

# 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 26<sup>th</sup> September 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)  
19<sup>th</sup> September 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, 22<sup>nd</sup> and 28<sup>th</sup> August 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**

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## 4. Cooption of Councillors

To consider to coopt candidates to the Council to fill vacancies.

Wendy Hookey

Roger Knight

Peter Ruddick

## 5. Planning Applications for Consideration

### 5.1. [PA/2024/1651](#)

Oak Lodge, Susans Hill, Woodchurch, Ashford, Kent TN26 3RE.

Single storey rear extension to replace existing conservatory.

### 5.2. [PA/2024/1429](#)

3, Brattle, Woodchurch, TN26 3SW.

Erection of a part single-storey, part two-storey rear extension, following the demolition of the existing outbuilding and conservatory.

### 5.3. [PA/2024/1192](#)

Orange Farmhouse, Brook Street, Woodchurch, Ashford, TN26 3SX.

Installation of 14 ground-mounted solar panels for the provision of domestic power supply

## 6. Committee of the Whole (CotW)

Update and recommendations from the CotW meeting held on 19<sup>th</sup> September 2024.

## 7. Youth Engagement

To consider options for engaging younger members of the community in Parish Council matters.

## 8. Neighbourhood Plan

Consider the idea of a Neighbourhood Plan.

## 9. Trench Across Car Park

To agree contractor to carry out trench across car park.

5 contractors approached, only 2 quotes received.

A £6070 plus VAT including concrete base and GRP Kiosk, or £5945 into wall mounted box on Hub.

B £5808 plus VAT including concrete base/wall mounted.

## 10. Public Toilet Refurbishment

An update on potential contractors.

To decide a contractor for the refurbishment of the public convenience. See Appendix 1:

A. £11,520

B £11,498

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## **11. Newsletter Article.**

To consider a monthly Parish Council 4 page pull out in the Newsletter and agree to pay for the cost of the article's printing.

## **12. Proposed Waiting Restrictions Amendment at The School**

Agree a response to Ashford Borough Council's proposed amendment to parking restrictions around the school.

[Proposed Waiting Restrictions](#)

[Map of Proposed Waiting Restrictions](#)

## **13. Grant Applications From Winbloom**

To consider 2 separate grant applications from Winbloom.

- a. £250.00 to go towards the annual autumn planting around the village.
- b. £75.00 to purchase one string of lights for the Christmas tree.

## **14. War Memorial Clean**

Agree on a date to clean the War Memorial using soapy water and nylon brushes as advised by the War Memorial Trust.

## **15. Sponsor a Christmas Tree**

To consider the invitation by All Saints Church for the Parish Council to [sponsor a Christmas Tree](#) at a cost of £25.00.

## **16. Wreath for Remembrance Day**

Agree to a wreath for Remembrance Day.

## **17. Finances.**

VAT refund for 2023-2024 received on 16<sup>th</sup> September for £1794.12 from HMRC.

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

Items for Payment:

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<b>Items For Payment</b>				
<b>September 2024</b>				
<b>Payments Made since the last Meeting</b>				
Direct Debit	EDF	Pavilon Electricity	Amount £ 66.00	Vat £ -
Direct Debit			£ -	£ -
Direct Debit			£ -	£ -
<b>Subtotal</b>			£ 66.00	£ -
<b>Items for Approval</b>				
Payment Method	Payee	Description	Total payab	VAT
Bacs	I Philo (TBC)	Salary	£ 866.25	£ -
Bacs	D Jarvis (TBC)	Salary	£ 317.38	£ -
Bacs	ARW KIRK	Green Extension cut and clear	£ 552.00	£ 92.00
Bacs	Mazars	External Audit	£ 378.00	£ 15.00
Bacs	I Philo	Petrol	£ 32.40	£ -
Bacs	HMRC (TBC)	PAYE	£ 94.14	£ -
Bacs	Woodchurch Maemorial Hall	Hall hire for electric recycle event	£ 42.00	£ -
Bacs			£ -	£ -
Bacs			£ -	£ -
Bacs			£ -	£ -
<b>Subtotal</b>			£ 2,282.17	
<b>Total</b>			<b>£ 2,348.17</b>	<b>£ 107.00</b>

