

SHADOXHURST PARISH COUNCIL

Page 1430

MINUTES 430

Minutes of the Ordinary Parish Council Meeting held in The Pavilion on Wednesday 9 January 2019 at 7.30 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 (arrived 7.47)

PARISH CLERK: Mrs J Batt

BOROUGH COUNCILLORS: Mrs A Hicks

COUNTY COUNCILLOR: Mr M Angell

MEMBERS OF THE PUBLIC: There were no Members of the Public in attendance

1. **APOLOGIES FOR ABSENCE**

An Apology for late arrival was received from Mr Richmond Coggan.

2. **APPROVAL OF REASONS FOR APOLOGY FOR ABSENCE**

There were no Apologies for Absence.

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

Declarations of Pecuniary Interest

Mr Richmond Coggan declared a Pecuniary Interest in Planning Application no 18/01728/AS as he is the applicant.

Declarations of Significant Interest

There were no Declarations of Significant Interest.

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 429 of the meeting held on 12 December 2018 were accepted and it was unanimously agreed that Mr Ledger should sign them.

Proposed Mrs Ellis

Seconded Mr Carroll

5. MATTERS ARISING FROM THE PREVIOUS MINUTES

There were no Matters Arising not covered on the Agenda.

6. PUBLIC INTERVAL

There were no Members of the Public present.

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

Nothing to report.

Chilmington Green

Nothing to report

Meeting with Foster and Payne

Notes from the meeting had previously been circulated to Councillors.

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**

Fire and Rescue Service re Defibrillator

Ashford Borough Council – Welfare Centre Information updates

ABC Confirmation of Receipt of Precept Request

Came & Co re Insurance Renewal

Received from PCSO Richards and PCSO Jones

We would both like to wish you all a Happy New Year.

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 relatively low in Shadoxhurst with few incidents reported. Please can we ask that all residents to stay vigilant and report anything suspicious, it does not matter how insignificant you feel it is, if you have concerns please report it. Otherwise we are unaware.

Report 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 new online crime reporting system on the Kent Police website. This is now live and gives members of the public the ability to report crime online rather than by phone which some may find easier, faster and more convenient.

Full in-depth crime statistics are freely available by visiting www.police.uk

Below are some basic steps to help secure your property. As we have had an increase of break-in's in Ashford and surrounding villages.

You may have been given jewellery or the latest smartphone as a Christmas present. Or perhaps you treated yourself to a new television or computer in the sales. Whilst it's nice to have the latest gadgets, a burglar sees them as a way of making money.

The period after Christmas is one of the key times in the year when you are most likely to be burgled, as thieves know you have new and expensive presents in your house. The cost of being burgled is far greater than just the cost of replacing items, as photos on a computer or jewellery may have sentimental value, whilst thieves can access sensitive data such as your bank details and e-mails on a smartphone or tablet.

Homes with no security measures in place are five times more likely to be burgled than those with simple security measures. Good window locks and strong deadlocks can make a big difference.

Taking just a few steps can make a big difference in keeping your home safe from burglary. Here are a few tips:

- Lock your doors and windows every time you leave the house, even when you're just out in the garden, remembering to double-lock UPVC doors (lift handle and turn key)
- Hide all keys, including car keys, out of sight and away from the letterbox (remember a device could be used to hook keys through the letterbox)
- Install a visual burglar alarm (as part of a suite of prevention measures - a burglar alarm on its own will not prevent entry to your home)
- Install good outside lighting
- Get a trusted neighbour to keep an eye on your property
- Leave radios or lights in your house on a timer to make the property appear occupied
- Make sure the fences around your garden are in good condition
- Secure bikes at home by locking them to an immovable object inside a locked shed or garage
- Keep ladders and tools stored away; don't leave them outside where they could be used to break into your home
- Ensure side gates are locked to prevent access to the rear of the property
- Ensure rear fencing is in good repair
- Improve natural surveillance at the front of your property i.e. trim high hedges
- Consider joining or forming a Neighbourhood Watch scheme ([opens in a new window](#))
- Remove valuables from view of ground floor windows
- Store any high value items (i.e. jewellery, passports) in a properly secured safe or bank vault.

