

# Woodchurch Parish Council

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I hereby give you notice that an Ordinary Meeting of the Parish Council will be held in the Memorial Hall Annexe on Thursday 22<sup>nd</sup> August 2024 at 7.00 pm

All members of the Council are hereby summoned to attend for the purposes of considering and resolving upon the business to be transacted at the meeting as set out below.



Ian Philo (Parish Clerk and RFO)  
16<sup>th</sup> August 2024

(General Power of Competence)

**1. Apologies for Absence**

To receive and approve apologies for absence.

**2. Declarations of Interest**

To hear declarations of interest on this agenda, relating to:

**2.1. Disclosable Pecuniary Interests**

Under Localism Act 2011 relating to items on this agenda, the nature as well as the existence of any such interests must be declared.

**2.2. Other Significant Interests**

Under the Code of Conduct for members relating to items on this agenda, the nature as well as the existence of any such interests must be declared.

**2.3. Other Interests**

Not required to be disclosed under 2.1 or 2.2, but stated for transparency reasons alone, such as membership of other bodies who may be affected by decisions on agenda items or where Councillors themselves or their family or close associates may be affected by such decisions.

**3. Minutes of the Previous Meeting**

To approve the minutes of the meetings held on Thursday, 25<sup>th</sup> July 2024 as a true record.

**The Meeting will be adjourned for Public Participation:** There will be 15 minutes of the meeting to hear public questions and comments on items on the agenda, and members have 3 minutes to speak.

**The meeting will be reconvened.**

**4. Planning Applications for Consideration**

**4.1. [PA/2024/1403](#)**

Pump Adjacent To Play Area At The Green, Front Road, Woodchurch, TN26 3QE.

Listed Building Consent for repairs to the village pump.

# Woodchurch Parish Council

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**4.2.** [PA/2024/1384](#)

Annexe, Cruttenden Farm, Brook Street, Woodchurch, TN26 3SR.

Change of use and extension to an agricultural barn to form a one-and-a-half-storey residential dwelling and a 4-bay detached garage including associated parking and landscaping following the demolition of a redundant storage barn and static caravan

**4.3.** [PA/2024/1354](#)

Forty Acre Oast, Shadoxhurst Road, Woodchurch, TN26 3PW

1no. self-build dwelling with associated landscaping enhancements and parking provision

**4.4.** [NOT/2024/1458](#)

Balcony Farm, Cuckoo Pitt Lane, Woodchurch, TN26 3TF.

Prior notification for the change of use of agricultural buildings and land within its curtilage to 5 dwelling house's and associated operational development.

**4.5.** [AP-90677](#)

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

Church Elms Farm, Redbrook Street, Woodchurch, Ashford, Kent TN26 3QR.  
Demolition of existing outbuilding and erection of a new dwelling.

**5. Woodchurch Windmill.**

Update from meeting with Ashford Borough Council 31<sup>st</sup> July 2024

**6. Internal Audit.**

Mulberry offering opportunity to lock in a guaranteed rate of £70 per hour through to the year 2026-2027.

**7. Committee of the Whole.**

Chair of the committee to report on the meeting and make recommendations of the Committee of the Whole Council on the Village Plan.

**8. Local Plan.**

To review comments to submit to Ashford Borough Council on the Local Plan.

**9. Review Response to CALA Homes Planning Appeal**

To review and agree on the Parish Council Response to the planning appeal by CALA Homes on NOT/2023/2160 to be held on 8<sup>th</sup> October 2024.

# Woodchurch Parish Council

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## **10. Hub Licence Agreement.**

To review the revised shortened draft Licence Agreement.

## **11. Public Convenience Refurbishment**

To decide a contractor for the refurbishment of the public convenience.

A. £9,600 plus VAT (£11,520)

B £11,498

C £11,800

## **12. Defibrillator Inspection**

To agree to the frequency of inspection of defibrillators.

## **13. Hedge cut in Village Green Extension**

The grass has now been harvested and Peter Buckley has suggested that the hedges require a trim along some of the perimeter.

## **14. Service of Tractor Mower**

The handyman has acquired a small tractor to mow the outfield of the green. Would the council agree to a contribution to the annual service cost.

