



Shadoxhurst Parish Council

Protecting the Woodland Gateway to the Countryside

SHADOXHURST PARISH COUNCIL

MINUTES 486

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING THURSDAY 8TH MAY 2024 COMMENCING AT 6.30PM

PRESENT: Cllr E Yeomans (Chair), Cllr D Ledger (Vice Chair), Cllr D Williams, Cllr D Juniper, Cllr S Matterezzo, Cllr V Brisley
PARISH CLERK: Ms C Laming
IN ATTENDANCE: Two members of the public.

1. ELECTION OF CHAIRMAN

It was proposed that Cllr E Yeomans (Chair) remain in her current position. There were no other nominations. Cllr E Yeomans agreed to accept the position of Chair for the coming year.

Proposed Cllr S Matterezzo **Seconded** Cllr D Ledger

2. APOLOGIES OF ABSENCE

Borough Cllr A Hicks & Cllr M Richmond Coggan passed on their apologies of absence before the meeting. County Councillor D Robey left the meeting after the Annual Parish Meeting. It was approved by:

Proposed Cllr E Yeomans **Seconded** Cllr S Matterezzo

3. DECLARATIONS OF PECUNIARY AND SIGNIFICANT INTEREST

Declarations of Pecuniary Interest

There were no Declarations of Pecuniary Interest.

Declarations of Significant Interest.

There was one Declaration of Significant Interest from Cllr D Juniper for Application PA/2024/0401 Wymondham, Woodchurch Road.

4. ELECTION OF VICE CHAIRMAN

It was proposed that Cllr D Ledger (Vice Chair) remain in his current position. There were no other nominations. Cllr D Ledger agreed to accept the position of Vice Chairman for the coming year.

Proposed Cllr E Yeomans **Seconded** Cllr V Brisley

5. PUBLIC INTERVAL (18.45-18.55)

Peter Webb & Hannah Collison, from the Community Forum Group, updated the Councillors on several items, which included the Midsummer Festival, hall renovation works and grant applications.

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

There was one amendment from last year. Cllr M Richmond-Coggan replaced Cllr D Juniper under Planning.

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 M Richmond-Coggan

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

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

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, Forum Member H Collison

Website Management - Mr M Richmond Coggan, Forum Member H Collison

Highways: Mr D Juniper

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

Proposed

Chair E Yeomans

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 V Brisley

8. ANNUAL REVIEWS

It was agreed that the following annual reviews will be discussed at the next parish meeting on 19th June 2024.

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 2024/2025

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 2023/2024.

Proposed Cllr E Yeomans

Seconded Cllr D Juniper

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

Meetings will now be held on the 3rd Wednesday of each month at 6.30pm excluding August and December. The next APM and APCM will be held on 21st May 2025.

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

11. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING

Minutes 485 of the meeting held on Wednesday 17th April 2024 were accepted and it was unanimously agreed that Cllr E Yeomans should sign them.

Proposed Cllr S Matterezzo

Seconded Cllr D Juniper

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 B)

14. FINANCE & POLICY

Internal Auditors Report

The Clerk met with the Internal Auditor on 3rd May 2024. The Internal Auditors Report was accepted and signed off.

Proposed Chair E Yeomans

Seconded Cllr S Matterezzo

Review of Effectiveness of Internal Auditor

The effectiveness of the Internal Auditor was accepted.

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

The Annual Governance Statement and Accounting Statements were duly signed by the RFO, Ms C Laming and the Chair, E Yeomans.

Proposed Chair E Yeomans

Seconded Cllr S Matterezzo

Review of Direct Debits – The direct debits were accepted.

Review of Salaries – it was agreed that the review of salaries will be discussed in June.

