

Woodchurch Parish Council

I hereby give you notice that an Ordinary Meeting of the Parish Council will be held in the Memorial Hall Annexe on Thursday 28th September 2023 at 7.00 pm

All members of the Council are hereby summoned to attend for the purposes of considering and resolving upon the business to be transacted at the meeting as set out below.



Interim Parish Clerk- Mary Philo
22nd September 2023

(General Power of Competence)

1. Apologies for Absence

To receive and approve apologies for absence.

2. Declarations of Interest

To hear declarations of interest on this agenda, relating to:

2.1. Disclosable Pecuniary Interests

Under Localism Act 2011 relating to items on this agenda, the nature as well as the existence of any such interests must be declared.

2.2. Other Significant Interests

Under the Kent Code of Conduct for members relating to items on this agenda, the nature as well as the existence of any such interests must be declared.

2.3. Other Interests

Not required to be disclosed under 2.1 or 2.2, but stated for transparency reasons alone, such as membership of other bodies who may be affected by decisions on agenda items or where Councillors themselves or their family or close associates may be affected by such decisions.

3. Minutes of the Previous Meeting

To approve the minutes of the meetings held on Thursday, [24th August](#) 2023 as a true record.

The Meeting will be adjourned for Public Participation: There will be 15 minutes of the meeting to hear public questions and comments on items on the agenda, and members have 3 minutes to speak.

Meeting will be reconvened

4. Planning Applications for Consideration this Month

4.1. [PA/2023/1503](#)

Shirkoak Lodge, Bethersden Road, Woodchurch, Ashford, Kent TN26 3QW
New porch/entrance, changes to fenestration, loft conversion with new balcony and increased ridge height

4.2. [PA/2023/1613](#)

Gower Farm Barn, Susans Hill, Woodchurch, TN26 3RE

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Changes to fenestration including relocation of front door with canopy and removal of chimney flue.

4.3. [PA/2023/1685](#)

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

4.4. [OTH/2023/1659](#)

26, Shirkoak Park, Woodchurch, TN26 3RP. T1 Oak: Fell - due to its decline and significant dead wood. Replanting with another English Oak.

4.5. [PA/2023/1516](#)

130A Front Road, Woodchurch, TN26 3SF. Conversion of garage to annex.

5. To migrate councillors over to Microsoft Business Basics

Cost would be (£60 per user per year) for Business Basic and the clerk to acquire Microsoft Business Standard (£125 per year). This would simplify file sharing and allow for consistent email addresses. Clerk and one councillor to have admin rights.

6. New Hub lease

To agree to contract a solicitor to draw up a lease between the parish council and the 'Hub'. Cost estimated at £1500 plus VAT. To agree to contract either Heringtons or Wellers Hedley.

To reaffirm the nominal rent of £1 a year.

To consider that the toilet is a community facility not restricted to use by the HUB CIC and advise if the facility should remain outside of the lease and the parish council take back the water charges. A lease for only part of the building will require a land registry-compliant plan of £300 (plus VAT) if the lease is for a period over seven years.

To agree to propose a lease for a period of 10 years to the HUB CIC.

7. New Website

Update on progress.

8. Wreaths and Donation(s) for Remembrance Sunday

Purchase wreath and £50 donation.

9. Village Consultation Working Group Progress Report

Review of draft questions.

10. Noticeboards

Brief review of styles

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11. Finances

11.1. Items for Payment

To agree on items for payment in September and acknowledge August bank reconciliation (see below). List of items to be checked and signed.

11.2. Budget Monitoring

To note the first quarter comparison.

11.3. Submissions to HMRC

Currently the council uses the clerk for salary payments, The Clerk is not a trained accountant. Therefore, there is a high risk of incorrect submissions and incorrect deductions being taken. I am aware of various councils who are now being fined for very minor errors. To agree to contract a payroll provider.

Provider A £10.00 per month plus VAT.

Provider B £17.89 per month plus VAT.

Provider C £15.00 per month plus VAT.

11.4. Annual Governance and Accountability Return 2022-2023

There has been some correspondence with the External Auditor Mazars and as a result, the return has had to be amended. The accounts have been redone and the form and cash book needed correcting. The external auditor requires all charitable trusts to be separated from the parish council by the end of the current financial year. We are waiting for the audit report to be signed off but are already aware that it has one qualification regarding the figures stated on the AGAR 2022-23 which did not agree with the bank reconciliation provided. This can be corrected in next year's return. It will also have other minor matters regarding the 'No' responses in section 1, and the fact the council is holding funds in excess of twice the precept.

12. Consider Funding for Carnival in June 2024

The Carnival Committee have approached the WPC for possible funding towards holding an event on the village green to coincide with the anniversary of D-Day on the 8th June 2024, and therefore will need to be built into the budget for 2024-25.

13. Correspondence

Henghurst Corner, received correspondence from East Kent Highways.

Complaint about parking outside the school.

Speeding issue along Redbrook Street. Probability of injury to pedestrians, in particular after dark in the winter months as school children alight from school bus.

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Letter from Kirkwood Avenue Residents Association requesting land north of 14/15 Kirkwood Avenue be designated as Local Green Space if the appeal on application 21/2142/AS is refused.

14. Items for Information or Agenda for Next Meeting

(To receive items of information from members and/or for inclusion on the next agenda.)

Nicola Job has stepped down as councillor. Notice of casual vacancy.

Ashford Borough Council as Local Planning Authority call for sites (land) to be included in the Local Plan to 2041 is running from 8th September to 5pm on the 20th November.

CALA homes will be hosting a drop-in session in the Memorial Hall Annexe on Wednesday 1pm to 8pm.

Martyn's Law – currently passing through parliament – will require greater protection against terrorism and may affect events of over 100 people. The threshold is still to be set.

The hub building has no RAAC (reinforced autoclaved aerated concrete).

15. Date and Venue of Next Meeting

Thursday, 27th October 2023 starting at 7.00 pm at Memorial Hall Annexe

16. Pursuant to section 1) of the Public Bodies (Admissions Act) 1960, to agree that, because of the confidential nature of the business to be transacted, the public and press leave the meeting during the item regarding the new Clerk's contract.

Items For Payment September 2023				
Payments Made since the last Meeting				
			Amount	Vat
Direct Debit	EDF		£108.00	0
Direct Debit	Castle Water		£37.03	0
				0
Items for Approval				
Payment Method	Payee	Description	Total payable	VAT
Bacs	Salaries	Employee salaries	£ 361.22	
Bacs	HMRC	PAYE	£ -	
Bacs	Quantec Limited	Interim clerk services	£ 748.00	£ -
Bacs	Woodchurch Memorial Hall	18th July Booking		
Bacs	Landscape Services	TBA		
Bacs	Memorial Hall	TBA		
Bacs				

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Bacs				
		Total	£ 1,109.22	£ -

August 2023

Bank Opening Balance	£19,916.81
Precept	£0.00
Salary	£829.72
HMRC	£371.00
Pavillion Utilities	£0.00
Running Costs	£3,038.11
Income in Transit	£0.00
Outstanding Payments	£0.00
Bank Charges	£0.00
Interest Income	£0.00
Income	£0.00
Expenditure	£4,238.83
Cashbook Balance	£15,677.98
Bank Statement Balance	£19,916.81
Income	£0.00
Expenditure	£4,238.83
Bank Closing Balance	£15,677.98
Difference	£0.00

Saver Account	
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Bank Opening Balance	£48,150.35
Income	£35.62
Expenditure	£0.00
Closing Balance	£48,185.97