

SHADOXHURST PARISH COUNCIL

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MINUTES 384

Minutes of the Annual Parish Council Meeting held at The Village Hall, Shadoxhurst on Wednesday, 13 May 2015, following the Annual Parish Assembly

PRESENT: Mr W Hollands (Chair), Miss M Smith, Mrs J Kozlowski, and Mr S Frost

PARISH CLERK: Mrs J Batt

BOROUGH COUNCILLORS: Mrs A Hicks and Mr G Bradford

COUNTY COUNCILLOR:

MEMBERS OF THE PUBLIC: There were 18 Members of the Public present for part of the meeting

1. **ELECTION OF CHAIRMAN**

Miss Smith proposed Mr Hollands, seconded by Mr Frost. There were no other nominations. Mr Hollands accepted the position of Chairman. Unanimous

Chairman to sign Declaration of Acceptance of Office

Mr Hollands signed his Declaration of Acceptance of Office.

2. **APOLOGIES FOR ABSENCE**

An Apology for Absence was received from County Councillor, Mr M Angell .

3. **DECLARATIONS OF INTEREST**

Declarations of Pecuniary Interest

Mr Hollands declared a Pecuniary Interest in Planning Application no 15/00539/AS as he works for the applicant.

Declarations of Significant Interest

There were no Declarations of Significant Interest

i) To note the granting of any Requests for Dispensations and the decision

There were no Requests for Dispensations

ii) Updating of Declarations of Interest

Councillors are reminded that they should update their Declarations of Interest with the Monitoring Officer if necessary.

4. ELECTION OF VICE CHAIRMAN

Mr Frost proposed Mrs Kozlowski, seconded by Miss Smith There were no other nominations. Mrs Kozlowski accepted the position of Vice Chairman. Unanimous

5. PUBLIC INTERVAL

The meeting was opened to the Members of the Public present from 8.05 – 8.24 for questions and comment.

6. ELECTION OF OFFICERS TO COMMITTEES FOR THE TERM OF THE COUNCIL

KALC – Mrs Kozlowski and Mr Frost

Parish Forum – Mrs Kozlowski and Mr Hollands

Police Committees – Miss Smith

Planning Committee – Miss Smith, Mrs Kozlowski, Mr Frost and Mr Hollands (ex officio)

Shadoxhurst Charities – Mrs Kozlowski and Mr Hollands

Village Hall – Not applicable see below

Councillor to serve on reciprocal Complaints Committee for Woodchurch Parish Council if required – Any available councillors

Chilmington Green – Mr Hollands and Mr Frost

Any other committee requested by Councillors - None

7. DELEGATION OF RESPONSIBILITIES FOR THE TERM OF THE COUNCIL

Annual Review of Parish Council Documents – Mr Hollands

Six Monthly Review of Fixed Assets – September and March – Miss Smith, Mr Frost
and Mrs Kozlowski

Six Monthly Risk Assessment – September and March – Miss Smith, Mr Frost
and Mrs Kozlowski

Internal Parish Council Audit – Mr Funnell

Councillors Responsible for Finance – All Councillors

Annual Review of Insurance Arrangements – On receipt of renewal – Mr Hollands

Weekly Play Area Safety Check – Mr Buss

Annual Play Area Safety Check – The Play Inspection Company

Councillor Responsible for Newsletter and Website and Transparency – Mrs Kozlowski

Councillor Responsible for Emails – Mr Frost

Councillor Responsible for Post – All councillors

Councillors Responsible for inspecting the Village Hall – Councillors to continue to take responsibility on a monthly basis

Councillor Responsible Hall during Periods of Hire – 9am – 4pm Parish Clerk

4pm onwards – Mrs Kozlowski

Councillor with Responsibility for Returning Questionnaires – Questionnaires to be completed at meetings

Foothpaths – All Councillors

Tree Warden – Mr Hollands

Any other responsibilities put forward at meeting – None

8. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING

Minutes 383 of the previous meeting were accepted and it was unanimously agreed that Mr Hollands should sign.

