

APPLEDORE PARISH COUNCIL



3rd March 2025 Draft Minutes of the Meeting 19:30 Appledore Village Hall (APC) (SMV2)

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

8 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)

Borough Cllr Johnny Shilton – priority commitments.

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

Cllr Paula Thornton declared an interest in the following: Item 6 (5, Sandpiper Close) due to family interest in renting the Parish House. Item 17 (vii) Old Way Lane flooding reported to KCC by Cllr Thornton's husband. Item 3.2 Planning Application ref: PA/2024/2325 - Rawnie Farm - Old Way is a neighbouring address.

iii (b) Requests for Dispensations

None requested.

2. Approval of Draft Minutes

To agree the minutes of the meeting held on 3rd February 2025 (already circulated to councillors) as a true record (Available on <http://www.appledorekent.gov>).

(LGA Act 1972 sch12,19.1)

RH proposed agreeing minutes, seconded by PT, unanimously supported.

A tribute to Mick Burgess Honorary Alderman of Ashford Borough Council

Charles Wilkinson delivered a fitting tribute to Mick Burgess who sadly recently passed away. Charles said *"he was a diligent, helpful, extremely wise and astute man who served above and beyond for the benefit of his communities. He will be greatly missed by us all. We wish his family well."*

RH informed the meeting of a memorial service on 14th March 2025 at St John the Baptist Church, Wittersham, 2pm.

County and Borough Councillors Reports

MH explained the disappointment for Kent not being selected for the devolution entry to reform. This means that Kent County Councillor elections will be in May 2025. MH clarified he will not be standing for election. MH reported that KCC are focusing their efforts on trying to improve the condition of roads.

19:40hrs Meeting adjourned for the public session (APC Standing Orders)

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.

Brian Knight and Denise Stephens expressed their concerns in relation to the lack of lighting in the Village Hall car park. See update at Item 9.

Steve Tappenden, Julie Cope and Simon Cope raised concerns that the use of Old Way Lane by HGVs transporting aggregate to and from Rawnie Farm, presents safety risks to other lane users. This is mainly due to the narrowness of the lane. They pointed out that refuse companies use smaller sized lorries to collect waste from Old Way Lane, indicating the lanes unsuitability for use by standard sized HGVs. The recent Rawnie Farm “change of use” planning application (see PA/2025/2325) was also raised, with concerns that any future successful application could lead to expansion of the aggregate related business and therefore an increase in HGVs using Old Way Lane. SMC recommended this matter be included in the Highways Improvement Plan and enquiries made with Ashford Borough Council (ABC) to ascertain their proposed action in respect of their recent determination (see PA/2024/2325 below) that the current business use is not lawful. Councillors agreed these actions.

Duncan Gray thanked KN for his recent fund raising on behalf of the Appledore Allotments Charity.

19:50hrs meeting reconvened. MH left the meeting.

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

3.1 Planning applications – for information

OTH/2025/0291 - Land between Doctors Surgery and 80, The Street, Appledore - Non material amendment to planning permission 19/00997/AS, to allow changes to size of garden for plots 8 and 9.

Nothing to add.

3.2 Planning application decisions and appeal decisions for information

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. Decision: existing use/development is not lawful.

See relevant paragraph under “Public Session” above.

PA/2024/2259 - Little Greenfield, School Road, Appledore, TN26 2BA – Erection of detached garage and playroom. Decision – application refused.

3.3 Planning applications for consideration

PA/2025/0206 - Beech Tree Farm, Woodchurch Road, Appledore, TN26 2B. Demolition of existing outbuilding and erection of a replacement building to provide an annexe with store / workshop. Consultation deadline – 28/02/2025.

All councillors support the application. SMC to update planning portal comments section. To note – Case Officer has permitted a consultation extension date of 4th March 2025.

4. Finances (SMC)

4.1 Balances

4.2 Deposits and payments

4.3 Funding update

4.4 On-line banking – Assurance of remotely authorised Feb 25 payments

See Annexes A and B below for Items 4.1 to 4.4

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

No update.

