

# WOODCHURCH PARISH COUNCIL

## MINUTES 212

### Minutes of the Ordinary meeting of the Parish Council held on Thursday 18<sup>th</sup> May 2023

The meeting started at 7.00 pm.

#### In attendance:

Cllrs Richard George, Richard Job, Gina McKay, Wade Nash, Lucy Quinn, Catherine Sales, Julian West and Robert Woods

Also in attendance were Aniko Szocs (ASZ) Clerk, 15 Members of the Public

#### 1. Election of:

##### 1.1. Chair and signing of the Declaration of Office

Cllr Lucy Quinn has been elected as the chair of the parish council.

Proposer: Cllr Wade Nash	Seconded: Cllr Richard Job	Against:0
Abstain:0	In favour: 8	Motion: Carried

##### 1.2. Vice Chair, and signing of the Declaration of Office

The parish council agreed that the role would be more effective if it was shared between two councillors. The council resolved to appoint Cllr Wade Nash and Cllr Julian West as co-vice chairs of the parish council.

Proposer: Cllr Rob Woods	Seconded: Cllr Gina McKay	Against:0
Abstain:0	In favour: 8	Motion: Carried

#### 2. Apologies for Absence and Approval

Apologies for the absence were noted and approved for Cllr Neil McKay.

Cllr Robey also sent their apologies.

Proposer: Cllr Lucy Quinn	Seconded: Cllr Wade Nash	Against:0
Abstain:0	In favour: 8	Motion: Carried

#### 3. DECLARATIONS OF INTEREST

##### 3.1. Disclosable Pecuniary Interests

None

##### 3.2. Other Significant Interests

None

##### 3.3. Other Interests

None

#### 4. Acceptance of Minutes:

Following assurances that the decisions recorded in Minute 13 of the Ordinary Meeting were lawful, the Minutes of the Honorary meeting and the Ordinary meeting of 27th April 2023 were accepted as a true record.

Proposer: Cllr Lucy Quinn	Seconded: Cllr Wade Nash	Against:0
Abstain:0	In favour:8	Motion: Carried

**5. Declaration of Acceptance of Office**

Councillors present signed the declaration of acceptance of office.

**6. General Power of Competence**

The parish council resolved that it meets the criteria for eligibility and that the number of councillors elected equals or exceeds two thirds of the total number of councillors and that the Clerk holds a sector specific qualification.

Proposer: Cllr Rob Woods	Seconded: Cllr Wade Nash	Against:0
Abstain:0	In favour: 8	Motion: Carried

**7. Clerk Recruitment**

The parish council resolved to advertise for the role using the same documents as previously with the addition of 'the post holder will be required to prepare for charities/trust meetings.

Proposer: Cllr Lucy Quinn	Seconded: Cllr Gina Mckay	Against:0
Abstain:0	In favour: 8	Motion: Carried

**MEETING ADJOURNED FOR PUBLIC PARTICIPATION at 7.03 pm.**

Cllr Ledger congratulated the newly elected councillors. There is very little to report as the council has not elected a leader yet and committees have not been formed yet.

Cllr Hicks thanked attendees for their vote and congratulated the newly elected councillors. Also, very little report. Members' grants of £3000 will be available from the 1<sup>st</sup> of June.

A public member also congratulated all the councillors on the parish council and added that since the Clerk's appointment, communication has vastly improved. The resident expressed his sadness that the current clerk is leaving and thanked her for supporting the Here to Help project. Hopefully, the replacement will continue and build on the council's communication channels.

A member of the public registered their appreciation for what the parish council is doing and thanked the councillor for taking up the role. The resident noted that it would be great if the council took part in Environmental movements such as No Mow May in the future.

**AND RECONVENED at 19.18 pm****8. Planning applications****8.1. Planning application number [PA/2023/0659](#)**

Great Robhurst Oast, Swain Road, Tenterden, TN26 3TB Proposed single-storey rear extension.

