

# WOODCHURCH PARISH COUNCIL

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MINUTES 193

Page 747

**Minutes of the Ordinary Parish Council meeting held  
on Thursday 24 February 2022 in the Memorial Hall Annexe at 7.00 pm**

**PRESENT:** Ms L Bramley,(Chair), Mr P Glasgow, Mrs N Job,  
Mr A Hukins, Mr R Job, Mr C Molloy and Mr W Nash  
Mrs L Quinn (following co-option)

**PARISH CLERK:** Mrs J Batt

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

**COUNTY COUNCILLOR:**

**MEMBERS OF THE PUBLIC:** There were 3 Members of the Public present. One for part of the meeting

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Miss E Jones (personal reasons), 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.

**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. CO-OPTION OF PARISH COUNCILLOR**

Mr Hukins proposed Mrs Lucy Quinn for the vacant position of Parish Councillor. Mrs Quinn had previously confirmed her eligibility to stand for the position. Seconded by Mr Glasgow. Unanimous.

**5. ACCEPTANCE OF MINUTES**

The Minutes of the meeting held on 27 January 2022 were accepted and it was unanimously agreed that Ms Bramley should sign them as a true record of the meeting.

**Proposed Mr Hukins      Seconded Mr Job**

**6. MATTERS ARISING**

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

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

The meeting was opened to the Members of the Public present from 7.09 – 7.40 during which time Mr Ledger updated Councillors on the current situation regarding the Kirkwood Avenue development. The developer has put in an appeal.

Gladman has put an appeal in regarding the Front Road development.

The Bridge Close Planning Officer will not be in a position to deal with this application for a few weeks.

Aspire, ABC's inhouse grounds maintenance team, is offering trees to the parishes if they would like to plant an area of woodland. If Councillors would like to take up the offer then they need to apply by 15 April for trees to be delivered in December.

There are still various community grants available.

Mr Ledger has been trying to get a meeting to discuss the Windmill, but has been unsuccessful.

Mrs Philippa Jones asked for permission for Woodchurch in Bloom to put a small gazebo up on The Green for a Give and Take event on 6 March. See below.

Woodchurch in Bloom is about to launch 'Thriving Together Gardening' an initiative which hopes to combat isolation. The group will grow produce that can be donated to the Food Bank, flowers to be given to anyone who would appreciate a bunch, herbs and also include crafts and mindfulness. Various organisations have agreed to host pods in which the produce and flowers will be grown. An Engagement Day is to be held at The Bonny Cravat on 26 March.

Mr Byrne and Mr Baker updated on the Carnival. Please see under item 11.

**Amendment to Agenda**

Councillors unanimously agreed to Woodchurch in Bloom erecting a gazebo on the Green on 6 March

**8. PLANNING**

Please see attached list.

Mr Molloy is to attend ABC's Parish Council Training Session will be held at 2pm on Monday, 14<sup>th</sup> March 2022.

The Environmental and Land Mapping document will be completed by Mr Molloy.

Following the discussion with Mr Ledger during the Public Interval it was agreed that the developments at Bridge Close, Kirkwood and Front Road will not be included on future agendas until further information is available.

#### 9. **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	28760.22
		Plus Uncleared Receipts	<u>000.00</u>
			<b>28760.22</b>
		Less Uncleared Payments	<u>4924.05</u>
Plus Receipts	<u>30248.77</u>		<b>23836.17</b>
	<b>75303.39</b>	Plus HSBC Accounts	66.32
Less Payments	<u>23397.67</u>	Lloyds Savings	<u>28003.23</u>
	<b>51905.72</b>		<b>51905.72</b>

##### **Accounts to be Paid**

<b>PAYEE</b>	<b>CHQ NO</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>	<b>DETAILS</b>
Salaries and Expenses	133	624.00		624.00	
Salaries and Expenses	134	411.34		411.34	
Cancelled Cheque	135				
WCIE	139	132.00		132.00	2 x Fire Extinguishers
Peter Shaw	140	210.00		210.00	Grass at War Memorial

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

**Proposed Mr Job      Seconded Mr Molloy**

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

Nothing to report.

