



**Minutes of the Meeting on 4th July 2016 at 19.30hrs  
Appledore Village Hall**

**Present**

Chris Vane (Chair), Helen Hennig, Lyndsey Jenkins, Charles Wilkinson and Derek Winter.  
In attendance: Borough Cllr Mick Burgess and the Clerk Mary Philo.

**1. Formalities**

- I) The council was quorate.
- II) Apologies had been received from Cllrs. Kellar and Perkins and County Councillor Mike Hill.
- III) Declarations of interest and dispensations: none.

**2. Approval of Draft Minutes**

**Further to amendment, it was resolved to agree the minutes of the meeting held on the 20<sup>th</sup> June 2016 as a true record.** Proposed Charles Wilkinson. Seconded Helen Hennig.

**3. Meeting was adjourned**

**Public Questions**

**Village hall hire payment** – A hall representative had asked the clerk about the hire payment. The Clerk had advised that payment would be made once an invoice had been received. The payment schedule would be the decision of the hall committee. Cllr Hennig requested that the schedule be approved by the council.

**Recreation ground pavilion windows** – Criticisms had been received about the new colour of the windows. Although the parish council had no authority to have the colour changed, Cllr. Hennig would advise the recreation ground committee of the comments at their next committee meeting.

**Borough Cllr Mick Burgess Report:**

**61 The Street** – It was advised the property was the subject of a EDMO (Empty Dwelling Management Order), with the agreement of the property's owner. The borough council would now be responsible for bringing the property back into habitable use and its' subsequent letting. Borough costs to be covered by rental income.

**Local Plan 2030** – There were no questions from the public.

**Licence for grit bin at Heathside/Noticeboard for Heathside** – Cllr Burgess had requested that the Borough Officers reconsider the proposed standard licence fee £200 and legal costs £186. It was suggested that a location on highways land might be considered thus removing the need for a licence. The council's preferred location for the bin and the noticeboard for the Heath area was the corner of Heathside which was in the borough council's ownership. Any suggestions for the siting of the bin and noticeboard, were to be sent to the Clerk. Just prior to the meeting the Clerk had received an email from Borough officers, advising that the fees would now cover both the grit bin and noticeboard for Heathside.

## The meeting was reconvened

### 4. Matters Arising

**61 The Street** – Cllr. Hennig thanked Cllr. Burgess for his assistance. Cllr Hennig advised that the property had been subject to an EDMO before and although the property's condition had been improved, no new tenants had made use of it following its renovation. Local residents were concerned that the same would happen again and in addition that the property would not be first offered to those on the social housing waiting list with a family link to Appledore.

### 5. Finances

I) **Quarterly Report** figures attached (full details are also available on [appledorepc.kentparishes.gov.uk](http://appledorepc.kentparishes.gov.uk) )

In the first quarter the total income received was £ 16,172 consisting of half the precept and annual grants from Ashford Borough Council, a years' worth of solar panel feed-in tariff payment and VAT refund from the previous financial year. Total Net of VAT expenditure was £9,557. See attached Budget 1<sup>st</sup> Quarter Report for details. It is too early in the financial year to be able to estimate whether the council's spending will be in line with initial expectations. As at the 20<sup>th</sup> July 2016 the bank reconciliation stood £43,574.89, reflected as £35,753.94 in the current account and £10,806.06 in the Reserve account with £2,985.11 of cheques still to be presented.

II) **Cheques raised since the last ordinary meeting:**

£881.50	Salaries
£84.67	Southern Water – Waste water Dec/May – Public Conveniences

III) **Agreement of cheques to be drawn:**

£48.75	Thirsk Payroll (April, May, June)
£52.70	M Philo office Admin Cost: Room £30, Car £16.90, paper £2.50. £3.30 postage
£0.12	HMRC Payee (£102.88 already on account: Total amount due £103) No Ink from office depot
To be advised	Salaries

### 6. Parkwood Picnic Site

The parish council had received confirmation from both Gary Cooke (Kent County Council Cabinet Member for Corporate and Democratic Services) and County Cllr. Mike Hill that the county council were no longer looking to dispose of the site. Cllr. Cooke had advised that it may still be possible for interested groups to manage the site but it would have to be retained as a public open space. Following some discussion, the council believed that it would only be able to take any further steps, if a large enough group of residents came forward that could create a sustainable committee body to manage the site. The Clerk to send an email to Cllr. Cooke, stating the council's request to be kept abreast of any changes.

### 7. Public Conveniences

The parish council had sent a letter of appreciation and thanks to Beverley and Duncan Gray for their work on the public conveniences.

