

# SHADOXHURST PARISH COUNCIL

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## MINUTES 408

### Minutes of the Ordinary Parish Council Meeting held in The Pavilion on Wednesday 8 March 2017 at 7.30 pm

**PRESENT:** Mr D Ledger (Chair), Mrs C Procter, Mrs S Ellis, Mr K Carroll, Mr S Cass,  
Mr R Crowley and Mr M Richmond Coggan  
PCSO's Chanell Howe and Amy Thatcher

**PARISH CLERK:** Mrs J Batt

**BOROUGH COUNCILLORS:** Mrs A Hicks for the latter half of the meeting

**COUNTY COUNCILLOR:**

**MEMBERS OF THE PUBLIC:** There was one Member of the Public present.

#### **1. APOLOGIES FOR ABSENCE**

An Apology for Absence was received from Borough Councillor Mrs Hicks who was unable to attend the first part of the meeting but arrived for the latter half.

#### **2. DECLARATIONS OF PECUNIARY AND SIGNIFICANT INTEREST**

##### **Declarations of Pecuniary Interest**

Mr Cass declared a Pecuniary Interest in Planning Application no 17/00199/AS Woodside West, Nickley Wood Road as he is a next-door neighbour.

##### **Declarations of Significant Interest**

Councillors Ellis, Ledger and Procter declared a Significant Interest in Planning Application No 16/01841/AS Land between The Hollies and Park Farm Close, as they live in Park Farm Close.

Mr Carroll declared a Significant Interest in Planning Application no 15/01496/AS Land rear of the Kings Head, as he is a near neighbour.

##### **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.**

**Councillors are also reminded of their common-law responsibilities with regard to pre-determination and fettering of discretion in relation to agenda items.**

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

Minutes 407 of the meeting held on 8 February 2017 were accepted and it was unanimously agreed that Mr Ledger should sign them.

**Proposed Mr Richmond Coggan      Seconded Mr Carroll**

**4. BOROUGH COUNCILLORS' REPORTS**

Neither Councillor was at the meeting at this point and Mrs Hicks did not have anything to report when she arrived later in the evening.

**5. COUNTY COUNCILLOR'S REPORT**

Councillor Angell was not at the meeting.

**6. PUBLIC INTERVAL**

The Clerk explained, in response to comments by councillors, that in the past the advice was not to minute the public interval to allow members of the public to speak freely without fear of subsequent censure. Recent advice from the National Association of Local Councils is to produce a brief minute listing the facts but still ensuring that comments from members of the public are not fully minuted to allow them to continue to be able to speak freely to members of the council.

The meeting was opened to the Member of the Public present from 7.30 – 7.35 during which time PCSO Howe and PCSO Thatcher informed those present that PCSO Smith had been carrying out speed checks in the village and that most drivers were obeying the speed limit. The Police are holding a Rural Speed Check Day later this month.

The Chairman asked about the Neighbourhood Watch Scheme and PCSO Howe will arrange for some information packs to be delivered to the Clerk in time for Showcase Shadoxhurst.

Slightly later in the evening the Member of the Public asked to speak.

He said that the Parish Council should minute the number of people present at the meeting and it was pointed out that the number of Members of the Public Present is shown on page one of every set of minutes.

He also put forward critical comments about the planning system.

Following further discussion, it was agreed that, in future, all members of the public should be asked to put their comments in writing and send them to the Clerk in time to be included on the next agenda, if relevant, and councillors requested an additional agenda item headed Matters Arising from the Public Interval.

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

There were no Matters for Report not covered on the agenda.

## 8. CHAIRMAN'S REPORT

I have attended two meetings at Bromley Green Village Hall for planning issues in the neighbouring Saxon Shore Ward. There, one of the two Ward Councillors, Jane Martin hosted meetings involving Saxon Shore villages and neighbouring parishes. I have been keen to attend, as the Omission Site at Bromley Green incorporates a corner of our Parish and there three families will be greatly disadvantaged if this goes ahead. Jane has been engaging with residents and PCs to come up with ideas to oppose some of the Omission Sites in terms of ABC policies. The big test will of course be our own field as to whether ABC will value their policies enough to protect land, or just give in.

I also managed to attend an ABC Flooding Task Group meeting which Aline chairs. ABC set it up after there were some flooding problems and are trying to draw EA, SW, KCC, ABC and Drainage Boards together to work to good purpose. There is a combining of knowledge and strategy particularly with respect to controlling the ditches and runoffs from new development.

