

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 25th January 2024 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)
17th January 2024

(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, 21st December 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.

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4. Planning Applications for Consideration

4.1. [PA/2024/0016](#)

Harlakenden Farm, Plurenden Road, Woodchurch, TN26 3PS. Conversion of existing agricultural barn into two proposed residential dwellings with associated parking and landscaping.

4.2. [PA/2023/2350](#)

Annexe, Cruttenden Farm, Brook Street, Woodchurch, Ashford, Kent TN26 3SR. Change of use from a business to a residential dwelling including conversion of the remainder of barn 1 with associated alterations, landscaping enhancements, and parking provision.

4.3. [PA/2023/2326](#)

8 Plurenden Manor Farm Cottages, Plurenden Road, Woodchurch, TN26 3JW. Proposed conversion and infill extension of existing outbuilding to create home office/gym for incidental use to the main dwelling.

5. Agree The Budget and Request for Precept for 2024-2025

To agree the following projects and earmark reserves to be apportioned to each:

To agree to set the precept for 2024-2025 at £45000 for the year.

Average household (Band D) would pay £51.66 approximately for the year.

To agree on which of the following will be adopted:

5.1. Hub power supply.

The existing supply is a potential health and safety concern. Currently served by a 4mm cable which is for street lighting and should be at least a minimum 25mm cable (35mm under new regulation guidelines). In addition, the building is using a 63 Amp fuse, and with the potential requirement given existing appliances, needs upgrading to 100 Amp. The engineer who carried out a site visit has escalated the issue to a more senior level as a result, as it was a concern that the current setup had been signed off. Should the upgrade be carried out at UKPN expense, the resulting power supply would only be single phase, therefore limiting the power supply to the village green. A ballpark figure should the parish council have to bear the cost for this option would be £20000, using UKPN.

5.2. Power Supply to The Village Green.

There three options.

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- a) Digging a trench and laying conduits under the car park between the Hub and a GRP cabinet on the green. However, this is unworkable until the inadequate supply to the Hub has been upgraded. The trench could have dual purpose, and the new supply cable to the Hub building could be laid within the same trench, and UKPN could connect to an existing cable that runs under the track adjacent to the green. There would likely be a secondary user charge payable to the individuals who bore the cost of having that cable laid under this track. UKPN could not provide an estimate until that secondary payment figure had been confirmed. A private contractor estimated the cost for the trench and conduit at £TBC. The Hub would then have a 3 phase 100Amp power supply, and allow another cable back out to supply power to the green via the GRP box, which has to be in place before being connected up. The cost would exclude the cabinet, its contents, and any meter required.
- b) Alternatively, UKPN would make a connection by the telegraph pole between the two benches on the green adjacent to Front Road. They would dig a 2m trench and make a connection to a GRP box, which would have to be in place before work began. The estimate is £3700 plus VAT but excludes meters and necessary connectivity hardware required inside the cabinet. This option would involve a stand-alone meter and the additional daily standing charge associated with this.
- c) Use a private contractor(s) to make a connection at the consumer unit in the pavilion and dig a trench across the playing field to a suitable site for the GRP cabinet and contents. This would still require a GRP cabinet to be installed on a concrete base. There is the additional problem of negotiating protected tree roots when creating the trench.

(A GRP cabinet is around £600 plus VAT, and the cost of a concrete base for the cabinet with the correct conduits has been estimated at around £1000).

5.3. Refurbishment of the public convenience.

Revamp everything, including sorting out drain for tap, new frost protection heater, and warm water system. On a building of this type and age there is likely to be unforeseen items. Based on a visual inspection £8000. This would be dependent on an upgrade of the power supply to the Hub.

5.4. Yellow Lines.

Whereas there is a rough guidance of around £6000, this is dependent on a number of conditions.

The locations would need to be added to our HIP for KCC to decide whether to support the installation or not.

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Should KCC support, they would draw up a basic consultation for the parish council to gauge support, which has already been achieved through the survey. This would then move to Traffic Regulation Order stage (£3000 plus VAT) If 6 or more objections to the TRO received then would be referred to the Joint Transportation Board for a decision at a cost of around £1000.

If there is 5 or less objections, OR the JTB approves, the parish council would pay a design fee of around £1500 for the detailed designs and costings to be established.

KCC advise that the final costing of the scheme is impossible to determine without the above steps being completed and would be dependent on what level of traffic management required and the extent of yellow lining needed.

5.5. CCTV on the Hub and Pavilion.

Red Alert were contacted in October 2022 and provided a quote of around £4700 plus VAT. However, some of the equipment has now been superseded, and for something similar, the ballpark figure is now closer to £6000 plus VAT.

5.6. Updating/extending the Pavilion, upgrading the play area, and possibly installing a multi surface games area (MUGA).

This would be a long-term plan, to be considered over several years, as resources are limited, and would require separate funding. Step one having architect plans and obtaining an estimate for having the plans drawn (£TBC). Building a MUGA would require a reorganising of the field layout with the possibility of the football pitch running lengthways adjacent to The Green. Grants from organisations such as Sports England could help fund the pavilion improvements if it can be demonstrated that it would encourage a more diverse usage.