Be Cyber Aware

Thieves are also attracted to gadgets such as smartphones or tablets, because of their value and the information they can reveal. More people now store valuable data – both personal and business – on devices like a smartphone, tablet or computer. If a hacker gains access to your device they could cause a lot of damage – for example, they can access sensitive data such as your email or bank details or your clients' details if you are a business owner.

To help you keep your data secure, the Cyber Aware campaign is encouraging people to take three simple steps to help stay secure online. These are:

- Make passwords stronger by using three random words
- Install security software on all devices
- Always download the latest software updates

You can find out further information about being more secure online by visiting the [Cyber Aware website \(opens in a new window\)](#), and by following Cyber Aware's [Facebook \(opens in a new window\)](#) and [Twitter \(opens in a new window\)](#) accounts to receive ideas and advice on how you can be more secure online and thwart cyber criminals, and don't forget to share the posts.

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

Bank Reconciliation - Long Term Deposit account

Opening Balance	910.00	Balance per Current Account	910.00
-----------------	---------------	-----------------------------	---------------

Bank Reconciliation - Village Hall and Pavilion Account as at last statement

Opening Balance ex memorandum a/c	1000.00	Balance per Current Account	11850.85
Plus Receipts	19879.26	Plus Uncleared Receipts	0.00
	20879.26		11850.85
Less Payments	9088.41	Less Uncleared Cheques	60.00
	11790.85		11790.85

Bank Reconciliation – Parish Council Treasurers Account as at last statement

Opening Balance	52024.63	Balance per Treasurers Account	31767.02
Add Receipts	34017.93	Plus Uncleared Receipts	0.00
	86042.56		31767.02
Less Payments	54445.94	Less Uncleared Payments	170.40
	31596.62		31596.62
Less Earmarked Funds	13108.96	Less Earmarked Funds	13108.96
	18487.66		18487.66

Accounts to be Paid

PAYEE	CHQ NO	DETAILS	NET £	VAT £	GROSS £
Parish Clerk	1089	Salary Expenses General Admin	462.05 2.25 15.00		479.30
Webmaster	1090	Webmaster Services	112.00		112.00
Came & Co	1091	Insurance Renewal	1541.70		1541.70

	CHQ NO	DETAILS	NET £	VAT £	GROSS £
Bibby (Lodestar Cleaning)	037	Cleaning Caretaking - Hall	200.15 51.32	50.29	301.76
2 x Hirers of Hall	38/39	Deposit Refunds	300.00		300.00

Resolution: Councillors unanimously agreed to pay the above accounts and noted the Direct Debit Payment to EDF of £162.00 for the electricity for the Village Hall and £58.00 for the electricity for the Pavilion

Proposed Mrs Ellis

Seconded Mr Richmond Coggan

EARMARKED RESERVES

	Balance 21.11.18	+/- January	Balance 09.01.18
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	1631.24		
Banners		56.20	
Banners		-67.44	
VAT Adjustment		64.26	
VAT Adjustment		-18.00	1666.26
Village Hall Repairs added Nov 18	797.40		797.40
Pavilion Repairs added Nov 18	623.00		623.00
Decorating added Nov 18	1000.00		1000.00
TOTAL	13108.96	35.02	13143.98

Internet Banking

Nothing to report.

Setting up of Direct Debit with Castle Water

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

Insurance

The renewal documentation was forwarded to Councillors on 18 December and we are in a Long Term Agreement until 2020.

Councillors agreed the details on the Renewal Documentation and the premium cheque was drawn and added to the payments list as detailed above.

Transparency

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

Data Protection

Nothing to report.

Lorry Watch/Speed Watch

Nothing to report.

Conservation Area Review Group Report

The PCC has confirmed that they agree to the hedges along the Church Lane side of the Churchyard being cut back.

The Group is waiting for confirmation as to who owns the circle of land in front of the Village Pump.

Utilities Advisory Group

The Group met with a representative of Southern Water in November who sent a report that needs following up, however this gentleman has now retired, and the group members are waiting to make contact with his replacement.

Mr Ledger is going to ask Mr Finnis to follow up complaints regarding poor broadband speeds in Blindrooms Lane and Lonefield.

Village Forum

Following the meeting held on 8 January, a councillor who had been present expressed concerns regarding the format the Village Forum now takes. It was agreed that it needs reviewing as it has become too formal.

The meeting on 8 January consisted mainly of updating members and trying to persuade them to attend the Public Meeting on Sunday.

