

# SHADOXHURST PARISH COUNCIL

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## MINUTES 423

### Minutes of the Ordinary Parish Council Meeting held in The Pavilion on Wednesday 13 June 2018 at 7.00 pm

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

**PARISH CLERK:** Mrs J Batt

**BOROUGH COUNCILLORS:** Mrs A Hicks

**COUNTY COUNCILLOR:**

**MEMBERS OF THE PUBLIC:** There were 7 Members the Public present for part of the meeting.

**1. APOLOGIES FOR ABSENCE**

An Apology for absence was received from Mr S Cass (prior commitment).

**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 422 of the meeting held on 9 May 2018 were accepted and it was unanimously agreed that Mr Ledger should sign them.

**Proposed Mr Richmond Coggan      Seconded Mrs Procter**

**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 from 7.11 – 7.34 during which time members of the public present put forward critical comments regarding various planning applications submitted within the parish boundary. The points raised will be taken into consideration by the parish council when preparing their comments.

**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**

Application no 17/01888/AS - Land north of Farley Close, Woodchurch Road, for the construction of 21 dwellings alongside associated parking, infrastructure, access and landscaping works is to be debated at ABC's Planning Committee Meeting on 20 June. Mr Ledger will attend and read a statement on behalf of the Parish Council.

**Local Plan Examination Update**

Mr Ledger will prepare a report for a future meeting.

**Chilmington Green**

Mr Ledger attended the recent meeting and reported that work has begun on 65 houses at the Singleton end of the development. Work to the A28 has been delayed until the 400<sup>th</sup> house is built. There is a lot of concern regarding drainage and a separate meeting took place between residents and experts, the minutes of which still have to be distributed, but progress was made. We are still waiting for the results of the traffic data which was collected, and Mr Ledger will chase this up as we need to know the results even though another count may not be done for a while.

**Development on land between the Hollies and Park Farm Close**

Jarvis developments agreed to keep neighbours informed of the progress of the development and local residents were promised a schedule of work and contact details for site staff, neither of which have been forthcoming. To date no dust catch netting has been erected on the site and there were also concerns about the loud noise of reversing beepers etc and it was suggested that we ask whether they can be turned off, if no one else is on site, or turned down so they don't disturb the neighbours.

Mr Ledger will write to Jarvis Homes regarding these concerns.

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

KCC Road Traffic Regulation Act 1984, Section 14(1), As Amended By The Road Traffic (Temporary Restrictions) Act 1991- KCC has made an order the effect of which is to temporarily close Public Byway Aw245 from Chilmington Green Road for a distance of approximately 20 metres, Public Footpath AW220 between Chilmington Green Road and Byway AW245 and Public Footpath AW236 between Chilmington Green Road and Criol Lane from the 26<sup>th</sup> May for a maximum of 6 months although it is expected that they will be reopen sooner

Water Ch<sub>2</sub>oice

Stagecoach South East

Seafarers UK

Open Space – Please help us to realise a 50-year-old vision  
EDF re Change of Direct Debit

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

Mrs Corcoran re Hall Booking

KCC Big Conversation - Rural Transport

Borough Councillor Jane Martin on behalf of all the residents, Parish Councils and RMR, thanking Mr Allen for his work presenting the LPP as a potential Policy for the ALP, and for his representations at the examination. She said it has been a long journey to get where we are, and this is certainly an achievement that we need to take forward, irrespective of Inspector decision.

Received from PCSO Richards

Please accept the apologies of PCSO Richards and PCSO Jones as we are unable to attend this evening due to other commitments.

Crime has continued to remain low in Shadoxhurst and surrounding areas with few incidents being reported. We would like to remind all residents to stay vigilant and report anything suspicious via the Kent Police non-emergency number 101 or if you do witness a crime in progress then please do call 999.

I would also like to draw your attention to the online crime reporting system on the Kent Police website. This gives members of the public the ability to report crime online rather than by phone which some may find easier, faster and more convenient.

- Go to [www.kent.police.uk/report](http://www.kent.police.uk/report)
- You can report a crime, incident or non-injury collision in minutes.
- Receive your confirmation email and reference number immediately.

Full in-depth crime statistics are freely available by visiting [www.police.uk](http://www.police.uk)

Some speed checks have been carried out in the nearby villages this month, with drivers receiving speeding tickets or warning letters when over the limit, we have had some help from a traffic officer which is a great help, we will continue to be out and about doing checks when we can, in surrounding areas, and I am aware from speaking to some residents you are having a few issues through the village, which we will try and address, and feedback our finding at the next meeting.