##### **Adoption of Fixed Asset Register**

Mr Nash and the Clerk are continuing to update the register and it is not yet ready for adoption.

##### **Preparation of Budget for 2022-2023**

Councillors will meet to prepare the budget before the next meeting.

##### **Purchase of a Beacon**

The initial estimate for the beacon is £1000-£1500 for the basket and £300-£400 for the Oak Post.

Councillors agreed that 3 tenders should be requested from local companies.

##### **Hub/Toilet Funding**

Defer to net meeting.

**Grass Cutting Tender – Schedule of Cuts from KCC**

The Clerk will chase this up.

**Setting up Direct Debit for EDF**

The Clerk will organise a mandate form.

Mr Jarvis has agreed to read the meter once a month. Remove from future agenda.

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

The readings have been sent to Castle Water.

Mr Jarvis has agreed to read the meter once a month. Remove from future agenda.

**Confirmation of Date of APM AND APCM**

The Annual Parish Meeting is booked for Friday 22 April in the Village Hall.

The Annual Parish Council Meeting is booked for **Tuesday** 24 May.

The Audit is to take place on Wednesday 20 April at 1pm.

**Village Clock Maintenance**

Mr Nash has investigated ownership of the Clock and Councillors confirmed that the Church owns the clock and that The Parish Council gave the PCC a grant to cover the cost of the maintenance.

The Clerk will email Smiths of Derby and ask them to contact the PCC in future. She will copy the PCC in.

**Policy for Banners around Village**

Decision to be deferred until the next meeting. Councillors will email Mr Nash with any suggestions for amendments to the policy.

The banner on the play area fence will be taken down to see whether the damage to the fence continues.

**Policies**

The issue of the council's policies was discussed. It was agreed that the policies will all need to be reviewed and it was agreed to work through them at future meetings. Ms Bramley will send out the list of policies so councillors can see what they are responsible for and Councillors were asked to start thinking about drafting updated versions of the policies and confirm whether or not if they are still happy to manage the policies allocated to them at previous meetings.

**Condition of Woodchurch Village Sign and Other Signs**

The powder coating is peeling off the sign and it is rusting through in certain places. Mr Nash has asked for a quote to repair it.

The frame on the wildlife sign also needs repairing.

**Emergency Contacts**

Ms Bramley has prepared a list this and will report back to the next meeting.

**Village Map**

Defer to next meeting.

**Noticeboards**

**Resolution: Following discussions Councillors gave Mr Nash permission to order 2 x By Law signs, No Dog signs, No Smoking on the Car Park signs and signs for the Play Area and Toilet at a cost of £661.16 + possible delivery.**

**Closure of HSBC Accounts**

**Resolution: Councillors unanimously agreed that Mr Hukins should arrange for the Parish Councils account to be closed.**

**Play Area**

Mr Nash reported the following:

**Broken Fence Slat**

That he had replaced another broken fence slat around the play area. It was reported that it broke while children were kicking a football against the fence and using the banner as a goal. The broken slat had splintered and was dangerous. It is possible to see where the ball has been kicked repeatedly against the banner and has caused it to split vertically in line with the fence slats.

**Play Area Gate Latch**

The lock on the play area gate is completely broken and one part has a screw sticking out that is at a child's eye level. Mr Nash said he had ordered a new lock for the gate and will try to get it installed this week.

As this was considered to be a safety hazard, Councillors Bramley, Hukins and Nash agreed via email that Mr Nash should order a lock from 1<sup>st</sup> Fix South at a cost of £63.47 (plus £6.50 p&p) using the Parish Council debit card.

**Dangerous Entrance**

While checking the play area equipment against the Parish Council Asset Register Mr Nash witnessed a lady slipping over on the wet mud bank that has formed inside the play area by the gate. Councillors will look into the best way to make the entrance to the play area firmer and less prone to wear.

Suggestions for improving this to be discussed again at a future meeting.

**Website Costs**

Defer to next meeting

**ITEMS UNDER AGENDA ITEM 11 WERE BROUGHT FORWARD AND DISCUSSED AT THIS POINT IN THE MEETING.**

**10. HIGHWAY/PROW ISSUES****Report from Councillor Jones**

Defer to next meeting.

