

# SHADOXHURST PARISH COUNCIL

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## MINUTES 398

### Minutes of the Annual Parish Council Meeting held at The Village Hall, Shadoxhurst on Wednesday, 11 May 2016, following the Annual Parish Assembly

**PRESENT:** Mr D Ledger, Mrs S Ellis, Mr K Carroll, Mr I Procter  
Mr A Porter and Mr M Richmond Coggan (following co-option)

**PARISH CLERK:** Mrs J Batt

**BOROUGH COUNCILLORS:** Mrs A Hicks and Mr G Bradford

**COUNTY COUNCILLOR:**

**MEMBERS OF THE PUBLIC:** There were 2 Members of the Public present for part of the meeting

Prior to the meeting the Clerk informed councillors that a letter of resignation had been received addressed to the Parish Council from Mr Bill Hollands, to take immediate effect.

Councillors thanked Mr Hollands in his absence for all his work for the council and the village over the past 25+ years.

Mr Ledger said he would write to Mr Hollands on behalf of the Parish Council.

**1. ELECTION OF CHAIRMAN**

Mr Procter proposed Mr David Ledger, seconded by Mr Carroll. There were no other Nominations. Mr Ledger accepted the position of Chairman. Unanimous

**Chairman to sign Declaration of Acceptance of Office**

Mr Ledger signed his Declaration of Acceptance of Office.

**2. CO-OPTION OF PARISH COUNCILLORS**

Mr Ledger proposed Mr Alan Porter for co-option, seconded by Mrs Ellis Unanimous

Mr Ledger proposed Mr Martin Richmond Coggan for co-option, seconded by Mr Carroll Unanimous

Mr Porter and Mr Richmond Coggan signed a Declaration of Acceptance of Office and took a DPI form to complete within 28 days and return to ABC, with a copy for the Clerk for council records.

**3. APOLOGIES FOR ABSENCE**

An Apology for Absence was received from County Councillor, Mr M Angell.

**4. DECLARATIONS OF INTEREST****Declarations of Pecuniary Interest**

There were no Declarations of Pecuniary Interest.

**Declarations of Significant Interest**

There were no Declarations of Significant Interest

**i) To note the granting of any Requests for Dispensations and the decision**

There were no Requests for Dispensations

**ii) Updating of Declarations of Interest**

**Councillors are reminded that they should update their Declarations of Interest with the Monitoring Officer if necessary.**

**5. ELECTION OF VICE CHAIRMAN**

Mrs Ellis proposed Mr Ken Carroll, seconded by Mr Ledger. There were no other nominations. Mr Carroll accepted the position of Vice Chairman. Unanimous

**6. PUBLIC INTERVAL**

The meeting was opened to the Members of the Public present from 8.19 to 8.25 for questions and comment.

**7. ELECTION OF OFFICERS TO COMMITTEES FOR THE TERM OF THE COUNCIL**

KALC – Mr Ledger and Mr Richmond Coggan

Local Plan Group – Mr Ledger and Mr Richmond Coggan

Parish Forum – Mr Ledger and Mr Carroll

Police Committees – Mr Procter

Planning Committee – Mr Richmond Coggan (Chair), Mr Carroll, Mr Porter and Mr Ledger (ex officio)

Shadoxhurst Charities – Mr Ledger and Mrs Ellis

Village Hall – Not applicable see below

Councillor to serve on reciprocal Complaints Committee for Woodchurch Parish Council if required – Any available councillors

Chilmington Green – Mr Ledger and Mr Procter

Joint Parishes Traffic Committee – Mr Ledger and Mr Procter

Village Forum Co-ordinator – Mr Ledger

Any other committee requested by Councillors – None

**8. DELEGATION OF RESPONSIBILITIES FOR THE TERM OF THE COUNCIL**

Annual Review of Parish Council Documents – Mrs Ellis

Six Monthly Review of Fixed Assets – September and March )Mr Ledger, Mr Porter

Six Monthly Risk Assessment – September and March )and Mr Richmond Coggan

Internal Parish Council Audit – Mr Funnell

Councillors Responsible for Finance – All Councillors

Annual Review of Insurance Arrangements – On receipt of renewal – Mr Porter

Weekly Play Area Safety Check – Mr Ledger

Annual Play Area Safety Check – The Play Inspection Company

Councillor Responsible for Newsletter and Website and Transparency – Mr Procter

Councillor Responsible for Emails – Mr Ledger

Councillor Responsible for Post – All councillors

Councillors Responsible for inspecting the Village Hall – Councillors to continue to take responsibility on a monthly basis

Councillor with Responsibility for Returning Questionnaires – Mr Procter

Foothpaths – All Councillors

Tree Warden – All Councillors

Any other responsibilities put forward at meeting – None

**9. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING**

Minutes 397 of the previous meeting were accepted and it was unanimously agreed that Mr Ledger should sign.