The parish council resolved to support this planning application.

Proposer: Cllr Lucy Quinn	Seconded: Cllr Wade Nash	Against:0
Abstain:0	In favour:8	Motion: Carried

**8.2. Planning application number PA/2023/0759 & PA/20230809**

15, Henden Place, The Green, Woodchurch, TN26 3PF Proposed demolition of outbuilding, greenhouse and installation of new Swimming Pool and erection of Pool House and associated external works including new boundary walls, garden walls and works to existing garden walls.

15, Henden Place, The Green, Woodchurch, TN26 3PF Listed Building Consent for proposed internal alterations including demolition of internal wall, timber beam being trimmed and raised, infill wall, addition of secondary glazing to window. External works including the provision of 2no. new tile vents to existing roof.

The applications have been considered together. The parish council resolved to support the applications but registered their potential concern with respect to noise and disturbance due to the siting and operation of the proposed air source heat pump.

Proposer: Cllr Lucy Quinn	Seconded: Cllr Richard Job	Against:0
Abstain:0	In favour:8	Motion: Carried

### **8.3. Planning application number PA/2023/0830**

Odden Farm, Appledore Road, Woodchurch, Ashford, TN26 3TQ Change of use of 2no agricultural buildings to business use and formation of parking and turning area.

The proposed changes would not have any impact on the surroundings. The parish council resolved to support it.

Proposer: Cllr Lucy Quinn	Seconded: Cllr Wade Nash	Against:0
Abstain:0	In favour:8	Motion: Carried

### **8.4. Planning application number PA/2023/0341**

Bourne House, Brook Street, Woodchurch, TN26 3SZ

Proposed building for use as home office with the space for guest accommodation  
Amended Plan –

The parish council resolved to support the planning application on the provision that it is not used for permanent residency or holiday let.

Proposer: Cllr Wade Nash	Seconded: Cllr Rob Woods	Against:0
Abstain:0	In favour:8	Motion: Carried

### **8.5. Planning application number NOT/2023/0696**

Berridge Farm, Brook Street, Woodchurch, TN26 3SX

Prior notification for the change of use of an agricultural building and land within its curtilage to a dwellinghouse and associated operational development. Resubmission of the extant permission 21/00096/AS

The parish council resolved to support the planning application.

Proposer: Cllr Lucy Quinn	Seconded: Cllr Gina McKay	Against:0
Abstain:0	In favour:8	Motion: Carried

## **9. Finance**

### **9.1. Items for Payment**

The parish council agreed to the items of payment and acknowledged the bank reconciliation. It was noted that the salaries are not showing on the bank reconciliation due to them not being paid in April. The council resolved to transfer £35k into the savings account to yield interest.

<b>Payment Method</b>	<b>Items for Approval May</b>	<b>Description</b>	<b>Total payable</b>	<b>VAT</b>
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Bacs	Salaries	Employee salaries May	£ 829.72	
Bacs	HMRC	Employer contribution	£ 207.40	
Bacs	Caretaker	Reimburse purchase of petrol and 2 stroke oil	£ 36.54	
Bacs	Satswana	DPO service renewal	£ 180.00	£ 30.00
Bacs	AMJ IT Services	Microsoft Annual subscription, Cloud backup and anti virus	£ 242.52	£ 40.42
<b>Total</b>		<b>£ 1,496.18</b>	<b>£ 70.42</b>	

**Bank reconciliation:**

Period	Apr-23
Bank Opening Balance	£23,923.35
Precept	£22,603.50
Salary	£0.00
HMRC	£0.00
Utilities	£108.00
Running Costs	£253.98
Income in Transit	£250.00
Outstanding Cheques	£0.00
Bank Charges	£5.00
Interest Income	£0.00
Income	£22,853.50
Expenditure	£366.98
Cashbook Balance	£46,409.87
Bank Statement Balance	£46,409.87
Income	£22,853.50
Expenditure	£366.98
Bank Closing Balance	<b>£46,409.87</b>
Difference	£0.00
<b>Saver Account</b>	
Bank Opening Balance	£28,058.24
Income	£17.76
Expenditure	£0.00
Closing Balance	<b>£28,076.00</b>

Proposer: Cllr Rob Woods	Seconded: Cllr Lucy Quinn	Against:0
Abstain:0	In favour:8	Motion: Carried

**9.2. General Maintenance budget**

The parish council resolved to a £500 budget to be spent on emergency maintenance.

