



3rd February 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), Steve McIntyre (Clerk) (SMc), County Cllr Mike Hill (MH), Borough Cllr Johnny Shilton (JS)

3 members of the public in attendance: Brian Knight (BK), Duncan Gray (DG) and Terry Blaney (TB).

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 Nicol – family commitments.

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

Cllr Paula Thornton declared an interest in the following: Item 7 (5, Sandpiper Close) due to family interest in renting the Parish House. Item 19 (vii) Old Way Lane flooding reported to KCC by Cllr Thornton's husband. Item 4.2 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 6th January 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 CL, unanimously supported.

County and Borough Councillors Reports

MH and JS provided a joint update on devolution: Kent and Medway have applied jointly for the Governments fast-track devolution priority programme, the results expected to be announced imminently. If selected, a joined-up Kent and Medway authority will move towards devolution at pace, becoming a mayor-led strategic authority by May 2026. It is anticipated this authority will be split into unitary authorities. There is expected to be a rise in

the number of Parish Councils across the country, allocated with additional powers, to fill local service gaps resulting from devolution.

MH and JS left the meeting.

19:46 - 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.

DG raised the issue of the absence of a Christmas tree outside the Black Lion public house during the Christmas 2024 period. RH explained APC's decision not to contribute towards a tree; principally that the lights on show the previous year were believed decoratively sufficient and a tree therefore not required. RH said, based on subsequent feedback from residents this was probably the wrong decision. All councillors agreed that APC should consult with the pub landlord prior to Christmas 2025 regarding contributions to a tree, and seek an agreement as to who will be responsible for installation and decoration. A formal decision will be made nearer to Christmas 2025.

19:54 - meeting reconvened

3. Christmas tree (RH)

See public session above.

4. Planning

(Town and Country Planning Act 1990 and as amended)

4.1 Planning application decisions and appeal decisions for information - None

4.2 Planning applications for consideration

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. To note: consultation date extended to 04/02/25.

SMc update: Laura Payne ABC Planning case officer agreed to extend the consultation date. This application is for "change of use" of the business from farming activity to transporting stone waste which will be granted if the applicant can evidence the new business commenced more than 10 years ago. Otherwise, a planning application required. To note: the applicant does have a license to transport stone waste.

No comment from Cllrs in respect of this application. Cllr Thornton raised local concerns in relation to the suitability of Old Way for the movement of heavy goods vehicles used for the stone waste activity. SMC to speak with highways to identify options.

PA/2025/0099 - Sunset Lodge, Woodchurch Road, Appledore, TN26 2BJ. Proposed detached garage and associated changes to driveway. Consultation deadline 14/02/25.

Cllrs unanimous support for this application.

OTH/2025/0007 - Land south east of May House, Tenterden Road, Appledore, TN26 2AL. Proposal - Details submitted pursuant to conditions 5 (precautionary method statement -

vegetation) and 6 (landscape & ecological management plan) of planning permission 21/00665/AS. Consultation deadline - 06/02/25.

No comment from Cllrs.

5. Finances (SMc)

5.1 Balances – see spreadsheets below

5.2 Deposits and payments – see spreadsheets below

5.3 Funding update – see spreadsheets below

5.4 On-line banking update

SMc reported that the internal auditor Mike Cuerden approved the following on-line payment authorisation process:

- Clerk prepares “list of payments” form and sends to 2 councillors for authority to spend,
- Each signatory authorises the form and emails (electronically signed if possible) to the Clerk,
- Clerk retains electronically signed emails and authorised “lists of payments,”
- Clerk seeks authorisers assurance of their payment authorities via Agendas and Minutes.
- To note: GK recommended Excel for the purpose of on-line signatures.

RH proposed the process, seconded by GK, unanimously agreed.

5.5 Internal Auditor

SMc recommended hiring Mike Cuerden to undertake the internal audit of the FYE 24/25 financial records. RH proposed, GK seconded, unanimously agreed.

January 2025 Bank Balances / Estimated Funding Available FYE 24/25	
Balances / expenditure / income / available funds	
Working a/c opening balance 1st Jan	£21,992.33
Expenses (subtract)	-£2,339.25
Income (add) KCC Grant for CL Car Park EV Points	£1,000.00
Working a/c closing balance 31st Jan	£20,653.08
Reserve a/c opening balance 1st Jan	£53,963.16
Expenses (subtract)	£0.00
Income (add)	£60.84
Reserve a/c 31st Jan	£54,024.00
Total funds in Working and Reserve a/c's at 31st January 2025	£74,677.08
Minus unbanked cheques raised prior to 31st January 2025	0.00
Minus total cheques raised since 31st January 2025	-£2,624.79
Minus total ringfenced project funding	-£38,919.48
Total available funding available as of 3rd February 2025	£33,132.81
Minus total estimated running costs to FYE (new posts included. Stamp Duty not included)	-6,000.00
Add anticipated funding (not including interest payments or ABC grant for Allotments)	0.00
Estimated total funds available at FYE 31st March 2025	£27,132.81

