

Appledore Parish Council

Minutes of the Meeting of the Appledore Parish Council for Monday, 20th July 2015 at the Village Hall Commencing 19:30Hrs*

Meeting commenced slightly later than intended, (19:40Hrs), in view of the need to reformat the seating arrangements due to a larger than usual attendance, as well as the announcement confirming participation opportunities for Parishioners and others in attendance

PRESENT:

Cllrs: Terry Blaney, (Chair), Helen Hennig, Jayne Telfer
Clerk: Mary Shaw

IN ATTENDANCE:

Eighteen Parishioners/Members of the Public

1. FORMALITIES

- i. The Council was Quorate
- ii. Apologies for Absence were presented on behalf of Cllr James Perkins – Holiday and Cllr Garry Morgan – Holiday and were unanimously accepted
- iii. No Declarations of Interest (DPI or OSI)

2. STRUCTURE OF THE PARISH COUNCIL:

Previously discussed and unanimously agreed, intention for Council to continue with current formation, until gaps in skill set identified or workload becomes onerous. Following skill set audit, the Council will seek to identify, interview and co-opt suitable additional members

The Clerk advised against the decision stating that 'it is not legal practice' and asked that it be recorded that her advice was being ignored

3. APPROVAL OF THE DRAFT MINUTES:

To accept the minutes of the meetings held on 8th and 29th June 2015

Minutes of 8th June 2015, required a minor modification. When appropriately notated by the Clerk they were initialled and signed by Cllr Terry Blaney

Minutes of 29th June 2015, require modification to more accurately represent discussions/decisions. Cllr Terry Blaney agreed to produce an alternative draft for review and approval at the next APC Meeting

Unanimously agreed by the Council that Draft Minutes must be available much sooner. A Summary Report will be published in a timely manner in the Parish Magazine and on the APC Web Site etc

4. MATTERS ARISING FROM THE PRIOR MEETING:

There was a discussion between Councillors and The Clerk as to the suitability of having this section within the agenda. The Clerk advised against inclusion. It was unanimously agreed by the Council that it will be a feature going forward

a. Recreation Ground Grass Cutting

A Resolution had been proposed by Cllr James. Perkins, seconded by Cllr Garry Morgan that Standing Order No 7 be temporarily suspended for the item relating to the donation to the Appledore Recreation Ground Management Committee, (as previously agreed at the Parish Council Meeting on 1st May 2015 in the sum of £690.00) and that this be reviewed at the meeting held on 20th July 2015

THE MEETING WAS ADJOURBNED BY UNANIMOUS AGREEMENT at 19:50Hrs

For the purpose of a further discussion with regard to the payment of the invoices for grass cutting of the Recreation Ground as well as an explanation with regard to the timing of a change as relates to Parish Council representation on the Recreation Ground Committee

THE MEETING RECOMMENCED at 19:55Hrs

Reconfirmed, unanimously that the Appledore Parish Council will pay for the full cost of the grass cutting as detailed in the invoices provided. Further agreed unanimously that payment will be in the form of a Grant. Cheque to be issued this evening

Cllr Helen Hennig volunteered to become the Parish Council Representative on the Recreation Ground Management Committee. Timing issue between the Annual Meeting of the Recreation Ground Management Committee and the Election of Councillors who may become active representatives on said Committee needs resolving

b. Village History Notice Board (Outside of the Church)

Previously the Clerk advised that the replacement was 'in hand'. Established this evening that there had actually been no progress and the need to commission the replacement in time for installation ahead of the Flower Festival was a unanimously agreed

c. Confidential Minutes

Cllr Terry Blaney confirmed his prior request for a copy of the Minutes recording discussions/agreements that took place in camera, (and therefore not published), covering the last 12 months, along with any others determined by the Clerk as of significant importance to the current Parish Council

5. FINANCE

a. Oak Posts

Charles Wilkinson advised by e-mail on 25th June 2015, additional funds, (£1,390.00), had been secured from KCC for a further 25 Oak Posts to be installed. Payment of £55.00 for the replacement of a damaged post was unanimously agreed

b. Parish Magazine

It was agreed that the Parish Magazine provides a vital service to the community and that we should continue to support it. A donation of £250.00 was unanimously approved and a cheque will be sent immediately

c. New Bank Mandates

Cllr Helen Hennig and Cllr Jayne Telfer will give priority to completing formalities with the bank

d. Public Toilets

It was noted with gratitude that Cllr Helen Hennig took the initiative to visit the Public Toilets ahead of the Classic Car Rally and undertook necessary remedial cleaning

