

# WOODCHURCH PARISH COUNCIL

## MINUTES 227

### Minutes of the Annual Meeting of the Parish Council held on Thursday 27<sup>th</sup> June 2024

The meeting started at 7.00 pm.

#### **In attendance:**

Cllrs Lucy Quinn (Chair), Wade Nash, Gina McKay and Neil McKay.

Also in attendance were Ian Philo Clerk, Borough Councillor David Ledger, and 1 member of the public.

#### **1. Apologies for Absence**

Councillor Rob Woods sent his apologies which was approved.  
County Councillor David Robey and Ashford Borough Councillor Aline Hicks also sent their apologies.

#### **2. Declarations of Interest**

##### **2.1. Disclosable Pecuniary Interests**

None.

##### **2.2. Other Significant Interests**

None

##### **2.3. Other Interests**

Councillor Lucy Quinn and declared their interest in item 9 (The Village Green Maintenance Agreement).

Councillor Wade Nash declared an interest in items 9 and 10 (The Village Green Charity Maintenance Agreement and The Hub Lease).

Councillor Gina McKay declared and interest in items 4.5 and 10 (Planning Application OTH/2024/1010 and The Hub Lease).

Councillor Neil McKay declared an interest in item 4.5 (Planning Application OTH/2024/1010).

#### **3. Acceptance of Minutes.**

The minutes of the Ordinary Meeting held on the 30<sup>th</sup> May 2024 were agreed as a true record.

Proposed by Councillor Lucy Quinn and seconded by Councillor Wade Nash.

The council voted 4-0 in favour.

#### **Meeting adjourned for public participation 7.05 pm.**

Following a request from a member of the public, the Clerk advised that the residents of Kirkwood Avenue write to the landowner seeking his consent to designate the land as Local Green Space. If the landowner was in agreement with then the proposal could then be brought before the council to consider its support.

When asked if there was any update on the Woodchurch windmill, the council restated that there was no opportunity for any group to move things forward until Ashford Borough Council have declared what their intentions are regarding the mill ownership.

Ashford Borough Councillor David Ledger has been appointed Vice Chair to The Local Plan Task Force, with the responsibility of delivering the Local Plan. There is a pressing need to build more homes, and a roadshow which intends to engage with communities following possible sites identified in the recent Call for Sites. It is anticipated that the list will see sites culled or trimmed. The nearest community engagement roadshow will be on 24<sup>th</sup> July at Hamstreet Village Hall.

County Councillor David Robey sent a brief report in his absence:

As far as KCC is concerned, the main issue remains money, and they are working to ensure that the budgets are balanced going forward.

On Highways, there is a little more money for potholes, and he is lobbying for more funding for road maintenance in general. There will be an update at the next meeting on recommendations on how road maintenance is managed.

**Meeting reconvened at 7:35 pm.**

#### **4. Planning applications**

##### **4.1. AP-90667**

THE TOWN AND COUNTRY PLANNING ACT 1990 - APPEAL UNDER SECTION 78.

Land between, 82-120 Front Road, Woodchurch, Kent, TN26 3SA.

Reserved matters application for the approval of appearance, landscaping, layout, and scale for the erection of 40 dwellings (including affordable housing and 2 custom-build units), structural planting and landscaping, public open space with ecological enhancements, children's play area, surface water flood mitigation, vehicular access point, and associated ancillary works and infrastructure pursuant to outline planning permission 21/01284/AS.

The Council agreed that their prior decisions and comments stand, with the addition that clarification over who would have responsibility for the street lighting and play area once the development was completed.

The Council also agreed to send a representative to the hearing, a councillor will be nominated by mutual agreement once the hearing date has been announced.

The Council voted 4-0 in favour of the above actions. Proposed by Councillor Lucy Quinn and seconded by Councillor Neil McKay.

##### **4.2. NOT/2024/1002**

Great Engeham Farm, Bethersden Road, Woodchurch, Ashford, TN26 3PU. Prior notification for change of use of agricultural building to B8 storage and distribution. The Council voted 4-0 to support this application.

Proposed by Councillor Neil McKay and seconded by Councillor Wade Nash.