My thanks go to Carol for all her organising skills for putting together the first event of the year, the Table Top Sale. It was a cracking good start to 2017 for the village. We need to conquer the publicity side, but as a village get together event, it was very positive and a success.

Grateful thanks also go to those that helped with the second event, the village Spring Clean on Saturday. Another success, it also involved both Scout Groups and Forum members. A lot of good work achieved, thank you. 30 sacks of rubbish collected, hedges trimmed, phone box cleaned and the village signs washed.

The light over the pavilion has been completed although I have yet to conquer the PIR control for tripping in. He also discovered there is a live supply to the lamp post, but only one of the PIR lamps is working, the other is seized up and needs replacing. Once again, I have not yet mastered the time switch control.

While I was with the electrician, an Environment Agency officer arrived following up an oil pollution report. The next day some of the sludge was dug out of the ditch and left on the side. However, when I contacted her again, this digging out may well have been through the local authority, as it was not the EA and purely coincidental. Not discovered who did this yet.

Following the Chilmington Green meeting on Tuesday, the Chairman circulated a copy of the slides used by Gallagher's during their presentation showing their plans for traffic management on the A28. They have promised to keep two-way traffic running during the construction of the roundabouts.

## 9. SHADOXHURST WEBSITE

Mrs Ellis and Mr Richmond Coggan will look at the website to see whether any alterations need to be made and liaise with Mr Stanley.

The Clerk was asked to contact Mr Stanley and ask him not to publish the minutes until they have been agreed at the meeting.

**10. VILLAGE HALL, PAVILION, RECREATION FIELD, VILLAGE GREEN AND SIGN  
Inspection of Village Hall and Pavilion before and following Hiring**

Mr Carroll in March

Mr Richmond Coggan in April

Mr Crowley in May

Mr Ledger and Mrs Ellis in June

Mr Cass in August

**General Issues relating to the Village Hall**

Mrs Ellis reported that she had investigated the cost of a replacement oven and fridge for the Village Hall. The details of which were circulated to all councillors.

**Resolution: Following discussion Councillors unanimously agreed to purchase the following: -**

**1 x Fridgemaster MUL49102 Free Standing Larder Fridge in White £119.00 + VAT from AOL**

**1 x Beko BDC5422AW Electric Cooker with Ceramic Hob in White £259.00 + VAT from AOL.**

**Mrs Ellis will arrange delivery**

**Proposed Mr Cass      Seconded Mr Carroll**

The water boiler needs replacing. Mr Carroll will investigate the cost and Mr Ledger will ask the Scout Group whether they can apply for a grant, as the Scout Leader has previously mentioned that his might be a possibility.

**General Issues relating to the Pavilion**

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**Mrs Ellis will arrange delivery**

**Proposed Mr Cass      Seconded Mr Carroll**

**Outside Lighting at the Pavilion**

The light has been fitted on the outside of the pavilion. The light in the car park still needs attention. Councillors unanimously agreed to ask DWEC Ltd to replace the unit.

**Proposed Mrs Ellis                  Seconded Mrs Procter**

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

Nothing to report.

**Village Hall Floor**

The floor has is now considered satisfactory and the contractor has been paid.

**Quotes for Repairs to the surface of the Recreation Field Car Park**

Three quotes, have been received as follows: -

Quote A £13,312.00 (includes reconstruction of entrance) or £14315.00 depending on the surface + additional items if required £2111.00.

Quote B £10,000.00 + £1330.00 for the entrance

Quote C £17250.00 + £1200.00 to reconstruct and tarmac the entrance to the Field

An officer from ABC has confirmed that this can be paid for from the S106 money received from the development of the garage site.

**Resolution: Following discussion, Councillors agreed that Quote C, was the most suitable and agreed to accept it, subject to confirmation that the modifications required by councillors are applied. The quotes will be sent to ABC and our Ward Members to make sure the project meets all the necessary criteria as it is being paid for out of the S106 money from the Shadoxhurst Garage Development.**

**Quotations received for the Grounds Maintenance Contract for the 2017 Growing Season**

Two quotes have been received as follows for prices per cut as follows/visit.

	A	B
Gang mowing Recreation Field	45.00	35.00
Hand Cutting round Trees in Field	50.00	150.00
Village Green	55.00	95.00
Hedges at Recreation Field	170.00	125.00
Village Sign	25.00	25.00

**Resolution: Councillors agreed to accept the quotation from Company A as follows: -**

Gang mowing Recreation Field	45.00 fortnightly – 12 cuts over the growing season
Hand Cutting round Trees in Field	50.00 fortnightly – 12 cuts over the growing season
Village Green	55.00 every 3 weeks – 9 cuts over the growing season
Hedges at Recreation Field	170.00 once over the growing season

The contractor will be told that the members of the Parish Council do not want chemicals used to kill the weeds and long grass and will be asked to take care around the trees and posts if they use a strimmer.

