



5th September 2022
Draft Minutes of the Meeting
7.30 pm Village Hall

Present

Roger Hiskey (Chairman), Toby Davis, Chester Lusk, Paula Thorton and Derek Winter.
In attendance: County Councillor Mike Hill, District Councillor Mick Burgess and Clerk Mary Philo.
Members of the Public: 10

1. Formalities

I) Quorum

The council was quorate.

II) Apologies

Councillor Wilkinson

(LGA 1972 schedule12, 12)

III) Declarations of Interest and Dispensations

None.

(Code of Conduct)

2. Approval of Draft Minutes

It was resolved to agree the minutes of the meetings held on 1st August 2022 as a true record.

Proposed by Councillor Winter and seconded Councillor Lusk.

(LGA Act 1972 schedule12,19.1)

Adjournment of Meeting for Reports and Public Questions

Report from County Councillor Mike Hill

The month of August has been quiet waiting for the Conservative Party leadership election. The energy crisis and rising inflation means that budgeted amounts for costs are being exceeded. Many county council contracts for services are inflation linked. The county council is not allowed to borrow more or raise more taxes to cover this and is dependent on central government providing financial assistance. Setting a budget for next year will be difficult.

The council is looking at how it can help residents via food banks and 'warm' banks (using their own buildings such as libraries as warm places to spend time), but it has no funds to dedicate to this.

Some of the COVID recovery grants was used to provide new disabled facilities toilets in three country parks that had seen significant use during covid.

Report from District Councillor Mick Burgess

The borough council faces the same financial issues as the county council. Problems with the planning website are slowly being fixed. Cllr Burgess asked for parish councillors views, if funding and land was available, regarding more social housing within the parish. There will be an agenda item on this next month.

Public Questions 7.42pm

Blackmore Farm

There was a discussion of the risk of flooding to the site and the resulting need for a full flood risk assessment which is not covered within the drainage documents for the site. Planning officer's conditions on earlier applications there required the ground floor to be 3.27 meters above sea level. The plans are for a timber frame insulated dwelling of nearly passive house standards and voiced concern of the home overheating ought to be covered as part of that. The lack of internal drawings for the garage were also highlighted. The applicant advised that the garage plans were currently being submitted and would check that previous planning conditions and flooding were already covered.

Salt for Village Salt Bins, Verge Posts and Events Noticeboard

James Perkins advised that he is storing a good supply of salt for the council and was happy to store the spare replacement verge posts at the farm. He also offered to contact the carpenter who had refurbished the other council noticeboards.

Football Tournament on the Recreation Ground over Bank Holiday

A resident asked who had organised the football tournament. The parish council had received complaints and concerns about the event.

Advisory Group for the Recreation Ground Facilities Improvement Plan/ Public Works Loan

A member of the public suggested that the advisor group should include demonstrating that there is a need for any development of the recreation ground and pavilion. It was confirmed that this part of the groups remit.

Community Engagement – planters for the village

The Garden Club advised that should a planter go ahead on the Woodchurch Road, they would be happy to maintain it.

The meeting reconvened at 7.57 pm

3. Planning

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

3.1 Planning Decisions by Ashford Borough Council

None advised.

However it was noted that the following had been decided:

22/00956/AS 1 Maple place: Certificate of lawful use or development: Proposed installation of satellite dish on chimney. – Would be Lawful.

3.2 Planning Applications Considered

I) 22/01039/AS (previous 22/00524/AS) 1 New Rents, Kenardington Road: Demolition of existing garage. Proposed two storey side extension and single storey rear extension. Replacement of existing glazing. Erection of single storey garage. External and internal alterations. It was resolved to support. Proposed by Councillor Winter and seconded by Councillor Thornton.

II) 22/01048 /AS (revision of 22/00525/AS) 2 New Rents Kenardington Road: proposed erection of replacement single storey rear extension with the addition of an entrance door on South elevation. It was resolved to support. Proposed by Councillor Winter and seconded by Councillor Kinsley.

