

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 27th March 2025 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 Manager and RFO)
22nd February 2025

(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 [Draft Minutes of the meeting held on 27th February 2025](#) 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. ENF/2025/0043

Land between, 82-120 Front Road, Woodchurch TN26 3SE

Alleged Breach: Alleged out of hours working and site operatives parking on road.

To note the enforcement officer conducted a site visit on 17 March 2025, and will discuss the findings with their manager before deciding what action to take.

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4.2. There are no planning applications.

5. Village Plan

To review and discuss and agree the draft [Village Plan for 2025-2026](#).

6. The Hub Power Upgrade

To note that the power upgrade to the Hub building has been completed. There is an outstanding electrician payment yet to be invoiced of £2100 plus VAT.

7. Litter Bins

To note the 8 new litter bins have now replaced existing cast iron versions. Five cast iron bins have been sold and donations left at the Hub, and four have been collected. The Hub has collected the cash donations on behalf of the Parish Council. These will be paid into the Council's bank account. The £548 for the work carried out has been paid to the contractor.

8. Water Pump Renovation

Black Forge anticipate work to commence on the restoration towards the end of March and April, weather permitting. The restoration work will be mostly carried out on-site.

9. Pond Wood Solar Farm

To consider what actions available if any following correspondence received from [Pegasus regarding a proposed solar farm at Pond Wood](#).

10. New Financial Regulations

To review and agree to the updated [Financial Regulations](#) as recommended by NALC.

11. Memorial Hall Price Changes

To note the change in the pricing structure of room hire effective from June 2025. The price will increase to £13 from £10 and will include the cost of electricity as the token base system will cease.

12. Memorial Bench Request

Memorial bench request from a resident. The favoured position on the village green adjacent to Front Road has been taken. The Village Green Charity is considering creating a position at the bottom of The Green.

13. Playground Surface Repair

To agree to playground surface repair by Aspire at £268.00 plus VAT.

14. Finances.

There was additional income of £129.00 in February. This was a refund from the

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Planning Portal.

Funds in the bank after items approved are paid will be £52,801.62. There is £2520 outstanding payment for Hub electric work. This will leave a balance to carry forward of £50,281.62.

From this £19,100 for unspent earmarked and £20,000 general reserve must be deducted. In addition it will need to be minuted that the final village pump restoration payment £2,100 will have to be invoiced in the 2025-2026 year and also subtracted from the £50,281.62 which would leave £9,081.62.

There is currently £7,030 VAT to recover for the 2024-2025 year.

14.1. Items for Payment and Bank Reconciliation.

Items for March 2025 Payment

Items For Payment March 2025					
Payments Made since the last Meeting					
			Amount	Vat	
Direct Debit	EDF	Pavilon Electricity (Current Balance £172.34 due)	£ 66.00	£	-
BACS	Castle Water	Pavilon Water	£ 9.64	£	-
BACS	✓ Stephen Brignall	Waste Bin Removal & Repalcement	£ 548.00	£	-
			£ -	£	-
			£ -	£	-
Subtotal			£ 623.64	£	-
Items for Approval New Beneficiary					
Payment Method		Payee	Description	Total payable	VAT
Bacs		Salaries (TBC)	Salaries Including Backpay	£ 1,476.29	£ -
Bacs		I Philo	Petrol	£ 32.40	£ -
Bacs		HMRC (TBC)	PAYE	£ 132.37	£ -
Bacs		Maiden Accountancy	PAYE Services (Jan-March 2025)	£ 36.00	£ 6.00
Bacs				£ -	£ -
Bacs				£ -	£ -
Bacs				£ -	£ -
Bacs				£ -	£ -
Bacs				£ -	£ -
Bacs				£ -	£ -
Subtotal				£ 1,677.06	
Total				£ 2,300.70	£ 6.00

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Bank reconciliation for February 2024

February 2025 Bank Reconciliation

Cash Book Opening Balace		2954.55
	Receipts	Payments
Precept	£0.00	£0.00
Transfer	£13,000.00	£0.00
VAT Refund	£0.00	£0.00
Salary Including HMRC	£0.00	£1,897.41
Grants and Donations	£0.00	£0.00
Projects	£0.00	£9,554.00
VGC Maintenance Agreement	£0.00	£137.64
Running Costs	£129.00	£1,805.08
Income	£13,129.00	
Expenditure		£13,394.13
Cashbook Balance (A)	£13,129.00	£2,689.42
Bank Statement Balance		£2,954.55
Transfer		£13,000.00
Income		£129.00
Expenditure		£13,394.13
Bank Closing Balance (B)		£2,689.42
Difference (A - B)		£0.00
Deposit Account		£65,351.54
Interest		£60.36
Transfer		-£13,000.00
Total		£52,411.90
Total Funds		£55,101.32

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Receipts & Payments February 2025

Receipts and Payments February 2025					
Receipts			Amount	Vat	
Bacs	Planning Portal	Refund	£ 129.00	£	-
			£ -	£	-
Bacs	Lloyds	Interest	£ 60.36	£	-
			£ -	£	-
			£ -	£	-
Total			£ 189.36	£	-
Payments					
	Payee	Description	Total payable	VAT	
Bacs	Salaries	Salaries	£ 1,615.31	£	-
Bacs	I Philo	Travel	£ 32.40	£	-
Bacs	HMRC	PAYE	£ 282.10	£	-
D Debit	EDF	Pavilion Electricity	£ 66.00	£	-
Bacs	ASEH	WC Refurb Final Payment	£ 2,822.00	£	-
D Debit	Castle Water	Pavilion Water	£ 10.37	£	-
Bacs	Commercial Services	Gang Mow	£ 61.27	£	-
Bacs	FGS Pilcher	Trench and Cabling Prep	£ 6,732.00	£	-
Bacs	G Bugden	VG Extension Hedge Cut	£ 150.00	£	-
Bacs	Noticeboard Company	Noticeboard	£ 1,498.68	£	-
Bacs	Memorial Hall	Hall Hire to Dec 2025	£ 124.00	£	-
Bacs			£ -	£	-
Bacs			£ -	£	-
Total			£ 13,394.13		
Transfers		From	To		
Bacs	Deposit A/C	Current A/C	£ 2,000.00		
Bacs	Deposit A/C	Current A/C	£ 11,000.00		
Total			£ 13,000.00		

15. Correspondence.

The Parish Manager has received correspondence showing interest in the Parish Council vacancy.

16. Items for Information or Agenda for Next Meeting.

Developer requested speak on a proposal regarding developing land to the North of 14 and 15 Kirkwood Avenue.

Flagpole maintenance will take place on 15th April.

17. Date and Venue of Next Meeting

Thursday 24th April 2025 starting at 7.00 pm at Memorial Hall Annexe.