



**Agenda is available on [appledorekent.org](http://appledorekent.org)**

## **2<sup>nd</sup> November 2020 Notice of Virtual Meeting of the Parish Council**

You are hereby given notice that a Virtual Meeting of the Parish Council will be held on 2<sup>nd</sup> November 2020, commencing 19:30hr.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder

Mary Philo ..... Clerk to Appledore Parish Council      Dated 28<sup>th</sup> October 2020

Members of the public are welcome to join through the Zoom platform on <https://us02web.zoom.us/j/83842266581>

It would be helpful if members of the public could email the Clerk that they wish to attend by 5pm on the date of the meeting ([apc.mphil@gmail.com](mailto:apc.mphil@gmail.com))

### **Agenda**

#### **1. Formalities**

- I) Establish Quorum (LGA Act 1972 sch12, 12/28/45)
- II) Apologies and Reasons for Absence (LGA Act 1972 sch12, 12)
- III) Declarations of Interest: (Code of Conduct)
  - a) Members of the council should declare any Disclosable Pecuniary Interest, (DPI), or any other significant interests, (OSI), in any item(s) on this agenda, in accordance with the council's Code of Conduct.
  - b) Requests for dispensations

#### **2. Approval of Draft Minutes**

**To agree the minutes of the meetings held on 5<sup>th</sup> October 2020, (already circulated to councillors) as a true record.** (Available on <http://www.appledorekent.co.uk>)

(LGA Act 1972 sch12,19.1)

#### **3. Statement from the Chairman of the Parish Council**

**To agree to support the Chairman in his statement**

**At this point the meeting will be adjourned for the public session.**

This session is for the public to express a view or ask questions on items on the agenda. Members of the public are asked to be brief and to the point when addressing the council. Should you wish to address other issues please contact the clerk or chairman at a later date. The public are welcome to stay and observe the rest of the meeting but are reminded that they cannot take part.

District and County Councillors may also report during the adjournment (Please try to keep to 3 minutes).

**The meeting to reconvene.**

**4. Planning**

**4.1 Planning Decisions by Ashford Borough Council:**

20/01209/AS Hornes Place Oast Kenardington Road: Swimming Pool House – Permitted

20/01214/AS School Cottage, School Road: Detached single garage – Permitted.

20/00693/AS Proposed dwelling at rear of 29 Heathside – Erection of detached dwelling - Permitted

**4.2 Planning applications to consider**

**20/01316/AS 45 The Street: Installation of Flue**

**5. Highways Update**

Report by Councillor Hennig

**6. Refurbishment of the Village Hall and Public Conveniences**

**Public Toilets Refurbishment Update**

We held a meeting with our Quantity Surveyor, Sibley Pares and RX architects on 21 October. We reviewed the schedule of works and agreed a schedule of inspections.

We also agreed our work process in that Sibley Pares will report to Appledore Parish Council and invoice Martello Developments.

The refurbishment works will start on 2nd November and are scheduled to be complete in 6-8 weeks.

Martello have agreed replace the cover of the water meter for the public toilets which has been damaged by vehicles driving over it.

**Village Hall Update**

The planning conditions for the Village Hall have been discharged

**Appledore Village Hall Refurbishment- Design review with regard to COVID 19**

Appledore Village Hall Trustees have asked Appledore Parish Council and RX Architects to review the design for the refurbishment of the Village Hall in light of the COVID 19 pandemic with the aim of identifying potential alterations to improve the safety of hall users.

**Method**

Appledore Parish Council and RX architects have reviewed Government guidance on the safe use of multi-purpose community facilities and indoor sports facilities.

**Government COVID-19 Guidance for community facilities**

Government guidance focuses on the management of facilities to keep them safe for users, however within the guidance there are indicators which are relevant to the design of the space, principally these are:

- Use of multiple entry and exit points
- Improved ventilation
- Cleaning

**Multiple entry and exit points**

The hall currently has one public entry/exit point with two fire exits and an additional exit via the kitchen. The new design has two primary public entry/exit points, a secondary entry/exit point and one fire exit. It is an improvement on the current design. Further entry/exit points would not improve safety.

### **Improved ventilation**

The hall is currently ventilated by opening windows and the front door. The new design will be better ventilated as both the main hall and the new smaller hall will have two doors at opposite ends. Removal of the suspended ceiling in the main hall will create a significantly larger volume of air in the space to further improve safety. Air circulation in the main hall would be improved by the installation of ceiling fans and these will be included in the specification.

### **Cleaning**

The hall is thoroughly cleaned between user groups, however the age of the fittings makes this process difficult. The building refurbishment will renew all the fittings, including those in the kitchen and toilets, improving safety within the building.