6. Sandpiper Close working group update (RH, RK, KN & SMC). To note: option to discuss confidentially under Item 21

SMC update: following on from a meeting with Mark Bawden of ABC on 24th February 2025, the APC Sandpiper Working Group believes the favoured option (subject to finalising sale price and conditions) is to sell 5 Sandpiper to Ashford Borough Council (ABC). This option retains the original principles of providing local affordable rental accommodation with proceeds invested into the community.

The internal auditor agrees the sale of 5 Sandpiper is the likely best option, recommending that APC gets its own valuation before agreeing any sale price. The auditor confirmed the proceeds of the sale can be used for future capital and / or maintenance costs to the benefit of the community.

The APC Sandpiper Close Working Group has a meeting planned with Martello representatives on 5th March 2025 regarding completion of 5 Sandpiper, and a meeting with ABC on 12th March 2025 to discuss the market value of 5 Sandpiper.

7. APC Priorities (All)

RH proposed the following top priorities, seconded by GK and unanimously agreed. To be advertised in the Parish Magazine and at future meetings (including the Annual Parish Meeting) for public consultation:

- Ensure 5 Sandpiper Close benefits the community
- Upgrade the Recreation Ground Playground
- Complete Linear Park
- Work with Highways and other KCC / ABC departments to reduce highest risks
- Increase engagement with the community
- Pursue the cycle / footpath initiative (Appledore to Appledore Station)
- Provide car park maintenance at Court Lodge and the Village Hall
- Install Electric Vehicle charging points
- Monitor devolution impact and flexibly respond for benefit of the community
- Support / facilitate community events

8. Car Park “clean up” quotes update (RH / SMc)

SMc reported that 2 quotes received as follows:

- RW All Seasons Garden Services - £2,106 inc. VAT per year
- CW - between £1,750 and £2,000 (no VAT) per year

RK explained the services that each of the companies offered. RH proposed CW based on the Cllrs preference for an average monthly rather than 4 monthly maintenance programme. Seconded by CL and unanimously supported except KN who abstained on the basis that the discussion did not include the option of the village hall sharing the costs. To note – since this meeting, CW has accepted the contract offer at a cost to APC of £1,750.

9. Village Hall Car Park lighting installation request (PT / SMc)

SMc update: Derek Winter, Chairman of the Village Hall Trustees (VHT's) has agreed to explore additional exterior lighting options for installation to the rear wall of the Village Hall overlooking the car park. The aim, to improve safety to visitors entering and exiting the building, and safe use of the car park, during the hours of darkness. This is considered a more proportionate option when weighed against low complaint numbers (apparently 1 prior complaint received), and the costly alternative standalone solar lighting option priced at between £2,500 and £7,500. SMc recommends that APC do nothing further until the VHT's have exhausted less costly options as agreed above. SMc will refer to VHT's the 2 safety related complaints as raised today during the “Public Session” (see above).

Cllrs unanimously agreed the recommendation.

10. Police liaison update (KN)

KN reminded everyone that dangerous driving incidents such as tractors exceeding the speed limits through the village can be reported to Kent Police <https://www.kent.police.uk/advice/advice-and-information/rs/road-safety/> as well as informing the Community Speedwatch team.

Also, a reminder that residents can register their CCTV and doorbell cameras with the Kent Police and Essex Police CCTV registry to help the Police identify potential video evidence of a crime incident.

11. Highways Improvement Plan (RK/RH)

RK update: KCC Highways has provided feedback in relation to The Narrows which in precis objects to APC's proposed alternative road safety layout options. The working group will discuss the feedback at their 6th March meeting and report back to Councillors in due course. We are still awaiting the new Children Warning Signs for the section of The Street that abuts the Recreation Ground, plus awaiting clarity from KCC as to whether they will reinstate the road markings on The Street outside the Village Hall.

12. Court Lodge Car Park EV update (RK)

RK update: Electricare / Voltshare have completed the installation of 2 x Electric Vehicle charging points. These are now operational. RK thanked Duncan Gray for providing cones to assist the installation work. RK explained there are now 2 priorities to ensure the charging points are used effectively: 1) the need to promote this new capability and 2) try to negotiate a better electricity tariff. The current difficulty of getting supplier quotes will resolve once the current tariff status changes from business to residential. RK confirmed that Octopus are still willing to offer an improved rate. RK confirmed the current charge to customers is 0.60p plus VAT per kilowatt. RK thanked KCC for their grant contribution and to Voltshare for providing the equipment free of charge.

