



**Minutes of the Annual General Meeting on 16<sup>th</sup> May 2016 at 19.30hrs  
Appledore Village Hall**

**Present**

Cllrs: James Perkins (Chairman), Helen Hennig, Lyndsey Jenkins, Charles Wilkinson and Derek Winter.

**1. Election of the Chair**

**It was resolved to elect James Perkins as Chair till the next Annual General Meeting.**

**Declaration of acceptance of office signed before the next meeting.** Proposed Charles Wilkinson and seconded Derek Winter.

**2. Election of Vice Chair**

**It was resolved to elect Christopher Vane as Vice Chair till the next Annual General Meeting.**

Chris Vane had previously advised he would accept a nomination. Proposed Helen Hennig and seconded Derek Winter.

**3. Formalities**

I. The council was quorate.

II. Jasmin Kellar, Chris Vane, County Cllr Mike Hill and Borough Cllr. Mick Burgess had sent their apologies.

III. Declarations of Interest: Councillors were asked to consider their original declarations of interest for any update. No advises were made. There were no declarations with regard to the agenda.

**4. Approval of Draft Minutes**

**It was resolved to agree the minutes of the meeting held on the 18<sup>th</sup> April 2016 as a true record.**

**Meeting was adjourned.**

Tree to celebrate the Queen's 90<sup>th</sup> Birthday – It was recommended that the chosen tree should not be planted near a building. Trees planted for similar reasons had already been planted on the recreation ground.

Proposed gate between parking behind village hall and Mr Ashby's field – It was advised that the Village Hall Management Committee were against this idea. The chair advised that the various village hall issues would be considered at the next meeting.

Crown Estate Car Park – An update on progress was requested. The Crown Estate has since commissioned an ecological survey of the land along Court Lodge Road. There will be a public consultation regarding any final development before a planning application is submitted.

Speed watch – A request was made for a report on sites and devices to be made.

**The meeting was reconvened**

## 5. Matters Arising from the Previous Ordinary Meeting

None.

## 6. Appointment of Members to Outside Organisations

Election of a member to the Recreation Ground Committee takes place in February.

I) **It was resolved to appoint the chair and Jasmin Kellar as representatives to attend the Kent Association of Local Councils.**

II) **It was resolved to appoint Lyndsey Jenkins and James Perkins as representatives to the Village Hall Management Committee.**

## 7. It was resolved to allocate member's responsibilities as leading councillors in the following areas of council work:

<b>Highways</b>	<b>Helen Hennig, Charles Wilkinson</b>
<b>Planning</b>	<b>All</b>
<b>Community Resilience</b>	<b>Lyndsey Jenkins</b>
<b>PR/Communications - website</b>	<b>Jamin Kellar, Chris Vane, Mary Philo, Helen Hennig</b>
<b>PR/Communications - noticeboards</b>	<b>Helen Hennig, Charles Wilkinson</b>
<b>HR/Training</b>	<b>Mary Philo</b>
<b>Development of Council Field</b>	<b>James Perkins, Chris Vane and Derek Winter</b>
<b>Parkwood Picnic Site</b>	<b>James Perkins</b>
<b>Parish Plan Update</b>	<b>Charles Wilkinson</b>
<b>Public Conveniences</b>	<b>Helen Hennig, Derek Winter</b>

(Military Canal Footpath liason through Borough Cllr Mike Burgess and Crown Estate Car Park liason through Charles Wilkinson but not in his capacity of parish councillor)

## 8. Chairman's Report

Attached and available from the website.

## 9. Finances

I. Annual Financial Report. Attached and available from the website. The internal audit had been completed and the auditor had noted the previous years' audit comments had been resolved. The following comments were made on the 2015 -2016 year's review

a) that minutes should be signed on each page when provided in loose leaf format

b) the council's standing order and financial regulations are to reviewed again during 2016-2017

c) the parish council register had been reviewed during the year and that "The parish Council had received legal advice about their standing with Appledore Village Hall and it has been identified as being that of Custodian Trustee. As a Custodian Trustee the Parish Council have no management responsibilities for the charity and does not own the village hall. The village hall's entry has been removed from the Asset Register".

