

# WOODCHURCH PARISH COUNCIL

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## MINUTES 150

### Minutes of the Ordinary Parish Council meeting held in the Memorial Hall Annexe, Woodchurch, on Thursday, 28 June 2018 at 7.00 pm

**PRESENT:** Mr J West, (Chair), Mrs G Davies, Mr A Faiers, Mr A Hukins,  
Mr N Jones and Mr P Spice  
PCSO Kate Richards

**PARISH CLERK:** Mrs J Batt

**BOROUGH COUNCILLOR:** Mrs A Hicks

**COUNTY COUNCILLOR:**

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

**1. APOLOGIES FOR ABSENCE**

An Apology for Absence was received from Mrs C Allen (prior commitment), Mr P Wood (prior commitment) and Mr R Woods (personal reasons).

**2. DECLARATIONS OF INTEREST**

**Declarations of Pecuniary Interest**

There were no Declarations of Pecuniary Interest.

**Declarations of Significant Interest**

Mr Jones declared an interest in Planning Application No 18/00830/AS, as he is a neighbour.

**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 fact that the Clerk receives the £3 per week Working from Home Allowance was omitted under item 21 - Salaries

The Minutes of the meeting held on 23 May 2018 were accepted and it was unanimously agreed that Mr West should sign them as a true record of the meeting.

**Proposed Mr Jones**

**Seconded Mr Faiers**

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

PCSO Kate Richards explained that she is not just dedicated to Woodchurch but covers several other villages along with her colleague, Luke Jones.

Crime figures appear to be low in Woodchurch, but as the police do not monitor social media sites any crimes that are reported in this way are not included in the figures, which is why it is important to report crimes directly to the police. This can be done by calling 101 for non-urgent crimes or 999 for an ongoing crime and it is now possible to report crime, incidents or non-injury collisions in minutes online. Once your report is submitted you will receive a confirmation email and reference number immediately.

The Police also offer Farmwatch which alerts farmers of farm related crimes in the area.

It is important to ensure that your property is secure in this hot weather, when doors and windows are left open.

Speedwatch was also discussed and the way the scheme works explained.

PCSO Richards said she will try to get to as many of our meetings as she can, but other parishes in her area also meet on Thursday so it is not always possible.

Councillor Aline Hicks reported that a planning application for 21 houses in Shadoxhurst had been refused as it was a windfall site, not in the local plan and did not comply with HOU5. She suggested that the council look at HOU5 carefully in the event of any similar applications being made in Woodchurch.

Community land trust is another means of providing housing.

Ashford Borough Council is no longer taking rogue landlords to court but is implementing a civil penalty scheme under which they can be fined up to £30000.00.

The Big Conversation regarding the bus service in the area is being held at various venues over the next few weeks.

As part of the "Big 8", Mrs Hicks has suggested that the Royal Military Canal be made up to standard.

**5. PLANNING**

Please see attached.

## 6. VILLAGE MATTERS

### Extension of Village Green – Transfer of Land

Following receipt of letters from Mr Bourne's solicitors, councillors confirmed that they had agreed to acquire the land from Mr Bourne and to instruct our Solicitor to proceed with the registration of the land with the Land Registry, and with registering it for Village Green Status with KCC.

They also agreed to the transfer including the following: -

Restrictive covenants against any building on the land

Restrictive covenants confirming use of the land only as village green/amenity land

Rights of way to be retained by Mr Bourne over the land for services and drainage, including renewal, replacement, new service connections and subject to the usual rules on reinstatement and minimum damage

A fencing/hedging covenant with repairs being the responsibility of the Parish Council (following a telephone call from Mr Bourne to the Clerk, it was noted that this only relates to any repairs being required following wilful damage to Mr Bourne's fence)

It was agreed to confirm with our solicitor whether it is necessary for the covenants to pass to his successor in title and if not for this to be removed from those covenants to which it relates.

### Registration of Village Green

Nothing to report on the registration of the existing part of The Green.

### Woodchurch in Bloom

The judges are coming to judge Woodchurch Primary School, All Saints Church and the Village Green on 6 July and are expecting to see where the project came from, what has been done and where the group is planning to take the project next, from a horticultural perspective, environmental and sustainability, and community engagement. Community engagement is considered by the group to be their strongest area.

