



**13th May 2024**  
**Draft Minutes of the Meeting (AGM)**  
**19.30 Village Hall**

**Present**

Cllr Roger Hiskey (Chairman), Cllr Gary Kinsley, Cllr Paula Thornton, Cllr Kevin Nicol, Cllr Roger Kimber, Cllr Sharon Marsh, Steve McIntyre (Clerk).

8 Members of the Public in attendance.

**1. Formalities**

**i) Establish Quorum**

The council was quorate.

**ii) Election of Chairman**

(Local Government Act 1972, 15(1) & (2))

Cllr Hiskey elected – Nominated by Cllr Thornton, Seconded by Cllr Kinsley, Unanimous.

**iii) Election of Vice Chairman**

Cllr Nicol elected – Nominated by Cllr Hiskey, seconded by Cllr Thornton, Unanimous.

**iv) Chairman and Vice Chairman to sign acceptance forms**

Cllrs Hiskey and Nicol signed the Chair and Vice Chair acceptance of office forms.

**v) Apologies and reasons for absence**

(LGA Act 1972 s. 85)

Cllr Chester Lusk, Borough Cllr Johnny Shilton, County Cllr Mike Hill, Aniko Szocs (RFO). All have alternative commitments.

**vi) Declarations of interest & requests for dispensation**

(Code of Conduct)

None.

**2. Approval of Draft Minutes**

Cllr Kimber requested additions to Item 10 Court Lodge Rd Car Park EV update as follows: *“to look at options and proposals to suspend the electricity account” “D Gray volunteered to replace the electric box lock and provide new keys”*. With these additions made, the minutes of the meeting held on 8<sup>th</sup> April 2024 were unanimously agreed a true record.

**Meeting adjourned for the public session**

- A member of the public challenged the 3 minute limit for asking a question. Cllr Hiskey explained and resolved the query.
- A representative for planning application PA/2024/0797 (The Old Bakery) explained this application was for a slight revision to previous applications submitted. Another member of the public asked for the rationale as to why it had taken so long. The representative provided an explanation for this which included that “they had to do a Section 73”.

Public session concluded at 1942 hours and meeting reconvened.

### **3. Appointment of Appledore Parish Council (APC) members to outside organisations**

- i) **Kent Association of Local Councils (KALC) Annual Meeting and the Ashford Branch of Kent Association of Local Councils.** Cllr Hiskey elected as APC representative, proposed by Cllr Marsh, seconded by Roger Kimber (unanimously supported).
- ii) **Appledore Recreation Ground Management Committee (ARGMC).** Cllr Kinsley elected as APC representative, proposed by Cllr Hiskey, seconded by Councillor Nicol (unanimously supported).
- iii) **Appledore Village Hall Management Committee (AVHMC).** Cllrs Thornton and Kinsley elected as representatives, proposed by Cllr Hiskey, unanimously supported.

### **4. Appointment of APC members to working parties and subcommittees**

- i) **Recreation Ground Improvements Advisory Group (RGIAG).** Cllr Hiskey to ask Cllr Lusk if he would be prepared to represent APC. To be clarified at the June meeting. To note, the member cannot be someone already on the ARGMC.
- ii) **APC Personnel Committee.** Cllrs Marsh, Hiskey and Thornton elected, unanimously.
- iii) **Footpath Working Party – Friends of Appledore Footpaths.** Cllrs Nicol and Kinsley elected as APC representatives, nominated by Cllr Hiskey, unanimously supported.

### **5. The following council members agreed to take responsibility for priority work areas listed below:**

Planning	All Councillors
Highways	Cllr Hiskey
Development of Council Field	Cllrs Hiskey & Kinsley
Linear Park	Cllr Kinsley
Recreation ground relations	Cllr Kinsley
Parish Plan	Cllrs Marsh & Thornton
Resilience Plan	Cllrs Thornton & Lusk
Court Lodge Car Park	Cllr Kimber
Community Engagement	Cllr Hiskey
(Litter, Gateway plants, Shop, Church (not Hall and Recreation Ground)	
External Affairs (Community transport county associations, climate change)	Cllr Hiskey

### **6. Subscriptions, agree the following**

Unanimous agreement to continue paying the yearly subscription to KALC – currently £420.41 a year.

### **7. Schedule of future meetings**

All agreed meetings to take place on the first Monday of each month unless this falls on a bank holiday in which the meeting will take place on the following Monday.

### **8. Review of policies as per (i) to (iv) of agenda**

Unanimous agreement to review relevant policies, standing orders, regulations, procedures and guidance over the coming 6 months.