**Proposed Mr Richmond Coggan**

**Seconded Mrs Procter**

**Provision of Community Exercise Equipment and Play Equipment**

Mr Crowley has been in discussions with Play Equipment and Community Exercise Equipment suppliers and he circulated some proposals for replacement Play Equipment and the installation of new Community Exercise Equipment to the members of the Council.

He will continue to work with Mrs Procter and Mr Richmond Coggan to progress the project and, following an email from ABC, will contact The Play Officer to run through ideas as she will be able to help and provide advice.

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

Open Space  
Kent Surrey Sussex Air Ambulance  
EK Fire Protection  
Mr R Harris  
Clerk and Councils Direct

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

Various emails regarding planning applications in the parish  
ABC re licensing application – Green Farm, Shadoxhurst  
MBK re replacement of coin meter in the Village Hall  
Various posters received from the Police - Councillors agreed that any posters deemed suitable for the notice board should be printed in greyscale.  
Various emails from KALC – Following receipt of an email regarding grant funding for a computer Councillors decided not to apply but the Clerk will use Drop Box in future to store documents so that they can be accessed by all councillors if necessary.

**Insurance Premium for 2017/2018**

We have received confirmation of the receipt of the premium and of the Long-Term Agreement from Came & Co.

The Clerk informed councillors that any event in the Parish would only be covered under the Parish Council's Public Liability insurance if it is a Parish Council led event. Village Forum activities are not covered under our policy.

**Clerk's Salary**

**Resolution: Councillors unanimously agreed to increase the Clerk's Salary to SPC 27 £12.564 hour.**

**The Clerk continues to be in receipt of £3 per week to cover the cost of office equipment. This is added to her salary for tax purposes.**

**Proposed Mrs Ellis**

**Seconded Mrs Procter**

**Bank Reconciliation - Long Term Deposit account**

Opening Balance	<b>510.00</b>	Balance per Current Account	<b>610.00</b>
Refund of Deposit	<u>50.00</u>		
	<b>460.00</b>		
Transfer uncashed Deposit	<u>150.00</u>		
	<b>610.00</b>		

**Bank Reconciliation – Treasurers Account**

Opening Balance	21006.30	Balance per Treasurers Account	28124.29
Add Receipts	29582.05	Plus Uncleared Receipts	<u>432.75</u>
	<b>50588.35</b>		<b>28557.04</b>
Less Payments	<u>23479.35</u>	Less Uncleared Payments	<u>1298.04</u>
	<b>27109.00</b>		<b>27259.50</b>
		Plus Uncleared Deposit Received	<u>150.00</u>
			<b>27409.50</b>
		Less Uncleared Deposit Refunds	<u>300.00</u>
			27109.00
Less Earmarked Funds	<u>7912.31</u>	Less Earmarked Funds	<u>7912.31</u>
<b>AVAILABLE FUNDS</b>	<b>19196.69</b>	<b>AVAILABLE FUNDS</b>	<b>19196.69</b>

**Earmarked Funds – Amended during budget discussion**

	<b>Balance 12.10.16</b>		<b>Balance 14.12.16</b>
Recreation Facilities	3000.00		3000.00
Bulb and Tree Planting + Planters Repairs and Compost	390.00	-390.00	NIL
Recycling – Reallocated to Major Village Hall and Pavilion Refurbishment	1521.31		1512.31
Bus Shelters			
From 2014/2015 budget		200.00	
From 2015/2016 budget		100.00	
From 2016/2017 budget		1000.00	1300.00
Contingency			
From 2014/2015 budget		500.00	
From 2015/2016 budget		500.00	
From 2016/2017 budget		1100.00	2100.00
<b>TOTAL</b>	<b>4911.31</b>	<b>3010.00</b>	<b>7912.31</b>