Proposed Mr Carroll

Seconded Mr Ledger

**10. MATTERS FOR REPORT ARISING FROM THE PREVIOUS MINUTES**

Mr Ledger reported that he had written to ABC and Bethersden Parish Council as agreed.

Mr Procter confirmed that he is looking into the possibility of lowering the speed limit through village and he felt that there is far more scope to do this than there used to be.

**11. CHAIRMAN'S REPORT**

Nothing to report.

**12. RESOLUTION TO ADOPT THE POWER OF GENERAL COMPETENCE**

On agenda in error.

**13. VILLAGE HALL, PAVILION, RECREATION FIELD AND VILLAGE GREEN****Inspection of Village Hall following hiring**

Mr Ledger and Mrs Ellis will inspect the hall in June.

**Field/Car Park/Play Area/Village Sign**

Defer to next meeting.

**Hiring Fees for Village Hall and Pavilion**

The current rate is £7.50 for Shadoxhurst clubs and societies and £8.50 for hirers outside the village, with a £150 deposit for the Hall and £50 for the Pavilion.

**14. CORRESPONDENCE, FINANCE AND OTHER COUNCIL BUSINESS****Correspondence**

Wicksteed Leisure

Marie Curie Blooming Great Tea Party

Nisbets

Clerk and Councils Direct

Councillors were reminded that all correspondence and emails should be directed to the parish council via the Clerk. If councillors are approached by a resident concerning any particular issue, they should ask that person to write to the council or to attend a Parish council meeting. Councillors should make it clear that any views expressed during a conversation are their personal views and not those of the Parish Council.

**Email Correspondence**

No emails were brought to the attention of the council.

**Arrangements for dealing with Parish Council Post and Emails**

The Clerk will bring all post received to meetings for discussion.

All emails are forwarded to all councillors and Mr Ledger will monitor them and bring any of particular importance to Shadoxhurst to the attention of councillors at the next meeting.

Councillors should inform the Clerk if they wish a particular email to be included on an agenda for discussion.

**Internal Auditors Final Report**

The Clerk reported that Mr Funnell carried out his final audit for the year 2016/2017 on 20 April did not find anything major to report. The Clerk read out his report to councillors.

**Review of Statement of Internal Control**

Councillors were satisfied that the Statement of Internal Control, was in order and Mr Leger and the Clerk signed the document.

**Review of the Effectiveness of the Internal Auditor**

Councillors unanimously agreed that they were satisfied with the effectiveness of the Internal Auditor, Mr Kevin Funnell and agreed to employ him again next year.

**Approval of the Annual Governance Statement by the members as a whole – Sec 1**

Councillors completed the Annual Governance Statement.

**Resolution:** Councillors unanimously approved the Annual Governance Statement  
Proposed Mr Ledger    Seconded Mrs Ellis

**Signature and Dating by the person presiding at the meeting and The Clerk – Sec 1**

Mr Ledger and the Clerk signed and dated the Annual Governance Statement.

**Approval of the Accounting Statement by the members meeting as a whole – Sec 2**

Councillors considered the Accounting Statements.

**Resolution: Councillors unanimously approved the Accounting Statement**

**Proposed Mr Procter      Seconded Mr Richmond Coggan**

**Signature and Dating by the person presiding at the meeting – Sec 2**

Mr Ledger signed and dated the Accounting Statement, previously signed and dated by the Clerk

**Review of Direct Debits**

Councillors agreed to continue to pay EDF by Direct Debit for electricity in the Village Hall and Pavilion.

**Bank Reconciliation – Treasurers Account**

Opening Balance	21006.30	Balance per Treasurers Account	19609.52
Add Receipts	<u>703.25</u>	Plus Uncleared Receipts	<u>0.00</u>
	<b>21709.55</b>		<b>19609.52</b>
Less Payments	<u>5297.96</u>	Less Uncleared Payments	<u>2747.93</u>
	<b>16411.59</b>		<b>16861.59</b>
		Plus Uncleared Deposit Received	<u>000.00</u>
			<b>16861.59</b>
		Less Uncleared Deposit Refunds	<u>450.00</u>
			<b>16411.59</b>
Less Earmarked Funds	<u>5301.31</u>	Less Earmarked Funds	<u>5301.31</u>
<b>AVAILABLE FUNDS</b>	<b>11110.28</b>	<b>AVAILABLE FUNDS</b>	<b>11110.28</b>

