

# SHADOXHURST PARISH COUNCIL

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## MINUTES 372

### Minutes of the Annual Parish Council Meeting held at The Village Hall, Shadoxhurst on Wednesday, 14 May 2014, following the Annual Parish Assembly

**PRESENT:** Mr W Hollands (Chair), Miss M Smith, Mrs J Kozlowski,  
Mr R Buss, Mr S Frost and Mr B Howe  
Mr C Stanley, Webmaster

**PARISH CLERK:** Mrs J Batt

**BOROUGH COUNCILLORS:**

**COUNTY COUNCILLOR:** Mr M Angell

**MEMBERS OF THE PUBLIC:** There were no Members of the Public present

**1. ELECTION OF CHAIRMAN**

Mr Buss proposed Mr Hollands, seconded by Miss Smith. 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 Mr Porter (work commitment).

**3. DECLARATIONS OF INTEREST**

**Declarations of Pecuniary Interest**

There were no Declarations of Pecuniary Interest

**Declarations of Significant Interest**

There were no Declarations of Significant Interest

**i) Updating of Declarations of Interest for the Code of Conduct**

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

**4. ELECTION OF VICE CHAIRMAN**

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

**5. PUBLIC INTERVAL**

The were no members of the public present.

**6. ELECTION OF OFFICERS TO COMMITTEES**

KALC – Mrs Kozlowski and Mr Frost

Police Committees – Miss Smith

Planning Committee – Miss Smith, Mr Buss, Mr Howe and Mr Hollands (ex officio)

Shadoxhurst Charities – Mrs Kozlowski and Mr Hollands

Parish Forum – Miss Smith and Mr Hollands

Chilmington Green – Mr Frost and Mr Porter

**7. DELEGATION OF RESPONSIBILITIES**

Annual Review of Parish Council Documents – Mr Hollands

Six Monthly Review of Fixed Assets – September and March – Miss Smith, Mr Buss

Mr Howe and Mr Porter

Six Monthly Risk Assessment – September and March – Miss Smith, Mr Buss

Mr Howe and Mr Porter

Internal Parish Council Audit – Mr Funnell

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 – Mrs Kozlowski

Councillor responsible for emails – Mr Buss

Councillor responsible for post – All councillors to receive the round robin

Foothpaths – Mr Howe

Tree Warden – Mr Hollands

Village Hall – Mrs Kozlowski will check the hall before weekly bookings. The remaining Councillors will take it in turns to check after weekend bookings

**8. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING**

Minutes 371 of the previous meeting were accepted and it was unanimously agreed that Mr Hollands should sign them as soon as possible as the Clerk had inadvertently left the folder in her office.

Proposed Miss Smith

Seconded Mr Buss

**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. SHADOXHURST WEBSITE**

Councillors discussed the website with Mr Stanley and confirmed that they were satisfied with the content.

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

Mr Howe in June and Mrs Kozlowski in July and Mr Buss in August.

**Caretaking Arrangements for Village Hall**

Nothing to report. This item to be removed from future agendas.

**Pavilion Ceiling**

**Resolution: Councillors unanimously agreed to accept the quotation from Ballmans for £1100.00 + VAT – total £1320.00 to repair the roof.**

Once the work has been completed we will invite quotations to repair the ceiling. Councillors agreed to a cheque for half the cost to be drawn and given to Ballmans on commencement of the work.

Proposed Miss Smith      Seconded Mrs Kozlowski

**Field/Car Park/Play Area/Village Sign**

The Clerk was asked to contact PCSO Carr regarding a dog that has attacked various other dogs in the parish. The owner is to be asked to keep the dog on a lead and muzzle him whilst on Parish Council property.

**Registration of Village Green**

Mr Hollands reported that he had an appointment with the solicitor booked for 15 May 2014.

**Maintenance of Village Green**

Nothing to report.

**Notice Board**

The new notice board has been ordered.

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

KALC Agenda for 21.05.14

Open Spaces

St Peter's and St Paul's Church

Clerk and Councils Direct

Zurich Municipal

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**

Received from PCSO Gary Carr

Since the last parish council meeting, there has only been one incident reported to the police in the village, two outbuildings were broken into at a property in Hornash Lane and a small quantity of scrap was stolen. There have been no ASB issues reported during this time.

The Police Contact Point has been temporarily removed from the village due to redeployment. I shall keep you informed if any new dates and times will be published.

**Arrangements for dealing with Emails**

Mr Buss will continue to screen all emails and be responsible for ensuring that any of importance are brought to the attention of all councillors.

Any post relating specifically to Shadoxhurst will be kept. All other post will be disposed of.

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.

