

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 23rd November 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)
15th November 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, 26th October 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/2023/2063](#) – Notification only

8 Front Road, Woodchurch, Ashford, TN26 3QE.

Prior Approval for proposed change of use from Class E (Retail) to Class C3 (Dwellinghouse) to form 1 dwelling.

4.2. [OTH/2023/2079](#)

82, Shirkoak Park, Woodchurch, TN26 3RR.

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T40 - Oak - Fell. Ganoderma Resinaceum fungus is present. Tree at risk of falling. Will replant with Field Maple.

4.3. [PA/2023/2114](#)

Odden Farm, Appledore Road, Woodchurch, TN26 3TQ

Variation of condition 2 (approved plans) of planning permission PA/2023/0830 for Change of use of 2no agricultural buildings to business use and formation of parking and turning area; widening of access to allow for change to doors, parking layout and splitting of 1no unit into 2no units.

4.4. [PA/2023/2051](#)

Land south-east of Bridge Close, Appledore Road, Woodchurch.

Hybrid planning application comprising a full application for the erection of 22 dwellings, new access from Bridge Close, parking, and associated landscaping, together with outline permission for one self/custom-build dwelling (with all matters reserved for future consideration except access).

4.5. [PA/2023/2064](#)

Gower House, Susans Hill, Woodchurch, TN26 3RE. Erection of a garden shed.

5. Policies:

5.1 Health and Safety Policy

To agree revisions to the health and safety policy.

[Existing H&S Policy dated 2012.](#)

[Proposed revisions](#)

5.2 Safeguarding Policy

To agree the revised safeguarding policy.

[Existing policy dated 2010.](#)

[Proposed revisions.](#)

5.3 Code of Conduct Policy, Training & Development, and Dignity & Respect

To agree the Code of Conduct, Training and development, and Dignity and Respect policies.

This has already been superseded by Woodchurch signing up to Civility and Respect policy in November 2022. There are three key commitments: Code of Conduct, Training and Development, and Dignity and Respect. Please see the separate email which will be circulated. It is strongly recommended that all councillors carefully read it before the meeting.

[Certificate of Civility and Respect](#)

[Woodchurch Conduct For Councillors 2023](#)

[Woodchurch Dignity and Respect Policy 2023](#)

[Training and Development Policy 2023](#)

6. Resilience Plan

Does the council wish to set a resilience plan with measures to be taken in certain emergency situations and appoint officers to specific duties?

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7. Dog Waste Bin Posters

For the council to agree for posters designed by the school to be put up on bins around the village.

8. Flooding on Lower Road

Would the council endorse a letter to the MP Damien Green and Lawrence Gosden the CEO of Southern Water?

9. IT and Website.

Councillors must adopt the .gov.uk email address once fully up and running for ALL council related electronic correspondence.

10. Finances

10.1. Items for Payment and Bank Reconciliation

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

10.2. Finance Committee

To agree a date for the Finance committee plan to hold initial 2024-2035 budget meeting prior to the next council meeting.

10.3. Annual Governance and Accountability Return 2022-2023

To note external auditor Approved and signed off and now published on the website and noticeboard.

11. Correspondence

Correspondence from a resident concerned that there is an increasing number of dogs off-lead on the Village Green. They would like to remind others to keep their dogs under control, clean up faeces and deposit the waste in one of the dog bins around the village.

Several complaints over very large “camper van” parking on Lower Road. On some occasions, it has been a potential obstruction to emergency vehicles accessing some properties on Green Lane. The last contact pointed out that it was seeping diesel oil onto the road surface. It has been pointed out that there is very little the Parish Council can do. Ashford Borough Council and the Police have been made aware, but there is very little that can be done as no law is broken and the vehicle is taxed and MOTD.

12. Items for Information or Agenda for Next Meeting

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

KALC community awards scheme. To consider whether to nominate a resident and who will write the nomination background.

Nominations close 2nd February 2024

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For Information, the pavilion used £15.40 in water leaving the account in £101.99 credit with Castle Water.

The Hub trustees have scheduled a meeting to discuss the lease.

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

13. Date and Venue of Next Meeting

Thursday, 14th December 2023 starting at 7.00 pm at Memorial Hall Annexe

Items For Payment November 2023				
Payments Made since the last Meeting				
			Amount	Vat
Direct Debit EDF			£66.00	0
Direct Debit Castle Water TBC			£0.00	0
				0
Items for Approval				
Payment Method	Payee	Description	Total payable	VAT
Bacs	Salaries	Employee salaries TBC	£ 1,071.12	
Bacs	HMRC	PAYE TBC	£ 72.20	
TBC	RBLI	Wreath and Donation	£ 50.00	
Bacs	ESALC	Clerk Training	£ 90.00	£ 15.00
Bacs	AMJ IT	MS365 7BB Cllrs & 1BS Clerk	£ 591.82	£ 98.64
Bacs	AMJ IT	Annual domain name mgmnt.	£ 102.00	£ 17.00
Bacs	Maiden Accountancy	PAYE Services to Dec 2023	£ 36.00	£ 6.00
Bacs	Mazars	External Audit	£ 252.00	£ 42.00
Bacs	Ian Philo	Petrol October reimbursement	£ 32.40	
		Total	£ 2,297.54	£ 178.64
Payment received				
Bacs	Lloyds	Interest	£ 53.30	
Bacs	Lloyds	Precept	£ -	
		Total	£ 53.30	

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Bank Reconciliation

Oct-23

Bank Opening Balance	£37,160.13
Precept	£0.00
Salary	£3,127.86
HMRC	£201.60
Pavillion Utilities	£66.00
Running Costs	£609.89
Income in Transit	£0.00
Outstanding Payments	£0.00
Bank Charges	£0.00
Interest Income	£0.00
Income	£0.00
Expenditure	£4,005.35
Cashbook Balance	£33,154.78
Bank Statement Balance	
Bank Statement Balance	£37,160.13
Income	£500.00
Expenditure	£4,505.35
Bank Closing Balance	£33,154.78
Difference	£0.00
Saver Account	
Bank Opening Balance	£48,230.99
Income	£44.40
Expenditure	£0.00
Closing Balance	£48,275.39