

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 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)
19th April 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, 28th March 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.

Woodchurch Parish Council

4. Planning Applications for Consideration

4.1. [NOT/2024/0744](#)

New Cricket Pavilion, The Green, Woodchurch.

Trees in a Conservation Area - Dead or Dangerous.

Notification that the Ashford Borough Tree Officer (Philipp Cook) has instructed the council to make safe the Horse Chestnut tree at the rear of the sports pavilion.

4.2. [PA/2024/0716](#)

8 Front Road, Woodchurch, TN26 3QE.

Operational development to include single-storey rear extension, dormer windows, roof light and flue in association with prior approval NOT/2023/2063.

4.3. [PA/2024/0575](#)

2, Mill View, Woodchurch, TN26 3QN.

Single-storey rear extension and changes to fenestration following demolition of conservatory.

4.4. [PA/2024/0585](#)

Clappers Mead, Bethersden Road, Woodchurch, Ashford, Kent TN26 3QL.

Listed Building Consent for single-storey rear extension and link extension following demolition of existing outbuilding at rear and part of long outbuilding. Internal alterations including insertion and removal of walls, insertion of windows and doors and external landscaping works.

And [PA/2024/0558](#)

Single-storey rear extension and link extension, changes to fenestration following demolition of existing outbuilding and part of another.

5. Retrospective Approval to Make Safe Tree on Village Green.

To agree to the cost of £950 plus VAT to make safe the Horse Chestnut tree behind the pavilion at the request of Ashford Borough Tree Officer.

6. Agree to Increasing The Emergency Limit in Financial Regulations.

To agree to increasing the £500 limit for emergencies in the Financial Regulations. The Financial Regulations must be approved in the May Annual Parish Council Meeting.

Woodchurch Parish Council

7. Approval for Carnival Committee Use Wild Flower Meadow.

The Carnival Committee has requested a holistic yoga person use the wild flower meadow on carnival day. Would require liaising with Peter Buckley as there may be some rare grasses there this year.

8. Grants and Donations Policy.

To review and agree to the Grants and Donations policies. See separate email.

9. Noticeboard Policy.

To Review and agree to the revised Noticeboard Policy. See separate email.

10. Appeals Committee.

To agree on the Terms of Reference for the Appeals Committee, see separate email.

11. Staffing Committee.

To agree on the Terms of Reference for the Staffing Committee see separate email.

12. Village Plan.

To agree to the Village Plan following the presentation at the Annual Parish Meeting.

13. Finances.

13.1. Fourth Quarter Review.

A review of the finances for the fourth quarter.

13.2. 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.

14. Correspondence.

Received correspondence regarding replacing the white fingerpost sign and reusing the old red telephone box as a book exchange. As these items are the property of the Museum, some background was provided and any further enquiries to be directed to the Museum.

Request for hedges to be trimmed. Contrary to public opinion, hedges maybe cut at any time of the year, provided they are ether inspected first by an accredited wildlife officer, and/or trimmed by an accredited wildlife person during the nesting season.

Weald of Kent Rotary Club organising a North Downs Walk on the 9th June to raise funds for Cancer Research. They have made a request to parish councils in Kent to display a poster on noticeboards and in newsletters.

Woodchurch Parish Council

KCC have sent the results of the traffic monitoring surveys around the village, the results came in too late to assess before this month's meeting. We are still awaiting a new schedule for the one to be carried out along Redbrook Street.

UKPN have carried out a network survey which has thrown up some issues. As a result the existing network is unable to support the power demands requested by the Parish Council. This has now been escalated to their larger Projects Team.

The Clerk can confirm that Tim Bushnell has been allocated as the Project Designer and a new job reference of 8500296394.

15. Items for Information or Agenda for Next Meeting.

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

16. Date and Venue of Next Meeting

Thursday, 30th May starting at 7.00 pm at Memorial Hall Annexe.

Bank Reconciliation	March 2024
Opening Balance	£7532.98
Salaries & HMRC	1330.88
Running Costs	4771.58
Pavilion Utilities	66.00
Total	6168.46
Income (Transfer from Deposit Account)	5000.00
Expenditure	6168.46
Cashbook Closing Balance	£6364.52
Bank Statement Balance	£ 7532.98
Income	5000.00
Expenditure	6168.46
Bank Closing Balance	£6364.52

Woodchurch Parish Council

Difference **0.00**

Reserve Account

Opening Balance 70557.03

Transfer to Current A/C 5000.00

Interest 77.90

Balance **£65634.93**

Items for Payment **April 2024**

Maiden Accountancy 36.00

Salaries & HMRC (TBC) 1366.00

EDF 66.00

KALC (Overdue councillor training from July) 48.00

S J Gray (Making safe tree on village green) 1140.00

KALC (Annual membership) 858.47

Memorial Hall (Hall hire for APM) 18.00

Ian Philo (Petrol reimbursement) 32.40

D Jarvis (Petrol) 14.50

Total **£ 3579.37**