

# 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 21<sup>st</sup> December 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)  
8<sup>th</sup> December 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, 23<sup>rd</sup> November 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.

**The meeting will be reconvened**

**4. Planning Applications for Consideration**

**4.1. [NOT/2023/2160](#)**

Land off Front Road, Woodchurch, Kent, TN26 3SA.

Reserved matters application for the approval of appearance, landscaping, layout, and scale for the erection of 40 dwellings (including affordable housing and 2 custom-build units), structural planting and landscaping, public open space with ecological enhancements, children's play area, surface water flood mitigation, vehicular access

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point, and associated ancillary works and infrastructure pursuant to outline planning permission 21/01284/AS

**4.2.** [PA/2023/2174](#)

Clappers Mead, Bethersden Road, Woodchurch, Ashford, TN26 3QL.  
Proposed garage following demolition of existing garage.

**4.3.** [PA/2023/2068](#)

12 Roker Park, Rectory Close, Woodchurch, Ashford, Kent TN26 3QD  
Insertion of 2no. new balcony windows on the side elevation to replace the existing roof lights.

**4.4.** [PA/2023/2237](#)

Church Elms Farm, Redbrook Street, Woodchurch, Ashford, Kent TN26 3QR.  
Demolition of existing outbuilding, replacement dwelling

**4.5.** [PA/2023/1503](#)

Shirkoak Lodge, Bethersden Road, Woodchurch, Ashford, Kent, TN26 3QW.  
New porch/entrance, changes to fenestration, loft conversion with new balcony/dormer and increased ridge height.  
Previously supported by the parish council at the September meeting. The plans have been amended since the 2nd of October. The changes are the removal of the summer house which was shown on the plans but wasn't part of the application, and the removal of two skylights on the front elevation along with changes to a door size.

**4.6.** [PA/2023/1935](#) –

Newlands, Redbrook Street, Woodchurch, TN26 3QR. Replacement dwelling including alteration and enlargement to the residential curtilage. Installation of ground-mounted solar panels in the paddock area.

**4.7.** [PA/2023/2173](#)

Grove Farm, Redbrook Street, Woodchurch, TN26 3QS. Change of use from an ancillary accommodation to a rural worker's accommodation.

**5. Local Green Open Space - Kirkwood Ave**

To agree to request the land northeast of Kirkwood Avenue, Woodchurch TN26 3SE designated as Local Green Space following the Planning Inspector's dismissal of the appeal for development.

**6. Membership of the Clerk Society (SLCC)**

To agree to fund the Clerk's membership fee (£158.00). LGA 1972 S.143(1)(b).

**7. The Hub Lease**

To consider a response to The Hub directors' (CIC) letter regarding the lease.

7.1 The unsigned lease states a nominal rent of £1 per year which will be reviewed after 5 years to an at market rate. To agree in principle that the rent will be reviewed after 5

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years without reference to the “at market rate”. (Note the rent may increase or may stay nominal).

- 7.2 The unsigned lease is for the entire building. To agree in principle that the lease will be for the room only, therefore excluding the public toilet.
- 7.3 To agree to instruct a solicitor to review the unsigned lease and provide advice on the above changes to terms.

## 8. Initial Review of Survey Responses

Councillor Nash

## 9. Finances

### 9.1. First Draft Basic Budget (circulated to Cllrs)

Covers just the running cost of the council and it's assets.

### 9.2. Items for Payment and Bank Reconciliation

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

## 10. Correspondence

Signed petition was received from residents along Redbrook Street, mainly regarding the high speed of vehicles along Redbrook Street.

## 11. Items for Information or Agenda for Next Meeting

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

The Memorial Halls are fully booked on 4<sup>th</sup> Thursday in May 2024 therefore the meeting will be held on Thursday 30<sup>th</sup> May instead.

Finalise the budget for 2024-2025 and agree the precept for 2024-2025

Noticeboards: agree on the material and design of the parish council notice boards. ( For example recycled material to be more environmentally friendly).

Continue with updating policies.

## 12. Date and Venue of Next Meeting

Thursday, 25<sup>th</sup> January starting at 7.00 pm at Memorial Hall Annexe

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## **Bank Reconciliation** **Nov-23**

Bank Opening Balance	£33,154.78
Salary £1,071.12	
HMRC £72.20	
Pavillion Utilities	£66.00
Running Costs	£1,104.22
Transfer to Saver A/C	£22,000.00
Income	£0.00
Expenditure	£24,313.54
Cashbook Balance	£8,841.24

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Bank Statement Balance	£33,154.78
Income	£0.00
Expenditure	£24,313.54
Bank Closing Balance	£8,841.24
Difference	£0.00

## **Saver Account**

Bank Opening Balance	£48,230.99
Income	£22,053.30
Expenditure	£0.00
Closing Balance	£70,284.29

## **Items For Payment (TBC)**

Salaries	£1356.93
Pavillion Utilities	£66.00
Petrol (Clerk)	£32.40
P. Shaw (18 war memorial cuts)	£270.00
Total	£1725.33