

# SHADOXHURST PARISH COUNCIL

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## MINUTES 426

### Minutes of the Ordinary Parish Council Meeting held in The Pavilion on Wednesday 12 September 2018 at 7.00 pm

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

**PARISH CLERK:** Mrs J Batt

**BOROUGH COUNCILLORS:** Mr G Bradford and Mrs A Hicks arrived 9.10 pm

**COUNTY COUNCILLOR:**

**MEMBERS OF THE PUBLIC:** There was one member of the Public in attendance for part of the meeting.

1. **APOLOGIES FOR ABSENCE**

There were no Apologies for Absence.

2. **APPROVAL OF APOLOGIES**

There were no Apologies for Absence.

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

**Declarations of Pecuniary Interest**

There were no Declarations of Pecuniary Interest.

**Declarations of Significant Interest**

Mr Crowley declared an interest in item 11 as he has been appointed a director of the Pearce Coggan Foundation.

Mrs Ellis, Mrs Procter and Mr Ledger declared an interest in Planning Application No. 16/01841/AM01/AS and 18/01215/AS, as they are near neighbours.

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.**

**4. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING**

Minutes 425 of the meeting held on 8 August 2018 were accepted and it was unanimously agreed that Mr Ledger should sign them.

**Proposed Mr Cass**

**Seconded Mr Carroll**

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

The pile of wood chippings in the car park were delivered at the request of Future Scholars who spread them on the play area and following a request from councillors, as the remainder were blocking the gate, arranged for them to be cleared.

**6. PUBLIC INTERVAL**

During the Public Interval Councillor Bradford alerted those present to the fact that a development company, Foster & Payne, has once again expressed an interest in developing the field behind Woodchurch Road and would like to meet with the Parish Council to discuss their proposals.

Foster & Payne's plan would be to build a senior citizen's retirement complex to include a shop, medical facilities and a pharmacy, although they have categorically stated that they will not build in a community where such a development is not wanted.

The Company will continue to manage the site once the development is complete and occupied. They will not sell it on.

Mr Bradford visited a development built by Foster & Payne in Dover and considered it to be an excellent site. He suggested that, before making any decision, the members of the Parish Council should arrange a meeting with the developers to discuss their proposal and maybe visit the site in Dover. He urged councillors to look at the proposal objectively as the houses should be affordable for local people and would give Shadoxhurst residents a chance to downsize within the village.

Following discussion, it was agreed that Councillor Bradford should contact Foster & Payne and suggest they make an application to meet with the members of the council via the Clerk.

The Member of the Public present was concerned that the village will be destroyed if it is not protected from more development.

The new speed limit has been in place for 3 days and the Member of the Public present raised concerns that the signage was unsatisfactory with, among other things double roundels being replaced with single and some 40mph signs still in place in the 30mph limit, along with incorrect road markings.

Mr Procter and Mr Ledger will talk to the officer at KHS and if improvements are not made will formulate a letter of complaint to be sent on behalf of the parish.

Mr Hills has registered as Speedwatch Co-ordinator with police and they have told him that the scheme should not be started in the village until the new speed limit has been in place for 6 months.

Mr Ledger has plotted 16 places around the village to put forward for Speedwatch. The police advise at least 2 but preferably 4 people should be on duty at any one time.

Anyone interested in volunteering has first to complete an online course.

## 7. **PLANNING**

Please see attached list.

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

Mrs Hicks will speak to the Planning Officer and inform him of our concerns regarding the revision to planning application no 16/01841/AMND/AS, as minuted in August 2018.

A meeting with the developer proposing to build 60 houses on the Tally Ho Road site has been arranged for 4pm on Monday 24 September. Mr Ledger asked all councillors to attend if they were available.

The Clerk contacted the Tree Officer regarding the site between The Hollies and Park Farm Close to look at the Oaks and asked him to visit to see if the trees had been damaged by the digger working around them, following the demolition of the animal shelter.

He said he needed clear evidence that the contractor had breached the planning condition.

