

# WOODCHURCH PARISH COUNCIL

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MINUTES 198

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**Minutes of the Ordinary Parish Council meeting held  
on Thursday 23 June 2022 in the Memorial Hall Annexe at 7.00 pm**

**PRESENT:** Ms L Bramley,(Chair), Mrs N Job, (left 9.00), Mrs L Quinn,  
Mr P Glasgow, Mr A Hukins, Mr R Job, (arrived 7.09)  
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 was one Member of the Public present.

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Miss E Jones (family commitment) and County Councillor, Mr D Robey.

**2. APPROVAL OF APOLOGIES FOR ABSENCE**

Councillors unanimously approved the above absence.

**3. DECLARATIONS OF INTEREST**

**Declarations of Pecuniary Interest**

There were no Declarations of Pecuniary Interest.

**Declarations of Significant Interest**

Mr Molloy and Mr Nash both declared a Significant Interest in application 22/00744/AS as they are professional acquaintances of the applicant.

Mr Glasgow declared a Significant Interest in application no 22/00778/AS as he is a near neighbour

Mr Hukins declared a Significant Interest in application no22/00946/AS as he is a professional acquaintance of the applicant

Ms Bramley declared a Significant Interests in application no 22/00801/AS due to a family connection.

**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**

It was noted that the General Power of Competence was mistakenly referred to as the Power of General Competence in some minutes prior to 2022.

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

**Proposed Mrs Quinn      Seconded Mr Hukins**

**5. MATTERS ARISING**

There were no Matters Arising not covered on the agenda.

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

The Members of the Public did not have any questions or comments to make.

**7. PLANNING**

Please see attached list.

The Bridge Close appeal has still to be decided.

Likewise, no progress has been made on the Front Road appeal. Correspondence is still ongoing between ABC and the Inspector.

**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	47247.07	Treasurers Account	31517.06
		Plus Uncleared Receipts	<u>000.00</u>
			<b>31517.06</b>
		Less Uncleared Payments	<u>3074.81</u>
Plus Receipts	<u>14759.69</u>		<b>28442.25</b>
	<b>62006.76</b>	Plus HSBC Accounts	41.32
Less Payments	<u>5518.09</u>	Lloyds Savings	<u>28005.10</u>
	<b>56488.67</b>		<b>56488.67</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	156	626.76		626.76	
Salaries and Expenses	157	329.33		329.33	
Dolmen Cons & Join Ltd	158	425.00	85.00	510.00	Post for Beacon
Black Forge	159	1070.00		1070.00	Basket for Beacon
KALC	160	35.00	7.00	42.00	Web Accessibility Course
Satswana	161	180.00	30.00	150.00	Data Protection Service

**Councillors also approved the Direct Debit payment to Castle Water for £5.**

**The payment by Debit Card last week to EDF for £160.13 was paid as we received a red Reminder.**

**Councillors also retrospectively agreed to Mr Nash attending the KALC Web Accessibility Course which had to be signed up to prior to the meeting. Mr Nash had offered to pay for himself but Councillors agreed the payment from the council.**

**A Debit Card payment was made to the Heavenly Helpers on 13 May as agreed in January 2022.**

**Proposed Mr Molloy**

**Seconded Ms Bramley**

**Archiving of Old Documents**

Defer to next meeting.

**Setting up Direct Debit for EDF**

Mr Hukins and Mr Nash will set this up.

**Castle Water/Pavilion Water Meter**

The monthly amount has been reduced to £5.

**Insurance**

To be reviewed in September.

**Policies**

The following to be reviewed in time for the July meeting.

Child and Vulnerable Adult Policy

Health and Safety

Equal Rights

Flag Protocol

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

The existing sign is in need of repair. It has lost quite a lot of powder coating and parts are starting to rust.

Councillors will draw up a specification in time for the next meeting.

Councillors will check the stability of the fingerpost at Clappers Mead, circulate a photo of the post and discuss at the next meeting.

**Emergency Contacts**

Defer to future meeting.

**Village Map**

Defer to future meeting.

**Noticeboards**

Defer to future meeting.

**Closure of HSBC Accounts**

Mr Hukins was due to have a safeguarding meeting with HSBC but has now been told that he doesn't need a safeguarding meeting but is able to close the account online. He will progress this issue.

**Play Area**

Miss Jones reported that she had been informed by a neighbour that she had fallen over in the play area. She slipped due to the loose stones from the surface that is breaking up. She is currently suffering from back issues which could have been exacerbated by her slipping over. Miss Jones visited the play area to take a look and recommended that the council considers whether the area is in fact usable at all until repairs are made. The surface is getting worse, chunks of the surface continue to loosen and come away completely. The surface is very slippery and Miss Jones witnessed a child slipped over on it when she visited/inspected.

