



2nd December 2024
Draft Minutes of the Meeting
19:30 Appledore Village Hall (APC) (SMV4)

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

6 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)

Cllr Chester Lusk – personal commitment, County Cllr Mike Hill and Borough Cllr Johnny Shilton – prior arranged alternative commitments

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

Cllr Paula Thornton declared an interest concerning Item 6 (5, Sandpiper Close) due to family interest in renting the Parish House. Also, Item 16 (vii) (b) Old Way Lane flooding reported to KCC by Cllr Thornton's husband.

iii (b) Requests for Dispensations

None requested.

2. Approval of Draft Minutes

To agree the minutes of the meeting held on 4th November 2024 (already circulated to councillors) as a true record (Available on <http://www.appledorekent.gov>).

(LGA Act 1972 sch12,19.1)

Cllr Marsh proposed approval of minutes, seconded by Cllr Thornton, unanimously agreed.

Public Session commenced 19:45

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 they cannot take part.

19:30 hrs: public session commenced:

Duncan Gray requested that confirmation is obtained as to the status of the land on which 5 Sandpiper Close is being built i.e. is it lease or freehold? Cllr Hiskey agreed. **Action: SMC to enquire of Martello.**

Another member of the public referred to the APC HIP Working Group review of The Narrows, explaining that the sunken pavements exist to allow movement of heavy goods vehicles, requesting the proposed bollards are not placed on the sunken pavement areas.

19:36 hrs: meeting reconvened

15 Recreation ground update: Pavilion, Play Park, MUGA/Tennis (brought forward on Agenda)

Cllr Hiskey welcomed Steve Burton (SB), chairman of the Appledore Recreation Ground Management Committee, to the meeting. SB updated on recent refurbishment work, remarking on the significant improvements to the exterior of the Pavilion and the aim to improve the interior including new flooring and kitchen.

In answer to Cllrs questions, SB said he would investigate the following issues raised: the unkept grass areas and presence of dog's mess, playground area safety concerns, and need for cleaning dirty signage.

SB explained that recreation ground activities were on the increase with 3 football teams regularly hiring the pitch. SB accepted the suggestion to update contact details relating to current advertising media.

Cllr Hiskey thanked SB for the work he is doing and suggested liaising with the Parish Clerk regarding current funding available. **Action: SB and SMC to discuss current 106 funding to assist the continuation of recreation ground / MUGA / Tennis upgrade work.**

3. Planning

(Town and Country Planning Act 1990 and as amended)

3.1 Planning application and appeal decisions for information

PA/2024/1893, Brick on Edge Cottage, Station Road, Appledore, Ashford, Kent TN26 2DE; Proposed single storey rear extension, alterations to existing lean to roof, changes to external material and fenestration. Decision: Approve with conditions.

No comment.

3.2 Planning applications for consideration

PA/2024/2071 (ex PA/2023/1461), Appledore Methodist Church, The Street, Appledore TN26 2AE, painting of principal east elevation from facing brick to white (Retrospective application), Date Valid 06/11/2024. Consultation deadline 12/12/2024.

Cllr Hiskey read out a letter of representation from Brenda Fazzani.

After Cllrs consultation, the decision was made to reject the retrospective application based on the strength of feeling of need to adhere to planning decision conditions, in this case: *the external materials and finishes to be used for the approved development shall be of the same size, colour, tone and texture as those of the existing building. Reason: To assimilate the new development with the existing in the interests of the visual amenity of the locality; to safeguard the character and appearance of the conservation area and to safeguard the appearance of a non-designated heritage asset.* Cllr Kinsley proposed this decision, seconded by Cllr Thornton,

supported by Cllrs Kimber, Hiskey, Nicol. Cllr Marsh abstained. **SMc to update ABC Planning Portal comments.**

PA/2024/2084, Land at Rawnie Farm, Old Way, Appledore TN26 2DB, variation of condition 2 (approved plans) of Planning Permission 21/02233/AS; to allow for the addition of roof velux windows. Valid 08/11/2024. Consultation deadline 04/12/2024.

Proposal of support by Cllr Kimber, seconded by Cllr Kinsley, unanimously supported.

