



## Shadoxhurst Parish Council

Protecting the Woodland Gateway to the Countryside

# SHADOXHURST PARISH COUNCIL

## MINUTES 457

### MINUTES OF THE ORDINARY PARISH COUNCIL MEETING

WEDNESDAY 23<sup>rd</sup> JUNE 2021 COMMENCING AT 6.00 PM

<b>PRESENT:</b>	Cllr M Richmond Coggan (Chair), Cllr D Ledger (Vice Chair), Cllr R Hills, Cllr A Clapp, Cllr E Yeomans & Cllr K Farnell
<b>PARISH CLERK:</b>	Ms C Laming
<b>BOROUGH COUNCILLORS:</b>	Cllr D Ledger
<b>COUNTY COUNCILLOR:</b>	Cllr D Robey
<b>MEMBERS OF THE PUBLIC:</b>	

#### 1. INTRODUCTION

Explanation of the process and format of the meeting.

#### 2. APOLOGIES FOR ABSENCE

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.

There were 2 Declarations of Significant Interest. Cllr D Ledger for the planning application 21/01002/AS and Cllr M Richmond Coggan for planning application 21/00868/AS.

#### 4. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING

Minutes 456 of the Annual Parish Council meeting held on Wednesday 12<sup>th</sup> May 2021 were accepted and it was unanimously agreed that Cllr M Richmond Coggan should sign them.

**Proposed** Cllr R Hills

**Seconded** Cllr A Clapp

#### 5. CO-OPTION OF PARISH COUNCILOR

The vacancy remains unfilled.

#### 6. PUBLIC INTERVAL (18.12-18.19)

BOROUGH COUNCILLOR'S REPORT (See Appendix A)

COUNTY COUNCILLOR'S REPORT (See Appendix B)

7. **CHAIRMAN'S REPORT** (see Appendix C)

**ADVISORY GROUP REPORTS, DISCUSSIONS & AGREEMENTS**

8. **PLANNING** (see Appendix D)

The Council's decisions on applications received by the date of this agenda are shown in Appendix D.

9. **FINANCE & POLICY**

Account Balances

See attached sheet for May 2021 accounts.

Payment of Accounts

		net	vat	gross	total	Account
Clerks Salary	June Salary	514.67		514.67	<b>514.67</b>	SPC
Clerks Overtime	16.25 hours (April & May)	235.63		235.63	<b>235.63</b>	SPC
Clerks Expenses	Nisbets - paper towels	59.96	11.99	71.95	<b>71.95</b>	H&P
Clerks Expenses	Stationery /Fuel	13.83	1.54	15.37	<b>15.37</b>	SPC
Kingsnorth Church	Donation	650.00		650.00	<b>650.00</b>	SPC
Spick n Span	Window Cleaning 25/05	10.00		10.00	<b>10.00</b>	H&P
Kingsnorth Electrical	Floodlight Repair	201.54	40.31	241.85	<b>241.85</b>	H&P
ABC	Business Rates	107.80		107.80	<b>107.80</b>	H&P
Colin Tearle	Internal Audit	75.00		75.00	<b>75.00</b>	SPC
KALC	Social Media Course	35.00	7.00	42.00	<b>42.00</b>	SPC
		<b>1903.43</b>	<b>60.84</b>	<b>1964.27</b>	<b>1964.27</b>	

**Proposed** Cllr E Yeomans  
(Authorised by e-mail on 9<sup>th</sup> June 2021)

**Seconded** Cllr R Hills

Payment of Accounts

Accounts to be Paid

23 June 2021

		net	vat	gross	total	Account
C.M Cleaning	Cleaning	135.00		135.00	<b>135.00</b>	H&P
Colin Tearle	Internal Audit	75.00		75.00	<b>75.00</b>	SPC
		<b>210.00</b>	<b>0.00</b>	<b>210.00</b>	<b>210.00</b>	

**Proposed** Cllr E Yeomans

**Seconded** Cllr R Hills

### Budget 2021/2022

Cllr E Yeomans provided a finance update which included a draft budget for 2021/2022.

See **Appendix E** for The Finance Update.

Chairman M Richmond Coggan thanked Cllr E Yeomans for her work on the budgets.

### Annual Governance & Accountability Return (AGAR)

The following reports and statements were signed off by Chairman M Richmond Coggan.