Road Signs

The Duck Lane Road sign has been removed.

Risk Assessment

Mr Richmond Coggan is progressing this.

Defining Village Confines

The members of the Parish Council are going to ask the residents who attend the Public Meeting on Sunday for their views on the Village Confines as set by ABC.

NALC Legal Briefing L09-18 Public Sector Bodies Regulations 2018

The Clerk is liaising with KCC and Mr Stanley regarding the accessibility of our website.

Arrangements for Public Meeting

Councillors discussed and agreed the arrangements for the weekend.

Proposal to form Charitable Land Trust in Shadoxhurst

Mr Ledger and Mr Cass will attend the KALC Training Session on 23 January and a meeting will be arranged following the training.

9. CHAIRMAN'S REPORT

It has been quiet over the festive period. The work was basically, involving the Farley Close Appeal submission which is taking far longer than I wanted it to. With the approaching deadline there will be a panic to get it finished. At the same time, I have also been juggling the preparation of the letter and evidence base for the Planning Department in relation to HOU5 etc. we also have

the public meeting on Sunday and preparations for this has also taken up my time. This year will be a challenging year for us as a Parish Council and Shadoxhurst as a whole. I can see that it will also be challenging for us nationally and internationally.

10. **SHADOXHURST WEBSITE**

Mrs Ellis does not get time to put everything the Co-ordinator sends her relating to Neighbourhood Watch onto the website and Councillors agreed that Mrs Ellis and Mr Richmond Coggan should talk to him about the amount of information they consider should be updated.

The Clerk will ask the Webmaster for the for number of hits and ask him to put a link to the Police Newsletter onto the site.

Mr Richmond Coggan will update the calendar from the newsletter in future.

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

Mr Cass in January

Mr Carroll in February

Mrs Procter in March

Adoption of Terms of Reference for Village Hall and Pavilion Working Group

The following was proposed and will be discussed again at the next meeting:

The Advisory Group will consist of 3 Parish Councillors plus the Chairman of the Parish Council as ex officio.

The Group will oversee the Village Hall with the support of the Parish Council.

In consultation with the full Parish Council, the Group will prepare specifications and invite quotations for work required to the Village Hall and Pavilion.

The quotations will be sent to the Parish Clerk and opened at full Parish Council meetings at which the decision as to which one to accept will be taken.

The members of the Group shall not authorise any payment for work. Any work required must be agreed at a Parish Council meeting and all accounts for payment will be sent to the Parish Clerk for authorisation at a full Parish Council meeting.

As applicable, the Group will prepare a monthly report to be submitted to the Clerk in time for the monthly Parish Council Meeting.

Report from Village Hall and Pavilion Working Group

Notes from the meeting held on 8 January will be circulated to all councillors.

The Fire Service no longer carries out Fire Safety Inspections and Councillors agreed it was not necessary to have a professional inspection carried out.

A Councillor reported that the Public Liability Notice needs to be published in the Village Hall.

Following a request from a hirer of the Village Hall that the Council reduce her rent to allow her time to advertise and build up the numbers attending her class, Councillors agreed that this would be unfair on other hirers, but suggested that as the class is small, she might like to move to the Pavilion for a slightly lower rent.

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

Nothing new to report.

Renovation of Village Pump, Seat and Sign

Nothing new to report.

Grass Cutting Specification

Mr Richmond Coggan took the current specification to look at in order to prepare one for the cutting of The Green.

Valuation of the Hall and Pavilion

Employees of Hobbs Parker are unable to value the Hall and Pavilion as this type of valuation is outside their area of expertise. They have however given us the names of 2 other firms who might be able to help and the Clerk will contact them.

Village Hall Heaters

Following an email from the Electrician received after his visit to the hall, it was agreed to ask him for a quote to repair/and to replace with replacement single room thermostat. This will be done via email as the matter is urgent.

Tree Inspection

The Clerk contacted the Tree Surgeon before Christmas and has yet to get a reply.

12. BOROUGH COUNCILLORS REPORT

Councillor Hicks reported that ABC is to offer a bursary to undergraduates in the Borough for a 4-year period. By the end of the scheme it is hoped that the Council will have 4 graduates who will continue to work for ABC.

Residents should be assured that ABC has made provision for a No Deal Brexit to ensure that the Council can continue to operate.

