNTS AND OTHER GENERAL COUNCIL BUSINESS****Bank Reconciliation as at last Bank Statement – HSBC and Lloyds**

<b>Account Balance</b>		<b>Balance at Bank</b>	
Opening Balance	45054.62	Treasurers Account	29339.87
		Plus Uncleared Receipts	000.00
			<b>29339.87</b>
		Less Uncleared Payments	171.02
Plus Receipts	<b>29763.57</b>		<b>29168.85</b>
	<b>74818.19</b>	Plus HSBC Accounts	66.32
Less Payments	17579.79	Lloyds Savings	28003.23
	<b>57238.40</b>		<b>57238.40</b>

**Accounts to be Paid**

PAYEE	CHQ NO	NET £	VAT £	GROSS £	DETAILS
Cancelled Cheque	125				
Salaries and Expenses	126	622.32		622.32	
Salaries and Expenses	127	442.53		442.53	
CST	128	566.48	113.29	679.77	Gangmowing 2020
Cancelled Cheque	129				
CST	130	680.00	136.00	816.00	Gangmowing
Greenworks Solutions	131	450.76	90.16	540.94	Toilet Cleaning
WCIE	132	1700.00		1700.00	PC Contribution

**Councillors unanimously agreed to pay the above accounts**

The invoices for gangmowing for 2020 were not received until November 2021.

**Proposed Mr Molloy      Seconded Mr Hukins**

**Archiving of Old Documents - Amendment to Agenda for information**

The Clerk and Mr Nash are continuing to meet and Mr Nash scanned all relevant paperwork relating to the financial years 15/16 to 20/21. He authorised the disposal of paperwork to March 2016. Paperwork for year ended March 2017 to 2021 is in the filing cabinet and will be disposed of once it passes the 6 year mark.

The Clerk asked whether Councillors wanted to keep paper copies of agendas. She reported that she had not got a complete set of paper copies as she often gave her copy to a councillor or Member of the Public who had not brought their copy with them. In some cases, items were discussed at meetings which were not itemised on the agenda for that night but were added as amendments to the agenda.

**Resolution: Councillors unanimously agreed that paper copies of the agenda should be disposed of following the meeting.**

**Adoption of Fixed Asset Register**

Defer to next meeting.

**Preparation of Budget for 2022-2023**

Councillors Ms Bramley, Mrs Job and Messrs Glasgow and Nash will meet before the next meeting.

**Purchase of a Beacon**

Councillors agreed to publish the proposal for this project in the newsletter and ask residents for feedback.

Mr Molloy will make enquiries via local firms regarding designs and prices.

**Hub/Toilet Funding**

Defer to net meeting.

**Grass Cutting Tender**

Landscape Services has quoted £795.51 for 18 cuts from 1<sup>st</sup> March – 31<sup>st</sup> October 2022.

**Resolution:** Councillors unanimously agreed to accept the quote and to request that they send a schedule of cuts in advance.

**Setting up Direct Debit for EDF**

Defer to future meeting.

**Castle Water/Pavilion Water Meter – Update from Councillor N Job**

The account has been frozen until we can obtain a meter reading.

Mr Hukins and Mr Nash will meet to obtain a reading.

Mr Nash will ask Mr Jarvis whether he would be prepared to read the both the electric and water meters on a regular basis.

**Date of May 2022 Meeting**

The Annual Parish Meeting will be booked for 22 April in the Village Hall. If the hall is not available then it will be brought forward to 8 April.

Councillors agreed to hold the Annual Parish Council meeting on Tuesday 24 May.

**Charities Meeting Date to be agreed**

Councillors agreed to meet on Tuesday 8 February.

Councillors are be asked to read Mr Baker's email prior to the meeting and send any questions to be forwarded to Mr Baker before the meeting.

**Publication of Minutes**

All Councillors will be sent a copy of the draft minutes and asked to respond within 24 hours, citing any errors/omission/typos etc.

The draft minutes will be published on the website once they have been verified by the Chair.

The signed copy will be scanned after the meeting to replace the draft copy.

**Village Clock Maintenance**

The Council paid for a 6 year contract with Smith of Derby in October 2020.

Councillors will investigate the ownership of the Clock and contact Smith of Derby and Rev Sue as appropriate.

**Banners around Village**

Mr Nash will prepare a policy in time for the next meeting.

9. **HIGHWAY/PROW ISSUES**  
**Report from Councillor Jones**  
Defer to next meeting.

**Flooding outside Shop on Front Road**

Mr Hukins reported that he had contacted Kent Highways regarding this, and he will contact them again.

10. **VILLAGE MATTERS**  
**Queens's Platinum Jubilee Celebration**  
Grant funding will be investigated.

**Carnival Update**

Mr Molloy updated members of the meeting held on 13 January.  
This will be included for further updates on the next agenda.

**Renovation of Bus Shelters**

Defer to next meeting.

