



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

## **7<sup>th</sup> September 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 7<sup>th</sup> September 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

Dated 3<sup>rd</sup> September 2020      Mary Philo ..... Clerk to Appledore Parish Council

Members of the public are welcome to join through the Zoom platform on <https://us04web.zoom.us/j/75666171076?pwd=U3VlcHkyYU5XSFZteTcxbEVISjkydz09>

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**

**27<sup>th</sup> February (extraordinary),**

**2<sup>nd</sup> March,**

**20<sup>th</sup> March (extraordinary),**

**3<sup>rd</sup> April (extraordinary),**

**6<sup>th</sup> July (extraordinary) (already circulated to councillors) as a true record. (Available on**

**<http://www.appledorekent.co.uk>)**

(LGA Act 1972 sch12,19.1)

**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 3 to 6. As time is limited, please keep to 2 minutes each. Should you wish to address other issue 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.**

**3. 20/00975/AS Land Adjacent to Wells House, 4 Court Lodge**

Amendment to layout and design of car park and dwellings approved under 17/00926/AS (Residential enabling development consisting of 4 detached dwellings, with associated car parking and landscaping, to create a new 41 space public car park including new pedestrian footpath linking Court Lodge Road to The Street) including increase in units from 4 to 5 dwellings.

**4. Ex-Council Field Residential Development – Schedule of work**

Report available from the website

**5. Request for Directional Road Signage for Appledore Station**

To consider whether to take forward the idea.

**6. Request for Historic Tourist Map**

To consider whether the council wishes to take forward the idea or the size of financial contribution if Friends of Appledore Station/Appledore History Society take the lead.

**7. Date of Next Meeting and Update on Finances, Planning and Reports from the Village Hall and Highways and Byways**

The council are hoping to hold a face to face meeting on Monday 5<sup>th</sup> October in the village hall if permitted, otherwise the council will hold another virtual meeting to deal with essential items. Please take the opportunity to read the information and reports below, which provide updates

**7.1. Finances**

I) Bank Accounts as at 29<sup>th</sup> February £30,546.91,  
31<sup>st</sup> March £ 28,838.38  
30<sup>th</sup> April £41,940.07  
31<sup>st</sup> May £ 35,875.65,  
30<sup>th</sup> June £34,246.77,  
31<sup>st</sup> July £32,333.73

II) February and March Receipts and Payments  
Details at the end of agenda

II) April May June July Receipts and Payments  
Details at the end of the agenda

III) 2019-2020 End of year Financial Report  
Copied at the end of the agenda

IV) 2020-2021 First Quarter Financial Report  
Copied at end of agenda

**7.2. Highways and Byway Report**

Report at the end of the agenda

### 7.3. Village Hall Report

Report at the end of the agenda

### 7.4. Planning

(details on all planning applications can be found on Ashford Borough Website) (Town and Country Planning Acts 1990 sch1/2010)

I) Applications responded to under delegation to the Clerk

- a) 20/00548/AS Sunset Lodge, Woodchurch Road: Replacement Dwelling -Support
- b) 20/00575/AS Bakers Farm Snargate Road: Erection of a two-bay garden/garage store – Support
- c) 20/00686/AS Heathfield Tenterden Road: Removal of condition 3(b) (agricultural occupancy condition) on planning permission WE/8161/8 appeal reference APP/A/45989 – Support
- d) 20/00693/AS Proposed dwelling at land rear of 29 Heathside: Erection of detached dwelling – Support
- e) 20/00980/AS The Old Bakery, Court Lodge Road: Installation of a replacement Velux window – Support

II) Ashford Borough Decisions Advised:

