



Shadoxhurst Parish Council

Protecting the Woodland Gateway to the Countryside

SHADOXHURST PARISH COUNCIL

MINUTES 476

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING THURSDAY 17TH MAY 2023 COMMENCING AT 6.30PM

PRESENT:	Cllr M Richmond Coggan (Chair), Cllr D Williams, Cllr E Yeomans & Cllr D Juniper
PARISH CLERK:	Ms C Laming
IN ATTENDANCE:	County Cllr D Robey (ABC) and one member of the public

1. ELECTION OF CHAIRMAN

Cllr M Richmond Coggan (Chair) decided to step down from his current position as Chairman. Cllr E Yeomans put herself forward to be elected as Chair for the coming year. It was unanimously agreed that Cllr E Yeomans would become Chair.

Proposed Cllr M Richmond Coggan **Seconded** Cllr D Williams

Newly appointed Chair, E Yeomans gave thanks on behalf of all the councillors to Cllr M Richmond Coggan, for all he had actioned and achieved over the last 4 years.

2. APOLOGIES OF ABSENCE

Vice Chairman & Borough Cllr D Ledger, Borough Cllr A Hicks & Cllr V Brisley passed on their apologies of absence before the meeting. It was approved by:

Proposed Cllr M Richmond Coggan **Seconded** Cllr D Williams

Cllr S Matarazzo's apology was received after the start of the meeting.

3. 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.

4. ELECTION OF VICE CHAIRMAN

Cllr David Ledger passed on his request to continue with be Vice Chairman and this was uncontested in his absence. There were no other nominations.

Proposed Cllr E Yeomans **Seconded** Cllr D Williams

5. PUBLIC INTERVAL to include reports from the Borough & County Councillors (see Appendix A) (18.21-18.44)

Mr Webb, from the Community Forum Group, updated the Councillors on several items, which included a positive update following the Kings Coronation Event. Access through 'shortcuts' to the recreation field was also raised as a concern. It was also reported that the Garden Club made improvements to the Millennium sign to increase visibility for drivers, but this remains to be an issue. Mr Webb also asked the question on long term usage of the hall with regards to the thermal efficiency of the hall and the lack of disabled toilets.

6. ELECTION OF OFFICERS TO ADVISORY GROUPS AND OUTSIDE BODIES FOR THE CONTINUING TERM OF THE COUNCIL

Village Hall: S Matarazzo

Operational management of the Village Hall – Mrs E Yeomans, Mrs S Matarazzo, Mr M Richmond-Coggan plus one member of the public

Pavilion, Recreation Field: Mrs E Yeomans

Operational management of the Village Facilities – Mr M Richmond-Coggan

Finance & Policy: Mrs Yeomans

Finance, Governance and Policy Group – Mrs Yeomans, Mr Richmond Coggan

Section 106 Monies – Mrs E Yeomans, Mr M Richmond-Coggan, Mr D Ledger

Grant & Funding Applications: Mr D Juniper, Mrs E Yeomans, Mr M Richmond-Coggan

Administration: Mr E Yeomans

Disciplinary and Grievance Committee – Chair and Vice Chairman

Staff Line Manager - Chair and Vice Chairman

Appeals Committee – Chair and Vice Chairman

Councillor to serve on reciprocal Complaints Committee for Woodchurch Parish Council if required – Available councillors.

Planning: Mr D Juniper

Shadoxhurst Planning Applications: Mr D Juniper, Mr D Williams, Mr M Richmond-Coggan

Strategic Planning Applications: Mr D Juniper, Mr D Williams, Mr D Ledger, Mr M Richmond-Coggan

Third-Party Relationships: Mr Ledger

KALC – Mr D Ledger and Mr M Richmond-Coggan

ABC Parish Forum – Mr D Ledger

Chilmington Green – Any available councillor and Mr Finnis as non-Parish Council member

