

WOODCHURCH PARISH COUNCIL

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MINUTES 195

Page 772

**Minutes of the Ordinary Parish Council meeting held
on Thursday 28 April 2022 in the Memorial Hall Annexe at 7.00 pm**

PRESENT: Ms L Bramley,(Chair), Mrs N Job, Miss E Jones (left at 9.45), Mrs L Quinn,
Mr R Job (left at 9.00), and Mr C Molloy
PCSO Oliver Welch for part of the meeting

PARISH CLERK: Mrs J Batt

BOROUGH COUNCILLOR: Mr D Ledger for part of the meeting

COUNTY COUNCILLOR:

MEMBERS OF THE PUBLIC: There was one Member of the Public present for part of the meeting.

1. APOLOGIES FOR ABSENCE

Apologies were received from Mr P Glasgow (prior engagement)
and Mr W Nash (prior engagement).

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 the developments in Bridge Close and Front Road
as she lives in Bridge Close and has family connections with Front Road.

Declarations of Significant Interest

Ms Bramley declared a Significant interest in the request for a Memorial Tree on The Green as the
applicant is a family member.

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

A meeting to co-opt a councillor to fill the vacancy will be held on 12 May 2022 at 7.00pm.

5. ACCEPTANCE OF MINUTES

It was noted that the old website address was used on previous minutes.

This has now been rectified. If entered into the search bar the old address automatically
directed to the new site.

Minutes 193 stated that the developer of the Kirkwood Avenue development had put in an appeal. It should read has not put in an appeal.

The Minutes of the meeting held on 24 March 2022 were accepted and it was unanimously agreed that Ms Bramley should sign them as a true record of the meeting.

Proposed Miss Jones Seconded Mr Molloy

6. MATTERS ARISING

Ms Bramley will formulate a reply to the KALC email that the Resolution to Close the Meeting refers to.

7. MEETING ADJOURNED FOR PUBLIC PARTICIPATION AND RECOVERED

The meeting was opened to the Members of the Public present from 7.15 – 8.31 during which time a discussion took place regarding a Woodchurch Flag. Please see under item 9.

PCSO Oliver Welch reported that there was not a lot happening in the rural area. Oil/petrol thefts are a problem at the moment due to the price of fuel.

Romance Scams are a particular problem on the internet.

Parish Councils are encouraged to sign up to My Community Voice - a two-way engagement tool produced by Kent Police.

Councillor Ledger reported that the two appeals re developments in the parish are ongoing. The Cob Tree Meadow site has been referred to the Compliance and Enforcement Board. It is in the hand of the Planning Inspectorate.

There has been no official feedback from the Land Mapping Survey. A draft is expected in May.

Mrs Philippa Jones reported that Woodchurch in Bloom is holding a Planting Out Day on 21 May and asked for and received permission to put a gazebo on The Green. See below.

Mrs Jones suggested that the Council could appoint a particular person to liaise with WIB regarding activities and events. This will be discussed at the APCM.

Amendment to Agenda

Councillors unanimously agreed to Woodchurch in Bloom erecting a gazebo on 21 May.

8. PLANNING

Please see attached list.

A list of decisions not captured on the minutes has been added to the Planning List file on the computer. Anyone wishing to see the Planning Lists should contact the Clerk.

To ensure that pages from the Planning Register do not get separated from the minutes these will be numbered in future.

9. ACCOUNTS AND OTHER GENERAL COUNCIL BUSINESS

Bank Reconciliation as at last Bank Statement – HSBC and Lloyds

Account Balance		Balance at Bank	
Opening Balance	45054.62	Treasurers Account	21143.63
		Plus Uncleared Receipts	000.00
			21143.63
		Less Uncleared Payments	1952.98
Plus Receipts	<u>33305.44</u>		19190.65
	78360.06	Plus HSBC Accounts	51.32
Less Payments	<u>31112.99</u>	Lloyds Savings	28005.10
	47247.07		47247.07

Accounts to be Paid

PAYEE	CHQ NO	NET £	VAT £	GROSS £	DETAILS
Salaries and Expenses	143	622.16		622.16	
Salaries and Expenses	144	522.83		522.83	
KALC	145	670.88	134.18	805.06	Subscription
WMH	146	84.00		84.00	
Cancelled Cheque	147				
Mr L Robbins	148	120.00		120.00	Internal Audit Fee
Cancelled Cheque	149				

Adoption of Fixed Asset Register

The Fixed Asset Register has now been completed. The Clerk discussed this with the Internal Auditor who was happy that previous versions should be destroyed as they are no longer relevant. Following discussion Councillors unanimously agreed to adopt the Fixed Asset Register Ms Bramley had not seen the register and abstained. It was agreed to archive old copies of the register for information purposes.