RH thanked RK for getting this project up and running.

13. Linear Park (GK, RH, SMC)

SMc update: recent correspondence from Patrick Poletti (Martello) indicates that Martello is ready to start planting Linear Park. SMC has written to Partrick requesting inclusion of the planting plan in a meeting planned between the APC Sandpiper Working Group and Martello on 5th March 2025. Councillors confirmed that the decision made during the Feb 25 APC Meeting, to consolidate Linear Park from 4 sites to 1, still stands.

14. Devolution (RH)

See County Councillor update above.

15. VH solar panels update (SMc)

SMc update: EDF has confirmed the previously unaccounted receipt to APC of £2,483.81 is for the Village Hall FIT payment, period Sep 2023 to Sep 2024. As previously agreed by Councillors, this receipt together with all future Village Hall FIT payments will be passed directly on to the Village Hall Trust. APC authority for payment of £2,483.81 to the Village Hall Trust has since been sought – see below, 3rd March 2025 Payment List.

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

No update.

17. Other matters

(i) Station antiques advertising cart (SMc)

SMc update: Kate Richards, GOVIA Station Manager, has confirmed that the land owner has written to the tenant of Station Antiques informing they are not permitted to place their advertising cart within the Appledore Station car park. Kate has advised any further reporting of car park breaches in relation to this matter should be accompanied by photographic evidence. Any reports can be made via APC – enquiries.apc@gmail.com.

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

No update.

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

No update.

(iv) Heathside update book exchange and defib (KN)

No update.

(v) Gov.uk domain and email addresses (SMc)

SMc update – Hugo Fox has set up the new website which will “go-live” once additions / amendments agreed. Hugo Fox recommend APC retain the current .org domain for up to 6 months. This should allow enough time for the new .gov domain and website to become the more popular “go-to” site when users search google. The .gov emails will be ready for use within a week of agreeing the new website.

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

No update.

(vii) Old Way Flooding (PT/SMc)

PT update: Phil Chapple and Jamie Cunningham of ABC have completed an investigation of the Old Ways Lane drainage issues, concluding as follows; to clear out existing drains and for 2 week starting 2nd June installation of a new section of drain at Old Ways Lane to stop the flooding at The Vicarage. RH thanked Paula Thornton, Robin Thornton, Jeremy Kennett and Jeanette Kennett for pursuing a potential successful outcome.

(viii) Defib update (SMc)

Duncan Gray informed the meeting that he’d identified a fix to the issue of the defib lid and that the de-fib casing and lid are now up and running. RH thanked Duncan for his time and effort to get this problem resolved.

(ix) Annual Parish Meeting (RH)

RH update: invites had been sent to representatives of the relevant clubs, societies, and organisations.

(x) VEDay

SMc update: 10 volunteers have offered to assist with VEDay event(s). A meeting of the volunteers has been set up for the 5th March 2025 and will go ahead provided someone volunteers to lead. KN offered to lead but has since relinquished this offer based on APC not clarifying a budget at this stage. SMc subsequently cancelled the meeting of volunteers but offered to facilitate a revised meeting date in the event someone comes forward to lead.

18. Correspondence (SMc)

(i) NALC / KALC & ABC CEO Bulletins sent to councillors

(ii) Resident has reported safety concerns with HGVs using Old Way Lane

See public session Item listed above.

19. Future agenda items

TBC.

20. Dates of next meetings

(i) Annual Parish Meeting Thursday 13th March 2025, 07:00pm, Appledore Village Hall

(ii) Appledore Parish Council Meeting Monday 7th April 2025, 7.30pm, Appledore Village Hall.

21:15 Open meeting concluded, Confidential meeting commenced.

21. Confidential matters

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

(i) 5 Sandpiper Close

See separate document: APC Draft Minutes 03_03_2025 Confi SMV1.

