

# WOODCHURCH PARISH COUNCIL

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## MINUTES 60

### Minutes of the Annual Parish Council Meeting held in the Memorial Hall Annexe, Woodchurch, on Friday 13 May 2011 at 7.30 pm

**PRESENT:** Mr J Robinson (Chair), Mrs J Haynes, Mrs J Robinson,  
Mr P Spice and Mr J West

**PARISH CLERK:** Mrs J Batt

**BOROUGH COUNCILLORS:** Mrs A Hicks and Mr P Davison

**COUNTY COUNCILLOR:**

**MEMBERS OF THE PUBLIC:** There were 12 Members of the Public present for part of the meeting.

**Prior to the start of the meeting all Councillors signed a Declaration of Acceptance of Office.**

**A Register of Member's Interests was given to each councillor and must be completed and returned to ABC. A copy must be given to the Parish Clerk for Parish Council records.**

#### **1. ELECTION OF CHAIRMAN**

Mr Spice proposed Mr Robinson for the position of Chairman.  
Seconded by Mrs Haynes. There were no other nominations. Mr Robinson accepted the position of Chairman.

Mr Robinson signed his Declaration of Acceptance of Office.

#### **2. APOLOGIES FOR ABSENCE**

An Apology for Absence was received from Miss Dewar, who left after signing her Declaration of Acceptance of Office.

Mr Robinson read out a letter of resignation from Mr John Cridge. Mr Robinson thanked Mr Cridge for his help and support during his time as a councillor.

#### **3. DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

##### **i) Updating of Declarations of Interest for the Code of Conduct**

Councillors are reminded that they should update their Declarations of Interest with the Monitoring Officer if necessary.

4. **ELECTION OF VICE CHAIRMAN**

Mr Robinson proposed Mr West for the position of Vice Chairman, seconded by Mrs Haynes. There were no other nominations. Mr West accepted the position of Vice Chairman.

5. **FORMATION OF FINANCE AND POLICY WORKING GROUP**

**Resolution: It was unanimously agreed to set up a Finance and Policy Committee. The remit for this committee is to be as follows:-**

**To meet two or three times a year. Once to review all documents – Standing Orders, Financial Regulations, Child Protection Policy etc, once to discuss the insurance of Parish Council Assets if considered necessary and once to prepare a budget for discussion and approval at the November meeting, to ensure that all is in order before we apply for the precept in January. The meetings must be held in a public place and the Clerk will attend when it is considered necessary. No decisions will be taken at meetings. All proposals will be brought to a full meeting of the Parish Council for discussion and final decision.**

6. **ELECTION OF OFFICERS TO COMMITTEES**

The following Councillors agreed to represent the Parish Council as follows:-

Village Green - Mr West

Youth Matters – Mr Spice

Police Liaison – Mr Robinson

Kent Association of Local Councils – Mrs Haynes and Mr Spice

Memorial Hall Committee – Miss Dewar

Parish Forum – Mr Robinson and Mr West

Planning Committee Mrs J Haynes – Chair, Miss R Dewar, Mr P Spice and Mr J West, Mr J Robinson (ex Officio)

Highways and Footpaths – Mr Spice

Finance and Policy Committee – Mr Robinson, Mrs Robinson and Mrs Haynes

7. **DELEGATION OF RESPONSIBILITIES**

Annual Review of Financial Regulations – August – F & P Committee

Annual Review of Standing Orders – August – F & P Committee

Annual Review of arrangements in Place regarding Freedom of Information Act - August – F & P Committee

Six Monthly Review of Fixed Assets – September – Mrs Haynes and Mrs Robinson

March – Mrs Haynes and Mrs Robinson

Six Monthly Risk Assessment – September and March Mrs Haynes and Mrs Robinson

Internal Parish Council Audit – Mr Funnell

Parish Council Finances – September and March – F & P Committee

Parish Council Budget – F & P Committee

Annual Review of Insurance Arrangements – June – Mr Robinson

Weekly Play Area Safety Check – Mrs Robinson and Miss Dewar

Review of Terms of Reference for the Planning Committee – August – F & P Committee

Website – Miss Dewar

Monthly Risk Assessment (Roads) – Mr Spice

Charity Administration – Mrs Robinson

**8. ACCEPTANCE OF MINUTES**

The Minutes of the previous meeting were accepted and it was unanimously agreed that Mr Robinson should sign them as a true record of the meeting.

