

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 28th March 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)
22nd March 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.

4. Planning Applications for Consideration

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4.1. [PA/2023/1776](#)

Scout And Guide Headquarters, Lower Road, Woodchurch, TN26 3SQ.
Construction of a self-contained 6m x 4m shed.

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

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

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).

4.3. [PA/2024/0467](#)

Oaks Farm, Hornbrook Lane, Woodchurch, TN26 3TH.
Conversion of existing outbuilding into residential space and single storey link to main dwelling; new front dormer and rear solar panels.

4.4. [PA/2024/0521](#)

22 Kirkwood Avenue, Woodchurch, Ashford, TN26 3SE.
Single-storey rear extension.

4.5. [PA/2024/0442](#)

8, Front Road, Woodchurch, TN26 3QE.
Single-storey extension and loft conversion including three dormer windows and roof light. Insertion of log burner flue.

4.6. Highways Act 1980 – S119.

Kent County Council has made an order to divert part of Public Footpath AT204 in the Parish of Woodchurch. Kent County Council has also made an order to create a new length of Public Footpath AT205 in the Parish of Woodchurch. Documents already circulated in prior email.

5. Planting Fruit Trees on The Village Green Extension.

To discuss and agree whether to procure fruit trees from the Coronation Living Heritage Fund to replace the dead saplings on the village green extension. Is this something the council would be interested in. See attachment which sets out the requirements.

6. Grants and Donations Policies.

To review and agree to the grants and donations policies. See separate email.

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7. Review The Updated Habitual and Vexatious Complainants Policy.

To review and agree the Habitual and Vexatious Complaints Policy. See attached document.

8. Noticeboard Policy

To agree managing the notice boards in line with the new Noticeboard Policy 2024 or continue an open policy on the public noticeboard opposite the surgery. See attached document.

9. Employment and Appeals Committee or Working Group.

To decide whether to have an employment and appeals committee, or working group, if so, decide councillor members, and if committee then it's delegated powers.

10. Finances.

10.1. Agree Internal Auditor.

Mulberry and Co. estimate 4 to 6 hours at £65.00 per hour plus VAT.

10.2. Items for Payment and Bank Reconciliation.

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

11. Annual Parish Meeting and Draft Village Plan.

Agree a date for an Annual Parish Meeting in April, and to review the draft village plan. See attached document.

12. Management Agreement of Village Green Charity Assets.

To review and agree the Wellers Hedley draft management agreement of items and services on the village green to ensure continuity.

13. Correspondence.

The Clerk received correspondence from a resident, in response to the Parish Council article in the newsletter, interested in becoming a Councillor.

14. Items for Information or Agenda for Next Meeting.

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

Confirmation that the carnival will be using the village green, and will be taking power from the pavilion which will be funded by the parish council.

The Parish Council would like minuted that it has never owned the village green and is not sole trustee. The Village Green Charity CIO has legal ownership of the village green.

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D-Day Beacon Lighting. Woodchurch Remembers has requested a lighting of the beacon, however the Carnival Committee have noted a potential fire hazard for marquees sited nearby and have requested a “search light” to be mounted in the beacon basket as an alternative.

15. Date and Venue of Next Meeting

Thursday, 25th April starting at 7.00 pm at Memorial Hall Annexe.

16. Motion to exclude public and press from the meeting.

Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 to agree that because of the confidential nature of business transacted the Public and Press leave the meeting during the consideration of:

Clerk’s Appraisal and staff salaries 1972 LGA sch. 12A, part 1, 1 & 3

<u>Bank Reconciliation</u>	<u>February 2023</u>
Opening Balance	£9553.72
Salaries	1071.12
HMRC	72.20
Running Costs	1712.59
Pavilion Utilities	66.00
Total	2921.91
Income	901.17
<u>Expenditure</u>	<u>2921.91</u>
<u>Cashbook Closing Balance</u>	<u>£7532.98</u>
Bank Statement Balance	£13258.49
Income	901.17
Expenditure	2921.91
<u>Bank Closing Balance</u>	<u>£9553.72</u>
Difference	0.00
<u>Reserve Account</u>	
Opening Balance	70479.21

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Interest	77.82
Balance	£70557.03

Items for Payment	March 2024
Notice Board Company (Paid as agreed at Feb Meeting)	2134.80
Salaries & HMRC	1330.88
EDF	66.00
NALC Cllr Training (Engaging with communities)	39.22
AMJ IT (6 month anti spam x 8 and PC support x 1)	702.00
Ashford Borough Council (Play area part payment)	1895.56
Total	£6168.46

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Clerk's Appraisal and staff salaries

1972 LGA sch. 12A, part 1, 1 & 3