



6th January 2025
Draft Minutes of the Meeting
19:30 Appledore Village Hall (APC) (SMV3)

Present at the meeting: Cllr Roger Hiskey (Chairman) (RH), Cllr Kevin Nicol (KN), Cllr Paula Thornton (PT), Cllr Gary Kinsley (GK), Cllr Chester Lusk (CL), Cllr Roger Kimber (RK), Steve McIntyre (Clerk) (SMc), County Cllr Mike Hill (MH)

5 members of the public in attendance

1) Formalities

i) Establish Quorum (LGA Act 1972 sch12, 12/28/45)

The council was quorate.

ii) Apologies and Reasons for Absence (LGA Act 1972 sch12, 12)

Cllr Sharon Marsh – personal commitment, Borough Cllr Johnny Shilton – prior arranged alternative commitments

iii (a) Declarations of Interest (Code of Conduct)

Cllr Paula Thornton declared an interest concerning Item 6 (5, Sandpiper Close) due to family interest in renting the Parish House. Also, Item 16 (vii) Old Way Lane flooding reported to KCC by Cllr Thornton's husband.

iii (b) Requests for Dispensations

None requested.

2. Approval of Draft Minutes

To agree the minutes of the meeting held on 2nd December 2024 (already circulated to councillors) as a true record (Available on <http://www.appledorekent.gov>).

(LGA Act 1972 sch12,19.1)

KN proposed minutes as accurate, seconded by RK, unanimously agreed.

MH reported on current devolution and local government reform. The Government's strategic priority is to elect Mayors across the country as soon as possible. Unitary Authorities will replace the current Borough and County Council model. There will be circa 90 councillors in each of the Unitary Authorities. The white paper was published 16th Dec 2024. If Kent are selected for the priority program, then Councillor elections will be in May 2026 or May 2027.

MH's update prompted questions and discussion regarding impact of the change e.g. reduction in staffing, the professionalism of staff assessing planning applications and the powers awarded to mayors.

Public Session commenced 19:46

This session will last for 15 minutes. Members of the public will have 3 minutes to ask one question or make a statement on an item on the agenda except for the minutes. Should you wish to address other issues please contact the clerk or chairman afterwards. The public are welcome to stay and observe the rest of the meeting but are reminded they cannot take part.

Duncan Gray asked: when in place, what provisions are there to maintain Linear Park? Cllrs explained there will be S106 funding maintenance available but accepted this will not last forever and that additional funding will be required. Duncan enquired about the APC meeting tomorrow with Martello concerning pathway AT121. Cllrs explained they have no further information but will report findings in the normal way after the meeting has concluded.

Duncan Gray informed the meeting that he will contact the land owner of the Stile in Donkey Lane following a request by Appledore Ramblers for the stile to be cleared.

Terry Blaney asked if APC had a revised yearly profit figure for the rental of 5 Sandpiper Close. KN explained that APC will supply this information once they have received up to date anticipated expenditure and income figures.

MH left the meeting.

The meeting reconvened 20:01

3. Planning (Town and Country Planning Act 1990 and as amended)

3.1 Planning application and appeal decisions for information

PA/2024/2071 - Appledore Methodist Church, The Street, Appledore, TN26 2AE – Painting of principal east elevation from facing brick to white (Retrospective application) – approved with conditions

<https://ashfordboroughcouncil.my.site.com/pr/a0hTw000000oMerIAE>

No comment.

3.2 Planning applications for consideration

PA/2024/2259 - Little Greenfield, School Road, Appledore, TN26 2BA – Erection of detached garage and playroom <https://ashfordboroughcouncil.my.site.com/pr/a0hTw000000z6AAIAY>

RK reiterated the comments submitted to ABC by a neighbour; specifically, the large size and scale of the new building compared with the existing house and how this new building may lend itself to change of use from ancillary to for example a holiday let. RK proposed APC submitting a representation with recommendation for ABC to set conditions of use. GK seconded, CL abstained, all other Cllrs agreed the proposal.

SMc informed Cllrs that he had failed to include PA/2024/2325 Rawnie Farm, Old Way, Appledore, TN26 2DB, Lawful Development Certificate for the existing use of the site to store vehicles and materials. Cllrs discussed, concluding that SMC make further enquiries and report back **(To note: since this meeting, SMC has spoken with the case officer who agreed to extend the consultation date to 4th February 2025 to enable local consultation. SMC to add to February 25 agenda).**

4. Finances (SMc)

4.1 Balances

4.2 Deposits and payments

Bank Balances, Deposits and Payments for Dec 25, Plus Estimated Funding Available at FYE 24/25	
Working a/c opening balance	£34,021.15
Expenses (subtract)	-£16,957.63
Income (add)	£4,928.81
Working a/c closing balance	£21,992.33
Reserve a/c opening balance	£38,906.02
Expenses (subtract)	£0.00
Income (add)	£15,057.14
Reserve a/c	£53,963.16
Total funds in Working and Reserve a/c's at 31st December 2024	£75,995.49
Add total cheques raised prior to 31st December 2024 (not banked)	0.00
Minus total cheques raised since 31st December 2024	-£2,586.98
Minus total ringfenced project funding	-£32,669.48
Total available funding available as of 6th January 2025	£40,739.03
Minus total estimated expenditure to 31/03/25 - 7.5k running costs 5,250k house	-£12,750
Projected Grand Total of available funds as of 01/04/25 (dependent upon Stamp Duty outcome for house & decision on car park lights)	£27,989.03