Cllr Helen Hennig will be meeting with our Cleaner to discuss the duties and responsibilities and any needs and requirements to ensure the Public Toilets are always maintained to the highest standards

e. Current Financial Status

Cash			
Current Account			£35,913.77
Business Reserve Account			£10,862.00
Total Cash			£46,775.77
Income Received			
Feed In Tariff		£592.30	
Cheques			
		Cheque No	
Drawn	Clerks Salary	887	£780.44
	HMRC – PAYE	888	£499.92
	Administration Expenses	889	£252.38
	Southern Water	890	£66.58
	South East Water	891	£49.19
To Be Drawn	Toilet Cleaners Wages	892	£280.00
	Street Cleaners Wages	893	£106.00
	SSE Southern Electric	894	£53.76

6. PLANNING

a. Approvals Received

- I. 15/00266/AS – Griffin Farm, School Road
New residential access and driveway
- II. 15/00776/AS – Queens Arms, 2 Court Lodge Road
Insertion of rear dormer window
- III. 15/00777/AS – Queens Arms, 2 Court Lodge Road
Insertion of dormer window to rear and conversion of second floor store room to Bathroom

b. Applications Considered Between Meetings

- I. 15/00776/AS – Queens Arms, 2 Court Lodge Road – Supported
Insertion of rear dormer window

- II. 15/00777/AS – Queens Arms, 2 Court Lodge Road – Supported
Insertion of dormer window to rear and conversion of second floor store room to Bathroom
- III. 15/00605/AS – Gusbourne Estate Vineyard, Kenardington Road
Extension to existing vineyard building to enable its use as a winery

The whereabouts of the Gusbourne planning documents has not been established. Cllr Helen Hennig has still not seen them but agreed to go online to view the application in readiness for a further discussion in view of the considerable concerns identified as relate to traffic and noise that need to be relayed

The Clerk was asked by Cllr Terry Blaney to formerly write to the Planning Authorities at Ashford Borough Council and advise that we have mislaid the documents but still wish to provide comment and relay our serious concerns and will do so asap

- IV. 15/00696/AS – School Cottage, School Road –
Notification for Prior approval for a proposed change of use – conversion from retail (A1) to residential dwelling (C3)
- V. 15/00878/AS – Land South of The Old Dairy, Heath Road – Supported
Proposed new dwelling
- VI. 15/00847/AS – Court Barn, Court Lodge Road – Supported
Change of use to residential of existing attached garage block and out–building and incorporation into Court Barn along with fenestration changes, addition of roof lights to the South elevation and installation of flue
- VII. 15/00848/AS – Court Barn, Court Lodge Road – Supported
Conversion of outbuildings to residential and incorporation with grade II listed barn to include demolition of walls, introduction of new stair cases, new openings and alteration of existing openings, installation of wood burner; insertion of loft storage with stair access to barn; 2 no. new roof lights to South elevation
- VIII. 15/00920/AS – 55 The Street –Supported in Principle*
Part two storey/part single storey rear extension; new front and rear dormer windows and new windows on South elevation.
*Supported in principle, but with comments that the proposed two storey extension will be overbearing on the adjoining property

There was some discussion with regard to the DPI status of Cllr Helen Hennig as relates to this application. Cllr James Perkins had been consulted and advised that it was in order for Cllr Helen Hennig to participate in commenting on this application. It was unanimously agreed that going forward if in doubt, reference to The Clerk would be preferable. Any ongoing doubt can be referred to KALC for guidance

7. CORRESPONDENCE

a. English Rural Housing Association – Government Proposed ‘Right to Buy’ Scheme

A copy of a Briefing Note on the Impacts of the Right to Buy to Rural Communities, dated 20th July 2015, was distributed by The Clerk, (See Attached). It was agreed that this matter requires greater consideration and discussion and will be an agenda item for the next Parish Council Meeting

b. Notification of Conferences

- I. Parish & Urban Forum – Wednesday, 22nd July 2015 at 19:00Hrs in the Council Chambers, Civic Centre at Ashford Borough Council
- II. KALC General Meeting – Wednesday, 29th July 2015 at 19:30Hrs in Committee Room 2, Civic Centre at Ashford Borough Council
- III. KALC Councillors Conference 2015 – Friday, 24th July 2015 at 09:30Hrs at the Community Centre in Lenham

Note:

Councillors are to decide who if anyone will represent APC at the above meetings

8. HIGHWAYS & BYWAYS

Cllr Terry Blaney met with Charles Wilkinson on 27th June 2015 to obtain background information on the potential supplementary car park project. A further meeting is to be organized with Ian Brampton also in attendance, along with all members of the Appledore Parish Council, on 11th August 2015

Cllr Terry Blaney advised that he met with Toby Howe – Highway Manager – East Kent Highways, Transportation & Waste – Kent County Council on 29th June 2015

It was reported that the specific programme with regard to ‘the crossroads’ at the junction of Kenardington Road, School Road and the Appledore to Woodchurch Roads was discussed along with the wider issues relative to type, volume and speed of traffic, parking, lack of walkways/cycleways, quality of road surface and signage etc. Work on the ‘crossroads’ is scheduled for completion by November 2015.

