



**Minutes of the Meeting on 5th September 2016 at 19.30hrs
Appledore Village Hall**

Present

James Perkins (Chair), Helen Hennig, Lyndsey Jenkins, Jasmin Kellar, Charles Wilkinson, and Chris Vane.

In attendance: Jo Fox Health and Safety Committee Ashford Borough Council, Laurel Niven Emergency Planning Officer for Ashford Borough Council and the Clerk Mary Philo.

Jo Fox: A.B.C. Policy for Necked Lights (structurally unsafe street lights cut down to 1 metre tall).

It was advised that Ashford Borough Council (A.B.C.) was responsible for 22,000 street lights of which 18,000 were amenity lights. Amenity lighting is additional to legal requirements. A.B.C. was reviewing its policy on all street lighting as there would be no central government funding from 2019. At a recent A.B.C. Cabinet Meeting a decision had been taken to review necked lights (19 in the local area). Those deemed necessary due to safety or other reasons, would be upgraded including the installation of LED lamps and then handed over to Kent County Council (K.C.C.). Those lights deemed unnecessary would be offered to local parish councils to manage and run. Otherwise they would be removed. The cost to replace a light would be £1,000 and £900 to remove. The review process would be starting shortly. Future housing developments would have little or no street lights. Jo was thanked for coming to the meeting. Jo Fox agreed to keep Cllr. Wilkinson informed of progress.

Laurel Niven: Emergency Planning for Appledore

Under the Civil Contingencies Acts emergency plans including parish levels were now required. The idea was to include local knowledge and make that available to all tiers of services to provide informed back up in an emergency. The emergency plan would also make the parish able to look after itself while awaiting national services. A.B.C. had provided a template plan to amend and would give some assistance to the community when pulling the information together. Information would need to be kept up to date. Plans could be more or less developed.

1. Formalities

- I) The council was quorate.
- II) Apologies; Cllr Winter, Borough Cllr. Mick Burgess and County Cllr. Mike Hill.
- II) Declarations of interest and dispensations: None.

2. Approval of draft minutes

Following amendment, it was resolved to agree the minutes of the meeting held on 4th July 2016 as a true record. Proposer Cllr. Vane. Seconded Cllr. Kellar.

The meeting was adjourned

Magpie Farm: tgdesignerhomes advised that an application for 5 dwellings replacing existing residential property and outhouses would be shortly submitted. The plan had considered the public footpath and the access way being shared in the future with the council owned field development. A presentation would be made at the October meeting and residents would be welcome to ask questions. The company's earlier work could be seen on their website. It was expected that the development would be decided by A.B.C. planning committee rather than delegated to a planning officer.

Public Questio

K6 Red BT Telephone Box: A member of the public advised that this box was the last remaining public phone facility in the nearby area, in case of emergency.

The meeting was reconvened.

3. **Matters arising from the previous meeting** (not already covered under another item)
None.

4. **Finances**

I) Bank Accounts: as at 5th September 2016 – current account £30,964.94 and reserve account £10,807.42.

II) Cheques raised since the last meeting

£761.10 July salaries

£879.70 August salaries

III) Agreement of cheques to be drawn

£3.20 Kent Association of local Councils: Being a good employer Guide (HMRC vat refund 20p)

£8.12 Kent Association of Local Councils: The Good Councillor Guide (HMRC vat refund 35p)

£37.50 Kent County Council Commercial Services: Cleaning Requisites (HMRC vat refund £6.25)

£55.30 M Philo office costs: Room £30, Car £16.90, stationery £13.99, postage £4.40

£0 Office Depot – cheque now allocated to Appledore account

To be advised Salaries

IV) Income received

£100 Bike Events: Compensation towards clearing up toilets following cycle event.

5. **Planning**

I) A.B.C. decisions advised:

16/00185/AS and 13/00988/CONA/AS Former Railway Hotel: Discharge of 14 separate conditions and allowance for 4 additional parking spaces to replace 2 car barns – Permitted.

16/00978/AS Sixty-Six Farm, Tenterden Road: Change of use of land to residential and erection of garages with home office and gymnasium to replace existing building – Permitted.

16/00556/AMND/AS The Surgery: Revision of size of log store onto garage – Permitted.

16/00985 The Grange Appledore Road: Change of use of existing agricultural building and land within curtilage to residential dwelling and associated operational development – Prior Approval Not Required.

II) New applications for A.P.C. to consider:

16/01246/AS Old Vicarage, Old Way: Erection of single storey rear extension: **A.P.C. voted to support.**

III) Following on from the Parish Plan and residents wish for another car park, discussions had been held with the owners (The Crown Estate) of the land next to Court Lodge regarding a residential

development and car park. **It was resolved to agree in principle, subject to submission of firm and finalised plans as well as a village consultation, to support the proposed car park and residential development adjacent to Court Lodge Road.** Proposed Cllr. Wilkinson. Seconded Lyndsey Jenkins.