Account Balances (see Appendix C) & Payments of Account

The following accounts were signed off for payment:

Accounts to be Paid May 2024

		net	vat	gross	total	Account	Date PAID
Clerk's Salary	May Salary	884.00		884.00	884.00	SPC	
Clerk's Expenses	Curry's Printer	50.66	10.13	60.79	60.79	SPC	03-May
Clerk's Expenses	Fuel, Home Office	29.96		29.96	29.96	SPC	
Caretaker's Salary	May Salary	150.00		150.00	150.00	SPC	24-May
Colin Tearle	Internal Auditor	100.00		100.00	100.00	SPC	
Caretaker's Expenses	B&Q	39.78	9.95	49.73	49.73	SPC	03-May
Business Stream	Waste Water	27.22		27.22	27.22	H&P	
Spick n Span	Window Cleaning - May	12.00		12.00	12.00	H&P	
Councilor's Expenses - MRC	Ionos Web Hosting May-June	7.00	1.40	8.40	8.40	SPC	
ABC/Aspire	Tree Removal	175.60	35.12	210.72	210.72	SPC	03-May
Cleaner - KJ	April 2024	48.00		48.00	48.00	H&P	26-Apr
Cleaner - KK	April 2024	85.50		85.50	85.50	H&P	01-May
		1609.72	56.60	1666.32	1666.32		

Section 106/Budget 2023/2024

Cllr E Yeomans shared a snapshot of the 106 Monies. She reported that applications had been made for outdoor sports and accessible facilities for the village hall.

15. VILLAGE HALL

Village Hall Working Party Update

Chair E Yeomans reported that plans for the refurbishment of the Hall were progressing well, with the intention to submit the ABC Capital Grant application by the end of May 2024, to be in a position ready to submit the Community Ownership Fund application as soon as the window opens (time TBC, expected end of May).

She also reported that the Village Hall Working Group was working very hard on these plans. She thanked Derek for drawing up the draft plans and submitting to ABC for “pre-planning” - a requirement of the COF application. She also thanked Hannah Collison for working on the application forms while working closely with Cllr Derek Williams to pull together quotes to support the proposals. Other thanks were given to Sharon & her son Fraser and Karen Farnell for working on the business plan.

Repairs Update

It was reported that the ceiling in the kitchen had been partially fixed.

Risk Assessment

Nothing to Report.

16. PAVILION & PLAYING FIELD

Community & Sports Hall Project

Nothing to Report.

It was agreed that the Clerk will contact various table tennis table suppliers to research into the cost of an outdoor table at the pavilion.

17. ADMINISTRATION

Risk Assessment

Nothing to Report.

Storage of Parish Council Documents

Following on from the recent bar cupboard clearance, Councillors were satisfied that the minutes and other documentation are stored securely at Village Hall.

Retention and Storage of Post and Emails

Post that is not specific to Shadoxhurst will not be kept unless it is 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. Mobile phones can receive Parish Council information, but phone must always be secure.

The Freedom of Information Act now extends to emails that would previously have been 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 – In spite of further chasing, ABC Planning have not got back to me for an update on Hornash. The Group has largely been working on matters relating to Stubbs Cross and following the unanimous rejection of the WwTW works by the Planning Committee last night attention is going to be given to Court Lodge issues at Stubbs Cross. Due to my involvement on Planning Committee, the Utilities Advisory Group is not currently involving me. I propose a large vote of thanks to Peter Finnis and Roger Hills and others for their tireless work on all the issues. Much work goes unrecognised, but by ensuring that things are done properly and with due diligence and transparency, a tremendous amount of work is ensuring correct decisions are taken by ABC Planning. If an early decision had been made last December by the Planning Committee, then local residents would be far worse off in the legacy that the WwTW works would have yielded.

KALC Joint Parishes Planning Committee – Following the publication of results from the ABC Call for Sites for the next Local Plan, I have called a meeting next week. It will be on Teams and will start to look at the important issues that Parish Councils see as imperatives for the next Local Plan. There is a lot of common interests, and a quantum of support is necessary to keep aspect on the agenda. I was hoping that the timeline for the rejection of many of the sites will be known by then. Many Parishes are concerned about the proposed sites, perhaps none is more affected potentially than our own parish, but there are pressures everywhere.