Proposed Mrs Robinson                      Seconded Mrs Haynes

**9. MEETING ADJOURNED FOR PUBLIC PARTICIPATION AND RECONVENED**

The meeting was opened to Members of the Public from 7.13 – 7.26 for questions and comments.

**10. PLANNING**

Please see attached list.

Mrs Hicks and Mr Davison will include the Parish Council's comments in their report to The Inspector when they attend the appeal hearing regarding application no 09/01430, following Ashford Borough Council's refusal to allow a Lawful Development Certificate.

The Clerk will write to lodge a complaint with Lucy Holloway regarding the fact that the Parish Council were not consulted on such an important application.

**11. MATTERS ARISING FROM THE PREVIOUS MINUTES**

There were no new Matters Arising.

**12. CORRESPONDENCE**

Notts Sport

M & G investments

HSBC re end of Cheque Guarantee Scheme

Mfw

Clerk and Councils Direct

Bartlett Tree Experts

Agenda for Parish Forum 20.04.11

**EMAIL CORRSPONDENCE**

We have received the following emails which need action:-

Cherry Beck -Request for report on Parish Council Meeting to be published in the Parish Magazine – to be considered at a later date

Ann Tiplady - Request for hedges along Front Road to be cut back

ACB re Planning Training for Councillors

Kite Flyers – Clerk to tell Kent Kite Flyers to go ahead

Mr Chaplin re Ranters Oak – passed to Mr West

**13. ACCOUNTS AND OTHER GENERAL COUNCIL BUSINESS****Account Balance:-****Bank Reconciliation**

Opening Balance	£27516.66	Money Managers a/c	£26498.01
Plus Receipts	<u>11380.00</u>	Less uncleared cheques	<u>2707.71</u>
	38896.66		23790.30
Less Payments	<u>3676.36</u>	Plus uncleared receipt	<u>11380.00</u>
	<b><u>35220.30</u></b>		35875.30
		Plus Community a/c	<u>50.00</u>
			<b><u>35220.30</u></b>

**Earmarked Funds:-**

Including amounts included in 2010/2011 budget

<b>EARMARKED FOR</b>	<b>BALANCE</b>
Election/Standards Committee	5000.00
Contingencies	4540.74

**Accounts to be paid**

<b>PAYEE</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>	<b>DETAILS</b>
Mrs J Batt	484.68		484.68	Salary
Mr D Norris	127.53		127.53	Salary
Mr K Funnell	60.00		60.00	Internal Audit 2010/11
Broker Network	679.21		679.21	Insurance Premium
Property Services	205.00		205.00	Green Maintenance
Woodchurch Football Club	500.00		500.00	Donation
<b>TOTAL</b>	<b>2056.42</b>		<b>2056.42</b>	

**Resolution: Councillors unanimously resolved to pass the above for payment**

Following a request, Councillors unanimously agreed to pay the following from the Woodchurch Windmill Trust.

<b>PAYEE</b>	<b>AMOUNT £</b>	<b>DETAILS</b>
Woodchurch Branch of the Royal British Legion	100.00	Donation towards 90 <sup>th</sup> Anniversary Celebrations

**Adoption of Internally Audited accounts and completion of associated paperwork**

Councillors were circulated with copies of the summary receipts and payments for the year ended 31 March 2011.

The Clerk reported that the internal audit took place on 20 April 2011.

The Chairman read through section 2 of the Annual Report and answered all the questions.

The Clerk and Chairman then signed the relevant sections of the Annual Report, Supporting Notes and Supporting Statement.

Councillors unanimously agreed to accept the internally audited accounts.

