



15th May 2023
Draft Minutes of the Meeting
7.30 pm Village Hall

Present

Roger Hiskey, Gary Kinsley, Kevin Nicol and Paula Thornton.
In attendance: District Councillor Johnny Shilton and the Clerk Mary Philo
Members of the Public: 11

1. Formalities

Councillor Hiskey welcomed Kevin Nicol to the council and congratulated District Councillor Johnny Shilton on his election.

I) Quorum

The council was quorate.

II) Election of the Chairman

Councillor Thornton proposed Councillor Hiskey for Chairman and was seconded by Councillor Kinsley. **It was resolved to elect Roger Hiskey as Chairman until the next annual meeting in 2024.** He signed his Acceptance of Office.

III) Election of Vice Chairman

Councillor Hiskey proposed Councillor Thornton and Councillor Kinsley seconded. **It was resolved to elect Paula Thornton as Vice chairman until the next annual meeting in 2024.**

IV) Members Acceptance of Office

Those who had not already handed in their forms did so. **As Councillor Lusk was not in attendance, it was resolved to agree to forms being signed later.**

V) Apologies

Councillor Lusk. (LGA 1972 schedule12, 12)
County Councillor Hill was attending another parish meeting.

VI) Declarations of Interest and Dispensations

None. (Code of Conduct)

2. Approval of Draft Minutes

As there were insufficient members in attendance who had participated in the April meeting, agreement of the minutes was deferred to the next meeting. (LGA Act 1972 schedule12,19.1)

3. Co-option

It was resolved to co-opt Sharon Marsh and Roger Kimber as members of the council. Office is held till the next ordinary elections 2027. Proposed Councillor Hiskey and seconded by Councillor Thornton.

The Chairman welcomed Sharon to the council as she signed the acceptance of office form and joined the other councillors.

Adjournment of Meeting for Reports and Public Questions 7.40pm

Report from District Councillor Johnny Shilton

The election results had not resulted in a majority to any party and like the previous borough council, there would be a coalition running the council.

Public Questions 7.45pm

Approved Planning Application No. 5 Magpie Farm

A neighbouring property owner commented that the application extension would dominate the skyline. In response to query, the parish council has a limited time within which to comment on any application, and may not always be able to obtain a time extension and thus wait till all adjacent property owners had had time to post comments on the planning portal.

Friends of Appledore Footpaths

The group secretary commented that there was a lot on the agenda and that perhaps the item on the agenda regarding the groups numerous requests on footpaths should be deferred to the next meeting. The Chairman thanked the group for their extensive and detailed survey of footpaths.

Bin at the New Car Park in Court Lodge Road

Ashford Borough Council had asked for patience while a bin for the car park is sourced.

Parish Magazine Distribution of Political Party Leaflet

The parish council had no prior knowledge that campaign leaflets would be included in the May issue and it presumed that the political party had paid the magazine a distribution fee.

Tree Protection Order on the Agenda

A member of the public advised that this was a resubmission in order to correct a clerical processing error.

Appledore Local History Society Discussion Item

The society asked how the discussion would be held. The chairman advised that the society should comment during public session and that there would be no open discussion during the item. The group asked for an extraordinary meeting to discuss the item.

The meeting reconvened at 8.10 pm

4. Appointment of Members to Outside Organisations.

I) Kent Association of Local Councils (KALC) Annual Meeting and the Ashford Branch of Kent Association of Local Councils

It was resolved to elect Councillors Hiskey and Nicol as representatives to Ashford Branch and to attend KALC Annual Meeting. Elected members will report to the council following attendance of meetings. Proposed by Councillor Hiskey and seconded Councillor Kinsley.

II) Appledore Recreation Ground Management Committee (ARGMC)

It was resolved to elect Councillor Kinsley as representative to ARGMC. Elected members will report to the council following attendance of meetings. Proposed by Councillor Hiskey and seconded by Councillor Thornton.

