

# WOODCHURCH PARISH COUNCIL

## MINUTES 243

### Minutes of the Ordinary Meeting of the Parish Council held on Thursday 25<sup>th</sup> September 2025

The meeting started at 7.00 pm.

#### **In attendance:**

Councillors Lucy Quinn (Chair), Wade Nash, Roger Knight, Peter Ruddick, Rob Woods, Chris Carter and Wendy Swift.

Also in attendance were Ian Philo the Parish Manager, Ashford Borough Councillor Aline Hicks, and Neighbourhood Watch Co-ordinator Peter New. There were 6 members of the public present.

#### **1. Apologies for Absence**

Councillors Gina McKay and Neil McKay sent their apologies.

#### **2. Councillor Disclosure of Interests**

The Parish Council unanimously agreed to disclose their local groups, charities and Community Interest bodies, considering these bodies link with other external businesses and groups (See Appendix 1)

The Parish Council also unanimously agreed to publish these interests on the Parish Council website.

#### **3. Declarations of Interest**

##### **3.1. Disclosable Pecuniary Interests**

None.

##### **3.2. Other Significant Interests**

Councillor Lucy Quinn declared an interest in Item 7.

Councillor Wade Nash declared an interest in Items 7, 6.1, 6.2 and 6.3.

Councillor Rob Woods declared an interest in Item 15.

##### **3.3. Other Interests**

None

#### **4. Clarification of Parish Council's Position with CS Developments and Survey**

The Parish Council agreed that the Councillors had had no correspondence with Mr Suggitt, CS Developments, or his associated companies, since his attendance at the 25<sup>th</sup> March 2025 Parish Council meeting.

The Parish Council also agreed that the Council was in no way connected with the survey carried out by CS Developments.

#### **5. Acceptance of Minutes.**

The minutes of the Ordinary Meeting held on the 28<sup>th</sup> August 2025 were agreed 7-0 as a true record and were signed by the Chair.

#### **Meeting adjourned for public participation 7.15 pm..**

Ashford Borough Councillor Aline Hicks advised that the site manager for the Cala Home development was David Yeo.

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Councillor Hicks also pointed out that Ashford Borough Council has the ability for residents to express their concern over land use in the Local Plan.

There was a lengthy discussion relating to the recent CS Development's survey. Whereas it was now clear that the survey was in no way connected with the Parish Council, some residents questioned the validity of the CS Development survey and expressed concern that it was subjective rather than objective, biased, and distorted information from the Parish Council's 2023 community survey.

It was noted that the Hub was only compiling the results and in no way analysing them, the latter would be carried out by CS Developments.

A resident enquired what was the relationship between The Hub and The Parish Council. The Parish Council took the opportunity to make clear that The Hub was a private organisation, and a completely separate entity to the Parish Council which has no say in the day to day running of The Hub. The Hub leases the building from the Parish Council. The Parish Council also made it very clear that should there be a planning application, any Parish Council's decision would not take into account any private survey on that application and was under no obligation to do so. Any decision would be based entirely on planning grounds only.

Neighbourhood Watch Representative Peter New gave his September report, which was upbeat. He was taking a zero tolerance stance on anti-social behaviour, and had met with the Darren Laker the officer responsible for the area. He was already working on the 2026 plan, and as a result looking at crime trends. It was noted that criminals were attracted to building sites once work commences, and that a diesel tank was stolen on the first day work began on Front Road development. There was concern at the low level of reporting, and therefore the monthly reports are designed to warn residents with the aim of crime prevention, and reporting crime no matter how minor was imperative.

**Meeting reconvened at 7:55 pm.**

## **6. Planning applications**

### **6.1. PA/2025/1520**

Henden Place, 15 The Green, Woodchurch, Ashford, TN26 3PF

Listed building consent for joinery repairs to two ground floor front bay windows (southwest facing) and replacement of two third floor attic dormer windows (southeast and northeast facing) and one side door (southeast facing).

The Parish Council thought this to be a fairly straight forward application with no reason to object.

The Parish Council voted 6-0 (with 1 abstention) to support this application.

### **6.2. OTH/2025/1600**

99 Lower Road, Woodchurch, TN26 3SG

Berridge Farm, Brook Street, Woodchurch, Ashford, TN26 3SX.

