



Minutes of the Meeting on 21st March 2016 at 19.30hrs Appledore Village Hall

Present

Cllrs. James Perkins (Chair), Helen Hennig, Lyndsey Jenkins, Jasmin Kellar,
Chris Vane, Charles Wilkinson and Derek Winter.

In attendance: Borough Cllr. Mick Burgess and the Clerk Mary Philo.

1. Formalities

I. The meeting was quorate

II. County Cllr. Mike Hill and Footpath Warden K. Gerkin had sent their apologies.

III. Cllr. C. Vane declared a pecuniary interest regarding the planning application for Saxon House 16/00229/AS; Cllr. H. Hennig and Cllr. C. Wilkinson declared another significant interest regarding the planning application for Tudor Cottage 16/00317/AS

2. Approval of Minutes

It was resolved to agree the minutes of the meeting held on 29th February 2016 as a true record.

The meeting was adjourned.

Mr A. Harris of Blackmore Farm advised that the existing dilapidated barn already had planning approval for a holiday let. However, as they were already fostering 18 disabled children any guests using the holiday let would need a criminal records bureau check to be allowed to stay. As a result, Mr Harris was considering applying for change of use for the barn.

Mr. C. Vane of Saxon House advised that Saxon House already had planning approval for the restoration work. However, as the works had progressed it had become apparent that another better and safer staircase could be used. A complete resubmission of the application had been requested by Ashford Planning Department including the new staircase.

Public Questions

A resident requested information as to whether any progress had been made towards a speed reduction to 20/30 mph at Fourwents and possible incorrect signage placement at the junction. Highways had recently re-laid the tarmac to include rumble strips. It was thought unlikely that there would be the money available for further spending and the option to reduce the speed limit ought to have been considered at the time.

The meeting was reconvened.

3. Matters arising from the previous meeting

Necked Lights – Borough Cllr Burgess reported that Ashford Borough Council had not evolved its policy on amenity lights. Lights with lamps not working had been reported by Cllr. Wilkinson and were now working.

4. Finances

I. KS&S the current accounting company providing payroll service had advised that they would not be providing their services from the 1st April 2016. The council had the option to employ another company or to use the free real time HMRC PAYE system which could be run by the

clerk or a parish councillor. The Clerk was requested to check prices for accountants and an extraordinary meeting would have to be held to assign one for the coming new financial year.

II. It was resolved to pay the clerk travel expenses (car allowance) as scheduled by the National Joint Council.

III. IV. Cheques

Correction cheque drawn for £55 i.r.o. KALC Chairman's training should be corrected to £54.99 National Association for Local Councils – Book 'Local Council's Explained'.

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| 15.02.2016 | |
| £ 52.00 | Kent Association of Local Councils – Chairman's Conference and update training |
| £3,800.00 | Appledore Village Hall – Grant for emergency doors |
| £ 32.90 | Kent County Council Supplies – Public toilet requisites |
| £ 200.00 | AGNS (Good Neighbours) – Donation towards running costs |
| £ 612.60 | Salaries |
| £ 11.89 | Office Depot - Ink |
| 21.03.2016 | |
| £ 641.80 | P Stacey Electrical Contractors – Public toilets electrical safety inspection and associated repair works and installation of movement sensitive internal lightning |
| £ 66.00 | M Philo – refund for HR / Employment Contract Training Event |
| £ 81.00 | M Philo – refund for printing posters cost |
| £ 63.29 | M Philo – Clerk's administration expenses: room, key cutting, folders, laminating, paper, postage, USB memory stick |
| To be advised | Salaries |

V. Asset Register

a) The meeting was adjourned for consultation with two residents. Following discussion of the difficulty to ascertain the exact area of land concerned and conflicting ideas of where the area was, **it was resolved to confirm in writing that Appledore Parish Council would not dispute Appledore Recreation Ground Management Committee's efforts to register unregistered land between the Appledore Parish Council Public Convenience title and the Recreation Ground title subject to right of provision of required services to the building/ conveniences.** Proposed by C. Wilkinson. Seconded by D. Winter. H. Hennig abstained.

b) (The meeting was adjourned to refer to a village hall committee member) The hall committee had received a letter from Action for Rural Communities in Kent confirming the association's belief that the Parish Council was a Custodian Trustee. There was a discussion of the history of the acquisition of the hall. The item was deferred to the next meeting to allow Cllr. Winter to refer to his paperwork.

5. Planning

I. Decisions received from Ashford Borough Council:

a) 16/0065/AS – Little Greenfield, School Road: Erection of two storey side elevation and first floor extension over porch – Permitted.

b) 16/00052/AS – Lilac Cottage, 80a The Street: Conversion of existing garage to habitable space. Replacement of existing tile hanging with hardie pink boarding. Erection of porch to front elevation and conservatory to rear – Permitted.

c) 16/00148/AS – 3 Elm Tree, Heath Road: Erection of part single and part two storey rear extension – Permitted.

d) 16/00112/AS – Oak House Farm, Woodchurch Road: Provision of all-weather riding arena – Permitted.

e) For notification only – 16/00210/AS – Gusbourne Farm, Kenardington Road: Erection of agricultural building (steel framed building with composite wall and roof panels and associate hard standing).