### **Local Plan Examination Update**

Nothing to report. Remove from future agendas

### **Chilmington Green**

Nothing to report.

## 8. **CORRESPONDENCE, FINANCE AND OTHER COUNCIL BUSINESS**

Clerk and Councils Direct

### **EMAIL CORRESPONDENCE BROUGHT TO THE ATTENTION OF THE MEETING**

#### **All emails are forwarded to all Councillors with email**

Councillors did not bring any emails to the attention of the council.

### **Proposed membership of Weald of Kent Protection Society**

Councillors agreed to join at a cost of £25 per year.

### **Signing Arrangements for Parish Council Documents**

The Clerk informed councillors that no one other than a Parish Councillor should sign any documents pertaining to Parish Council administration. The Chairman should ideally sign all documents. If he is not available, then the Vice Chairman should sign and, in the event, that neither is available a councillor would sign.

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

Opening Balance	<b>910.00</b>	Balance per Current Account	<b>910.00</b>
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**Bank Reconciliation - Village Hall and Pavilion Account as at last statement**

Opening Balance ex memorandum a/c	1000.00	Balance per Current Account	<b>10756.77</b>
Plus Receipts	<u>15047.51</u>	Plus Uncleared Receipts	<u>1171.75</u>
	<b>16047.51</b>		<b>11928.52</b>
Less Payments	<u>5404.35</u>	Less Uncleared Cheques	<u>1285.36</u>
	<b>10643.16</b>		<b>10643.16</b>

**Bank Reconciliation – Parish Council Treasurers Account as at last statement**

Opening Balance	52024.63	Balance per Treasurers Account	26308.14
Add Receipts	<u>21271.51</u>	Plus Uncleared Receipts	<u>449.30</u>
	<b>73296.14</b>		<b>26757.44</b>
Less Payments	<u>49499.80</u>	Less Uncleared Payments	<u>2961.10</u>
	<b>23796.34</b>		<b>23796.34</b>
Less Earmarked Funds	<u>9608.20</u>	Less Earmarked Funds	<u>9608.20</u>
	<b>14188.14</b>		<b>14188.14</b>

**EARMARKED RESERVES**

	<b>Balance 11.07.18</b>	<b>+/- Sept</b>	<b>Balance 12.09.18</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	100.01		100.01
Millennium Sign	600.00		600.00
Tree Surgery	400.00		400.00
Recreation Field Drainage	2000.00		2000.00
Village Events Account	897.12		
Events Licence		-21.00	
Material for Table Cloths		-95.24	
Woodchurch Morris Men		-200.00	
Tomar Owl Sanctuary		-30.00	550.88
<b>TOTAL</b>	<b>9954.44</b>	<b>-346.24</b>	<b>9608.20</b>

**Cheque no 1066 to ABC for the events licence was drawn during the month, following the verbal agreement of councillors Ellis, Ledger and Procter.**

**Parish Council Accounts to be Paid**

<b>PAYEE</b>	<b>CHQ NO</b>	<b>DETAILS</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>
ABC	1066	Events Licence	21.00		21.00
Mrs J Batt	1067	Salary Expenses General Admin	462.65 4.50 102.10	13.56	483.55
HMRC	1068	Income Tax	20.40		20.40
Unipar Services LLP	1069	1/3 cost of Speedwatch Sign	590.33	118.07	708.40
Mrs S Ellis	1070	Material for Tablecloth	95.24		95.24
SPC VH a/c	1071	Refund of FS Hiring Fee	1134.25		1134.25
Cancelled Cheque	1072				
Woodchurch M M	1073	Attendance at Fete	200.00		200.00
Tomar Owls	1074	Attendance at Fete	30.00		30.00

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

	<b>CHQ NO</b>	<b>DETAILS</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>
Bibby (Lodestar Cleaning)	016	Cleaning Caretaking - Hall	200.15 51.32	50.29	301.76
PPL PRS	017	Music Licence	134.34	26.87	161.21
Shadoxhurst PC	018	Refund	449.30		449.30
Mrs J Batt	019	Key Safe for Pavilion	16.65	3.33	19.98
Mr D Ledger	020	Padlocks	27.98	5.59	33.57
Mrs J Batt	021	Keys for Pavilion	16.25	3.25	19.50
Mr J Kettle	022	Window Cleaning	60.00		60.00
2 x Hirers of Hall	23/24	Deposit Refunds	200.00		200.00

**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 Mrs Ellis**

**Seconded Mr Carroll**

**Internet Banking**

Defer to next meeting.