4. Finances (SMc)

4.1 Balances

Balances	
01 Oct 24	Opening Balance Current A/C £48,650.80, Reserve A/C £22,828.87
31 Oct 24	Closing Balance Current A/C £36,508.94, Reserve A/C £38,864.33
01 Nov to 02 Dec 24	Estimated Closing Balance (less Nov Reserve A/C interest) Current A/C £32,276.11, Reserve A/C £38,864.33

4.2 Payments and Deposits

Payments		
1st to 31st Oct 24	Payments Total	£12,312.69
1st to 30th Nov 24	Cheques Authorised for Payment	£2,544.82
1st to 2nd Dec 24	Cheques Authorised for Payment	£1,688.01
	TOTAL	£16,545.52

Deposits		
1st to 31st Oct 24	Receipts Total	£16,206.29
1st to 30th Nov 24	Receipts Total (Bank Interest TBC)	TBC
1st to 2nd Dec 24	Receipts Total	£00.00
	TOTAL	£16,206.29

4.3 Project Funding update

APC Ringfenced Project Funds as of 02/12/2024		
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
Total Ringfenced funds Totals	£106,386.27	£27,740.67

4.4 Precept 2025/2026

Cllrs agreed a precept for 2025 / 2026 of £29,510. This is an increase of £1,010 compared with the 2024 / 2025 budget. For occupants of a home classified as "Band D" this will cost an extra £3.49 per year. This increase covers the current and anticipated increased costs thereby ensuring APC can continue delivering across a breadth of services whilst meeting its legal obligations. These include increased National Insurance Contributions, purchase of ".Gov.uk" Domain and E-mails for enhanced regulatory compliance, continued maintenance of our Public Toilet and miscellaneous assets such as verge oak posts and defibrillators, and a pending maintenance contract for our car parks. Cllr Hiskey proposed the 25 / 26 precept, seconded by Cllr Nicol, unanimously supported.

4.5 On-line banking update

Natwest has authorised APC "on-line" banking. The "on-line" signatories are currently Cllr Kinsley, Cllr Hiskey and the Clerk (SMc). As per previous minutes SMc on-line banking actions are limited to moving funds between the Current and Reserve accounts. **Action: SMc to research the process for making on-line payments in a way that meets Financial best practice.**

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

Cllr Marsh estimates a Call for Sites update during March / April 2025. On other news, the East Sussex veterans' Hub (charity) are in the process of leasing space at Appledore Station for repair and rental of cycles, and sales of refreshment.

6. Sandpiper Close working group update including urgent out of session resolution to instruct a lawyer for specialist advice (RH, RK, KN & SMc)

Following the 11/11/24 APC 5 Sandpiper Close Working Group recommendation, on 15/11/24 SMc sought an "out of session" APC decision, agreed unanimously, to instruct Kate Jackson, Surrey Hills Solicitors, to advise on specialist matters. Specifically, to identify the legal basis, within Parish Council Statute, for APC to purchase and rent 5 Sandpiper Close. This instruction based on guidance from Clive Powell (CP), Kent Association of Local Councils legal advisor. CP provided the names of 2 solicitors recommended as experts in Parish Council and housing law. Kate Jackson selected on basis of quoting the best value hourly rate of £290 + VAT per hour. APC councillors agreed spend to a maximum of 2 hours legal work.

SMc highlighted the initial house rental set up costs totaling circa £6,000 inc VAT for furnishings (blinds / curtains), insurance, completion, and specialist legal fees. SMc suggested ring fencing reserve funds to pay set up costs, and the opening of a new bank account to manage future house income and expenses. Cllr Hiskey agreed this should be raised for discussion and a decision at the next meeting.

7. Linear Park (GK, RH, SMc)

No update. **Action: SMc to set up a meeting with Martello representatives, Cllr Hiskey and Chris Vane.**

8. Heathside update book exchange and defib (KN)

Cllr Nicol update: Jenner expected to take possession of the Heathside development site on 09/12/2024. Cllr Nicol explained that the seating area is being removed and disposed. **To Note:** since this meeting Cllr Nicol has spoken with Ashford Borough council (ABC) and Jenner representatives who have agreed to remove the seating area and rebuild at the Allotments.