Details submitted pursuant to conditions 1 (Boundary Treatments and Bin Storage), 2 (Landscaping Scheme) & 3 (Biodiversity) of planning permission PA/2025/0478.

The Parish Council saw this as a routine application, and voted 6-0 (with 1 abstention) to support this application.

**6.3. PA/2025/1681**

Brook Farm, Brook Street, Woodchurch, TN26 3SR

Proposed erection of a poolside building.

The Parish Council considered this application to be sympathetic and complimentary to the listed building.

The Parish Council voted 6-0 (with 1 abstention) to support this application.

**7. Grant to Woodchurch Village Carnival**

The Parish Council received an application from the Woodchurch Village Carnival committee for grant funding of £450 to fund the marching band that will lead the procession and also perform in the arena later in the day.

The Parish Council reviewed the application and voted 5-0 (with 2 abstentions) to grant £450 to the Woodchurch Village Carnival.

**8. Policies**

The Parish Council unanimously agreed to the following policies, pending the amendment of a couple of typos.:

**Health and Safety Policy**

**Memorial Bench Policy**

The Chair would sign the corrected policies at the 23rd October 2025 meeting.

**9. Flag Flying Protocol**

The Parish Council reviewed the Flag Flying Protocol, but agreed that whereas the Parish Council supports this the flagpole is the property of the Village Green Charity and as such the protocol needs amending to reflect that.

**10. Neighbourhood Watch Meeting 3<sup>rd</sup> October 2025**

It was agreed that Councillor Chris Carter would attend the Neighbourhood Watch meeting at Tesco Park Farm Community Room on 3<sup>rd</sup> October 2025

**11. KALC AGM 2025**

The Parish Council unanimously agreed that there were no motions to put forward for consideration at the 22<sup>nd</sup> November 2025 KALC AGM meeting.

**12. Pavilion Consultation Working Group.**

Due to Councillor illness and vacations there was no update, and this was deferred to the next meeting.

**13. Installing Noticeboard, Remaining Bins, Refixing 8 New Bins**

The Parish Manager and Councillor Wade Nash would erect the new noticeboard opposite the surgery, and re-anchor the loose bins installed earlier in the year. The Parish Council unanimously agreed to that part of the R Fernaux quote relating to installing the new waste bins and removing the remaining cast iron ones, subject to the Parish Manager not receiving a lower quote.

**14. Remembrance Day Wreath.**

The Parish Council unanimously agreed to donate up to £50 for a poppy wreath for Remembrance Day.

### **15. Bus Stop Shelter Grant**

The Parish Council reviewed all the bus stop locations. It was agreed that the two bus stop shelters at Shirkoak Park were in good order and were not in need of repair work. A new bus shelter outside the church was impractical due to lack of space. The Parish Council agreed most likely location for a new, but subtle shelter was on the south bound green area close to Kirkwood Avenue. The Parish Council would assess resident opinion nearby and report back to the Council.

### **16. Community Warden**

The introduction of a community warden was originally part of a proactive response to a need identified in the community survey and addressed in the Village Plan. However, since then the Parish Council considered that an active Neighbourhood Watch had grown in strength and there was more police presence, it was felt that the funds earmarked for this project could be put to other uses and get value for money. The Parish Council therefore unanimously agreed not to pursue the need for a community warden.

### **17. Finances**

August total Payments were £2,444.59.

August total Receipts were £38.60 interest on savings account.

£2,000 was transferred from the savings account to the current account to maintain adequate funds for payments.

It was noted that general reserves stood at £29,570 which included unallocated reserves of £10,090 at 31st August 2025.

Funds in the bank stood at £59,814.47

The Parish Manager will transfer up to £5,000 from the savings to the current account to ensure sufficient funds in the current account to meet payments due, subject to not receiving the second instalment of the precept.