III) 22/01098/AS Blackmore Farm, Station Road: Erection of a 5 bed dwelling house and detached garage. It was resolved to support but the council is mindful that there are no internal drawings of the garage and would like to highlight that a flood risk assessment may be required. Proposed by Councillor Winter and seconded by Councillor Thornton.

4. Residential Enabling Car Park

The parish council has completed the standard required money laundering paperwork and the solicitor has responded to some initial queries. The transfer document does not currently include the footpath down to the Military Canal and advice from the solicitor has been sought about this and other points. The council will hopefully discuss the transfer document at the next meeting. Court Developments are still to pay the deposit to set the Traffic Regulation Order underway for yellow lines and directional signage towards the car park.

5. Recreation Ground

Following some complaints and concerns from residents about the events at the football competition weekend, the chairman had contacted the recreation ground committee on Saturday and been advised initially that no booking had been made however latterly advice was given that permission had been given for a seniors competition. Although the Chairman advised that this was not the remit of the parish council, following the lack of stewards for parking and directing traffic at the end of play on Saturday, it was concerned that other requirements had not be carried out such as DBS checks. As Chairman of the Parish Council he asked the ground committee to review their procedures for bookings so that this would not happen again.

The Chairman of the Recreation Ground Committee advised that as the recreation ground is an open space, the committee is only been able to refuse permission to use the pavilion when their requests for paperwork is ignored as has been the case since November 2021 for the person who is believed to have organised the event in question. The ground is receiving no benefit from the event. The committee will review what else might be done.

6. Community Engagement

A leaflet, delivered by all councillors, asking for residents to get involved with the various schemes or just volunteer had been delivered and several responses had been received already. A litter pick and traffic monitoring is planned for the 26th September but contact will be made with all those who had come forward. Councillors were asked to bring a friend along.

7. Highways and Byways

The bush near the canal bridge blocking visibility for those turning into the road for the Turkey Farm has been cut.

The footpath opposite Miss Mollets, between 31- 37 will be resurfaced within 90 days.

The road subsidence on the way to Appledore Station is still considered not serious enough, by Highways to action any work.

Similarly, the road surface condition on the Kenardington Road near Horne's Oast, is not considered sufficiently bad to require work however, the wet patch has been inspected and Highways have asked South East water to check their pipes for a leak.

School Road crossroads hedges at Sixty-Six Farm has been cut back. The opposite corner hedge has also recently been cut back but the Stop sign Visibility approaching from School Road is still hidden due to a tree.

The chairman noted that highways maintenance department responds quickly to email requests.

8. Grant and Donation Policy

8.1 Revision of Grant and Donation Policy

A draft policy had been circulated to councillors and **it was resolved to agree the revised version with immediate effect.** Proposed Councillor Davis and seconded by Councillor Lusk.

8.2 Request for a Grant from the Parish Magazine

The parish magazine printer and the group are moving into the village hall. The cost of the printer location is more than the group can afford. **It was resolved to donate the one off-cost of the relocation of £437.36.** The Parish Magazine thanked the council for the donation.

9. Salt Bin at the Military Canal Bridge

The salt bin, which appears to have never been used, has split. The estimated cost of removing this is £200. The Local History Society is raising funds and offered to carry out the task. **It was resolved to allow Appledore Local History Society to remove the bin, provided that proof of correct disposal is given and an invoice raised.** Proposed Councillor Hiskey and seconded Davis

10. Recreation Ground Facilities Advisory Group for Recreation Ground Improvement Plan/Public Works Loan

It was resolved to agree the following terms of reference for the advisory group (Proposed Councillor Davis and Councillor Winter):

Terms of Reference

Role

To investigate making improvements to provide fit for purpose facilities on the recreation ground (including the sports pavilion) to increase the number of sports and leisure activities available to encompass wide range of users to include all abilities, ages and gender, in order to provide financial sustainability for the ground including pavilion and long-term health benefits to the community. A final recommendation to be put before the parish council.