Donation boxes would be acquired for approx. £24.99 each and installed. These would be funded from the maintenance budget.

Following the recent cycle event which made use of the conveniences as a 'watering Stop', it had been demonstrated that the current ladies' sanitary waste bin was not effective and that the individual ladies' cubicles required a sanitary bin. Sanitary bins for the ladies' toilets including a collection service had been looked into. Initial costing for these were £115 per

year per bin (£19.16 per month per bin). Following a second quote to check for service value, these would be organised and funded from the maintenance budget. As the maintenance budget would then be exceeded, any further expenditure would have to be agreed. It was requested that a sign for the toilets be considered for the conveniences for the next meeting.

Initial discussions of the base contract with the cleaner had taken place.

The basis for a Health and Safety Policy/Statement had been settled on. A lone working policy was suggested for the cleaner and disciplinary policy was outstanding for all council staff: the clerk to provide a base to work from. The clerk would provide the basis for a risk assessment for the conveniences and for the cleaners' job.

On Sunday 26<sup>th</sup> June a charity cycle race had run through Appledore. The public conveniences had been allocated as a free watering stop on the route. The number of cyclists and the small size of the lay by at the conveniences meant that the cyclists blocked the whole road. It was not safe for cyclists or drivers. In spite of the race officials at the stop promising to take rubbish away, two large bags of bottles were left by the bin at the conveniences. Furthermore, the intense use of the toilets resulted in them being blocked and the cleaner spending additional time getting them cleared and cleaned. A letter was to be written to the cycle race organisers (who managed the race for the charity) requesting details of the risk assessment of the conveniences as a watering stop, advising of the resulting dangers, requesting payment of the overtime cleaning up costs and suggesting that the village hall be contacted as a safer location.

- 8. It was resolved to publish draft minutes** Recommended best practice  
Proposed Cllr. Hennig. Seconded Cllr. Wilkinson.

**9. Highways**

I) **It was resolved to replace missing oak post from the verge near The Plateau, The Street.** Estimated labour cost £30. Highways Act 1980

II) Highway fault reports:

**Mannerings corner manhole cover** – the area around the cover had been repaired but it had not lasted. Highways had been requested to return and remedy.

**The Plateau manhole cover** – this had been noted and reported.

**Blocked drain by the conveniences** – Cllrs Hennig and Wilkinson had successfully organised the highways team to resolve the blocked drain at short notice. A letter of thanks had been sent from the council. It had been further discovered that there was a leak which would be dealt with in due course and the remaining mud on the roadside would need to be removed.

**Verges to Rye and Appledore Station** – Highways had advised that the grass cutting team was behind schedule and it was hoped that the station section would be cut soon.

**Necked lampposts** – The borough council were responsible and had yet to finalise their policy for amenity lighting.

**Wish Bridge** – Gusbourne Winery had advised that they would remove the goat willow from obstruction visibility at the bridge.

III) **Noticeboards** – The board for Heathside had already been dealt with earlier.

IV) **One-way system for traffic during large village events** – Following a discussion with highways officers, it was ascertained that the feasible route was long, the process of notification was difficult and the cost/fee was high. It may also be more disruptive to residents.

**10. Information for Councillors**

**Minutes for the Parish Magazine** – responsible councillor to be annotated.

**Social media training** – The council would be taking on Facebook and twitter as part of the merge of the council website and the village website.

**Media Policy** – Cllr Hennig to review policy for the next meeting.

**Parking at convenience lay by** – It had been noted that drivers were using it for long term parking. The builders currently parking there all day were to be asked to find an alternative place, which would not include parking half on the pavement (Cllr. Wilkinson). Consideration was given to placing a sign limiting the parking time.

**Local Plan 2030 and Community Infrastructure Levy (CIL) consultation** – it had been ascertained that the only residential site being put forward, within Appledore Parish, in the final plan was the council owned field with Dr. Colledge's adjoining field. A small group to review the proposed plan and CIL to consider whether the council needs to make any comments. Cllrs would be attending the Ashford County Local Councils meeting which would be providing a brief overview of the proposed Local Plan 2030 and relating issues.

**Review of assets** – the Chair had confirmed that he would complete a visual inspection of all assets considered the councils' responsibility. The Millennium sign and the trough on the pavement outside the Church to be included if appropriate.

#### **11. Date of the Next Meeting**

Monday 1<sup>st</sup> August 2016, 19.30 hrs in the village hall. Meeting closed at 20.45hrs