### **Conclusion and recommendations**

The design of the refurbished building will support government guidance for the safe use of community buildings in relation to COVID-19. The addition of ceiling fans to the main hall will improve ventilation and these will be included in the specification. The safe use of the hall is principally derived through good management and we believe that the Hall Trustees already have thorough procedures and guidance in place.

Should COVID-19 continue to present a long-term risk to the community we would recommend that the Trustees consider purchasing a portable fogging machine or UV room sanitiser.

RX Architects

Appledore Parish Council

October 2020

### **Field Development Update**

We are still awaiting a response from the Ashford legal team with regard to the S106. They are citing their workload as the reason for the lack of progress

### **7. Quantity Surveyor for Refurbishment Works**

QS Support Limited were unable to full fill the brief. **To instruct Mark Kenwood through Sibley Pares to check quality and value of the refurbishment work.**

### **8. Two Verge Posts by Toilets Layby**

To agree to apply to highways for permission to install posts on the verge by the layby for the toilets to prevent inconsiderate parking.

### **9. Recreation Ground Report**

A meeting may be held this month

### **10. Finances**

**10.1 Bank Account:** as at 31<sup>st</sup> September 2020 £40,229.70

#### **10.2 September Receipts**

£0.16	September Bank Interest
£3.33	Iden PC: Share of paper for printer
£42.46	Public Donations from toilets
£28.93	Public Donations from Toilets
£3.33	Pett PC: Share of paper for printer
£1636.89	EDF Solar panels Feed In tariff payment April to September

£13,000	Precept Payment (50%)
£421.00	Ashford Borough Council : Council tax support grant
£525.00	Ashford Borough Council: Concurrent function grant.

### **10.3 Payments**

£58.50	T P Jones Payroll service July to Sept
£60.20	Laser: Toilet electricity June to August (vat £2.87)
£52.80	VR Sani-Co Ltd: Toilet Sanitary Waste collection September to December (vat £8.80)
£41.00	Refund C Vane: Council Field Update Leaflet
£1,249.73	September Salaries
£16.46	Refund B Gray: Toilet requisites
£51.29	M Philo: Stamps, replacement keys and toilet requisites (vat £ 3.56)

### **10.4 Second Quarter Financial Report**

The second quarter finances cover the regular running costs of the council. The public toilets reopening with limited opening hours to allow the cleaner to clean the facilities safely. Litter collection from the road side continued regularly but for a couple of weeks when the staff took a short period of convalescence. The bin outside the village hall was removed as the bin was no longer effective. The council returned to monthly meetings, though on zoom, from September. This coincided with the new website going live. The council received the outstanding share of precept £13,000 along with two grants from Ashford £421 council tax support grant and £525 concurrent function grant. Toilet donations from before the lock down were banked in July. Total donations for the quarter were £165.50. Feed in tariff payment for the first and second quarter of £ 1636.89 were also banked.

total payments for the quarter were £5,819.55 including vat. Outstanding bills for the previous financial year for Heathside noticeboard: refurbishment and the addition of cork board £352.46 and sign washing £80. The website upload by the Clerk took around 50 hours and cost £644.50 much less than the £1000 quoted by website providers. The difference £355.50, as requested by Councillor Vane who set up the website for free was donated to the village hall. There were some catch up refund payments for toilet requisites made too.

### **10.5 Precept Projects and budgeting for 2021 - 2022**

A second draft provided for councillors to consider. Estimating water bill for the toilets was difficult as regular readings can not be provided as the drain cover is jammed down by vehicles driving over it.

### **10.6. External Audit for Financial Year 2019 -2020**

The external auditor had confirmed that the information provided in sections 1 and 2 of the Annual Governance and Accounting Return was in accordance with Proper Practices and no other matters had come to their attention to cause concern. They had noted that the delay in posting the public notice of the public right to inspect the accounts resulted from the Clerk having to isolate, although not usual it did not invalidate the posting.

### **11. Residential Enabling Car Park Court Lodge Car**

Archeological excavations are ongoing.

### **12. Village Hall Report**

The hall has had new heating installed, this was not expensive, and will allow us to

1. Keep people using the hall for fitness type events warm and
2. Preserve the fabric of the building from damp etc, whilst we await developments on the refurbishment front.

The hall is being used by a number of fitness groups, some of whom are new to the hall. They are making good use of our large space in this time of social distancing, as their previous premises are now proving to be too small to accommodate a good sustainable class.

As you know Lyndsey and Huw Jenkins are leaving the Village. We have asked for new trustees

and have identified some, although not from a younger generation as we would have wished. The hall is being made good use of in the circumstances.

**13. Date of Next Meeting**

Monday 7<sup>th</sup> December 2020, 7.30pm

**14. Pursuant to section 1) of the Public Bodies (Admissions Act) 1960, to agree that, because of the confidential nature of the business to be transacted, the public and press leave the meeting during the item regarding council staff.**

1972 LGA sch. 12A part 1.3