

SHADOXHURST PARISH COUNCIL

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MINUTES 410

Minutes of the Annual Parish Council Meeting held at The Village Hall, Shadoxhurst on Wednesday, 10 May 2017, following the Annual Parish Assembly Shadoxhurst.info

PRESENT: Mr D Ledger (Chair), Mrs S Ellis Mrs C Procter, Mr K Carroll,
Mr R Crowley, and Mr M Richmond Coggan

PARISH CLERK: Mrs J Batt

BOROUGH COUNCILLORS:

COUNTY COUNCILLOR:

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

1. **ELECTION OF CHAIRMAN**

Mrs Procter proposed Mr David Ledger, seconded by Mr Carroll. There were no other nominations.

Mr Ledger accepted the position of Chairman. Unanimous

Chairman to sign Declaration of Acceptance of Office

Mr Ledger signed his Declaration of Acceptance of Office.

2. **APOLOGIES FOR ABSENCE**

An Apology for Absence was received from Mr S Cass, (prior engagement)
County Councillor, Mr M Angell and Borough Councillors, Mrs A Hicks and Mr G Bradford,

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) **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

Mrs Richmond Coggan proposed Mr Ken Carroll, seconded by Mrs Procter.

There were no other nominations. Mr Carroll accepted the position of Vice Chairman.

Unanimous

5. PUBLIC INTERVAL

There were no Members of the Public present.

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

KALC – Mr Ledger and Mr Richmond Coggan

Local Plan Group – Mr Ledger and Mr Richmond Coggan

Parish Forum – Mr Ledger and Mr Carroll

Police Committees – Mr Cass

Planning Committee – Mr Richmond Coggan (Chair), Mr Carroll, Mrs Procter and

Mr Ledger (ex officio)

Shadoxhurst Charities – Mr Ledger, Mrs Ellis and Mr Richmond Coggan

Village Hall – Colin Carol Sheila david

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

Chilmington Green – Mr Ledger and Mr Cass

Joint Parishes Traffic Committee – Mr Ledger and Mr Cass

Village Forum Co-ordinator – Mr Ledger

Any other committee requested by Councillors – None

7. DELEGATION OF RESPONSIBILITIES FOR THE TERM OF THE COUNCIL

Annual Review of Parish Council Documents – Mrs Ellis

Six Monthly Review of Fixed Assets – September and March) Mrs Procter, Mr Crowley

Six Monthly Risk Assessment – September and March)

Internal Parish Council Audit – Mr Robbins

Councillors Responsible for Finance – All Councillors

Annual Review of Insurance Arrangements – On receipt of renewal – All Councillors

Weekly Play Area Safety Check – Mr Crowley and Mrs Procter

Annual Play Area Safety Check – The Play Inspection Company

Councillor Responsible for Newsletter and Website and Transparency – Mr Cass

Councillor Responsible for Emails – Mr Ledger

Councillor Responsible for Post – All councillors

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

Councillor with Responsibility for Returning Questionnaires – Mr Cass

Foothpaths – All Councillors

Tree Warden – All Councillors

Any other responsibilities put forward at meeting – None

8. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING

Minutes 409 of the previous meeting were accepted and it was unanimously agreed that Mr Ledger should sign.

Proposed Mr Richmond Coggan

Seconded Mr Carroll

9. MATTERS FOR REPORT ARISING FROM THE PREVIOUS MINUTES

Mr Ledger reported that Mrs Jarrett, Head of Planning at ABC did not satisfactorily answer all the questions he put to her following the last meeting. He will email her again.

10. CHAIRMAN'S REPORT

Since the last Parish Council meeting, we have been away. But since returning, I have attended another Saxon Shore Ward planning meeting and have chaired the Forum Hustings meeting in the hall. Currently still working on the various planning related issues for the village, including the proposed Protection Policy.