9. Gov.uk domain and email addresses (GK, SMC)

SMc update: Hugo Fox has agreed to supply APC with a gov.uk compliant web domain and email services. They have reduced their set up costs from £399 to £150 plus VAT. **Action: SMC to work with Hugo Fox to get new domain and emails set up.**

10. Police liaison update (KN)

See Item 17 "Other Correspondence".

11. Highways Improvement Plan (RK/RH)

Cllr Kimber update: Results of the recent KCC speed survey of The Street has revealed average speeds at the following locations, The Narrows 24 mph, Magie Farm 30.6 mph and Scotland & Bates 34 – 35 mph. KCC has offered to fund 30mph road marking roundels to help reduce the speed on the stretch of road near to Scotland and Bates. Cllr Kimber informed that he and Cllr Hiskey attended an informative KCC Highways Parish Seminar 20/11/2024 during which there was the opportunity to discuss issues with some of Highways leaders. Cllr Kimber reminded everyone of the HIP Working Group "on-site" meeting with Kieran Doble (KCC Highways Engagement Manager) on 04/12/2024 to scope the highway risks at Kenardington Rd, Hornes Place.

12. Court Lodge Car Park EV update. Resolution required (RK)

Cllr Kimber presented a document headed "Electrical Vehicle Charging Stations – Court Lodge Road Project" emphasising key points in seeking Cllrs decision to go ahead with the installation of 2 EV charging stations at Court Lodge Road car park. Cllr Kimber explained the main changes since his last briefing; ABC has agreed a Community Amenities Grant of £2,445 which whilst appreciated, does not meet the £4,890 original cost; negotiations have led to the EV supplier reducing the overall cost from £4,890 to £3,450 due to the manufacturer now supplying the Charging Units free of charge (APC will still own the Charging Units), which leaves £1,000 shortfall; Cllr Kimber has applied for a £1000 grant from KCC to cover the shortfall; the project risks are minimal in that the supplier only takes 15% of all income, and provide a 3 year maintenance warranty for the equipment. The worst scenario, if the project fails, is to de-commission the equipment. Cllr Kimber formally proposed the project, seconded by Cllr Marsh, unanimously agreed, on the condition there are no material changes.

13. Policies review update

(i) Designation of following APC documents: LG (MP) 1976 S19 Recreation Facilities, LGA (72) S137 Incur Expenditure for Certain Purposes Not Otherwise Authorised, LGA (72) S139 Acceptance of Gifts and Property (SMc)

SMc confirmed the documents are extracts of law that can be retained for information, but recommended referring to on-line sources for updated legislation.

(ii) Volunteers for review of following policies: APC Co-option Policy and Procedure 2023, APC Environmental and Sustainability Policy 2023, APC Grant and Donation Policy 05.09.2022, APC Highways Strategy 2023, Armed Forces Covenant 2017 (All)

Cllrs volunteered to review the policies as follows:

APC Co-option Policy and Procedure 2023 **(Cllr Kimber)**,
APC Environmental and Sustainability Policy 2023 **(Cllr Nicol)**,

APC Grant and Donation Policy 05.09.2022 **(Cllr Kinsley)**,
APC Highways Strategy 2023 **(Cllr Hiskey)**,
Armed Forces Covenant 2017 **(Cllr Marsh)**.

14. VH solar panels update (SMc)

SMc update: advice received from EDF has led to the following process to change ownership of the Solar Panel Feed In Tarif (FIT): G Kinsley, on behalf of the Village hall, to complete a Vacating (FIT Change of Ownership) form on behalf of APC. Chris Self to complete the New Owner (FIT Change of Ownership) form on behalf of the Village Hall. SMc requested EDF to pay the overdue FIT payments, from October 2023 to the date of the last meter reading, to APC who will pass on the payments to the Village Hall.

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

Item 15 brought forward in Agenda, between Public Session and Item3.

16. Other matters

(i) Station antiques advertising cart (SMc)

SMc met with the GOVIA Manager, Carrol Humphris who confirmed there are no agreements between APCOA and Station Antiques or GOVIA and Station Antiques for permission to place an advertising cart within the Appledore Station Car Park. Carol Humphris is going to check there are no such permissions in place with Network Rail and ARCHIO before taking any action. Expected time frame for confirmation – middle of Jan 2025.

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

SMc update: John Wickens has agreed to go ahead with installation of the 9 posts on the grass verge outside the front of the church.

