

# SHADOXHURST PARISH COUNCIL

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## MINUTES 416

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

**PRESENT:** Mr D Ledger (Chair), Mrs S Ellis, Mrs C Procter, Mr K Carroll, Mr S Cass  
Mr R Crowley

**PARISH CLERK:** Mrs J Batt

**BOROUGH COUNCILLORS:**

**COUNTY COUNCILLOR:**

**MEMBERS OF THE PUBLIC:** There were 3 Members of the Public present for part of the meeting.

**1. APOLOGIES FOR ABSENCE**

An Apology for Absence was received from Mr M Richmond Coggan, (personal reasons).  
Borough Councillor, Mrs A Hicks and County Councillor, Mr M Angell

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

**Declarations of Pecuniary Interest**

Mr Cass declared a Pecuniary Interest in Planning Application No 17/01423/AS, as he  
is the owner of the property.

**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.**

**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 415 of the meeting held on 11 October 2017 were accepted and it was unanimously  
agreed that Mr Ledger should sign them.

**Proposed Mr Carroll**

**Seconded Mrs Procter**

**4. MATTERS ARISING FROM THE PREVIOUS MINUTES**

There were no matters Arising not covered on the agenda.

**5. PUBLIC INTERVAL**

The meeting was opened to the Members of the Public present from 7.35-7.44 pm during which time those present discussed Planning Application No 17/01423/AS. Mr Cass left the room for the discussion.

**6. PLANNING**

Please see attached list.

**Discussion and Decision on action to be taken on any other matters related to Planning issues within the Parish**

Mr Ledger will formulate a response to the Chief Executive of ABC, following her reply to his letter of 21 September, regarding concerns at the way planning application number 15/01496/AS was determined.

**Application to Divert part of Public Footpath AW327 and Extinguish Public Footpath AW328**

Shadoxhurst Parish Council has been invited to attend a site meeting with the developer, Shadoxhurst resident, Mr Finnis, Mrs Past, Ramblers representative, Mrs M McLauchlan, Public Rights of Way and Access Service, Kent County Council and possibly the Area Officer Ms Faiers to discuss the points put forward. Councillors agreed that they should attend. If KCC ignore our observations, they will have to make an order which they will publicise and the consultation, prior to the order being made will be open to all residents. If there are objections, the proposal will go to public enquiry by the Secretary of State so it is in the interest of the developer to accept our suggestions to avoid a delay.

**Bromley Green Omission Sites**

Three sites owned by the same person, one of which is next to Poplar Farm, which were ruled out and not put in the updated 2017 consultation have been resubmitted as omission sites. and may be included in the Draft Local Plan for consideration by the Inspector, but they will not go out to consultation unless he agrees that they should remain in the plan. Over 400 houses could potentially be built on these sites. The affected Parish Councils were not informed but a resident noticed that ABC had included them on the website and alerted councillors. Eight sites in Saxon Shore were put into the planning process for the Borough Planning Task Group to consider, who are able to do so without consultation, because ABC is desperate to meet the government's target for housing in the Borough.

An email from ABC indicated that the Shadoxhurst site is not being included and Mr Ledger will formulate a letter to ABC, formally asking for clarification regarding the situation.

**Chilmington Green**

With regard to The Chilmington Draft Community Development Strategy Consultation process, Mrs Logan confirmed that what Ashford Borough Council was asking the Parish Council to endorse was the draft strategy, so that when it goes before the Borough Council in December members can see that key partners have agreed to its approach and delivery. Some councillors were concerned that the council should not have endorsed this as the councillors

did not have enough information to endorse the document but as the majority felt that Shadoxhurst should be included in any meetings it was agreed not to rescind the previous decision by 4 votes to 2. The Clerk will ask for a list of all meetings, so that a member of the council can attend.

With regards to the email from Mrs Logan asking for details of Shadoxhurst Parish Council Endorsement to be added to the front cover, councillors decided on:

**Shadoxhurst  
The Woodland Gateway to the Countryside**

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

Clerk and Councils Direct  
The Pensions Regulator  
Open Space  
Wicksteed

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

Councillors did not bring any emails to the attention of the council, other than those discussed as an agenda item.