**Accounts to be paid**

<b>PAYEE</b>	<b>DETAILS</b>	<b>CHQ NO</b>	<b>NET</b>	<b>VAT</b>	<b>GROSS</b>
Mrs J Batt	Salary Expenses - Petrol General Admin Printer Inks Hall Consumables Broom 1 <sup>st</sup> Aid Box	926	440.65 6.66 15.00 127.77 7.12 16.66	30.31	644.17
Mr R Harris	Village Hall Cleaning Village Hall Caretaking	927	120.00 50.00		170.00
Mr R Harris	Final Village Hall Cleaning To be released 31.03.17	928	90.00		90.00
South East Water	Water Bill - Pavilion	929	28.52		28.52
Open Spaces	Subscription	930	45.00		45.00
Mr J Kettle	Window Cleaning – Hall Window Cleaning – Pavilion	931	35.00 40.00		75.00
South East Water	Water Bill - Hall	932	74.86		74.86
The Post Office	Income Tax	933	37.80		37.80
Hirer of Village Hall	Deposit Refund	934	150.00		150.00
DWEC Ltd	Work to Pavilion and Recreation Field Lighting	935	95.00		95.00
Southern Water	Waste Water – Village Hall	936	132.63		132.63

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

**EDF - £177.00 – Village Hall and EDF - £16.00 – Pavilion**

**Proposed Mr Richmond Coggan Seconded Mrs Ellis**

**Transparency**

Councillors were asked to check the website before the audit and confirm in writing to the Clerk that all the documents are in order.

**Tenders for Village Hall Cleaner and Caretaker**

Three quotes have been received to clean the Village Hall as follows: -

Company A 1.5 hours per week £2315.02 per annum = £29.68 per hour

Company B Daily – 1 hour - £13.00 Weekly – 4 hours £52.00 Monthly – 16 hours - £208.00

Company C 2 hours x 3 times per week £3343.47 = £10.71 per hour

One quote has been received to undertake caretaking duties at the Village Hall as follows: -

Company C 1 hour x 3 times per week £11.31 per hour

**Resolution: Councillors agreed to award the tender to Company C, for one year, but to amend the hours as follows:-**

**Cleaning @ £10.71 per hour. Extra hours to be charged at £11.00 per hour**

**1 hour Monday**

**1 hour Wednesday**

**2 hours Friday**

**All cleaning equipment to be supplied by the company. Councillors will discuss the use of the Parish Council's Scrubber drier with the company.**

**Caretaking @ £11.31 per hour. Extra hours to be charged at £12.00 per hour**

**1 hour per week**

**All equipment and PPE to be supplied by the company.**

**Proposed Mr Cass Seconded Mrs Procter**

**ABC Litter Bin Review**

This has been submitted to ABC.

**Electoral Review of Ashford Consultation – Draft Recommendations**

Following discussion councillors agreed that they had no comment to make on the Draft Recommendations.

**12. PLANNING**

Please see attached list.

**Any other matters related to Planning issues within the Parish**

The Clerk contacted the Strategic Sites and Design Manager at ABC and asked her whether she took the Project Delivery Engineer's advice into consideration prior to discharging the conditions on application no 15/00373/AS but has yet to receive a reply.

Application No 16/01841/AS is being considered by the Planning Committee on 15 March. Mr Richmond Coggan will speak on behalf of the Parish Council. He will forward his proposed speech to councillors prior to the meeting for their comments. He will also apply to speak via ABC's portal.

Following the Chilmington Green Stakeholders Meeting, Mr Ledger asked whether councillors agreed to the 40mph speed limit being extended from the A28 along Chilmington Green Road as far as Chilmington Green Lane. Mrs Hicks explained that this would be for about 5 years while the road layout is redefined. It was pointed out that if this is not enforced it is a waste of time. After discussion councillors agreed that if KCC consults with the Parish Council on this matter they had no objection to Mr Ledger agreeing to the proposal on the council's behalf.

### **Appeal Submission for Land between The Hollies and Park Farm Close**

The Planning Appeal Hearing is set for 21 March.

### **Update on Kings Head Field**

A report will be prepared for discussion at the next meeting.

### **13. OUTSIDE REPORTS**

#### **Footpath Warden**

The Chair of the NHS Walking Group is reporting issues for us until we recruit a Footpath Warden.

### **14. VILLAGE RESPONSIBILITIES**

Nothing to report.

### **15. ITEMS FOR INCLUSION ON THE AGENDA FOR THE NEXT MEETING**

Coin Meter in Village Hall

New Item – Matters Arising from the Public Interval

Drop Box Storage

Parking outside Rectory Bungalows

Risk Assessment

Clerk's Update on Items from the last Minutes

### **16. ITEMS TO BE REPORTED TO KENT HIGHWAYS/PROW**

#### **Painting of yellow lines in Woodchurch Road Bus Stop Lay By**

Mr Ledger approached ABC to see if they would change the parking arrangements for residents living in Rectory Bungalows, but was told that there are no funds available. Councillors will speak to the residents to ask for their thoughts on the parking problems in this area and what they think about having yellow lines painted in the layby.