KALC – the next meeting is 29th May.

Village Forum – The Forum met as usual this month and were updated with details of the Festival progress, which is shaping up well. Lots of performers have come forward for the Sunday afternoon slots. Monthly events continue with a recent barn dance and a 60s to 80s live band and dance coming shortly. I propose a vote of thanks particularly to Peter and Hannah, but also the other very active members of the Community Forum who work behind the scenes.

Chilmington Green – see notes elsewhere on this.

Newsletter – the closing date for the June / July edition is the 12th May, which actually tallies with the final date for the return of the hall survey forms. It will feature a double-sided sheet with all the festival details including a village map for the village trail.

A vote of thanks from Chair E Yeomans to Hannah Collison, Peter Webb and other volunteers for their endless time and effort on the Midsummer design work and on the distribution of the leaflets.

19. CONSERVATION & HERITAGE

Millennium Sign

Nothing to Report.

Notice Boards

Nothing to Report.

CLlr E Yeomans also reported that the broken Fire Hydrant Sign has still not been repaired. It was agreed that the Clerk will investigate.

20. HIGHWAYS

Lorry Watch/Speed Watch

Chair E Yeomans reported a parishioner had suffered an act of vandalism which is believed to be a consequence of their volunteering for Speedwatch. The Parish Council is extremely disturbed by this and wants to formally recognise the valued contribution all Speedwatch volunteers make to the safety of our village. She has written to the victim to offer our thanks for their work. The Police

Speedwatch coordinator has been in touch directly and will offer support for a future session of the Speedwatch.

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 8.12pm

22. ITEMS FOR INCLUSION ON THE NEXT AGENDA

Date of next Parish meeting: **Wednesday 19th June 2024 at Shadoxhurst Pavilion Hall at 6.30pm**

3rd June 2024
Parish Clerk

APPENDIX A

TIME AND PLACE OF ORDINARY MEETINGS UP TO AND INCLUDING THE NEXT ANNUAL GENERAL MEETING

Wednesday 19th June 2024 – 6.30pm at Shadoxhurst Pavilion

Wednesday 17th July 2024 - 6.30pm at Shadoxhurst Pavilion

Wednesday 18th September 2024 - 6.30pm at Shadoxhurst Pavilion

Wednesday 16th October 2024 - 6.30pm at Shadoxhurst Hall

Wednesday 20th November 2024 - 6.30pm at Shadoxhurst Hall

Wednesday 15th January 2025 - 6.30pm at Shadoxhurst Hall

Wednesday 19th February 2025 - 6.30pm at Shadoxhurst Hall

Wednesday 19th March 2025 - 6.30pm at Shadoxhurst Hall

Wednesday 16th April 2025 - 6.30pm at Shadoxhurst Hall

Wednesday 21st May 2025 (Annual Parish Meeting) – 6.30pm at Shadoxhurst Pavilion

* Venue subject to change

APPENDIX B

PLANNING

SHADOXHURST PARISH COUNCIL RECORD OF PLANNING APPLICATIONS APRIL 2024 - MAY 2024

Application Reference

PA/2024/0727

Site Address - The Park, Hamstreet Road, Shadoxhurst, TN26 1NL

Proposal - Erection of a replacement dwelling

Date Valid 12/4/2024

Application Status Under Consultation

Consultation Deadline 14/05/24

No Comment

Application Reference

PA/2024/0401

Site Address - Wymondham, Woodchurch Road, Shadoxhurst, Ashford, Kent TN26 1LQ

Proposal - Change of use of land from agricultural to residential and erection of detached garage.

Date Valid 11/4/2024

Application Status Under Consultation
Consultation Deadline 15/05/24
No Comment

Application Reference

NOT/2024/0700

Site Address - Woodgate House, The Street, Shadoxhurst, TN26 1LU

Proposal - T1 - Cherry - Leaning tree - to install a rustic chestnut prop to aid support of the tree at an appropriate point on the southern stem. Reduce back the southern limb by approximately 2-3 metres, cutting to appropriate branch axils.

