

APPLEDORE PARISH COUNCIL



7th October 2024 Draft Minutes of the Meeting 19:30 Appledore Village Hall (SMV4)

Present at the meeting: Cllr Roger Hiskey (Chairman), Cllr Paula Thornton, Cllr Roger Kimber, Cllr Chester Lusk, Cllr Gary Kinsley, Cllr Sharon Marsh, Steve McIntyre (Clerk).

6 members of the public in attendance.

County Cllr Mike Hill and Community Police Constable (PC) Darren Laker in attendance until Item 3.

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 Kevin Nicol (Vice Chairman) – personal commitment, Borough Cllr Johnny Shilton - priority commitment.

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

Cllr Kinsley and Cllr Marsh declared an interest concerning planning application PA/2024/1050 as per Agenda Item 3.1. They are friends of the premises owner.

iii (b) Requests for Dispensations

None requested.

2. Approval of Draft Minutes

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

(LGA Act 1972 sch12,19.1)

September 2024 APC minutes unanimously agreed.

County Councillor and Community Police Reports

County Cllr Hill reported the following updates impacting Kent: The government is focusing on building more houses and looking at setting up the devolution model across the UK as the means to growth. Buses will be re regulated and fall under the responsibility of local authorities, but with no additional funding. The government are scoping a National Care Service which Kent County Council (KCC) hopes will integrate the NHS and Social Care that will

for example stop bed blocking. KCC has worked hard on their budget which is better this year than last, and fairs better when compared with other Councils.

PC Darren Laker explained the following: He covers a large area as Community Officer. He has on a few occasions spoken with local people at the Appledore coffee shop. There is nothing currently of note locally in respect of criminal activity and reminded the public to ring 101 if there is anything to report. Cllr Hiskey referred to a complaint raised by a member of the public in relation to cars parking on the pavement in the vicinity of the Appledore general store. PC Laker explained that the Police can act if vehicles are causing an obstruction. He advised those at the meeting to let him know of any such cases of obstruction and that he would keep an eye open for such instances during his shifts. Philippa Perkins (member of the public) asked what was happening about the Public Toilet vandalism. Cllr Hiskey explained that it had been sometime since the last vandalism event. The council is monitoring the situation.

Public Session commenced 19:49

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 that they cannot take part.

A member of the public raised the recent risk of unknown persons entering the Village Hall whilst events are being held. The recommendation from Derek Winter is that just prior to event start time the event organiser locks the main entrance door from the inside, ensuring the key is left in the lock just in case of an urgent requirement to leave the building.

Members of the public collectively praised Duncan and Beverly Gray for the great work they have done with the Allotments stating "it's a credit to the village." Duncan Gray explained that water is required if livestock are to use the land. This requires a pipe from the end of the road to the gate – estimated price of work, just over £4,000.

Members of the public asked what's happening with the Appledore Parish Council (APC) records recently retrieved from previous Clerk Mary Philo. Steve McIntyre, Clerk, explained that the records will firstly need to be sifted and itemised and then assessed against retention and disposal criteria broadly as follows: any documents exceeding their disposal date will be disposed, documents over 30 years old that need to be retained will be archived with KCC Kent Archive. Documents under 30 years old that cannot be disposed will remain with APC.

Members of the public raised the matter of an overgrown hedge on the left-hand side of Woodchurch Road on the Northern approach to the School Road / Kenardington Road crossroads. The hedge is covering up the crossroad sign. **Action: Steve McIntyre to chase up previous request to KCC and contact the owner.**

Philippa Perkins provided rationale for requesting funds from APC in support of the Over 65's christmas meal. Cllr Hiskey explained he was not in favour of donating the same amount as last year, that he felt affluent people attended and that APC must spend residents' money carefully. Philippa explained that the meal is for the wider / diverse community and not just for affluent people and that of the £1,050 donated from all funders last year, only a small amount of funds left over at the end of the event. Cllr Hiskey said that a decision will be made under Item 17.

Meeting reconvened

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

3.1 Planning applications to consider

PA/2024/1050 Ancillary Building South of Lanes End Cottage, Tenterden Road, Appledore, TN26 2AL – Change of use, conversion, and alterations to existing ancillary outbuilding to provide a standalone dwellinghouse with residential garden area (**To note: previously consulted and supported by APC**).

