

WOODCHURCH PARISH COUNCIL

Page 782

MINUTES 197

Minutes of the Annual Parish Council Meeting held in the Memorial Hall Annexe, on Tuesday, 24 May 2027 at 7.00 pm

PRESENT: Ms L Bramley,(Chair), Miss E Jones, Mrs L Quinn
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 4 Members of the Public present.

1. ELECTION OF CHAIR

Mr Nash proposed Ms Bramley for the position of Chair, seconded by Mr Hukins.

There were no other nominations.

Ms Bramley agreed to accept the position of Chair for the coming year.

Ms Bramley signed her Declaration of Acceptance of Office.

2. APOLOGIES FOR ABSENCE

An Apology for Absence was received from Mrs N Job (prior commitment), Mr P Glasgow (prior commitment), and Mr R Job (prior commitment).

3. APPROVAL OF REASONS FOR ABSENCE

Councillors unanimously agreed the above reasons for absence.

4. DECLARATIONS OF INTEREST

Declarations of Pecuniary Interest

There were no Declarations of Pecuniary Interest.

Declarations of Significant Interest

Ms Bramley declared a Significant Interest in application no 22/00689/AS as she is a friend of the applicant.

i) **To note the granting of any Requests for Dispensations and the decision**

There were no Requests for Dispensations.

ii) **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.

5. **ELECTION OF VICE CHAIRS**

Councillors agreed to continue with 2 Vice Chairs.

Ms Bramley proposed Mr Hukins for the position of Vice Chair, seconded by Miss Jones.

Mrs Quinn proposed Mr Nash for the position of Vice Chair, seconded by Mr Molloy.

Both councillors agreed to accept the position of Vice Chair for the coming year.

6. **CONFIRMATION OF ELECTION OF OFFICERS TO COMMITTEES AND OUTSIDE BODIES FOR THE TERM OF THE COUNCIL**

Village Green – Mr Hukins

Woodchurch HUB – Mr Molloy

Sports Pavilion – Mr Hukins

Youth Matters – Mr Job

Police Liaison – Mr Job

KALC – Ms Bramley and Mr Nash

Memorial Hall Committee – Mr Nash

Parish Forum – Ms Bramley

Highways and Pavements – Miss Jones

Public Rights of Way – Mr Molloy

Finance and Policy – Mr Glasgow

Disciplinary and Grievance Committee – Ms Bramley, Mrs Job and Miss Jones

Appeals Committee – Mr Hukins, Mr Molloy, Mrs Quinn

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

Associated School Governor – Miss Jones

All Saints Church – Mr Nash

Any other Committees requested by Councillors - None

Resolution: Councillors unanimously confirmed the above appointments

7. CONFIRMATION OF DELEGATION OF RESPONSIBILITIES FOR THE TERM OF THE COUNCIL

Annual Review of all Parish Council Paperwork – August – All Councillors
 Six Monthly Review of Fixed Assets – September and March – Ms Bramley and Mr Nash
 Six Monthly Risk and Financial Risk Assessment – September and March – Ms Bramley and Mr Nash
 Internal Parish Council Audit – Mr Robbins
 Parish Council Finances – Mr Glasgow
 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 – Ms Bramley, Miss Jones and Mr Nash
 Councillors Responsible for assisting with Transparency and Data Protection – Mr Nash and Mrs Job
 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 Defibrillators – Mr Job
 Councillor with responsibility for Charity Administration – Charity Trustees – to be reviewed
 Councillor responsible for liaising with Parish Magazine/Newsletter – Ms Bramley
 Councillor responsible for liaising with HUB – Mr Molloy
 Any other Responsibilities put forward at meeting - None

Resolution: Councillors unanimously confirmed the above appointments.

8. MEETING ADJOURNED FOR PUBLIC PARTICIPATION AND RECONVENED

The meeting was opened to the Members of the Public present from 7.27 – 7.40 pm during which time Mrs Jones reported that Woodchurch Yard Together has purchased a dog bin and asked whether Mr Jarvis would empty it when he empties the rest of the bins. It was agreed to ask Mr Jarvis and discuss this again at the June meeting. Mrs Quinn will draft an agreement for the emptying of the bin to be signed provided Mr Jarvis agrees to empty the extra bin.

Councillor Ledger reported that the planning department are having ‘Clearance Week’ during which the intention is to clear a lot of the older applications that have built up over the last 12 months.

9. REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS

Should only read review of Standing Orders and Financial Regulations
 Councillors were satisfied that these documents were in order, and they will be added to the website.

10. REVIEW OF LAND AND ASSETS BELONGING TO THE COUNCIL

The Fixed Asset Register has just been updated and was adopted at the last meeting.

The Village Hall is maintained by the Village Hall Committee.

11. CONFIRMATION OF INSURANCE ARRANGEMENTS IN RESPECT OF ALL INSURABLE RISKS

Renewal of Insurance for 2022/2023

Councillors agreed the insurance for the forthcoming year.

The insurance will be reviewed in September.