**Electric Car Charging Points**

Defer to next meeting.

**80 Trees for 80 Years**

The event was held earlier today and was well attended. The tree was planted and an information plaque has been put in place.

It was agreed to donate £50 towards expenses to the Heavenly Helpers.

**Defibrillator at The HUB**

Please see attached report.

**Resolution:** Councillors unanimously agreed to donate £554 towards the cost of the defibrillator.

The Chair thanked Mr Nash for his work on this project.

A letter of thanks will be sent to all the residents who have donated.

**Proposal for CCTV Cameras in Village**

Quotes are being requested.

**Parish Council Contribution to Newsletter**

Mr Molloy will produce an article on the Councils responsibility regarding planning and information about the beacon, defibrillator and 80 trees for 80 years will be included.

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**Christmas Tree 2022**

An update was given by a member of Woodchurch in Bloom on the events pertaining to the Christmas Tree 2021.

With regard to Christmas 2022, Woodchurch in Bloom has booked the Memorial Hall for 2 December 2022 as they would like to have the tree in place prior to Christmas events in the village, but they are aware that other clubs or societies may wish to run the event and asked the Parish Council to ascertain whether this is the case or whether they want Woodchurch in Bloom to proceed with arrangements for the event.

Other Clubs and Societies will be given the opportunity to offer to organise this event via the Newsletter with a closing date for replies.

Councillors all agreed that the 2021 event was fantastic.

11. **CORRESPONDENCE/EMAIL CORRESPONDENCE**

HSBC

EDF

Clerk and Councils Direct

ABC The Greater Ashford Borough – Environment and Land Mapping Commission  
Anonymous Letter re Fishing Lake at Plurenden Manor

**Email Correspondence - all forwarded to Councillors.**

**Received from County Councillor, Mr D Robey**

We have managed to achieve a balanced Draft KCC Budget for 2022 - 23 and a Draft 2022 - 2025 Medium Term Financial Plan. This has involved a lot of work and things are likely to be tight generally next year. The plans are out for consultation at the moment and will need to be approved by the Full Council, which is due to take place on 10<sup>th</sup> February.

The Government has asked Local Authorities, at all levels, to come up with ideas for how more powers could be devolved from Whitehall and given to groupings of Local Authorities, to enable better delivery of various services, within 'sensible geographical areas'. The budgets would go with the powers. This is called a 'County Deal' and KCC is working with Kent District Councils and Medway to try and flesh out what this might mean for Kent. The whole thing is far from clear and is also tied up with the 'Levelling -Up' agenda, but it is important that we try and fully engage in the process, in order to get the best outcome for Kent and its residents.

KCC is also in the process of producing a new Strategic Plan. The last plan was produced in March 2020, but could not be implemented, as COVID became the main priority, and an interim plan was produced in December 2020. However, as we move out of COVID and back to normal, a new Strategic Plan is required, and the intention is to have this in place by mid - 2022. It is obviously connected with the 'County Deal' work referred to above.

The online booking system for Kent Household Waste Recycling Centres will become permanent and will soon include the ability to make same day bookings, which has been trialled in two of the centres and will now be rolled out to the rest. This is in response to the Public Consultation, in which same day booking was the biggest improvement that people wanted, by a huge margin. Overall, the new system has resulted in a service that is better for residents, more cost effective for KCC, better for road safety, since queuing is eliminated, better for KCC staff, who have more time to help residents, as well as increasing the amount of material that is being recycled.

The latest round of the Early Help Grant has resulted in £54k being allocated to a number of organisations across the Borough. Following final checks, letters will go out to the successful applicants on 14<sup>th</sup> February.

There is likely to be much more to report on the first three points over the next few weeks

**Received from PCSO Katherine Richards**

Wishing you a Happy New Year.

I would like to apologise that I have been quiet the last few months, I had a bit of accident at the end of November so have been off. I am now back, but sadly restricted for the time being and working from home. But hopefully will be 100% fit soon and back to normal.

Unfortunately this month I will be unable to attend any parish meetings due to this.

Please can I reassure you, that I have been keeping an eye on what has been going on in your areas and my amazing colleague's have been patrolling the towns and parishes and attending calls that I have not been able to do in the way of reassurance from home. The Rural Task team have been keeping me updated in regards to the increasing number of sheep worrying calls, we have had in Appledore, Warehorne, Shadoxhurst, and I will keep you updated if I have any further information.

I just wanted to catch up with you and see if you could confirm parish meetings with dates and times for 2022 so that I can plan my year and attend meetings where I can. But please contact me if there is a meeting that you really need me to attend, and I will do my best.

I also wanted to check with you if the parish has any up and coming events i.e Fairs / circus especially the next few months as we are trying to get a list together of what's going on in your area.

I know it is still a little way off, but you maybe doing something for the Queen's Jubilee if you are ,could you let me know as soon as possible as there will be a lots going on in the county and it helps us to plan.