APC Ringfenced funds as of 31/01/2025		
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
KCC Community Grant for EV	£1,000	£1,000
APC 5 Sandpiper set up costs	£6,000	£5,250.00
Ringfenced funding Totals	£115,831.27	£36,435.67
Plus, unaccounted credit	£2,483.81	£2,483.81
Adjusted Totals	£118,315.08	£38,919.48

Items for Payment February 2025				
Cheque or Online Payment Ref.	Items for Approval for Payment	Payee	VAT	Total Payable
APC001	Waste Water, Public Toilet	Business Stream	0.00	161.13
APC002	16 postage stamps	Post Office (SMc paid)	0.00	13.60
APC003	Water, Public Toilet	Caste Water	0.00	27.02
APC004	Staff Tax / NIC payments	HMRC	0.00	470.82
APC005	Clerk salary Jan 25	SMc	0.00	1,174.81
APC006	Toilet Cleaning salary Jan 25	Toilet Cleaner	0.00	289.6
APC007	APC Insurance	Zurich Municipal	0.00	476.77
APC008	Toilet cleaning products	Lidl (paid by Toilet Cleaner)	1.84	11.04
		TOTAL		2,624.79

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

No update.

7. Sandpiper Close working group update (RH, RK, KN & SMc). To note: option to discuss legal advice, and Ashford Borough Council (ABC) Housing Strategy and Partnerships Manager considerations, confidentially under Item 23

RH update: At a meeting on the 14th Jan 2025 with Mark Bawden (ABC Housing Strategy & Partnerships Manager), and APC 5 Sandpiper Working Group representatives RH & SMc, Mark Bawden offered initial considerations in relation to renting 5 Sandpiper;

The 106 agreement stipulates the freeholder of the land must be a Registered Provider (RP) of Social Housing. It will be difficult for APC to achieve RP status and it is expensive. Any APC request to ABC to delegate their social housing powers (as recommended by APCs lawyers) would unlikely meet the “public interest” test. A feasible option is for ABC to purchase the house. This would overcome the issues raised but would need a Deed of Variation. Mark Bawden concluded he would get his lawyers to have a look at the issues and would provide a fuller update in due course.

Cllrs discussed the options, preferring retaining ownership of 5 Sandpiper as this is believed to be in the best interest of the local community. DG mentioned the option of the Parish Council leasing the house to a Registered Provider. Cllrs welcomed this idea and requested SMc to make enquiries of Social Housing providers to assess their appetite for leasing, and report back.

8. Linear Park (GK, RH, SMc)

SMc update: On 7th Jan 2025 RH, SMc and Chris Vane (ex. APC Cllr with Linear Park corporate knowledge) met with Heidi Hampson (Martello Developments representative) to ascertain Martello’s plans and funding for Linear Park. The meeting concluded as follows:

- Linear Park is a clearly defined planning requirement.
- The 106 funding of £9108 (capital and maintenance) is believed to be the only funding stream for Linear Park and is set aside for the Natural Green Space between the Public Toilets and the Pavilion. This is 1 of 4 Linear Park locations detailed in the Greenes Landscape Plan.
- The planting requirement is mainly bulbs / seeding plus 2 trees.
- Heidi Hampson offered to consult with colleagues on the idea of Martello completing Linear Park and report back.

GK explained the benefits of reducing the 4 Linear Park locations to just the 1 location between the Public Toilets and the Pavilion. With limited funds available, this option would help reduce maintenance costs and future proof this consolidated green space for multiuse including the installation of memorial benches. Cllrs discussed and agreed a preference for Linear Park to be located, in its entirety, to this location. If Martello offer additional support / funding, a request will be made to consolidate planting to this one location. Cllrs to formalise

arrangements once Martello have reported back to APC. RH proposed the preference, seconded by SM, unanimously supported.

9. Heathside update book exchange and defib (KN)

No update from Cllrs. In the absence of KN, DG reported that the shelter is going to be rebuilt.

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

SMc update: Hugo Fox have confirmed the new domain and email addresses as per Cllrs preference e.g: www.appledoreparishcouncil.gov.uk, r.hiskey@appledoreparishcouncil.gov.uk

11. Police liaison update (KN)

No update.

12. Highways Improvement Plan (RK/RH)

RK awaiting an update from Kieran Doble of KCC Highways.

13. Court Lodge Car Park EV update (RK)

RK reported the following:

- Suppliers have offered a date of 19th February 2025 to instal the EV Points. Councillors agreed installation date prior to the meeting.
- RK will ensure notices in place to advise users of the 19th Feb car park closure.
- RK checked with ABC whether the recent reduced EV point supply costs affect the grant funding. ABC responded, concluding the original grant funding remains extant.
- RK researching improved electricity supply deals.

14. APC Priorities (All)

Deferred to next month

15. Devolution (RH)

See above County and Borough Councillors report.

16. Policies review update (SMc)

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)**

SMc reminded Councillors to send any amendments to enquiries.apc@gmail.com.

