

WOODCHURCH PARISH COUNCIL

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MINUTES 114

Minutes of the meeting held in the Memorial Hall Annexe, Woodchurch on Friday 23 October 2015 at 7.00 pm

PRESENT: Mr R Woods (Chair), Mrs G Davies, Mr A Faiers, Mr A Hukins,
and Mr P Spice
PCSO Gary Carr and colleague

PARISH CLERK: Mrs J Batt

BOROUGH COUNCILLOR:

COUNTY COUNCILLOR:

MEMBERS OF THE PUBLIC: There were no Members of the Public.

The Chairman, Mr Julian West, was unable to attend this meeting.

Resolution: Mr Spice proposed Mr Woods to act as Chairman for the duration of this meeting,
seconded by Mrs Davies. Unanimous

1. APOLOGIES FOR ABSENCE

An Apology for absence was received from Mrs D Penn, Mr N Jones, Mr J West, Mr P Wood and Borough Councillors, Mrs A Hicks and Mr G Bradford

2. DECLARATIONS OF INTEREST

Declarations of Pecuniary Interest

There were no Declarations of Pecuniary Interest.

Declarations of Significant Interest

There were no Declarations of Significant Interest.

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.

To note the granting of any requests for Dispensations and the decision

No such requests received.

3. ACCEPTANCE OF MINUTES

The Minutes of the meeting held on 25 September 2015 were accepted and it was unanimously agreed that Mr Woods should sign them as a true record of the meeting.

Proposed Mr Spice

Seconded Mrs Davies

4. MEETING ADJOURNED FOR PUBLIC PARTICIPATION AND RECONVENED

The meeting was opened to the Members of the Public present from 7.05 – 7.14 for questions and comment.

5. PLANNING

Please see attached list.

6. VILLAGE MATTERS

The Clerk was asked to write the following letters to:-

A local landowner regarding the condition of the footpath across fields that he rents out.

The Memorial Hall Committee regarding the condition of the new annexe building and the path/access ramp which is considered to be a safety hazard.

7. MATTERS ARISING

There were no Matters Arising not covered on the agenda.

8. ACCOUNTS AND OTHER GENERAL COUNCIL BUSINESS**Bank Reconciliation**

Account Balance		Balance at Bank	
Opening Balance	45790.17	Money Manager Account	55976.85
Plus Receipts	<u>23433.45</u>	Less uncleared cheques	<u>4232.16</u>
	69223.62		51744.69
Less Payments	<u>17428.93</u>	Plus Community Account	<u>50.00</u>
	51794.69		51794.69
Less Earmarked Funds	<u>23805.70</u>	Less Earmarked Funds	<u>23805.70</u>
AVAILABLE FUNDS	27988.99	AVAILABLE FUNDS	27988.99

Earmarked Funds

	Balance 25.09.15	+/- Oct 15	Balance 23.10.15
Election/Standards Committee	5000.00		5000.00
Contingencies	10240.74		10240.74
Maintenance on War Memorial	495.52		495.52
Play Area/CEE Annual Inspection	3109.44	-59.95	3049.49
Village Trees	810.00		810.00
General Reserves	3875.00		3875.00
	23530.70	-59.95	23470.75

Accounts to be Paid

PAYEE	CHQ NO	NET £	VAT £	GROSS £	DETAILS
Mrs J Batt	942	530.53 4.23 19.23		549.76	Salary Expenses General Admin
Mr R Harris	943	260.00		260.00	Salary
The Play Inspection Co	944	59.95	11.99	71.94	Annual Inspection

Proposed Mr Spice**Seconded Mrs Davies****Adoption of Externally Audited Accounts**

The Accounts have been received back from PKF Littlejohn with no matters arising, but with the following comment that does not affect the auditors opinion, but which they wish to draw to the attention of the council:-

The responses given in Section 1, Box 11; Section 2 Box 9 and Section 4 Box K are not consistent. The Clerk has confirmed that the body does act as sole managing trustee so Section 1 should be 'Yes'.

Resolution: Councillors unanimously agreed to adopt the externally audited accounts.

Proposed Mr Woods**Seconded Mr Hukins****Interim Internal Audit**

The Clerk reported that Mr Funnell had carried out the interim audit and there were no matters arising.

Website

Nothing to report.

Insurance

Nothing to report.

Risk Assessment

The following items were brought to the attention of the council following the recent inspection by a member of the council:-

One disabled post is missing – **A quote for £25 to replace the post was unanimously accepted**

The village sign is unstable – **In hand**

Grass is growing through the cracks on the play area – **Mr West to deal with**

The following items were brought to the attention of the council following the recent inspection by the play area company:-

SIGN

There is some damage to the sign for the CEE – **REPAIR – Wicksteed to be asked for a quote**

PICNIC TABLE

Some timbers have rotted – **REPLACE – Mr Faiers will investigate**

A number of fixings have worked loose – **SECURE – Mr Faiers will investigate**

SITE GENERAL

There is excrement on the site – **CLEAN AND MAINTAIN – Site checked by Litter Picker**

The surface is severely damaged – **REPAIR – Mr Faiers to monitor**

There are gaps opening between the surfacing and the edging surround or between the joints in the surfacing – **MONITOR AND REPAIR AS REQUIRED**

There are trip hazards at the edges of the surface – **REINSTATE Councillors to monitor**

There is algae or moss growth on the surface – **CLEAN AND TREAT – Mr Harris to be asked to treat**

There is weeds/vegetation growth between or around the edges of the surfacing – **REMOVE Mr Harris to be asked to treat**

SWING – 1BAY 2 SEAT (CRADLE)