Date Valid 09/4/2024

Application Status Under Consultation

Consultation Deadline 28/04/24

SPC supports this application.

Application Reference

PA/2024/0313 ** Amended Location Plan New Consultation Deadline** 14/05/24

Site Address - Little Criol Stables, Bethersden Road, Shadoxhurst, Ashford, Kent TN26 1LL

Proposal - Change of use of land to residential. Two single-storey extensions to the property with associated alterations.

Date Valid 23/2/2024

Application Status Under Consultation

Consultation Deadline 27/03/24

No Comment

Decision Notices/Updates received from Ashford Borough Council

Application Reference

PA/2024/0256

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

Proposal - Forestry and agricultural building.

Date Valid 04/3/2024

Application Status Withdrawn

Application Reference

PA/2024/0313

Site Address - Little Criol Stables, Bethersden Road, Shadoxhurst, Ashford, Kent TN26 1LL

Proposal - Change of use of land to residential. Two single-storey extensions to the property with associated alterations.

Date Valid 23/2/2024

Application Status Under Consultation

Consultation Deadline 27/03/24

Application Reference

PA/2024/0398

Site Address - Green Farm, Church Lane, Shadoxhurst, TN26 1LS

Proposal - Construction of a 52sq metre Community Room to provide extra facilities.

Date Valid 04/3/2024

Application Status Under Consultation

Consultation Deadline 27/03/24

Application Reference

PA/2023/1929

Site Address - 107, Tally Ho Road, Shadoxhurst, TN26 1HW

Proposal - Change of use of land and installation of 6no. glamping pods, footpaths, parking & turning area, secure bicycle storage and recycling/refuse storage.

Date Valid 04/1/2024

Application Status Under Consultation

Consultation Deadline 30/1/2024

APPENDIX C ACCOUNT BALANCES

FINANCIAL YEAR 2024-2025

SHADOXHURST PARISH COUNCIL

FINANCE - APRIL 2024

Treasurers Account (0339)

	Balance	Receipts	Payments
	01/04/2024		
Opening Balance	21090.45		
Plus Receipts	31725.00		
Lottery Funding Grant		20000.00	
Ashford Borough Council - Precept		11725.00	
Less Payments	-1884.79		
Plus Net			-21.60
IT Outcomes			-17.36
KALC Membership			-595.63
Ecosan			-176.21
Councillor's Exp - Website Hosting			-8.40
Clerk's Expenses			-31.59
Clerk's Salary			-884.00
Caretaker's Salary			-150.00
Balance 30th April 2024	50930.66		

SHADOXHURST PARISH COUNCIL

FINANCE - APRIL 2024

Hall & Pavilion Account (0326)

	Balance	Receipts	Payments
	01/03/2024		
Opening Balance	3237.52		
Plus Receipts	675.00		
TRF from Forum - A.Warner		495.00	
Hall Hire/Deposit - EB		134.00	
Private Hire - Attrell Interiors		46.00	
Less Payments	-1146.50		
EDF (Pavilion)			-74.00
EDF (Hall)			-348.00
Cleaner - KK			-97.50
Cleaner - KJ			-24.00
A.Warner - Barn Dance			-495.00
Window Cleaner			-10.00
Cleaner - KJ			-48.00
Deposit Return - EB			-50.00
Service Charge			
Balance 30th April 2024	2766.02		

Forum & Fete Account (0342)

Balance 1st April 2024	9,786.68
t/f to H&P A Warner Band	-495.00
H.Collison - Barn Dance	488.97
H.Collison - Ping Pong Subs	250.00
Balance 30th April 2024	<u>10030.65</u>

SPC Savings Account

Balance 1st April 2024	20,194.78
Balance 30th April 2024	<u>20,194.78</u>

Tennis Grant - H&P Account

Balance 1st April 2024	263.80
Balance 30th April 2024	<u>263.80</u>
Excluding Land Trust	1133.78
H&P Balance	<u>1632.24</u>