The owner explained the reason for this 2nd application: Ashford Borough Council (ABC) have requested clarification on “footpaths” and want a couple of changes regarding the delineation of the garden. Cllr Hiskey proposed no comment needed from APC, seconded by Cllr Lusk, and agreed by remaining councillors aside from Cllrs Marsh and Kinsley who abstained based on declarations of interest.

NOT/2024/1656 53A, The Street, Appledore, TN26 2AF - T1 - Larch - remove to ground level and grind stump. Tree is noticeably in decline and is near house (bungalow).

Cllr Kimber proposed support for the application, seconded by Cllr Lusk, unanimously supported.

PA/2024/1624 18 Heathside, Appledore, Ashford, Kent TN26 2AT - Vehicle crossover and creation of one off-street parking space.

This application was consulted previously. Cllrs agreed there is no need to consider again.

4. Finances (SMc)

4.1 Balances

4.2 Deposits and Payments

APC Current A/C financial position 01/08/2024 to 07/10/2024			
Opening balance as at 01/08/2024		22,965.41	
Total income 01 - 31/08/24 inc 30k t fr fr from Reserve a/c	Plus	44,194.68	
Total spend 01 - 31/08/24	Minus	17,528.46	
Closing balance as at 31/08/2024		49,631.63	
Payments made 01/09/2024 to 07/10/2024	Minus	27,450.56	
Deposits 01/09/2024 to 07/10/2024	Plus	14,250	Precept
Current A/C calculated balance 07/10/2024	Total	36,431.07	

APC Reserve A/C financial position 01/08/2024 to 07/10/2024			
Opening balance as at 01/08/2024		52,751.63	
Total income 01 to 31/08/24	Plus	49.16	Interest
Total payments 01 to 31/08/24 (30k t fr fr to current a/c)	Minus	30,000	
Closing Balance as at 31/08/2024		22,800.79	
Payments made 01/09/2024 to 07/10/2024	Minus	00.00	
Deposits 01/09/2024 to 07/10/2024	Plus	20.00 circa	Interest
Reserve A/C calculated balance 07/10/2024	Total	22,820.79	

Current and Reserve A/Cs total funding and reserve funds available			
Total funds in Current and Reserve A/Cs		59,251.86	
Adjustment for ring fenced funding	Minus	11,740.67	
Adjustment for budgeted spend	Minus	14,250	
Total of reserve funds available		33,261.19	

4.3 Martello / Railway Hotel 106 funding update

APC Ringfenced funds as of 07/10/2024	
Pavilion project Martello fund of £60k closing balance	00.00
Muga & Tennis RH106 capital fund of £11,540.39 closing balance	2,432.39
Muga & Tennis RH 106 maintenance fund of £2,354.29 closing balance	2,254.29
Rec Play Park RH 106 capital fund of £4,710.99 closing balance	4,710.99
Allotment RH 106 capital fund of £1,880.6 closing balance	00.00
Village signs Martello fund of £10,000 closing balance	2,343.00
Total Ringfenced funds	11,740.67

Regarding 4.3 Martello 60k fund, Steve McIntyre that this part of the project had gone over budget by circa £3900.94. Cllr Kinsley confirmed that Appledore Recreation Ground Management has agreed to cover this overspend. **Action: Steve McIntyre to follow up Railway Hotel 106 Allotment maintenance £481.09 with ABC. Action: Steve McIntyre enquire with Martello regarding other relevant ground related funded payments for the sale of the land for development.** Cllr Thornton reported safety concerns in respect of some of the recreation ground playground equipment. Cllr Kinsley said he would look into it.

4.4 Precept 2025/2026

Steve McIntyre asked councillors for ideas on future APC spending that may affect the 25/26 precept payment. Cllr Kimber raised the potential need for a maintenance contract to keep the Court Lodge and Village Hall car parks tidy. **Action: Steve McIntyre to source maintenance quotes and a budget comparison for discussion at next meeting.**

4.5 On-line banking update

Steve McIntyre requested a resolution to allow him to become a signatory to enable access to all APC NatWest a/c information required to undertake RFO duties. Any resolution to include a restriction that on-line money transactions limited to transferring funds between the APC Current and Reserve accounts. Cllr Kinsley proposed the resolution, seconded by Cllr Hiskey, unanimously agreed.