Handyman's Salary

Resolution: Councillors unanimously agreed to increase the Handyman's Salary to £9.50 to be backdated to 1 April.

Archiving of Old Documents

During the archiving of old documents, required as the Parish Council has reduced the storage capacity from 3 filing cabinets to one, it was noted that some requests for payment had been omitted from the minutes. The Clerk brought this to the attention of the Internal Auditor, but it was not considered to be a cause for concern. The cheque numbers are now included in the minutes.

Whilst sorting the minutes for scanning, some attachments were found to be missing. These were reprinted and added with a note to the effect that they are not the originals. The summary receipts and payments for the year end were added in instances where the original budget figures were missing.

Purchase and Siting of a Beacon

This project is progressing. A more aesthetic design for the post was suggested by Mr Massey and was agreed.

Mr Massey has offered to deliver and site the post free of charge.

Councillors need to source a machine to drill the hole for the post.

Resolution: It was unanimously agreed to site the beacon at site 1 near to the site of the Christmas Tree.

Setting up Direct Debit for EDF

Defer.

Castle Water/Pavilion Water Meter

The Direct Debit has been set up and the outstanding amount added to this.

Policies

Defer to future meeting.

Condition of Woodchurch Village Sign and Other Signs

Defer to future meeting.

Emergency Contacts

Defer to future meeting.

Village Map

Defer to future meeting.

Noticeboards

Defer to future meeting.

Closure of HSBC Accounts

Defer to future meeting.

Play Area

Resolution: Councillors unanimously agreed to purchase the following;

3 rubber grass mats.

23m thick

1.5m x 1m square

Cost £75.90 + VAT + Delivery

Resolution: It was agreed that Mr Nash should be asked to place an order for the mats and pay using the Parish Council Debit Card.

Request for Memorial Tree on Village Green

Ms Bramley left the room and Councillors elected Mrs Job to take the chair.

It was agreed to respond to the applicant as follows:

We are looking at placing trees in the village as part of the Green Canopy, but the areas have yet to be agreed. Councillors will liaise with the Tree Warden and if you wish to contribute a tree please indicate the species and we will include your request in the discussions.

Agreement for siting of additional trees as part of the Green Canopy

Defer to future meeting.

Community Based Renewable Energy Sources

Defer to future meeting.

Woodchurch Logo for the Flag

It is possible to register a flag and that flag then becomes the official flag of that community. The cost of producing a flag is minimal. There is no cost to register the flag.

It was suggested asking the residents via the newsletter whether they would support a village flag.

Request from Woodchurch Yard Together

Councillors felt unable to offer financial support to Woodchurch Yard Together from this year's budget.

Councillors agreed that a letter should be sent to the PCC enquiring as to the financial support they have offered WYT in the past and intend to offer in the future, along with their plans for the future of maintenance of the churchyard.

Request for Funding from S106

The list will be sent to ABC.

Toilet Door

Defer to future meeting.

Date for APM

The APM will be held prior to the APCM on 24th May at 6.30 pm.

Goal Posts

Defer to future meeting.

Date for Meeting of Charity Trustees

Defer to future meeting.

10. HIGHWAY/PROW ISSUES

Report from Councillor Jones

Nothing to report.

11. VILLAGE MATTERS

Queens's Platinum Jubilee Celebration and Carnival Update – Letters re Funding

Ms Bramley will respond to the letter informing the members that Councillors are very supportive and impressed with all the hard work being undertaken by the members of the

committee to make this event a success, and that the members of the Parish Council have been working very hard to resolve the banking issue.

She will also inform them that the Trustees of the Windmill Trust are in the process of reviewing the administration of the trust.

Renovation of Bus Shelters

KCC is assisting the Parish Council in progressing this project.

Electric Car Charging Points

Nothing to report.

Installation of Defibrillators

Defer to future meeting.

Parish Council Contribution to Newsletter

This item was not discussed due to time constraints.

12. **CORRESPONDENCE/EMAIL CORRESPONDENCE**

Items received not presented to Councillors due to time constraints

Woodchurch Men's Shed

HSBC

Glasdon

Littlethorpe

Helpful Property Group

M & G

Elan City

KSS

Saint Property Services

Mrs J Batt – Resignation from position of Parish Clerk

Email Correspondence - all forwarded to Councillors.