Proposed Miss Smith

Seconded Mrs Kozlowski

9. MATTERS FOR REPORT ARISING FROM THE PREVIOUS MINUTES

There were no Matters for Report.

10. CHAIRMAN'S REPORT

Mr Hollands had nothing to report that was not covered on the agenda.

11. RESOLUTION TO ADOPT THE GENERAL POWER OF COMPETENCE

The Clerk reported that the Council has achieved the requirements necessary under the Localism Act 2011, Chapter 1, Part 1, Sections 1-8 to enable members to exercise the General Power of Competence as follows:-

1. It has 6 out of 9 elected councillors
2. The Clerk of the Council holds the Certificate in Local Council Administration (CiLCA)
3. The Clerk of the Council has passed the CiLCA module on the General Power Competence it is recommended that the members consider adopting the General Power of Competence.

RESOLUTION: Shadoxhurst Parish Council resolves from 13 May 2015 until the next relevant Annual Parish Council meeting, that having met the conditions of eligibility as defined in the Localism Act 2011. Chapter 1, Part 1, Sections 1-8 to adopt the General Power of Competence.

Proposed Mr Frost

Seconded Miss Smith

12. VILLAGE HALL, PAVILION, RECREATION FIELD AND VILLAGE GREEN**Inspection of Village Hall following hiring**

Mrs Kozlowski in June and Mr Frost in July.

Field/Car Park/Play Area/Village Sign

Following a discussion with KHS, the Clerk informed Shepherd Neame by telephone that the traffic mirror erected by the Village Sign should be removed until permission has been granted for a mirror on the site, by KHS. Councillors decided not to write an official letter but to monitor the situation.

Registration of Village Green

The registration of the Village Green has been completed and the land has been added to The Register of Town or Village Greens for the County with the reference number VG281.

Maintenance of Village Green

Nothing to report.

Hiring Fees for Village

Deferred to a future meeting.

Village Hall Oven

The meter has now been installed and anyone wishing to use the oven or the overhead heating will need to pay with £1 or £2 coins.

Village Hall Hot Water System

Future Scholars reported that they had hot water today but no heating. The electrician has investigated the problem and dealt with it in the short term, although we may need to replace the timer in the near future.

13. CORRESPONDENCE, FINANCE AND OTHER COUNCIL BUSINESS**Correspondence**

Open Spaces

AON

Clerk and Councils Direct

Councillors were reminded that all correspondence and emails should be directed to the parish council via the Clerk. If councillors are approached by a resident concerning any particular issue they should ask that person to write to the council or to attend a Parish council meeting. Councillors should make it clear that any views expressed during a conversation are their personal views and not those of the Parish Council.

Email Correspondence

No emails were brought to the attention of the council.

Arrangements for dealing with Parish Council Post and Emails

The Clerk will bring all post received to meetings for discussion.

All emails are forwarded to all councillors and Mr Frost will monitor them and bring any of particular importance to Shadoxhurst to the attention of councillors at the next meeting.

Councillors should inform the Clerk if they wish a particular email to be included on an agenda for discussion.

Bank Reconciliation

Opening Balance	23850.89	Balance per Treasurers Account	30044.94
Add Receipts	<u>7328.13</u>	Less uncleared cheques/transfers	<u>6758.27</u>
	31179.02		23286.67
Less Expenses	<u>7892.35</u>		
	23286.67		

Accounts to be Paid

PAYEE	CHQ NO	DETAILS	NET £	VAT £	GROSS £
Mrs J Batt	755	Salary Expenses	469.56 31.05		500.61
Mrs D Harris	756	Village Hall Litter Picking	150.00 50.00		200.00
Mr K Funnell	757	Internal Audit	70.00		70.00
PRS for Music	758	Music Licence	132.41	26.48	158.89
Kingsfords LLP	759	Professional Charges	250.00	50.00	300.00
ABC	760	Rates	2472.00		2472.00
MBK	761	Electrical Work in Hall	785.00	157.00	942.00

Resolution: Councillors unanimously agreed to pay the above accounts and agreed with the following Direct Debit Payments.