**Setting up of Direct Debit with Castle Water**

Mrs Ellis and Mr Ledger have not yet set the Direct Debit up.

**Insurance**

We are in a long-term agreement with Aviva until 2020.

**Transparency**

Councillors were asked to monitor the website to ensure that we comply with legislation.

**Data Protection**

The Clerk registered the Council with the Information Commissioner.

Consent forms will be sent as necessary.

**The Parish Council's email address is now shadoxhurst@parishcouncil.onmicrosoft.com. PLEASE NOTE THAT judith.batt@btinternet.com is no longer in use.**

Mr Stanley has returned his Data Processor Agreement.

Mr Robbins replied to a request to complete a Data Processor Agreement as follows:

He views this as premature as he has no idea what regulations will apply or indeed how the GDPR Directive will be applied to either himself or to Local Councils.

He carries out a statutory function (Section 5 Accounts & Audit Regulations 2015) for the Parish Council. He Holds and uses data about the Parish Council only in connection with that statutory role. This may make him a data processor (but one who already has lawful authority to have and use that data) and that may lead to a bit of form filling, but he queries a need to agree what data he holds and how he holds it. That need to agree would imply that a Parish Council could have a say in how he audits, which pushes against the independence of the audit.

He would hope to see the UK regulations soon. These would resolve who needs to do what and also provide guidance about any legislative or public policy conflicts that the GDPR Directive may create.

PKF Littlejohn responded to a request as follows:

Thank you for your email. Please refer to our website for the firm's GDPR statement.

We have updated all our terms of engagement with clients, but obviously our contract in respect of the work that we do on the Council's AGAR is actually with SAAA, who appointed us on behalf of the government.

The firm's general terms of business can be found here: <https://www.pkf-littlejohn.com/about-us-client-engagement-terms-of-business> but please let us know if you have any more detailed queries.

Also, all the team involved in the limited assurance review work have to sign Schedule 11 agreements regarding disclosure of information as well.

A Data Processor Agreement will be sent to HMRC.

**Lorry Watch/Speed Watch**

Councillors agreed to Mr Crowley completing the grant application for the Lottery Fund towards lorry signage within the village and gave permission for the Clerk to supply him with the necessary financial and legal information required. His request was put forward as an agenda item for the next meeting but councillors agreed at this meeting to move forward rather than defer to the next meeting.

**Conservation Area Review Group Report**

A meeting has been arranged for 25 September.

**Utilities Advisory Group**

Nothing to report.

**Newsletter**

The next deadline is 25 September.

**Village Forum**

The next meeting is due to be held on 13 September.

**Fete Parking**

Nothing to report. Remove from agenda.

**Air Quality Consultation**

Mr Ledger will investigate and circulate.

**9. CHAIRMAN'S REPORT**

I have continued with various aspects of Parish work, including the Rectory Bungalow parking (correspondence circulated), the development behind Park Farm Close, ditto, the rec and the speed issue, in which KCC wanted to deal with Poplar Farm corner and the 30mph at the same time, which as I pointed were not each dependent on the other. Happily, the new speed signs were being erected this week on Monday. At the point of writing they had left a 40 sign up in Tally Ho Road which will cause a bit of confusion. I would like to thank Mike Angel once again for providing the budget for this work and giving them suitable nudges when needed.

I have also taken part in some of the Fete Committee meetings and I know there is a lot of hard work being put into the organisation of this year's fete by a number of people, and I thank them for their work and dedication.