4.3 Funding update

APC Ringfenced funds as of 31/12/2024		
Funding Source	Amount to APC	Closing Balance
Martello, Pavilion Project	£60,000.00	0
RH106, Muga/Tennis capital fund	£11,540.39	£2,432.39
RH106, Muga/Tennis maintenance fund	£2,254.29	£2,254.29
RH106, Rec Play Area capital fund	£4,710.99	£4,710.99
RH106, Allotment capital fund	£1,880.60	0
Martello, Village Signs	£10,000.00	£2,343.00
Martello, Sports / Tennis	£16,000.00	£16,000.00
ABC Capital Grant for EV	£2,445.00	£2,445.00
Ringfenced funding Totals	£108,831.27	£30,185.67
Plus, unaccounted credit	£2,483.81	£2,483.81
Adjusted Totals	£111,315.08	£32,669.48

On-line banking update

SMc presented to Cllrs a process to enable the Clerk to make on-line payments. This includes a new "request for authority to pay for supplies" form completed by the Clerk, requiring 2 authorising Cllr signatories (at least 1 authorising Cllr a mandated on-line signatory and whenever possible, the chairman to authorise. RH proposed the idea, seconded by GK, all other Cllrs agreed except KN who abstained on basis of not being a signatory. **At the request of all Cllrs, SMC to seek internal auditor advice before proceeding.**

5. Appledore to Appledore Station path/cycle route update (SM)

No update

6. Sandpiper Close working group update. To note: legal advice update to be discussed confidentially under Item 20 (RH, RK, KN & SMC)

SMc requested ringfencing £6,000 of APC funds to cover essential set up costs for 5 Sandpiper close, including essential furnishing (curtain rails / blinds), legal advice and completion legal fees / disbursements. KN proposed, seconded by RH, unanimously agreed.

Legal advice discussed at Item 20.

7. Linear Park (GK, RH, SMC)

RH explained a meeting has been set up for tomorrow 7th January 2025 with Martello representative Heidi Hampton. The agenda includes clarifying Linear Park requirements (financial and proposed planning locations), AT121A footpath, and clarification of 5 Sandpiper Close status (Freehold or Leasehold). Chris Vane (ex. Cllr) has been invited to the meeting as he was corporate knowledge of the the initial stages of the proposed Linear Park project. Cllrs discussed the planned Linear Park four locations as per the Appledore Linear Park planting plan. GK reminded Cllrs of the alternative option of consolidating Linear Park within the Natural Space Memorial Garden between the Recreation Ground and the Public Toilet. **SMc to report back to Cllrs the result of the 7th Jan meeting.**

8. Heathside update book exchange and defib (KN)

KN update: Jenner took control of the site 9th December 2025. They have commenced preparatory work including demolishing the garage block.

9. Gov.uk domain and email addresses (GK, SMC)

SMc update: Hugo Fox have requested basic details as part of setting up a new domain and email addresses. APC has requested "appledoreparishcouncilkent.gov.uk" as a domain name. **SMc to inform Hugo Fox of Cllrs email format preference of first name initial followed by surname e.g. r.hiskey@**

10. Police liaison update (KN)

No update

11. Highways Improvement Plan (RK/RH)

RK update: APC await the KCC Highways report following on from their 4th December 2024 site visit / risk assessment of the narrow corner with restricted view in the vicinity of Hornes Place and The Wish on Kenardington Road. Highways initial thoughts are the need for new signs and repainting of lines. APC also await the Highways report regarding road safety concerns at The Narrows. Highways have removed the cones placed by unknow person(s) along the Narrows because of the danger they present to motorists and pedestrians.

12. Court Lodge Car Park EV update (RK)

RK update: Cllr Mike Hill has on behalf of KCC pledged £1000 to fund the EV Point Installation, this funding to be spent by end of March 25. Enquiries to be made with E-on and other suppliers to identify the best available contract for continued electric supply.

13. Policies review update

APC Co-option Policy and Procedure 2023 **(RK)**
APC Environmental and Sustainability Policy 2023 **(KN)**
APC Grant and Donation Policy 05.09.2022 **(GK)**
APC Highways Strategy 2023 **(RH)**
Armed Forces Covenant 2017 **(SM)**

Review not yet complete. **Cllrs to send SMC altered versions.**

14. VH solar panels update (SMc)

SMc presented a work-around to overcome the difficulties of engagement with EDF regarding transferring ownership of the Solar Panels and receipt of FIT payments from APC to the Village Hall Charity: **(i)** APC provide EDF with consent for SMc to be the named person for all future communications, **(ii)** In the spirit of the Cllrs prior resolution (see October 2021 APC Meeting minutes), all outstanding and future FIT payments to be transferred to the Village Hall Charity, **(iii)** In the longer term, APC to seek transfer of ownership of Solar Panel and FIT payments to the Village Hall Charity ensuring the existing financially favourable contract is not compromised and **(iv)** Consult with Village Hall Charity Trustees before any changes made.