It was agreed to put up signs warning people that they use the play area at their own risk and Publicise this in the newsletter and on facebook.

The Clerk will contact Mr Bissonnette's insurance company regarding the possibility of Claiming against his insurance and ask Gallagher's what our excess is if we claim against our policy.

**Cutting Meadow**

**Resolution: Councillors unanimously agreed the quotation from ARW Kirk to cut the meadow at a cost of £430 + VAT.**

**Proposer Ms Bramley**

**Seconded Mr Molloy**

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

Ms Bramley and Mr Molloy will walk The Green with Mr Buckley and prepare a plan prior to taking delivery of the trees.

**Community Based Renewable Energy Sources**

The Clerk was asked to respond to the lady who brought this to the attention of the council informing her that to our knowledge the current housing stock in Woodchurch doesn't lend itself to Community Based Renewable Energy Sources, but to invite her to attend a Parish Council meeting if she has any additional information or would like to give a presentation on the subject.

**Woodchurch Logo for the Flag**

Nothing to report.

**Request for Funding from S106**

Remove from future agenda.

**Toilet Door**

Mr Nash, Mr Molloy and Mr Jarvis will try and rectify the problems with the hinges as we do not currently have the funds in place to replace.

**Goal Posts**

Defer to future meeting.

**Agreement between Parish Council and Woodchurch Primary School regarding Cones**

Councillors unanimously agreed the agreement with the inclusion of an extra clause headed damage.

Miss Jones will sign the agreement on behalf of the Parish Council and approach the school to get their signature.

**Agreement between Parish Council and WYT regarding the emptying of their Dog Bin**

Councillors unanimously agreed the content of the agreement. A clean copy will be forwarded to the Council and WYT for signature.

Mr Jarvis will be asked to purchase liners and invoice the Parish Council.

**Date for Meeting of Charity Trustees**

Thursday 4 August 2022 at 7pm in the Pavilion.

**Appointment of Satswana as Data Protection Officer**

**Resolution:** Councillors unanimously agreed the Client Agreement Letter and Ms Bramley signed the document.

**Appointment of Parish Clerk**

**Resolution:** Councillors unanimously agreed the Employing Staff and Interviewing Procedure.

**This document will be used as the Terms of Reference for the Working Group.**

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

Mr Robey has approved payment for 2 traffic surveys.

**Resolution: Councillors unanimously agreed to fund a third.**

The suggested sites for where the three surveys should be positioned are in the Kirkwood area of Front Road, just past the scout hut in Lower Road and in the vicinity of the school.

Councillors would like the survey carried out in term time.

An article regarding dog fouling along PROWs will be included in the newsletter.

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

The event was a great success. Ms Bramley will thank everyone via the newsletter.

**Renovation of Bus Shelters**

Communication continues behind the scenes and the grant is still pending. The Brattle bus shelter area has various complexities we need to resolve in order for the grant to be awarded and works to go ahead. Awaiting details following a further inspection carried out by KCC.

**Electric Car Charging Points**

Please see a paste extract from an email received from the Transport Planner at KCC.

*As you can imagine this scheme received a lot of interest and we have a lot of parishes in which we are trying to install chargers in at the moment, with a number of parishes on the waiting list too. Due to the number of applications, we are experiencing challenges with funding. We are in the process of securing additional funding to support the roll out. However, until then progress has been paused for all upcoming sites.*

*I would like to reassure you that we are committed to installing as many EV chargers in Kent as possible. Once we are in a position to do proceed with the sites on our waiting list, I will be in touch with the next steps*

**Parish Council Contribution to Newsletter**

Ms Bramley to prepare.

**Woodchurch Windmill**

Defer to next meeting.

**Request from School to use Village Green**

Councillors unanimously agreed with the request from the School to use the Green on 20 July. The Clerk will inform them and ask for a copy of their Public Liability insurance and Risk Assessment.

**11. CORRESPONDENCE/EMAIL CORRESPONDENCE**

- Lloyds Bank re Changes to Terms and Conditions
- Castle Water re Direct Debit
- HSBC
- Landscape Services – Planning for Outdoor Events
- Helpful Property Group
- The Big Thin Red Line – Ms Bramley to reply

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

Ms Raggett re Pop Up Shop – all in favour – ask for a copy of Public Liability Insurance and Risk Assessments.

Richard Luker re changing direction of football pitch – it was stressed that this was not the suggestion of members of the Parish Council – request a scale plan and a comprehensive list of proposals

Woodchurch in Bloom request for funding

**Received from County Councillor Robey**

Eleanor Jones has done an excellent job with Kent Highways, on your Highways Improvement Plan (HIP), and they have now agreed to a number of improvements to road markings and signage around the school, which they will pay for, and which will be executed a bit later this year.