The group agreed to only take on projects that they could complete and the members know that they are not going to meet every criteria but have done their best in the time available.

The group started with 5 members and now has 40 volunteers who give their time to help.

The children are very enthusiastic about the project and are working hard on the School Garden.

At the Churchyard the group focused on the Rose Path, and there are now planters on The Green. The Cubs planted up a planter at the entrance to Susans Hill which is kindly being maintained by the family who live on the corner, and a resident kindly donated a trough on his land at the bottom of Georges Hill.

The owners of the Garage, Post Office and Model Shop were willing to help.

The Parish Council were shown the information boards and the group will liaise directly with

the Council via Mr Jones regarding this project.

Community updates have been published in newsletters every month and the group handed out 100 flyers at the fete and gave an update over the microphone. The members also sponsored a flower arrangement for the raffle.

A litter picking day has been organised before judging day and the Chairman of the Parish Council has organised a buffet at The Bonny Cravat.

The group has received a lot of sponsorship for which the members are very grateful.

After the judges have visited, the group will review the project and feedback, and report back to the Parish Council.

With regards to budget the target was to have a total income of £2000. The actual figure achieved is estimated at £1665, consisting of £880 in cash and the rest in kind.

The group still has £300 in hand to spend this year and would like to increase the income next year.

Councillors thanked Mrs Oliver for her help and support with this project.

### **Royal British Legion – Commemoration of the end of World War I**

Permission was given for the group to fly an Army flag along with the Union Jack on Armed Forces Day.

### **Georges Hill**

Following the letter to all residents being sent, respectfully requesting them to keep their speed down when driving in the area, one resident telephoned the Clerk and followed her call up with an email to complain about the manner in which people walk their dogs along the road, saying some dog owners let the dogs run loose in the road, causing drivers to have to wait for the dogs to be controlled. She said she had contacted KHS and asked for signs telling people to keep their dogs on a lead. The Clerk will acknowledge this email.

An email from a second resident complained about the tone of the letter and requested an apology. Mr West has replied to this email.

The Clerk will contact KHS and ask them to look at the gate into the Rare Breeds Centre at the top of Georges Lane, to confirm that it is still in the correct place.

### **Condition of Churchyard**

We have received 3 complaints regarding the condition of the churchyard which have been referred to the Rector. The members of the Community Payback Group are doing their best but are overwhelmed with the amount of work needed.

**Resolution: Councillors agreed to ask the PCC to invite 3 quotes for the work required in time for the next meeting, at which they will consider giving a donation towards the cost.**

**7. MATTERS ARISING**

There were no Matters Arising not covered on the agenda.

**8. ACCOUNTS AND OTHER GENERAL COUNCIL BUSINESS****Bank Reconciliation as at last Bank Statement**

<b>Account Balance</b>		<b>Balance at Bank</b>	
Opening Balance	47178.25	Money Manager Account	58396.66
		Plus uncleared receipts	0.00
			<b>58396.66</b>
Plus Receipts	13865.00	Less uncleared cheques	3072.82
	<b>61043.25</b>		<b>55323.82</b>
Less Payments	5669.41	Plus Community Account	50.00
	<b>55373.84</b>		<b>55373.84</b>
Less Earmarked Funds	22603.07	Less Earmarked Funds	22603.07
<b>AVAILABLE FUNDS</b>	<b>32770.77</b>	<b>AVAILABLE FUNDS</b>	<b>32770.77</b>

**Earmarked Funds**

	<b>Balance 23.11.17</b>	<b>+/- May</b>	<b>Balance 23.05.18</b>
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
	<b>22653.07</b>	<b>-50.00</b>	<b>22603.07</b>

<b>PAYEE</b>	<b>CHQ NO</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>	<b>DETAILS</b>
Parish Clerk	1136	602.25	1.33	603.58	Salary and Expenses
Village Litter Picker	1137	285.12		285.12	Salary
HMRC	1138	37.00		37.00	Income Tax
Came & Co	1139	50.00		50.00	Admin Fee
D Grabham	1140	370.00		370.00	Green Maintenance
J Munday	1141	200.00		200.00	10 Posts on Green
Julian Oliver	1142	150.00		150.00	Woodchurch in Bloom Grant from ABC

**Proposed Mr Hukins**

**Seconded Mr Spice**

**Website, Newsletter and Transparency**

Nothing to report.