The chain openings re in excess or the 8.6mm recommended – **MONITOR**

AND REPLACE DURING NEXT MAINTENANCE CYCLE

There is some chain wear– **MONITOR AND REPLACE WHEN 40% WORN**

The swing bushes are showing signs of wear – **MONITOR AND REPLACE AS REQUIRED**

The seats are too close to each other as defined in BS1176 – **MONITOR USE**

The surfacing dimensions do not meet with the requirements of BS EN 1176 – **MONITOR USE ROUNDABOUT**

The bearing is showing signs of wear – **MONITOR AND REPLACE AS REQUIRED**

The surfacing dimensions for the roundabout do not meet with the requirements of BSEN 1176 – **MONITOR USE**

SPRING MOTORBIKE

The end handgrips and/or footrests fail to meet the requirements of BS EN 1176 – **NO REMEDIAL ACTION RECOMMENDED**

There is/are bolt cap covers missing or damaged – **REPLACE – Mr Wood has in hand**

The U bolts clamping the spring are loose – **TIGHTEN – Mr Wood has in hand**

SPRING SEESAW

The end of handgrips and/or footrests have a cross section of less than 15cm² and fail to meet the requirements of BSEN 1176 – **NO REMEDIAL ACTION RECOMMENDED**

SLIDE

Fails to meet the requirements of BS EN 1176 head and neck entrapment in the barriers and/or steps – **MONITOR USE**

A number of fixing have worked loose on the barriers – **SECURE**

There is/are finger entrapments in the corners of the barrier – **MONITOR USE**

SWING – 1 BAY 2 SEAT (FLAT)

The connecting links are in excess of 8.6mm and less than 12mm and fail the requirements of BS1176 – **MONITOR AND REPLACE AT THE NEXT MAINTENANCE CYCLE**

The seat has minor damage or wear – **MONITOR AND REPLACE AS REQUIRED**

The seats are too close together – **MONITOR USE**

The bushes are worn or missing – **REPLACE**

PULL DOWN CHALLENGER

Graffiti – **REMOVE – Mr Harris to be asked to clean**

The distance between the underside of the lower arm and the ground is less than 60mm – **MONITOR USE**

SKIER

The distance between the underside of the lower arm and the ground is less than 60mm – **MONITOR USE**

LEG PRESS

The swinging movement of the seat exceeds 55 degrees from the Vertical – **MONITOR USE**

BODY TWISTER

The distance between the underside of the spinning platform and the ground is less than 60mm – **MONITOR USE**

BASKET BALL GOAL

Backboard damaged – **MONITOR AND REPAIR AS REQUIRED**

Net missing – **REPLACE – The ring has never had a net attached**

Mr Woods will look into suitable wording to go on a disclaimer notice to be erected on the site.

Mr Faiers will liaise with Mr Wood regarding the repairs necessary.

RESOLUTION: Councillors unanimously accepted the findings of the report and will examine as instructed, with a view to including any necessary funding in future budgets based on the severity of the problems and the perceived risks they present.

Siting of Defibrillator

Nothing to report.

Bylaws

Deferred until next meeting. The Clerk will email a copy to all councillors.

War Memorial.

The order for refurbishment has been submitted.

Memorial Hall Car Park

Defer to next meeting.

Queen's 90th Birthday

A small committee has been set up and it has been agreed to hold a children's tea party, an adults tea party and a dance in the evening for adults and a disco for 16 year olds.

Councillors as Trustees of the Windmill were asked to donate £200 towards the cost.

Request for Memorial Seat on The Green

Defer to next meeting.

9. CORRESPONDENCE

KALC Notice of 68th Annual General Meeting – 21.11.2015

The Local Government Boundary Commission for England – Electoral Review of Kent – Further Limited Consultation for Sevenoaks

EMAIL CORRESPONDENCE

Councillors did not bring any emails to the attention of the meeting.

10. HIGHWAY ISSUES

The drain outside the garage on Front Road
The hedge at the bottom of Place Lane

11. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

Mr Woods will contact Bethersden Parish Council regarding a Neighbourhood Plan.

Mr Hukins reported that he had attended the recent meeting of the School Governors and the issues which he wished to bring to the attention of councillors were:-

The church wall which continues to be a safety hazard for the children

An appeal for assistant readers. Last year there were 40 on the list, this year there are 25

An auction of promises is to be held in the school hall on 14 November.

There being no further business the meeting closed at 9.10 pm.

Signed Dated
Chairman

WOODCHURCH PARISH COUNCIL

PLANNING APPLICATION RECORD

2015

OCTOBER 2015

- 15/01241/AS Hendon Barn, Shadoxhurst Road, Woodchurch, Kent
Section 73 application for the variation of condition 1 of planning permission 07/00199/AS – Use of land for the stationing of a mobile home for use as a staff room and occasionally overnight accommodation by staff for security purposes, up to a maximum of 3 nights a week
Parish Council noted the discrepancy between the number of nights in the application and that shown on the proposal. The members supported this application
- 15/01246/AS Great Robhurst Farm, Swain Road, Woodchurch, Ashford, Kent TN26 3TB
Change of use of agricultural land to residential usage for holiday let (retrospective)
Parish Council: Support
- 15/01247/AS Great Robhurst Farm, Swain Road, Woodchurch, Ashford, Kent TN26 3TB
Erection of 1.8m high fence to front of property (retrospective)
Parish Council: Support
- 15/01279/AS 9 Brattle, Woodchurch, Ashford, Kent TN26 3SW
Erection of two storey rear extension with loft conversion and rear facing recessed balcony
Parish Council: Support in principle but have concerns about the scale of the extension and the impact on neighbouring properties
- 15/01291/AS Hendon Barn, Shadoxhurst Road, Woodchurch, Kent
Replacement of the existing entrance gates with erection of 2m high sliding security gate and a 2m high palisade fence on the northern boundary of the site
Parish Council: Support