**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	27402.25	Balance per Treasurers Account	41578.04
Add Receipts	<u>48575.25</u>	Plus Uncleared Receipts	2669.06
	<b>75977.50</b>		<b>44247.10</b>
Less Payments	<u>48396.93</u>	Less Uncleared Payments	<u>16216.53</u>
	<b>27580.57</b>		<b>28030.57</b>
Less Earmarked Funds	<u>5536.27</u>	Plus Uncleared Deposit Received	<u>600.00</u>
<b>AVAILABLE FUNDS</b>	<b>22044.30</b>		<b>27430.57</b>
		Less Uncleared Deposit Refunds	1050.00
			<b>27580.57</b>
		Less Earmarked Funds	<u>5536.27</u>
		<b>AVAILABLE FUNDS</b>	<b>22044.30</b>

**Councillors unanimously agreed to transfer £1000.00 from the money earmarked for Bus Shelters and £2142.69 from Contingency to cover the cost of decorating the Hall.**

### Earmarked Funds

	<b>Balance 11.10.17</b>	<b>+/- Nov</b>	<b>Balance 08.11.17</b>
Recreation Facilities	3500.00		3500.00
Bulb and Tree Planting + Planters	100.00		100.00
Recycling – Reallocated to Major Village Hall and Pavilion Refurbishment Painting Village Hall	1512.31	- 4655.00 +1000.00 +2142.69	NIL
Bus Shelters	1300.00	-1000.00	300.00
Contingency	2600.00	-2142.69	457.31
Village Events Account Fete Expenses	1035.23	-236.07 - 13.33 - 35.20 - 20.00	
VAT Adjustment		3.33	
Sale of Beer		114.00	
Murder Mystery Evening		331.00	1178.96
<b>TOTAL</b>	<b>10047.54</b>	<b>-4511.27</b>	<b>5536.27</b>

### Accounts to be paid

<b>PAYEE</b>	<b>DETAILS</b>	<b>CHQ NO</b>	<b>NET</b>	<b>VAT</b>	<b>GROSS</b>
Mr I Procter	Harvest Fete Expenses	994	236.07	43.20	279.27
Mrs C Vander	Harvest Fete Expenses	995	13.33	2.67	16.00
Mrs C Procter	Harvest Fete Expenses	996	35.20	7.04	42.24
Ark Drama	Harvest Fete Expenses	997	20.00		20.00
Mrs J Batt	Salary Expenses General Admin Ink for Newsletter	998	451.35 2.25 15.00 70.99	14.20	553.79
Bibby (Lodestar Cleaning)	Cleaning Caretaking	999	188.94 48.49	47.49	284.92
Warren Hyder	Decorating V Hall	1000	4655.00		4655.00
L Fenton	Plumbing - Pavilion	1001	125.00		125.00
Clive Stanley	Webmaster Services Disbursement Refund	1002	201.50 14.39 -69.95		145.94
2 x Hirers of Village Hall	Deposit Refund	003/4	300.00		300.00
MBK	Electrical Work	1005	475.00		475.00

**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 - £46.00 – Pavilion**

**Proposed Mr Cass      Seconded Mrs Ellis**

**Preparation of Budget and Setting of Precept for 2017/2018**

The budget will be prepared in time for the next meeting at which the Precept will also be set.

**Decision on any action to be taken following resident's concerns regarding ABC which were voiced during the June Public Interval**

Nothing to report.

**Joint Parishes' Lobbying Letter Update**

Nothing to report.

**Car Sales in Woodchurch Road**

Deferred to future meeting.

**Proposed Shadoxhurst Utilities and Services Sub Committee**

Mr Ledger proposed that this should be convened, and he agreed to prepare the Terms of Reference. The members of the Committee will be Mr David Ledger, Chairman, Shadoxhurst Parish Council, Mr Rob Crowley, Parish Councillor, Mr Peter Finnis and Mr Peter Webb, Shadoxhurst Residents and Mr Ian Anderson, member of Bethersden Parish Council and advisor

**Resolution: Councillor unanimously agreed to form a Utilities and Services Sub Committee as above**

**Proposed Mr Ledger                      Seconded Mr Crowley**

**8. CHAIRMAN'S REPORT**

Since our last meeting, I can report attending a very successful 'Murder Mystery' night and grateful thanks and credit must go to Lis Webb and the Murder Again team. I also attended a Saxon Shore DIG meeting which heard about the Bromley Green omission sites that were submitted to ABC. I since met with the Ruckinge Parish Council Chairman to further discuss this. This will be discussed as a Parish agenda item. There is a Chilmington Green Stakeholder's meeting the evening before our November meeting and I will report verbally on this.

