

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 22nd February 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)
16th February 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 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, 25th January 2024 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/2024/0124](#)

Stonebridgelands, Front Road, Woodchurch, TN26 3SL.

Listed Building Consent for proposed loft conversion including raising of roof, dormer windows, removal of walls and insertion of staircase.

4.2. [PA/2024/0112](#)

Fairview, Bethersden Road, Woodchurch, TN26 3QW.

Listed Building Consent for rebuilding of garage roof; rebuilding of garage mezzanine. Replacement of garage and outbuilding concrete floors with limecrete, repair or replace existing window. Rebuilding of the external walls of the flat roof outbuilding. Renewal of the tiled roof coverings, replacement of flat roof coverings and new insulation between joists. Rebuilding of rear chimney stack from tiled shoulders up.

4.3. [PA/2024/0187](#)

Fairview, Bethersden Road, Woodchurch, TN26 3QW. Two storey rear extension, changes to fenestration.

4.4. [PA/2024/0205](#)

Fairview, Bethersden Road, Woodchurch, TN26 3QW. Listed Building Consent for two storey rear extension, conversion of roof space, conservation roof light, removal of dormer. Extend mezzanine and add stair ladder addition of window. Removal and insertion of internal walls, new internal door opening, replacing brick pier with timber post. Change external garage doors to sliding and personnel doors.

4.5. [PA/2024/0129](#)

Land to rear of Rosedene, Redbrook Street, Woodchurch, Ashford, Kent TN26 3QR.

Outline application for a two-bedroom bungalow with all matters reserved save for appearance and landscaping.

4.6. [PA/2024/0059](#)

Stonebridgelands, Front Road, Woodchurch, Ashford, Kent TN26 3SL.

Raising roof by 1 meter for loft conversion with 2 new dormers.

5. Village Green Service Level Agreement

Subject to confirmation from the Village Green Charity trustees. The Parish Council to agree to seek advice from one of the leading lawyers in charitable trusts and have a Service Level Agreement drawn up. (£850.00 plus VAT).

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6. Noticeboard

Agree on an alternative noticeboard material. Unfortunately, the manufacturer of the recycled plastic notice board agreed at the January meeting cannot guarantee that the materials used are not produced using child labour.

[KBS Depot Budget Level.](#)

Post and concrete mounted (2bay 9 x A4), Flat topped with text.
£1131.00 plus VAT (Free Delivery).

[KBS Depot Post Mounted Anodised Aluminium](#)

Post and concrete single bay 18 x A4, top hinge with gas struts.
£1463.00 plus VAT (Free Delivery).

[Noticeboard Company Post Mounted Standard.](#)

Anodised aluminium, Quatro post and concrete mounted (2 bay 8 x A4). No header.
£1212.58 plus delivery £10. (£1222.58 plus VAT).

[Noticeboard Company Varicase Post Mounted](#)

Anodised aluminium post and concrete mounted (2 bay 6 x A4). Similar in style to the recycled material agree in January. Powder coated aluminium with Header. £1869.00 plus delivery £10.00. (£1879.00 plus VAT)

[Noticeboard Warehouse Recycled Material.](#) (Code PD6A4P)

No choice in colour (Grey). Recycled plastic responsibly sourced, post and concrete mounted 2 bay 6 x A4.
£1717.54 plus delivery £45.00. (£1762.54 plus VAT).

7. Litter Bins

To agree to gradually replace the cast iron bins with larger hooded ones, determine style and how many this financial year. There are currently 10 cast iron bins around the village.

Roadware	www.roadware.co.uk
ESE Direct	www.esedirect.co.uk
Litter Bins UK	www.litterbins.co.uk
Leafield Bins	www.leafieldrecycle.com

Floor mounted larger capacity bins:

[Roadware 120 Litre](#)

£184.95 Ex. VAT
£221.94 Inc. VAT

Ballast not included.
Free Delivery.

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[ESE Direct 75 Litre](#)

£198.95 Ex. VAT
£238.74 Inc. VAT

Ballast £41.45 plus VAT per bin.
Free Delivery.

[Litterbins 100 Litre Bin](#)

£189.95 Ex. VAT
£227.94 Inc. VAT

Ballast option not available.
Ground fixing bolts £12.00 Plus VAT. Free Delivery.

[Leafield 110 Litre Bin](#)

£446.00 Ex. VAT
£535.20 Inc VAT

Free Delivery. Ballast not included.

8. Finances.

Q3 Budget Report

Clerk to report Q3 accounts.

Items for Payment and Bank Reconciliation

To agree on items for payment in February final list to be confirmed at the meeting and agree the January bank reconciliation (see below). List of items to be checked and signed. See below:

There is a £18.34 payment to W.Nash for fence posts from January still to me made.

9. Correspondence

Received complaint from a resident in Rectory Close concerning the parking at school drop off and collection time. The cars have been blocking right of exit from driveways and would hinder emergency vehicles accessing the properties.

The resident did express that yellow lines were not installed around the school as it would just push the problem further along the village.

There was also a complaint that the school's new security lighting is not shining in the correct direction. The Clerk advised the resident to contact the school first to get the angles altered. If this did not resolve the problem then to advise the Clerk again.

Following the parish council article in the February Newsletter, the football club contacted the Clerk, offering support to garnering grants for the refurbishment of the sports pavilion.

Further correspondence from a resident along Brook Street, regarding the speed of vehicles there. The clerk has reasserted that the residents draw up a petition, to

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submit to Kent Highways. The clerk has offered to meet with resident(s) to outline the style of the petition that those along Redbrook Street compiled.

Site visit by UKPN to take place on 23rd February to inspect the power cable to The Hub, with a view to replacing the existing cable with a 25mm one. Should UKPN carry out the work at their cost, the Parish Council would have the responsibility to upgrade "The Tails". (The grey cables into the meter and consumer unit).

There was a request from one of the residents on The Green, to have tree branches that were making contact with the overhead cable attended to. There was an additional request to have the same tree removed or the drive crossing the drive that crosses the village green repaired as the roots are lifting the tarmac. The power cable issue was reported to UKPN. As the resident had the drive tarmacked, and wasn't approved by the council, it believes that the resident is responsible for its maintenance.

10. Items for Information or Agenda for Next Meeting

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

To consider first draft of a village plan which would be presented to the public for discussion at the April Annual Parish Meeting.

11. Date and Venue of Next Meeting

Thursday, 28th March starting at 7.00 pm at Memorial Hall Annexe.

Bank Reconciliation	January 2023
Opening Balance	£13258.49
Salaries	2446.37
HMRC	220.60
Running Costs	971.80
Pavilion Utilities	66.00
Total	66.00
Income	0.00
Expenditure	3704.77
Cashbook Closing Balance	£9553.72
Bank Statement Balance	£13258.49
Income	0.00

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Expenditure	3704.77
Bank Closing Balance	<u>£9553.72</u>

Difference 0.00

Reserve Account

Opening Balance	70406.49
Interest	72.72
Balance	£70479.21

Items for Payment **January 2024**

Salaries & HMRC	1310.04
AMJ IT (Sharepoint set up)	576.00
I Philo (SLCC Clerk Memebrrship)	158.00
I Philo Petrol	32.40
I Philo (SLCC Chariable Trust courses x 3)	216.00
Greenworks (Deep clean of toilet)	613.54
Stationery Express	56.65
Eventbrite (KALC councillor training)	60.00
EDF	66.00
Mr. W Nash (Fencing Post on VG) from January	18.24
Total	£3088.63