Functions

- 1) To develop a recreation ground facilities improvement plan
- 2) To identify funding opportunities
- 3) To consult with the community
- 4) To update the parish council at least every two months and provide a full report in seven months
- 5) To make a recommendation to the parish council

Membership

Independent members to balance the number of parties that would directly benefit from the plan.

Operation of the fact-finding group

- 1) It shall exist to advise the parish council and has no formal decision powers.
- 2) Unless otherwise agreed the group will meet contractors and specialists in private and to formulate its final report
- 3) It will record actions
- 4) It will report back to the full parish council meeting
- 5) A leader to be selected to ensure that progress is made in good time

11. Replacement Verge Posts for The Street

It was resolved to acquire 10 verge posts. Estimated cost £35.00 each plus vat. The Supplier would be asked to liase with James Perkins regarding storage

12. Finances

12.1 Bank Account

As at 31st July 2022 stood at £97,436.15 (this includes £62,343.01 ring fenced for capital projects and £11,343.69 ring fenced for highways). The External audit report for 2021-2022 states that the annual return was produced in accordance with proper practices and that there are no matters of concern.

12.2 July Receipts

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| £24.19 | Public Donations from the conveniences |
| £7.22 | Bank Interest |

12.3 July Payments

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|-----------|---|
| £40.78 | Kent County Council Services: Toilet requisites (vat £6.80) |
| £58.50 | T P Jones & Co LLP Payroll services (vat £9.75) |
| £59.90 | LASER: quarter electricity public toilets (vat £2.85) |
| £19.14 | Refund M Philo: office costs |
| £158.40 | Refund M Philo: office costs website hosting fee |
| £133.65 | Business Stream waste water for toilets March to July 2022 |
| £1,258.03 | July Salaries |

12.4 Additional August Payments

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|-----------|--|
| £100.00 | St Peter and St Paul: donation towards flower festival LGA1972 section 145 |
| £133.65 | Business Stream Toilets waste water March to July |
| £45.00 | Peter Caro: Reducing tree near military canal bridge |
| £86.86 | Castle Water: fresh water for toilets July to December 2022 |
| £1,232.68 | August Salaries |

12.5 It was resolved to make the following payments

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|---------|---|
| £240.00 | PKF Littlejohn LLP: External Audit |
| £624.00 | W Tollet: installation of village history sign outside St Peter and St Paul |
| £54.91 | VR Sani- Co Ltd: Sanitary waste removal August to November inclusive |
| £120.00 | KALC: 2 attendees for Dynamic Councillor Training (vat £20) |
| £20.43 | Refund M Philo Office costs: Stationary £3.98, toilet requisites £7.03 and stamps £2.85 (vat £3.16) |

Proposed by Councillor Lusk and seconded by Councillor Davis

12.6 External Auditor

It was resolved to continue as part of the Smaller Authority Audit Appointment sector led auditor appointment regime.

13. Information for Councillors

The Local Event Noticeboard is in poor condition. Councillors were of a mind to use the contractor that had refurbished the other noticeboards.

The sign outside St Peter and St Paul recounting the history of Appledore has now been replaced.

Civility and Respect Pledge and Poster. Councillors suggested putting this on the next agenda.

Councillor Responsibilities – Review of the Parish Plan is on hold

Litter – During the absence of the council's street cleaner, the assistance offered by residents is much appreciated. As the street cleaner has been with the council for 10 years the council is allowing modest holiday pay.

Parish council elections on Thursday 4th May 2023. Those wishing to stand for election will be able to obtain nomination forms from the Monday 27 March 2023 and nominations will have to be delivered by hand, preferably by the candidate, to Ashford Civic Centre by 4pm Tuesday 4th April 2023. Should a councillor have to step down after the 8th November 2022, the council is allowed to continue without replacement till the full council re-election. All councillors will retire and take up office on the 8th May. The law requires the first meeting of the parish council to be held within 10 working days of the election day so the May meeting will have to be Monday 15th May 2023.

The ladies toilet handle was broken over the bank holiday weekend so the cubicle is now out of order.

13. Date of Next Meeting

Monday 3rd October 2022, 7.30pm, Appledore Village Hall

DRAFT