

WOODCHURCH PARISH COUNCIL

MINUTES 225

Minutes of the Extraordinary Meeting of the Parish Council held on Tuesday 7th May 2024

The meeting started at 7.00 pm.

In attendance:

Cllrs Lucy Quinn (Chair), Rob Woods, Gina McKay and Neil McKay.

Also in attendance were Ian Philo Clerk, and 0 members of the public.

1. Apologies for Absence

Councillor Wade Nash sent his apologies and was approved.

2. Declarations of Interest

2.1. Disclosable Pecuniary Interests

None.

2.2. Other Significant Interests

None

2.3. Other Interests

None.

Meeting adjourned for public participation 7.03 pm.

Meeting reconvened at 7:03 pm.

3. Planning applications

3.1. PA/2024/0573

1 Stonebridge Cottages, Front Road, Woodchurch, Ashford, TN26 3SL.

Rear extension part single-storey, part two-storey.

The council voted 4-0 to support this application. Proposed by Councillor Lucy Quinn and seconded by Councillor Rob Woods.

3.2. PA/2024/0752

Mill Cottage, Bethersden Road, Woodchurch, TN26 3QW.

Erection of a 2 storey side extension with associated internal alterations.

The council voted 4-0 to support this application. Proposed by Councillor Lucy Quinn and seconded by Councillor Rob Woods.

3.3. PA/2024/0767

Mill Cottage, Bethersden Road, Woodchurch, TN26 3QW.

3.4. Erection of two storey side extension to include the creation of door opening at first floor level in the existing side wall to provide access.
The council voted 4-0 to support this application. Proposed by Councillor Lucy Quinn and seconded by Councillor Rob Woods.

3.5. PA/2024/0709

Boldshaves Oast House, Frogs Hole Lane, Woodchurch, Ashford, Kent TN26 3RA.

Change of use of existing ancillary office to residential accommodation for registered care residents

The council voted 4-0 to support both applications. Proposed by Councillor Lucy Quinn and seconded by Councillor Rob Woods

4. Noticeboard Policy.

The council agree to the revised Noticeboard Policy.

The Council voted 4-0 in favour. Proposed by Councillor Rob Woods and seconded by Councillor Neil McKay.

5. Grants and Donations Policy.

It was agreed to adopt the Grants and Donations Policy pending further amendments, and to have no funds available for donations for this financial year.

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

6. Village Plan.

The council agreed to adopt the Village Plan pending the removal of the words 10 boxes, under measures within promoting well being.

The council voted 4-0 in favour of the proposal.

Proposed by Councillor Gina McKay and seconded by Councillor Rob Woods.

7. End of Year Financial Report.

The year commenced in an unsettled nature with changes in councillors after elections, closely followed by a series of clerks. Some projects, therefore, failed to get off the ground.

It must be remembered that the only income that the Parish Council receives is the precept from council tax that residents pay. However it actively seeks grants, where it can.

Reserves brought forward from the period 2022-2023 totalled £51,900.

Receipts for 2023-2024 were £52,000 (made up mostly £45,200 from precept, £4,800 from grants, £900 VAT refund, and £500 income from interest on the deposit account). Total payments were £32,400. Over and above general running costs the major costs were a new noticeboard (£2,300) and major maintenance on the play area equipment (£1900) following the annual inspection in September. There is still some outstanding work on the play area to be completed.

The Parish Council Website project was due to be completed in February, however, the web hosting company ceased to exist, and a new entity is now being evaluated. It remains the Parish Council's intention to move to a new platform to comply with accessibility requirements.

At the end of March 2024, reserves had grown to a total of just under £72,000. (£65,500 in the deposit accounts and £6,300 in the current account).

There is around just over £2,000 in VAT payments to claim back which will be appear in the 2024-2025 accounting period.

The Parish Council decided to carry out a village survey in November, with the purpose of ascertaining the resident's needs. The results of this survey have been used to help form the budget and Village Plan for 2024-2025.

It is the Clerk's belief that now the Parish Council is more settled, and with a robust village plan in place, the Council is in a strong position for the next year.

The clerk has suggested that the council earmarks funds out of reserves for the projects outlined in the budget as recommended by the internal auditor.

The Council voted 4-0 to accept the yearend report and agree to earmarking reserves for the budgeted projects. Proposed by Councillor Lucy Quinn and seconded by Councillor Rob Woods.

8. Financial Regulations and Financial Risk Assessment.

The Council agreed to accept the **revised** Financial Regulations and Risk Assessment.

The Council voted 4-0 in favour. Proposed by Councillor Rob Woods and seconded by Councillor Neil McKay.

9. Annual Governance and Accountability Return.

9.1. Asset Register

The council agreed to the revised Asset Register as of 31st March 2024.

The Council voted 4-0 in favour of the proposal. Proposed by Councillor Rob Woods and seconded by Councillor Lucy Quinn.

9.2. Internal Audit for 2023-2024

The council reviewed the internal auditors report and notes and agreed to actions to resolve highlighted issues.

The council voted 4-0 to accept the internal auditors report. Proposed by Councillor Lucy Quinn and seconded by Councillor Rob Woods.

9.3. Annual Governance Section 1 of the Annual Return

The council considered each assurance in turn and confirmed their response thereafter and agreed these.

The council voted 4-0 to agree the responses to the assurances. Proposed by Councillor Lucy Quinn and seconded by Councillor Rob Woods.

The Chair Lucy Quinn and followed by the Clerk Ian Philo signed section 1.

9.4. Accounting Return Section 2 of the Annual Return.

The council reviewed and then agreed the figures on the Accounting Return Section 2.

The council voted 4-0 to agree the figures. Proposed by Councillor Lucy Quinn and seconded by Councillor Rob Woods.

The Chair Lucy Quinn signed Section 2.

10. The Clerk declared that the public can inspect the Parish Council 2023-2024 Accounts from 3rd June 2024 until 12th July 2024 inclusive.

The meeting was closed at 8:05pm.

Signed _____
Chair

Date _____