

# WOODCHURCH PARISH COUNCIL

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Page 410

## MINUTES 139

### Minutes of the meeting held in the Memorial Hall Annexe, Woodchurch, on Thursday, 14 September 2017 at 7.00 pm

**PRESENT:** Mr J West, (Chair), Mrs G Davies, Mr A Hukins,  
Mr P Spice, Mr P Woods and Mr R Woods

**PARISH CLERK:** Mrs J Batt

**BOROUGH COUNCILLOR:**

**COUNTY COUNCILLOR:**

**MEMBERS OF THE PUBLIC:** There were 2 Members of the Public present

**1. APOLOGIES FOR ABSENCE**

An Apology for Absence was received from Mrs C Allan (prior engagement), Mr Jones (prior engagement) and County Councillor, Mr M Angell

**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**

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 27 July 2017 were accepted and it was unanimously agreed that Mr West should sign them as a true record of the meeting.

The Minutes of the meeting held on 17 August 2017 were accepted and it was unanimously agreed that Mr West should sign them as a true record of the meeting.

**Proposed Mr Spice**

**Seconded Mr West**

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

The Member of the Public present had no questions or comments.

**5. PLANNING**

Please see attached.

**6. VILLAGE MATTERS****Extension of Village Green**

Councillors unanimously agreed that Mr West should sign a letter confirming that the members of the Parish Council are satisfied that the gifted land has been laid out as agreed in accordance with the letter of 21 August 2014, apart from the removal of the fencing along The Green and around the large Oak tree, which was left at the request of the Parish Council, so that the Wild Flower Meadow could establish. Councillors are satisfied that Mr Bourne will remove this when instructed to do so by the Parish Council.

Two quotes have been received for raising the crowns of the trees

Quote A £1500

Quote B £640

**Resolution: Councillors unanimously agreed to accept the quote from Company B**

**Proposed Mr West**

**Seconded Mr Woods**

Mr Grabham and Mr West will mark out the areas to be mowed regularly.

**Village Green Car Park**

Nothing to report.

**Lanes around the Parish**

The Chairman of the Friends of Woodchurch Windmill replied to our request, asking the Friends to maintain the top of Stoney Lane, informing us that they would not be willing to take on responsibility for maintaining the upper part of the Lane, as it would not be appropriate to ask the volunteers, who only attend the mill for 3 hours a week and are generally retirees to undertake the task. From a health and safety aspect, Stoney Lane is uneven and the Friends do not possess the right equipment to undertake the work.

Councillors agreed that the Parish Council has and still does, maintain the lower end of the Lane but is unable to take responsibility for the whole Lane. The Clerk will relay this to the Friends of Woodchurch Windmill and suggest that they contact Councillor Angell and ask if he can assist them in any way with maintaining the top of the Lane.

**Quote for Repairs to the Play Area Surface**

The cost of resurfacing the entire area of the Play Area will be in the region of £8000 - £10000.

Mr Wood will ring the contractor and discuss a repair. Councillors will investigate grant funding.

**Overhanging Trees**

Fruits from overhanging trees fell onto the pavement, causing a safety hazard. A complaint was received from a resident and Mr Jarvis cleared the pavement.

**Goal Posts**

Mr Spice received 2 telephone calls asking him to remove the portable goal posts from the road. Councillors will replace them and monitor the situation.

**7. MATTERS ARISING**

We have not received the money for clearing the straw from the school.

**8. ACCOUNTS AND OTHER GENERAL COUNCIL BUSINESS****Earmarked Funds**

	<b>Balance 27.07.17</b>	<b>+/- Sept</b>	<b>Balance 14.09.17</b>
Election/Standards Committee	5000.00		5000.00
Wildflower Meadow Spraying Weeds	9355.00		9355.00
Maintenance on War Memorial	233.02		233.02
Play Area/CEE	1629.31	-65.00	1564.31
Village Trees	810.00		810.00
General Reserves	7325.74		7325.74
	<b>24353.07</b>	<b>-65.00</b>	<b>24288.07</b>

**Bank Reconciliation**

<b>Account Balance</b>		<b>Balance at Bank</b>	
Opening Balance	45479.17	Money Manager Account	45671.61
		Plus uncleared receipts	00.00
			<b>45671.61</b>
Plus Receipts	<u>13705.34</u>	Less uncleared cheques	<u>1151.53</u>
	<b>59184.51</b>		<b>44520.08</b>
Less Payments	<u>14614.43</u>	Plus Community Account	50.00
	<b>44570.08</b>		<b>44570.08</b>
Less Earmarked Funds	<u>24293.07</u>	Less Earmarked Funds	<u>24293.07</u>
<b>AVAILABLE FUNDS</b>	<b>20277.01</b>	<b>AVAILABLE FUNDS</b>	<b>20277.01</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		542.64 8.46 14.00		565.10	Salary Expenses General Admin
Mr D Jarvis		270.33		270.33	Salary
The Post Office		51.40		51.40	Income Tax
PKF Littlejohn		200.00	40.00	240.00	Audit Fee 2016/2017
The Play inspection Co		65.00	13.00	78.00	Annual Inspection
D Grabham		280.00		280.00	Green Maintenance

**Proposed: Mr Hukins      Seconded: Mr Wood**

**Adoption of Externally Audited Accounts**

The Clerk reported that the Annual Return had been received back from PKF Littlejohn With the comment that the figure in box 3 for 2015/2016 should have read £5771 rather than £5171.

**Resolution: Councillors unanimously agreed to adopt the Externally Audited Accounts.**

**Proposed Mr Wood      Seconded Mr Hukins**

**Bank Mandate**

Mandates still need to be completed for the charities.