**Bank Reconciliation**

Opening Balance	20857.00	Balance per Treasurers Account	21837.66
Add Receipts	<u>26257.73</u>	Balance per Current Account	<u>118.76</u>
	<b>47114.73</b>		<b>21956.42</b>
Less Expenses	<u>25957.51</u>	Less uncleared cheques	429.20
	<b>21157.22</b>	Less hall deposits to be returned	<u>370.00</u>
			<b>21157.22</b>

**Accounts to be Paid**

<b>PAYEE</b>	<b>CHQ NO</b>	<b>DETAILS</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>
Mrs J Batt	659	Salary Expenses	415.04 39.05		454.09
Mrs D Harris	660	Village Hall Litter Picking	120.00 50.00		170.00
Mr K Funnell	661	Internal Audit	70.00		70.00
Hirer of Village Hall x 2	662/3	Deposit refund	300.00		300.00
Solid Style	664	Reps to V Hall	274.00		274.00
Ballmans	665	50% cost of Reps to Pavilion	660.00		660.00
Kingsfords	666	Land Registry Fee	100.00		100.00

**Resolution: Councillors unanimously agreed to pay the above accounts and agreed with the following Direct Debit Payments taken on 17 May 2014.**

**EDF - £268.00 – Village Hall**

**EDF - £16.00 – Pavilion**

Proposed Miss Smith

Seconded Mr Frost

**Earmarked Funds**

	<b>Balance 16.04.14</b>	<b>+/- May</b>	<b>Balance 14.05.14</b>
Recreation Facilities	2000.00		2000.00
Bulb and Tree Planting + Planters	150.00		150.00
Recycling Credits Received May 2014	1027.41	508.45	1535.86
<b>TOTAL</b>	<b>3177.41</b>	<b>508.45</b>	<b>3685.86</b>

**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 2014.

The Clerk reported that the internal audit took place on 24 April 2014.

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 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.

**Review of System of Internal Control**

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

**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.

**Review of Financial Regulations**

Omitted from agenda in error.

**Review of Standing Orders**

**Resolution:** Councillors unanimously agreed the following amendment to Standing Order r:-

**If Councillors feel it is appropriate, a signed ballot may be taken on any item included on the agenda.**

**Proposed Miss Smith    Seconded Mrs Kozlowski**

**Arrangements for dealing with Parish Council Post and Emails**

Councillors will continue to circulate the post in the Round Robin.

**Insurance**

Nothing to report.

**Risk Assessment**

Nothing to report.

**Litter Bins**

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  
Recreation Committee**

On agenda in error.

**Tree Warden**

Nothing to report.

**Borough Councillors Report**

Neither councillor was able to attend the meeting.

**County Councillors Report**

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

**Footpaths**

Nothing to report.

**16. VILLAGE RESPONSIBILITIES**

**Matters Arising from the Round Robin**

There were no Matters Arising.

**Items to be reported to the County Lengthsmen**

The drain on Tally Ho Corner.

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

Mr Frost updated councillors on the Chilmington Green meeting held specifically to discuss traffic calming. Kent Highways will be monitoring traffic flow through the parish both prior to and during the various phases of the development which is expected to commence in 2016. Miss Smith asked for "No HGV" signs to be put on all our roads.

There being no other business the meeting closed at 9.37 pm.

Signed..... Dated .....

Mr W Hollands, Chairman

# RECORD OF PLANNING APPLICATIONS

## 2014

### MAY 2014

- 14/00212/AS Mincing Court, Duck Lane, Shadoxhurst, Ashford, Kent TN26 1LT  
Extension to existing storage barn (retrospective)  
**Parish Council: Support 6:1**
- 14/00493/AS Sunlit, Hornash Lane, Shadoxhurst, Ashford, Kent TN26 1HT  
Change of external material from approved render to cedar weatherboard  
**Parish Council: Support**
- 14/00500/AS Scanacre Lodge, Church Lane, Shadoxhurst, Ashford, Kent TN26 1LY  
Proposed mobile granny annexe ancillary to the main dwelling and replace existing mobile home  
**Parish Council: Support**
- Decision Notices received from ABC**
- 13/00980/SH Milee, Nickley Wood Road, Shadoxhurst, Ashford, Kent TN26 1LZ  
Change of use of land to residential for stationing of 8 caravans to accommodate extended gypsy family  
**Borough Council: Refuse**
- 13/01146/AS 3 & 4 Hornash Lane, Shadoxhurst, Ashford, Kent TN26 1HT  
Proposed erection of porch extensions to nos 3 & 4 Hornash Lane and replacement of existing conservatory to 3 Hornash Lane  
**Borough Council: Permit**
- 13/01183/AS Sunlit, Hornash Lane, Shadoxhurst, Ashford, Kent TN26 1HT  
Side extension, rear extension with first floor balcony and roof extension with dormer windows  
**Borough Council: Permit**
- 13/01436/AS Land between Alanda and Clarkwood, Hornash Lane, Shadoxhurst, Kent  
Erection of a detached house and garage with associated parking and a new pedestrian access (Revised scheme to planning approval 11/1476/AS)  
**Borough Council: Permit**
- KCC/AS/0063/2014 Glebe Farm, Duck Lane, Shadoxhurst, Ashford, Kent TN26 1LT  
Storage and processing of scrap metal including End of Life Vehicles (ELVs), construction of concrete slab base, .93sq m processing building, weighbridge, portable cabin office and welfare facility, and use of mobile crane and crusher  
**Borough Council: Raise Objections**



13/01459/AS Clarksland, Hornash Lane, Shadoxhurst, Ashford, Kent TN26 1HT  
Erection of two detached chalet bungalows with associated access  
**Borough Council: Permit**

14/00035/AS Dynelea, Woodchurch Road, Shadoxhurst, Ashford, Kent TN26 1LQ  
Proposed extension and conversion of existing garage to provide home office  
and additional living accommodation  
**Borough Council: Permit**