EDF - £194.00 – Village Hall

EDF - £17.00 – Pavilion

Proposed Mr Hollands

Seconded Miss Smith

Earmarked Funds

	Balance 14.05.14	+/- May	Balance 13.05.15
Recreation Facilities Budget 15/16	2000.00	+500.00	2500.00
Bulb and Tree Planting + Planters Budget 15/16	150.00	+100.00	250.00
Recycling Credits Received May 2015	1535.86	+508.45	2044.31
TOTAL	3685.86	1108.45	4794.31

Review of Direct Debits

Councillors agreed to continue to pay EDF by Direct Debit for electricity in the Village Hall and Pavilion.

Adoption of Internally Audited accounts and completion of associated paperwork

Councillors were circulated with copies of the summary receipts and payments for the Year ended 31 March 2015.

The Clerk reported that the internal audit took place on 17 April 2015.

The Chairman read through section 2 of the Annual Report and answered all the questions.

The Clerk and Chairman then signed the relevant sections of the Annual Report.

Councillors unanimously agreed to accept the internally audited accounts.

Review of System of Internal Control

Mr Hollands confirmed that he had read The Statement of Internal Control. He was satisfied that all was in order and signed the document.

Review of Effectiveness of Internal Auditor

Councillors unanimously agreed that they were satisfied with the effectiveness of the Internal Auditor, Mr Kevin Funnell and agreed to employ him again next year.

Storage of Parish Council Documents

Councillors confirmed that they are satisfied that all documents over one year old are securely stored in the cupboards in the bar of the Village Hall.

Retention of Post and Emails

Any post that is specific to Shadoxhurst is kept, but other post is recycled.

Sensitive emails should be printed off by the Clerk. Councillors should inform the Clerk if they wish a particular email to be printed. Councillors agreed that emails should be deleted after 6 months.

IT SECURITY AND GOOD HOUSEKEEPING

Councillors should all bear the following in mind when using their home/work computer for Parish Council business.

All councillors should provide the Parish Council with a secure email address and ensure that virus software is current

Councillors should be aware that all correspondence and emails are confidential until they are tabled at a Parish Council meeting. If anyone else is privy to the information contained in emails received by you on a home/work computer, please ensure that they are aware of this fact.

The Freedom of Information Act now extends to emails that would previously have been considered to be private, if they relate to council business.

Insurance/Self Insurance of Parish Council Assets

The Council does not Self Insure any Parish Council Assets.

Risk Assessment

Nothing to report.

Website

Mr Stanley emailed to inform councillors that he will be increasing his charges from £24 per hour to £26 from January 2016.

Parish Council Caretaker Scheme

Nothing to report.

14. **PLANNING**

Please see attached list.

Retention and Storage of Planning Applications

Councillors wish contentious plans to be stored in the cupboard in the Village Hall.

15. **OUTSIDE REPORTS**

Tree Warden

Nothing to report.

Borough Councillors Report

Please see Annual Parish Assembly minutes for this month's reports.

County Councillors Report

Please see Annual Parish Assembly minutes for this month's reports.

Footpaths

Nothing to report.

16. **VILLAGE RESPONSIBILITIES**

Items to be reported to Kent Highway Services/PROW

Nothing to report.

17. **FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS**

There appears to be a mini crime wave in the parish. An article has been placed on the website warning residents to be vigilant.

The following will be included on the June Agenda:-

Defibrillators

Village Hall Windows

We will advertise for a Village Hall Caretaker again.

There being no other business the meeting closed at 10.00 pm.

Signed..... Dated

Mr W Hollands, Chairman

SHADOXHURST PARISH COUNCIL

RECORD OF PLANNING APPLICATIONS

2015

MAY 2015

15/00373/AS Wymondham, Woodchurch Road, Shadoxhurst, Ashford, Kent TN26 1LQ
Demolition of existing dwelling and erection of 4 no. new dwellings and 4 no. double garages with access and fencing to road frontage
Parish Council: Support

15/000422/AS Hazeldene Lodge, Hamstreet Road, Shadoxhurst, Ashford, Kent TN26 1NN
Proposed first floor extension. Proposed external alterations to fit new doors and windows
Parish Council: Support

15/00433/AS Glebe Farm, Duck Lane, Shadoxhurst, Ashford, Kent TN26 1LT
Change of use of land from Sui Generis to B8 Storage
Parish Council: Strongly Object on the grounds that the owners are exploiting the current certificate of lawful use, which was intended for a small business run by a local family.