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III) Appledore Village Hall Management Committee (AVHMC)

It was resolved to elect Councillors Kinsley and Thornton as representatives to AVHM. Elected members will report to council, as appropriate, following attendance of meetings. Proposed by Councillor Hiskey and seconded by Councillor Marsh.

5. Appointment to Working Parties and Subcommittees.

I) Recreation ground improvements advisory group

It was resolved to elect Councillors Lusk and Kimber to the recreation ground improvements group. Terms of reference remain unchanged. Proposed Councillor Hiskey and seconded by Councillor Marsh.

II) Personnel Committee

It was resolved to elect Councillors Hiskey, Thornton and Marsh to the Personnel Committee and agree to the terms of reference. Proposed by Councillor Kinsley and seconded by Councillor Thornton.

III) Footpath working party – Friends of Appledore Footpaths

It was resolved to elect Councillor Marsh to Friends of Appledore Footpaths.

6. Allocation of council members' responsibilities as leading councillors who oversee that area of council work. (All decisions to be put to the full council for voting).

Planning	All Councillors
Highways	Councillor Hiskey
Byways	Councillor Nicol
Development of Council Field and Council's Affordable House (Councillor Thornton advised she held an interest in the affordable house as a family member would be applying for one of the 4 affordable homes)	Councillors Hiskey and Kinsley
Linear Park	Councillor Kinsley
Parish Plan	Councillor Marsh and Thornton
Resilience Plan	Councillor Lusk and Thornton
Court Lodge Car Park	Councillor Kimber and Hiskey
Community Engagement (Litter, Gateway plants, Shop, Church (not Hall and Recreation Ground))	Councillor Hiskey
External Affairs (Community transport county associations, climate change)	Councillor Hiskey and Kimber

7. Subscriptions

It was resolved to fund the following subscriptions:

Kent Association of Local Councils £410.10

Data Handler Subscription to the Information Commissioner's Office est. £35

Clerks' Subscription to Society of Local Council Clerks

8. Schedule of meetings

It was resolved that meetings will continue monthly on the first Monday of the month but for bank holidays when meetings will be on the following Monday.



9. Review of Policies

The following policies were agreed:

I) Standing orders

III) Council's Complaints Policy

Complaints Policy with the amendment as follows

'Complaints about members of staff (including the Clerk) should be addressed to the Personnel Committee at the Council's Address.'

IV) Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation

Appledore Parish Council Publication Scheme with the amendment to the generic email enquiries.apc@gmail.com

Privacy Policy

Information and Data Protection Policy

Data Storage Policy.

V) Council's policies regarding communicating with the Press and Media

Public Communications and Public Enquiries Policy amended to delete the section referencing County and Borough Councils

Media Policy and Procedure

VI) Council's employment policies and procedures

Clerk's Expenses Policy

Sickness and Absence Policy – previously named Clerk's sickness and Absence Policy

Disciplinary Policy amended to reflect the creation of a personnel committee

Grievance Policy amended to reflect the creation of a personnel committee

Health and Safety Statement

Equal Opportunities Policy.

VII) Council's remaining policies

Co-option Policy

Environmental and Sustainability Policy

Grant and Donation Policy

Highways Strategy

Financial Strategy

Armed Forces Covenant

Policies proposed by Councillor Thornton and seconded by Councillor Kinsley

II) Agreement of the financial orders was deferred. Councillor Hiskey and Thornton.

10. Planning

(Town and Country Planning Acts 1990 schedule 1/2010)

10.1 Planning Decisions by Ashford Borough Council

I) PA 2023/0343 Appledore Methodist Church: Change of use and conversion to 2 no. dwellings with associated landscaping. Withdrawn

10.2 Planning Applications Considered

I) **PA/2023/0636 1 New Rents Kenardington Road:** Proposed two storey side extension and single storey side and rear extension with solar panels. External alterations. **It was resolved to support.** Proposed by Councillor Thornton and Councillor Nicol.

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II) **PA/2023/0826 Griffin House**, School Road: Proposed new single dwelling with associated amenity garden, external swimming pool and vehicular parking. **It was resolved to advise of qualified support as long as the nearby footpath is not affected. The council was unsure exactly where the footpath may cross the property.** Proposed by Councillor Kinsley and seconded by Councillor Hiskey.