I would make residents aware that as a community you can set up your own Speed Watch Group, all details can be found on the Kent Community Speed watch website, Smallhythe has just set up a new group to tackle issues in their area. If you need any more information, please let us know.

If there are any other issues you feel we need to know, please do not hesitate to contact us.

**FINANCE**

The History Club would like to erect a memorial in the church to the men in the village who were killed or died as a result of injuries sustained in the First World War. They are hoping to finalise the project by November, providing they can get the necessary faculty, to coincide with the centenary of the end of hostilities. Mrs Procter asked whether the Parish Council would be prepared to give a contribution towards the cost and councillors agreed to this request in principle.

There is £700 in the Long-Term Deposit account made up of deposits which have been unclaimed for more than 6 months. Following the advice of the Internal Auditor, Councillors agreed to transfer this money into the Parish Council Account.

#### **Bank Reconciliation - Long Term Deposit account**

|  |               |                             |               |
|--|---------------|-----------------------------|---------------|
| Opening Balance                          | <b>610.00</b> | Balance per Current Account | <b>910.00</b> |
| Transfer of 2 x uncashed Deposit cheques | <u>300.00</u> |                             |               |
|  | <b>910.00</b> |                             |               |

#### **Village Hall and Pavilion Account**

|                 |                |                             |                |
|-----------------|----------------|-----------------------------|----------------|
| Opening Balance | 1000.00        | Balance per Current Account | <b>8513.06</b> |
| Plus Receipts   | <u>8760.93</u> |                             |                |
|                 | <b>9760.93</b> |                             |                |
| Less Payments   | <u>1247.87</u> |                             |                |
|                 | <b>8513.06</b> |                             |                |

#### **Bank Reconciliation – Treasurers Account**

|                      |                 |                                |                 |
|----------------------|-----------------|--------------------------------|-----------------|
| Opening Balance      | 52024.63        | Balance per Treasurers Account | 53799.24        |
| Add Receipts         | <u>12111.29</u> | Plus Uncleared Receipts        | <u>00.00</u>    |
|                      | <b>64135.92</b> |                                | <b>53799.24</b> |
| Less Payments        | <u>41880.05</u> | Less Uncleared Payments        | <u>31543.37</u> |
|                      | <b>22255.87</b> |                                | <b>22255.87</b> |
| Less Earmarked Funds | <u>10112.94</u> | Less Earmarked Funds           | <u>10112.94</u> |
|                      | <b>12142.93</b> |                                | <b>12142.93</b> |

#### **Accounts to be Paid**

| <b>PAYEE</b>      | <b>CHQ NO</b> | <b>DETAILS</b>                             | <b>NET £</b>            | <b>VAT £</b> | <b>GROSS £</b> |
|-------------------|---------------|--|-------------------------|--------------|----------------|
| Parish Clerk      | 1049          | Salary<br>Clerks Expenses<br>General Admin | 476.65<br>4.95<br>19.66 | 1.34         | 502.60         |
| HMRC              | 1050          | Income Tax                                 | 20.20                   |              | 20.20          |
| Wicksteed Leisure | 1051          | CEE Equipment                              | 24000.00                | 4800.00      | 28800.00       |
| Ashford Town PCC  | 1052          | Contribution towards<br>Grass Cutting      | 500.00                  |              | 500.00         |
| CPRE              | 1053          | Subscription                               | 36.00                   |              | 36.00          |
| Parish Clerk      | 1054          | Paper for Printer                          | 4.17                    |              | 5.00           |

**Village Hall and Pavilion Accounts to be Paid**

| <b>PAYEE</b>              | <b>CHQ NO</b> | <b>DETAILS</b>                | <b>NET<br/>£</b> | <b>VAT<br/>£</b> | <b>GROSS<br/>£</b> |
|---------------------------|---------------|-------------------------------|------------------|------------------|--------------------|
| Bibby (Lodestar Cleaning) | 004           | Cleaning<br>Caretaking - Hall | 200.15<br>51.32  | 50.29            | 301.76             |

**Resolution:** Councillors unanimously agreed to pay the above accounts and noted the Direct Debit Payment to EDF of £177.00 for the electricity for the Village Hall and £50.00 for the electricity for the Pavilion