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

Mr Crowley in May

Mr Ledger and Mrs Ellis in June

Mrs Procter in July

Mr Cass in August

Field/Car Park/Play Area/Village Sign

Nothing to report.

Hiring Fees for Village Hall and Pavilion

The current rate is £7.50 for Shadoxhurst clubs and societies and £8.50 for hirers outside the village, with a £150 deposit for the Hall and £50 for the Pavilion.

Replacement of Coin Meter in Hall

The cost of replacing the coin meter varies depending on the action taken: -

The unit will have to go back for reprogramming and it will cost £35 plus the electrician's time – probably about £40.

The alternative is to leave it as it is and then hirers will only be able to use £2 coins.

If the meter is pre-2014, it will cost £50 to reprogramme.

A completely new meter is £150.

Resolution: Councillors unanimously agreed to ask our electrician to send the meter away for reprogramming at the end of July when Future Scholars break up and there will be no charge to hirers for the use of the cooker whilst it is away.

Sink Heater

Following advice from Mr Fenton the following was agreed: -

To ask our electrician whether

- (a) Does the heater only heat the water as it goes through when the tap is turned on?
- (b) If not can a switch be installed in the kitchen so that it can be turned off when not in use to save electricity?
- (c) Will the circuit take both the water heater and the tubular heater?
- (d) If not we need to ask Future Scholars whether they use the tubular heater and whether they want heat or water?

Resurfacing of Recreation Field Car Park

Resolution: It was to unanimously agreed to accept the quote from Penfolds at a cost of £17250.00 for the main area of the car park and £1200 for the entrance. Mr Ledger and Mr Richmond Coggan will meet with Penfolds when they start work on 22 May. The Clerk will email ABC and ask for the money to be available for our June meeting.

Provision of Community Exercise Equipment

Mr Crowley continues to progress this project.

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

Clerk and Councils Direct
Open Spaces

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 Ledger 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.

Internal Auditors Final Report

The Clerk reported that Mr Robbins carried out his final audit for the year 2017/2018 on 25 April did not find anything major to report. The Clerk read out his report to councillors.

Review of Statement of Internal Control

Councillors were satisfied that the Statement of Internal Control, was in order and Mr Leger and the Clerk signed the document.

Review of the Effectiveness of the Internal Auditor

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

Consideration of the Findings of the Review by members of the meeting as a whole

Councillors considered the findings of the review and agreed they were satisfactory.

Approval of the Annual Governance Statement by resolution – Sec 1

Councillors completed the Annual Governance Statement.

Resolution: Councillors unanimously approved the Annual Governance Statement
Proposed Mrs Ellis Seconded Mrs Procter

Signature and Dating by the person presiding at the meeting and The Clerk – Sec 1

Mr Ledger and the Clerk signed and dated the Annual Governance Statement.

Consideration of the Accounting Statements by the members of the meeting as a whole

Councillors considered the Accounting Statements and agreed they were satisfactory.

Approval of the Accounting Statement by the resolution – Sec 2

Councillors considered the Accounting Statements.

Resolution: Councillors unanimously approved the Accounting Statement

Proposed Mr Crowley Seconded Mr Richmond Coggan

Signature and Dating by the person presiding at the meeting – Sec 2

Mr Ledger signed and dated the Accounting Statement, previously signed and dated by the Clerk

Review of Direct Debits

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

Bank Reconciliation – Treasurers Account

Opening Balance	21006.30	Balance per Treasurers Account	27907.80
Add Receipts	29970.30	Plus Uncleared Receipts	<u>72.25</u>
	50976.60		27980.05
Less Payments	<u>23574.35</u>	Less Uncleared Payments	<u>127.80</u>
	27402.25		27852.25
		Plus Uncleared Deposit Received	<u>000.00</u>
			27852.25
		Less Uncleared Deposit Refunds	<u>450.00</u>
			27402.25
Less Earmarked Funds	<u>9012.31</u>	Less Earmarked Funds	<u>9012.31</u>
AVAILABLE FUNDS	18389.94	AVAILABLE FUNDS	18389.94