5. Personnel disclosable matters (including Clerk/RFO change of hours and Litter Picker role redundancy (RH, PT & SM))

Cllr Hiskey and Steve McIntyre announced that during the confidential session “Item 22 staff personnel” of the 2nd September 2024 APC meeting, Councillors unanimously agreed proposals by the APC Personnel Committee as follows: Clerks working hours to be increased from 10 to 17 hours to allow for the additional Clerk and RFO responsibilities. The Litter Picker role to be made redundant due to a review of the risk assessment leading to a significant reduction of routes available to safely deploy, and a noticeable reduction of litter picked over the past months. The Litter Picker’s employment ends with APC on 23rd October 2024. Cllr Kinsley suggested employing a part time Litter Picker. Cllr Marsh indicated this would not make a difference as the role was already part time. Cllr Hiskey informed that volunteer litter pickers can operate as usual.

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

Cllr Marsh explained that full support for this path / cycle initiative has been received in writing from Kevin Boorman Chair of the Community Rail Link (Marsh Link) resulting from a productive meeting between Paul Bromley (Community Rail Link Officer), Terry Blaney (Friends of Appledore Station), Jane Garner (project Associate) and Nick Hanna (Kent and Sussex Greenways).

7. Sandpiper Close update (RH, RK, KN & SMc)

Steve McIntyre informed that APC still awaiting legal advice from ABC Housing Department regarding the current legal 106 document dated 10th March 2021 between ABC, KCC, Martello Developments and APC. The area of contention concerning the current wording as follows: **3.1 not to occupy the Affordable Rented Units other than 3.1.2 at rents (including service charges, if applicable) which in total are no more than 80% of the local market rent).** ABC believe the final section should read **no more than 80% of market rent or the Local Housing Allowance, whichever is the lower.** All agreed to wait for the ABC legal advice. **Action: Steve McIntyre to make enquiries of Solicitors in relation to completion costs and guidance and report findings at next meeting.**

8. Linear Park (GK)

Cllr Hiskey informed that correspondence from Chris Vane states the Park is part of the contract which includes the requirement for trees, plants and benches. Action: Steve McIntyre to check APC files for the contract and any other relevant information.

9. Heathside update book exchange and defib (KN)

Update forwarded to next month.

10. Gov.uk domain and email addresses (GK, SMc)

Steve McIntyre provided a comparison of 2 quotes for Gov.uk domains and emails.

Hugo Fox total price £27.48 plus VAT per month – breakdown: 9.99 domain & website, 17.49 for 10 email addresses. Additional charge of £399 Includes setting up new website – likely to be a discount on this. This is for Bronze service, assessed as adequate for APC – includes support service.

Easy Websites £46.2 plus VAT per month – includes domain and website and 7 email addresses for councillors. Free set up plus clerk email address.

Cllrs Kimber and Marsh in favour of going ahead with Hugo Fox purchase. Cllr Kinsley unsure of the benefit. **Action: Steve McIntyre to provide more information re: benefit.**

11. Police liaison update (KN)

See PC Laker report above.

12. Highways Improvement Plan update (RK)

Cllr Kimber reported that the HIP group met with the Highways Engagement Manager, via MS Teams, on 3rd October 2024 during which he presented the HIP 5 Appledore priority areas for safety improvements; **Hawthorne Playground (The Street)** – Highways agreed to new road markings and child warning signs plus to conduct speed surveys to assess vehicle speed compliance to the 30mph restriction; **The Narrows** – Highways to consider a variety of options including realignment of Court Lodge Road Junction, installation of pavements and 3 way priority system to improve safety for pedestrians; **Heathside (Woodchurch Road)** – Highways to review current position of warning signs plus consideration of pavement installation; **Hornes Place (narrow bend on Kenardington Road)** – Engagement Manager site visit in November to assess the risk; **Tenterden Road (new housing development near to main road junction)** - Highways since reported that current signage is sufficient.

Steve McIntyre to send last HIP meeting minutes and current HIP to council members to assist their consideration in advance of a resolution at the next APC meeting.

13. Court Lodge Car Park EV Community Amenities Grant (RK)

Cllr Kimber reported he has applied for an EV Community Amenities Grant for installation of 2 x electric vehicle points at Court Lodge Car Park. The application had a very short deadline of 30th September 2024. He will seek to give a brief presentation at the next APC meeting.

