



**Minutes of the Annual Meeting of the Parish Council
on Tuesday 9th May 2017 at 19.30 hrs, Appledore Village Hall**

Present

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

In Attendance: Borough Cllr Mike Burgess and the Clerk Mary Philo.

Members of the Public: 8

1. Following nomination by Cllrs. Vane and Jenkins and Cllr. Perkins acceptance, **it was resolved to elect James Perkins as chairman until the annual meeting in May 2018. Chairman signed the declaration of office.** LGA 1972, 15(1) & (2)
2. Following nomination by Cllrs. Perkins and Hennig, **it was resolved to elect Chris Vane as Vice Chairman until the annual meeting in May 2018.**
3. **Formalities**
 - I) Quorum established at the start of the meeting. LGA Act 1972 sch12, 12/28/45
 - II) County Cllr. Hill and Cllr. Winter had sent their apologies. LGA Act 1972 sch12, 12
 - III) Declarations of Interest and dispensations: None Code of Conduct
4. **It was resolved to agree the minutes of the meeting held on 3rd April 2017 as a true record.**
Proposed by Cllr. Jenkins and seconded by Cllr. Kellar. LGA Act 1972 sch12,19.1

The meeting was adjourned.

Report by Borough Cllr. Burgess

Cllr. Burgess spoke about the work of the Sussex Community Rail Partnership, which promoted the rail line and worked on improving stations and services for the local communities. He believed that Appledore train station could be improved through this organisation. It was suggested that a representative should be invited to speak at a council meeting.

Public Questions

Trees with Protection Orders on Building Developments: As a result of the events with the trees at 1 Court Lodge Road, a member of the public suggested that developers should have to pay a financial bond before building commenced for every tree with an order, which would be returned upon completion of the development if the relevant trees were found, by the tree officer, to be undamaged as a result of building works. It was also suggested that the parish council could be given more authority to be proactive and could be given the responsibility to supervise TPO work. Cllr. Burgess to put the idea to the planning department.

Rubbish from Pavilion: A complaint was made about black rubbish bags from a party in the pavilion being left at the bin outside the toilets. Overnight, wildlife had broken into the bags. The council representative for the recreation ground would pass on the suggestion to ask pavilion hirers to take

their rubbish home.

The meeting was reconvened at 20.05 hrs.

5. Matters arising from the previous ordinary meeting (not already covered under another item and not for decision at this meeting) None.

6. Appointments to outside organisations

Representative to Appledore Recreation Ground Management Committee is elected in February to comply with its governing document.

I) It was resolved to elect Cllrs. Perkins, Hennig and Jenkins as representatives for Kent Association of Local Councils.

Proposed by Cllr. Wilkinson and seconded by Cllr. Kellar.

Elected members to report to council, as appropriate, following attendance at meetings.

II) It was resolved to elect Cllrs. Perkins and Jenkins to Appledore Village Hall Management Committee.

Proposed by Cllr. Wilkinson and seconded by Cllr. Kellar

Elected members to report to council, as appropriate, following attendance at meetings.

II) Other forums, organisations and groups to be decided upon notification of meetings.

7. Allocation of council member's responsibilities as leading councillors who oversee that area of work. Major decisions to be put to the full council for voting.

The following allocations were resolved:

Highways – Cllrs. Wilkinson and Hennig

Proposed Cllr. Jenkins and seconded Cllr. Kellar

Planning – All members

Proposed Cllr. Kellar and seconded Cllr. Vane

Community Resilience Plan – Cllr. Jenkins

Proposed Cllr. Wilkinson and seconded Cllr. Perkins

PR/Communications – Cllr. Vane

Proposed Cllr. Perkins and seconded Cllr. Hennig

HR/Training – Cllr. Hennig and the clerk

Proposed Cllr. Vane and seconded Cllr. Wilkinson

Development of the council field – Cllrs. Perkins and Vane

Proposed Cllr. Wilkinson and seconded Cllr. Jenkins

Parish Plan – Cllr. Wilkinson

Proposed Cllr. Kellar and seconded Cllr. Hennig

Public Conveniences – Cllr. Hennig

Proposed Cllr. Jenkins and seconded Cllr. Perkins

Transport – Cllr. Hennig

Proposed Cllr. Perkins and seconded Cllr. Jenkins

(Crown Estate Car Park and Residential Development – Charles Wilkinson in his independent capacity. A planning application was expected to be submitted in the near future)