Earmarked Funds – Amended during budget discussion

	Balance 14.12.16	+/- May	Balance 10.05.17
Recreation Facilities Budget 17/18	3000.00	+500.00	3500.00
Bulb and Tree Planting + Planters Budget 17/18		+100.00	100.00
Recycling – Reallocated to Major Village Hall and Pavilion Refurbishment	1512.31		1512.31
Bus Shelters From 2014/2015 budget From 2015/2016 budget From 2016/2017 budget	1300.00		1300.00
Contingency From 2014/2015 budget From 2015/2016 budget From 2016/2017 budget From 2017/2018 budget	2100.00	+500.00	2600.00
TOTAL	7912.31	1100.00	9012.31

Accounts to be paid

PAYEE	DETAILS	CHQ NO	NET	VAT	GROSS
Mrs J Batt	Salary April and May Clerks Expenses General Admin	947	535.90 4.50 29.17	0.83	570.40
KALC	Subscription	948	366.82	73.36	440.18
Mr L Robbins	Audit Fee	949	75.00		75.00
	Contribution to Grass	950	500.00		500.00
Hirers of Village Hall	2 x Deposit Refunds	951/2	300.00		300.00
PRA			151.55	30.31	181.86

Review of Insurance for 2016/2017/Self Insured Items

The Council does not Self Insure any Parish Council Assets.

Website

Mrs Ellis and Richmond Coggan will arrange to meet with Mr Stanley before the next meeting, Mr Ledger has added some new information.

Risk Assessment

Nothing to report

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 Village Hall.

Retention and Storage 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.

General Power of Competence

Confirmation that Shadoxhurst Parish Council adopted the General Power of Competence at the meeting held on 13 May 2015.

13. PLANNING

Please see attached list.

Update on Kings Head Field

Nothing to report.

Open Spaces Strategy Meeting

Mrs Procter reported on the Open Space Strategy Meeting at this point. A questionnaire is due to be sent to the Parishes shortly and it was agreed that she should fill it in and return it on behalf of the Parish Council. The strategy will be tested alongside the local plan.

The areas looked at during the meeting were regarding open spaces in parishes were: -
Quality and quantity
Accessibility and ownership
Maintenance

It was understood that open spaces mean different things for different people at different times.

ABC will be undertaking site visits and will use quality and quantity as a benchmark against other councils in the country.

Retention and Storage of Planning Applications

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

14. 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.

15. VILLAGE RESPONSIBILITIES**Items to be reported to the Kent Highways/Prow**

Nothing to report.

Painting of Yellow Lines in Woodchurch Road Bus Stop Lay By

It was agreed to write to the Housing Department at ABC regarding the problems with parking at Rectory Bungalows. If this can be dealt with there should be no reason for drivers to park in the bus stop layby.

16. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

Mr Ledger reported that a boundary dispute between the developers of Oak View and Silver Birch Court, which went to court, has been settled in favour of Orbit and the 12 houses which remained unsold whilst this was ongoing are now on the market.

Mr Ledger suggested preparing a Welcome Sheet for new residents.

Decorating the Village Hall will be included on the next agenda

There being no other business the meeting closed at 9.46 pm.

Signed..... Dated
Chairman

SHADOXHURST PARISH COUNCIL

RECORD OF PLANNING APPLICATIONS

2017

MAY 2017

17/00008/GPDE/AS Dragonfly, Church Lane, Shadoxhurst, Ashford, TN26 1LY
Notification of a proposed larger home extension - single storey rear
extension (depth 5.48m, height 3.5m, eaves height 3.5m)
Parish Council: Not consultees on this application

Decision Notices received from ABC

17/00231/AS Little Criol Wood, Criol Lane, Shadoxhurst, Ashford, TN26 1AQ
Erection of a double garage with dayroom attached
Borough Council: Permit