GK proposed the above actions subject to Village Hall Charity and Internal Auditor agreement **(SMc to seek agreements)**. RH seconded, unanimously supported.

To note: SMc questioned an amount of £2,483.81 paid into the APC working a/c 5th December 2025, and not yet attributed to any supply / fund. Bank checks have so far failed to identify the payer. This may relate to EDF outstanding FIT payments. **SMc to make further enquiries.**

15. Recreation ground update: Pavilion, Play Park, MUGA/Tennis (GK/SB)

No update

16. Other matters

(i) Station antiques advertising cart (SMc)

SMc update – Carrol Humphris Appledore Station Manager has informed a member of staff from Station Antiques that the cart can no longer be placed in the Car Park. Carrol agreed to inform the owner of the outcome in writing. SMc informed Carrol that residents continue to witness the cart placed in the Car Park.

(ii) Replacement posts on grass verges outside Church and The Street (near Village Hall)

Simon Honnor explained the current risk to pedestrians caused by vehicles parking on the grass verges outside Numbers 66, 72 and 74 of The Street and the need for installation of posts on the verges to mitigate the risk. Simon highlighted the success of placement of posts to other grass verges within the village. Simon explained why 13 posts were required and offered to pay for 4 of them as they were directly outside his premises. RH explained the requirement for a replacement post outside the Methodist Church. SMC estimated total cost for 14 posts as **£1084.7** based on supplier John Wickens previous quotes. Supply and fit = £77.4 a post. Simon Honnor's contribution estimated as **£309.6**.

RH proposed to go ahead with supply and fit of 14 posts, recommending the PC purchase the posts and a request John Wickens to install. Unanimously agreed. **SMC to organise the supply.**

(iii) ABC update for Heathside 106 play park transfer of funding

No update

(iv) Car Park "clean up" quotes update

SMC update: No quotes received. **SMC to extend the tender process for another week.**

(v) Village Hall Car Park lighting installation request (PT / SMC)

SMC update: Initial quotes from suppliers suggest an average cost of £3,500 plus VAT for 2 x solar lights to be situated at the bottom end of the Village Hall Car Park. A conversation with Derek Winter (Chairman of the Village Hall Charity) led to the conclusion that an alternative and more financially favourable option of an automated movement sensor light situated on the rear apex of the Village Hall would likely be disruptive to neighbours. Following on from Cllr discussion PT proposed more fact finding required including consultation with neighbours and obtaining more detailed quotes. Cllr Nicol reminded Cllrs that funding of any lighting should be considered together with other current funding requests including the Allotment water connection project. Unanimously agreed. **SMC to gather further information.**

(vi) Parish Council document storage and sift update (SMC)

No update

(vii) Old Way Flooding (PT)

PT update: Cllr Mike Hill confirmed that KCC has responsibility for maintenance of Old Way Lane. As per Cllr Hills advice, a further report has been submitted to KCC to resolve the flooding issue. **SMC to write to KCC to expedite a resolution to this matter.**

(viii) Defib update (SMC)

SMC update: the new lid does not fit the existing casing. The manufacturers have concluded the casing is out of alignment. Duncan Gray offered to prepare and fit a supporting board to the Public Toilet wall. This will hopefully realign the casing and enable fitting of the new lid.

17. Correspondence (SMc)

(i) November NALC / KALC & ABC CEO Bulletins to councillors in advance.

(ii) Request from Martello developments for meeting concerning footpath AT121A

SMc explained there's nothing to update until after tomorrow's meeting with Martello representatives. **To note:** RH & SMc have since attended a site visit with Martello representatives (on 7th January 2025) at Sandpiper Close to agree best option for joining up the new section of path (currently ends where the Martello land boundary ends), to the existing path adjacent to The Street. APC explained that from recent land registry checks made, they are content for Martello to extend the new path for the remaining 7 -8 feet to join up to the roadside path adjacent to The Street.

(iii) Other

Terry Blaney suggested that APC identify and advertise its top priorities for public consultation. RH recommended that all councillors send SMc what they believe are the top priorities for discussion at the next meeting. All Cllrs agreed. SMc to collate responses for February meeting.

18. Future agenda items

"Priorities."

19. Dates of next meeting, Annual General Meeting (AGM) and Annual Parish Meeting (APM)

(i) APC Monday 3rd February 2025, 7.30pm, Appledore Village Hall

(ii) Agree AGM and APM dates

13th March 2025 for Annual Parish Meeting & 6th May 2025 for Appledore Parish Council Annual Meeting. **SMc to send out invites to Parish Groups / Organisations representatives.**

Meeting concluded circa 22:00 hrs.

20. Confidential matters (Conf. Meeting circa 22:00 hrs. to 22:30 hrs.)

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.

Minutes of confidential meeting held separately.