

Woodchurch Parish Council

I hereby give you notice that an Ordinary Meeting of the Parish Council will be held in the Memorial Hall Annexe on Thursday 24th October 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)
19th October 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 meeting held on Thursday 26th September 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/2024/1859](#)

Newlands, Redbrook Street, Woodchurch, TN26 3QR

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Proposed rear extension to include roof lights plus a proposed garage following the demolition of the existing.

4.2. [PA/2024/1795](#)

Keepers End, Shadoxhurst Road, Woodchurch, TN26 3PW

Change of use and conversion of an existing stable block into holiday let accommodation.

4.3. [PA/2024/1788](#)

Swallows Barn, Boldshaves Lane, Woodchurch, Ashford, TN26 3QZ

Change of use of land to residential & conversion of existing outbuilding to ancillary annexe accommodation.

4.4. Appeal [AP-90702](#). Reference APP/E2205/W/24/3351385.

Written Representation for PA/2022/2033

Balcony Farm, Haycross Lane, Woodchurch, Ashford, TN26 3TF

Demolition of Agricultural buildings and erection of 5no detached single storey dwellings with associated landscaping and biodiversity enhancements

4.5. [PA/2024/1772](#)

37 The Green, Woodchurch, Ashford, Kent TN26 3PF.

Variation of condition 14 (Hard and soft landscaping) of planning permission PA/2023/1048 for 1 new dwelling; to allow for an extended drive to side access road to provide an in and out drive and non reinstatement of hedge.

5. Hub Licence Agreement

Review the amendments to the [Hub Licence Agreement](#) by the Woodchurch Hub directors.

6. Staffing Committee

To agree a date for the next meeting (half year) of The Staffing Committee, and review the Staffing Committee members.

7. HIP (Highways Improvement Plan)

Update and agree priorities of the [HIP](#) which was last updated in 2022.

Noting [KCC Highways decision not to reduce the speed limit along Redbrook Street](#).

8. Woodchurch Windmill

An update on the recent meeting with Ashford Borough Council, and to consider any action points. [Notes from the meeting](#).

9. Community Warden

To consider a response to Kent County Council proposal regarding community warden for Woodchurch.

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10. 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 if a permanent 4 pager is agreed.

11. Village Green Grass Cut Contract 2025-2026 (Management Agreement)

Landscape services have increased their fees for next year to £89.87 per cut. To agree to renew the contract given this price remains below the alternative suppliers quotes for the current year.

12. Village Pump Renovation (Management Agreement)

Listed consent has been given for work to be carried out on the village pump. To agree to instruct Black Forge to commence the renovation work at £2750 plus VAT assuming the missing panel can be found and provided to Black Forge Arts.

13. Health and Wellbeing

To consider actions to be taken following a report from Councillor Wendy Hookey.

14. Portable WC

To agree to pay for up to 2 portable toilets per each 4 week period, while the refurbishment on the existing toilet is carried out.

Castle Portable Toilets: 2x toilets for a 4 week hire £280.00 + vat This includes a weekly service visit, delivery and collection.

Local Toilet Hire Kent: 2x toilets for 4 week hire £332.00 Plus VAT includes weekly visit and delivery and collection.

Toilets Plus Ltd. 2x Toilets for 4 weeks £266 + VAT includes weekly visit, delivery and collection.

15. Finances.

15.1. Debit Card Assigned to The Clerk/RFO

To agree pursuant to 6.18 of the Financial Regulations to issue The Clerk a debit card to cover payments that cannot be made by bank transfer, and review the limit of £250

15.2. Second Quarter Report.

To receive the [second quarter report by the Clerk.](#)

15.3. Items for Payment and Bank Reconciliation.

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Items for October Payment

Items For Payment October 2024					
Payments Made since the last Meeting					
			Amount	Vat	
Direct Debit	EDF	Pavilon Electricity	£ 66.00	£	-
BACS	AHES	WC Refurb Deposit	£ 6,898.80	£	-
BACS	Winbloom	Grant	£ 250.00	£	-
BACS	Winbloom	Grant	£ 75.00	£	-
			£ -	£	-
Subtotal			£ 7,289.80	£	-
Items for Approval					
Payment Method	Payee	Description	Total payable	VAT	
Bacs	I Philo (TBC)	Salary	£ 866.25	£	-
Bacs	D Jarvis (TBC)	Salary	£ 518.47	£	-
Bacs	D Jarvis (TBC)	Mower Petrol	£ 15.09	£	-
Bacs	I Philo	Petrol	£ 32.40	£	-
Bacs	HMRC (TBC)	PAYE	£ 144.74	£	-
Bacs	AMJ	MS Office Renewal	£ 814.80	£	135.80
Bacs	Maiden Accountancy	PAYE Services	£ 36.00	£	6.00
Bacs	RBLI	Wreath	£ 50.00	£	-
Bacs	AMJ	MS Licences + Domain	£ 814.80	£	135.80
BACS	Roadware	8 x 120L Litterbins	£ 1,861.92	£	310.32
Bacs	Black Forge Signs	Village Sign	£ 3,000.00	£	500.00
Subtotal			£ 8,154.47		
Total			£ 15,444.27	£	1,087.92

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Bank reconciliation for September 2024

Cash Book Opening Balance		15600.45
	Receipts	Payments
Precept	£22,503.00	£0.00
Transfer	£0.00	£0.00
VAT Refund	£1,794.12	£0.00
Salary Including HMRC	£0.00	£1,277.77
Utilities	£0.00	£66.00
Projects	£0.00	£11,108.46
Running Costs	£0.00	£1,400.20
Income	£24,297.12	
Expenditure		£13,852.43
Cashbook Balance	£24,297.12	£26,045.14
Bank Statement Balance		£15,600.45
Income		£24,297.12
Expenditure		£13,852.43
Bank Closing Balance		£26,045.14
Difference		£0.00
Deposit Account		£76,035.15
Interest		£64.58
Transfer		£0.00
Total		£76,099.73
Total Funds		£102,144.87

16. Correspondence.

Request from The Acres if the Council is aware of any land available for use as an

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enclosed dog field.

17. Items for Information or Agenda for Next Meeting.

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

We received a suggestion to employ a young local person for a few hours to clean the War Memorial on minimum wage. Whereas this was an excellent idea, at the advice of the accountant who provides payroll services, it would not be possible without the council portraying the council in a bad light.

18. Date and Venue of Next Meeting

Thursday 28th November 2024 starting at 7.00 pm at Memorial Hall Annexe.