

Woodchurch Parish Council

I hereby give you notice that an Annual Meeting of the Parish Council will be held in the Memorial Hall Annexe on Thursday 30th May 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)
23rd May 2024

(General Power of Competence)

1. Election of The Chair and Sign of Declaration of Office

To elect a Chair and sign the acceptance of office. Proposer and seconder needed for nominations.

2. Election of Vice Chair and Sign of Declaration of Office

To elect a Vice Chair. Proposer and seconder needed for nominations.

3. Apologies for Absence

To receive and approve apologies for absence.

4. Declarations of Interest

To hear declarations of interest on this agenda, relating to:

4.1. 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.

4.2. 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.

4.3. 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.

4.4. Register of Interests

Councillors are asked to review their current registration and confirm it is still current.

5. Minutes of the Previous Meetings

To approve the minutes of the meeting held on [Thursday, 25th April 2024](#) and extraordinary meeting held on [Tuesday 7th May 2024](#) as a true record.

6. General Power of Competence

To note that the council continues to meet the criteria for eligibility and that it has not been any expenditure under this power in the past year.

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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.

7. Planning Applications for Consideration

7.1. [OTH/2024/0828](#)

37 The Green, Woodchurch, Ashford, TN26 3PF.

Details submitted pursuant to condition 3 (Construction and transport management plan), condition 4 (EV point), condition 8 (Refuse), condition 10 (drainage), condition 11 (Sewage), condition 12 (Materials), condition 13 (Archaeology), condition 14 (Landscaping), condition 15 (Boundaries), condition 16 (Access), condition 18 (Ecological enhancement) for Planning Permission PA/2023/1048

7.2. [NOT/2024/0833](#)

Annexe, Cruttenden Farm, Brook Street, Woodchurch, Ashford, TN26 3SR.
Prior approval Business, hotels etc. to state-funded schools or registered nursery

8. Review and Approve Standing Orders.

To Review and approve the [Standing Orders](#).

The Financial Regulations were reviewed and agreed at the meeting on the 7th May 2024.

9. Council Asset Register

To note the council reviewed the asset register for currency at the 7th May meeting.

10. Insurance Renewal.

To decide underwriter and agree to renew the insurance.

Three renewal quotes were received.

Hiscox (current insurer) £1767.17

Zurich £1346.85 (or £1240.33 under a 3yr LTA)

Clear Councils (formerly BHIB) £1242.28 (or £1205.64 under a 3yr LTA)

11. Village Green Extension Wildflower Cut.

To agree a contractor to cut and remove the wildflowers on the village green extension.

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There are two quotes:

Aspire £475 plus VAT

ARW Kirk £460 plus VAT

12. Grant to The Village Green Charity.

To agree to a grant to the Village Green Charity to cover the insurance policy.

Estimated at £1,000 (£1,000 agreed in the budget).

In addition to fund/part fund Woodchurch village sign replacement/renovation (£1900 agreed in the budget).

13. Schedule for Meetings to May 2025.

To agree the schedule for meetings [2024-2025](#)

14. Confirmation of Councillors to Committees and Outside Bodies.

14.1. Committees

Policy Committee.

Finance Committee (including risk management, asset list and insurance policy)

Staffing Committee and approve Terms of Reference as agreed at 25th April 2024 meeting.

Appeals Committee and approve Terms of Reference as agree at 25th April 2024 meeting.

14.2. Outside Bodies

Councillors responsible for planning and to speak at Ashford Borough Council full planning committee.

Councillors responsible for highways and public rights of way.

Councillors responsible for defibrillators.

Councillors responsible for liaising with all Woodchurch charities and community groups.

Councillors responsible for police liaison.

Councillors responsible for youth liaison.

15. Council and Staff Subscriptions

To confirm agreement to subscribe to:

15.1. KALC/NALC

15.2. SLCC

15.3. Satswana – Data Officer

15.4. Data handler – Information Commissioners Office

15.5. Woodchurch Memorial Hall

16. Representatives to KALC

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- 16.1. To appoint a Councillor to be the Woodchurch Parish Council representative to Ashford Branch of KALC which meets quarterly. The group receives reports from Highways and Police.
- 16.2. To appoint one or two Councillors to attend the Annual meeting of the Kent Association of Local Councils which provides the council with information on policy, procedures and legal information. Subscription includes membership of the National Association of Local Councils.