8. Chairman's Annual Report attached.

9. Finances

I) **Annual Financial Report attached.** End of year Income and expenditure figures were provided with a budget comparison for the whole year. Internal auditor's report for 2017 had been provided to councillors and the Clerk would look into and work on implementing the recommendations.

II) **Council's Assets:** Having considered the internal auditors' recommendations, the asset list provided was amended to include the solar panels as a community asset of £1 since the actual purchase price was unclear. The council spent the money from the panels on the parish as a whole. Furthermore, the millennium sign was added as a donation of £1. The millennium sign had been organised by a residents group and costs had been covered by fundraising events.

III) The financial management risk assessment detailed the council's actions taken to protect the council and its' funds from risks which included embezzlement, theft, and litigation. New financial regulations had been put in place as required by the 2016 internal audit and the council would be reviewing the council's standing orders in the coming year. Finally, **it was resolved to agree the**

Statement on Internal Control for the year ending 31st March 2017. The chair and clerk signed the document. (Proposed Cllr. Kellar and seconded Cllr. Vane)

IV) The clerk read through the 9 points assertions with some explanation of measures taken to comply with these. **The council resolved to agree the Annual Governance Statement (Section 1 of the Annual return).** The chair and Clerk signed the document section. (Proposed Cllr. Jenkins and seconded Cllr. Wilkinson)

V) Section 2 – Accounting Statements of the Annual Return was amended in box 9 to reflect the newly agreed asset list. **It was resolved to agree the Accounting Statement of the Annual Return.** The Chair Signed the document. (Proposed Cllr. Vane and Seconded Cllr. Wilkinson)

II) Cheques raised since the last meeting:

£867.40 Salaries

II) It was resolved to draw the following cheques:

(£5,341.25 Public Works Loan Board – Village hall loan – standing order – six month £5,000 payment plus interest)

£13.38 KCS: Toilet requisites (HMRC to refund £2.23) – Agenda figure amended to reflect invoice

£45.00 Appledore Village Hall: April, May, June room hire

£36.00 KALC: Preparing for Audit – Best practice Workshop (£15 to be refunded to Appledore PC by M Philo)

£35.76 Office Depot: Set of colour ink (HMRC to refund £5.96)

£47.90 M Philo administration costs: car, room, clip board (HMRC to refund 20p)

£365.00 M Cuerden: Internal audit

Salaries to be paid at the end of the month following receipt of time sheets.

10. No item 10.

11. **Planning**

Town and Country Planning Acts 1990 sch1/2010

I) Ashford Borough Decisions Advised:

17/00059/TP site of 1 Court Lodge road: 5 Scots Pines to be felled and 1 Elder to be felled – Permit.

II) New applications considered by A.P.C.:

a) **17/00362/AS Laxton House, 1c Court Lodge road: Alteration of carport (amendment to application 16/00677/AS) – Following the chairman using his casting vote it was resolved to object to the application because the alteration of the carport would reduce the amount of car parking space on the plot with no allowance for guest parking when there is no opportunity for parking on the road.**

b) **17/00499/As Park House, Tenterden Road: Proposed garden pavilion revised dimensions as approved under 17/00012/AS – It was resolved to support the application.**

II) **Gusbourne Estate Premise licence for the sale of alcohol** – It was noted that the vineyard was an important business to the area and as such the council voted to support the application. Clerk to clarify how to respond to the notification.