I will pay for traffic & speed counters in two locations in the village, and if you let me know where you want them, then I will put this in motion. What they will show I am not sure, but this is a necessary first step to get anything done, like interactive speed signs, for example.

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

- Memorials
- Funding for Churchyard Maintenance
- Ownership of War Memorial
- Overflowing Cess Pit in field behind graveyard– Email her

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

There being no further business the meeting closed at 10.35 pm.

Signed..... Dated .....  
Chair

**PLANNING APPLICATION RECORD**

JUNE 2022

- 22/00684/AS Woodchurch Memorial Hall, The Green, Woodchurch, Kent, TN26 3PF  
Proposal to remove the existing step and replace with a ramp to create safe access and egress for disabled people and those with mobility problems.  
**Parish Council: Support 7:1**
- 22/00731/AS Garth End Barn, Garth End, Redbrook Street, Woodchurch, Ashford, Kent, TN26 3QS  
Retrospective planning application for driveway and timber/post fence along driveway  
**Parish Council: Support**
- 22/00744/AS 37 The Green, Woodchurch, Ashford, Kent, TN26 3PF  
Proposed new dwelling along with associated works in front garden of 37 The Green  
**Parish Council: OBJECT 6: 2 abstentions on the following grounds:**
- 1. The proposed construction is located within the north eastern edge of Woodchurch's Conservation Area, overlooking The Green. We consequently believe that it contravenes Policy ENV14 (a,e and f) of the 2030 Ashford Local Plan.**
  - 2. As highlighted within the Woodchurch Design Statement, the green heart of the village around The Green is crucial to the open character of Woodchurch in its Wealden setting. The proposed development does not respect this sense of openness and adversely impacts on the view towards the Grade II listed, Place Farm.**
  - 3. The design and visual appearance of the proposal will result in a development that adversely overshadow and overlooks adjacent properties.**
  - 4. There is a potential concern with respect to noise and disturbance due to the siting and operation of the proposed air source heat pump**
  - 5. Provision would need to be made for the existing sewer pipe to be re-routed around the new dwelling.**
  - 6. The question of an easement across Parish Council land would need to be addressed.**
  - 7. Concerns with parking need to be addressed.**



22/00778/AS Mill Cottage, Bethersden Road, Woodchurch, Ashford, Kent, TN26 3QW

Proposed two storey carport; retrospective creation of driveway

**Parish Council: OBJECT 7:1 on the following grounds:**

1. The former application 21/01926/AS was refused by ABC who stated *“by virtue of its design, size and siting the submitted proposal would result in unacceptable and intrusive development that would detract from the character of the listed buildings and that would fail to preserve or enhance the appearance of the character and appearance of the Conservation Area.”*
2. We believe that the current proposal still contravenes Policy ENV 14a of the 2030 Ashford Local Plan
3. The new 2022 proposal for a garage, gym, loft office and bathroom construction remains at 5.5+m high and is shown to be on elevated ground (Ref: Heritage Statement, May 2022, Front cover and Figures 1 and 2 photographs). If developed it will overshadow the adjacent Grade II listed cottages and be highly visible from the road.
4. The proposed structure will adversely impact and will not conserve or enhance the environs of the adjacent heritage assets (ie, adjacent two listed cottages, Woodchurch Windmill and lands)
5. The proposed structure remains as more than just a two-storey car port.
6. Woodchurch parish Council acknowledge comments made within the Officers Assessment Sheet dated 1 February 202, that *“Highway Safety KCC Highways and Transportation are satisfied with the proposed visibility splays submitted and as such have concluded that the retrospective access would not be detrimental to highway safety subject to conditions. Overall ia am satisfied the development would be of no harm to highway safety.”* However, the members of Woodchurch Parish Council wish to record their continued concern with respect to safety within this section of Bethersden Road.
7. The comparisons made are not comparable to this application
8. Councillors suggest the two elements are separated into 2 applications

22/00801/AS 13 Kirkwood Avenue, Woodchurch, Ashford, TN26 3SE

Proposed single storey rear extension and conversion of garage

**Parish Council: Support 7:1**

22/00946/AS Woodchurch Post Office, 13 Front Road, Woodchurch, Ashford, TN26 3PA

Proposed change of use of existing storage building to form holiday let

**Parish Council: Support 7:1 on condition that the parking arrangements are clarified and current pedestrian access to the hall is not restricted**

**Decision Notices received from ABC**

22/00406/AS Church Elms Farm, Redbrook Street, Woodchurch, Ashford, Kent, TN26 3QR

Extension to existing outbuilding - Part Retrospective

**Borough Council: Permit**

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.

**Borough Council: Permit**