

# 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 25<sup>th</sup> July 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> July 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, 27<sup>th</sup> June 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.**

# Woodchurch Parish Council

---

## 4. Planning Applications for Consideration

### 4.1. [PA/2024/1214](#)

Woodchurch House, Site Containers At, Brook Street, Woodchurch, TN26 3SN. Variation of condition 2 (Approved plans) of planning permission PA/2023/1852 for "Variation of condition 2 (approved plans) of planning permission 22/00226/AS for Erection of a two storey building comprising 10 housing with care units (class C2) and 10 parking spaces to allow for changes to footprint, internal layout, fenestration and adjustment to ridge level, addition of Solar PV panels to the roof." to allow changes to the fenestration, internal layout and adjustment to the ridge level of part of the new building.

### 4.2. [NOT/2023/2160](#)

Appeal hearing set for 8<sup>th</sup> October 2024.

Land off Front Road, Woodchurch, Kent, TN26 3SA. Reserved matters application for the approval of appearance, landscaping, layout, and scale for the erection of 40 dwellings (including affordable housing and 2 custom-build units), structural planting and landscaping, public open space with ecological enhancements, children's play area, surface water flood mitigation, vehicular access point, and associated ancillary works and infrastructure pursuant to outline planning permission 21/01284/AS

## 5. Woodchurch Windmill.

To consider the following:

1. Look at nominating the Windmill as an "Asset of Community Value". This would give a right for the community to have up to 6 months to raise funds to make a bid if it were to come up for sale, before it can be offered on the open market.

<https://mycommunity.org.uk/nominating-an-asset-of-community-value-acv-and-community-right-to-bid>

2. Hold a public meeting in September, subject to the meeting below, inviting the portfolio holder to attend to ascertain the village interest in the windmill. It could be agreed that the meeting is not minuted if that would help them feel more inclined to attend.

There is a meeting at Ashford Borough Council Committee Room at 10:00 am on 31<sup>st</sup> July 2024 to discuss the windmill. There is no set agenda, there may be value in sending a representative from the Parish Council.

## 6. Noticeboard Planning Application.

To agree to submit full planning application to erect the Parish Council Noticeboard on the village green. The fee is £216.50 therefore no discount as the Parish Council is not the landowner.

# Woodchurch Parish Council

---

## **7. Traffic Monitoring.**

To agree next steps to be taken (if any) now that all the traffic monitoring has been completed by KCC and reported back to the Parish Council.

[Bethersden Road](#)

[Front Road](#)

[Lower Road](#)

[Redbrook Street](#)

[Susans Hill](#)

## **8. Local Plan.**

To receive comments from Councillors on the Ashford Borough Council roadshow on the Local Plan, to form feedback to ABC.

## **9. Village Plan.**

To agree the dates of the meeting of The Committee of The Whole Council.

## **10. Maintenance Agreement.**

To review and agree to revised Maintenance Agreement from solicitor. [Maintenance Agreement.](#)

## **11. Report by The Staffing Committee.**

To receive and note the draft minutes of the Staffing Committee of 9th July 2024 and to receive a verbal report with recommendations from Councillor Rob Woods.

## **12. Hub Lease.**

To review the revised shortened draft lease agreement. (Still to be received from Wellers).

## **13. Defibrillators.**

The defibrillators are not registered on any recognised networks.

The pads on the defibrillators are reach their expiry date at the end of the month.

To agree to spend up to £270 plus VAT per pad (three in total). Once replaced to register on The Circuit network.

## **14. Village Sign Restoration.**

To agree to restoration by Black Forge Art. Whereas obtaining quotes for the restoration of the village sign has been almost impossible, the original manufacturer has inspected the condition and confirms that the metal has sufficient structure to be sand blasted and galvanised. The price for the removal, renovation and reinstallation is £2,500 plus VAT. This is versus the budgeted £1,900.

# Woodchurch Parish Council

---

## **15. Quarterly Parish Council Newsletter Article.**

To agree to a 4 page quarterly article in the Newsletter.

To review the type of content to be included.

## **16. Car Park Potholes.**

Under the management agreement to agree to obtain some quotes for the repair of the potholes in the car park.

## **17. Finances.**

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

To agree on items for payment in July (final list to be confirmed at the meeting) and agree the June bank reconciliation (see below).

Please note that:

£891.01 in items for payment in June and agreed to The Village Green Charity did not go through until July 2<sup>nd</sup>.

A £13.51 direct debit to Castle Water came through after the agenda was posted. This has been noted in July Items for Payment below.

List of items to be checked and signed.

**17.2.** Agree to transfer £5,000 from the savings account to the current account.

**17.3.** First Quarter Report.

## **18. Correspondence.**

It has been highlighted that deadwood in a mature Oak tree and an adjacent Ash tree might need attention. A tree surgeon has inspected and suggested reducing the Ash tree by around 30%. The dead wood in the Oak tree does not require urgently removing. Ashford Borough Tree Officer advises that the dead wood can be removed at anytime without planning permission, however, planning will be required for work on the Ash tree.

Received enquiry from a resident interested in becoming a councillor, the legal requirements as laid out by the Electoral Commission are met.

Had an offer from a resident to clean the War Memorial using metrial used on the graves in the churchyard. However, The War Memorial Trust advises just two cleaning

# Woodchurch Parish Council

---

processes: Soapy water with stiff nylon bristle brushes, or specialised steam cleaning.

## 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, 22<sup>nd</sup> August 2024 starting at 7.00 pm at Memorial Hall Annexe.

<b>Bank Reconciliation</b>	<b>June 2024</b>
Opening Balance	<b>£7046.54</b>
Salaries & HMRC	1382.20
Running Costs	42.40
Management Agreement Pavilion Utilities	79.51
Total	£1504.11
Income	560.00
Expenditure	1504.11
<b>Cashbook Closing Balance</b>	<b>£6102.43</b>
<b>Bank Statement Balance</b>	<b>£7046.54</b>
Income	560.00
Expenditure	1504.11
<b>Bank Closing Balance</b>	<b>£6102.43</b>
<b>Difference</b>	<b>0.00</b>
<b>Reserve Account</b>	
Opening Balance	80776.12
Transfer to Current A/C	0.00
Interest	92.07

# Woodchurch Parish Council

---

**Balance** **£80873.19**

**Total Held at June 30 2024** **£86975.62**

<b><u>Items for Payment</u></b>	<b><u>July 2024</u></b>
Salaries & HMRC (TBC)	1182.00
VGC Maintenance Agreement (EDF)	66.00
VGC Maintenance Agreement (Castle Water June)	13.51
Ian Philo (Petrol reimbursement)	32.40
ICO (Annual subscription)	40.00
Netwise (Construct WPC website and support)	928.80
AMJ (6 monthly MS O365 & Support)	802.80
Mauden Accountancy (PAYE services)	36.00
Stuart Oliver Garden Machinery (Mower service)	167.27
<b>Total</b>	<b>£ 3268.78</b>
(VAT recoverable)	£ 322.48)