II. New Applications:

- a) **16/00229/AS – Saxon House**, 34 The Street: Conversion and extension of coach house to a holiday let and ancillary annexe (revision to approved permission 15/00231/AS) Cllr Vane left the room. **Appledore Parish Council voted to support this application.** Cllr vane returned to the room.
- b) **16/00096/AS – 17 The Street**: Replace existing window with French doors to ground floor side elevation. **Appledore Parish Council voted to support this application.**
- c) **16/00331/AS – School Cottage, School Road**: Removal of conditions 1 – 6 on planning approval 03/02077/AS to allow for the continued use of the building for A1 shop. Following consideration, **Appledore Parish Council voted to support this application.**
- d) **16/00317/AS – Tudor Rose Cottage, 39 The Street**: Erection of powder coated aluminium glasshouse with porch on low rise brick wall. Cllr Wilkinson advised that the plans did not reflect correctly the location of the glasshouse and expressed concern about the height, location and size of the building to be situated in a 17th century listed building cottage garden. Cllr. Hennig appreciated the removal of the dishevelled sheds that had been located elsewhere in the garden. Cllr Hennig and Wilkinson left the room. Following consideration, **Appledore Parish Council voted to support this application.** Cllr Hennig and Wilkinson returned to the room.

6. Highways and Byways

Mr. Gerkin's report was read out in his absence. Mr. Gerkin was looking into the precise position of the footpath (AT 119) across the recreation ground on behalf of the recreation ground committee. Mr. Gerkin had been unable to place way markers on footpaths to Stone Road (AT123 and AT123A) but hoped to do so soon.

7. Contingency Plan

The objective of a contingency plan was to make the parish able to care for residents, following any kind of emergency, from the time of the incident to the arrival of national emergency services, such as ambulance, fire brigade, etc. Cllr Jenkins would be seeking help from parishioners to set out a basic plan, including locating useful assets, disaster recovery centres, as well as an awareness of residents that would need more assistance than others.

8. Dark Skies

Cllrs. Kellar and Jenkins had attended the briefing about the proposed International Community for Dark Skies which would include Appledore. The idea was still very much in its infancy but could bring significant benefits to Appledore from tourism.

9. Public Conveniences

The council considered the difficulties of reducing the time and salary paid for a cleaner for the conveniences. A job description had already been worked on. An advert would be first put in the parish magazine to attract local interest. Concern was raised over the cost of electricity of having the now working exit lights on continuously. The Clerk advised that it had been ascertained that the men's urinals were not flushing and this work ought to be added to the repair of the flushing mechanism for one of the ladies' toilets. Cllr Hennig and Winter to produce an initial snagging list for the toilets.

10. Appledore Parish Council Complaints Policy

It was resolved to agree the Complaints Policy. Proposed Cllr Winter and seconded Cllr. Vane.

11. Appledore Grievance Policy and Procedure

Following a short discussion, the policy would be amended to reflect the actual number of council members and be put forward at the next meeting.

12. Information for Councillors

AGM for Appledore Parish Council would be 16th May 2016 and the Annual Village Meeting would be Monday 25th April 7.30 pm at the Village Hall

Neighbourhood Watch – The clerk had been asked to confirm the contact with Kent Police. Cllr. Jenkins would look into how the scheme currently functioned.

Allocation of councillor responsibilities - The clerk reminded cllrs. that it would be at the AGM for Appledore Parish Council that members would be put forward for chairperson / deputy chair and to sit as council representatives on local bodies such as KALC and representative trustees of the village hall, as legally required. The one exception being council representative for Appledore Recreation Ground Committee having to be voted in February every year. The council could allocate overseeing roles to councillors for day to day running of areas of the council's work if they desired.

Website – The new website layout with word press had been forwarded for completion and amendment before being made live. Much work would be needed on it. Cllr Vane had already spent 20 hours on just a few sections. Cllrs Jenkins, Kellar and the clerk would assist where possible.

Queen's Birthday Celebration – Plans had not been firmed up as yet but the parish council may be asked to assist with a marquee. A piece to be placed in the Parish Magazine requesting ideas and helpers.

KCC Street Lighting Consultation – The consultation results had been considered and the County Council Environment and Transport Committee had agreed to introduce all-night lighting – with the ability to dim individual lights so that it would be right for every street – once work had been completed on installing the new LED lamps.

13. Date of Next Meeting

18th April 2016 at 19.30hrs Village Hall.