KALC Joint Parishes Traffic Committee – Mr D Ledger

KALC Joint Parishes Planning Committee – Mr D Ledger

Representatives on Village Forum – Mr D Ledger

Utilities Advisory Group – Mr D Ledger and Mr P Finnis as non-Parish Council member

Police Committees – Mr M Richmond-Coggan

Shadoxhurst Charities – Mr D Ledger, Mr M Richmond-Coggan

Project to improve the Pavilion & Recreation Field: Mr M Richmond-Coggan

Improve Village Facilities with a Community/Sports Hall/Play Equipment/MUGA at the Recreation Field – Mrs E Yeomans, Mr D Williams and Mr M Richmond-Coggan

Conservation & Heritage Advisory Group: Mr D Ledger

Conservation and Heritage Advisory Group – Mr D Ledger, Mr M Richmond Coggan

Website & Communications: Mr Richmond-Coggan

Communications Group – Mr M Richmond Coggan, Mrs E Yeomans

Website Management - Mr M Richmond Coggan

Highways: Mr D Juniper

Highways and Byways – Mr D Juniper and non-Parish Council members

Proposed Cllr M Richmond Coggan

Seconded Cllr D Juniper

7. DELEGATION OR RESPONSIBILITIES FOR THE CONTINUING TERM OF THE COUNCIL

Annual Review all Parish Council Paperwork – September – **Finance & Policy Group**

Six Monthly Review of Fixed Assets – September and March – **Finance & Policy Group**

Six Monthly Risk Assessment/Financial Risk Assessment – September and March – **Finance & Policy Group**

Internal Parish Council Audit – Mr C Tearle overseen by **Finance & Policy Group**

Councillors Responsible for Finance – **Finance & Policy Group**

Annual Review of Insurance Arrangements – **Finance & Policy Group**

Weekly Play Area and CEE Safety Check – **Pavilion/Recreation Field Advisory Group**

Annual Inspection of Play Area and CEE – The Play Inspection Company overseen by

Pavilion/Recreation Field Advisory Group

Councillors responsible for Website and Publicity – **Website & Communications Group**
Councillors responsible for assisting with Transparency and Data Protection – **Website & Communications Group**
Councillors responsible for accuracy of Council Policies – **Finance & Policy Group**
Councillor responsible for Post and Emails – **Councillors in the relevant Groups**
Councillors responsible for checking Village Hall following hiring – **Village Hall Advisory Group**
Councillor responsible for Returning Questionnaires – **Website & Communications Group**
Councillor responsible for completing Grant applications – **Website & Communications Group**
Councillor responsible for producing the Newsletter – **External Relations Group**
Councillor responsible for Footpaths – **Highways Group**
Tree Warden – Pavilion/Recreation - **Field Advisory Group**
Reviewing Planning Applications – **Planning Group**

Proposed Chair E Yeomans

Seconded Cllr M Richmond Coggan

8. ANNUAL REVIEWS

It was agreed that the following annual reviews will be discussed at the next parish meeting on 14th June 2023.

1. ANNUAL REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS:

Finance & Policy Group

2. REVIEW OF LAND AND ASSETS BELONGING TO THE COUNCIL: Finance & Policy Group

3. CONFIRMATION OF INSURANCE ARRANGEMENTS IN RESPECT OF ALL INSURABLE RISKS: Finance & Policy Group

Renewal of Insurance for Year 2023/2024

Self-Insurance of Parish Council Assets

4. REVIEW OF SUBSCRIPTIONS: Village Hall and Recreation Field Groups

5. REVIEW OF COMPLAINTS PROCEDURE: Administration Group

6. REVIEW OF THE COUNCIL'S POLICIES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS AND UNDER THE FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION: Administration Group

7. REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA: Website Group

8. REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES/PROCEDURES: Administration Group

9. RESOLUTION TO ADOPT THE GENERAL POWER OF COMPETENCE AND REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER THE POWER OF GENERAL COMPETENCE

Councillors were happy with the degree of competence of the Council's expenditure incurred under the Power of General Competence during the year 2022/2023.