6. **It was resolved to agree a Media and Communications Policy.**
Proposed Cllr Hennig. Seconded Cllr. Vane.
7. **It was resolved to approve the following councillors to issue media communications: Cllrs. Hennig, Kellar, Perkins and Vane** (the Clerk is automatically approved).
Proposed Cllr. Jenkins. Seconded Cllr. Wilkinson.
8. I) Appledore Parish Council Grants Policy for Financial Year 2016/2017
It was resolved to agree that applications for grants must be submitted together with a set of previous year accounts (preferably audited), a current financial statement and projected income for the remaining part of the financial year.
Proposed Cllr. Vane. Seconded Cllr. Kellar.
II) Appledore Parish Council Grants Policy from 2017 financial year onwards
It was resolved to agree a grant policy effective 1st April 2017. To be reviewed in November 2017. Proposed Cllr. Vane. Seconded Cllr. Hennig.
III) Following a discussion of the council's requirement to make sure that residents money was being directed to where it was needed, it was highlighted that more detailed financial information was required from applicants, in particular projected spending for the current financial year and a proper indication of annual costs. Future grants would not go towards running costs but one off exceptional spending. Although the information provided by Appledore Good Neighbours Service was insufficient, in order not to further delay a response, **it was resolved to agree to donate £150 towards Appledore Good Neighbours Service.**
IV) The meeting was adjourned for 10 minutes while a member of Appledore History Society advised the council of its' annual overheads and membership subscription. **It was resolved to donate £150 to Appledore History Society.**
Both motions proposed by Cllr. Wilkinson. Seconded Cllr. Jenkins
9. **It was resolved to agree the Financial Strategy 2016 – 2018.** Proposed Cllr. Vane. Seconded Cllr. Kellar.
10. **Appledore Public Telephone K6**
Cllr. Hennig offered to take the lead. Following efforts to find out BT's intentions it had become apparent that it was unlikely to be able to keep the facility but a charity or council could adopt the structure for a £1 and take on its maintenance. A passing A.B.C. conservation officer had suggested that the box ought to be saved as part of the village scene. The Clerk had advised BT that the phone box stood in a conservation area.
11. **Highways and Byeways**
I) Report from Footpath Warden Ken Girkin
He welcomed the recent access improvements at Old Way. He had investigated the dangerous bridge reported, by K.C.C. PROW officer, on AT126B the path leading to Fairfield from the Military Canal. Cllr. Wilkinson would encourage land owners to allow access for work on the bridge. Ken requested residents' assistance with information about any local footpaths used during World War I.
II) **It was resolved to agree the fee of £100 relating to the licence from Ashford Borough Council for a salt bin and noticeboard on the corner of Heathside.** Proposer Cllr. Wilkinson. Seconded Cllr. Hennig.

III) **It was resolved to agree the Highways Strategy for 2016 – 2018.** Proposer Cllr. Vane.
Seconded Cllr. Wilkinson.

IV) Other highways issues

It was suggested that Toby Howe should be contacted again for a review again of all the issues. Cllr. Hennig and Wilkinson had inspected the village and were creating a register.

Discussions had been held with Conservation officer Sarah Dee and Health and Safety Officer Steve Nickles regarding the slippery cross hatched paving stones around Old Way and near Miss Mollets. The hatching had been worn away and so work would be carried out to replace some but there would be one section replaced with a modern equivalent.

12. **Public Conveniences**

Donations received so far had already covered the cost of the boxes. **It was resolved to agree to keep the Public Conveniences open subject to regular review of running costs.** At least annual review. Proposer Cllr. Hennig. Seconded Cllr. Vane.

Cllr. Lyndsey had to leave the meeting.

13. **Information for Councillors**

Parish Forum 7th September Rare Breeds: Cllrs. Hennig and Wilkinson would attend.

Noticeboards: quotes for a header board for the original council noticeboard and to restore the shop noticeboard that the council had been temporarily been using had been obtained but these were considered too expensive.

Insurance Premium Tax: This would be increasing from 9.5% to 10%.

Waste/Water supply: The council had been advised that the two bills would be merged to just one bill by the service suppliers.

14. **Date of the next meeting**

3rd October 2016 19.30hrs in the village hall. John Rivers to demonstrate a defibrillator at 7.15 pm before the meeting. Plans and visuals displayed for Magpie Farm and questions to the developer. The meeting closed at 21.20hrs.