**HSBC Safeguard Initiative**

Nothing to report.

**Councillor to take responsibility for Website, Newsletter and Transparency**

Mr Jarvis has agreed to take responsibility for the Website, Newsletter and Transparency.

The Clerk will meet with Mr Jarvis and Mr Jones on 5 October to discuss updating the site.

A letter will be sent to Miss Dewar thanking her for all her help with the website over the past few years.

**Risk Assessment**

The next Risk Assessment is due to be completed in September.

The Clerk will contact ROSPA and request a quote for next year's Annual Inspection.

**Update on KALC Meeting**

Copies of the minutes of the meeting held will be forwarded to councillors.

**10. CORRESPONDENCE/EMAIL CORRESPONDENCE**

Clerk and Councils Direct

Carers' Support

KALC re funding for equipment to ensure councils comply with the Transparency Code –

Councillors confirmed they do not wish to apply for grant funding

The Pensions Regulator – By law minimum pension contributions will soon be increasing

Carers Support

Cube

Woodchurch Surgery

**EMAIL CORRESPONDENCE**

Mr Bourne re extension of Village Green

The Play Area Inspection Co – Report, Invoice and Repeat Inspection Form

**11. HIGHWAY ISSUES/PROW ISSUES**

**Highways**

Nothing to report.

**Public Rights of Way**

Nothing to report.

**12. ITEMS TO BE INCLUDED ON THE NEXT AGENDA**

No items were put forward.

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

The September meeting will be held on Thursday 26 October 2017.

There being no further business the meeting closed at 8.50 pm.

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

Chairman

# WOODCHURCH PARISH COUNCIL

## PLANNING APPLICATION RECORD

### 2017

#### SEPTEMBER 2017

- 17/00948/AS Lot 6, land on west side of, Bethersden Road, Woodchurch, Kent  
Retrospective application for the erection of 1 wooden photographic shed size.  
Erection of 1 wooden photographic hide/shed. 1 pond. Mound 16m long 4m wide 2m high  
**Parish Council: Support**
- 17/01227/AS Balcony Farm, Haycross Lane, Woodchurch, Ashford, Kent TN26 3TF  
Prior approval for the change of use of an agricultural building and land within its curtilage to 3 residential dwellings and associated operational development  
**Parish Council: Support 5: 1 abstention**
- 17/01273/AS Mayshaves House, Mayshaves, Woodchurch, Ashford, Kent TN26 3PT  
Erection of replacement dwelling  
**Parish Council: Support**
- 17/01281/AS 54 Front Road, Woodchurch, Ashford, Kent TN26 3QE  
Part two storey and single storey rear extension with additional first floor rear window  
**Parish Council: Support**
- 17/01288/AS Cherry Gardens, Brook Street, Woodchurch, Ashford, Kent TN26 3TA  
Change of use and conversion of agricultural barn and adjacent land into a venue for assembly & leisure (wedding and corporate events) with associated parking, gate, steps and ramp and green screen  
**Parish Council: Support**
- 17/01289/AS Cherry Gardens, Brook Street, Woodchurch, Ashford, Kent TN26 3TA  
Conversion of Grade 2 Listed agricultural barn to include adjoining gate and steps with ramp, new internal openings, new timber hatch, fitted storage and floating floor over existing, repair and replacement of rotten structural members  
**Parish Council: Support**
- 17/01295/AS Grandpa Penny's, 12 Lower Road, Woodchurch, Ashford, Kent TN16 3SQ  
Change of use from agricultural use to public open space  
**Parish Council: Support**

17/01325/AS Balcony House, Brook Street, Woodchurch, Ashford, Kent, TN26 3SX  
Conversion of existing garage into habitable space. Re-cladding external walls and replacing existing roof finish (revision to planning permission 16/01509/AS) (retrospective)  
**Parish Council: Support**

17/00339/AMD/AS Garth House, Redbrook Street, Woodchurch, Ashford, Kent, TN26 3QS  
Revision to style of approved porch; changes to fenestration and change from tile hanging to brickwork on first floor on planning permission reference 17/00339/AS for a two storey extension and new porch  
**Parish Council: Support**

**Decision Notices received from ABC**

Beacon House, Coldblow, Woodchurch, Ashford, Kent TN26 3PJ  
17/00767/AS Proposed two storey side extension and construction of a detached garage  
17/00768/AS Listed Building: same  
**Borough Council: 17/00767/AS Permit**  
**Borough Council: 17/00768/AS Grant Consent**

17/00915/AS 95B Front Road, Woodchurch, Ashford, TN26 3SF  
Removal of condition 4 on planning permission reference 06/01307/AS (part retrospective) to replace hedging with closeboard fencing  
**Borough Council: Permit**

17/00954/AS 7 Rectory Close, Woodchurch, Ashford, Kent TN26 3QD  
Conversion of garage to annexe  
**Borough Council: Permit**

17/01089/AS Gower Farm Barn, Susans Hill, Woodchurch, Ashford, Kent, TN26 3RE  
Erection of a 2No. Dwellings with Associated Parking and Gardens  
**Borough Council: Refuse**

17/01120/AS 97 Lower Road, Woodchurch, Ashford, Kent, TN26 3SG  
Single storey rear extension to create larger kitchen and utility room (resubmission of expired permission 14/00210/AS)  
**Borough Council: Permit**

KCC/AS/0172/2017 Woodchurch CEP School, Bethersden Road, Woodchurch, Ashford  
17/01077/AS Kent TN26 3QJ  
A proposed new building for small break-out groups, SEN interventions and extra-curricular use  
**County Council: Granted**