

WOODCHURCH PARISH COUNCIL

Page 456

MINUTES 149

Minutes of the Annual Parish Council Meeting held at The Memorial Hall, Woodchurch, on Wednesday 23 May 2018 at 7.00 pm

PRESENT: Mr West (Chair following election), Mr A Faiers, Mr N Jones,
Mr P Spice, Mr P Wood and Mr R Woods

PARISH CLERK: Mrs J Batt

BOROUGH COUNCILLOR:

MEMBERS OF THE PUBLIC: There were 3 Members of the Public present.

1. ELECTION OF CHAIRMAN

Mr Wood proposed Mr West for the position of Chairman, seconded by Mr Faiers.
There were no other nominations.

Mr West agreed to accept the position of Chairman for the coming year.

Mr West signed his Declaration of Acceptance of Office.

2. APOLOGIES FOR ABSENCE

An Apology for Absence was received from Mrs C Allan (prior engagement),
Mrs G Davies (prior engagement) and Mr A Hukins (illness)
Borough Councillor Mrs A Hicks, County Councillor, Mr M Angell and belated a apology
from PCSO Katherine Richards due to work commitments.

3. DECLARATIONS OF INTEREST

Declarations of Pecuniary Interest

There were no Declarations of Pecuniary Interest.

Declarations of Significant Interest

Councillors Jones, West and Woods declared an interest in matters associated with
the Post Office as they are Directors of the Woodchurch Community Information Exchange.

i) To note the granting of any Requests for Dispensations and the decision

No requests received.

ii) 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 West proposed Mr Jones for the position of Vice Chairman, seconded by Mr Spice. There were no other nominations

Mr Jones agreed to accept the position of Vice Chairman for the coming year.

5. ELECTION OF OFFICERS TO COMMITTEES AND OUTSIDE BODIES FOR THE TERM OF THE COUNCIL

Village Green – Mr West

Youth Matters – VACANT

Police Liaison – Mrs Davies

KALC – Mr Spice and Mr Wood

Memorial Hall Committee – Mr Woods

Parish Forum – Mr West

Highways and Footpaths – Mr Wood

Finance and Policy – Mr Woods

Disciplinary and Grievance Committee – Mr Faiers, Mr Jones and Mr Wood

Appeals Committee – Mr Spice, Mr Hukins and Mrs Davies

Councillors to serve on reciprocal Complaints Committee for Shadoxhurst Parish Council if Required – Any Available Councillors

Advisory Committee to oversee Housing and Development within Woodchurch – Mr Wood

School Governor – Mr Jones

Any other Committees requested by Councillors - None

Resolution: Councillors unanimously agreed to the above appointments

6. DELEGATION OF RESPONSIBILITIES FOR THE TERM OF THE COUNCIL

Annual Review of all Parish Council Paperwork – August - F & P Group

Six Monthly Review of Fixed Assets – September and March – Mr Faiers & Mr Jones

Six Monthly Risk and Financial Risk Assessment – August and March – Mr Faiers & Mr Jones

Internal Parish Council Audit – Mr Robbins

Parish Council Finances – F & P Group

Annual Review of Insurance Arrangements – On Receipt of Policy – Mr Woods

Weekly Play Area Safety and CEE Check – Mr Wood

Annual Inspection of Play Equipment and CEE – The Play Inspection Co

Councillors Responsible for Website and Publicity – Mr Jones and Mr Jarvis

Councillors Responsible for assisting with Transparency and Data Protection - Satswana

Councillors Responsible for accuracy of Council Policies - All Councillors

Councillor with Responsibility for Post and Emails – All Councillors

Councillor with Responsibility for Returning Questionnaires – All Councillors

Councillor with Responsibility for Defibrillator – All Councillors

Councillor with responsibility for Charity Administration – Mrs Davies

Councillor responsible for liaising with Parish Magazine - Vacant

Councillor responsible for liaising with WCIE – Mr Jones

Any other Responsibilities put forward at meeting - None

Resolution: Councillors unanimously agreed to the above appointments.

7. PUBLIC INTERVAL

The meeting was opened to the Members of the Public Present from 7.20 - 7.30 during which time councillors were reminded that the bus shelter still needs painting. Mr West will follow this up.

8. REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS

The Clerk will forward the new standing orders published by NALC to all councillors in readiness for adoption at the next meeting.

The Financial Regulations were considered to be in order.

9. REVIEW OF LAND AND ASSETS BELONGING TO THE COUNCIL

Councillors unanimously agreed that the Fixed Asset Register (attached) was a correct record of the council's assets.