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Bank reconciliation for August:

Cash Book Opening Balance		7001.15
	Receipts	Payments
Precept	£0.00	£0.00
Transfer	£0.00	£0.00
ABC Grant	£11,027.00	£0.00
Salary Including HMRC	£0.00	£2,284.45
Utilities	£0.00	£66.00
Running Costs	£0.00	£77.25
Income	£11,027.00	
Expenditure		£2,427.70
Cashbook Balance	£11,027.00	£15,600.45
Bank Statement Balance		£7,001.15
Income		£11,027.00
Expenditure		£2,427.70
Bank Closing Balance		£15,600.45
Difference		£0.00
Deposit Account		£75,956.72
Interest		£78.43
Transfer		£0.00
Total		£76,035.15
Total Funds		£91,635.60

## 18. Correspondence.

Ward Electrical anticipates the commencement of the preliminary wiring in the Hub first week of October.

A resident highlighted that the weeds on the village green need some attention.

It has been pointed out that the red light on the Hub defibrillator was flashing. The Councillor responsible is aware but the actual defibrillator is in working order.

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## **19. Items for Information or Agenda for Next Meeting.**

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

## **20. Date and Venue of Next Meeting**

Thursday 24<sup>th</sup> October 2024 starting at 7.00 pm at Memorial Hall Annexe.

## **Appendix 1**

### **Contractor A.**

Batten off wall to the right hand side with urinal and back wall with sink to enable all services to be concealed.

Alter electrical, waste and water services to suit new installation.

Supply and fit 5no. LED downlight in ceiling.

Board walls with tile board, joint and leave ready to accept Wall panels.

Supply and fit Altro non slip Cap and Cove grey flooring allowing £500 excluding VAT to supply and fit.

Supply and fit White Wall panels to walls and ceiling complete with all required trims.

Supply and fit new sanitaryware, consisting DocM toilet with concealed cistern, urinal, wash hand basin with percussion tap, hand dryer panel heater, and mirror.

Manufacture and fit door to storage cupboard, supplying and fitting all ironmongery and locks.

Test all new work and recommission, seal all new sanitaryware with proprietary sanitary sealant.

Remove from site all builders waste leaving works in good order, tested and certified where required.

### **Contractor B.**

To: Isolate power supplies and water supplies to hub wc facility.

To: Remove all existing facilities including sanitary ware , grab rails and supports , heater unit , water heater, soap dispenser, hand drier , and wc paper dispensers.

To: Complete new hard wearing non slip quarry tile flooring.

To: Reclad walls using aqua panel in white.

To: Lower ceiling level to facilitate 2 x ip65 downlights. Lights to be connected to movement sensor and timer.

To: Supply and fit new extractor fan through false ceiling to external wall.

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- To: Supply and fit new DOC M low level WC with concealed cistern.
  - To: Build boxing to rear of WC to facilitate concealed cistern.
  - To: Supply and fit grab rails to wc area and basin area in colour to be specified.
  - To: Supply and fit lockable wc paper dispenser.
  - To: Supply and fit low level water heater for hot and cold water supplies for new basin. Basin tap to be non-concussive.
  - To: Supply and fit new bar heater and protective cage.
  - To: Supply and fit new hand drier adjacent to wash hand basin.
  - To: Supply and fit lockable wc paper dispenser.
  - To: Complete full electrical checks and supply electrical compliance certificate on completion.
  - To: Plaster skim ceiling and wall areas where not Aqua panelled.
  - To: Emulsion walls where required.
  - To: Test all plumbing works on completion.
  - To: Use licensed waste carrier via skip to dispose of all redundant materials on completion.
- Price includes parts and labour.