**4.3. PA/2024/0948**

Cruttenden Farm, Brook Street, Woodchurch, TN26 3SR. Proposed detached garage.

The Council voted 4-0 to support this application.

Proposed by Councillor Lucy Quinn and seconded by Councillor Wade Nash.

**4.4. PA/2024/0956**

Forkeeps, Shadoxhurst Road, Woodchurch, Ashford, TN26 3PW. Proposed Three Bay Garage.

The Council voted 4-0 to support this application.

Proposed by Councillor Lucy Quinn and seconded by Councillor Wade Nash.

**4.5. OTH/2024/1010**

Scout And Guide Headquarters, Lower Road, Woodchurch, TN26 3SQ.

Non-material amendment to planning permission PA/2023/1776 for Construction of a self-contained 6m x 4m shed to allow for changes to the materials, size, and roof design.

This was for notification only of non-material amendment and therefore neither approval nor comment were required.

**5. Health and Safety Risk Assessment.**

The Council agreed the Health and Safety Risk Assessment with some minor amendments, to include ear-defenders to be worn and removal of sharps bin unless required.

The Council voted 4-0 in favour. Proposed by Councillor Lucy Quinn and seconded by Councillor Gina McKay.

**6. Parish Council Website.**

Following a brief discussion with the Clerk, it was agreed to use Netwise to build and host the Parish Council website. (£499 plus VAT to create and £275 plus VAT per annum to support and host).

The Council voted 4-0 in favour for this action. Proposed by Councillor Wade Nash and seconded by Councillor Neil McKay.

**7. Working Groups/Committees/Nominees.**

With only five councillors on the council, it was agreed that there were insufficient numbers for separate committees. It was agreed that Recommendation 1 A Committee of The Whole Council for 4 months (see Recommendation 1 below) including Terms of Reference (see Appendix 1 below).

The Council voted 4-0 in favour of this action. Proposed by Councillor Lucy Quinn and seconded by Councillor Neil McKay.

**8. Review The Monitoring Officer Request to All Parish Councils.**

The Council reviewed the Ashford Borough Council Monitoring Officer correspondence sent out to all parish councils within the borough. It was agreed to respond that more could be done to promote and support code of conduct training. Also to help parish councils be aware of how to identify potential problems.

The Council voted 4-0 to the above. Proposed by Councillor Lucy Quinn and Seconded by Councillor Gina McKay.

### 9. Maintenance Agreement.

Following the declarations of interest the Clerk decided that there were insufficient Councillors to form a quorum to vote on this item, and it was deferred to the July meeting.

### 10. The Hub Lease.

Following the declarations of interest the Clerk decided that there were insufficient Councillors to form a quorum to vote on this item, and it was deferred to the July meeting.

The Council did review the lease and several errors were highlighted. The Clerk will be contacting Wellers Law Group LLP to notify these errors and to ascertain if there would be a more simple lease agreement is possible.

### 11. Lawn Mower Service.

The Council agreed to authorise the service of the lawnmower (£96 plus parts plus VAT). The Clerk is to check the usage of the two trimmers.

The Council voted 4-0 in favour of this action. Proposed by Councillor Wade Nash and Seconded by Councillor Neil McKay.

### 12. Finances.

#### 12.1. Items for Payment and Bank Reconciliation.

The Council agreed to the Items for Payment for June, and to the May 2024 Bank Reconciliation. (see below):

12.2. The Clerk advised that the Parish Council received a refund £85 from for the traffic monitoring that was cancelled along Redbrook Street. KCC will now pay for the reinstated traffic monitoring. The Council also received payment of £475 from D Tushingham towards the making safe the Chestnut tree on the village green. These will appear in the June reconciliation.