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

SMc update: the ABC S106 team confirmed today that a Deed Variations for transfer of funds has been passed to the developer for their consideration.

(iv) No Item – see Agenda

(v) Car Park “clean up” update (PT / SMc)

SMc update: Awaiting responses from updated invitation to quote for maintenance of the 2 Appledore car parks. Deadline for responses: 31/12/2024.

(vi) Village Hall Car Park lighting installation request (PT)

Cllr Thornton explained the Appledore Village Hall Committee are seeking outside lights to illuminate the bottom section of the car park to make it a safer place for users. Councillors' concluded that placing a light at the rear roof apex would be best value for money. The option of placing lights at the bottom of the car park was considered too expensive unless wiring is already in place. **Action: SMc to speak with Derek Winter (Village Hall Chairperson).**

(vii) (a) Parish Council document storage and sift update (SMc)

No update. **Action: SMc to organise an initial sift. Cllrs Kimber and Hiskey volunteered to assist.**

(vii) (b) Old Way Flooding (PT).

Cllr Thornton explained that KCC believe Old Way is private land, whereas ABC say its KCC land. Cllr Kimber to write to Jamie Cunningham Head of KCC Maintenance to request a resolution to the current differences of opinion between KCC and ABC as to who owns the land.

(viii) Hedge maintenance update: Woodchurch Rd / Fourwents Junction, Court Lodge Rd (SMc) and 56/56a hedges

SMc updated: Woodchurch / Fourwents junction with obscured sign issue now resolved. 56 / 56a The Street, hedges obscuring the pathway, now resolved. Court Lodge Rd, obscured road signs reported to KCC, reference number 841684, awaiting a response.

(ix) Defib update (SMc)

SMc update: an issue with new defib lid reported to the supplier, Defibwarehouse, who have requested support from the manufacturers – awaiting their advice as to the way forward.

(x) Salt (SMc)

SMc confirmed that 1 tonne of salt will be delivered to Mannering Corner (Junction of The Street and Tenterden Road).

(xi) DofE volunteer for litter picking (SMc)

SMc informed that APC are supporting a local resident who will be litter picking as part of their DofE (Silver) award. The APC Clerk will assist with completion of the DofE assessment requirements. All Cllrs agreed with this.

17. Correspondence (SMc)

(i) All relevant November NALC / KALC updates & ABC CEO bulletins previously sent to councillors.

(ii) KALC Community Awards Scheme for confidential discussion at Item 20.

(iii) Staffing pay increases for confidential discussion at Item 20.

(iv) "Other Correspondence"

Terry Blaney provided a news article concerning "unclaimed 106 funding" – SMc previously circulated this document and asked Cllrs to consider whether there are any historic 106 opportunities.

Simon Honnor (SH) emailed APC a letter entitled "Highways: Wooden posts in the Appledore Conservation Area, near the Village Hall." This letter included photographic evidence of damage to the verge within the vicinity of a recently repaired burst pipe on The Street. SH is requesting replacement posts to prevent vehicles parking on the verge and points out that he made a request for this some time ago with no reply received. SH mentions that as this issue also relates his own property then he is prepared to contribute to costs. **Action: SMc to clarify the requirements with Simon.**

Cllr Nicol raised the issue of recent noise nuisance from alleged activity at Hornes Place Oast. SMc recommended that the complainant report the issue to ABC. SMc willing to report the incident if more details are forthcoming.

SMc reported he has received information concerning over-grown verges on The Street. Cllr Hiskey pointed out that ABC do not have any power to insist residents maintain the verges.

Also, a concern received in relation to the apparently damaged and abandoned Neighbourhood Watch Scheme sign currently situated at the Kenardington Rd Gateway.

Action: SMC to get the sign removed.

18. Future agenda items

To be confirmed.

19. Date of next meeting - Monday 6th January 2025, 7.30pm, Appledore Village Hall.

21:30 – the public left the meeting to allow confidential matters to be raised

20. 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) Nomination for KALC Community Award

All Cllrs agreed 1 x resident to be nominated due to their significant contribution to the community. **Action: SMC to complete and submit the application to ABC.**

(ii) Staff pay increases

Action: SMC to send NALC recommended staff pay increases to the Personnel Committee for their consideration.

21:40 Meeting concluded