

SHADOXHURST PARISH COUNCIL

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MINUTES 421

Minutes of the Ordinary Parish Council Meeting held in The Pavilion on Wednesday 11 April 2018 at 7.30 pm

PRESENT: Mr D Ledger (Chair), Mr K Carroll Mr R Crowley and Mr M Richmond Coggan

PARISH CLERK: Mrs J Batt

BOROUGH COUNCILLORS: Mrs A Hicks

COUNTY COUNCILLOR: Mr M Angell

MEMBERS OF THE PUBLIC: There were 2 Members the Public present for part of the meeting.

1. APOLOGIES FOR ABSENCE

An Apology for absence was received from Mrs S Ellis, (personal reasons), Mrs C Procter, (personal reasons), Mr S Cass (prior commitment) and Borough Councillor Mr G Bradford

2. 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.

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 420 of the meeting held on 21 March 2018 were accepted and it was unanimously agreed that Mr Ledger should sign them.

Proposed Mr Crowley

Seconded Mr Richmond Coggan

4. MATTERS ARISING FROM THE PREVIOUS MINUTES

There were no matters arising from the previous minutes.

5. PUBLIC INTERVAL

The meeting was opened to members of the public present, 7.39 – 7.44 from during which time a member of the public informed members of the council that an appeal could be lodged against The Kings Head development.

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

Nothing to report.

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

The order has been confirmed.

Local Plan Update

Nothing new to report.

Chilmington Green

Discussed under County Councillor's report.

7. CORRESPONDENCE, FINANCE AND OTHER COUNCIL BUSINESS

CPRE

Countryside Voice

EDF Request for Meter Reading

Open Spaces Society Spring Mailing

ABC re Emergency Planning

Wicksteed

KCC Confirmed Order regarding the diversion of Public Footpath AW327 (part) and Public Footpath AW328, Shadoxhurst

EMAIL CORRESPONDENCE – Forwarded to all Councillors with email

Councillors did not bring any emails to the attention of the meeting that were not dealt with elsewhere.

Bank Reconciliation - Long Term Deposit account

Opening Balance	610.00	Balance per Current Account	910.00
Transfer of 2 x uncashed Deposit cheques	300.00		
	910.00		

Village Hall and Pavilion Account

Opening Balance	1000.00	Balance per Current Account	1000.00
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Bank Reconciliation – Treasurers Account

Opening Balance	27402.25	Balance per Treasurers Account	53528.44
Add Receipts	84691.74	Plus Uncleared Receipts	00.00
	112093.99		53528.44
Less Payments	59069.36	Less Uncleared Payments	1053.81
	53024.63		52474.63
Less Earmarked Funds	6526.21	Plus Uncleared Deposits Received	000.00
	46498.42		52474.63
		Less Uncleared Deposit Refunds	450.00
			52024.63
		Village Hall and Pavilion a/c	1000.00
			53024.63
		Less Earmarked Funds	6526.21
		AVAILABLE FUNDS	46498.42

Accounts to be paid

PAYEE	DETAILS	CHQ NO	NET	VAT	GROSS
Mrs J Batt	Salary on account	1036	450.00		450.00
Bibby (Lodestar Cleaning)	Cleaning Caretaking	1037	201.15 48.49	47.49	284.92
2 x Hirers of Hall	Deposit Refunds	038/39	300.00		300.00
Mr D Ledger	Projector	1040	307.70	61.54	369.24

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 - £38.00 – Pavilion

Proposed Mr Richmond Coggan Seconded Mr Carroll

Earmarked Funds

	Balance		
	13.12.17		
Recreation Facilities	3500.00		3500.00
Bulb and Tree Planting + Planters	100.00		100.00
Recycling	NIL		NIL
Bus Shelters	300.00		300.00
Contingency	457.31		457.31
Website	-243.99	-97.50	-341.49
Millennium Sign	400.00		400.00
Tree Surgery	200.00		200.00
Recreation Field Drainage	1000.00		1000.00
Village Events Account	1178.96	-300.00 -316.37 +347.80	910.39
TOTAL	6892.28	-413.87	6526.21

Data Protection

Councillors and The Clerk will arrange a date to meet to sort through all the paperwork in May.