Self-Insurance of Parish Council Assets

Resolution: Councillors unanimously agreed to continue to self-insure the noticeboards, flag pole, flags, oak posts, Ranter's Oak Memorial, chestnut fencing, metal posts, metal and wooden litter bins, Memorial Hall Sign, Disabled Parking posts and sign, metal barrier to side of toilets, kissing gate, filing cabinet, iron water pump, war memorial, dog bins, wheelie bin and other sundries as listed in Fixed Asset Register.

It was agreed to investigate who owns the War Memorial.

The cost of insuring the beacon will be investigated.

12. REVIEW OF SUBSCRIPTIONS

Councillors unanimously agreed to continue to subscribe to the following:

Kent Association of Local Councils

Association of Local Council Clerks – to be reviewed when the new Clerk is appointed.

13. REVIEW OF COMPLAINTS PROCEDURE

To be undertaken as part of the policy Review.

14. REVIEW OF THE COUNCIL'S POLICIES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER THE FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION

To be undertaken as part of the policy Review.

15. REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA

To be undertaken as part of the policy Review.

16. REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES/PROCEDURE

To be undertaken as part of the policy Review.

17. REVIEW OF THE COUNCIL'S CO-OPTION POLICY

Reviewed in January 2022. To be reviewed in May 2023.

18. CONFIRMATION OF THE RESOLUTION TO ADOPT THE GENERAL POWER OF COMPETENCE AND REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER THE GENERAL POWER OF COMPETENCE

Confirmation that Councillors adopted the General Power of Competence on 16 May 2019.

Expenditure under the General Power of Competence during the Financial Year 2021/2022

To the best of Councillors' knowledge, there was no expenditure under this power.

It was pointed out that the expenditure on the Woodchurch Wagon should have been noted under GPC spending for 2019-2020.

19. DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS UP TO AND INCLUDING THE NEXT ANNUAL GENERAL MEETING

Meetings will usually be held on the 4th Thursday of every month, apart from December which is usually held on the 3rd Thursday at 7.00 pm in the Memorial Hall Annexe.

Any amendment to this arrangement will be advertised on the noticeboard and website

20. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING

The net payment to Greenworks Solutions on Minutes 192 should read £450.78 not £450.76. Minutes 195 were accepted, and it was unanimously agreed that Ms Bramley should sign them as a true record of the meeting.

Proposed Mr Hukins Seconded Mrs Quinn

Minutes 196 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 Hukins

21. MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES

There were no Matters for Report not covered on the agenda.

22. CORRESPONDENCE AND OTHER GENERAL COUNCIL BUSINESS

Correspondence

HSBC Changes to Statement and Charging Frequency

Castle Water

HSBC Uncleared Cheques

Clerk and Councils Direct

Kompan

Saint for Village Green

HSBC Business Overdrafts

HSBC asking for confirmation of business details

Arrangements for dealing with Parish Council Post and Emails

The Parish Council's postal address will be moved back to the HUB.

Emails

All emails are forwarded to all councillors who will monitor them and bring any of particular importance to Woodchurch Parish Council to the attention of Councillors at the next meeting.

Councillors should inform the Clerk if they wish a particular email to be included on an agenda for discussion.

Ms Bramley will inform the Clerk of any emails she feels Woodchurch should unsubscribe from.

Website

The website hosting company has been changed and the information is being moved across. This will not affect anyone using the website.

Councillors Bramley, Jones and Nash will action this.

Risk Assessment

Ms Bramley and Mr Nash will complete a Risk Assessment in September.

Storage of Parish Council Documents

Councillors are satisfied that the minutes and all other documents are secure in the locked filing cabinet in the HUB or in the Clerks home office as necessary.

Retention and Storage of Post and Emails

Post that is not specific to Woodchurch will not be kept unless it is considered to be important, or the Clerk is particularly asked to keep it. Old post will be recycled.

Emails

Sensitive emails should be printed off by the Clerk. Councillors should inform the Clerk if they wish a particular email to be printed. To be reviewed.

IT Security

Councillors should all bear the following in mind when using their home/work computer for Parish Council business.

All councillors should provide the Parish Council with a secure email address and ensure that virus software is current.

Councillors should be aware that all correspondence and emails are confidential until they are tabled at a Parish Council meeting. If anyone else is privy to the information contained in emails received by you on a home/work computer, please ensure that they are aware of this fact.

Councillors' computers should be encrypted, and councillors should not use their mobile phones for Parish Council business.

The Freedom of Information Act now extends to emails that would previously have been considered to be private, if they relate to council business.

Compliance with Transparency Code

All information required under the Transparency Code is published on the website.

Compliance with Data Protection Legislation - Appointment of Data Protection Officer

This continues to be progressed by Mr Nash and Councillors agreed to continue to employ Satswana as Data Protection Officer for Woodchurch Parish Council.

Satswana will be asked for an up-to-date copy of the contract.

Storage of Computer Records

All information is backed up on The Cloud. A support company monitors this for the Council.