17. VH solar panels update (SMc)

SMc update: As requested by Cllrs at the last meeting, Mike Cuerden, Internal Auditor, reviewed SMC's recommendation to pass on Solar Panel FIT payments (retrospective from Oct 2023) to the Village Hall Trust. This would be for an interim period until EDF complete the change of solar panel ownership from APC to the Trust. Mike Cuerden supported the FIT payments being passed on, clarifying that it is legal for Parish Councils to fund Village Hall running costs provided those costs were reasonable and justified. Mike Cuerden recommended the Trust justify the payments via a "one liner" within their annual report stating what running costs were paid for e.g. for water/gas/electricity/insurance. A copy of the report should be sent to APC. Mike Cuerden also suggested that it may be in the best interest of both parties if APC retain the current ownership of the Solar Panels as this would safeguard the current preferential rated contract.

Following on from the Internal Auditors advice, SMC recommended that APC retain ownership of the solar panels to ensure retention of the current preferential contract rate. Also, to pass on all FIT payments (Retrospective to Oct 2023) to the Village Hall Trust. The Trust to provide justification for the payments via an entry in their annual report, copied to APC. Derek Winters, Chairman of Village Hall Trustees, has agreed the above.

RH proposed the recommendations in the above paragraph, seconded by GK, unanimously agreed.

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

No update.

19. Other matters

(i) Station antiques advertising cart (SMc)

SMc update: Carrol Humphris, Appledore Station Manager, confirmed that Network Rail lease the tenancy to Railway Antiques. Carrol Humphris has arranged for a letter to be sent from Network Rail to Railway Antiques informing they cannot park the Advertising Cart in the Appledore Station car park.

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

John Wickens has agreed to take on the additional post installation work on verges outside properties 66, 72 and 74, The Street and 1 or possibly 2 posts outside the Methodist Church. This involves purchase and installation of 14 or possibly 15 posts. Expected cost approximately £1150.

This is in addition to previously agreed post installations at the Church front verge for £696.6, this work still to be completed.

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

No update at the meeting. To note, APC received an update from Mark Bawden, Housing Strategy and Partnerships Manager on the 4th Feb 2025 stating the following: "we are of the view that it would be best to address the Play Park and the Affordable Housing at the same time with the Deed of Variation."

(iv) Car Park "clean up" quotes update

All Seasons Garden Services have submitted a quote for £2,106 including £351 VAT. SM reported that a local Farmer has offered to flail the tops of the hedges for both car parks at a cost of £120. RH proposed that SM gives the go ahead to the farmer to flail the hedges and based on this new information RK to review the current specification before considering the All Seasons Garden Services quote. GK seconded, unanimously agreed.

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

Deferred to next months meeting.

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

No update.

(vii) Old Way Flooding (PT)

PT update – still awaiting a response from Jamie Cunningham, Highway Manager Ashford.

To note, since this meeting, SMC received an update on 4th Feb 2025 from Highways which includes a Highways Investigator report of results from a recent site visit, during rainy conditions, at Old Way. The investigator concluded there was no evidence of flooding in the driveway of the premises to which this matter relates, (believed to be the Vicarage), requesting that if the resident(s) has any photos of flooding, to send them on to Highways. The report refers to a chamber in a private field opposite the Vicarage which was discharging water onto Old Way. This would be a matter for the landowner to sort out. SMC to discuss this matter with PT before the next meeting.

(viii) Defib update (SMC)

SMC update: DG has kindly installed a new defib casing bracket to wall of the Public Toilet. DG explained that he is going to make a few adjustments to the rear fixings to ensure an improved casing fit. All Cllrs thanked DG for his invaluable help with sorting this out.

20. Correspondence (SMC)

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

For information only.

(ii) KALC enquiring if APC are signing up to the Civility and Respect Pledge

APC believed to be working in the spirit of the C&R Pledge.

(iii) Resident has reported subsidence at the corner of the hedge where Heath Rd/The Street meets The Old Coach Rd

Derek Winter has requested this item is included in the meeting as “for information only,” with an assurance that he is attending to the issue.

(iv) Resident suggestions for Annual Parish Meeting (13th March)

Philippa Perkins has raised suggestions for Annual Parish Meeting (13th March 25). RH has responded to Philippa.

(v) Request for VE Day activity

Jo Killick emailed APC asking if any events are taking place for VE Day. Cllrs agreed that SMc email all local club/society representatives, inviting them to a meeting to discuss VE day options.

21. Future agenda items

Old Way, Heavy Goods Vehicles.

22. Dates of next meetings

(i) Appledore Parish Council Meeting Monday 3rd March 2025, 7.30pm, Appledore Village Hall.

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

21:20 Public left the meeting. Confidential Item 23 commenced

23. 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) Legal advice / ABC considerations for 5 Sandpiper Close

Dealt with as a non-confidential matter at Item 7 above.

(ii) Staff pay

Nothing to report.

To note:

Minutes if previous confidential meetings agreed:

- **Confidential Minutes for Personnel Committee Meeting 20th January 2025, 10:00 hrs** at the Village Hall, agreed by all Personnel Committee members: SM, PT and RH. Signed by RH.
- **Confidential Minutes for Item 20, APC Meeting 6th January 2025, 22:00 hrs** at the Village Hall, agreed by the following participants RH, RK, CL, GK, PT and SM. Signed by RH.

21:23 meeting concluded.