

# WOODCHURCH PARISH COUNCIL

## MINUTES 216

### Minutes of the Ordinary meeting of the Parish Council held on Thursday 24<sup>th</sup> August 2023

The meeting started at 7.00 pm.

#### In attendance:

Cllrs Lucy Quinn (chairperson), Gina McKay, Neil McKay, Catherine Sales, Wade Nash, Julain West and Robert Woods.

Also in attendance were Mary Philo Clerk, Borough Councillors Aline Hicks and David Ledger. Members of the Public:3

#### 1. Apologies for Absence

Cllr Richard George and Nicola Job were absent.  
County Cllr David 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 the 27<sup>th</sup> of July 2023 were accepted as a true record.

Proposer: Cllr Robert Woods	Seconder: Cllr Wade Nash	Against:0
Abstain:0	In favour:7	Motion: Carried

#### Meeting adjourned for public participation 19.03 pm

Cllr Ledger reported the new administration was getting down to dealing with issues quickly. A meeting was scheduled for the month with the borough to discuss moving forward with passing on the management of the windmill to the community.

Cllr Aline Hicks suggested that Peter New of Neighbourhood Watch should be asked to come and speak at the council meeting and that the council should remember fire engines need 3.1 metres in width to get between vehicles parked on the road when considering planning applications. The consultation on the possible relocation of the civic centre and new customer access online.

A member of the public wondered if the liquidation of Wilko would mean the release of the land in Ashford High Street for other purposes. The lease will end next year.

## **AND RECONVENED at 19.07 pm**

### **4. Planning applications**

#### **4.1. PA/2023/1307**

Church Elms Farm, Redbrook Street, Woodchurch, TN26 3QR Proposed annex following demolition of existing outbuilding.

The Parish Council resolved to support the application subject to the annexe not being considered a type of primary living accommodation.

Proposer: Cllr Robert Woods	Seconder: Cllr Neil Mckay	Against:0
Abstain:0	In favour:7	Motion: Carried

#### **4.2. PA/2023/1447 and PA/2023/1448**

45 Lower Road, Woodchurch, TN26 3SG. Variation of condition 2 (approved plans) of planning permission 21/01231/AS for Removal of existing single-storey extension and workshop; erection of replacement single-storey rear extension; replacement window at first-floor side elevation to allow for changes to the placement of extension.

The Parish Council resolved to support.

Proposer: Cllr Robert Woods	Seconder: Cllr Neil Mckay	Against:0
Abstain:0	In favour:7	Motion: Carried

#### **4.3 PA/2023/1357**

Glover Farm, Moor Lane, Woodchurch, TN26 3SS. Replacement one-and-a-half-storey dwelling with a detached garage. Change of use of land from agricultural to residential Vehicular access from Moor Lane, associated parking area, and landscaping (Following approved prior notification application NOT/2022/2284).

The Parish Council resolved to support.

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

### **5. Policies**

Following the amendment, it was resolved to agree the co-option policy. Clerk to check that it ties in with Standing Orders. The parish council will consider standing orders and financial regulations at the next meeting.

### **6. Village Consultation Working Group Progress Report**

The last such survey was in 1989. Questions had been collated and grouped. Any further suggestions to be advised by the 1<sup>st</sup> September. The survey layout would aim to reduce the length of the survey. A draft would be circulated.

### **7. Speed Tool Kit**

The free toolkit from Highways included 3 banners. Suitable positions were agreed as being the Brattle bus stop, near the school and Lower Road. The banners will be up for short periods only as drivers quickly become blind to them. Cllr Quinn would erect them.

Proposer: Cllr Lucy Quinn	Seconder: Cllr Wade Nash	Against:0
Abstain:0	In favour:7	Motion: Carried

## 8. Noticeboards

Currently, boards are located opposite the Doctors Surgery and by the Butchers shop. A large board for the hub was suggested which should become the official council board. A board was suggested for the lower end of the village green. A range of styles and prices to be brought to the next meeting. **Action: Cllr Wade Nash.**

## 9. Council response to Cala Homes

The Parish Council resolved to respond that it would be happy to organise a public meeting for CALA to address the public and councillors. The council would not be voting nor making any comment at the public meeting. Time constraints at a regular meeting would make their attendance impractical.

Borough Councillor Hicks left the meeting at 20.03hrs.

## 10. Finance

### 10.1. Items for Payment

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

Payments Made	Since the last meeting	Description	Total payable	VAT
Direct.Debit	EDF Monthly	Pavilion Electricity	£ 108.00	?
Bacs	Gallagher	Council Insurance	£ 2,156.58	
		<b>Total</b>	<b>£ 2,264.58</b>	

Payment Method	Items for Approval July	Description	Total payable	VAT
Bacs	Salaries	Employee salaries August	£ 484.69	
Bacs	HMRC	Employer contribution	£ 121.40	
Bacs	A.R.W. Kirk	Wild meadow cut and clearance	£ 450.00	£90.00
Bacs	Woodchurch Memorial Hall	18 <sup>th</sup> July Room Hire	£ 15.00	£
Bacs	D Jarvis	Supplies - Petrol	£ 15.91	£
		<b>Total</b>	<b>£ 1,087.00</b>	<b>£ 90.00</b>
<b>Payment received</b>				
Bacs	Lloyds	Interest	£ 32.69	
		<b>Total</b>	<b>£ 32.69</b>	

Clerk to ensure quotes are sought for next year and confirmation of what happens with

the hay.

