

# SHADOXHURST PARISH COUNCIL

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## MINUTES 378

### Minutes of the Ordinary Parish Council Meeting held at The Village Hall on Wednesday, 19 November 2014 at 7.30 pm

**PRESENT:** Mr W Hollands (Chair), Mr R Buss and Mr A Porter  
PCSO Gary Carr and colleague

**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 Mrs J Kozlowski, (work commitment), Miss M Smith, (work commitment), Mr B Howe (prior commitment), Borough Councillor Mrs A Hicks, Borough Councillor Mr P Davison, County Councillor Mr M Angell and PCSO Gary Carr.

Mr Frost sent his apologies as he was expecting to arrive late. As he did not manage to get to the meeting at all he sent his apologies to the Clerk retrospectively.

**2. DECLARATIONS OF INTEREST**

**Declarations of Pecuniary Interest**

There were no Declarations of Significant Interest.

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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.**

**3. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING**

Minutes 377 of the previous meeting were accepted and it was unanimously agreed that Mr Hollands should sign them.

**Proposed Mr Buss      Seconded Mr Porter**

**4. PUBLIC INTERVAL**

There were no Members of the Public present.

**5. MATTERS FOR REPORT ARISING FROM THE PREVIOUS MINUTES**

The Clerk reported that the name Oak Fields, which has been attached to the garage site, is only being used during the development phase. Once it nears completion the developers will put a name forward to ABC who will consult with the Parish Council.

The Dog Warden has asked the council to wait before purchasing a dog bin for The Green as ABC is in the process of carrying out a bin review and as dog bins are wearing out they are being replaced by closed top litter bins.

**6. CHAIRMAN'S REPORT**

Mr Hollands reported that the engineer fom F.I.R.E. visited and carried out the annual inspection on the fire extinguishers.

The trees around the bus shelter and along the church path have been cut back.

**7. SHADOXHURST WEBSITE**

Nothing to report

**8. VILLAGE HALL, PAVILION, RECREATION FIELD AND VILLAGE GREEN  
Inspection of Village Hall following Hiring**

Mr Frost in November, Mrs Kozlowski in December and Mr Buss in January.

If the hall is booked on Christmas Day, the hirers will be given Mr Hollands' telephone number in case of emergencies.

A letter has been received from Mr Harris, stating that he works with his wife, Mrs Marie-Christine Harris on the weekly cleaning of the hall and the monthly litter pick. Councillors unanimously agreed with this arrangement.

The hedge at the back of the hall has been cut back and the tree along the Church Path on The Green has been crown lifted.

The electrician has been and carried out the electrical safety test and PAT Test. The electricians in the Pavilion need a considerable amount of work done to render them safe and a small amount of work is required to those in the hall. MBK electricians submitted a quotation to Mr Hollands. The quote for the work in the Pavilion is £1085 + VAT and the work in the Village Hall should not exceed £300.

**Resolution: Councillors unanimously agreed to authorise the to the electricians in the Pavilion and Village Hall at a cost of approximately £1385.00**

Proposed Mr Hollands          Seconded Mr Buss

**Pavilion Roof and Ceiling**

Mr Hollands has been unable to find a builder to quote for the repairs.

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

The work to the trees in the field has been carried out.

**Application to extend Village Green Status to the newly registered piece of land**

Councillors unanimously agreed to instruct Kingsfords to register the newly registered piece of land as Village Green.

The Clerk was asked to contact Kingsfords and ask them to return all documents relating to Shadoxhurst Parish Council, once the registration is complete.

**Village Hall Litter and Recycling Bins**

The bins are still in the entrance to the Recreation Field. This item to be removed from future agendas.

**9. CORRESPONDENCE, FINANCE AND OTHER COUNCIL BUSINESS**

ABC Notes of the Parish Forum meeting held 22.10.14

Ashford Counselling Service

Zone

HAGS

Wicksteed

KALC Election material

Mr A Porter

St Peter and St Paul's Church

ABC Local Plan to 2030 – Shortlisted Rural Sitesw

Kingsfords

Mr David Harris

KALC re AGM 22.11.14

Kent Voice

Countryside Voice

TV Licensing

**EMAIL CORRESPONDENCE – Forwarded to all councillors with email**

Highways re Parish Visits

**Preparation of Budget and Setting of Precept for 2015/2016**

Councillors were asked to consider items to be included in the budget for 2015/2016

**Adoption of Externally Audited Accounts**

On agenda in error. Adopted in October.

The Clerk reported that the Internal Auditor carried out his mid-year audit on 14 October and there were no matters to report.

**Long term Deposit account**

Opening Balance	485.00	Balance per Current Account	485.00
Add Transfer from Treasurers a/c	<u>485.00</u>	Plus transfer from Treasurers a/c	<u>485.00</u>
	<b>603.76</b>		<b>603.76</b>
Less Transfer to Treasurers a/c	<u>118.76</u>	Less transfer to Treasurers a/c	<u>118.76</u>
	<b>485.00</b>		<b>485.00</b>

**Bank Reconciliation – Treasurers Account**

Opening Balance	21157.22	Balance per Treasurers Account	29152.07
Add Receipts	<u>22501.41</u>	Less uncleared cheques	<u>750.00</u>
	<b>43658.63</b>		<b>28402.07</b>
Less Payments	<u>15159.06</u>	Plus outstanding receipts	<u>97.50</u>
	<b>28499.57</b>		<b>28499.57</b>

**Accounts to be paid**

Councillors Smith, Buss and Hollands unanimously agreed to draw cheque number 700 for £442.08 to Ningbo following the resolution to order 30 chairs and 2 tables for the Pavilion at the last meeting and cheque number 701 for £150.00 as a deposit refund for a cancelled hall booking.