**9. SHADOXHURST WEBSITE**

Mrs Ellis and Mr Richmond Coggan had a meeting with Mr Stanley and amendments have been made to the website. Both now have passwords, so that they can update the site regarding village events. Mr Stanley has offered training to Mrs Ellis and Mr Richmond Coggan and they will decide whether they need this once they have tried navigating the site.

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

Mrs Procter in November  
Mrs Ellis and Mr Ledger in December  
Mr Richmond Coggan in January  
Mrs Ellis and Mr Ledger in February  
Mr Cass in March  
Mr Crowley in April

**General Issues relating to the Village Hall**

With regard to diffusers on the lights, The Clerk contacted MBK who ~~sent~~ replied that he was not aware of any regulations other than in kitchens or food areas, but for general health and safety reason councillors should consider covering glass tubes in a hall because in the event that anyone breaks a tube it would fall from the light fitting like a spear showering glass and chemicals everywhere. This is a particularly high risk as children play in the hall with balls or wooden bricks. Eight-foot plastic sleeves and 8' diffusers to cover tubes are no longer available. Now that the question has been posed, the Council will have to do a risk assessment on the likelihood of a lamp being broken and the possible subsequent damage to health. The code for tub coverings is IEC-BS 61549. It was agreed to defer a decision to next meeting.

The Clerk will contact Lodestar and ask them to replace the 2 lights which are not working.

The hall has now been decorated and councillors are very pleased with the result.

**General Issues relating to the Pavilion**

EDF is coming to install a smart meter on Friday 10 November between 8 am and 12 noon.

The water leak in the gent's toilet has been fixed.

**Outside Lighting at the Pavilion**

The light has as last been repaired. There was a problem, due to the fact that Penfolds had accidentally cut the cable, but following a call from Mr Ledger, they agreed to pay £200 towards the cost of the repair.

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

The 2 split posts have not been replaced.

**Quotations for Community Exercise Equipment**

We are waiting for the results of grant applications.

**Provision of Heater in Future Scholars Cupboard**

It was agreed not to proceed with moving the heater. This will be removed from future agendas.

**Landscaping around Millennium Sign**

**Resolution: Councillors unanimously agreed to enter into the following agreement with The Pearce Coggan Foundation as follows:**

Agreement between The Pearce Coggan Foundation and Shadoxhurst Parish Council  
The Pearce Coggan Foundation, a limited company based at Green Farm, Church Lane, Shadoxhurst which owns the Green Farm Community Wildlife Garden, wishes to offer its services to Shadoxhurst Parish Council to restore and then maintain the garden area around the Village Sign on the corner of Bethersden Road and Woodchuch Road.

Shadoxhurst Parish Council has agreed to accept these services under the following conditions:

1. The Pearce Coggan Foundation will use its horticultural expertise to develop the site appropriately as it feels fit, but will take account of ideas presented to it through the Village Forum or Shadoxhurst Parish Council
2. The services are offered free of charge to Shadoxhurst Parish Council and there is no financial benefit to The Pearce Coggan Foundation
3. The Pearce Coggan Foundation will produce a risk assessment to Shadoxhurst Parish Council before any work is started. It is acknowledged that the site has busy traffic and appropriate safety precautions will be in place. The risk assessment will be reviewed annually
4. The Pearce Coggan Foundation will ensure that work is carried out on the site in accordance with the practices determined in the risk assessment
5. The Pearce Coggan Foundation may, at its own expense, display a carved wooden sign stating: "Maintained by Green Farm Community Wildlife Garden"

It is the intention of both parties that this should be a long-term agreement. However, the agreement will be reviewed annually to ensure that it is working for both parties. Either party may terminate this agreement at the annual review if desired.

A copy of the above will be prepared and signed by a representative of The Pearce Coggan Foundation and a member of Shadoxhurst Parish Council at the next meeting.

The Clerk will ask Mr Richmond Coggan for a provisional start date.