**Proposed Mr Carroll**

**Seconded Mrs Ellis**

**EARMARKED RESERVES**

|                                  | <b>Balance<br/>09.05.18</b> | <b>+/-<br/>May</b> | <b>Balance<br/>13.06.18</b> |
|----------------------------------|-----------------------------|--------------------|-----------------------------|
| Recreation Facilities            | 4000.00                     |                    | 4000.00                     |
| Bulb and Tree Planting + Planter | 200.00                      |                    | 200.00                      |
| Bus Shelters                     | 800.00                      |                    | 800.00                      |
| Contingency                      | 957.31                      |                    | 957.31                      |
| Website                          | 258.51                      |                    | 258.51                      |
| Millennium Sign                  | 600.00                      |                    | 600.00                      |
| Tree Surgery                     | 400.00                      |                    | 400.00                      |
| Recreation Field Drainage        | 2000.00                     |                    | 2000.00                     |
| Village Events Account           | 910.39                      |                    |                             |
| Murder Mystery                   |                             | 294.43             |                             |
| Projector                        |                             | -307.70            | 897.12                      |
| <b>TOTAL</b>                     | <b>10126.21</b>             | <b>-13.27</b>      | <b>10112.94</b>             |

**Insurance**

The premium for 2018/2019 has been paid and councillors are satisfied with the arrangements.

**Transparency**

The new items relating to the last financial year and the start of this have been sent to the Webmaster and councillors were asked to check the website for any errors or omissions.

**Data Protection**

Councillors and The Clerk will arrange a date to meet to sort through all the paperwork during the school summer holidays.

**Adoption of Policies as advised by Satswana**

Habitual and Vexatious Complaints – Telephone

Habitual and Vexatious Complaints

Data Processor Questionnaire

Document Retention Policy

General Privacy Policy

Staff Privacy Policy

Privacy Policy Consent Statement

**Resolution:** Mr Crowley will review the policies and make any amendments he considers necessary. The policies will be adopted at the next meeting.

**Amendment to agenda – Adoption of Employment Policies**

**Resolution:** Councillors unanimously agreed to adopt the Employment Policy, the Terms of Reference for the Disciplinary and Grievance Committee and the Terms of Reference for the Appeals Committee.

**Proposed Mr Richmond Coggan          Seconded Mrs Ellis**

**Adoption of Updated Standing Orders**

**Resolution:** Councillors unanimously agreed to adopt the updated Standing Orders.

**Proposer Mr Crowley                          Seconded Mr Richmond Coggan**

**Lorry Watch/Speed Watch**

Defer to next meeting.

**Conservation Area Review Group**

Nothing to report.

**Utilities Advisory Group**

Mr Ledger is trying to arrange a meeting between KCC and BT to discuss the problems being experienced by residents with broadband speed and mobile signals.

**Newsletter**

The latest edition has been delivered.

**Village Forum**

The next meeting is due to be held on 21 June.

**Fete Parking**

Defer to next meeting.

**8. CHAIRMAN'S REPORT**

Since we last met, I have attended the Village Forum, a KALC meeting which featured an update from a local Police Inspector and representatives from the RMR Group (minutes have been circulated), a Chilmington Green Stakeholders meeting and two sessions of the Local Plan Examination. Planning applications continue to dominate life in Shadoxhurst, including preparations for the responses

**9. SHADOXHURST WEBSITE**

Mrs Ellis and Mr Richmond Coggan can now both update the website as necessary and they will review the layout of documents on the Transparency

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

Mr Richmond Coggan in June  
Mr Carroll in July  
Mr Richmond Coggan in August  
Mr Ledger and Mrs Ellis in September

**General Issues relating to the Village Hall**

Following a letter of complaint received from Future Scholars, it was agreed that Mrs Ellis should draft a reply to be sent, once it has been reviewed by Mr Ledger and The Clerk.

**General Issues relating to the Pavilion**

It was agreed to purchase a 2-drawer filing cabinet to be kept in the Pavilion for Parish Council use.

Plans have been drawn up for a disabled toilet.

The Clerk will ask a local resident whether he would be prepared to make a disabled ramp for the Pavilion door.

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

We are still waiting for quote to repair the fence.

**Community Exercise Equipment**

The equipment has been installed and the cheque drawn in payment which will be sent once the sign is installed. Mr Crowley will inform the Clerk when the cheque can be sent.

**Grass Protection for Recreation Field**

Remove from future agendas.

11. **BOROUGH COUNCILLORS REPORT**

Mrs Hicks asked for the Parish Council's views on the Farley Close application and Councillors explained their thoughts so far. Mrs Hicks also reported that she had visited the village with the Chairman of the Planning Committee and the new Head of Planning and made sure she showed them all the sites that have been put forward for development.

12. **COUNTY COUNCILLORS REPORT**

Councillor Angell was not in attendance at the meeting.

13. **VILLAGE RESPONSIBILITIES**

**Condition of Byways in the Parish**

The byways are in a terrible condition and it was suggested that we should look at changing them to restricted by ways.