12. Following consideration of the need for the defibrillator to have a separate RCD and the wish to support local business, **it was resolved to contract Company A – D Ward – to install the defibrillator on the public toilets.** Public Health Act 1932 s 234 / L.G.A. 1972 Sch. 14 para 18

13. **Highways and Bye ways**

I) Appledore Invicta Road Sign at canal bridge entrance to village – **It was resolved to pay £78.00 for Care Signs to paint the letter work on the sign.** Highways had confirmed their agreement to the work and safety cones would be used during the work. Mr. and Mrs. Ward were thanked for paying for the sign to be sand blasted beforehand.

Proposed Cllr. Perkins and Seconded Cllr. Hennig Road Traffic Regulation Act 1984, section 72

II) **Header for the original council noticeboard** – Having sought ball park prices for different kind of headers from two companies, an aluminium composite sign would be strong enough and a reasonable priced option, costing between £50 and £70 depending on shape and the inclusion of the council logo. Clerk to organise an aluminium composite sign.

III) **Necked Amenity Lights** – The latest Borough council assessment of Appledore's necked lights recommends that the lampposts are replaced and fitted with the new lamps. Since it would be sometime before the work could be completed in full, in order to make the two lights in Appledore operational more quickly, this will be done in two stages. Stage one: the new column and connection, which is the bulk of the cost, will be permanent. The lantern will be temporary. Stage two: once KCC's new LED criteria has been finalised (which applies to over 1200 lamps in the borough) the temporary lantern would be switched over.

IV) **Griffin Cottages Pavement** – All the property owners involved had been asked to confirm their agreement to give up some of their frontage for a pavement. Two refusals had been received. Other ways to make it safer for pedestrians to walk along the road by the cottages would now be reviewed.

V) **Four Wents Corner Damaged Curb** – The damaged had been reported via the County Council website and the repair work had been carried out promptly. Anyone can report a highways issue on the County Council website.

VI) **Aspire – A.B.C. inhouse grass contractor** - A meeting was scheduled for the coming month to discuss cutting the verges and other issues.

VII) **Parking on Kenardington Road** – Work to find a resolution was still ongoing.

14. It was resolved to agree that ordinary public meeting dates would be held on the first Monday of Each Month at 19.30 hrs in Appledore Village Hall for the next 12 months.

(Proposed Cllr. Perkins and Seconded Cllr. Kellar)

15. Recreation Ground Report by Council Representative Cllr. Vane

There were several events coming up at the ground: car rally, 6 aside football competition, dog show and Ride Kent cycle race using the facilities. A new website for the recreation ground was being set up. Costings for surface maintenance work required for the tennis courts and muga were being looked into as well as ball safety netting for one side of the play area. Football charges had been increased. The committee were looking into machinery to cut the grass and storage for the machines. The council grass around the toilets and frontage would no longer be cut by the recreation ground. The council to deal directly with the grass cutter. The committee would be advertising for women to join them.

16. Beacon: In response to Appledore Local History Society Letter of the 20th April 2017, **it was resolved that Appledore Parish Council would accept the responsibility for the ongoing upkeep of the beacon and would include it on the asset register.** The beacon would be donated to the council.

(Proposed Cllr. Perkins and seconded Cllr. Hennig)

(Note donation to History Society towards Beacon – LGA 1972 S. 144)

17. Information for Councillors

BT Phone Box – Information on kiosk land ownership would be forwarded on to BT.

Parking outside the Methodist Chapel – Vehicles had been parking on the pavement outside the chapel in such a way as to hinder pedestrians walking past. Drivers were also unable to drop disabled visitors close to the chapel. Posts on the tarmac verge or footpath were suggested. Clerk to liaise with the Methodist Chapel as to whether this would be effective.

Public Conveniences – Donations received had now almost reached £700. Quotes to repair and replace the exterior doors were being sought.

Parkwood – Request for agenda item next month.

18. Date of Next Meeting

Monday 5th June 2017 19.30hrs in the village hall.