It was agreed that Appledore Parish Council will provide a definitive list of specific issues of concern and that representatives of KCC will visit the village for an on-site review and for a meeting with representatives of the Highways Task Force to discuss and agree responsibilities and timelines etc for addressing all items identified

Appledore Parish Council will target provision of the definitive list to KCC by mid-September and seek to have the on-site meeting by the end of September.

Two occasions will be created during the coming weeks for Parishioners to attend meetings to ensure that the definitive list includes any specific concerns/issues that they have regarding traffic issues. Announcements will be made via the Parish Council Notice Board, Web Site, Village Store Window etc

9. PARISH COUNCIL SURGERIES

Dates and format for the experimental service are being considered for August through to November. A formal announcement will be made early August.

10. COMMUNICATION

a. Public Participation in Parish Council Meetings

It had previously been unanimously agreed by the Council that there would be opportunities for participation by Parishioners and others at all Parish Council Meetings

An announcement reconfirming this was made by Cllr Terry Blaney this evening before the commencement of the APC Meeting

b. Dates of Parish Council Meetings

Dates for 2015 have already been determined and published

c. Appledore Parish Council Website

www.appledorepc.kentparishes.gov.uk

Cllr Terry Blaney assumed responsibility for management of the APC Web Site on 16th July 2015. A general tidy up is in progress with a view to providing an expanded and a more user friendly access to information posted

There is a second web site in existence, www.appledorekent.co.uk that is not subject to the management of the Appledore Parish Council

d. Banners

It was unanimously agreed that Cllr Garry Morgan has approval to proceed with the purchase of suitably designed banners to publicise Parish Council Meetings

e. Notice Boards/Signage

It was agreed that we should investigate and report on options for the replacement of the Village Notice Board with something more substantial and fit for purpose and that consideration should be given to the location of the new Notice Board

It was also agreed that we should investigate and report on options for creation and installation of a Village Map to compliment the new Village Notice Board in style/structure

An alternative sign advertising Free Parking behind the Village Hall is to be initiated, to replace the in situ, ambiguous signage. We are to investigate and report on options

It was agreed that Cllr Garry Morgan will represent the Appledore Parish Council in seeking funding/sponsorship opportunities and procurement for replacement signage

f. Parish Council Representation on Voluntary Village Organisations

A definitive list of all Village Voluntary Organisations is to be produced by Cllr Helen Hennig and circulated for Councillors to nominate if/where they would like to offer to represent the Parish Council at meetings of said organisations

A copy of the information contained in the Parish Magazine will be added to the Parish Council Web Site and where appropriate a link will be created to the Voluntary Organisations

THE MEETING WAS ADJOURNED BY UNANIMOUS AGREEMENT at 21:10Hrs

To provide an opportunity for Parishioners and others to pose questions or make comment

a. Community Warden

Joanna Voss, the new Community Warden, introduced herself

b. Public Toilets

Reported that yet again a door lock has been broken and requires replacing. Cllr Helen Hennig agreed to investigate and have the issue resolved

c. Parish Magazine

Reported that the Parish Magazine is compiled and produced by volunteers from the village. Restricted only by the reasonableness of the size of the publication, the law and common decency, it will print contributions whether critical or supportive of The Parish Council etc. The Editors were not aware that the prior Council had suspended donations or the reason for same

d. Village Hall Repairs

Reported there is a need for certain repairs to be conducted. No definitive list or potential costings have been formerly presented by the Village Hall Committee and therefore no budgetary provision has been made by the Appledore Parish Council

e. Village Hall Lease/Legal Fees

Comment made regarding payment of Solicitors Fees in respect of the 'new Village Hall lease', that needs investigation/clarification

f. Newspaper Recycling Bin

Action needs to be taken with regard to removal of the newspaper recycling bin

g. Agenda Publication

Requested that a copy Agenda be provided to attending Parishioners and Members of the Public in order that they might better follow proceedings

THE MEETING RECOMMENCED at 21:20Hrs

11. ANY OTHER BUSINESS – Not For Decision At This Meeting

a. Timing for Agenda Submissions

A timetable is to be published by the end of July, to ensure submissions to the Chairman can be reviewed and notified to The Clerk in time for inclusion with the formal Summons and Announcement of the APC Meeting

12. ITEMS FOR NEXT AGENDA

In addition to those mentioned above:

- i. The Village Plan
- ii. Committee/Trustee Updates
- iii. Village Image
- iv. Fund Raising Ideas
- v. Village Twinning

13. DATE OF THE NEXT MEETING

Monday, 17th August 2015 at 19:30Hrs

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14. END OF MEETING

There being no further business, the Chairman declared the meeting closed at 21:45Hrs