**Proposed Mr Cass**

**Seconded Mr Ledger**

**11. BOROUGH COUNCILLORS REPORT**

Neither councillor was at the meeting.

**12. COUNTY COUNCILLORS REPORT**

Councillor Angell was unable to attend the meeting.

**13. OUTSIDE REPORTS**

**Footpath Warden**

Nothing to report.

**14. VILLAGE RESPONSIBILITIES**

Nothing to report.

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

Letters to houses re parking on green.

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

Nothing to report.

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

Nothing to report.

**Parking outside Rectory Bungalows**

Mr Ledger and Mr Carroll are going to meet with Mr Crossley, Neighbourhood Services Manager, ABC to discuss this.

**Village Speed Limits**

We are waiting for KCC to report on the results generated by the counters on the Hamstreet Road.

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

Mrs Procter reported that there is delay with the broadband, due to a problem with caused by BT. Engineers are working to rectify this as soon as possible.

Mr Ledger reported that an Armistice Day Ceremony will be held on 11 November at 11am at the Village Pump.

**The next Parish Council meeting is due to be held on Wednesday 13 December 2017 in The Pavilion.**

There being no other business the meeting closed at 10.08 pm.

Signed..... Dated .....  
Chairman

# SHADOXHURST PARISH COUNCIL

## RECORD OF PLANNING APPLICATIONS

### 2017

**Councillors agreed not to comment on applications relating to Chilmington Green. Please see relevant applications on ABC's Planning Portal**

#### NOVEMBER 2017

16/01244/AMND/AS Proposed base station at Cage Wood, Hamstreet Road, Shadoxhurst, Kent  
Revision to application 16/01244/AS - The installation of a 25.0m lattice tower, 6no. antennas, 4no. equipment cabinets, 2no. Dishes and ancillary development within a chain-linked fenced compound - The equipment will be reduced. The tower will be changed to a 20m mini macro pole with 1no dish and 1 no equipment cabinet within the fenced compound.

**Parish Council: Shadoxhurst Parish Council was not a Consultee for this application.**

17/01309/AS Fursten Hornash Lane, Shadoxhurst. Ashford, Kent TN26 1HX  
Relocation of existing access and new driveway

**Parish Council: Support**

17/01423/AS The Firs, Nickley Wood Road, Shadoxhurst, Ashford, Kent, TN26 1LZ  
Change of use of the land to site touring caravans, tents, trailer tents and Motorhomes for occasional recreational use for camping and fishing and erection of a one bedroom holiday lodge along with associated hardstanding, cesspool to facilitate the use (retrospective)

**Parish Council: None of the members of the public who were present put forward any objections and following an in-depth discussion with the applicant, Councillors agreed to support this application as follows:**

**Councillors recommend that a condition should be in place restricting the number of pitches to be in use at any one time to 10.**

**To ensure that the site does not become a permanent site, councillors recommend that a condition be imposed to limit the use of the site to a maximum of 11 months occupation in any one calendar year and further that occupation by a person/family/group be limited to a maximum of 28 days, after which they will have to vacate the site for a period to be agreed.**

**The capacity of the foul water disposal system (septic tank and "blue water tank") needs to be determined to be sufficient before the application is granted.**

17/01521/AS Ensign, Church Lane, Shadoxhurst, Ashford, TN26 1LX  
Erection of a single storey side extension to enlarge existing dwelling to accommodate elderly relatives  
**Parish Council: Support**

17/01579/AS Jenkey Farm, Church Lane, Shadoxhurst, Ashford, Kent TN26 1LY  
Removal of condition 4 on planning permission 16/00900/AS to allow the ménage to be used for commercial riding, livery and business use  
**Parish Council: Support**

**Decision Notices received from ABC**

17/01280/AS Green Farm, Church Lane, Shadoxhurst, Ashford, TN26 1LS  
Change of use of part of existing barn to yoga, art and other workshops and retreat within wellbeing and hospitality business and single storey extension  
**Parish Council: Permit**

17/01308/AS Plot 2, Former T K Banbury Transport Ltd, Blindgrooms Lane, Shadoxhurst, Kent  
Proposed alterations to Plot Two along with double garage (Alteration from approved 16/01172/AS Erection of 4No. detached dwellings)  
**Parish Council: Permit**