## **Summary Year to Date (31<sup>st</sup> August 2025)**

| 2025-2026 FINANCIAL SUMMARY YEAR TO DATE          |               |             |                    |                    |
|---|---------------|-------------|--------------------|--------------------|
| <b>Bank Balance</b>                               |               |             |                    |                    |
| Current Account Balance                           |               | £           | 2,154.35           |                    |
| Deposit Account Balance                           |               | £           | 57,660.12          |                    |
| <b>Total A</b>                                    |               | <b>£</b>    | <b>59,814.47</b>   | <b>A</b>           |
| <b>Total Receipts</b>                             |               |             |                    |                    |
| Precept   |               | £           | 22,325.00          |                    |
| Other Receipts                                    |               | £           | 7,087.53           |                    |
| <b>TOTAL RECEIPTS</b>                             |               | <b>£</b>    | <b>29,412.53</b>   |                    |
| <b>Payments</b>                                   |               |             |                    |                    |
|   |               |             | <b>% of Budget</b> |                    |
| Clerical Services (Staffing)                      | £             | 8,278.09    | 42.02%             |                    |
| Clerical (Finance & Legal)                        | £             | 477.16      | 49.70%             |                    |
| Clerical (Subscriptions)                          | £             | 2,986.71    | 62.35%             |                    |
| Assets/Amenities                                  | £             | -           | 0.00%              |                    |
| Village Green Maintenance Agreement               | £             | 2,158.49    | 44.41%             |                    |
| Grants & Donations                                | £             | 916.40      | 35.94%             |                    |
| Earmarked Reserve Payments                        | £             | 1,073.70    | 3.63%              |                    |
| Outstanding 2024-2025 Payments                    | £             | 4,812.00    |                    |                    |
| VAT Paid on Above                                 | £             | 1,988.21    |                    |                    |
| <b>TOTAL PAYMENTS</b>                             |               | <b>£</b>    | <b>22,740.76</b>   |                    |
|   | <b>Budget</b> | <b>Used</b> | <b>Remaining</b>   | <b>% of Budget</b> |
| <b>Earmarked B</b>                                | £ 29,550.00   | £ 1,073.70  | £ 28,476.30        | 3.63% <b>B</b>     |
| <b>Running Cost Reserves Available C (A-B)</b>    |               |             | <b>£ 31,338.17</b> | <b>C</b>           |
| <b>Parish Council Finances to March 31st 2026</b> |               |             |                    |                    |
| Precept Due D                                     | £ 44,650.00   | £ 22,325.00 | £ 22,325.00        | <b>D</b>           |
| Running Cost Payments Remaining E                 | £ 38,960.00   | £ 14,866.85 | £ 24,093.15        | 38.16% <b>E</b>    |
| <b>General Reserve C+D-E</b>                      |               |             | <b>£ 29,570.02</b> |                    |
| Less Minimum Emergency Reserve                    | £ 19,480.00   | £ -         | £ 19,480.00        |                    |
| <b>Unallocated Reserve</b>                        |               |             | <b>£ 10,090.02</b> |                    |
| VAT to Recover                                    |               |             | £ 1,988.21         |                    |

### 17.1. Items For August 2025 Payment and July 2025 Bank Reconciliation

To note the additional item for payment of £825 to Black Forge for the Water Pump restoration completion.

The Parish Council unanimously agreed the items for August 2025 payment and the July 2025 bank reconciliation.

