

WOODCHURCH PARISH COUNCIL

MINUTES 218

Minutes of the Ordinary meeting of the Parish Council held on Thursday 26th October 2023

The meeting started at 19.00 pm.

In attendance:

Cllrs Lucy Quinn (chairperson), Catherine Sales, Wade Nash, and Robert Woods.

Also in attendance were Ian Philo Clerk, Borough Councillor Aline Hicks, and 4 members of the public.

1. Apologies for Absence

Councillor Julian West sent his apologies, and the absence was approved.
Councillors Gina and Neil McKay's absence had been previously approved.
County Councillor David Robey and Borough Councillor David Ledger had 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 28th of September 2023 were accepted as a true record.

Proposer: Cllr Lucy Quinn	Seconder: Cllr Wade Nash	Against:0
Abstain:0	In favour: 4	Motion: Carried

Meeting adjourned for public participation 19.05 pm

Borough Councillor Hicks explained that Ashford Borough Council is examining the removal of council tax discounts on unfurnished properties undergoing major structural repairs. The Councillor also attended the Association of Drainage Board Meeting at Ashford Market. There was no easy answer to the nutrient runoff damaging the marshes at Stodmarsh and as a result, ABC may decide to stop searching for one.

A member of the public asked if there was any further update on the 40 proposed homes on Front Road. It was explained that only outline planning permission had been granted and that the council could make further comments once the full application is open to public consultation.

Meeting reconvened at 19:12 pm**4. Planning applications****4.1. NOT/2023/1740**

Great Egham 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).

The council resolved on a no comment for this application.

Proposer: Cllr Robert Woods	Seconder: Cllr Lucy Quinn	Against:0
Abstain:0	In favour:4	Motion: Carried

4.2. PA/2023/1852

Woodchurch House, Brook Street, Woodchurch, TN26 3SN. Variation of condition 2 (approved plans) of planning permission 22/00226/AS for erection of 2 storey building comprising 10 housing units 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 roof.

The council resolved to object until the sewerage issue is solved.

Proposer: Cllr Robert Woods	Seconder: Cllr Wade Nash	Against:0
Abstain:0	In favour:4	Motion: Carried

4.3. PA/2023/1609

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

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

The council resolved to support this application.

Proposer: Cllr Lucy Quinn	Seconder: Cllr Catherine Sales	Against:0
Abstain:0	In favour:4	Motion: Carried

5. Play Area

The council resolved to approve an application for funding to repair the equipment and surface as quoted by Aspire. If the application is refused, then proceed with Aspire's quote to repair only the surface under the swing (£1337 plus VAT). A local contractor was suggested to weald the slide if needed.

(The appointment of a councillor to be responsible for the play area was deferred until more councillors were in attendance at the next meeting. Councillor Rob Woods said he would take on the role until another councillor is able to).

Proposer: Cllr Lucy Quinn	Seconder: Cllr Wade Nash	Against:0
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Abstain:0	In favour:4	Motion: Carried
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6. Website Hosting and Resolving Email Problems

The Council resolved to adopt Microsoft 365 Standard for the Clerk and Basic for councillors, Microsoft Exchange Emails utilising the .gov.uk domain, and Sharepoint. To use a combination of AMJ/SME IT, and 2Commune for hosting the website.

Proposer: Cllr Lucy Quinn	Seconder: Cllr Wade Nash	Against:0
Abstain:0	In favour:4	Motion: Carried

7. Representatives to Committees and Outside Organisations.

Replacing Nicola Job's roles: Councillor Lucy Quinn agreed to temporarily take on the policy and finance roles with Councillor Rob Woods. The IT committee would remain as Lucy Quinn and Wade Nash and the Appeals Committee as Wade Nash and Rob Woods. Youth matters and police liaison were deferred until there was a full complement of councillors and regular police attendance at the PC meetings.

8. Standing Orders and Financial Risk Assessment

Following a discussion, the council resolved to adopt the changes to the Standing Orders and small changes to the Financial Regulations, as proposed by the Clerk and Councillor Woods to be in line with the recommendations set out in the NALC Model Standing Orders 2018 (Updated April 2022). The council also resolved to endorse the Financial Risk Assessment.