The Village Hall is maintained by the Village Hall Committee.

10. CONFIRMATION OF INSURANCE ARRANGEMENTS IN RESPECT OF ALL INSURABLE RISKS

The Council has received 3 quotes from Came & Co.

A £1009.50 + £50 administration fee

B £1262.97 + £50 administration fee

C £1587.00 + £50 administration fee

Resolution: After discussion it was agreed to accept quote A from Inspire and sign a Long-Term Agreement for 3 years. Cost of insurance for 2018/2019 £1009.50 + £50 administration fee.

Proposed Mr Faiers Seconded Mr Wood

Self-Insurance of Parish Council Assets

Resolution: Councillors unanimously agreed to self-insure the noticeboards, flag pole, flags, oak posts, Ranter's Oak Memorial, chestnut fencing, metal posts, metal and wooden litter bins, Memorial Hall Sign, Disabled Parking posts and sign, metal barrier to side of toilets, kissing gate, filing cabinets, iron water pump, war memorial, dog bins, wheelie bin and other sundries as listed in Fixed Asset Register.

11. REVIEW OF SUBSCRIPTIONS

Councillors unanimously agreed to continue to subscribe to the following:

Kent Association of Local Councils

Society of Local Council Clerks – 1/6 of the Clerks Subscription

12. REVIEW OF COMPLAINTS PROCEDURE

Councillors unanimously agreed that the Complaints Procedure was in order.

13. REVIEW OF THE COUNCIL'S POLICIES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER THE FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION

Councillors unanimously agreed that the policy in place in respect of Freedom of Information Legislation was in order.

The policies relating to Data Protection have still to be completed.

14. REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA

Councillors unanimously agreed that the policy in place is in order.

15. REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES/PROCEDURE

Resolution: Councillors unanimously agreed to adopt the Employment Policy along with the Terms and Conditions for a Disciplinary and Grievance Committee and an Appeals Committee.

Proposed Mr Faiers

Seconded Mr Wood

16. REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER THE POWER OF GENERAL COMPETENCE

Confirmation that Woodchurch Parish Council adopted the General Power of Competence at the meeting held on 15 May 2015.

No monies were spent under this power during the financial year 2017/2018.

At present no expenditure is expected under this power during 2018/2019. Any expenditure during the forthcoming year will be documented.

17. DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS UP TO AND INCLUDING THE NEXT ANNUAL GENERAL MEETING

Meetings will usually be held on the 4th Thursday of every month, excluding August and December at 7.00 pm in the Village Hall.

Any amendment to this arrangement will be advertised on the noticeboard and website.

18. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING

Page 452 -Tennis Courts should read The Chairman of the Tennis Club, not The Chairman of the Tennis court.

Minutes 148 were accepted, and it was unanimously agreed that Mr West should sign them as a true record of the meeting.

Proposed Mr Wood

Seconded Mr Jones

19. MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES

The plumber is re-directing the pipework into the false ceiling of the Information Centre to help keep it from freezing in the winter and avoid a repetition of the burst pipe.

Two quotes have been received for the decorating. The Parish Council will pay the invoices and reclaim from the insurance company.

20. CORRESPONDENCE AND OTHER GENERAL COUNCIL BUSINESS

Correspondence

Tenterden Social Hub
KCC – Don't ignore it, share it
Kent Sussex and Surrey Air Ambulance
The Journal of The Kent Men of Trees
Clerk and Councils Direct
Zurich Municipal
HSBC
KCC Local account for Kent Adult Social Care
M & G
CCLA

Email Correspondence

Mrs Oliver re payment of grant for Woodchurch in Bloom
Mrs Kellett re Tennis Club asking for letter of support
Southern Water request to assist in providing information to residents – refer to webmaster and Parish Magazine Editor

Arrangements for dealing with Parish Council Post and Emails

The Clerk will inform Mr West of any significant post.

Emails

All emails are forwarded to all councillors who will monitor them and bring any of particular importance to Woodchurch Parish Council to the attention of councillors at the next meeting.

Councillors should inform the Clerk if they wish a particular email to be included on an agenda for discussion.

Mr West will inform the Clerk of any emails he feels Woodchurch should unsubscribe from.

Chairman's Update

The Chairman had nothing to report that was not covered on the agenda.

Website

Nothing to report.

Risk Assessment

Nothing to report.

Storage of Parish Council Documents

Councillors are satisfied that the minutes and all other documents are secure in the locked filing cabinets in the Village Hall.

Retention and Storage of Post and Emails

Post that is not specific to Woodchurch will not be kept unless it is considered to be important, or the Clerk is particularly asked to keep it. Old post will be recycled.