#### Bank Reconciliation and April Items for Payment.

<b>Bank Reconciliation</b>	<b>May 2024</b>
Opening Balance	<b>£11644.55</b>
Salaries & HMRC	1576.63
Running Costs	2955.38
Pavilion Utilities	66.00
Total	£4598.01
Income	0.00
Expenditure	4598.01
<b>Cashbook Closing Balance</b>	<b>£7046.54</b>

<b>Bank Statement Balance</b>	<b>£11644.55</b>
Income	0.00
Expenditure	4598.01
<b><u>Bank Closing Balance</u></b>	<b><u>£7046.54</u></b>

**Difference** **0.00**

**Reserve Account**

Opening Balance	80705.57
Transfer to Current A/C	0.00

Interest 70.55

**Balance** **£80776.12**

**Total Held at May 31 2024** **£87822.66**

**Items for Payment** **June 2024**

Salaries & HMRC (TBC)	1382.20
VGC Maintenance Agreement (Pavilion Electricity)	66.00
Memorial Hall (Extraordinary meeting)	18.00
Ian Philo (Petrol reimbursement)	32.40
Village Green Charity (Grant for insurance)	891.01

**Total** **£ 2389.61**

### 13. Correspondence and Information.

**Correspondence.**

The application for a capital grant has been passed to Ashford Borough Councils Grant Panel for approval. The Parish Council will be invited to attend the panel meeting to answer further questions most likely on 23<sup>rd</sup> July.

Received correspondence enquiring if the Parish Council is aware of any

proposed development along Redbrook Street. The Clerk is investigating and will reply with the findings.

A shared ownership home has become available in Bridge Close. English Rural has requested the Parish Council help advertise this. Applicants must be local or have local links. The notice will be displayed on the noticeboards, newsletter, and social media.

The next Eat Well Spend Less Roadshow will be held at The One You Shop in Park Mall on 10<sup>th</sup> July at 9:30am to 3:00pm.

#### 14. Items for information and items to be included on the next agenda.

**Information:**

Clerk to confirm that the defibrillators are registered with the correct bodies.

**Items for the next meeting agenda.**

Review and agree The Hub Lease

Review and agree The Village Green Management Agreement.

#### 15. Date and venue of next meeting.

Thursday 25<sup>th</sup> July 2024 starting at 7.00 pm in the Memorial Hall Annexe

There being no further business the Chair closed the meeting at 8:50pm.

Signed \_\_\_\_\_  
Chair

Dated \_\_\_\_\_

#### **Recommendation 1 - A Committee of the Whole (Council)**

Guided by the Clerk, the Committee of the Whole would focus purely on overseeing the Village Plan and its commitments. The Committee to sit two weeks before the Full Council meeting in a meeting open to the public.

Reason for this recommendation:

The Council needs time outside agenda driven meetings to focus on achieving the Village Plan commitments, especially those synonymous with community engagement e.g.:

- engaging with the village youth

- mobile phone connectivity issues and
- developing a community led environment policy.

The Committee to convene 2 weeks before full Council to allow its recommendations to be presented to full council. By definition, The Clerk will always be involved in these meetings.

As an alternative I did consider a additional full Council meeting per month for 4 months but took the view that a less formal meeting may encourage more people with an interest in specific projects to attend and contribute.

Additionally, a member who sends apologies for the Committee meeting could make comment in full Council.

The Council may also direct that the responsibility for some projects is transferred to other groups or committees when the time is right.

Points to consider:

- Are members prepared to come together twice per month for a short period of time?
- The Clerk is already busy. Is the additional time requirement for the Clerk acceptable to him?
- Does the value of increasing engagement and achieving the Plan override any additional salary payments?
- If so, where do we find the budget for it?

Estimated cost:

Clerk added time with on costs £200

Clerk additional Travel expenses £50

Hall Hire - 4 additional meetings £60

Total £310

## **APPENDIX 1**

Draft Terms of Reference for an Emergency Committee of The Whole Council

The Emergency Committee of the Whole will have no delegated powers and shall make recommendations to Full Council on the following matters.

1. Approval of its Minutes as true and correct records
2. Receive DPI dispensations; details of all dispensations received to be reported back to the Council, at the next available meeting.
3. In conjunction with the Clerk:

To determine the barriers affecting the progress of the Woodchurch Village Plan 2024-2025 and recommend actions to overcome them.

The Committee may appoint sub committees or working groups if necessary and will define the purpose of the sub committees or working groups

Membership of the Committee is open to all members of the Council.

Meeting arrangements:

Meetings to be held monthly throughout the year. Meetings to be held in public and to have a public session on the agenda.

Amendment to Terms of Reference:

These terms of reference will be reviewed by the Council after 4 months