PAYEE	DETAILS	CHQ NO	NET	VAT	GROSS
Mrs J Batt	Salary and Expenses	702	415.04 32.74		447.78
Mr D Harris	Litter Picking Village Hall Cleaning	703	50.00 180.00		230.00
Kingsfords	Professional Charges	704	487.00		487.00
Mr J Kettle	Cleaning Windows	705	60.00		60.00
F.I.R.E.	Extinguisher Maintenance	706	97.50	19.50	117.00
Hirers of Hall x 4	Rent and Deposit Refunds	707-710	645.00		645.00
D Looker	Cups and Saucers for Pavilion	711	17.00		17.00
W Hollands	Work to Green Spaces	712	505.00		505.00
MBK	Electrical and PAT Test	713	405.00	81.00	486.00

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

**EDF - £268.00 – Village Hall**

**EDF - £16.00 – Pavilion**

**Proposed Mr Porter      Seconded Mr Buss**

**Earmarked Funds**

	<b>Balance 14.05.14</b>
Recreation Facilities	2000.00
Bulb and Tree Planting + Planters	150.00
Recycling Credits	1535.86
<b>TOTAL</b>	<b>3685.86</b>

**Insurance**

Nothing to report.

**Newsletter**

Nothing to report.

**Risk Assessment**

Mr Buss reported that he is dealing with items on the last Risk Assessment.

**Formation of a Complaints Committee**

Deferred until we have a full council.

**Purchase of a Defibrillator**

The Clerk reported that 2 villagers phoned her to express support. One lady phoned to say she was against the purchase, one resident wrote and one emailed, both expressing concern at the proposed purchase.

**Resolution: Following discussion councillors unanimously agreed not to proceed with the purchase of a Defibrillator.**

**Crime and Disorder**

Received from PCSO Gary Carr:-

There has been one incident of burglary reported in the ward during October. A window was smashed at a property in Park Farm Close while the owners were away. A trailer was found dumped on the road towards Woodchurch and a burnt out pick up was recovered from Church Lane.

There have been several burglaries reported in villages around Ashford during October. In many cases the owners were away and no lights were left on. Windows to the rear of properties were forced and in at least two cases keys were left in locks on the inside of the back doors. Kent Police can offer crime prevention advice to residents if they call 101. There are several websites which give advice on how to secure your property.

[www.securedbydesign.com](http://www.securedbydesign.com), [www.thecrimepreventionwebsite.com](http://www.thecrimepreventionwebsite.com)

**Updating of Standing Orders regarding recording of meetings and adoption of policy Resolution:** Councillors unanimously agreed to update the standing orders to read:-

Following the amendment to the Public Bodies (Admission to Meetings) Act 1960, a person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may:

- a) film, photograph or make an audio recording of a meeting;
- b) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- c) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting

Councillors also unanimously agreed the policy regarding the recording and use of Social Media at council meetings.

Proposed Mr Hollands                      Seconded Mr Buss

**10. PLANNING**

Please see attached list.

**Duck Lane – application submitted to ABC for buildings**

The application was withdrawn just prior to ABC's Planning Committee meeting.

**Short List of Sites advanced**

The following sites have been short listed to be advanced to the next stage of consultation:-

WS17 Lane on Woodchurch Road

WS19 Rear of Farley Close

WS21 Rear of Kings Head Public House

WS70 Land adjacent to Park Farm Close

**These sites are not proposed to be a definitive list of Local Plan site allocations at this stage. The final list of proposed site allocations to be included in the new Local Plan will not be determined until next year as Ashford Borough Council still has a number of assessments to apply to the remaining sites.**

**For further details please contact Ashford Borough Council.**

11. **OUTSIDE REPORTS**

**Tree Warden**

Nothing to report.

**Borough Councillors Report**

Mrs Hicks and Mr Davison were unable to attend the meeting as they were at the Planning Committee Meeting at ABC.

**County Councillors Report**

Councillor Angell sent his apologies as he was unable to attend the meeting.

**Footpaths and Bridleways**

Nothing to report.

12. **VILLAGE RESPONSIBILITIES**

**Matters Arising from the Round Robin**

There were no Matters Arising.

**Items to be reported to the KHS**

The Highways Steward will be asked to visit the Parish on 2 December 2014.

**Update on Chilmington Green**

Nothing to report.

**Complaint regarding the condition of local byways**

On agenda in error.

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

The next meeting will be held on 10 December 2014.

There being no other business the meeting closed at 9.29 pm.

Signed..... Dated .....  
Mr W Hollands, Chairman

# SHADOXHURST PARISH COUNCIL

## RECORD OF PLANNING APPLICATIONS

**2014**

### **NOVEMBER 2014**

14/01274/AS Woodside, Nickley Wood Road, Shadoxhurst, Ashford, Kent TN26 1LZ  
Erection of detached 3 bedroom bungalow and garage (Resubmission of  
application 13/01064/AS)  
**Parish Council: Support**