Shadoxhurst Parish Council deplores the activities taking place on this site and would like a resume of the history of the site to date.

Shadoxhurst Parish Council feels that the continual submission of applications and withdrawal of applications prevents due process taking place.

Councillors would reiterate their previous comments as follows:-

HIGHWAYS

The access roads are far too narrow to cope with the amount and size of traffic that will be generated by this development.

There is a shortage of passing places along the surrounding lanes for such large vehicles.

The soft verges make the local roads totally unsuitable for HGVs and the amount of other traffic which will be generated.

The surface on the surrounding roads is totally unsuitable for HGVs and the excessive increase in vehicle numbers that this development will cause.

BYWAYS

The access onto the site is from a byway rather the highway.

The increase in the number of vehicles accessing the site will pose a danger to all users of the byway – including pedestrians, dogs and horses
A public footpath runs through the site.

LOCAL ENVIRONMENT

The overall general impact on the surrounding environment will be extremely detrimental.

The entry to the site is through a Conservation Area

The site is next to ancient woodland

The local church and Village Green are at the junction of Church Lane and Duck Lane and when events are taking place in the church a large number of cars have to park around this junction. This will cause serious congestion when large lorries are trying to access the site.

There is serious concern regarding chemical pollution, from the site entering the water course via the White Water Dyke

The site is acknowledged by the Environment Agency as being within zones 1, 2 and 3 for flooding and is in the Flood Plain

The proposed development will have a major, detrimental impact on local wildlife, flora and fauna.

IMPACT ON LOCAL RESIDENTS

The proposed development will have a serious impact on the general quality of life of local residents in this quiet rural village.

The excessive amount of HGVs and other vehicles will regularly pass through the residential area.

The entry to the site is through a built up area used by children and the elderly. The local children stand to wait for and are dropped off by the school bus along the roads to be travelled by the traffic generated by this proposed development. As there is a limited amount of pavement in this area, residents will no longer be able to walk, jog or cycle along the lanes in relative safety.

Noise pollution is of extreme concern to all residents of Shadoxhurst

Light pollution will totally ruin the rural character of the area.

SITE

The site is unsuitable for the proposed developments.

LOCAL OPPOSITION

There is a great deal of local opposition to this development

A petition against this development has 400+ signatures to date.

18 residents attended the Parish Council meeting to voice their objections

15/00466/AS 12 Park Farm Close, Shadoxhurst, Ashford, Kent TN26 1LD

Erection of a two storey side extension

Parish Council: Support

15/00507/AS Glebe Farm, Duck Lane, Shadoxhurst, Ashford, Kent TN26 1LT

Erection of 5 replacement buildings for use in connection with the builders yard

Parish Council: Comment as for application 15/00433/AS

15/00513/AS T K Banbury Transport Ltd, Blindgrooms Lane, Shadoxhurst
Ashford, Kent TN26 1HN
Demolition of existing buildings, erections of office and store and change of use to
builders yard

Parish Council: Support

15/00539/AS Land between The Hollies and Park Farm Close, Woodchurch Road,
Shadoxhurst, Ashford, Kent
Erection of 15 dwellings together with all necessary infrastructure, car parking,
new access and landscaping

**Parish Council: Object 2:2 abstentions on the grounds of overwhelming local
opposition from parishioner – 18 residents attended the meeting at which this
was discussed**

There are too many houses proposed for the size of the site

Poor access from the site onto Woodchurch Road

Poor access from Woodchurch Road into the site

**Woodchurch Road is a very busy road and this development will significantly
increase traffic movements along the road**

The development will seriously affect the local wildlife