A local resident has written to KCC and Mr Ledger has a copy of the reply received. He will follow this up.

**Reduction in Bus Service**

Stagecoach South East replied to our letter explaining that they recognise that a reduction in the service will be very disappointing to residents, but that almost all journeys on route 2A are commercially operated without any public subsidy and so it is important that it at least covers its cost.

The ‘Sprinters’ were replaced on 3<sup>rd</sup> June with larger minibuses and are to be transferred to various locations in the UK.

All minibuses available in Ashford will be in use throughout the day.

Mrs Procter and Mr and Mrs Carroll will attend the ‘Big Conversation’ Seminar which is being held on 12 July to discuss potential new delivery models for rural transport.

**Emergency Planning**

Defer to next meeting.

**14. ITEMS FOR INCLUSION ON THE NEXT AGENDA**

No items were put forward.

**15. ITEMS TO BE REPORTED TO KENT HIGHWAYS/PROW  
Painting of Yellow Lines in Woodchurch Road Bus Stop Lay By**

Remove from future agendas

**Parking outside Rectory Bungalows**

Mr Ledger is in the process of following this up.

**Village Speed Limits**

Mr Ledger is in the process of following this up.

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

There being no other business the meeting closed at 22.16 pm.

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

Chairman



# SHADOXHURST PARISH COUNCIL

## RECORD OF PLANNING APPLICATIONS

### 2018

**JUNE 2018**

18/00483/AS Land north of Five Bars, Tally Ho Road, Shadoxhurst, Kent  
Outline planning permission for up to 60 residential dwellings (including up to 35% affordable housing), introduction of structural planting and landscaping, change of use of agricultural land to informal public open space , surface water flood mitigation and attenuation, vehicular access point from Tally Ho Road and associated ancillary works. All matters to be reserved with the exception of the main site access.

**Parish Council: OBJECT**

**Key objections – Not a site earmarked in plan**

**Cumulative effect of all these applications together with Chilmington Green is of great concern**

**Councillor will try to draw all planning officers together regarding the numerous applications in the village**

**Councillors wish defend the north side of the Village and keep a green boundary between us and Chilmington Green**

**Councillors will prepare the objection to be submitted to ABC before the deadline**

18/00579/AS The Beeches, Hamstreet Road, Shadoxhurst, Ashford, Kent TN26 1NL  
Erection of a carport on the parking area at the front

**Parish Council: Support**

- 18/00656/AS 107 Tally Ho Road, Shadoxhurst, Ashford, Kent TN26 1HW  
Proposed replacement dwelling and 7 no. new dwellings with new access road  
**Parish Council: OBJECT on the following grounds:**  
**Increasing flooding in the field every winter will affect the neighbouring properties if the development takes place**  
**There are too many dwellings for the site**  
**The properties are too close together**  
**Narrowness of road access**  
**Danger of another junction with Tally Ho Road on a bend**  
**Not in line with the policy regarding built confines**  
**No SUDS opportunity because of the constraints of the number of properties involved**  
**The application doesn't conform to character of the area – There are no other cul -de-sacs on this side of Tally Ho Road**
- 18/00677/AS Land at Chilmington Green, Ashford Road, Great Chart, Kent  
Variation of conditions 1, 3 & 4 of planning permission reference 17/01334/AS to read:  
Condition 1: "Within 18 months of the date of this permission....." Condition 3: " The soft landscaping hereby approved shall be implemented within 12 months of the date of approval of condition 1, unless an alternative timetable has been previously agreed in writing by the Local Planning Authority". Condition 4: "Within 18 months of the date of this permission a landscape management and maintenance strategy shall be submitted to and approved by the Local Planning Authority and the development shall thereafter be maintained in accordance with the approved details."  
**Parish Council: No Comment**
- 18/00723/AS Corner Stone, Woodchurch Road, Shadoxhurst, Ashford, Kent TN26 1LE  
Loft conversion incorporating front and rear dormers; front and rear rooflights  
**Parish Council: Support**
- 18/0733/AS Land adjacent The Barn, Chilmington Green Lane, Great Chart, Kent TN23 3DP  
Erection of 8 detached dwellings and creation of vehicular and pedestrian access together with associated infrastructure  
**Parish Council: No Comment**
- 18/00827AS Clarksland, Hornash Lane, Shadoxhurst, Ashford, Kent, TN26 1HT  
Erection of two detached chalet bungalows  
**Parish Council: Support**

**Decision Notices received from ABC**

- 18/00317/AS Frog Hollow, Church Lane, Shadoxhurst, Ashford, TN26 1LY  
Erection of detached incidental building to serve main dwelling  
**Borough Council: Permit**