**Review of System of Internal Control**

Mr Robinson reported that he had read The Statement of Internal Control. He was satisfied that all was in order and signed the document.

**Review of Effectiveness of Internal Auditor**

Councillors unanimously agreed that they were satisfied with the effectiveness of the Internal Auditor, Mr Kevin Funnell and agreed to employ him again next year.

**Storage of Parish Council Documents**

Councillors confirmed that they are satisfied that all documents over one year old are securely stored in the filing cabinet in the Village Hall.

**Salaries**

Deferred until next month.

**Update on progress of items needing attention following the Risk Assessment in February**

Concern was raised over the safety of the Brattle Bus Shelter. Mr Robinson will contact a local builder and ask him to look at it.

**Insurance**

The insurance premium was passed for payment under item 13. Mr Robinson confirmed that he had looked through the renewal paperwork and that all is in order.

**Website**

Miss Dewar was unable to attend the meeting.

**Charities**

Payment to Royal British Legion agreed under item 13.

Mrs Robinson and The Clerk will investigate how much capital is in the Windmill Trust held by the Charity Commission

**Mobile Homes**

Correspondence has been received regarding Mount Pleasant and the owners of the field opposite the Rare Breeds Centre are taking their case to appeal.

**Memorial Hall Car Park Rules**

Following discussion it was agreed not to implement any rules at the moment. Councillors will continue to monitor the situation.

**Youth Forum**

Nothing to report.

**Public Toilets**

Nothing to report.

**14. COMMITTEE REPORTS**

**Village Hall**

The cost of hiring the hall is being increased from £15 to £17 a session and the heating tokens from 80p to £1.

**Village Green**

The fence around the play area has been broken. Mr Munday is going to repair it.

The bottom step of the slide has been repaired.

We need to inspect the trees in the autumn, as some have had branches ripped off and might not survive.

Mr Robinson will talk to the school about planting some bulbs in the autumn.

**15. ITEMS TO BE REPORTED TO THE COUNTY LENGTHSMEN/PROW**

Mr Robinson met with KHS and gave them a wish list of items that need dealing with around the village.

**16. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS**

Some of the hedges along Front Road need cutting back. The Clerk will write to the occupiers of the properties concerned.

There being no further business the meeting closed at 8.28 pm.

Signed ..... Dated .....  
Chairman

# WOODCHURCH PARISH COUNCIL

## PLANNING APPLICATION RECORD

### 2011

#### DECISIONS TAKEN AT MEETING HELD 13 MAY 2011

- 11/00342/AS Former Livestock Barn, Little World Farm House, Redbrook Street,  
Woodchurch, Kent  
Conversion (change of use) of existing barn to a live/work unit and repositioning  
of existing access  
**Parish Council: Support**
- 11/00403/AS Great Engeham Farm, Bethersden Road, Woodchurch, Ashford, Kent TN26 3PU  
Extension to agricultural building for storage of hay, straw and machinery  
**Parish Council: Support**
- 11/00471/AS 67 Front Road, Woodchurch, Ashford, Kent TN26 3SA  
Erection of porch to front elevation  
**Parish Council: Support**

#### **Decision Notices received from Ashford Borough Council:-**

- 09/01173/AMND/AS Mr E Graham re Site comprising Stonebridge Inn and Cornerways,  
Brook Street, Woodchurch, Kent  
Revision to internal layout and elevations on planning permission  
09/01173/AS for demolition of public house and dwelling; erection of a  
care home and four extra care bungalows  
**Borough Council: Amended Plans Approved**
- 10/01645/AS Woodhouse, Shadoxhurst Road, Woodchurch, Ashford, Kent TN26 3QP  
Alterations and erection of porch together with single and two storey extensions  
**Borough Council: Permit**
- 11/00334/AS Mr P Barnett, Oakhurst Farm, Brook Street, Woodchurch, Ashford, Kent TN26 3SX  
Installation of 10 metre x 5 metre in-ground swimming pool  
**Borough Council: Permit**