Mr Molloy reported that PROW have noted the comments he submitted re changing the Right of Way at the Rare Breeds Centre.

It was noted that the stile is down at the Windmill. This is the landowners responsibility.

**Flooding outside Shop on Front Road**

This item has been logged.

**11. VILLAGE MATTERS****Queens's Platinum Jubilee Celebration and Carnival Update**

Mr Byrne apologised for not getting the handbook to Councillors.

The Carnival is going to extend over the entire weekend. The group is looking to do something for the Juniors on 3rd. The Carnival and Laser Show are to be held on the 4th and the group is trying to encourage a street party on the 5th. Public Liability Insurance and the Road Closure have been applied for.

Mr Baker updated Councillors on the financial situation of the event.

**Renovation of Bus Shelters**

Defer to next meeting.

**Electric Car Charging Points**

Defer to next meeting.

**Installation of Defibrillators**

Councillors unanimously gave Mr Nash permission to purchase the defibrillators using the Parish Council Credit Card.

**Proposal for CCTV Cameras in Village**

Defer to next month.

**Parish Council Contribution to Newsletter**

S106 request

CCTV

Dates of APM and APCM

Play Area

Welcome to New Councillor

**Christmas Tree 2022**

There were no responses from any other clubs or societies wishing to take on organising the Christmas Tree for 2022.

**Resolution: Councillors unanimously agreed that Woodchurch in Bloom should take the lead for organising the Christmas Tree for 2022.**

**12. CORRESPONDENCE/EMAIL CORRESPONDENCE**

Lloyds Bank re cheque for Mr Bissonnette  
 Clerk and Councils Direct  
 EDF  
 BoxGreen

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

The following was received from County Councillor, Mr D Robey  
 The KCC Budget for 2022 - 23 and a Draft 2022 - 2025 Medium Term Financial Plan, was approved by the KCC Full Council, on 10<sup>th</sup> February, at an eight-hour meeting, and although things are going to be very tight next year, this represents a very good result, which will enable us to continue to provide services to residents.

The whole debate between Government and Local Authorities at all levels continues, to come up with ideas for how more powers could be devolved from Whitehall. This covers both County Deals and Levelling - Up, and KCC is working with Kent District Councils and Medway to try and flesh out what this might mean for Kent.

The Ashford Land Commission Survey has now been sent out to all Parish Councils and should be completed electronically, although a hard copy has also been provided for discussion and familiarisation. This is a very important piece of work, with a lot of implications for development in the Borough, and the input of Woodchurch Parish Council is both valued and vital. The timescales are tight, but if you would do your best to meet them, then that would be greatly appreciated.

I have been contacted by a resident of Coldblow, Carol Vant, about HGVs' usage of this road and I have asked Kent Highways to look into this, to see what can be done.

The Village Carnival funding of £1500 will be coming from my 22/23 Member Grant, rather than this year's COVID Grant, for technical reasons that don't matter. This may involve minor adjustments to your application form, but should not affect your getting the money when you need it. I am sorry about this, but I was only made aware of the problem last Friday 18<sup>th</sup> February.

Resident re allotments. The Clerk was asked to respond and inform the lady that the provision of allotments has been investigated before, but previous councillors were unable to secure any land in the parish and as such this council is unable to keep a list until some land becomes available, at which point the opportunity to rent an allotment will be offered via the newsletter and social media.

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

No extra items requested.

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

Ms Bramley will report the theft of the goal posts to the police.

Mr Nash asked for help with naming the scanned files on the computer. He will liaise with Mrs Quinn and discuss with councillors who offered to help.

There being no further business the meeting closed at 9.34 pm.

Signed..... Dated .....

Chair

# WOODCHURCH PARISH COUNCIL

## PLANNING APPLICATION RECORD

February 2022

22/00116/AS Ridgeways, Brook Street, Woodchurch, Ashford, Kent, TN26 3SP  
Partial garage conversion  
**Parish Council: Support**

### Decision Notices received from ABC

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