**Earmarked Funds**

	<b>Balance 14.10.15</b>	<b>+/- May</b>	<b>Balance 11.05.16</b>
Recreation Facilities Budget 2016/2017	2500.00	500.00	3000.00
Bulb and Tree Planting + Planters Budget 2016/2017	187.00	70.00	257.00
Recycling	2044.31		2044.31
<b>TOTAL</b>	<b>4731.31</b>	<b>570.00</b>	<b>5301.31</b>

**Accounts to be paid**

<b>PAYEE</b>	<b>DETAILS</b>	<b>CHQ NO</b>	<b>NET</b>	<b>VAT</b>	<b>GROSS</b>
Mrs J Batt	Salary April and May Clerks Expenses General Admin		663.96 12.87 17.92		694.75
Mr R Harris	V H Cleaning/Caretaking		170.00		170.00
A J Fortescue	Repairs to V Hall Ceiling		176.00	35.20	211.20
PRS for music	Music Licence		132.50	26.50	159.00
KCC	Cleaning Equipment		98.82	19.76	118.58
Kevin Funnell	Audit Fee		75.00		75.00
Hirers of Village Hall	3 x Deposit Refunds		450.00		450.00

**Review of Insurance for 2016/2017/Self Insured Items**

The Council does not Self Insure any Parish Council Assets.

**Website**

Nothing to report.

**Risk Assessment**

Nothing to report

**Storage of Parish Council Documents**

Councillors confirmed that they are satisfied that all documents over one-year-old are securely stored in the cupboards in the bar of the Village Hall.

**Retention and Storage of Post and Emails**

Any post that is specific to Shadoxhurst is kept, but other post is recycled.

Sensitive emails should be printed off by the Clerk. Councillors should inform the Clerk if they wish a particular email to be printed. Councillors agreed that emails should be deleted after 6 months.

**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.

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

**General Power of Competence**

Confirmation that Shadoxhurst Parish Council adopted the General Power of Competence at the meeting held on 13 May 2015.

**Refurbishment of Play Equipment**

Defer to future meeting

**Repairs to the surface of the Recreation Field Car Park**

Defer to future meeting.

**Results of Parish Council Survey**

Following the survey carried out the following was agreed upon: -

**Resolution:** Councillors unanimously agreed to proceed with a coffee morning/afternoon. Mr Carroll to investigate grant funding through Age UK for the initial start-up costs. Mr Ledger will liaise with the residents who expressed an interest on joining the Parish Forum with a view to setting a date for the first meeting.

**15. PLANNING**

Please see attached list.

**Retention and Storage of Planning Applications**

Councillors wish contentious plans to be stored in the cupboard in the Village Hall.

**16. OUTSIDE REPORTS****Tree Warden**

Nothing to report.

**Borough Councillors Report**

Please see Annual Parish Assembly minutes for this month's reports.

**County Councillors Report**

Please see Annual Parish Assembly minutes for this month's reports.

**Footpaths**

Nothing to report.

**17. VILLAGE RESPONSIBILITIES****Matters Arising from the Round Robin not previously covered on the agenda**

Councillors no longer circulate a Round Robin. On agenda in error.

**Items to be reported to Kent Highway Services/PROW**

Nothing to report.

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

Councillors will meet at 6.30 pm on 8 June to review the Contract of Hire for the Village Hall and Pavilion.

There being no other business the meeting closed at 10.10 pm.

Signed..... Dated .....  
Chairman



# SHADOXHURST PARISH COUNCIL

## RECORD OF PLANNING APPLICATIONS

**2016**

### **MAY 2016**

16/00268/AS Casa Luz, Hornash Lane, Shadoxhurst, Ashford, Kent TN26 1HT  
Erection of a single storey extension to existing garage and conversion to habitable accommodation. Erection of car port in the front garden.  
**Parish Council: Support**

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

16/00226/AS Unit 1, Hendon Barn, Shadoxhurst Road, Woodchurch, Ashford, Kent, TN26 3QP  
Change of use of part of existing building from (B8) haulage/transport use to (D2) use as a boxing club for a temporary period of 5 years  
Borough Council: Permit

16/00304/AS Clarksland, Hornash Lane, Shadoxhurst, Ashford, Kent, TN26 1HT  
Cessation of use as transport yard for tarmac and other business and erection of two detached chalet bungalows  
Borough Council: Refuse

16/00268/AS 25 Molloy Road, Shadoxhurst, Ashford, TN26 1HR  
Dormer windows to front and both side elevations, loft conversion and new roof to previous rear extension  
**Borough Council: Permit**