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

Concern was raised about the number of large lorries driving through the village. The Clerk will write to a local haulage contractor and express these concerns.

**The next Parish Council meeting is due to be held on Wednesday 12 April 2017 in The Pavilion.**

There being no other business the meeting closed at 22.38 pm.

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

Chairman

# SHADOXHURST PARISH COUNCIL

## RECORD OF PLANNING APPLICATIONS

### 2017

#### MARCH 2017

- 17/00162/AS Frog Hollow, Church Lane, Shadoxhurst, Ashford, TN26 1LY  
Outline application for the erection of a replacement detached dwelling  
**Parish Council: OBJECTS on the following grounds: -**  
**The existing building is only uninhabitable from neglect of maintenance**  
**The proposed building is too close to the boundary**  
**Too little information in the application to grant even outline planning consent which would establish the principle of development in the new location**  
**Strong objection from the neighbours**  
**More information required**
- 17/00164/AS Forge House, The Street, Shadoxhurst, Ashford, TN26 1LU  
Alterations and new window and ventilation to WC, extractor fan to cooker, replacement front door and insulation and ventilation to 2nd floor room, garage and utility Room  
**Parish Council: Support**
- 17/00199/AS Woodside West, Nickley Wood Road, Shadoxhurst, Ashford, Kent, TN26 1LZ  
Use of the land for the stationing of 2no. mobile homes for a gypsy family, the stationing of 2no. touring caravans and the erection of 2 metre high fence (part retrospective)  
**Parish Council: OBJECTS on the following grounds**  
**Strong objections from local residents and the owners of the neighbouring property**  
**There is no permission for the existing hard standing and this affects drainage along Nickley Wood Road**  
**There is no permission for the building housing a washing machine**  
**There is no proof that the septic tank is used**  
**The application would increase traffic**  
**No touring caravans are permitted as covenants state and there are no passing places on Nickley Wood Road**
- 17/00200/AS Corner Stone, Woodchurch Road, Shadoxhurst, Ashford, Kent, TN26 1LE  
Erection of a side extension  
**Parish Council: OBJECT 6: 1 abstention (Carol) on the grounds that this application will add 50% to the size of the house and will dominate the corner and seriously impact on light to the property around the corner. Councillors would request the Planning Officer to request a more modest scheme**

12/00400/CON/AS Land at Chilmington Green, Ashford Road, Great Chart, Kent  
Discharge of conditions 76 (Ecological Mitigation Strategy for Detailed  
Development – Accesses A & B) and 88 (Access Construction  
Environmental Management Plan  
**Parish Council: No Comment**

**The following applications were not on the agenda but councillors agreed to discuss at this point: -**

17/00231/AS Little Criol Wood, Criol Lane, Shadoxhurst, Ashford, Kent TN26 1AQ  
Erection of a double garage with dayroom attached  
**Parish Council: Support but would ask that ABC enforces the Dark Skies Policy**

17/00255/AS Eversleigh, Woodland Lodges, Hornash Lane, Shadoxhurst, Ashford, Kent TN26 1HX  
Variation on condition 12 of planning permission to vary design of approved stand alone  
Lodge 16/01138/AS – Proposed holiday cabin and extension to existing pine lodges  
**Parish Council: Support**

12/0400/CON/AS Land at Chilmington Green, Ashford Road, Great Chart, Kent  
Discharge of conditions 77 and 78 (site wide ecology), 80-87 (species specific  
Ecology mitigation and enhancement), and 92 (earthworks strategy)  
**Parish Council: No Comment**

#### **Amended Consultation**

15/01496/AS Land rear of the Kings Head, Woodchurch Road, Shadoxhurst, Kent  
Residential development comprising 24 x 2 storey dwellings with all associated  
infrastructure and services  
**Parish Council: Deferred to next meeting**

16/01841/AS Land between The Hollies and Park Farm Close, Woodchurch Road, Shadoxhurst, Kent  
Erection of 12 dwellings, the creation of a new access from Woodchurch Road, new  
landscaping and ancillary works (revision to reference 15/00539/AS)  
**Parish Council: OBJECTING – Councillors will submit a one page summary of their  
comments to the Borough Councillors prior to the  
Planning Committee**

#### **Decision Notices received from ABC**

16/01809/AS 97 Tally Ho Road, Shadoxhurst, Ashford, Kent TN26 1HW  
Rear extension and roof alteration to facilitate loft conversion including  
dormer windows and rooflights  
**Borough Council: Permit**