

# WOODCHURCH PARISH COUNCIL

## MINUTES 213

### Minutes of the Ordinary meeting of the Parish Council held on Thursday 15<sup>th</sup> of June 2023

The meeting started at 7.00 pm.

#### In attendance:

Cllrs Richard George, Gina Mckay, Neil Mckay, Lucy Quinn, Catherine Sales, Julian West and Robert Woods

Also in attendance were Aniko Szocs (ASZ) Clerk, 1 Members of the Public

#### 1. Apologies for Absence and Approval

Apologies for the absence were noted and approved for Cllrs Richard Job and Wade Nash.

Cllr Robey also sent their apologies.

#### 2. DECLARATIONS OF INTEREST

##### 2.1. Disclosable Pecuniary Interests

None

##### 2.2. Other Significant Interests

None

##### 2.3. Other Interests

None

#### 3. Acceptance of Minutes:

The minutes of the ordinary meeting held on 18<sup>th</sup> May 2023 were accepted as a true record.

Proposer: Cllr Gina Mckay	Seconded: Cllr Richard George	Against:0
Abstain:0	In favour:7	Motion: Carried

#### 4. Clerk Recruitment

The parish council resolved to add Cllr Neil Mckay to the working group. The group will set a date to review CVs and interview those shortlisted.

Proposer: Cllr Lucy Quinn	Seconded: Cllr Gina Mckay	Against:0
Abstain:0	In favour: 7	Motion: Carried

#### 5. Village Consultation

The proposal is that a working group is set up to consider questions and the wording of the village consultation. Cllr Woods highlighted that a similar working group has already been set up. The council resolved to form a group that will compile a consultation. Previous minutes of the parish council meeting will be checked and in case a similar group has already been set up, it will be clarified at the next meeting. The council resolved to form the group, members of the group are:

Cllrs Neil Mckay, Lucy Quinn, Catherine Sales and Rob Woods.

Proposer: Cllr Lucy Quinn	Seconded: Cllr Rob Woods	Against:0
Abstain:0	In favour: 7	Motion: Carried

## 6. War Memorial

The war memorial is owned by the Parish Council and is in desperate need of cleaning. It has been noted that the previous administration of the council has allocated Earmarked reserves for the cleaning of the war memorial. The earmarked reserves will be looked into in more detail, so the council has an understanding of its current balances and can allocate further funds if needed. Cllr Julian West agreed to request a quote for the job.

Proposer: Cllr Lucy Quinn	Seconder: Cllr Gina McKay	Against:0
Abstain:0	In favour: 7	Motion: Carried

## MEETING ADJOURNED FOR PUBLIC PARTICIPATION at 7.06 pm.

The councillors received information on the upcoming Flower and Produce Show. The organisers hope to see an entry for the show from the Parish Council. There is an extensive list of categories, even for children, which are available on the website. The event will promote traditional craft activities. A therapy bird will also be part of the day. The event has the required public liability insurance. All proceeds from the event will go to the church.

Here to Help continues to support the residents and currently a distribution list is being drawn up with the aid of the school to distribute picnic lunch once a week to those in need. The fine details are still being worked on. The church was closed due to repair works, but the Foodbank remained open and the fresh fruit and veg stall will be open next week.

## AND RECONVENED at 19.24 pm

## 7. Planning applications

### 7.1. Planning application numbers PA/2023/0916 & PA/2023/0933

Fairview, Bethersden Road, Woodchurch, TN26 3QW New outbuilding in rear.

The application has been decided despite the closing date on the planning portal was the 15<sup>th</sup> of June.

### 7.2. Planning application number PA/2023/0989

Honeysuckle Cottage, Bethersden Road, Woodchurch, TN26 3PU

Proposed Replacement of Existing Dwelling and Associated Outbuildings with a Two Storey Dwelling with detached Garage (re-submission of approved application 21/00478/AS via appeal).

The application is the same as the original planning application. The Parish Council resolved not to comment.

Proposer: Cllr Lucy Quinn	Seconder: Cllr Rob Woods	Against:0
Abstain:0	In favour:7	Motion: Carried

## 8. Finance

### 8.1. Items for Payment

The parish council agreed to the items of payment and acknowledged the bank reconciliation.

Payment Method	Items for Approval June	Description	Total payable	VAT
Bacs	Salaries	Employee salaries June	£ 1,346.56	

Bacs	HMRC	Employer contribution	£ 371.00	
Bacs		Meadow Cutting	450 (+VAT)	
Bacs	Reimburse Caretaker	Petrol and Strimmer	£ 35.61	

**Bank reconciliation:**

<b>Bank Opening Balance</b>	<b>£46,409.87</b>
Precept	£0.00
Salary	£1,826.84
HMRC	£456.40
Utilities	£113.00
Running Costs	£21,550.62
Income in Transit	£0.00
Outstanding Cheques	£0.00
Bank Charges	£0.00
Interest Income	£0.00
Income	£0.00
Expenditure	£23,946.86
<b>Cashbook Balance</b>	<b>£22,463.01</b>
<b>Bank Statement Balance</b>	<b>£22,463.01</b>
Income	£0.00
Expenditure	£23,946.86
<b>Bank Closing Balance</b>	<b>£22,463.01</b>
Difference	£0.00
<b>Saver Account</b>	
Bank Opening Balance	£28,076.00
Income	£20,015.96
Expenditure	£0.00
<b>Closing Balance</b>	<b>£48,091.9</b>

Proposer: Cllr Richard George	Seconder: Cllr Gina McKay	Against:0
Abstain:0	In favour:7	Motion: Carried

**8.2. Annual Governance and Accountability Return 2022-2023****8.2.1. Section 1- Annual Governance Statement**

The Parish Council agreed to defer this item until the next meeting when the Internal Auditor's report will be ready. The council couldn't not agree to the statements without more information. The Clerk to seek an extension to submit the return.

Proposer: Cllr Neil McKay	Seconder: Cllr Rob Woods	Against:0
Abstain:	In favour:7	Motion: Carried

**8.2.2. Section 2- Account Statements**

The Parish Council agreed to defer this item until the next meeting in July to allow the councillors to look into in more detail the council's finances.

Proposer: Cllr Neil McKay	Seconder: Cllr Rob Woods	Against:0
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Abstain:	In favour:7	Motion: Carried
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## 9. Correspondence

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

- **Overgrown hedges:** residents expressed concerns that some of the paths are difficult to pass with a mobility scooter due to overhanging hedges. The Clerk reported that a letter from Kent Highways has been circulated to Parish Councils to remind residents to cut their vegetation back. This letter will be shared in the newsletter and on social media.
- **Woodchurch in Bloom event:** information received on the upcoming Flower and Produce Show.
- **Planning application:** The Parish Council received a supporting statement for a recently submitted planning application. This will be circulated to all Councillors. In relation to the same application, comments were received. The planning application will be discussed at the July meeting.
- **Highways matters:** The Clerk reported that a meeting has been held with Kent County Council Highways department to discuss several highways related issues. The team agreed to deliver a 30 mph tool kit to remind drivers of the speed limit in areas where speeding is a concern.

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

- Annual Governance and Accountability Return
- Traffic monitoring
- Membership of Committees and outside organisation
- Plantain treatment on the green
- Earmarked reserves to be reviewed.

## 11. Date and venue of next meeting

The next scheduled council meeting will be held on **Thursday 27<sup>th</sup> July 2023** starting at 7.00 pm in the Memorial Hall Annexe

There being no further business the Chair closed the meeting at 19.48 pm

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

Dated \_\_\_\_\_