Proposer: Cllr Rob Woods	Seconded: Cllr Wade Nash	Against:0
Abstain:	In favour:8	Motion: Carried

**9.3. Insurance renewal**

Cllrs Quinn and Nash checked the asset register against the insurance quotation and were satisfied that the renewal is a true record of the council's current assets. The parish council resolved to confirm the quotation and approve it as long the renewal is within the allocated budget for 2023-2024.

Proposer: Cllr Lucy Quinn	Seconded: Cllr Rob Woods	Against:0
Abstain:	In favour:8	Motion: Carried

**9.4. Bank Signatories**

The parish council agreed to add Cllrs Lucy Quinn, Julian West and Rob Woods as signatories to the bank account.

Proposer: Cllr Gina McKay	Seconded: Cllr Richard George	Against:0
Abstain:	In favour:8	Motion: Carried

**9.5. Landscape Services**

The parish council received two quotations but agreed to award the contract to Landscape Services. Cllr West agreed to contact them to arrange the first cut of the village green. Due to the density and length of the grass, the first cut should be cut and collected. This option will be explored with Landscape services.

Proposer: Cllr Wade Nash	Seconded: Cllr Julian West	Against:0
Abstain:	In favour:8	Motion: Carried

**9.6. Plaque for the Queen's Green Canopy**

The parish council agreed to fund a sign by the meadow to inform visitors the trees were planted as part of the Queen's Green Canopy initiative.

Proposer: Cllr Lucy Quinn	Seconded: Cllr Julian West	Against:0
Abstain:	In favour:8	Motion: Carried

**10. Induction Date**

Cllrs were asked to send dates to the clerk when they are available so an induction/ training session can be held for those who are new to the role.

**11. 10&5 Mile running event**

The parish council resolved to approve the request to use the village green for the event.

Proposer: Cllr Richard Job	Seconded: Cllr Wade Nash	Against:0
Abstain:0	In favour:8	Motion: Carried

**12. Play Park information board**

The parish council resolved to replace the existing signs in the play park with the addition of the parish council's contact details. Cllr Nash agreed to design a sign.

Proposer: Cllr Julian West	Seconded: Cllr Rob Woods	Against:0
Abstain:	In favour:8	Motion: Carried

### 13. Car park adjacent to HUB

The parish council resolved to fill in the holes using the emergency maintenance pot.  
Quotes to be sought.

Proposer: Cllr Gina McKay	Seconded: Cllr Lucy Quinn	Against:0
Abstain:0	In favour:8	Motion: Carried

### 14. Correspondence

The Parish Council received several correspondence from residents mainly concerning the following:

- **The Green:** residents expressed dissatisfaction with the maintenance of the grass. The green is the heart of the village and as such should be kept always maintained.
- **Bins:** some of the dog bins have been replaced with multifunctional bins, with a larger capacity. Concerns were raised that the bins placement is not adequate.
- **Parking:** residents reported that during football games the green is being parked on and residents are unable to leave their home.

### 15. Items to be included on the next agenda

- Annual Governance and Accountability Return
- Review of Policies, addition of Environmental Policy
- War Memorial
- Village consultation

### 16. Date and venue of next meeting

The next scheduled council meeting will be held on **Thursday 22nd June 2023** starting at 7.00 pm in the Memorial Hall Annexe

There being no further business the Chair closed the meeting at 8.12 pm

Signed \_\_\_\_\_  
Chair

Dated \_\_\_\_\_