- Annual Governance Statement
- Certificate of Exemption – AGAR 2020/2021
- Accounting Statements 2020/2021
- Internal Auditors Report
- Bank Reconciliation 2020/2021

It was agreed that the Parish would move bank accounts to Unity Bank Trust from Lloyds Bank.

**Proposed** Cllr E Yeomans

**Seconded** Cllr R Hills

### **10. VILLAGE HALL**

Cllr A Clapp provided ideas and plans for the rejuvenation of the village hall which included internal and external painting, creating a space for a parish office, a disabled toilet, kitchen equipment, creating a stage platform area and general building improvements.

It was agreed a meeting with the caretaker to discuss the future works.

### **11. PAVILION & PLAYING FIELD**

See Community and Sports Hall Project (17).

### **12. ADMINISTRATION**

Chairman M Richmond Coggan requested a meeting with the Clerk to discuss her workload.

### **13. EXTERNAL RELATIONS** (see Appendix F)

### **14. CONSERVATION & HERITAGE**

It was agreed that the unveiling of the new village sign would take place on 31<sup>st</sup> July 2021.

It was agreed to remove 'Wooden gates to all Entrances' off the agenda.

The Clerk and Cllr A Clapp agreed to meet to discuss the location of a notice board close the Kings Head Pub. It was agreed that 4 new notice boards were needed for the parish. The Clerk to obtain quotes.

Cllr D Ledger and Chairman M Richmond Coggan agreed the purchasing of litter pickers for the village. Cllr Ledger will send the link for the equipment to the Clerk for ordering.

### **15. WEBSITE & COMMUNICATIONS**

A new booking system call 'Hallmaster' has been recommended to the Parish to manage all Hall and Pavilion bookings and payments online. The Clerk has confirmed that other Ashford Parishes do not use an online booking system, so recommendations or feedback were not possible.

### **16. HIGHWAYS**

Cllr R Hills reported the increase of builder's vehicles parking along Tally Ho Road at and near to the bus stop which has made the road dangerous to pass. Photos have been taken and have passed on to the PCSO. Cllr R Hills has investigated into restriction signs for lorries coming into the village, however, the widths of the roads and lighting will make this difficult.

#### **Lorry Watch/Speed Watch**

Cllr R Hills reported that Speedwatch has now restarted. It was agreed that more volunteers are needed for the sessions and, importantly, we need a volunteer to take on the load of data input after each session.

**Highway Improvement Plan (update)**

Nothing to Report.

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

Nothing to Report.

**Parking outside Rectory Bungalows (currently deferred)**

Nothing to Report.

**Lancaster Lorries**

Chairman M Richmond Coggan is working with County Councillor D Robey on this matter.

**17. COMMUNITY & SPORTS HALL PROJECT**

Cllr K Farnell reported that she has investigated potential fundraising but has recommended to keep it in house. She suggested a survey for the Parishioners. Cllr K Farnell will start to draft a few questions for the village survey. She intends to find out current usage of the Village Hall, Pavilion, Recreation Ground and whether making improvements to certain facilities would encourage greater use.

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

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

There being no other business the meeting closed at 8.25pm

Date of next meeting: **14<sup>th</sup> July 2021** Time 6pm

Signed  
Chairman

Dated

8<sup>th</sup> July 2021  
Parish Clerk

**APPENDIX A - BOROUGH COUNCILLOR'S REPORT**

Meetings are gradually being normalised and in person. However, the restrictions continuing at this time mean that the Council Chamber is very restricted for numbers. This then involves only the relevant committee or Cabinet members and officers and a few other members plus very limited public. This is not democratic, and I have said as such, as have others. The Audit Committee was trialled as a hybrid meeting last week, but Cabinet meeting tomorrow is not, in my view all meetings should be hybrid ones, but this presents IT challenges that should have been taken up over the last 12 months but weren't. Task Groups and similar meetings are continuing to meet online which is good.

David Ledger

**APPENDIX B - COUNTY COUNCILLOR'S REPORT**

**David Robey - Shadoxhurst Parish Council KCC Report - June 2021**

- Six weeks into the job - a very steep learning curve. KCC employs circa 7000 people, with a net budget of £1Bn, but a gross budget of circa twice that, so it is a very big beast.
- There have been a lot of induction sessions, with more to come, which have all been very useful. However, as an elected member, at any level of government, which we all are, we all

know that once elected, we are responsible for everything from day one and I have had a number of residents contact me about their concerns which I am in the process of dealing with.