#### Bank reconciliation:

<b>Bank Opening Balance</b>	<b>£20,061.84</b>
Precept	£0.00
Salary	£0.00
HMRC	£0.00
Utilities	£145.03
Running Costs	£0.00
Income in Transit	£0.00
Outstanding Cheques	£0.00
Bank Charges	£0.00
Interest Income	£0.00
Income	£0.00
Expenditure	£145.03
<b>Cashbook Balance</b>	<b>£19,916.81</b>
<b>Bank Statement Balance</b>	<b>£20,061.84</b>
Income	£0.00
Expenditure	£145.03
<b>Bank Closing Balance</b>	<b>£19,916.81</b>
Difference	£0.00

<b>Saver Account</b>	
<b>Bank Opening Balance</b>	<b>£48,117.66</b>
Income	£32.69
Expenditure	£0.00
<b>Closing Balance</b>	<b>£48,150.35</b>

Proposer: Cllr Lucy Quinn	Seconder: Cllr Neil McKay	Against:0
Abstain:1	In favour:7	Motion: Carried

#### 10.2. Clerk's Conference

The Parish Council resolved fund the new Clerk's attendance of the Clerk's Conference on 27<sup>th</sup> September (£84 plus VAT).

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

### 10.3. Flags

Following a request for a new St George's Flag to replace the current tired one which is flown most days, the parish council resolved to fund the replacement of the St George Flag cost £126 plus delivery from Flagmakers. The acquisition of a Kent Flag may be considered at a later date.

Proposer: Cllr Wade Nash	Seconder: Cllr Lucy Quinn	Against:0
Abstain:	In favour:7	Motion: Carried

### 10.4. Addition of Clerk as Delegate to bank accounts including online

The Parish Council resolved to add the Clerk with delegate authority (not able to sign or authorise payments) to the parish council Lloyds Bank accounts and Online Banking.

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

### 10.5. Internal Audit

It was considered that the internal audit had been completed by a competent, independent person who had taken an objective review. It was suggested that the hall annexe should be booked for the review to provide plenty of space.

Borough Councillor Ledger left the meeting 20.32 hrs.

### 10.6. General Reserves

Possible works included but not limited to:

Hub Toilet refurbishment

Hub electric power upgrade which would allow for electric charging points

Resurfacing of the parking area on the village green

Village Pump

Power to the village green

CCTV for the village green car park

Cleaning the War Memorial

Removing plantain on the village green

Pavilion upgrade to include accessibility and separate male and female changing rooms plus usable kitchen

Until the survey was completed, the pavilion and war memorial would be considered later.

Indicative quotes would be obtained:

Pump – Cllr Wade Nash

Toilet refurbishment – Cllr Gina McKay

Car Park Surface – Cllr Lucy Quinn

## 11. Correspondence and Information

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

- **Highways - Henghurst Corner:** Highways inspected the new surface and suggested that the problem has resolved itself. The word 'Slow' could be added to the road surface. This would have to be added to the Highways Improvement Plan going forward.
- **Parking on the Village Green Verges on the 12 and 13 August:** A resident had complained about the damage to the verge. There had been several events running that weekend.
- **Councillors Conference September:** Councillors McKay had been booked to attend £84 plus vat each.
- **Woodchurch Clock:** Smiths of Derby had been contracted to service the clock but had not attended this year so far. The Parochial Church Council had received a grant from the parish council towards its refurbishment and maintenance. The Clerk to assist with locating the contract.
- **Bus Service - Stagecoach:** Although the village had lost its Sunday service other services had been maintained.
- **Football Club request for Funding:** The Windmill Charity (nothing to do with the windmill in Woodchurch) had agreed to fund the club

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

- Review of Asset list to note ownership of land and property not belonging to the parish council.
- First Quarter Monitoring report (spending against budget).
- Solicitor to provide a new up-to-date contract between the parish council and Woodchurch hub as the signed copy is no longer available. Also to enquire about a service level agreement with the Village Green Charity.
- Appeal on Kirkwood Development required any additional comments to be received by the Planning Inspector by the 19<sup>th</sup> September. Cllrs would consider the application by the first of September to allow for any extraordinary meeting to be convened.

## 13. Date and venue of next meeting

The next scheduled council meeting will be held on **Thursday 28<sup>th</sup> September 2023** starting at 7.00 pm in the Memorial Hall Annexe

There being no further business the Chair closed the meeting at 21.10 pm

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Chair