You may of seen last week that I put some information out in regards to our new My Community Voice . Could I ask that this is shared with as many people in the community so that we can get them signed up.

It is another great tool that we are using to share crime prevention advice, updates on frauds and other local advice for your area. This is something that I can keep you updated weekly rather than a monthly newsletter, which could have information that is out of date.

It's very easy to sign up to and I have added the all the information needed. Please share on your social media sites and with family and friends any community notice boards, so that we can get more information out to our greater community and make our areas safer.

Next month hopefully I will be able to carry out my PCSO drop in sessions in Rolvenden , Hamstreet , Woodchurch and EC30 in Tenterden, but I will keep you updated on this.

Please feel free to contact me, if there is anything else.

12. **ITEMS TO BE INCLUDED ON THE NEXT AGENDA**

Flag Flying Protocol

Policies

Request from Architect working on Woodchurch House

Condition of Woodchurch Village Sign

Emergency Contacts

Village Map

Flag competition

Noticeboards

Closure of HSBC Accounts

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

The Clerk reminded Councillors that the current Standing Orders, Financial Regulations and Policies are available on the website.

An invoice for the 2021/2022 season will be sent to the Football Club.

There being no further business the meeting closed at 10.12 pm.

Signed.....

Chair

Dated .....

24/02/22

# WOODCHURCH PARISH COUNCIL

## PLANNING APPLICATION RECORD

### JANUARY 2022

21/01926/AS Mill Cottage, Bethersden Road, Woodchurch, Ashford, Kent, TN26 3QW  
Proposed carport with room above; retrospective creation of new access and driveway

**Parish Council: OBJECT**

The proposed construction is located within the northern edge of Woodchurch's conservation zone. We consequently believe that it contravenes Policy ENV14a of the 2030 Ashford Local Plan.

The proposed 5.5+ m high garage, gym, office and bathroom construction is shown to be on elevated ground. If developed it will overshadow the adjacent Grade II listed cottages and be highly visible from the road (ref: photograph on front page of the Heritage Statement).

The drive opening from the Bethersden road was initially formed without prior permission during December 2020. The WPC subsequently raised their safety concerns with KCC Highways department on a number of occasions during 2021. These road safety concerns are still current. It is understood that to date KCC Highways have not approved the access.

The proposed structure will adversely impact and will not conserve or enhance the environs of the adjacent heritage assets (i.e., adjacent two listed cottages, Woodchurch Windmill and lands).

The proposed structure is more than just a "carport with room above".

21/02142/AS Land north of 14 and 15, Kirkwood Avenue, Woodchurch  
Erection of 3 bungalows and the provision of new public amenity space, together with associated access, parking and landscaping

**Ms Bramley left the room for the discussion and vote on this application**

**Parish Council: OBJECT**

**Councillors agreed that the response formulated by Mr Molloy should be sent to ABC.**

**Parish Council is not interested in taking on the management of the land which the developer is proposing to gift to the village.**

21/02144/AS 8 Rectory Close, Woodchurch, Ashford, TN26 3QD  
Replacement rear extension, part garage conversion and internal alterations.

**Parish Council: Support**

21/02220/AS Berridge Farm, Brook Street, Woodchurch, Ashford, Kent, TN26 3SX  
Demolition of existing agricultural building and residential garaging/store and erection of a single residential dwelling with associated parking, landscaping and biodiversity enhancements.  
**Parish Council: Support**

21/02225/AS Land south of Orange Farm, Brook Street, Woodchurch, Kent  
Proposed hatchery building  
**Parish Council: Support on condition that the PROW is preserved and an appropriate waste management plan is put in place**

21/02253/AS Avoca, Bethersden Road, Woodchurch, Ashford, Kent, TN26 3QW  
Proposed single storey barn to be used for 10no self storage units, including change of use of land from storage area for builder's yard to general storage  
**Parish Council: Support**

**An Appeal has been lodged in respect of:**

21/00478/AS Honeysuckle Cottage, Bethersden Road, Woodchurch, Ashford, Kent, TN26 3PU  
Proposed replacement dwelling with detached garage.

**Decision Notices received from ABC**

21/01424/AS Harlakenden Farm, Plurenden Road, Woodchurch, Ashford, Kent, TN26 3PS  
The re-use and conversion of redundant agricultural buildings into 4no. dwellings, with associated parking, garden land and landscape and biodiversity enhancements.  
**Borough Council: Permit**

21/02068/AS Garth End, Redbrook Street, Woodchurch, Ashford, Kent, TN26 3QS  
Erection of proposed part single storey, part two storey outbuilding used for garaging, workshop, gym and home office.  
**Withdrawn by Applicant**

21/02092/AS Beacon Farm, Coldblow, Woodchurch, Ashford, TN26 3PL  
Prior Notification for the erection of an agricultural building to house farm machinery and feed and grain storage if required  
**Borough Council: Prior Approval not Required**