21:40hrs - confidential meeting concluded

Annex A - February 2025 Bank Balances / Funding Available FYE 24/25		
Balances / expenditure / income / available funds		
Working a/c opening balance 1st Feb		£20,643.08
Expenses: See Items for Payment Schedules		-£2,811.00
Income: UKPN Wayleave		£10.04
Working a/c closing balance 28th Feb		£17,852.12
Reserve a/c opening balance 1st Feb		£54,024.00
Expenses:		£0.00
Income: Bank Interest		£51.80
Reserve a/c closing balance 28th Feb		£54,075.80
Total funds in Working and Reserve a/c's at 28th Feb 2025		<u>£71,927.92</u>
		-
Payments authorised 3rd March 25:		
FIT payment to Village Hall		-2,483.81
EV installation payment		-3,450.00
Salaries		-1,044.99
HMRC		-262.17
Running costs		-310.38
Total remaining funds as of 3rd March 25		£64,370.82
Anticipated spend 4th to 31st March 25		-4,000.00
Anticipated total funds available 31st Mar 25 Funds allocated as follows:		<u>£60,370.82</u>
£32,990.67 Ring fenced project funds		
£27,380.15 Reserves		
Totals <u>£60,370.82</u>		
		-
APC Ringfenced funds as of 03/03/2025		
Funding Source	Amount to APC	Closing Balance
Martello, Pavilion Project	£60,000.00	£0.00
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	£0.00
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	£0.00
KCC Community Grant for EV	£1,000	£0.00
APC 5 Sandpiper set up costs	£6,000	£5,250.00
Ringfenced funding Totals	£115,831.27	£32,990.67

Annex B

Items for Payment Feb 2025 (List 1) Authorised 03/02/25 at APC Meeting						
Cheque or Online Payment Ref.	Items for Approval for Payment	Payee	VAT	Total Payable	Authorising Cllr 1 Initials	Authorising Cllr 2 Initials
APC001	Waste water, Public Toilet	Business Stream	0.00	161.13	PT	SM
APC002	16 postage stamps	Post Office (Clerk paid)	0.00	13.60	PT	SM
APC003	Water, Public Toilet	Castle Water	0.00	27.02	PT	SM
APC004	Staff Tax / NIC payments	HMRC	0.00	470.82	PT	SM
APC005	Clerk salary Jan 25	Clerk	0.00	1,174.81	PT	SM
APC006	Toilet Cleaning salary Jan 25	Toilet Cleaner	0.00	289.6	PT	SM
APC007	APC Insurance	Zurich Municipal	0.00	476.77	PT	SM
APC008	Toilet cleaning products	HS. Purchased from Lidl	1.84	11.04	PT	SM
		TOTAL		2,624.79		

Items for Payment Feb 2025 (List 2) Authorised Remotely 14/02/25						
Cheque or Online Payment Ref.	Items for Approval for Payment	Payee	VAT	Total Payable	Authorising Cllr 1 Initials	Authorising Cllr 2 Initials
APC009	Electric for Crt Lodg	Eon	1.55	32.55	RH	PT
APC010	Water for Public Toilet	Castle Water	0.00	11.02	RH	PT
APC011	Chair / Vice Chair Training	KALC	14.00	84.00	RH	PT
APC012	Clerk Printer Ink	SMc / Cartridge King	9.78	58.64	RH	PT
		TOTAL		186.21		

Items for Payment Mar 2025 (List 1) for Authorisation 03/03/25 at APC Meeting						
Cheque or Online Payment Ref.	Items for Approval for Payment	Payee	VAT	Total Payable	Authorising Initials (1)	Authorising Initials (2)
APC013	Magazine advertising 03/25-02/26	A'dore Parish Magazine	0.00	230.00		
APC014	Printing for EV Chargers	R.Kimber - (Vistaprint)	4.01	24.03		
APC015	Cleaning products for WC	Lidl / Farmfoods (paid HS)	1.78	56.35		
APC016	Printing paper for clerk	S Mc / Tesco	0.00	5.75		
APC017	Toilet cleaner salary Feb 25	Toilet Cleaner	0.00	185.60		
APC018	Clerk salary Feb 25	Clerk	0.00	859.39		
APC019	Salary tax and NIC Feb 25	HMRC	0.00	262.17		
APC020	Solar FIT payment 09/23-09/24	Appledore Village Hall	0.00	2,483.81		
APC021	Install EV Charger Kit	Electricare Ltd	575.00	3,450.00		
		TOTAL		7,557.10		