Emails

Sensitive emails should be printed off by the Clerk. Councillors should inform the Clerk if they wish a particular email to be printed.

IT Security

Councillors should all bear the following in mind when using their home/work computer for Parish Council business.

All councillors should provide the Parish Council with a secure email address and ensure that virus software is current.

Councillors should be aware that all correspondence and emails are confidential until they are tabled at a Parish Council meeting. If anyone else is privy to the information contained in emails received by you on a home/work computer, please ensure that they are aware of this fact.

Councillors computers should be encrypted and councillors should not use their mobile phones for parish council business.

The Freedom of Information Act now extends to emails that would previously have been considered to be private, if they relate to council business.

Compliance with Transparency Code

All information required under the code is published on the website.

Compliance with Data Protection Legislation - Appointment of Data Protection Officer

The council must employ an independent Data Protection Officer.

The Clerk cannot act as DPO on the grounds of conflict of interest, independence, knowledge and time constraints. Councillors cannot act as DPO on the grounds of conflict of interest, independence and knowledge.

The Kent Association of Local Councils sent out a list of Data Protection Officer service providers and the Clerk contacted them all to ask for a quote. KALC is not recommending the companies. Any contact is a private matter between the council and the organisation.

Company A – £500 per year

Company B – £600 for year 1 £300 for year 2

Company C – No price quoted

Company D – £495 for year 1 £295 for year 2

Company E – £150.00

Resolution: Councillors agreed to appoint Company E

Proposed Mr Faiers Seconded Mr Wood

Storage of Computer Records

All information is backed up on The Cloud. The Clerk will purchase an external hard drive.

Result of Parish Poll

The Parish Poll to ascertain whether residents would agree to an increase in the precept in order to keep a post office in the village was held on 22 May.

There was a 32% turnout and 96% voted in favour.

The Parish Council therefore has mandate to proceed with discussions with the Post Office regarding the possibility of moving the post office into the Information Centre, in the event that there is no viable commercial interest within the village.

Any business with an interest has to go through 5 stages before being given permission to run the post office.

21. FINANCE**Internal Auditors Report**

Mr Robbins submitted his report following the audit on 18 April and councillors noted that adoption of the budget should be formally minuted separately from the adoption of the precept.

Review of the Effectiveness of the Internal Auditor

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

Review of Statement of Internal Control

Councillors were satisfied that the Statement of Internal Control, was in order and Mr West and the Clerk signed the document.

Consideration of the Findings of the Review by Members of the Meeting as a Whole

Councillors considered the findings of the review and agreed they were satisfactory.

Approval of the Annual Governance Statement by Resolution – Sec 1

Councillors completed the Annual Governance Statement.

Resolution: Councillors unanimously approved the Annual Governance Statement.

Proposed: Mr Faiers **Seconded:** Mr Jones

Signature and Dating by the person presiding at the meeting and The Clerk – Sec 1

Mr West and the Clerk signed and dated the Annual Governance Statement.

Consideration of the Accounting Statements by Members of the Meeting as a Whole

Councillors considered the Accounting Statements and agreed they were accurate.

Approval of the Accounting Statement by Resolution – Sec 2**Resolution: Councillors unanimously approved the Accounting Statement.****Proposed: Mr Faiers****Seconded: Mr Spice****Signature and Dating by the person presiding at the meeting – Sec 2**

Mr West signed and dated the Accounting Statement, previously signed and dated by the Clerk.

Sections 1, 2 and the Internal Auditors Report will be published on the notice board and website.

Review of Direct Debits**The council does not pay any Direct Debits****Accounts to be Paid**

PAYEE	CHQ NO	DETAILS	NET £	VAT £	GROSS £
Parish Clerk	1129	Salary and Expenses	588.72		588.72
Litter Picker	1130	Salary	266.53		266.53
Mr L Robbins	1131	Internal Audit Fee	75.00		75.00
ARW Kirk	1132	Knapsack Spraying	50.00	10.00	60.00
Came & Co	1133	Insurance Premium	1009.50		1009.50
Stationery Express	1134	Leaflets and Banners	115.00	23.00	138.00
Specialised Welding	1135	1 x Litter Bin	120.00	24.00	144.00

Resolution: Councillors unanimously agreed to pay the above accounts and to draw a cheque for D Grabham if an invoice is received prior to the next meeting**Proposed Mr Jones****Seconded Mr Woods****Bank Reconciliation as at last Bank Statement**