## 9. Planning (Town and Country Planning Act 1990 and as amended)

### 9.1 Planning decisions by Ashford Borough Council:

- PA/2024/0067 66 The Street, excavation of wildlife pond, Approved with conditions
- ii) PA/2024/0356 and PA/2024/0340 Bennetts, 56 The Street, 0356 – Granted consent, 0340 – Approved with conditions
- iii) NOT/2024/0474 The Quillet 23 Court Lodge Rd, removal of Yew tree branch. No objection
- iv) NOT/2024/0407 Hornes Place Oast, prior notification of change of use of agricultural buildings and land within curtilage of 2 dwelling houses. Valid 28/02/2024. Prior approval refused

### 9.2 Planning applications to consider

- i) PA/2024/0698, 5 Elm tree, Heath Road, Lawful Development Certificate for proposed vehicle crossover and hard standing. Valid date 19/04/2024. No consultation deadline as yet.

No comments offered from APC.

- ii) OTH/2024/0761, land between 10 and 13 Heathside, Details submitted pursuant to condition 3 (transport construction management plan) of planning permission 22/00567 AS. Consultation deadline 16/05/2024.

Cllr Nicol explained there's local dissatisfaction with the transport construction management plan. He is organising a meeting for 16<sup>th</sup> May 2023 with council and development leads to discuss alternative options. Cllr Nicol is also consulting with residents.

- iii) PA/2024/0797 The Old Bakery, Court Lodge Road, Consultation deadline 30/05/2024.

Cllr Hiskey in favour of the application, seconded by Cllr Marsh, unanimously supported. S McIntyre (Clerk) to add comments to the Ashford Borough Council planning portal.

### 9.3 Planning appeals update

- i) AP90645, Hornes Place Oast, retrospective alteration to consented fence. Status – in progress.

No update offered.

## 10. Finances

### 10.1 Bank account balances as of 31<sup>st</sup> March 2024 and 30<sup>th</sup> April 2024:

- i) **31<sup>st</sup> March 2024** – Current a/c bank rec. closing balance £12,000.01 (does not include Zurich payment of £470.06 which would change closing balance to £11,530.05). Business Reserve a/c closing balance £82,300.27 (includes £62,343.01 capital spend).
- ii) **30<sup>th</sup> April 2024** - Current a/c bank rec. closing balance £31,275.10 (includes precept of £6,591.59 Railway 106 capital spend and £14,250 Precept). Business Reserve a/c £82,391.81 (includes £62,343.01 capital spend).

### 10.2 March receipts

£ 91.54 Reserve a/c interest

### 10.3 March payments

£ 470.06 Zurich Municipal Insurance  
£ 1,898.2 Employee salaries

#### **10.4 April receipts**

£ 6,591.59 Railway 106 capital spend for Allotment and Play Park projects.  
£14,250 Precept  
£ 108.01 Reserve a/c interest

#### **10.5 April payments**

£ 273.48 HMRC employer contribution  
£ 623.80 Employees salaries  
£ 54.91 UR Sani, public toilet sanitary waste  
£ 220.00 Appledore Parish Magazine  
£ 100.00 Annual Parish Meeting  
£ 60.33 Cleaning products for public toilet  
£ 16.80 Chairmans expenses  
£ 420.41 KALC annual membership 24/25  
£ 22.13 Misc. expense including lock for court lodge electricity box  
£ 84.00 Gibbs and Son Gardening services for public toilets, Mar 23 to Oct 23.  
£ 327.03 Laser: electricity for public toilets, June 2023 to March 2024  
£ 50.34 Pay S McIntyre for Apr / May payment of water bill for public toilets  
£ 180.00 Mark Clifton plumbing services to unblock public toilets (VAT £30)  
£ 45.27 Cleaning products for public toilets  
£ 90.00 A Smith labour costs for maintenance to public toilets

#### **10.6 Payments to be authorised**

£57.65 A Sani  
£121.7 Salary (March 24)

#### **10.7 Council Risk Management**

Risk management statement for 2024-2025 to be reviewed as part of overall policy review – see above.

#### **10.8 Agreement of the Annual Return**

The paperwork is being prepared for internal audit. We are on course to meet the 8<sup>th</sup> June 2024 Internal Audit deadline. Cllr Hiskey expressed his thanks to Aniko Szocs for her work in meeting the deadline.

#### **11. Management of council owned house (RH)**

It was agreed that S McIntyre (Clerk) and Cllr Kinsley to contact Martello Developments to find out who is responsible for what in respect of Parish Council House completion and readiness for rental.

#### **12. Heathside update (KN)**

##### **12.1 Book exchange**

Cllr Nicol proposed the purchase and installation of a BT box for book exchange, with additional attached defibrillator: total cost circa £11,000. Cllr Nicol is seeking a decision from Ashford Borough Council on planning requirements and needs to approach UKPN for approval to get electric installed, with a non-metered supply agreement. Cllr Hiskey said he was not in favour of a commitment of this size without knowing where the funding will come from. Other options were discussed, including installing just a defibrillator. Cllr Nicol explained the importance of this project on the grounds of levelling up accessibility to community services for Heathside residents and the safety implications of not having a locally installed defibrillator. The latter was reinforced by 3 residents at the meeting. S McIntyre (Clerk) and Cllr Nicol to discuss funding options and update at next meeting.