With the new Dance Academy hirer of the village hall, it has given us the opportunity to sort out the cupboard usage and this is ongoing, where we are supplying the padlocks to all users to ensure we know who has what.

**10. SHADOXHURST WEBSITE**

The dates of forthcoming football matches will be sent to Mrs Ellis and Mr Richmond Coggan.

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

Mr Ledger and Mrs Ellis in September

Mrs Procter in October

Mr Crowley in November

Mr Ledger and Mrs Ellis in December

Mr Cass in January

**General Issues relating to the Village Hall**

Mr Carroll will download a Fire Risk Assessment and councillors will complete it on behalf of the council.

Mr Richmond Coggan will speak to the electrician about the lights again.

Councillors unanimously agreed to purchase 60 mugs from Nisbetts.

Lodestar completed a deep clean on 15 August.

The Clerk was asked to write to all hirers and ask them to ensure that the hall and toilets are clean before they leave.

Councillors are in the process of sorting out which organisation is using which cupboard and replacing the padlocks.

**General Issues relating to the Pavilion**

Mr Carroll will download a Fire Risk Assessment and councillors will complete it on behalf of the Council.

Lodestar is going to carry out a deep clean on 13 September and the Clerk will ask them to clean the Pavilion on 28 September in time for the Fete.

Mr Ledger reported that a local contractor has quoted £50 to make a disabled ramp and £20 to cut the grass back along the path and replace the bollard.

**Resolution: Councillors unanimously agreed to accept the above quotes.**

The Clerk will investigate the need for a music licence for the Pavilion.

One of the windows in the Pavilion was broken by a stone when the grass was cut. Aspire has agreed to pay for the repair which it is estimated will cost £113.00

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

A local resident repaired one of the pieces of play equipment.



**Agreement with Pearce Coggan Foundation**

Mr Richmond Coggan reported that work to the sign area has proved to be more challenging than at first thought. The Foundation has bought several hundred bulbs to plant in the next month. Annuals are needed but will need watering during a dry spell and it was agreed to ask at the Village Forum whether anyone would be willing to water the area when necessary. The Foundation would also be grateful for anything that residents may be able to pass on if they are splitting plants in their own gardens

A councillor suggested that if the Foundation felt that there was too much work involved in looking after the area they should say so now, but Mr Richmond Coggan assured the meeting that they would sort out a better planting design for the area along with a revised maintenance scheme.

**Hiring Arrangements for Future Scholars Nursery**

A member of the Future Scholars Charity has signed the latest contract and it has been agreed that the rent will remain at £8.50 for the Autumn term and be reviewed again in December when it may be increased if the staff do not leave the hall clean and tidy for the next user.

**Agreement regarding the Village Sign Area**

See agreement with Pearce Coggan Foundation.

**Renovation of the Village Pump and Seat**

A member of the family who purchased the memorial bench on The Green has offered to renovate both the bench and the Village Pump.

**Resolution: Councillors thanked the gentleman concerned and gratefully accepted his offer to maintain the bench and pump.**

**12. BOROUGH COUNCILLORS REPORT**

Mrs Hicks warned everyone to be vigilant as animal rustling is widespread in the area at the moment.

Members of the German Twinning Association are visiting the area for the weekend.

Ashford Borough Council is very keen to promote the town centre. The council is working hard to get people to visit.

Mrs Hicks is going to be visiting Repton Park with KCC on a European Link-Up to look at the SUDS System.

**13. COUNTY COUNCILLORS REPORT**

Councillor Angell was not in attendance at the meeting, but councillors passed on their thanks to him for his help and support with the lowering of the speed limit through the village.

**14. VILLAGE RESPONSIBILITIES****Village Sign Area**

ABC has given the Parish Council permission to move the Bethersden Road sign. It has to be located within a certain area within a junction so that it can be seen by oncoming traffic but must not obscure the vision of traffic leaving the junction. Anyone moving the sign will also have to aware of any services that run under the verge.