14. Policies to review (SMc)

Cllr Hiskey offered to review the following legislation guidance and press & policy media:

LG (MP) (1976) S19 Recreation Facilities

LGA 72 S137 Power of Local Authorities to incur expenditure for certain purposes not otherwise authorised

LGA 72 S139 Acceptance of Gifts / Property

APC Media and Policy 2023

APC Public Communications & Public Enquiries Policy 2023

Cllr Kinsley offered to review the following FOI and DP policy and procedures:

APC privacy notice 2023

APC Publication of Information Scheme 2023

AOC Record Retention policy

APC Information & Data Protection Policy

15. VH solar panels update (SMc)

Cllr Kinsley explained that Chris Self Village Hall Trustee is going to give Blizzard authority for Steve McIntyre to discuss with them the proposed Solar Panel ownership exchange from the Parish council to the Village Hall.

16. Recreation ground update (GK)

Cllr Kinsley reported that the much of the exterior upgrade of the Pavilion is now complete with outstanding work including the roof and the some of the interior.

17. Other matters

(i) Station antiques advertising cart (SMc)

Steve McIntyre informed he'd spoken with GOVIA customer complaints department who confirmed that the person who can deal with this matter is the Appledore Station Manager. Action: Steve McIntyre to arrange a meeting with Station Manager (telephone number provided by Terry Blaney).

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

Steve McIntyre reported he'd liaised with Garry Morgan who clarified "the ask" on behalf of The Church as: for posts to be replaced on the Church Verge nearest to the Public House. John Wickens has quoted £696.61 (made up of £341.11 for posts and £382.5 for installing). Cllr Kinsley mentioned that JK Builders has spare posts. **Action: Steve McIntyre to speak with JK Builders regarding posts and price.** Cllr Hiskey mentioned suggested buying a "job lot" of posts in preparedness for future replacements. Other Cllrs general view was to purchase specifically to specific requirements.

The request for posts on The Street grass verge in vicinity of the Village Hall to be put on hold.

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

No update from ABC Legal as yet.

(iv) Request for donations: Over 65s Christmas Meal, Air Ambulance

Cllr Thornton proposed donating £150 for the over 65's Christmas meal, seconded by Cllr Hiskey, unanimously supported.

(v) Car Park "clean up" working party required

Cllr Kimber to send out a date for a clean up of both Car Parks. A Thank You from Cllrs to Duncan Gray for his recent clear up work in the Village Hall Car Park.

(vi) Village Hall Car Park repairs required

Steve McIntyre reported he was awaiting quotes from 2 suppliers for Village Hall Car Park repair work. Duncan Gray offered to repair the pot hole in the Village Hall Car Park, and to advise Steve McIntyre on options to repair the Car Park by the Granite Setts.

(vii) Parish Council document storage and sift update

See Public Session above.

18. Correspondence (SMc)

(i) Defib Repair

Steve McIntyre explained that the British Heart Foundation recent correspondence did not include the expected offer of a grant for a new defib. This together with the continued battery and pad life of at least 2 years justifies replacing the broken defib cover (situated at the Public Toilet). Cllr Marsh proposed the purchase of a new cover at a cost of up to £200, seconded by Roger Hiskey, unanimously agreed. **Action: Steve McIntyre to order defib cover.**

(ii) Litter Picker Duke of Edinburgh (DofE) volunteer

Cllrs agreed for Steve McIntyre to represent APC as an assessor for DofE volunteer.

(iii) Email from Highways

Highways confirmed that APC request for hedge cutting in vicinity of Donkey Lane now completed.

(iv) Parish Magazine

Brian Knight explained the issues in relation to the Parish magazine, in particular the need for volunteers to undertake team leader, accountant, advertising roles. Brian discussed options with Cllrs including stopping deliveries and running digital copies only, also the idea of charging a fee for the magazine.

19. Future agenda items

To be confirmed.

20. Date of next meeting - Monday 4th November 2024, 7.30pm, Appledore Village Hall.

21. Staff personnel confidential matters (if required)

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 during the item regarding Staffing Issues. LGA sch. 12A part 1.3 (Personnel)

Not required.

Meeting concluded circa 21:45.