The Inspector has said that the Local Plan is sound so it can now be sent to the Secretary of State.

Mrs Hicks was asked how the social housing units in Oak View were allocated and as she did not know she said she would ask the Housing Department. She will also ask about the allocation of similar houses in Chequers Green. ABC tries to allocate houses to local people first but there are not always local residents on the list.

There are 3 categories within the housing list – A consists of people with illness or disability, those in Category B can expect to wait up to 3 years and those in Category C have very little hope of being allocated a house. There are currently 1500 people on the Housing List.

The London Boroughs build local houses for their residents out of London, and after living in them for 2 years the residents then become the responsibility of the borough or district in which they are living.

The speed of house building has slowed down. It was suggested that accommodation in Central Ashford over shops could be changed from business to residential. The law has been changed regarding shops because people investing in buy to let are buying shops and applying for change of use in order that they can become residential properties.

An application for a Solar Farm is expected to be submitted for the field recently sold by the Scouts to ABC.

ABC has aspirations to purchase the field behind the Recreation Ground for housing.

13. COUNTY COUNCILLORS REPORT

Councillor Angell reported that KCC is in the process of preparing the budget and the meeting to discuss and approve it is to be held on 14 February. The draft should be ready for publication on Monday. The Police are increasing their budget at a higher rate than usual.

Mr Angell advised that the Kent County Archives is open to the public on the 1st Wednesday of each month. The members of staff at the Archives are keen to advertise this and the County Councillors agreed to inform all the Parish Councils so that their residents can have the opportunity to take a free tour of the Archives. The earliest item held in the archive dates from 660 AD.

Mr Angell has asked the District Manager to investigate the resurfacing of Nairne Close and Lonelfield as the gulleys are now higher than the road and the water doesn't run away.

14. VILLAGE RESPONSIBILITIES

Village Sign Area

Nothing new to report. Remove from agenda as covered under item 11.

Condition of Byways in Shadoxhurst

Nothing to report.

Rural Bus Service

Nothing to report.

Emergency Planning

Defer to future meeting.

15. ITEMS FOR INCLUSION ON THE NEXT AGENDA

Box for Defibrillator

Review of Blocked Road Gullies

16. KENT HIGHWAYS/PROW

The Clerk reports highway issues via the KHS Portal.

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

Nothing to report.

17. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

There being no other business the meeting closed at 10.00 pm.

Signed..... Dated
Chairman

SHADOXHURST PARISH COUNCIL

RECORD OF PLANNING APPLICATIONS

2019

JANUARY 2019

18/01728/AS Annexe, Alex Farm, Duck Lane, Shadoxhurst, Ashford, TN26 1LT
Change of use from an annexe to an independent dwelling class C3(a)
Parish Council: Support 6:1 abstention

18/01821/AS Lynwood, Hornash Lane, Shadoxhurst, Ashford, Kent, TN26 1HX
Erection of extension to the front
Parish Council: Support

Decision Notices received from ABC

16/01841/AMND/AS Land between The Hollies and Park Farm Close, Woodchurch Road, Shadoxhurst, Kent
Revision to planning application 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)) to make changes: Plot 1 - House position change due to the house and garage positions being too close together. Plot 2 - Garage position change due to the easement with Southern Water in relation to the rising main. Plots 3 and 4 - Garage positions have changed due to the correct positioning of the trees and the 'No Dig' zones around them. Plot 12 - Garage position change. The garage was rotated to provide a better access from the rear garden of Plot 12. Amendment of the windows from timber to a timber/aluminium composite window in various colours by Velfac. The following colours relate to the listed plots Black Velfac windows - Plots 1,3,6 and 12, White Velfac windows - Plots 2,4 and 7, Grey Velfac windows - Plots 5,8,9,10 and 11.
Borough Council: Permit

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))
Borough Council: Permit

18/01310/AS Land at Chilmington Green, Ashford Road, Great Chart, Kent
Reserved matters for the development of 22 residential dwellings within Parcel Q, Main Phase AAP 1 including associated roads, parking, landscaping, open space and infrastructure

Borough Council: Approve Details (Reserved Matters)

18/01516/AS Land between 17 Oak View and 2, Silver Birch Court, Shadoxhurst, Kent
Erection of one 3 bedroom detached dwelling, with associated landscaping and parking.

Borough Council: Withdrawn by Applicant