- a).20/00144/AS Sunset Lodge, Woodchurch Road: Roof extension incorporating single storey/two storey extensions, front porch, dormer, additional windows on side elevation – permitted
- b)20/00157/AS Prospect house school Road: Construction of 2 bay garage – Permitted
- c) 20/00176/AS Gusbourne Estate Vineyard: Siting of three containers (one retrospectively) adjacent to winery building – Permitted
- d) 20/00264/AS Court Barn Court Lodge Road: Erection of an aluminum lean-to-glasshouse – permitted
- e) 20/00284/AS Horne’s Place Oast, Kenardington Road: Glazed, single storey extension to link oast house and games room (resubmission of application19/00060/AS) – Permitted
- 20/00548/AS Sunset Lodge, Woodchurch Road: Replacement dwelling – permitted
- f) 20/00575/AS Bakers Farm, Snargate Road: Erection of two bay garden/garage store – permitted
- g) 20/00686/AS Heathfield Tenterden Road: Removal of condition 3(b) (agricultural occupancy condition) on planning permission WE/8161/8 appeal reference APP/A/45989 – Permitted
- h) 20/00928/AS Hornes Place Oast, Kenardington Road: Erection of 2.4 high boundary fence, new native hedge and tree planting – permitted

### Information and Reports

#### February Receipts

£25.94	Public Donations from the Public Toilets
£50.00	Black Lion Contribution to Christmas celebrations in Appledore
£3.20	February Bank Interest

#### February Payments

£28.02	Pett Parish Council: Share of mobile phone for Clerk 3 months catch up
£12.73	M Philo: administration costs: stationery 5.75, toilet requisites £8.98, vat £1.50
£90.00	Village Hall room hire October – March
£31.94	Castle Water – New Account – fresh water for conveniences
£500.00	Appledore Parish Magazine – Donation (LGA 1972 section 137) New printer
£974.28	February Salaries

#### March Receipts

£3.66	March Bank Interest
£26.72	March Public Donations from the Public Toilets

#### March Payments

£39.73 M Philo: administration costs: domain name £29.99, stationary £ 5.75, toilet requisites £2.99 (vat refund £6.46)  
£9.34 Pett PC: share of Clerk's mobile  
£220.00 Appledore Parish Magazine: annual charge for monthly publishing in the magazine  
£52.80 VR Sani: March to June: Sanitary waste collection (vat refund £8.80) – Service suspended during Covid-19. Rebate given on July to September  
£58.50 TP Jones: payroll provider January to March 2020  
£300.31 Castle Water: Freshwater April 19 – June 20  
£1,058.23 March Salaries

#### April Receipts

£287.13 Castle water: refund from erroneous account closure  
£26.99 Pett PC: Refund for condolence book  
£13,000.00 First Half of Precept  
£421.00 First half of Council Tax Support Grant  
£525.00 First half of Concurrent Grant

#### April Payments

£59.22 Laser Energy December to February Toilet Electricity (vat refund £2.82)  
£80.97 M Philo: 3 Condolence books (vat refund £13.50)  
£22.94 B Gray: Padlocks for toilets (vat refund £3.83)  
£998.73 April Salaries

#### May Receipts

£26.99 Iden PC: Refund for condolence book  
£3.32 May Bank Interest

#### May Payments

£41.00 C. Vane: Covid-19 leaflet  
£5,048.75 Public Works Loan Board: Last payment for village hall grant loan  
£1,004.98 May Salaries

#### June Receipts

£29.77 March to May Public Donations from the Public Toilets  
£0.18 June Bank Interest

#### June Payments

£49.78 Laser Energy: March to May toilets electricity  
£76.03 Iden PC: Share of new printer for Clerk  
£285.00 M Cuerden: Internal audit fee  
£37.00 C Vane: Court Lodge Car Park Leaflet  
£49.99 M Philo administration costs: Laptop security  
£1,161.03 June Salaries

#### July Receipts

£0.18 July Bank Interest  
£47.00 Court Developments: Court Lodge Car Park Leaflet  
£94.11 June to July Public Donations from the Public Toilets

#### July Payments

£58.50 TP Jones: payroll services April to June  
£30.04 Business Stream: February to March Waste Water for Toilets  
£386.09 KALC: annual subscription (vat refund £64.35)  
£352.46 D B Griffiths: Noticeboard refurbishment  
£42.71 KCS: Toilet requisites  
£80.00 P Caro: Village Road Sign Cleaning  
£1,104.53 July Salaries

## **Appledore Parish Council Financial Report End of Year Review 2019 to 2020**

From a financial view point the parish council was most active in succeeding in bringing to fruition Highways improvements. The parish council completed the investigatory stages and the implementation of the speed reduction scheme. This led to expenditure from the £30,000 ring fenced for the project, of £10,762: leaving £19,238.

