

# WOODCHURCH PARISH COUNCIL

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## MINUTES 115

### Minutes of the meeting held in the Memorial Hall Annexe, Woodchurch on Friday 27 November 2015 at 7.00 pm

**PRESENT:** Mr R Woods (Chair), Mrs G Davies, Mrs D Penn, Mr A Faiers,  
Mr A Hukins, Mr P Spice and Mr P Woods

**PARISH CLERK:** Mrs J Batt

**BOROUGH COUNCILLOR:** Mrs A Hicks

**COUNTY COUNCILLOR:**

**MEMBERS OF THE PUBLIC:** There were 6 Members of the Public present.

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 Mr Hukins            Unanimous

#### 1. APOLOGIES FOR ABSENCE

An Apology for absence was received from Mr J West, (prior commitment), Mr N Jones, (prior commitment) and Borough Councillor, Mr G Bradford.

#### 2. DECLARATIONS OF INTEREST

##### Declarations of Pecuniary Interest

There were no Declarations of Pecuniary Interest.

##### Declarations of Significant Interest

Mr Spice declared a Significant Interest in application no 15/01420/AS as he is a close friend of the applicant.

##### 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**

Cheque number 945 payable to Mr R Harris for £20 was omitted from the minutes in error. The Minutes of the meeting held on 23 October 2015 were accepted and it was unanimously agreed that Mr Woods should sign them as a true record of the meeting.

**Proposed Mr Hukins**

**Seconded Mr Wood**

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

The meeting was opened to the Members of the Public present from 7.07 – 7.38 for questions and comment.

**5. PLANNING**

Please see attached list.

**6. VILLAGE MATTERS**

We have received replies to our letters to Mr Weller and The PROW Officer. The path has grown in width over the years and it has been re-instated as required. The PROW officer has been in contact with fgsagri and advised of the requirement to mark the cross field sections of path and she has also requested they improve the surface if at all possible. The btf partnership has offered to raise any particular areas of concern with the tenant if the parish council sends a plan showing the various sections.

Mr Wood offered to walk the path and report his findings.

The Memorial Hall Committee responded to our letter regarding the new annexe building, saying that as the site is currently inaccessible to the public, no health and safety issues should arise as anyone entering the site at present does so without authority and at their own risk. The paths and ramps have been constructed at the request of and to the specification of ABC Building Control and although the appropriate handrails are not in position at the moment they will be installed before the building becomes available to the public.

The Committee is trying to secure funding to enable them to complete the project as soon as possible.

Following our letter to the Diocese of Canterbury regarding the work being undertaken at the Rectory, we have received a reply stating that the Rectory is no longer a designated parsonage and is superfluous to requirements and being prepared for sale.

A public consultation was held during which parishioners were given the opportunity to object and the local PCC supported the plans. In light of these changes the diocese has no requirement to inform local residents over plans for the future of the property.

Councillors asked the Clerk to reply to the diocese asking for more information as members have no recollection of any public consultation.

A member of the PCC asked for a copy of the letter so that members can also discuss the response.

**7. MATTERS ARISING**

The hedge at the bottom of Place Lane has not been cut. The Clerk will contact KHS.

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

<b>Account Balance</b>		<b>Balance at Bank</b>	
Opening Balance	45790.17	Money Manager Account	52769.69
Plus Receipts	24433.45	Less uncleared cheques	3125.31
	<b>70223.62</b>		<b>49644.38</b>
Less Payments	20529.24	Plus Community Account	50.00
	<b>49694.38</b>		<b>49694.38</b>
Less Earmarked Funds	23195.75	Less Earmarked Funds	23195.75
<b>AVAILABLE FUNDS</b>	<b>26498.63</b>	<b>AVAILABLE FUNDS</b>	<b>26498.63</b>

**Earmarked Funds**

	<b>Balance 23.10.15</b>	<b>+/- Nov 15</b>	<b>Balance 27.11.15</b>
Election/Standards Committee	5000.00		5000.00
Contingencies	10240.74		10240.74
Maintenance on War Memorial	495.52	275.00	220.52
Play Area/CEE	3049.49		3049.49
Village Trees	810.00		810.00
General Reserves	3875.00		3875.00
	<b>23470.75</b>	<b>275.00</b>	<b>23195.75</b>

**Accounts to be Paid**

<b>PAYEE</b>	<b>CHQ NO</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>	<b>DETAILS</b>
Mrs J Batt	946	530.73 8.46 16.80		555.99	Salary Expenses General Admin
Mr R Harris	947	260.00		260.00	Salary
CST	948	748.02	149.60	897.62	Green Maintenance
The Memorial Shop	949	275.00		275.00	Renovation of War Memorial
Woodchurch M Hall	950	213.00		213.00	Rent for 2016/Heating Tokens

**Proposed Mr Hukins**

**Seconded Mr Faiers**

**Preparation of Budget and Setting of Precept for 2016-2017**

Mr Woods updated councillors on the current financial situation and asked them to give thought to the priorities for the remaining quarter of 2015/16 and the 2016/17 expenditure budget which will be compiled at the next meeting, when we should have details of the Local tax base and Concurrent Functions Grant from ABC.

