

SHADOXHURST PARISH COUNCIL

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MINUTES 400

Minutes of the Ordinary Parish Council Meeting held in The Village Hall on Wednesday, 20 July 2016 at 7.30 pm

PRESENT: Mr D Ledger (Chair), Mrs S Ellis, Mr K Carroll, Mr A Porter
and Mr M Richmond Coggan
Mrs C Procter (after co-option)
Clive Stanley for part of the meeting

PARISH CLERK: Mrs J Batt

BOROUGH COUNCILLORS:

COUNTY COUNCILLOR:

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

1. APOLOGIES FOR ABSENCE

An Apology for Absence was received from Borough Councillor, Mrs Hicks and County Councillor Mr M Angell.

2. CO-OPTION OF PARISH COUNCILLORS

Mr Ledger proposed Mrs Carol Procter for one of the vacant positions of Parish Councillor, seconded by Mr Porter. Unanimous

Mrs Procter signed her Declaration of Acceptance of Office and took a DPI Form to send to ABC within 28 days, with a copy for the Clerk.

3. DECLARATIONS OF PECUNIARY AND SIGNIFICANT 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. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING

Minutes 399 of the meeting held on 8 June 2016 were accepted and it was unanimously agreed that Mr Ledger should sign them.

Proposed Mrs Ellis

Seconded Mr Porter

5. BOROUGH COUNCILLORS REPORT

Neither Councillor was in attendance.

6. COUNTY COUNCILLORS REPORT

Councillor Angell was not in attendance.

7. PUBLIC INTERVAL

There were no Members of the Public present.

8. MATTERS FOR REPORT ARISING FROM THE PREVIOUS MINUTES

Mr Rivers has agreed to come and carry out CPR Training on 6 September.

9. CHAIRMAN'S REPORT

Mr Ledger reported that he attended the KALC meeting, along with Mr Richmond Coggan, during which there was an informative session with Simon Cole on the Draft Plan.

10. SHADOXHURST WEBSITE

Resolution: Councillors unanimously agreed to update the website and will initially look into migrating the information onto the KCC EIS hosted site.

11. VILLAGE HALL, PAVILION, RECREATION FIELD AND VILLAGE GREEN

Action required following recent site visits to Village Hall by Councillors

No action required. Remove from future agendas.

Inspection of Village Hall and Pavilion before and following Hiring

Due to holidays and other commitments, councillors will liaise amongst themselves with regard to checking the hall during August.

Report on meeting with Future Scholars

Mrs Corcoran agreed to the content of the Contract of Hire between Future Scholars and Shadoxhurst Parish Council, but said she was unable to sign until the new academic year. Due to a decrease in the numbers of children attending she said she did not think she would need the hall on Thursdays next year.

Following discussion, it was agreed that Future Scholars should have the Bar Cupboard to store their equipment in and would release other cupboards in the hall for the use of the Parish Council.

Mr Harris will take over the store cupboard for his cleaning equipment. Councillors agreed to him fitting a new door and putting the spare length of worktop into the cupboard for shelving. It was also suggested that he could put some pallets down to keep things off the floor.

General Issues relating to the Pavilion

Nothing to report.

General Issues relating to the Field/Car Park/Play Area/Village Sign/Village Green

The tree surgeon attended and winched the Mountain Ash that had fallen over back up and cut the Ash Tree in the car park back from the lamp.

Councillors have received a complaint about the amount of dog mess on the football pitch. The Clerk will talk to the Dog Warden about renewing the signage.

Repairs to the surface of the Recreation Field Car Park

Mr Richmond Coggan will obtain a specification and the names of 3 companies who can be approached to tender for the work. The Clerk will send out the invitations to tender.

Request for Community Exercise Equipment

The Clerk will investigate local funding sources.

Refurbishment of Play Equipment

Deferred until after the Play Inspection Company have completed their inspection.

12. CORRESPONDENCE, FINANCE AND OTHER COUNCIL BUSINESS

Clerk and Councils Direct

Lloyds Bank re Signatories on account

Came & Co

The Local Government Boundary Commission

Kent and Medways NHS – Connected

Kent Waste Disposal Strategy

HAGS

EMAIL CORRESPONDENCE – Forwarded to all councillors with email

PROW re footpaths in the parish

Mr Finnis x 2

Bank Reconciliation - Long term Deposit account

Opening Balance	510.00	Balance per Current Account	510.00
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Bank Reconciliation – Treasurers Account

Opening Balance	21006.30	Balance per Treasurers Account	28053.30
Add Receipts	12820.66	Plus Uncleared Receipts	281.75
	33826.96		28335.05
Less Payments	6850.74	Less Uncleared Payments	908.83
	26976.22		27426.22
		Plus Uncleared Deposit Received	100.00
			27526.22
		Less Uncleared Deposit Refunds	550.00
			26976.22
Less Earmarked Funds	5301.31	Less Earmarked Funds	5301.31
AVAILABLE FUNDS	21674.91	AVAILABLE FUNDS	21674.91