**Risk Assessment**

Nothing to report.

**Update on KALC Meeting**

Nothing to report.

**Update on the Future of the Post Office**

This matter is on hold until we know what is happening regarding the application recently submitted by a local business. A Post Office update will be included in the WCIE Newsletter.

**Adoption of Updated Standing Orders**

**Resolution: Councillors unanimously agreed to adopt the updated Standing Orders.**

**Proposed Mr Faiers**

**Seconded Mr Hukins**

**Data Protection**

Councillors instructed the Clerk to register with the Information Commissioners Office.

**Adoption of Policies put forward by Satswana**

**Resolution: Councillors unanimously agreed to adopt the following policies:**

**Data Processor Questionnaire**

**Document Retention Policy**

**General Privacy Policy**

**Habitual Vexatious Complaints**

**Habitual Vexatious Complaints – Telephone**

**Privacy Notice**

**Staff Privacy Policy**

**Proposed Mr Spice**

**Seconded Mr West**

**9. CORRESPONDENCE/EMAIL CORRESPONDENCE**

ABC re Emergency Plan

Seafarers UK – Fly the Red Ensign

Lloyds Bank – Updating our Business Account

Woodchurch Memorial Hall confirmation that they can keep the Chairman and Clerk's details on file

**EMAIL CORRESPONDENCE – All emails are forwarded to all councillors**

2 x residents re Georges Hill

Resident re condition of Churchyard

KCC re The Big Conversation

HSBC re closure of Woodchurch Windmill Account

Ashford Under 12s informing us that they are holding a bar be que on The Green on 7 July

Resident re reduction in bus service – Clerk to inform him of the details of the

Big Conversation

Pensions Regulator – The Clerk informed councillors that she had completed a Re-declaration of Compliance informing the Pensions Regulator that Woodchurch Parish Council does not have any staff eligible to be automatically enrolled in a pension scheme.

10. **HIGHWAY ISSUES/PROW ISSUES**

**Highways**

There is a large hole in the road outside the garage, which looks rather like the start of a sinkhole and the water is getting into the garage and under the tarmac in the entrance to the Memorial Hall. This has been reported and an email received from KHS drainage to say that they are very busy following the heavy rain earlier in the month. The Clerk will contact them again and stress the concerns of residents.

Potholes in the middle of the road outside of 103 Front Road.

**Public Rights of Way**

Nothing to report.

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

Quotes for work to the churchyard.

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

Mr Jones updated members of the progress of the reinstatement of the Information Centre, which is underway.

The Insurance company has agreed the quotes and the money will be paid into the Parish Council account to enable us to pay the contractors once the work is complete.

Two cars are being removed from the car park in the next few days.

One seat has collapsed on The Green and there has been a complaint about the number of banners on the fence. Councillors will take the banners down and the Clerk will inform the relevant people and ask them to take them down for a few weeks at a time.

The Chairman has asked Mr Jarvis if he would be prepared to varnish the seats on The Green and is waiting for a reply.

A date will be set for a Trustees Meeting for the Charities once the Information Centre has re-opened.

The next meeting will be held on Thursday 26 July 2018.

There being no further business the meeting closed at 8.54 pm

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

# WOODCHURCH PARISH COUNCIL

## PLANNING APPLICATION RECORD

**2018**

### **JUNE 2018**

18/00830/AS Garth End, Redbrook Street, Woodchurch, Ashford, Kent, TN26 3QS  
Proposed side extension, roof terrace, external staircase and raised patio  
**Parish Council: Support**

#### **Decision Notices received from ABC**

17/01705/AS Woodchurch Wine Estate, Susans Hill, Woodchurch, Ashford Kent TN26 3RE  
Erection of a dwelling and car/tractor port with associated parking, access and garden  
**Appeal Decision: Dismissed**