Proposer: Cllr Lucy Quinn	Seconder: Cllr Woods	Against:0
Abstain:0	In favour:4	Motion: Carried

9. Traffic Monitoring

The council resolved to request a further two sites be monitored for speed and safety, following continuous correspondence from residents. One is to be situated approaching the built-up area along Susans Hill, and the second along Redbrook Street, as part of the Highways Improvement Plan (HIP).

The two additional sites are to be reported to Kent County Councillor David Robey.

Proposer: Cllr Lucy Quinn	Seconder: Cllr Wade Nash	Against:0
Abstain:0	In favour:4	Motion: Carried

10. Village Consultation Progress Report

The two surveys (Full and a shortened Youth one) will be distributed along with the Newsletter to be returned by November 30th deadline. The online version will be available at the same time.

11. Finance

11.1. Items for Payment

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

Items For Payment October 2023				
Payments Made since the last Meeting				
			Amount	Vat
Direct Debit EDF			£66.00	0
Direct Debit Castle Water TBC			£37.03	0
				0
Items for Approval				
Payment Method	Payee	Description	Total payable	VAT
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	PI	Play area inspection	£ 99.00	
Bacs	Flagmakers	Flag incl delivery	£ 134.57	
Bacs	KALC (Overdue from June)	Dynamic councillor	£ 60.00	
Bacs				
Total			£ 2,528.89	£ -
Payment received				
Bacs	Lloyds	Interest	£ 45.02	
Bacs	Lloyds	Precept	£ 22,603.50	
Total			£ 22,648.52	

Bank Reconciliation

Sep-23

Bank Opening Balance	£15,532.95
Precept	£22,603.50
Kirk Refund double payment	£540.00
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
Cashbook Balance	£37,160.13
Bank Statement Balance	£15,532.95
Income	£23,143.50
Expenditure	£1,516.32
Bank Closing Balance	£37,160.13
Difference	£0.00
Saver Account	
Bank Opening Balance	£48,185.97
Income	£45.02
Expenditure	£0.00
Closing Balance	£48,230.99

The latest tranche of the precept has been received, and with expenditure still very low, the Council has agreed to transfer £22,000 from the Treasury account to the reserve account.

Proposer: Cllr Lucy Quinn	Seconder: Cllr Wade Nash	Against:0
Abstain:0	In favour:4	Motion: Carried

11.2. Budget Monitoring

The second quarter budget monitoring was presented. There were three items to note:

- The budget for utilities (Pavilion) will be exceeded given the increase in both standing charges and unit charge.
- There was no budget for flagpole maintenance, therefore this has been recorded under Contingency Maintenance.
- The August and September interim clerk charges will appear in the third quarter budget comparison, as payments were not processed until after the second quarter period had closed.

11.3. Addition of Lloyds Bank Signatories

Councillor Nash confirmed that there are now 4 signatories on the Lloyds bank account.

11.4. Annual Governance and Accountability Return 2022-2023

There is a further short delay, which is due to the quantity of correspondence associated with this AGAR. The return is now awaiting final approval and expect it to be signed off shortly.

12. Electricity to The Pavilion

It has been decided to leave the electricity supply with EDF, and not enter into a contract with an alternative supplier, as the pavilion will be transferred over to the Village Green Charity once they have a bank account open and before the end of the financial year.

13. Correspondence and Information

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

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. The council is not sure how it can help in this matter, however, some volunteers have independently expressed an interest in assisting.

Smiths of Derby have contacted All Saints Church, and confirmed the service contract, with a further three annual services remaining. This would indicate that the contract is directly between the church and Smiths.

Castle Water has informed the Council that they will be billing on a monthly variable direct debit in arrears going forward.

CALA Homes registered 110 attendance to their drop-in. The key concern from residents being the issue over the drainage and potential flooding further down the road. The Clerk will follow up with an email to CALA for any further updates later in November.

14. Items for information and items to be included on the next agenda

Information – none.

Items for the next meeting agenda

Decision to be made on the Hub Lease.

The following policies are to be discussed and approved:

Health and Safety Policy.

Safeguarding Policy.

Code of Conduct Policy.

15. Date and venue of next meeting

Thursday 23rd November 2023 starting at 19.00 pm in the Memorial Hall Annexe

There being no further business the Chair closed the meeting at 20:45 pm

Signed _____
Chair

Dated _____