5.7. Bird and bat boxes.

The boxes, range from £15 to £30, plus installing.

5.8. Village Pump and Village Sign Restoration.

To agree to the work for this year or include in 2024-2025 budget. We have only one quote so far from Black Forge Art, who have quoted £2750 plus VAT for the restoration of the pump and £1900 plus VAT for the village sign. If the Parish Council agrees to both being carried out simultaneously by Black Forge Art, they have offered a 10% discount on both costings, which would equate to a total of £4185 plus VAT.

5.9. War Memorial Cleaning.

To agree to the work for this year or include in 2024-2025 budget.

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Clerk has contacted The War Memorial Trust. Specialised cleaning process is required using steam. It is ill advised to use jet washer or detergents. There is a limited number of companies that can carry out this work. A quote from I.M.I has estimated £2,300 plus VAT. (£2,760).

6. Litter Bins

To agree to gradually replace the cast iron bins with larger hooded ones. See Appendix 1.

7. Parish Noticeboard(s)

To agree design and material of new Parish Council noticeboard.

KBS Depot anodised aluminium. Steel interior with 38 magnets. £689 plus VAT wall mounted, £980 plus VAT for concrete and pole mounted.

<https://kbsdepot.com/product/external-notice-board-dual-door-18-x-a4-sheets-budget-single-door-tradition-outdoor/>

Noticeboard Company anodised aluminium. Steel interior with 10 magnets. £1040 plus VAT wall mounted. £1180 post mounted.

<https://www.noticeboardcompany.com/products/breeze-post-mounted-double-door-board.html>

Noticeboard Warehouse recycled plastic. Wall mounted £1695 plus VAT, and £1945 plus VAT for post mounted.

<https://www.noticeboardwarehouse.com/outdoor-noticeboards-c244/recycled-plastic-noticeboards-c247/2-bay-9-x-a4-recycled-plastic-outdoor-noticeboard-glazed-p1974>

8. To Review the Grant and Donations Policy.

Draft policy has been circulated.

9. Replacement Noticeboard Opposite the Surgery.

To agree to replace the noticeboard opposite the surgery, £1200 plus VAT (See item 7).

10. Finances.

Note that December payments totalling £1,679.33 did not clear the account until 2nd January 2024.

Items for Payment and Bank Reconciliation

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

11. Correspondence

It was reported to the clerk on 12th January that the temporary pedestrian crossing in Front Road, near Woodchurch Garage, was causing a great deal of traffic confusion - both to drivers and pedestrians. Could some action be taken to simplify the system? These were only temporary but the traffic lights have now been removed.

A resident was dismayed that Brook Street was not on the traffic monitoring program. In response the clerk explained that KCC had previously declined to conduct traffic monitoring along Brook Street. The monitoring along Redbrook Street however was in response to a petition signed by the residents there in both Woodchurch and High Halden parishes.

In prior correspondence, KCC stated that would not consider speed reduction along this section of the road. If the residents were to form a signed petition, this may have some sway in achieving their objectives.

There have been some complaints at the use of a megaphone and a drum being used as a means of support to the teams at a football match on Sunday 14th January. Whereas support for the clubs playing on the green is welcome, the use of these items was felt a little excessive. The clerk has contacted the club to request a little restraint at future matches.

12. Items for Information or Agenda for Next Meeting

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

Jean Mealham Centre is not available for the May 23rd Meeting. The Memorial Hall Annexe is available Tuesday 21st and Wednesday 22nd May as alternative days the week of the 23rd.

13. Date and Venue of Next Meeting

Thursday, 22nd February starting at 7.00 pm at Memorial Hall Annexe.

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Bank Reconciliation **December 2023**

Opening Balance	£8841.24
Salaries	0.00
HMRC	0.00
Pavilion Utilities	66.00
Total	66.00

Income (Play area grant) 4483.25

Expenditure 66.00

Cashbook Closing Balance **£13258.49**

Bank Statement Balance **£8841.24**

Income 4483.25

Expenditure 66.00

Bank Closing Balance **£13258.49**

Difference **0.00**

Reserve Account

Opening Balance 70328.49

Interest 77.80

Balance **£70406.49**

Items for Payment **January 2024**

Salaries & HMRC 1143.12

KCC 425.00

Maiden Accountancy 36.00

EDF 66.00

Mr. W Nash (Fencing Post on VG) 18.24

Total **£1688.36**

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Appendix 1

Litter and Dog Waste Bins

Four firms identified.

Roadware	www.roadware.co.uk
ESE Direct	www.esedirect.co.uk
Litter Bins UK	www.litterbins.co.uk
Leaffield Bins	www.leaffieldrecycle.com

Floor mounted bins for larger capacity.

Roadware 120 Litre	£184.95 Ex. VAT
	£221.94 Inc. VAT

ESE Direct 75 Litre	£198.95 Ex. VAT
	£238.74 Inc. VAT

LitterBins.co.uk	£189.95 Ex. VAT
	£227.94 Inc. VAT

Leaffield Bins	£446.00 Ex. VAT
	£535.20 Inc VAT

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