Proposed Cllr M Richmond Coggan

Seconded Cllr E Yeomans

10. DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS UP TO AND INCLUDING THE NEXT ANNUAL GENERAL MEETING (see Appendix B)

Meetings will usually be held on the 2nd Wednesday of each month at 6pm excluding August and December. The next APM and APCM will be held on 8th May 2024.

Any amendment to this arrangement will be advertised on the noticeboards and website.

11. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING

Minutes 475 of the meeting held on Wednesday 12th April 2023 were accepted and it was unanimously agreed that Cllr E Yeomans should sign them.

Proposed Cllr M Richmond Coggan

Seconded Cllr E Yeomans

12. MATTERS TO REPORT ARISING FROM PREVIOUS MINUTES

There were no matters arising not covered on the agenda.

ADVISORY GROUP REPORTS, DISCUSSIONS & AGREEMENTS

13. PLANNING (see Appendix C)

14. FINANCE & POLICY

The Clerk is to meet with the Internal Auditor on 7th June 2023, therefor the Internal Auditors Report will be signed off at the next Parish Meeting and will include:

Internal Auditors Report

Review of Effectiveness of Internal Auditor

Review of Statement of Internal Control

Consideration of the Findings of the Review by Members of the Meeting as a whole

Approval of the Annual Governance Statement by the members meeting as a whole – Section 1

Signature and Dating of the Statement by the person presiding at the meeting and Clerk – Section

Consideration of the Accounting Statements by the members meeting as a whole

Approval of the Accounting Statements by the members meeting as a whole – Section 2

Signature and Dating of the Accounting Statements by the person presiding at the meeting –

Section 2

Review of Direct Debits

Review of Salaries

Account Balances (see Appendix D) & Payments of Account

The following accounts were signed off for payment:

Accounts to be Paid

May 2023

		net	vat	gross	total	Account	Date PAID
Clerk's Salary	May Salary	693.33		693.33	693.33	SPC	
Clerk's Expenses	Fuel, Home Office, Stationery	69.64		69.64	69.64	SPC	
Caretaker's Salary	May Salary	150.00		150.00	150.00	SPC	
Caretaker's Expenses	Key Cut/Barrier Tape	17.90		17.90	17.90	H&P	
Chairman's Expenses	Ionos Web Hosting May-June	7.00	1.40	8.40	8.40	SPC	
Clerk/Ebay	2 x Baby Changing Units	185.70	37.14	222.84	222.84	H&P	PAID 25/04
Woodchurch Hub	Newsletter Printing	140.25		140.25	140.25	SPC	PAID 25/04
Spick n Span	Window Cleaning - May	10.00		10.00	10.00	H&P	
Cleaner	Apr-23	114.00		114.00	114.00	H&P	PAID 02/05
		1387.82	38.54	1426.36	1426.36		

Proposed Cllr E Yeomans

Seconded Cllr D Williams

Section 106/Budget 2023/2024

Cllr E Yeomans reported that all Section 106 monies that had been requested have now been received and spent. S106. This includes the Dog Waste bag station which has now been ordered with the installation date to be agreed. Aspire have also completed the clearance around the Millennium sign and the gardening club have been told that their budget is approved for the replanting.

15. VILLAGE HALL

Repairs Update

The Clerk reported that the Caretaker would be carrying out the repair to the ceiling in the kitchen this week.

Defibrillator

Nothing to Report.

The Clerk reported that the 2 baby changing units had been delivered and installation of these 2 units at the village hall were imminent.

16. PAVILION & PLAYING FIELD

Community & Sports Hall Project

It was agreed that Cllr D Williams would consider a suitable Architect for the next step on the project.

Drainage Works

The Clerk will chase Aspire for the date on the second round of slitting.

Cllr E Yeomans reported that Aspire has now completed the repairs to the exercise equipment surfacing. The Broken elliptical machine has been reported to Wicksteed and Cllr E Yeomans will continue to chase. In the interim, it's been cordoned off with hazard tape. It was also discussed and agreed that the fencing at the back on the football goals would need repairing and that the Caretaker would take on this task.