If the Parish Council does not want to re-locate the sign, ABC will try to arrange for it to be done, but there might be a charge.

**Resolution:** Councillors unanimously agreed to the Pearce Coggan Foundation moving the sign.

The post on the Millennium Sign needs oiling. Mr Richmond Coggan will ask the gentleman who is going to renovate the bench and the pump whether he would be prepared to do this as well.

**ADDENDUM TO AGENDA – MEMORIAL PLAQUE**

A quote of £800 for a slate plaque has been agreed and we are waiting for permission from the Diocese for the plaque to be attached to the clock.

**Condition of Byways in Shadoxhurst**

The Clerk contacted the PROW Office and is waiting for a reply.

**Rural Bus Service**

Stagecoach is arranging for the correct timetable to be published at the Park Farm Close bus stop.

**Emergency Planning**

Defer to future meeting.

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

No items were put forward for inclusion.

**16. KENT HIGHWAYS/PROW**

**KCC Footpath Review**

Nothing to report.

**Items to be reported to KHS/PROW**

No items were put forward.

**Painting of Yellow Lines in Woodchurch Road Bus Stop Lay By**

Nothing to report.

**Parking outside Rectory Bungalows**

An officer from Ashford Borough Council has informed us that the council does not have an allocated budget to proceed with any improvements to the parking at this site as it would cost tens of thousands of pounds. This will be discussed again at a later date.

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

There being no other business the meeting closed at 22.39 pm.

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

Chairman

# SHADOXHURST PARISH COUNCIL

## RECORD OF PLANNING APPLICATIONS

### SEPTEMBER 2018

16/01841/AM01/AS Land between The Hollies and Park Farm Close, Woodchurch Road, Shadoxhurst, Kent  
Revision to the installation of a Velux window on Plots 6 and 12 to serve an en-suite; amended Landscape proposals and planting plans for the inclusion of 2 x 4000L Calor Gas Tanks on planning permission reference 16/01841/AS  
(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: Support**

18/00871/AS Roselea, Bethersden Road, Shadoxhurst, Ashford, Kent, TN26 1LH  
Single storey rear extension  
**Parish Council: Support**

18/01215/AS Land between The Hollies and Park Farm Close, Woodchurch Road, Shadoxhurst, Kent  
Installation of 2 x 4000 litre Calor gas tanks  
**Parish Council: The members of the Parish Council would like to meet with the Planning Officer to discuss the issues raised by a resident.**

18/01247/AS Elite, Hornash Lane, Shadoxhurst, Ashford, Kent, TN26 1HU  
Outline application for the erection of six residential units, with demolition of existing agricultural storage buildings to consider access  
**Parish Council: Support**

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

18/00367/AS The Bungalow, Criol Lands Farm, Criol Lane, Shadoxhurst, Ashford, TN26 1LJ  
Lawful development certificate - existing - use of existing dwelling as residential without agricultural tie  
**Borough Council – Existing use/development would be lawful**

18/00370/AS Little Criol Wood, Criol Lane, Shadoxhurst, Ashford, TN26 1AQ  
Erection of two detached chalet style bungalows  
**Borough Council: Refuse**

18/00395/AS Land at Chilmington Green, Ashford Road, Great Chart, Kent  
Reserved matters application relating to strategic foul drainage works, which include, foul drainage and manholes, a pumping station (including access and service area) and associated works pursuant to outline permission granted under 12/00400/AS  
**Borough Council: Permit**

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.

**Borough Council: Refuse**

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

**Borough Council: Permit**

18/00656/AS 107 Tally Ho Road, Shadoxhurst, Ashford, Kent TN26 1HW  
Proposed replacement dwelling and 7 no. new dwellings with new access road

**WITHDRAWN BY APPLICANT**

18/00969/AS Huckleberry, Hornash Lane, Shadoxhurst, Ashford, Kent TN26 1HT  
Single storey side extension

**Borough Council: Permit**