III) **TPO/2023/0008 Land to North of 5 Maple Place: various trees. It was resolved to support the order as stated in the response to 22/0008/TC and support the inclusion of all the trees cited in the order.** Proposed by Councillor Kinsley and seconded by Councillor Thornton.

IV) **PA/2023/0731 Oaklands Moor Lane:** Erection of steel barn over an existing outdoor sand school and retrospective planning permission for the retention of a constructive driveway. **It was resolved to object because of the impact on the rural landscape due to its size.** Proposed by Councillor Thornton and Councillor Nicol.

VI) **PA/2023/0763 Hornes Place Oast**, Kenardington Road: Retrospective alterations to consented fence and retention of access gate. **It was resolved to object because of concerns on the impact on the rural landscape and the danger of the access being on a blind bend.**

11. Finances

11.1 Bank Account

As at 31st March 2023 stood at £90,854.61 (this includes £62,343.01 ring fenced for capital projects and £8,657.03 ring fenced for highways). Remaining funds £19,854.57 including £13,000 reserve. Year End Financial Report available at the end.

11.2 March Receipts

£13.59	Public donations from the Public Conveniences
£231.33	Solar Panel FIT payment
£76.93	Bank Interest
£860.25	Vat reclaim
£4.64	Public Donations from the Toilets

11.3 March Payments

£14.99	Pett PC Share of Clerk's Mobile Phone
£39.11	Refund M Philo Admin costs
£100.00	Appledore Village Hall Room hire January to March
£3,180.00	Platford Contractors: Safety works (gate and fencing) and erection of tourist signs (vat £530)
£26.68	Iden PC: Share of ink cartridges
£13.95	Refund M Philo: Disabled signs for Court Lodge car Park (vat £2.32)
£104.74	Laser: electricity for Toilets December to February (vat £4.99)
£84.12	Refund R Hiskey: Parish Meeting refreshments
£64.40	TP Jones LLP: Payroll January to March (vat £10.73)
£44.00	Refund M Philo: Car park close gate signs (vat £7.34)
£1,864.65	March Salaries and 4 th Quart PAYE

11.4 Additional April Payments

£113.23	Business Stream: Public Toilets fresh water
£57.93	Refund R Hiskey: planters and plants
£1,519.73	April salaries

11.5 Payments Authorised

£54.91	VR Sani and Co: Toilets Sanitary waste May to August (vat £9.15)
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£72.00	Edwards and Co LLP (vat £12)
£75.00	Village Hall April to June Room hire
£410.10	Kent Association of Local Council annual Subscription (vat £68.35)
£131.53	Refund C Wilkinson: Plants, woodchip, and rooting compound (vat £19.82)
£62.99	Refund M Philo: AVG annual security subscription (vat £10.50)
£13.70	Refund M Philo: Admin and toilet requisites (vat £1.53)
£34.47	Refund R Hiskey: Plants for the gateway
£355.00	Mike Cuerden: Internal Auditor
£9.85	Pett PC: Share of Mobile Phone for the clerk April and May

Proposed by Councillor Hiskey and seconded by Councillor Kinsley.

11.6 Risk Management

Following review, it was resolved to agree the risk management statement for 2023-2024.

Proposed by Councillor Kinsley and seconded by Councillor Hiskey.

11.7 Agreement of Annual Governance and Annual Return (AGAR)

I) Statement of Internal Control

Having considered the internal auditors report, **it was resolved to agree the statement of Internal Control.** Chairman and Clerk to signed the statement. Proposed by Councillor Kinsley and seconded by Councillor Hiskey.

II) AGAR Section 1 Annual Governance

Having considered the 9 assertions, **it was resolved to agree Annual Governance, Section 1.** Chairman and Clerk to signed. Proposed by Councillor Kinsley and seconded by Councillor Hiskey.