## **15. Finances.**

### **15.1. Items for Payment and Bank Reconciliation.**

To note that £40 direct debit to ICO stated in July items for payment should have been for August and excluded a £5 discount for payment by Direct Debit therefore resulting in a debit in August of just £35.00.

Income of £5005 in current account is made up of £5000 transfer from deposit account and £5 from Woodchurch Hub payment for lease/licence agreement to 2028 inclusive.

### **15.2. External Audit**

The external auditor has issued the AGAR certificate.

Review and note recommendations on the report from the external auditor.

## **16. Correspondence.**

Have been asked about the nature boards that were on the green and why they had not been put back up, could they could be attached to the fencing around the play area?

Received further comment on the wooden finger-post on the corner where Susan's Hill meets Front Road is missing. The member of the public has been referred to the museum.

# Woodchurch Parish Council

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Have received three enquiries regarding councillor vacancies.

Have chased up KCC regarding overgrown tree along the footpath to the windmill. An inspector has been to look and take photographs.

## 17. Items for Information or Agenda for Next Meeting.

(To receive items of information from members and/or for inclusion on the next agenda.)

The Parish Council Website has gone live:

[www.woodchurch-pc.gov.uk](http://www.woodchurch-pc.gov.uk)

## 18. Date and Venue of Next Meeting

Thursday, 26<sup>th</sup> September 2024 starting at 7.00 pm at Memorial Hall Annexe.

|   |                  |
|---|------------------|
| <b>Bank Reconciliation</b>              | <b>July 2024</b> |
| Opening Balance                         | <b>£6102.43</b>  |
| Salaries & HMRC                         | 1182.00          |
| Running Costs                           | 2858.28          |
| Management Agreement Pavilion Utilities | 66.00            |
| Total                                   | £4106.28         |
| Income                                  | 5005.00          |
| Expenditure                             | 4106.28          |
| <b>Cashbook Closing Balance</b>         | <b>£7001.15</b>  |
| <b>Bank Statement Balance</b>           | <b>£6102.43</b>  |
| Income                                  | 5005.00          |
| Expenditure                             | 4106.28          |
| <b>Bank Closing Balance</b>             | <b>£7001.15</b>  |
| <b>Difference</b>                       | <b>0.00</b>      |
| <b>Reserve Account</b>                  |                  |
| Opening Balance                         | 80873.19         |

# Woodchurch Parish Council

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|                         |         |
|-------------------------|---------|
| Transfer to Current A/C | 5000.00 |
|-------------------------|---------|

|          |       |
|----------|-------|
| Interest | 83.53 |
|----------|-------|

|                |                  |
|----------------|------------------|
| <b>Balance</b> | <b>£75956.72</b> |
|----------------|------------------|

|  |                         |
|--|-------------------------|
| <b><u>Total Held at July 31st 2024</u></b> | <b><u>£82957.87</u></b> |
|--|-------------------------|

|                                 |                         |
|---------------------------------|-------------------------|
| <b><u>Items for Payment</u></b> | <b><u>July 2024</u></b> |
|---------------------------------|-------------------------|

|     |       |
|-----|-------|
| EDF | 66.00 |
|-----|-------|

|                       |         |
|-----------------------|---------|
| Salaries & HMRC (TBC) | 1850.00 |
|-----------------------|---------|

|                                 |       |
|---------------------------------|-------|
| VGC Maintenance Agreement (EDF) | 66.00 |
|---------------------------------|-------|

|                                  |       |
|----------------------------------|-------|
| Ian Philo (Petrol reimbursement) | 32.40 |
|----------------------------------|-------|

|   |       |
|---|-------|
| ICO (Annual subscription August DD not July DD) | 35.00 |
|---|-------|

|                           |        |
|---------------------------|--------|
| G McKay (Defib Warehouse) | 196.80 |
|---------------------------|--------|

|                   |         |
|-------------------|---------|
| Black Forge Signs | 3000.00 |
|-------------------|---------|

|              |                  |
|--------------|------------------|
| <b>Total</b> | <b>£ 5742.70</b> |
|--------------|------------------|

|                   |           |
|-------------------|-----------|
| (VAT recoverable) | £ 532.80) |
|-------------------|-----------|