- The meetings so far have all been via Microsoft Teams, but KCC is moving back to face - to - face meetings gradually, in line with government guidance. However, it is likely that some non-statutory meetings will continue using MS Teams.
- I have been appointed Deputy Cabinet Member for Economic Development, and I am in the process of finding out what this will involve.
- I have had a number of discussions with Kent Highways and I have sent out some guidance on Parish Highway Improvement Plans (HIPs). If Shadoxhurst does not have one, then it would be a good idea to put one together, as it enables the Parish to chip away at many small highways requirements over time.
- I am discussing a number of highways issues with Kent Highways including the condition of Church Lane, Cryol Lane and Duck Lane, HGV use of these roads, the damage to listed buildings on Church Lane and the position of the 30 mph limit on Church Lane. I believe that work will be carried out on Church Lane shortly. On Duck Lane, the issue is tied up with the use of the site at its end, which requires a proper planning inspection, which is an ABC matter. I am working to get resolution on the other issues.
- I have sent out details of KCC Member Grants, which total £16000 for this year. If you let me know what you would like, then I will put it into the system, as I am anxious to spend the money, although I have to spread it around between all seven parishes.
- I have also sent out details of the Reconnect LCPG Grant Scheme, which is designed to support children and young people coming out of the COVID restrictions. Grants of between £1000 and £5000 are available, but the deadline for applications is 27<sup>th</sup> June. You should contact [reconnect.kentcyp@kent.gov.uk](mailto:reconnect.kentcyp@kent.gov.uk) for more information and to apply.
- If you don't already have one, Shadoxhurst PC should also consider having a shopping list of things that you would like, just in case some monies become available. This might be S106 money, which is an ABC matter, but it could also be that some money from the government, for a specific purpose, is put on the table, which could be via ether ABC or KCC. Quite often this happens at short notice, with short deadlines, so having the list to hand obviously helps avoiding missing out.
- I will try and attend most PC Meetings, but for a short slot. If you need me to come and talk about a particular issue, then I will and if you need some KCC Officer advice, then I will try and arrange this as well, given sufficient notice.
- I can always be contacted by phone or email, if necessary, at any time.

**D P J Robey**

**21/06/21**

## **APPENDIX C - CHAIRMAN'S REPORT**

### **Chairman's Report to Shadoxhurst Parish Council June 2021**

We have now successfully recruited a new Caretaker to take over from Matt Dowle who left us at the end of May. He is Bob Cooper who is a long-term resident of the village and lives on Hornash Lane; very convenient for the Hall and Recreation field. I want to welcome him to our team and, again, thank Matt for the excellent work that he did for us over the last three years.

I asked our new Kent County Councillor, David Robey, to visit Shadoxhurst and learn about the issues that can be addressed or helped through KCC. We walked Church Lane and discussed the problems of the concrete lorries from Nickley Wood and Duck lane and discussed the heavy traffic now going to Glebe Farm. David had come down Criol Lane and is well aware of the state of that road and its use by construction traffic for Chilmington and he is also aware of the problems on Hornash Lane. Overall, a fruitful meeting and, I am glad to say, he is already in action!

We met with our chosen architect for the replacement for the Pavilion and he has now done his measurements; we await his first draft design.

On the website, Peter Webb is now an administrator and is maintain information regarding Neighbourhood Watch, PCSO and Kent Fraud Alert reports and other related issues. I want to thank Peter for taking on this role.

Martin Richmond-Coggan

Chairman, Shadoxhurst Parish Council

#### **APPENDIX D - PLANNING APPLICATIONS**

The Councillors will meet the Monday before at 6pm to discuss all planning applications on Zoom.