III) AGAR Section 2 Accounting Statement

Having reviewed the paperwork, **it was resolved to agree the Annual Accounts Section 2.** Chairman to signed. Proposed by Councillor Kinsley and seconded by Councillor Hiskey.

IV) Additional Bank Signatories

It was resolved to agree Councillor Marsh as a full bank signatory and Councillor Kimber subject to councillor Kimber's agreement. Proposed by Councillor Kinsley and seconded by Councillor Hiskey.

12. Appledore Recreation Ground Management Committee Update on the Pavilion Works (9pm)

The ground assets are the football pitch; tennis court and Muga; the pavilion; play area and planned Linear Park.

The football pitch is a high standard and hosts the league winners Appledore Juniors and a Senior Team under new management. The teams would like to be able to use the MUGA for training and have offered to help fundraise for the MUGA and pavilion. The Recreation Ground Management Committee (RGMC) will be running a cable from the pavilion to the MUGA to supply appropriate low-level lighting there.

The MUGA/tennis court are usable but in need of resurfacing. A local tennis coach is interested in running coaching for teenagers and seniors. Quotes have been obtained to refurbish the surface including a drainage to the rear of the facility. The development of a tennis club will lead to increased usage of the pavilion and a small income for the pavilion. The RGMC would remove the basket hoop posts to allow for two tennis courts. The funds from the parish council and the infrastructure payment from the sale of the field would cover a standard refurbishment of the facility. Quotes were in the region of £39,000.

The linear park with a woodland feel, planned by Martello as part of the residential development for the former council field includes a park with benches between the public conveniences and the pavilion and planting from the village hall along The Street to Hawthorns. Martello have confirmed that they will be

planting as per the linear park plans in front of the housing development opposite the recreation ground. The RGMC are open to moving the road side fencing further back from the road to allow more room. A circular design for the park was presented which could contain a memorial for those who died in battle. Benches could be sponsored. In light of this the RGMC is relocating the container to the side of the MUGA and are prepared to contribute to the cost of the park. Quotes for the linear park and memorial garden were in the region of £9,000.

The play area has a few small pieces of play equipment that needs replacing. A wooden climbing structure, with a rubber chip safety surface was suggested and its estimated cost, of £11,000 would fall within the funds available for play from the infrastructure section 106 payment due from the residential development on the former council field.

The pavilion building is sinking in the central section as the base has cracked. The RGMC has paid for a structural engineer to provide plans to solve the issue. These have only recently been received and builders have been asked to quote. Some of these builders have questioned the plans and proposed other options, which RGMC will consider. Once the central part of the pavilion is stabilised, the next stage would be to clad the building to continue the street scene design of the village hall and then to extend the rear patio area on to the pitch and cover with a glass roof with a upper viewing platform. The cost of stabilising of the pavilion and cladding should fall within the £62,000 available from the parish council added to £20,000 from RGMC. The senior football team would use the refurbished pavilion to hold social events following matches and have offered to fundraise.

In response to query, the refurbished pavilion would not be freely open to residents. It was noted that the plans did not include a home for Appledore History Society. The clerk advised that as the RGMC had done nothing with the parish council agreement, in 2018, to let the RGMC register the land between the public toilets and the pavilion, it had latterly been considered a better idea that should the RGMC fail then the park would not be lost and the parish council would be responsible for managing the park. Councillor Kinsley advised that RGMC would support that idea. The report was well received and **the council supported in principle the presentation and ideas** (proposed Councillor Hiskey and Councillor Thornton). It was suggested that these plans should be more widely presented to residents. **It was further resolved to hold a public consultation.** (Proposed Councillor Nicol and seconded by Councillor Kinsley)

but ~~it is~~ not about whether or not the P.C. allocates £6000 in principle

13. Appledore History Society Request Regarding a Permanent Heritage Centre

The society asked the parish council to gift part of the unregistered land on the recreation ground. The Clerk advised against gifting any land because when the adjacent public toilets owned by the parish council are added to this land the area is large enough for a house and garden and could be sold to benefit the parish in the future. The clerk suggested a peppercorn lease. Following discussion there was no resolution. EM

14. Friends of Appledore Footpaths

It was agreed to defer this item.