17. ADMINISTRATION

Risk Assessment

Cllr M Richmond Coggan forwarded on the Risk Assessment. It was agreed that it will be updated over the next few months.

Storage of Parish Council Documents

Following on from the recent cupboard reorganisation, Councillors are satisfied that the minutes and all other documents are now stored more securely in the office at the Village Hall.

Retention and Storage of Post and Emails

Post that is not specific to Shadoxhurst will not be kept unless it is considered to be important, or the Clerk is particularly asked to keep it. Old post will be recycled.

Sensitive emails should be printed off by the Clerk. Councillors should inform the Clerk if they wish a particular email to be printed. Emails to be kept indefinitely.

IT Security and Good Housekeeping

Councillors should all bear the following in mind when using their home/work computer for Parish Council business.

All councillors should provide the Parish Council with a secure email address and ensure that virus software is current.

Councillors should be aware that all correspondence and emails are confidential until they are tabled at a Parish Council meeting. If anyone else is privy to the information contained in emails received by you on a home/work computer, please ensure that they are aware of this fact.

Councillors should all ensure that their computers are encrypted and should not use mobile phones to receive Parish Council information.

The Freedom of Information Act now extends to emails that would previously have been considered to be private, if they relate to council business.

Compliance with Transparency Code

All information required under the code is published on the website.

Compliance with Data Protection Legislation

This matter continues to be progressed.

Storage of Computer Records

All information is backed up on The Cloud.

Social Media Policy

Councillors unanimously agreed that the policy in place is in order.

18. EXTERNAL RELATIONS

Utilities Advisory Group – There is no ABC update on Hornash or Delcroft. However, the Group is seeking support for the worrying addition of a Package Treatment Plant (PTP) at Delcroft. The main concern is that all treated effluent will need to flow into a permanently wet watercourse. The proposal here would mean a flow into a ditch that in periods of the year is dry. This counters Environment Agency advice. I fully support the document of objection that Darren has been working on with Peter, which needs to be agreed and sent with all speed.

KALC Joint Parishes Planning Committee – not recently met.

KALC – there was a meeting and the minutes have been circulated.

Village Forum – the Forum continues to meet monthly on first Monday of the month with very positive meetings. We could do with more help as the support team has not grown for a long time. The King's coronation celebration event on the bank holiday Monday at the King's Head was considered a success, although bar queues and running out of stock did dampen things a bit. The next event is the first of two boot fairs.

Chilmington Green – the biggest issue at the moment is the Hodson's application for a waste treatment works on Chilmington Green Road to overcome the Stodmarsh impasse. It is **PA2023/0715** and is very worrying and we need to make representations. I am in touch with the adjacent ward councillor.

Newsletter – The June edition closing date was the 15th May, work is in hand but was delayed as I have not been 100% these last few days.

19. CONSERVATION & HERITAGE

Millennium Sign

It was reported that Aspire have completed the clearance around the Millennium sign and the gardening club have been told that their budget is now approved for the replanting.

Notice Boards

The Clerk will continue to investigate replacing the board at the Village Hall.

Cllr E Yeomans also reported a broken Fire Hydrant Sign, it was agreed that the details would be passed over to the Clerk so it can be reported to KCC.

20. HIGHWAYS

Lorry Watch/Speed Watch

Cllr D Williams reported that he would help Mr Hills with the running of the Speed Watch. Cllr E Yeomans also volunteered to receive a training session. Cllr D Williams will liaise with Mr Hill for a date.

It was agreed to remove 'Lorry Watch' from the agenda.

Highway Improvement Plan (update)

Nothing to Report.

Items to be reported to KHS/PROW

Nothing to Report.

21. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

There being no other business the meeting closed at 7.59pm

22. ITEMS FOR INCLUSION ON THE NEXT AGENDA

Date of next Parish meeting: **Wednesday 14th June 2023 at Shadoxhurst Village Hall at 6pm**

25th May 2023
Parish Clerk

APPENDIX A – COUNTY COUNCILLOR’S REPORT

County Councillor David Robey

- The KCC Budget is under tremendous pressure, due to the spiralling cost of Adult Social Care, and to a lesser extent, Children’s Services & Education. There is no easy answer to this in the short term.
- The Highway’s Budget is particularly badly affected, as the condition of the roads demonstrates, and this area has been underinvested for years. This is not just a problem in Kent, and reflects the approach that we take to infrastructure investment in the UK as a whole, which is flawed. KCC has, however, secured £6m for Government for potholes repairs, which is something.
- I am going to have another look at Church Lane & Birtchett Lane, and then discuss this with Kent Highways.
- The results of the recent Local Elections will have an effect on how Kent is run, which will unfold over the coming months.
- We continue with our plans to re - introduce Nuclear Power to Dungeness in the form of Small or Advanced Nuclear Reactors. We have agreement in principle for a site visit by Andrew Bowie, who is the Energy Minister, and this is likely to take place over the next two months.
- Plans to deal with the Stodmarsh issue, which is about mitigating the effects of Phosphorus and Nitrogen getting into the environment, are moving fast and are likely to involve a mixture of Wetlands, and more Tertiary Water Treatment from Southern Water, as well as some onsite treatment for some sites. This is very important, as the issue has held up the development of Allocated Sites in the Local Plans of most District Councils in Kent and opened the door to speculative Planning Applications in unsuitable locations, which nobody wants.
- KCC has just secured agreement with HM Treasury, to take control of ringfenced funds to operate the Kent & Medway Business Fund Loan Scheme in perpetuity. This is a very successful scheme, which has helped hundreds of small businesses and created thousands of jobs right across Kent and represents a major achievement by KCC.
- The Exit & Entry System (EES), which is planned to deal with moving between the UK and the EU, has been delayed again, and looks unlikely to be in place this year. The French have asked that if the timing slips from November 2023, then the introduction of the system should be delayed until September 2024. This is obviously likely to lead to the delays in crossing the Channel continuing.

BOROUGH COUNCILLOR’S REPORT

Borough Councillor David Ledger’s comment on the agenda 17th May 2023

Apologies, I have a mandatory planning training event that clashes.

Annex A

Village Hall... I think at one point I had offered to be on this group, so being a regular weekly user, it might help. Also, should we name the Forum Co-ordinator on the Group rather than a ‘member of the public’?

Third party relationships... with KALC and the ABC Parish Forum we have two seats on these.

Perhaps it would help to have two of us on the Village Forum too.

Item 16 Community and Sports Hall Project:

Following the grant of permission with the curved ball of two unworkable conditions, I have been in correspondence with the Planning Officer about how to proceed. The current consent would be unworkable. Whilst we have the permission in principle, constraints do not work. I also sought to have a face-to-face meeting with her, this finally resulted in a telephone conversation. She wasn’t fully ofay with our intentions and made assumptions. She also wanted to protect the amenities of the immediate neighbours. She suggested applying for a variation of the conditions. She said 9.30pm or so would not be a problem, and that the use for community meetings should still be in the same use class, but she would confirm. I also asked if she had alerted the agent, we employed to any conditions being imposed. She eventually said she had emailed him. I asked for this email to

be forwarded to me as I said the contents had not been shared with the PC, otherwise we would have negotiated more favourable conditions. She said she would email me with the details, including any costs. I asked for that in time for our parish meeting, but to date, this has not been received! I gave her a nudge on Monday.....!

Item 19 Conservation etc

With the Millennium sign, members of the Garden Club attended one Sunday recently and spent a couple of hours finishing what Aspire probably should have done when we had them do the clearance work. I was disappointed in what they had left, Peter W will no doubt add more thoughts to this.