Councillors did not bring any specific items to the attention of the meeting.

Received from County Councillor Robey

The knock-on effects of the P&O situation in Dover continue, although the traffic problems have been managed reasonably well under the circumstances. There is a need for a strategic solution to the lorry issue, which, like many things, requires action from national government. Work continues on the KCC Strategic Statement, which aims to set the course for KCC over the next five years. This is tied up with Levelling-Up and County Deals and our aim is to get more powers for Kent, controlled within Kent, along with more money, but we will see.

The work of the Ashford Land Commission continues, and some interesting conclusions are beginning to emerge. We aim to produce a final report by November 2022, for consideration by the ABC Cabinet.

Budget pressures continue, not helped by inflation due to energy costs, Ukraine wheat and oil seed production being suspended etc. This situation will get worse before it gets better.

I assume that you have the money that you need for the Platinum Jubilee Celebrations, but if there are any problems, please let me know immediately.

As ever, if you need anything, please get in touch. I will attend your re - scheduled APM and do a Q&A if you like!

13. ITEMS TO BE INCLUDED ON THE NEXT AGENDA

Memorials

Working Group to deal with the appointment of Parish Clerk

Insurance

14. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

There being no further business the meeting closed at 10.46 pm.

Signed..... Dated
Chair

WOODCHURCH PARISH COUNCIL PLANNING APPLICATION RECORD

Page 779

April 2022

- 22/00348/AS Shirkoak Farm, Bethersden Road, Woodchurch, Ashford, Kent, TN26 3PZ
Proposed conversion of existing outbuilding to dwelling
Parish Council: Support
- 22/00395/AS Bower Farm, Brook Street, Woodchurch, Ashford, Kent, TN26 3SY
Prior Notification for the Change of use of a Building from a use as Light Industrial (Class B1c/ Class E) to a use falling within a Residential (C3) Use for 3no. dwellinghouses and associated operational development
Parish Council: OBJECT on the grounds of disparity between the planning statement and plans, lack of detail around sanitation, foul water, the potential for loss of the neighbours privacy and safety concerns with regard to access onto Brook Street
- 22/00406/AS Church Elms Farm, Redbrook Street, Woodchurch, Ashford, Kent, TN26 3QR
Extension to existing outbuilding – Part Retrospective
Parish Council: Support
- 22/00441/AS Honeysuckle Cottage, Bethersden Road, Woodchurch, Ashford, Kent, TN26 3PU
Prior Notification for the change of use of and associated operational development of 1no. Building and land within its curtilage from use as agricultural to a use falling within Class C3 (1no. dwellinghouse)
**Parish Council: OBJECT
Concerns around the size of the footprint**
- 22/00490/AS Ben Edor, Boldshaves Lane, Woodchurch, Ashford, Kent, TN26 3RD
Part demolition of existing building and proposed 1.5 storey extension and changes to fenestration
Parish Council: Support
- 22/00548/AS Shirkoak Farm, Bethersden Road, Woodchurch, Ashford, Kent, TN26 3PZ
Proposed conversion of existing outbuilding to holiday let
Parish Council: Support

An appeal has been received in respect of:

Land between, 82-120 Front Road, Woodchurch

Outline planning application with all matters reserved except for access into the site – For the erection of up to 40 dwellings (including affordable housing), structural planting and landscaping, informal public open space and children's play area, surface water flood mitigation, vehicular access point and associated ancillary works

Parish Council: Councillors agreed the contents of a statement prepared by Mr Molloy

An appeal has been received in respect of:

Land south east of Bridge Close, Appledore Road, Woodchurch, Kent

Development of 31 dwellings, new access, parking and associated landscaping including 40% affordable housing and self build plot(s)

Parish Council: Councillors agreed the contents of a statement prepared by Mr Molloy

Decision Notices received from ABC

21/01926/AS Mill Cottage, Bethersden Road, Woodchurch, Ashford, Kent, TN26 3QW

Proposed carport with room above; retrospective creation of new access and driveway

Borough Council: Refuse

22/00116/AS Ridgeways, Brook Street, Woodchurch, Ashford, Kent, TN26 3SP

Partial garage conversion

Borough Council: Permit

220/00360/AS Agricultural building and land north of Coggers Cottage Boldshaves Oast

Borough Council: Prior Approval Not Required