**Parish Council Tax Status**

We have received a letter from HSBC asking us to confirm our Tax Status. The Clerk reported that she had discussed this with Mr Funnell who advised on the sections that needed completing. Councillors Davies and Spice signed on behalf of the council and Mrs Davies offered to take it into the Bank so that it can be checked before being returned. She will also ask them to photocopy the form for our records.

**Website**

Nothing to report.

**Insurance**

We are in a long term agreement with Hiscox until 2018.

**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 – **Mr Faiers to arrange replacement, following acceptance of quote at last meeting**

The village sign is unstable – **Mr Faiers to arrange repair**

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 – To be discussed when budget is set**  
**PICNIC TABLE**

Some timbers have rotted – **REPLACE – Mr Faiers reported that this is low risk**

A number of fixings have worked loose – **SECURE – Tools to repair fixings have been ordered from Wickstead.**

**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 – To be discussed again when budget is set**

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 of 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**

**ROUNABOUT**

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 15cm<sup>2</sup> 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 – Tools ordered**

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 – Mr Wood reported that this is not urgent**

**PULL DOWN CHALLENGER**

Graffiti – **REMOVE – To be discussed again when budget is set**

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**

**Resolution:** Councillors unanimously agreed to order the following from Medash signs at a cost of £45 + VAT:-

1 x 16” x 16” sign to read

**WOODCHURCH PARISH COUNCIL**

Please note that children under the age of 11 years must be supervised at all times by a parent, guardian or carer, whilst using the play apparatus.

**Mr Faiers and Mr Wood will continue to liaise regarding the repairs necessary.**

**Siting of Defibrillator**

Nothing to report.

**Bylaws**

Deferred until January meeting.

**War Memorial.**

The Memorial has been refurbished and councillors are very pleased with the result.

**Memorial Hall Car Park**

Deferred to next meeting when budget is to be discussed.

**Queen's 90<sup>th</sup> Birthday**

The Windmill Trust is to meet to discuss the donation.

**Request for Memorial Seat on The Green**

Nothing to report.

**9. CORRESPONDENCE**

KCC PROW re Path AT172

FGS Agri Ltd re Path AT 172

btf parthership re Path AT 172

Diocese of Canterbury

Woodchurch Memorial Hall Committee

KCC Landscape Services

NALC

English Rural

ABC Parish & Urban Forum

English Rural Housing

Clerk and Councils Direct

ABC Draft report on the Conservation Area Appraisal and Management Plan

**EMAIL CORRESPONDENCE**

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

**10. HIGHWAY ISSUES**

Mr Woods, supported by a local resident, will seek information from other parish/town councils on highways issues brought to the attention of councillors during the public interval.

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

Mr Spice reported that the proposed Voluntary Community Warden Scheme was mentioned at the last KALC meeting and if a parish wants a Volunteer Warden there will be an initial start-up cost of £350 towards the uniform.

Councillors agreed to bring the next meeting forward to Thursday 10<sup>th</sup> December to enable them to discuss the consultant's report on the recent Conservation Appraisal.

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

Signed..... Dated .....

Chairman

# WOODCHURCH PARISH COUNCIL

## PLANNING APPLICATION RECORD

2015

### NOVEMBER 2015

- 15/00769/AS Cob Tree Meadows, Brook Street, Woodchurch, Ashford, Kent TN26 3SZ  
Variation of condition 1 to remove personal reference to Ms S Bristow and Mr C Turner and replace with gypsy/traveller family and removal of reference of temporary to allow for permanent occupation on Planning Permission  
Reference 11/1048/AS  
**Parish Council: OBJECT 5:1 due to the depersonalisation of condition 1. If the officer is minded to permit the application it should be allocated to an individual named family. Permission should not be given for the site to become permanent.**
- 15/01355/AS 29 The Green, Woodchurch, Ashford, Kent TN26 3PF  
Proposed single storey extension to annexe.
- 15/01356/AS 29 The Green, Woodchurch, Ashford, Kent TN26 3PF  
Listed Building Proposed single storey extension and alterations to existing rear shower room on annexe  
**Parish Council: Support**
- 15/01375/AS Sunny Mead Farm, Bethersden Road, Woodchurch, Ashford, Kent TN26 3QW  
Enlarged dormer window and enlarged ground floor opening to side elevation  
**Parish Council: Support**
- 15/01428/AS 8 Hylands Cottages, Back Lane, Woodchurch, Ashford, Kent TN26 3QQ  
Part single storey/part two storey rear extension  
**Parish Council: Support**
- 15/01420/AS 3 Lower Road, Woodchurch, Ashford, Kent TN26 3SQ  
Erection of two storey rear extension, loft conversion and double garage  
**Parish Council: OBJECT 4:2 abstentions on the grounds of the position and size of the garage.**