APPENDIX B - PARISH COUNCIL MEETING DATES 2023-2024

- Wednesday 17th May 2023
- Wednesday 14th June 2023
- Wednesday 12th July 2023
- Wednesday 13th September 2023
- Wednesday 11th October 2023
- Wednesday 8th November 2023
- Wednesday 10th January 2024
- Wednesday 14th February 2024
- Wednesday 13th March 2024
- Wednesday 10th April 2024

ANNUAL PARISH COUNCIL MEETING 2024 & ANNUAL PARISH MEETING 2024

Wednesday 8th May 2024

APPENDIX C
PLANNING

**SHADOXHURST PARISH COUNCIL
RECORD OF PLANNING APPLICATIONS
APRIL - MAY 2023**

Application Reference
PA/2023/0799

Site Address - Ravensbourne, Nickley Wood Road, Shadoxhurst, Ashford, Kent TN26 1LZ
Proposal

Variation of condition 3 (plans) of planning permission 20/01313/AS for Extension and alteration to roof; dormer window to east; side extension to west; changes to facing materials to allow for changes to floor plans and elevations to accommodate plant room.

Date Valid 24/04/2023

Application Status - Under Consultation
NO COMMENT

Application Reference
PA/2023/0516

Site Address - Colebran Wood Field, Duck Lane, Shadoxhurst, Ashford, Kent TN26 1LT
Proposal

Retrospective application to formalise alterations to the agricultural and forestry building consented under planning reference 19/00999/AS, which includes an increased yard area and amended roof sheet colour.

Date Valid 12/04/2023

Application Status - Under Consultation
NO COMMENT

APPENDIX D
ACCOUNT BALANCES

FINANCIAL YEAR 2022-2023
SHADOXHURST PARISH COUNCIL
FINANCE - APRIL 2023
Treasurers Account (0339)

	Balance 01/04/2023	Receipts	Payments
Opening Balance	44318.68		
Plus Receipts	17178.12		
Ashford Borough Council - S106		5973.02	
ABC - D.Ledger Grant Coronation		250.00	
Ashford Borough Council - Precept		10955.10	
Less Payments	-2015.60		
IT Outcomes			-17.36
KALC Membership			-579.40
Chairman's Exp - Website Hosting			-8.40
Clerk's Expenses			-28.52
Clerk's Salary			-693.33
Woodchurch Hub - Printing			-140.25
Eco Green Dog Bin			-398.34
Caretakers Salary			-150.00
Balance 30th April 2023	59481.20		

Forum & Fete Account (0342)

Balance 1st April 2023	6710.53
P.Webb - Coronation Expenses	-46.26
P.Webb - Darts	-144.95
H.Collison - Ping Pong	190.00
Balance 30th April 2023	6709.32

SHADOXHURST PARISH COUNCIL
FINANCE - APRIL 2023
Hall & Pavilion Account (0326)

	Balance 01/04/2023	Receipts	Payments
Opening Balance	4833.11		
Plus Receipts	367.21		
P.Webb - Darts		144.95	
P. - Coronation Expenses		46.26	
Private Hall Hire Hire - Dance Group		70.00	
Private Hall Hire Hire - Dance Group		56.00	
Private Hall Hire Deposit		50.00	
Less Payments	-2841.44		
EDF (Pavilion)			-30.00
EDF (Hall)			-550.00
P.Webb - Darts			-144.95
P.Webb - Coronation Expenses			-46.26
Deposit Return - FD			-50.00
Catetaker's Overtime			-90.00
Catetaker's Expenses			-42.96
ABC- Business Rates Pavilion			-1060.38
Window Cleaner			-10.00
EcoSan			-163.15
**Free Tennis/Coaching			-170.00
Baby Changing Units			-222.84
**Free Tennis/Equipment			-34.98
Castle Water			-31.18
**Free Tennis/Coaching			-35.00
Nisbets			-159.74
Balance 30th April 2023	2358.88		

**£2k Tennis Grant - H&P Account

Balance 1st April 2023	668.28
Tennis Coaching	-170.00
Equipment	-34.98
Tennis Coaching	-35.00
Balance 30th April 2023	428.30