Earmarked Funds

	Balance 06.06.16	+/- July	Balance 20.07.16
Recreation Facilities Budget 2016/2017	3000.00		3000.00
Bulb and Tree Planting + Planters Budget 2016/2017	257.00		257.00
Recycling	2044.31		2044.31
TOTAL	5301.31		5301.31

Accounts to be paid

PAYEE	DETAILS	CHQ NO	NET	VAT	GROSS
Mrs J Batt	Salary Clerks Expenses General Admin Ink and Paper for Newsletter Bleach for Village Hall		445.66 9.54 16.96 28.75 3.33	5.75 0.67	510.66
Mr R Harris	V H Cleaning/Caretaking		230.00		230.00
Clive Stanley	Webmaster Services		232.99	2.40	235.39
Mr P Uden	Tree Surgery		125.00		125.00
CST Ltd	Slitting Recreation Field		185.00	37.00	222.00
Mr K Carroll	Sundries and Flowers		28.68	5.74	34.42
Mr J Kettle	Window Cleaning		70.00		70.00
Hirers of Hall	Deposit Refunds		250.00		250.00
CPRE	Subscription		36.00		36.00

Councillors unanimously agreed to pay the above accounts and agreed with the amended Direct Debit Payments taken on 17 of each month.

EDF - £239.00 – Village Hall and EDF - £16.00 – Pavilion

Proposed Mrs Ellis Seconded Mr Porter

Bank Mandate

We have received confirmation from Lloyds Bank that they have activated the new mandate.

Insurance

The Council has a Long Term Agreement with AVIVA until February 2017.

Newsletter

The next edition is planned for September.

Risk Assessment

The next Risk Assessment is due in September. The Clerk will investigate the possibility of double yellow lines in the layby outside Rectory Bungalows as wheelchair users are often unable to access the bus due to the cars parked in the layby.

Crime and Disorder

Nothing to report.

Road Speed and Safety in the Village

Mr Procter is working on this issue. It is not KHS Policy to install 30mph through villages, unless there has been a fatality at the site, but a Government Circular states that villages are entitled to the lower limit, so he is trying to arrange a meeting with a representative from KHS to discuss this further.

In order to progress this issue, Mr Ledger asked permission for the council to pay £60 to KHS to allow us access to the crash map for 1 year. Councillors unanimously agreed to this suggestion.

Councillors thanked Mr Procter for all his work on this project.

Proposed Mr Ledger Seconded Mr Carroll

Report on Joint Parishes Traffic Committee

Nothing to report.

Report from Village Forum

Mr Ledger reported that the meetings were proving to be very worthwhile. The last one was attended by 39 people.

Report on Coffee Club

The numbers have dropped dramatically from the first meeting and it was suggested that this was because people are confused as to which Tuesday it is. It was agreed to meet weekly from 28 July from 2 – 4 pm.

Date of Future Meetings

2 August 2016

13 September

Future meetings to be held in the Pavilion.

13. PLANNING

Please see attached list.

Any other matters related to Planning issues within the Parish

No matters were brought to the attention of the meeting.

Formulation of response to Draft Local Plan

Councillors discussed the proposed response, which will be tabled at the Village Forum for comments from local residents and the completed document will be circulated to all councillors prior to the meeting on 2 August, at which the response will be ratified and then forwarded to ABC.

Mrs Procter will put a proposed response to the CIL Consultation together for discussion at the next meeting.

14. OUTSIDE REPORTS

Footpath Warden

A report has been received from the Footpath Warden which will be forwarded to our PROW Officer.

15. VILLAGE RESPONSIBILITIES

Items to be reported to the KHS/PROW

The Clerk was asked to find out when the gullies will be cleared.

16. ITEMS FOR INCLUSION ON THE AGENDA FOR THE NEXT MEETING

No items were put forward.

17. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

The next meeting is due to be held on 2 August 2016 in The Pavilion.

There being no other business the meeting closed at 10.34 pm.

Signed..... Dated
Chairman

SHADOXHURST PARISH COUNCIL

RECORD OF PLANNING APPLICATIONS

2016

JULY 2016

16/00925/AS The Three Horseshoes, Nickley Wood Road, Shadoxhurst, Kent
New brick perimeter entrance wall & gates replacing existing timber (retrospective)
Parish Council: Support

16/00869/AS Jenkey Farm, Church Lane, Shadoxhurst, Ashford, TN26 1LY
Revision to approved scheme 15/01594/AS (Detached dwelling) for alterations to external materials and fenestration
Parish Council: Support

16/00900/AS Jenkey Farm, Church Lane, Shadoxhurst, Ashford, TN26 1LY
Extend the existing manège/equestrian sand school
Parish Council: Support but councillors would like the Planning Officer to include a condition stating that floodlighting must never be installed on this site.