##### **12.2 22/00567/AS - felling of trees and removal of hedging**

Cllr Nicol is communicating with Ashford Borough Council and residents on this matter.

### **13. Web domain (GK)**

Cllr Kinsley provided a summary of a webinar he attended regarding improving parish council online web / email security. There is currently a £100 grant available for setting up a website. For emails, its more complicated. There is a need to obtain a Microsoft License. There's regulation around naming conventions. Cllr has requested pricing and will update at the next meeting.

### **14. Highways Improvement Plan (car park sign, replacement gate sign, traffic calming) (RK)**

Cllrs Kimber and Hiskey and S McIntyre (Clerk) undertook a site visit with Kieran Doble (Highways Engagement Manager) to identify the best location for the new Court Lodge Car Park sign originally placed at 2A The Street. A preferred new location was identified by the entrance of the footpath next to the telecoms building opposite the Martello Houses (Canal). Cllr Kimber is seeking proof of ownership of the new location, required by Highways before sanctioning. Highways have agreed to replace the Appledore sign at the gated area on the Appledore road at no cost to APC.

### **15. EV update (includes electricity standing charge issue) (RK)**

Cllr Kimber explained that the proposal at the last meeting to suspend the E.On account has changed since finding out E.On will charge £157 to do this. Instead, APC is paying the cheaper option of a £1 a day standing charge which allows the time to get quotes to fully inform the viability of the project. Cllr Kimber is awaiting 3 quotes and is seeking guidance on whether planning permission is required. He will update on progress at the next meeting.

### **16. Other matters**

#### **16.1 Station antiques: update from APCOA**

S McIntyre (Clerk) explained that APCOA has referred APC letter of complaint to Govia. S McIntyre to write to Govia and update on progress at next meeting.

#### **16.2 School Rd hedges and pavements: agree appropriate action**

Action confined to including an article within the Appledore Parish Magazine highlighting the importance of maintaining hedges particularly where they present a risk to pedestrians. S McIntyre (Clerk) to write the article.

#### **16.3 Notice boards: inform on pricing options and decide on best option**

S McIntyre (Clerk) presented quotes for options of replacing or repairing the Heathside notice board. Decision made to go for a value for money maintenance / repair option which includes repairing the lock of the notice board outside 60 the street. Nominated by Cllr Hiskey, seconded by Cllr Marsh, all in favour.

#### **16.4 Clerk training**

S McIntyre (Clerk) requested essential "introduction to local council administration" training. APC agreed to fund the cost at £120 + VAT. Approved unanimously.

#### **16.5 Border fence installation on border of the rear of 2A The Street and the Court Lodge footpath**

Cllr Kimber clarified that APC has ownership of the foot path between Court Lodge car park and The Street and has agreed in principle to the purchase and erection of circa 3 fencing panels that need replacing on the border at the rear of 2A the Street where it abuts the footpath. The owner of 2a has agreed to contribute to the proposed work. Cllr Kimber is awaiting 3 quotes and will report back for a final decision at the next meeting.

#### **16.6 Railway Hotel 106 funding**

S McIntyre (Clerk) provided a quick update on Railway 106 funding. ABC has approved capital funding for the Allotment and Play Park projects. S McIntyre explained that the deadline by which all projects

must be started and funding approved between ABC and APC is the 31<sup>st</sup> August 2026. The 2 remaining Green Space and Sports Tennis / MUGA projects are yet to be approved for funding. S McIntyre has liaised with Cllr Kinsley as to what is required to get funding approval.

Cllr Hiskey requested an update on the current ground work at the Recreation Ground. Cllr Kinsley explained that work had started on the Recreation Ground involving laying of new cables to run power to the rear of the MUGA and moving of the container to the rear of the MUGA. Still awaiting ABC permission for new roof. Shadoxhurst are now paying ARGMC for use of the ground. ARGMC have acquired the services of "Active Kent" to provide tennis lessons.

#### **17. Correspondence**

S McIntyre (Clerk) to respond to Robin Buckle's email regarding highway concerns, specifically the risk to pedestrians caused by cars and trucks travelling through The Narrows. Robin has offered to work with the Parish Council to engage with KCC highways on this matter. Robin also suggests planting of trees in the central bar which divides the Court Lodge car park to soften the space and to provide shade. Also, to plant trees on the edge of the recreation ground where it abuts The Street.

**18. Future agenda items** - 2A The Street Fence issue, Recreation Ground update, Heathside update.

**19. Date of next meeting** - Monday 3rd June 2024, 7.30pm, Appledore Village Hall.

**20. Staffing matters** - no confidential matters to discuss.