| Items For Payment September 2025     |              |                               |                                      |               |          |
|--------------------------------------|--------------|-------------------------------|--------------------------------------|---------------|----------|
| Payments Made since the last Meeting |              |                               |                                      |               |          |
| Direct Debit                         | EDF          | Pavilion Electricity          | £                                    | 90.43         | £ -      |
| Direct Debit                         | Lloyds Bank  | Service Charge                | £                                    | 4.25          | £ -      |
| Direct Debit                         | Castle Water | Pavilion water                | £                                    | 12.91         | £ -      |
| Direct Debit                         |              |                               | £                                    | -             | £ -      |
|                                      |              |                               | £                                    | -             | £ -      |
| Subtotal                             |              |                               | £                                    | 107.59        | £ -      |
| Items for Approval                   |              |                               |                                      |               |          |
| Payment Method                       | New Payee    | Payee                         | Description                          | Total payable | VAT      |
| Bacs                                 |              | Salaries                      | Salaries                             | £ 1,329.48    | £ -      |
| Bacs                                 |              | I Philo                       | Petrol                               | £ 32.40       | £ -      |
| Bacs                                 |              | HMRC                          | PAYE                                 | £ 200.36      | £ -      |
| Bacs                                 |              | ARW Kirk                      | Wildflower Meadow Cut                | £ 564.00      | £ 94.00  |
| Bacs                                 |              | Chartway Janitorial           | Litter Bin Bags (100)                | £ 23.88       | £ 3.98   |
| Bacs                                 |              | I Philo                       | Defib Warehouse (Pads)               | £ 170.40      | £ 28.40  |
| Bacs                                 |              | Eventbrite                    | Cllr Training (WS)                   | £ 60.00       | £ 10.00  |
| Bacs                                 |              | Memorial Hall                 | Meeting Room                         | £ 10.00       | £ -      |
| Bacs                                 |              | Black Forge                   | Water Pump Final Instalment          | £ 825.00      | £ 137.50 |
| Bacs                                 |              | Mulberry                      | AGAR Training (Parish Manager)       | £ 18.00       | £ 3.00   |
| Bacs                                 |              | NALC                          | Cllr Training (GM)                   | £ 42.00       | £ 7.00   |
| Bacs                                 | ✓            | Woodchurch Carnival Committee | Grant to Cover Parade and Arena Band | £ 450.00      | £ -      |
| BACS                                 | ✓            | Oakden Tree                   | Ash Tree Pollard                     | £ 1,080.00    | £ 180.00 |
| Subtotal                             |              |                               | £                                    | 4,805.52      |          |
| Total May Payments To Be Approved    |              |                               | £                                    | 4,913.11      | £ 463.88 |

| August 2025 Bank Reconciliation |           |                   |
|---------------------------------|-----------|-------------------|
| Cash Book                       |           |                   |
| Cash Book Opening Balance       |           | £2,598.94         |
|                                 | Receipts  | Payments          |
| Precept                         | £0.00     | £0.00             |
| Transfer                        | £2,000.00 | £0.00             |
| VAT Refund                      | £0.00     | £0.00             |
| Staffing Costs                  | £0.00     | £1,798.22         |
| Grants and Donations            | £0.00     | £0.00             |
| Projects                        | £0.00     | £0.00             |
| VGC Maintenance Agreement       | £0.00     | £595.12           |
| Running Costs                   | £0.00     | £51.25            |
| Contingency / Gen Reserve       | £0.00     | £0.00             |
| Income                          | £2,000.00 |                   |
| Expenditure                     |           | £2,444.59         |
| Cashbook Month Closing Balance  |           | £2,154.35         |
| Deposit Opening Balance         |           | £59,621.52        |
| Transfers                       | £0.00     | £2,000.00         |
| Interest                        | £38.60    |                   |
|                                 | £38.60    | £2,000.00         |
| Deposit Closing Balance         |           | £57,660.12        |
| <b>Cash Book Total (A)</b>      |           | <b>£59,814.47</b> |
| Bank Statements                 |           |                   |
| Current Account                 |           |                   |
| Opening Bank Statement Balance  |           | £2,598.94         |
| Deposits                        |           | £0.00             |
| Outgoings                       | £2,444.59 | £0.00             |
| Transfer                        | £0.00     | £2,000.00         |
| Bank Closing Balance            |           | £2,154.35         |
| Deposit Account                 |           |                   |
|                                 |           | £59,621.52        |
| Interest                        |           | £38.60            |
| Transfer                        |           | -£2,000.00        |
| Transfer                        |           | £0.00             |
| Total                           |           | £57,660.12        |
| <b>Total Funds (B)</b>          |           | <b>£59,814.47</b> |
| Reconciliation                  |           |                   |
| Difference (A - B)              |           | £0.00             |