Decision Notices received from ABC

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
Borough Council: Refuse

16/00268/AS Casa Luz, Hornash Lane, Shadoxhurst, Ashford, Kent TN26 1HT
Erection of a single storey extension to existing garage and conversion to habitable accommodation. Erection of car port in the front garden.
Borough Council: Permit

Hire Agreement for Future Scholars

This agreement is specifically between Shadoxhurst Parish Council (SPC) and Future Scholars (FS). The hire will be reviewed by SPC in November and March during any educational year. The SPC reserve the right to review and if appropriate renew the agreement annually. Should SPC or FS wish to conclude the agreement, the respective party shall give a minimum 16 weeks' notice to the other party.

1. FS are contracted to hire the Village Hall for a maximum of 23.5 hours a week as follows: Monday, Wednesday and Friday 8.45 am – 3.30 pm and Thursday 8.45 am – 12.00 pm
2. This hire is for the use of the hall, the outside area and storage in the garage
3. The hourly charge for both use and storage for the forthcoming educational year will be established before the close of the previous educational year
4. The SPC will allow FS the use of the bar area room for storage on the understanding that it is in exchange for cupboards in both the hall and kitchen to be freed up for SPC's and other hirer's use
5. A maximum of half the cupboards in the kitchen will be for exclusive use of FS, the rest must be kept for the use of SPC and other hirers. Those used by FS must be clearly marked and kept locked
6. The FS will ensure that at the end of each daily hiring session, the entire hall will be left in a clean and tidy condition. All internal rubbish bins will be emptied and all waste will be placed in the appropriate wheeled bins outside or removed off site for proper disposal. A clean bin liner must be placed in the kitchen dustbins for the next hall hirer
7. It is to be noted that the SPC is only allowed one wheeled bin for rubbish and one for recyclable materials. Excess rubbish generated by FS will be taken off site by FS and be properly disposed as this will not be taken by ABC refuse contractors. This includes large items, old toys and redundant play equipment. Any rubbish removed by SPC may be subject to a charge to FS to cover costs of disposal
8. FS must provide their own cleaning materials
9. All floors will be swept and mopped as appropriate to leave in a clean condition at the end of each daily hiring session
10. Mopping in the hall will be done sparingly to avoid creating puddles and excess water seeping into the tile joints
11. The toilets shall be left in a clean and tidy condition with all bins emptied after each daily hire session
12. The crockery and cutlery provided by SPC for the use of other hirers must not be used by FS who must provide their own
13. No FS office equipment must be stored in the building
14. No clothing (clean or dirty) must be left in the kitchen after hiring
15. The kitchen and hall floors shall be completely clear of any matters at the end of every daily hire session
16. No toys shall be stored in the kitchen
17. The sink and all wash hand basins shall be left in a clean condition with no clutter and dishcloths etc. present
18. All work surfaces (including the servery) shall be left in a clean and clear condition
19. Both toilets shall be kept clear of the storage trollies and all clothing
20. Child steps and potties shall be stored neatly elsewhere from the toilets
21. All toilet doors must have the rubber door stops removed and the doors closed at the end of each daily hire session
22. The rear access paths shall be kept clear of toys and rubbish so the fire exit routes are always clear
23. Similarly, any gate safety locks will be removed at the end of every daily hire session to ensure safe access along the fire exit routes
24. Toys used outside will be stored in the garage/shed at the end of each daily hire session
25. FS must ensure that all their furniture, toys and equipment are insured separately and present a copy of the certificate to the SPC annually

26. Due to an insurance clause on SPC's policy, Inflatables such as bouncy castles are not allowed to be used within the building. If FS wish to use them, they are to be at the risk of FS and fully covered on the insurance policy held by FS
27. The use of explosive material and indoor and outdoor fireworks is strictly forbidden within the hall or curtilage of the hall, as is the use of any naked flame
28. No unauthorised heating / electrical appliances shall be used on the premises
29. All electrical equipment brought in and used in the hall shall be with the agreement of the SPC subject to annual PAT testing arranged by FS
30. The FS shall not interfere with or adapt the structure of the building, its electrical or water services, or any equipment or fittings
31. No fittings or equipment shall be removed nor placed outside the building without prior written permission of the SPC
32. Lost property and miscellaneous items left out after a daily hiring session will be disposed of within 7 days and any costs incurred to be paid by the FS
33. The hall and car park must be vacated by the end of and within the agreed hiring period
34. Members of the SPC have the right of entry to the hall at all times. FS shall give instructions to any persons acting on behalf of FS to allow members of the SPC free access to any part of the hall

Signed on behalf of SPC Date

Signed on behalf of FS Date