15. Residential Enabled Car Park Court Lodge Road

As the specification was straight forward, **it was resolved to contractor GMAC to maintain Court Lodge Car Park and the car park at the village hall £920.** Proposed by Councillor Marsh and seconded by Councillor Nicol.

16. Date of Next Meeting

Monday 5th June 2023, 7.30pm, Appledore Village Hall. The meeting closed at 9.56 pm.

Year End Financial Report



Receipts

Anticipated receipts were £27,636.00. Donations from the public toilets are never considered as income as it is uncertain and not usually a substantial amount. Public donations are yet to recover to pre pandemic levels.

The actual receipts for the year without the public donations came to £28,609.47. Feed in Tariff payments were £600 greater than expected. The FIT sum paid did include a few months of tariff for the previous financial year at the end of the refurbishment works to the hall. Bank interest received soared with the increase in rates during the year: £360 more than expected was received.

Additionally, £236 was received from public donations from the toilets.

Payments (net of vat)

Anticipated payments totaled £27,675 whilst total expenditure came to £26,740 however the £900 difference would most likely have been eaten up with the planned noticeboard refurbishment, and verge posts.

It is never the case that in any year, the expenditure is exactly as budgeted. Some areas budgets may not be touched and these are often used to cover the minor overspends here and there.

Savings of £1,000 was made on the solicitor's fees for the car park negotiations and paperwork but otherwise it is a £100 or so, here and there, that have been used to balance the higher costs in other areas.

Regarding the toilets, the water charges have more than doubled though not connected directly to the war in the Ukraine. Electricity costs have increased but to a lesser degree however, as the council buys its electricity as part of a pool, in advance. The full increase blamed on the war in the Ukraine may just be delayed a year. No government alternative fuel payment has been received and may depend on the actual rates paid. The extra cost is covered by the maintenance amount allocated to the toilets.

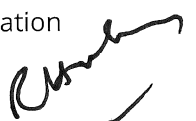
The councils running costs have also increased but economical acquisition of stationery and ink has helped to keep this cost increase small. Outside contractors have maintained their charges or only made small increases keeping the overall increase smaller than it might have been. Predicting the total salary for the year is made an impossible task due to central government not finalising salaries in a timely manner and running almost two years behind in some years.

With the amendment of the donation policy the council used all this budget £1,005.98. Support was provided to the Local History Society and Parish magazine to move, due to new homes or losing homes; the Over 60's Xmas dinner; Jubilee Festivities and the Flower Festival.

The contingency budget (£1,098.29) was also expended fully to buy new defibrillator pads and batteries for both defibrillators; Christmas tree; some tree work on the canal plus raking and mowing of the car park at the village hall.

Ring Fenced Funds – Reserved for Capital Projects and Highways Works

Only £520 from the Capital Projects was expended on installing the sign outside the Church. As at the end of the year this fund stood at £62,343.01. Of this £2,343.01 is earmarked for the play area but as the recreation have paid to complete the surface improvement works under the swings on the recreation



ground this sum could be reallocated, possibly to the tennis and MUGA resurfacing.

Over the year the Highways works funds were depleted by £8,541.31 for the new gateways and associated road surface markings and £2,686.66 on safety issues at Court Lodge Car park and sign installation. As at the year end this fund stood at £8,657.03.

Overview Going Forward

The council may have a useful sum in the hand but there is some uncertainty in the coming year's costs and how high inflation will keep increasing the costs of completing any maintenance or new projects.

The budget for 2023-2024 is very tight and some of the funds above the reserve (£6,854.57) will be used to cover any shortfall, especially if the Fit payments are transferred to the village hall committee.

With the effect of inflation on the cost of any works, reserves held should be increased over the next few years to cover future works to the car parks.

I would recommend that the reserve held is increase now by £3,000.

A handwritten signature in black ink, appearing to be 'R. H. ...', located to the right of the text 'I would recommend that the reserve held is increase now by £3,000.'