Appointment of Data Protection Officer for Shadoxhurst Parish Council

Mr Ledger reported that he had signed the acceptance form for Satswana.

Newsletter

The latest edition has been sent to the printer and should be ready for collection tomorrow.

Transparency

Nothing to report.

Response to Joint Parishes' Lobbying Letter Update

Representatives from Kingsnorth and Shadoxhurst will be meet with the minister on 24 April.

Lorry Watch

Came & Co confirmed that under our policy Public Liability Insurance will be provided automatically for the Council's responsibilities towards the lorry watch. Likewise, on the basis the volunteers will be carrying out this work on behalf of the Council, it was confirmed that they will be covered automatically under the Employers' and Public Liability sections of the policy for no additional premium and if aged over 16 and under 86 they will also be covered by the Personal Accident element of the policy.

The key consideration is that the Council will owe the volunteers a duty of care as they will be in direct control of the work they undertake.

In order to discharge the duty of care and to reduce the likelihood of injury or damage arising Came & Co strongly recommend that risk assessments of the lorry watch is completed in writing and kept on record. The Council should ensure they are competent to carry out the work and, for the more manual duties, have access to the correct tools as well as suitable clothing/protective equipment.

Village Forum

A draft of the Constitution has been produced.

Formation of Advisory Groups

A sub committee setup last year was only set up as an advisory group and will be referred to as the Village Hall and Pavilion Advisory Group from now on.

Fete Parking

Following further investigation councillors agreed that the Grass Protects is not after all suitable for providing an overflow carpark. It was suggested that we invite quotations from contractors who would be able to make some recommendations as to the best way forward with this project.

Grievance Procedure

Councillors unanimously agreed the content of the Grievance Procedure.

Proposed Mr Crowley Seconded Mr Carroll

Social Media Policy

Councillors unanimously agreed the content of the Social Media Policy.

Proposed Mr Richmond Coggan Seconded Mr Carroll

Conservation Area Review Group

Defer until July.

Insurance

Nothing to report.

8. CHAIRMAN'S REPORT

Briefly, I attended the Village Forum Meeting on the 27th March. I have also been working on the Newsletter which I hoped would be printed in time for the Parish meeting. The first edition was well received and I am applying for the Ward Member's Grant to help fund the venture.

Yesterday, I and two other Members of the Village Utilities Advisory Group met with two Officers from KCC Drainage and Highway Drainage to look at the situation particularly in relation to the current planning matters. We inspected, ditches and culverts in and around Woodchurch Road to understand flows and capacities. A CCTV and jetting crew will be attending the village to progress resolving problems at the King's Head field and in Church Lane/Nairne Close areas. An email from KCC today confirmed work will be carried out this coming Friday. I am pleased that we now have a very positive dialogue with Southern Water and KCC in relation to drainage issues, both foul and surface water.

9. SHADOXHURST WEBSITE

Councillors will all set up a gmail account specifically for parish council business.

Christian [name.shadoxhurstpc@gmail.com](mailto:christian.shadoxhurstpc@gmail.com)

Mr Stanley will be asked to link addresses on the website.

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

Mr Crowley in April

Mrs Procter in May

Mr Richmond Coggan in June

General Issues relating to the Village Hall

Due to Lodestar working out the annual charge over 52.143 weeks, the overall annual charge for the year for 52.143 weeks will be £2401.83 for cleaning and £616.04 for caretaking.

Total £3017.87.

Councillors noted the amendment.

A quote for 6 ft LED lights has been received £750.00 and 2 for the kitchen £200.

This will be put on the agenda for further discussion at the next meeting.