Separately, the council budgeted expenditure of £30,880 and remained within budget with total spending of £ 28,126.

Running the council remained within budget. It should be noted that the council has seen small increases to running costs across all areas except for training. The budget for solicitors was not used at all.

Managing the public toilets also remained within budget. The water supply exceeded predicted costs because of the accidental closure, by suppliers, of the accounts, resulting in payments having to be made to both the old and new account. The overpayment has since been refunded. The final bill is still to be resolved via a water meter reading however all readings are still suspended. Similarly, the installation of a modern electric meter is delayed due to COVID-19. Vandalism of the ladies' toilets cost £330. The urgency of maintenance of the toilets' internal furnishing grows every year. I would recommend a complete overhaul of the premises this year. The move to buying cleaning products off the shelf continues to save money.

There was no expenditure on street cleaning supplies, grass cutting of the council field nor minor highways works, whilst £330 was spent on repairing the telephone kiosk door.

The council made donations to Friends of Appledore Station £400 and Appledore Parish Magazine £500. The Christmas tree for the village was a new initiative between the Black Lion and the council.

There is some outstanding expenditure: road sign cleaning and noticeboards of about £300. All income was collected including a vat reclaim for the year from HMRC: total income for the year being £31,000, whilst £29,335 was estimated.

As at the 31<sup>st</sup> March 2020, the bank balances (considering unrepresented cheques but not unrepresented invoices) stood at £28,838.46. Money ring fenced for highways improvement schemes being £19,238 and the remainder £9,600 is just less than the recommended amount that Appledore Parish Council should hold.

## **Appledore Parish Council First Quarter Financial Report (April May June) 2020-2021**

Taking into consideration unrepresented payments but not unrepresented invoices. as at the 30<sup>th</sup> June 2020 the bank account stood at £34,246.77. This quarter has been defined by the COVID-19 pandemic. The council functioned under delegation to the Clerk along with the Chairman and Vice Chairman.

Total Income (receipts) for the period £14,323.81.

The council received 50% of its precept (its share of the council tax) being £13,000. The council also receives two small annual grants.

First the council tax support grant originating from central government, a share of which is handed out from the county council to the borough council and then in turn to parish councils. Although central government is no longer assisting with the financial impact of ceasing to refund the cost of discounts on council tax, parish councils in Ashford continue to receive a grant in relation to this.

The other concurrent function grant is for carrying out a service on behalf of the borough council such as grass cutting and litter picking. These are paid in two equal instalments. In April the parish council received £421 council tax support grant and £525 concurrent function grant. The other instalment for these will be in September.

A Feed in Tariff Payment is usually received each quarter from EDF for the solar panels on the village hall. Covid-19 travel restrictions meant no reading could be taken however a catch-up payment for energy produced will be made when the next quarter's reading is taken. Interest paid on the bank account is small and will be reducing to pennies as the interest rate was drastically cut in July.

Some of the monies owed from the public convenience water and waste accounts being erroneously closed down by Business Stream has been returned.

The short closure of the public toilets has reduced the amount of donations received. Only one deposit was made in this quarter as Tenterden NatWest Bank is no longer accepting cash deposits at the teller. I am currently registering for Business Quick Deposit.

The council's efforts to set up an account with Lloyds Bank to provide online banking with effective safety measures has stalled with Lloyds moving personnel to cover banking issues for the vulnerable. Lloyds has still not reinstated the opening of new accounts.

As the parish council depends solely on the tax paid by residents, the council's financial position is unaffected by the pandemic.

Total Expenditure (payments) for the period £8,915.42

Although the council did not meet, council employees continued to work as per normal. After 7 years of over use the Clerk's printer finally died and a new more suitable one for a small office was acquired with the cost being equally shared between Appledore, Iden and Pett Parish Councils, £76 each.

