

# Woodchurch Parish Council

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I hereby give you notice that an **Ordinary Meeting of the Parish Council will be held in the Memorial Hall Annexe on Thursday 26<sup>th</sup> October 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.



Ian Philo (Parish Clerk and RFO)  
20<sup>th</sup> October 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, 28<sup>th</sup> September 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. [NOT/2023/1740](#)**

Great Engeham Farm, Bethersden Road, Woodchurch, TN26 3PU

Application to determine if Prior approval is required under class R - Change of use of an agricultural building to flexible use within storage or distribution (use class B8)

**4.2. [PA/2023/1852](#)**

Woodchurch House, Brook Street, Woodchurch, TN26 3SN

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Variation of condition 2 (approved plans) of planning permission 22/00226/AS for Erection of a two storey building comprising 10 housing with care units (class C2) and 10 parking spaces to allow for changes to footprint, internal layout, fenestration and adjustment to ridge level, addition of Solar PV panels to the roof.

**4.3. [PA/2023/1609](#)**

Oakhurst Farm, Brook Street, Woodchurch, Ashford, TN26 3SX.

Installation of 16 ground-mounted panels for the provision of domestic power supply.

**5. Play Area**

Agree on a course of action for the play area surface.

Three quotes to repair:

£1337 plus VAT.

£1500 plus VAT.

£2200 plus VAT.

Appoint a councillor to be responsible for monitoring the play area until the charity position and funding are sorted.

Opportunity to apply for funding for broader repair of the play area.

**6. Website Hosting and Resolving Email Domain Problems.**

Update on progress, and options available.

[See the IT attachment.](#)

**7. Representatives to Committees and Outside Organisations**

Appoint replacement(s) to Nicola Job who had sole responsibility for youth matters and police liaison, with joint responsibility for IT, appeals and policies.

**8. Standing Orders/Policies**

Review the report and agree on the changes to WPC standing orders/policies.

[See the attached Policy Document](#) for an extensive list of policies to be considered.

**9. Traffic Monitoring**

Consider two further traffic monitoring locations, one on the built-up area on Susans Hill and the second along Redbrook Street. Cost approximately £100 per location.

**10. Village Consultation Working Group Progress Report**

Further updates.

**11. Finances**

**11.1. Items for Payment**

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

**11.2. Budget Monitoring**

To note the second quarter comparison.

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## **11.3. Addition of Lloyds Bank Full Signatories**

Addition of at least 2 further full power signatories, to sign off online payments and cheques.

## **11.4. Annual Governance and Accountability Return 2022-2023**

Update

## **12. Electricity to Pavilion**

EDF are unable to offer a fixed contract, therefore the standing charge will remain at £2.00 per day (£730 per annum). The pavilion ownership is to be transferred to the Village Green Charity by the financial year-end. In the meantime, should we swap suppliers, if it is possible, to one that offers a lower rate? EDF is not in a position to offer a contract due to credit issues.

## **13. Correspondence**

Correspondence from The Fitzroy Leo Trust with regard to the care home at Boldshaves Oast, Susan's Hill, Woodchurch. The Oast is in a poor state of repair, such that it may have to close. They have approached the WPC, seeking advice and/or assistance.

Clock at All Saints Church. Have received an email from Bill Joss. In August 2020 an offer was made to carry out six services at a discounted cost in exchange for payment in advance. The cost was £1063 net plus VAT and we received these funds. Three of the six services have been carried out:

2nd December 2020

16th December 2021

24th November 2022

There are three remaining services to be carried out and I am sure you will very shortly be hearing from my colleagues to arrange our next attendance in November. We will carry out further services in 2024 and 2025 before writing to you regarding further options.

Castle Water are changing billing to a monthly variable direct debit in arrears.

CALA Homes Exhibition. They registered 110 residents attendance with roughly a 50/50 split of positive to negative feedback. The key issue they took away was residents' concerns over the potential knock-on flooding effect the development would have further down the road.

## **14. Items for Information or Agenda for Next Meeting**

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

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The Hub. Wade to speak to the directors of Woodchurch Community Information Charity, for their decision on the lease.

Decide the list of policies to be reviewed for the following meeting.

## 15. Date and Venue of Next Meeting

Thursday, 24<sup>th</sup> November 2023 starting at 7.00 pm at Memorial Hall Annexe

<b>Items For Payment October 2023</b>				
<b>Payments Made since the last Meeting</b>				
			Amount	Vat
Direct Debit EDF			£66.00	0
Direct Debit Castle Water			£37.03	0
				0
<b>Items for Approval</b>				
<b>Payment Method</b>	<b>Payee</b>	<b>Description</b>	<b>Total payable</b>	<b>VAT</b>
Bacs	Salaries	Employee salaries TBC	£ 1,143.00	
Bacs	HMRC	PAYE TBC	£ -	
Bacs	Quantec Limited	Intm clerk svcs. Sept.	£ 791.00	£ -
Bacs	Woodchurch Memorial Hall	28th September	£ 15.00	
Bacs	Landscape Services	September cut	£ 171.19	
Bacs	Landscape Services	October cut	£ 115.13	
Bacs				
Bacs				
<b>Total</b>			<b>£ 2,235.32</b>	<b>£ -</b>
<b>Payment received</b>				
Bacs	Lloyds	Interest	£ 45.02	
<b>Total</b>			<b>£ 45.02</b>	

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## Bank Reconciliation

Sep-23

<b>Bank Opening Balance</b>	<b>£15,532.95</b>
Precept	£22,603.50
Salary	£484.69
HMRC	£121.40
Pavillion Utilities	£339.32
Running Costs	£570.91
Income in Transit	£0.00
Outstanding Payments	£0.00
Bank Charges	£0.00
Interest Income	£0.00
Income	£23,143.50
Expenditure	£1,516.32
<b>Cashbook Balance</b>	<b>£37,160.13</b>
<b>Bank Statement Balance</b>	
<b>Bank Statement Balance</b>	<b>£15,532.95</b>
Income	£23,143.50
Expenditure	£1,516.32
<b>Bank Closing Balance</b>	<b>£37,160.13</b>
Difference	£0.00
<b>Saver Account</b>	
<b>Bank Opening Balance</b>	<b>£48,185.97</b>
Income	£45.02
Expenditure	£0.00
<b>Closing Balance</b>	<b>£48,230.99</b>