It has been suggested that we apply to the community fund for disabled toilets in the village hall.

General Issues relating to the Pavilion

Two cracks in the worktops have been noted.

It was agreed to charge the football teams a one-off fee for use of the Pavilion for the entire season. The Clerk will discuss this with Mrs Grimmond and an amount will be agreed.

General Issues relating to the Field/Car Park/Play Area/Village Sign/Village Green**Future Scholars Hiring Agreement**

Resolution: Councillors unanimously agreed to the Hiring Agreement.

Community Exercise Equipment

The equipment is being built and the configuration will be agreed at the next meeting.

Grass Protection for Recreation Field

Following further investigation councillors agreed that the Grass Proteca is not after all suitable for providing an overflow carpark. It was suggested that we invite quotations from contractors who would be able to make some recommendations as to the best way forward with this project.

11. BOROUGH COUNCILLORS REPORT

Neither at meeting.

12. COUNTY COUNCILLORS REPORT

Councillor Angell reported that he had signed off the speed reduction scheme. The members of the council thanked Mr Angell and said that Shadoxhurst residents are very appreciative of his help regarding this matter. It was suggested the parish should hold a ceremony to mark the installation of the first 30mph sign.

There are serious concerns regarding the funding of the dual carriageway on the A28 as the contractor has failed to produce a bond to cover the cost and work has stopped. The funding currently in place only lasts until 2020 and KCC members are eager that any funding not spent on this project is spent in Ashford and is not diverted to another area. The vegetation has been removed prior to the nesting season and although it was hoped that the road would be completed before the houses were built it appears that the first houses will now be built prior to completion of the road.

It looks as if the work to the Sustainable Urban Drainage System is complete which means that building can start, although there are still concerns regarding the drainage. Work on the foul water drainage in Tally Ho Road has been stopped as there was no Traffic Regulation Order in place and Southern Water have not sanctioned the pumping station in the Discovery Park. The first houses to be occupied will have to have a portable pump to remove the sewage.

Work has started on the school and the staff have been allocated.

Heavy vehicles are still going down Duck Lane causing damage to the road surface and the potholes are being filled every 2 – 3 months. The bridge has been inspected and the engineer reported that it should not need attention for 3 years. It was suggested that the Highways engineers are approached and asked to advise on the situation. If lorry use of Duck Lane continues to increase it will become necessary for drivers to have some sort of radio system in place to let them know that the road is clear as it is only single tract. The verge along the lane Has been ruined by the lorries and it has been suggested that passing places should be built in.

KCC has acquired £8 million to repair potholes across Kent

13. OUTSIDE REPORTS

Footpath Warden

The Clerk will contact the PROW and tell her that the entrance to the field via the small gate is unusable and ask whether she can provide any financial support to help us improve the area.

14. VILLAGE RESPONSIBILITIES

Nothing to report.

15. ITEMS FOR INCLUSION ON THE AGENDA FOR NEXT MEETING

Emergency Planning
Lighting in Village Hall

16. ITEMS TO BE REPORTED TO KENT HIGHWAYS/PROW

Cars parking on path from Sheenan to Church Lane
Surface of Hornash Lane and Bethersden Road

Painting of yellow lines in Woodchurch Road Bus Stop Lay By

Nothing to report.

Parking outside Rectory Bungalows

Mr Ledger has written to the Housing Department regarding this.

17. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

The Annual Parish Assembly is due to be held on Wednesday 9 May 2018 in The Pavilion, followed by the Annual Parish Council Meeting.

There being no other business the meeting closed at 22.22 pm.

Signed..... Dated

Chairman

SHADOXHURST PARISH COUNCIL

RECORD OF PLANNING APPLICATIONS

2018

APRIL 2018

18/00439/AS Blindrooms Farmhouse, Blindrooms Lane, Shadoxhurst, Ashford, Kent, TN26 1HN
Proposed two storey extension and alterations along with replacement garage.
Parish Council: Support

DRAFT