

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 19th December 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)
14th December 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 28th November 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. [AP-90720](#)

Planning Appeal.

Reference number: APP/E2205/W/24/**3355619**

NOT/2024/0833 Annexe, Cruttenden Farm, Brook Street, Woodchurch, Ashford, TN26 3SR.

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Prior Approval for change of use of a business premises and land within its curtilage to a dwelling house and associated operational development.

All representations must be received by 06/01/2025.

4.2. [PA/2024/2209](#)

1 West End, Susans Hill, Woodchurch, TN26 3RF.

First-floor side extension over existing 1-storey side extension.

4.3. [PA/2024/2281](#)

Clappers Mead, Bethersden Road, Woodchurch, TN26 3QL.

Listed Building Consent to allow the removal of a 20th-century lean-to/ outshut to a former washhouse, reopening of doorway between plant room and study, changes to fenestrations, lifting and relaying courtyard surfaces, steps, and ramps, and rebuilding garden wall.

4.4. [PA/2024/2230](#)

Stonebridgelands, Front Road, Woodchurch, TN26 3SL.

Lawful Development Certificate - Existing - The garden area hatched in green has been continuously used as a residential garden as part of the residential curtilage of Stonebridgelands since 1989.

5. New Litter Bins, Memorial Bench and Happy to Chat Seat

To agree on a date to a walk around the village to decide the locations for the new bins. At the same time to decide locations for new memorial bench and to designate a seat as "Happy to Chat" seat.

To consider offering the 8 replaced cast iron bins to residents each for a minimum donation.

6. Staffing Committee

To agree a date for the next Staffing Committee to review salaries and government's increase in National Insurance prior to agreeing next year's budget.

7. Highways Improvement Plan (HIP)

To receive an update on the meeting with Kent Highways held on 16th December, discussing the Highways Improvement Plan.

8. Village Plan

To review the [village plan](#), and agree any amendments or updates.

9. Neighbourhood Plan

To consider and agree for a Siggie Nepp to speak to Woodchurch Parish Council about the process of drawing up a Neighbourhood Plan. Siggie Nepp was involved in the

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process of creating Tenterden Town Council's Neighbourhood Plan, she would be speaking as an individual rather than a representative of Tenterden Town Council. There would no consultancy fee associated with this, but if the Parish Council were to agree to a donation towards Tenterden Wildlife that would be appreciated.

10. Meeting Dates 2025-2026

To agree the Council and Committee meetings dates for 2025-26. The Parish Council meetings are held on the 4th Thursday of each month.

To note that the Memorial Hall and Annexe is taken on the 4th Thursday in May 2025. In this instance to hold the meeting on the following week Thursday 29th May 2025.

11. Finances.

11.1. Review 2025-2026 Budget

[Revised 2025-2026 Draft Budget.](#)

To note any revisions in the draft budget with a view to agreeing a final version in January 2025.

11.2. Items for Payment and Bank Reconciliation.

To agree the items for December 2024 payment and the November 2024 bank reconciliation.

Items for December 2024 Payment

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Items For Payment December 2024					
Payments Made since the last Meeting					
Direct Debit	EDF	Pavilon Electricity	Amount	66.00	Vat
			£		£ -
BACS			£	-	£ -
BACS			£	-	£ -
BACS			£	-	£ -
			£	-	£ -
Subtotal			£	66.00	£ -
Items for Approval					
Payment Method	Payee	Description	Total payable	VAT	
Bacs	Salaries (TBC)	Salaries	£ 1,275.04	£	-
Bacs	I Philo	Petrol	£ 32.40	£	-
Bacs	HMRC (TBC)	PAYE	£ 117.14	£	-
Bacs	Memorial Hall	Electricity Tokens	£ 60.00	£	-
Bacs	FGS Pilcher	Power to Village Green	£ 6,331.32	£	1,055.22
Bacs	SLCC	Membership Renewal	£ 190.00	£	-
Bacs	Woodchurch Sheds	Donation for Drill	£ 175.00	£	-
Bacs	Black Forge	Deposit for Village Pump Restoration	£ 825.00	£	137.50
Bacs			£ -	£	-
Bacs			£ -	£	-
Subtotal			£ 9,005.90		
Total			£ 9,071.90	£ 1,192.72	

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Bank reconciliation for November 2024

November 2024 Bank Reconciliation

Cash Book Opening Balace		11415.67
	Receipts	Payments
Precept	£0.00	£0.00
Transfer	£0.00	£0.00
VAT Refund	£0.00	£0.00
Salary Including HMRC	£0.00	£1,487.50
Grants and Donations	£0.00	£0.00
Projects	£0.00	£0.00
VGC Maintenance Agreement	£0.00	£433.63
Running Costs	£0.00	£157.48
Income	£0.00	
Expenditure		£2,078.61
Cashbook Balance (A)	£0.00	£9,337.06
Bank Statement Balance		£11,415.67
Income		£0.00
Expenditure		£2,078.61
Bank Closing Balance (B)		£9,337.06
Difference (A - B)		£0.00
Deposit Account		£76,162.28
Interest		£68.86
Transfer		£0.00
Total		£76,231.14
Total Funds		£85,568.20

12. Correspondence.

William Mackay at Ashford Borough Council has granted an extension to submit the precept request to the 24th January 2025.

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Had interest from resident in the vacant Councillor position.

13. Items for Information or Agenda for Next Meeting.

14. Date and Venue of Next Meeting

Thursday 23rd January 2025 starting at 7.00 pm at Memorial Hall Annexe.