Opening Balance	47178.28	Money Managers Account	£60993.25
Plus Receipts	<u>13865.00</u>	Less uncleared cheques	<u>3351.89</u>
	61043.25		57641.36
		Plus uncleared credit	<u>0.00</u>
Less Payments	<u>3351.89</u>		57641.36
Balance	<u>57691.39</u>	Plus Community account	<u>50.00</u>
			<u>57691.36</u>
Less earmarked funds	<u>22603.07</u>		<u>22603.04</u>
AVAILABLE FUNDS	35088.32	AVAILABLE FUNDS	35088.32

Earmarked Funds

	Balance 23.11.17	+/- May	Balance 23.05.18
Election/Standards Committee	5000.00		5000.00
Wildflower Meadow Spraying	8095.00	-50.00	8045.00
Maintenance of War Memorial	233.02		233.02
Play Area/CEE	1189.31		1189.31
Village Trees	810.00		810.00
General Reserves	7325.74		7325.74
	22653.07	-50.00	22603.07

Review of Salaries

Resolution: Councillors unanimously agreed to increase the Parish Clerk's salary to £12.815 per hour with effect from 1 April 2018. Total for year £6663.80.

Proposed Mr West Seconded Mr Spice

Resolution: Councillors unanimously agreed to increase the Litter Picker's salary to £8.20 per hour with effect from 1 April 2018. Total for year £3411.20

Proposed Mr West Seconded Mr Spice

Projects to be paid for by S106 funding

Hard court area
Maintenance of the play area surface
New equipment for the play area
Posts on The Green

It was agreed to ask for suggestions via the website and parish magazine

22. PLANNING

Please see attached.

Storage of Planning Applications

Councillors confirmed that the Clerk can dispose of all copies of planning applications, once they have been discussed at a meeting, as they are available on the website.

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

The grass has been mowed and the Dock leaves killed off and it is now possible to walk through the grassed area. Mr West will ask Mr Massey to make a seat.

Registration of Village Green

Nothing to report.

Woodchurch in Bloom

The committee members have tidied up the churchyard.

The theme is red.

The current date set for the judging is 3 July, but the committee are trying to get it put back to later in the month. Residents will be asked to help prepare the village in the days before the judging.

The information boards are under way, but may not be ready by July 3 as the committee does not want to rush the work. Councillors agreed to the idea of local business owners having their photos on the boards provided they agreed.

Councillors agreed to the request by the committee that ABC should pay the grant towards the competition into the Parish Council account, to be passed on to the committee as required.

There is a lot of competition and sponsorship has been good.

Mr Jarvis will be asked to clean the signs and litterbins and will be paid overtime if necessary.

The Big Thin Red Line – Commemoration of the end of WW1

A successful picnic was held on The Green on Saturday to celebrate the Royal Wedding.

Tennis Court Lights

Following a request from the Tennis Club, councillors agreed that the Clerk should write a letter of support for the club to submit with grant applications.

Grass Cutting

Councillors agreed to write a letter to Landscape Services and point out that they haven't cut the grass on the edge of the road toward Bournes Place, or into the corners of The Green. The length of the cut is not consistent.

We will ask for 2 extra cuts and ask the manager to meet with councillors to discuss this matter.

Georges Hill

The speed of drivers along Georges Hill is causing concern. The Clerk was asked to write to residents in the area, asking them to be aware that people walk their dogs in the area and to keep their speed down.

24. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

It was suggested that the council should update residents on the current situation regarding The Post Office.

There being no other business the meeting closed at 9.15 pm.

Signed Dated
Chairman

WOODCHURCH PARISH COUNCIL

PLANNING APPLICATION RECORD

2018

MAY 2018

- 18/00675/AS Rose Cottage, Redbrook Street, Woodchurch, Ashford, TN26 3QU
Erection of single storey side extension
Parish Council: Support
- 18/00678/AS Highfield Farm, Little Robhurst, Woodchurch, Kent
Agricultural storage barn
Parish Council: Support 3:3 with chairman's casting vote
The barn should be adjacent to the road so that it is not visible from the surrounding area.

Decision Notices received from ABC

- 18/00342/AS Rose Cottage, Susans Hill, Woodchurch, Ashford, Kent, TN26 3RE
Proposed dwelling and new vehicular access to serve existing dwelling
Borough Council: Permit
- 18/00429/AS Mayshaves House, Mayshaves Woodchurch, Ashford, Kent TN26 3PT
Demolition and replacement of outbuildings
Borough Council: Permit
- 18/00498/SH Hollydene, Susans Hill, Woodchurch, Ashford, Kent TN26 3RE
Removal of existing mobile home and construction of a detached annexe (retrospective)
Borough Council: Permit