Whilst the toilets were closed to the public, they were made available to key workers and street cleansing continued as normal. No small jobs could be dealt with during lockdown so expenditure is mainly salaries and public convenience service bills.

Councillor Jenkins, in an independent capacity, ran the COVID-19 buddy scheme for Appledore and the council assisted with publicising this by means of a flyer distributed to every household in the parish. Thanks to all those who helped out and continue to do so. The cost of the flyer being a very small contribution.

The progress of the planning application for a residential development on the ex-council field, through Ashford Borough Council as Appledore's local planning authority is incredibly slow. Fortunately, all costs and the additional costs resulting from the delay are borne by the developer Martello.

The last payment of £5,048.75 was made to the Public Works Loan Board for the grant to the village hall.

With the relaxation of lockdown, the council assisted with the drop-in sessions on the Court Lodge Residential Enabling Car Park producing and delivering the flyer to all homes, the cost of which Court Developments Limited offered to cover.

There has been no further expenditure on Highways Improvements Scheme so the ring-fenced amount remains at £19,238.

Finally, the outstanding invoices from the previous years of about £300 are still to be presented.

## **APPLEDORE HIGHWAYS & BYWAYS UPDATE**

Having worked with Charles Wilkinson over the past 3 years as assistant Highways & Byways Councillor, I took on the lead role when Charles stood down. I thought it would be useful to give a reminder of what we have achieved and what the Council still hope to achieve in the first phase of improvements. As a result of the eight speed and traffic surveys and extensive discussions with Kent Highways, we achieved the following:

- Extension of the 30mph limit in The Street up to and through the Four Wents crossroads, including Woodchurch Road where it was 40 before the national speed limit
- Reduction of the national speed limit approaching from Tenterden and through the School crossroads from 60mph to 40mph from The Pines and down to 30mph at the bend
- School Road, which was in parts the national speed limit, is

now 40mph throughout • The national speed limit on Kenardington Road has been reduced to 40mph from approximately the entrance to Gusbourne • Approaches to Four Wents crossroads have been reduced from 40 to 30mph. The above was not only based on the surveys but other criteria, previous data and extensive site inspection. Having taken on board comments at the Open Day, we tried our best to achieve further extensions and changes on your behalf but, as so often, were met with many reasons why things could not be done! Our current goal is to remove the roundels (speed road markings) at the end of The Street as these are badly worn and still clearly show the 40mph, to press for repeat small 30mph/other speed indicators along the stretch passing Scotland & Bates and up to the crossroads and to re-instate the Appledore Village sign where appropriate. I have now been told by the Schemes Project Manager that, due to the government initiative "Emergency Active Travel Fund" – mainly improvement and increase of cycle paths and footpaths due to Covid - we might not achieve our works until Spring/Summer 2021. I have the support of Mike Hill, our County Councillor, whom I have met recently and who will do his best to support us to complete Phase 1. I have met with a number of residents at Heathside to discuss their concerns, including bikes and speeding, and hope to start Speed Watch and Freight Watch with your support when works are complete. Thank you, Charles, for all your hard work and leadership. It will not be the same photographing those pot-holes without you!

### **Appledore Village Hall Report**

3 September 2010

As you will be aware the hall has been in lockdown from 16 March 2020 until the reopening date of 17 August 2020.

We have received a grant from the government of £10,000 when has been paid into the general account.

Prior to reopening we have completed a risk assessment and completed the various actions that this identified.

Since reopening we have a limited uptake. The keep fit aerobics class took place on Wednesday 2 September, other regular events are booked in. A market is booked for the near future. There are a limited number of private events scheduled.

We had a trustees meeting (socially distanced) on Friday 28 August. We discussed the forthcoming refurbishment. We decided to limit the bookings of the hall to the "regular" users and not to accept any further "private" events such as weddings. These events are booked well in advance and we felt the risk of disappointing such hirers was high.

The hall will be losing the Chair and the parish council representative who are leaving the village. Three trustees remain and this is sufficient to satisfy the law. However, it does not provide resilience and more trustees are being sought.

So much of the hall's activity now depends on the timetable for the refurbishment.

Huw Jenkins

Chair of the Village Hall Trustees