21/01031/AS	<b>7 Moreton Terrace, Woodchurch Road, Shadoxhurst, Ashford, Kent, TN26 1LG</b> Single storey rear extension; rear dormer to facilitate loft conversion; front porch; vehicular access and alterations to driveway <b>Shadoxhurst Parish Council support this application.</b>
21/01032/AS	<b>Beech House, Woodchurch Road, Shadoxhurst, Ashford, Kent, TN26 1LE</b> Removal of existing garage and erection of replacement detached garage building with a home office above <b>Shadoxhurst Parish Council support this application.</b>
21/01000/AS	<b>Moat Farm, Church Lane, Shadoxhurst, Ashford, TN26 1LY</b> Creation of a wildlife pond <b>Shadoxhurst Parish Council support this application.</b>
21/01002/AS	<b>Delcroft, Woodchurch Road, Shadoxhurst, Ashford, Kent, TN26 1LE</b> Reserved matters application to consider access, appearance, landscaping, layout and scale pursuant to outline permission 18/00572/AS (Outline application (with all matters reserved) for the construction of up to 12 residential dwellings alongside associated parking, access and landscaping works. The application includes the demolition of the existing bungalow fronting Woodchurch Road, called Delcroft, in order to construct a new access road serving the proposed dwellings) <b>Shadoxhurst Parish Council object to this application.**</b>
21/00768/AS	<b>Land rear of Hornash, Hornash Lane, Shadoxhurst, Kent</b> Proposed erection of five dwellings with associated car ports/cycle stores <b>Shadoxhurst Parish Council object to this application.**</b>
21/00868/AS	<b>Green Farm Villa, Church Lane, Shadoxhurst, Ashford, TN26 1LS</b> Construction of a timber veranda to the rear of the property, enlarge the current garage and construct a family room to the rear of the garage. <b>Shadoxhurst Parish Council support this application.</b>
21/00801/AS	<b>Welaway, Hamstreet Road, Shadoxhurst, Ashford, Kent, TN26 1NN</b> Dormer window to side elevation; rooflights; solar panels <b>Permit</b>

\*\* Objections have been sent direct to the Planning Officers.

## APPENDIX E – FINANCE UPDATE

### Finance Update for Shadoxhurst Parish Council Meeting 23rd June 2021

#### Update for period to 23rd June 2021

- Section 106:
  - Had a call with Michelle Byrne (ABC) to discuss S106 in general and to agree the S106 balances available to us from the completed developments in the village (Oak View, Chequers Green, Kings Close).
  - Submitted project descriptions for the Little Criol Barn S106 contributions - it is unlikely that these funds will be received in time for the initial phase of our Rec field project, but the descriptions submitted are sufficiently loose to allow for future upgrades to the Rec field. We may be pushed for something more tangible by the developers at a later stage of the planning process.
  - Completed the ABC S106 questionnaire.
- Budget (PDFs on P2-4 & spreadsheet attached)
  - Put together a first draft budget for SPC, albeit commencing on 1st April 2021.
  - The cost elements of this budget should be quite accurate, but I would appreciate views from councillors on the draft revenues included for the hall & pavilion.
  - Need to tighten up the period we have to spend the latest reopening grants.
- Other
  - Bank account - discussed moving the SPC and H&P bank accounts from Lloyds Bank to Unity Trust Bank with Caroline. Unity Trust Bank (<https://www.unity.co.uk>) is a UK regulated bank which is actively targeting small organisations like charities and parish councils - we should be able to hope for a more personalised service.

#### **Actions for next period**

- Follow up Little Criol Barn planning application with ABC.
- Continue budget development.
- Work with Caroline to move bank accounts and ensure correct signatories in place.
- Work with the Pavilion / Rec Field Group on the project financing.

Emma Yeomans

#### **APPENDIX F - Utilities Advisory Group**

Hornash issues continue. I have again written formally to the Head of Planning following his long-awaited reply at the end of May. It continues to be an unsatisfactory situation and I have asked for a proper meeting. The FOI regarding correspondence and actions over the last two years was received in May and is taking time to check through the detail as the presentation of emails is very messy and difficult to follow. The Group has written to the Environment Agency recently asking for guidance and clarity regarding flooding.

**KALC Joint Parishes Planning Committee** – I continue to co-ordinate the Joint Parishes Planning Committee which will be meeting again soon.

**KALC** – the next meeting is the first week of July. Continued proposed national planning changes and proposed further election boundary changes will be on the agenda.

**Village Forum** – a meeting date was set for Monday 28<sup>th</sup> June and this was put in the newsletter as a provisional date. With the continuing Covid restrictions in place we need to decide tonight if this meeting should go ahead. It was billed as being in the pavilion but presumably numbers are very restricted still, so the hall is an alternative.