17. Review of arrangements with not for profit bodies

17.1. Hub lease

Note the council is awaiting the draft lease from solicitors.

17.2. Management Agreement with Woodchurch Village Green Chartry

The parish council is awaiting a response from the charity regarding the proposed management agreement.

18. Grant for Hub Power Upgrade and WC Refurbishment to Meet Part M Standards

To agree to apply for grant funding towards refurbishment of the WC and upgrade the power supply to the Hub.

UKPN have submitted three options to upgrade power to The Hub (Excl. VAT).

- 1. UKPN does all contestable and non contestable work for connection. £9,260
- 2. UKPN does all non contestable and closing the contestable joint, and the Parish Council uses independent contractor for all other contestable work. £2,090
- 3. UKPN does non contestable work only and Parish Council carries out all the contestable works. £980

Refurbishment of the WC to meet Part M requirements for mobility useability. Quotes to be advised at the meeting on 30th May.

19. Land to North of 14 and 15 Kirkwood Avenue

The council to consider a response to correspondence received with regard to a possible proposal for a new application for 2 new bungalows on Kirkwood Avenue on the land North of numbers 14 and 15. The email has been circulated to Councillors. The current owner said that he has had people express interest in purchasing the land but would like to give the Parish Council the chance of safeguarding its future. The proposal is for 2 the remainder of land hatched in Red could be gifted to the Parish Council, or a 106-agreement tied to the planning. This ecology area would be accessed through the end of the access road.

20. Finances.

Items for Payment and Bank Reconciliation.

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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.

Note that the Clerk's petrol allowance of £97.20 includes March and April payment (£64.40) that was agreed but not paid.

The HMRC payment in April was £82.52 and not £79.20 as stated in the items for payment. This was due to a £3.32 contribution required by HMRC for one of the employees.

21. Correspondence.

Further correspondence regarding overgrown hedges along footpaths and pavements.

KCC has directed persons to report hedges concerned on their website.

There will be an article in the next newsletter to this effect.

Kieran Doble at KCC has requested for the traffic monitoring to be reinstated along Redbrook Street, and will inform the Clerk once a date has been set.

Correspondence of proposal for a new application for 2 new bungalows on Kirkwood Avenue on the land North of numbers 14 and 15. See above.

22. Items for Information or Agenda for Next Meeting.

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

To review the request from Ashford Borough Council Monitoring Officer, seeking parish council's views on possible measures to reduce the incidence and cost of complaints, including suggestions for the most helpful training topics for a future programme.

23. Date and Venue of Next Meeting

Thursday, 27th June 2024 starting at 7.00 pm at Memorial Hall Annexe.

Bank Reconciliation	April 2024
Opening Balance	£6364.52
Salaries & HMRC	1182.00
Running Costs	974.97
<u>Pavilion Utilities</u>	<u>66.00</u>

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Total	2222.97
Income (Precept)	22503.00
Transfer to Deposit Account	-15,000.00
<u>Expenditure</u>	<u>0.00</u>
<u>Cashbook Closing Balance</u>	<u>11644.55</u>

Bank Statement Balance	£ 6364.52
Income	22503.00
Expenditure	17222.97
<u>Bank Closing Balance</u>	<u>11644.55</u>

Difference **0.00**

Reserve Account

Opening Balance	65634.93
Transfer to/from Current A/C	15000.00

Interest 70.64

Balance **£80705.57**

Items for Payment **MAY 2024**

Salaries & HMRC (TBC)	1576.63
Mower Petrol	14.59
EDF Pavilion Electricity	
66.00	
S J Gray (Making safe tree on village green)	1140.00
Mulberry (Internal Audit)	283.26
Satswana (Data Protection)	180.00
Ian Philo (Petrol reimbursement)	97.20

Total **£3357.68**

Woodchurch Parish Council