### Receipts and Payments for July 2025

| Receipts and Payments August 2025 |                     |                      |                      |                 |
|-----------------------------------|---------------------|----------------------|----------------------|-----------------|
| <b>Receipts</b>                   |                     |                      | Amount               | Vat             |
| Bacs                              | Lloyds              | Interest             | £ 38.60              | £ -             |
|                                   |                     |                      | £ -                  | £ -             |
|                                   |                     |                      | £ -                  | £ -             |
|                                   |                     |                      | £ -                  | £ -             |
|                                   |                     |                      | £ -                  | £ -             |
| <b>Total</b>                      |                     |                      | £ 38.60              | £ -             |
| <b>Payments</b>                   |                     |                      |                      |                 |
|                                   | <b>Payee</b>        | <b>Description</b>   | <b>Total payable</b> | <b>VAT</b>      |
| Bacs                              | Salaries            | Salaries             | £ 1,493.48           | £ -             |
| Bacs                              | I Philo             | Travel               | £ 32.40              | £ -             |
| Bacs                              | HMRC                | PAYE Inc NI          | £ 272.34             | £ -             |
| D Debit                           | EDF                 | Pavilion Electricity | £ 90.43              | £ -             |
| D Debit                           | Lloyds              | Service Fee          | £ 4.25               | £ -             |
| D Debit                           | Castle Water        | Pavilion Water       | £ 14.84              | £ -             |
| D Debit                           | ICO                 | ICO Renewal          | £ 47.00              | £ -             |
| Bacs                              | Commercial Services | Playing Field Cut    | £ 474.26             | £ -             |
| Bacs                              | D Jarvis            | Mowe/Strimmer Fuel   | £ 15.59              | £ -             |
|                                   |                     |                      | £ -                  | £ -             |
|                                   |                     |                      | £ -                  | £ -             |
|                                   |                     |                      | £ -                  | £ -             |
|                                   |                     |                      | £ -                  | £ -             |
|                                   |                     |                      | £ -                  | £ -             |
| <b>Total</b>                      |                     |                      | £ 2,444.59           | £ -             |
| <b>Transfers</b>                  |                     |                      |                      |                 |
|                                   | <b>Deposit A/C</b>  | <b>£</b>             | <b>Current A/C</b>   | <b>£</b>        |
| Transfers                         |                     | -2,000.00            |                      | 2,000.00        |
| Transfers                         |                     | 0.00                 |                      | 0.00            |
| <b>Total</b>                      |                     | <b>-2,000.00</b>     |                      | <b>2,000.00</b> |

### 18. Correspondence.

Reverend Sue of Parish of Dens Wood Church was unable to attend the Septemebr meeting. The Church and Woodchurch Remembers to meet to discuss the arrangements.

The Parish Manager met with the Davies family associated with the new memorial bench to be installed on the village green near the car park. The position has been marked out. The cost, base construction and installation will be borne by the Davies. Resident of ERHA house in Bridge Close wrote to the Parish Council requesting assistance relating to structural issues with their property (email was circulated to Councillors). The Parish Manager requested permission to forward the details to building control and the local MP. The Ashford Borough Councillors are aware of the issue.



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

The Parish Manager has contacted the volunteer for cleaning the war memorial, and will liaise with Woodchurch Remembers relating to the war memorial cleaning.

An update on the Woodchurch Windmill.

Veteran Oak on the village green extension will require some dead wood to be removed as there may be a danger of some falling during high winds. The Parish Manager was procuring quotes.

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

The next meeting will be held at 7pm on Thursday the 23<sup>rd</sup> October 2025 in the Memorial Hall Annexe.

The Meeting concluded at 8:45pm.

Signed \_\_\_\_\_  
Chair

Dated \_\_\_\_\_

**21. Pursuant to section 1) of the Public Bodies (Admissions Act) 1960, to agree that, because of the confidential nature of the business to be transacted, the public and press leave the meeting during the item regarding the litter-picker/caretaker contract.**

The Parish Council unanimously agreed to the recommendations relating to the Litter-Picker/Caretaker contract and job description.

The Parish Council also unanimously agreed to an increase of £27.90 per week, in remuneration, effective 1<sup>st</sup> October 2025, to more accurately reflect the going rate for a Caretaker offset by savings on Community Warden project.

The Parish Council also agreed to vire funds from that project to salaries of up to £1,400 to cover the additional funds required for the Caretaker role.

### Appendix 1

|               |   |
|---------------|---|
| Lucy Quinn    | Woodchurch Village Carnival   |
| Wade Nash     | Woodchurch Hub<br>Woodchurch Memorial Hall<br>Woodchurch Museum<br>Woodchurch Village Carnival<br>Legg Charity<br>Windmill Charity<br>Village Green Charity |
| Rob Woods     | Woodchurch Players<br>Kirkwood Avenue Residents Association   |
| Peter Ruddick | RWWY Dementia Group<br>Woodchurch Men's Shed  |
| Roger Knight  | None  |
| Wendy Swift   | None  |
| Chris Carter  | None  |
|               |   |
|               |   |