23. FINANCE**Accounts****Bank Reconciliation as at last Bank Statement – HSBC and Lloyds**

Account Balance		Balance at Bank	
Opening Balance	47247.07	Treasurers Account	31840.30
		Plus Uncleared Receipts	000.00
			31840.30
		Less Uncleared Payments	2034.05
Plus Receipts	<u>12710.00</u>		29806.25
	59957.07	Plus HSBC Accounts	46.32
Less Payments	<u>2099.40</u>	Lloyds Savings	<u>28005.10</u>
	57857.67		57857.67

Accounts to be Paid

PAYEE	CHQ NO	NET £	VAT £	GROSS £	DETAILS
Cancelled Cheque	150				
Salaries and Expenses	151	349.78		349.78	
Cancelled Cheque	152				
Gallagher	153	2044.99		2044.99	Insurance Premium
Salaries and Expenses	154	619.16		619.16	
AMJ IT	155	187.30	36.46	224.76	Computer Backup

Councillors unanimously agreed to pay the above accounts.

Review of Direct Debits

The Council has entered into a Direct Debit with Castle Water for Pavilion Water and a form will be submitted for EDF.

Quote for Cutting Meadow

Ms Bramley will ask for a written quote.

Quote for Safety Cones

Resolution: Councillors unanimously agreed to purchase 12 cones for £75.87. The cones will be loaned to the school during the week and available for use by other members of the village community at other times.

Mrs Quinn will draft an agreement between the Parish Council and the School to ensure that the cones are available at all times.

Proposed Mr Hukins

Seconded Mr Molloy

24. COMPLETION OF AGAR AND ASSOCIATED PAPERWORK**i. Internal Auditors Report**

The Clerk read the report out to Councillors who noted his comments and will ensure that in future decisions are taken by the council as a whole and minuted, prior to any action being taken by a councillor and the budget will be prepared prior to the precept being set.

ii Review of the Effectiveness of the Internal Auditor

Councillors unanimously agreed that they were satisfied with the effectiveness of the Internal Auditor, Mr Lionel Robbins and agreed to employ him again next year.

iii Review of Statement of System of Internal Control

Councillors were satisfied that the Statement of Internal Control, was in order and Ms Bramley signed the document.

iv Consideration of the Findings of the Review by Members of the Meeting as a Whole

Councillors considered the findings of the review and agreed they were satisfactory.

v Approval of the Annual Governance Statement by Resolution – Sec 1

Councillors completed the Annual Governance Statement.

Resolution: Councillors unanimously approved the Annual Governance Statement.

Proposed: Miss Jones Seconded: Mrs Quinn

vi Signature and Dating by the person presiding at the meeting and The Clerk – Sec 1

Ms Bramley and the Clerk signed and dated the Annual Governance Statement.

vii Consideration of the Accounting Statements by Members of the Meeting as a Whole

Councillors considered the Accounting Statements and agreed they were accurate.

viii Approval of the Accounting Statement by Resolution – Sec 2

Resolution: Councillors unanimously approved the Accounting Statement.

Proposed: Mr Hukins Seconded: Mr Molloy

ix Signature and Dating by the person presiding at the meeting – Sec 2

Ms Bramley signed and dated the Accounting Statement, previously signed and dated by the Clerk.

Sections 1, 2 and the Internal Auditors Report will be published on the notice board and website.

25. PLANNING

Please see attached list.

A hearing is going to be held in respect of the Gladman development appeal, which Councillors would like to attend if possible.

The Bridge Close appeal is to be decided on written representations. A decision is expected in 4 – 6 weeks.

26. PROPOSAL FOR NEW PARISH CLERK

A working group has been set up. The minutes of the meeting were circulated. Please see attached.

Councillors were in agreement with the recommendations put forward by the members of the working group and Mr Nash proposed acceptance of the recommendations, seconded by Mr Molloy.

The terms of reference will need further work before they are agreed by the members of the council.

Ms Bramley abstained from the vote.

The Working Group will meet on 14 June at 7pm and report back to the next meeting.

27. BEACON

The final arrangements for the delivery and installation of the beacon were discussed.

A risk assessment is being prepared by Mr Byrne.

The members of the Parish Council agreed to support the fire watch.

The Chair thanked Mr Molloy for all his work on this project.

27. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

There being no other business the meeting closed at 10.31 pm.

Signed Dated

Chairman

WOODCHURCH PARISH COUNCIL

PLANNING APPLICATION RECORD

MAY 2022

22/00582/AS 109 Shirkoak Park, Woodchurch, Ashford, Kent, TN26 3RR
Lawful Development Certificate - Proposed - extension to residential park home at the rear, to be removable and able to load onto a trailer/low-loader. Will not exceed maximum length of 60 ft allowed for a park home.
Parish Council: Support

22/00584/AS Kestrels View Farm, Brook Street, Woodchurch, Ashford, Kent, TN26 3SX
Proposed two storey side extension, porch and balcony to rear of dwelling
Parish Council: Support

22/00689/AS Hornbrook Cottage, Appledore Road, Woodchurch, Kent, TN26 3TJ
Proposed single story rear extension
This item chaired by Mr Hukins
Parish Council: Support 5:1 abstention

Decision notices received from ABC

22/00302/AS May Cottage, Coldblow, Woodchurch, Ashford, TN26 3PH
Removal of condition 8 (Agricultural Occupancy) on planning permission 89/01880/AS
Borough Council: Permit