II. Review of Council's Asset Register

Following a discussion with the internal auditor and reference to the Practioner's guide, the clerk had chosen to re state the asset value to remove the entry for the village hall and to include the benches and bins of note to assist the council with its asset management plan.

III) Having considered the systems of internal control, **it was resolved to agree the Annual Governance Statement** (Section 1 of the Annual Return)

IV. Having considered the accounting statements (Section 2 and 4 of the Annual Return), **it was resolved to agree the Annual Accounts Return.**

V. Cheques drawn since the last meeting

£678.60 Salaries including PAYE

£ 77.72 Appledore Stores - refreshments for annual village meeting.

VI. Cheques to be drawn

£100 Kevin Funnell – Internal Audit Fee  
£ 55.68 M Philo – Administration costs: £30 Room, £16.90 car, Laminate sheets  
£ 12.33 James Perkins – telescopic brush for sign cleaning  
Salaries to be advised.

10. There was no item 10 on the agenda.

#### 11. Queen's 90<sup>th</sup> Birthday Celebration

**It was resolved to plant a tree to celebrate the Queen's 90<sup>th</sup> Birthday.** (max. cost £100)

#### 12. Planning

a) Decisions received from Ashford Borough Council:

I) 16/00360/AS – Rheewall Cottage, Station Road: Part single storey/two storey rear extension, side porch, creation of driveway and access – Permitted

b) New applications for A.P.C. to vote on:

I) 16/00185/AS – Former Railway Hotel: Variation of condition 8 of permission 13/00988/AS to omit 2 no. car barns to allow for 4 no. additional parking spaces. **APC voted to support the application.**

II) 16/00555/AS – Gusbourne Estate Vineyard: creation of new access. **APC voted to support the application.**

II) 16/00556/AS – The Surgery: Change of use of a redundant Doctors surgery to a single dwelling, the construction of a double garage and the temporary siting of a secure storage container. **APC voted to support this application**

#### 13. Highways and byeways

I) Report from Footpath Warden Ken Girkin

Ken advised that the footpath across the field, owned by Jim Cooke on path AT124 by the exit on the road next to the Ferry actually goes around the field along the dike edge and not across it. He would install some way markers to show the route.

ii) **It was resolved to agree to acquire two salt bins to be placed at the junction with Tenterden Road (Mannerings Corner) and near the bridge.** (Cost £200)

II) Kerb stone work between the Black Lion and the shop – following an apology from highways regarding the short notice and traffic cones left along the pavement, work was now delayed and residents would receive notice in good time.

#### 14. Dark Skies Community

**It was resolved to agree, in principal, to supporting a Dark Skies Community application and in joining with your neighbouring parishes to form the required contiguous boundary.** Non-polluting lighting measures would be taken in future, should the community be formed.

#### 15. Noticeboards

Comparable quotes were almost ready. It was noted that the sum of £800 excluding Vat, delivery and installation, first costed, was for one noticeboard and not two.

#### 16. Schedule of Meeting dates

Following discussions regarding available dates of the hall, available venues, day of meeting, and publication requirements of the parish magazine, this item was deferred to the next meeting.

#### 17. Information for councillors

Website – Chris vane had completed a lot of work and was thanked for his time and effort. The much more modern site would be live shortly.

Field Gate to village hall parking - The clerk drew cllrs. attention to the fact that there was no legal document between the Village Hall Management Committee and Appledore Parish Council about the use of the car park.

Code of Conduct – to be updated if necessary.

Neighbourhood watch – Cllr Jenkins advised that the mobile numbers for P.C.S.O.s is not usual available to the public. Residents can call 101 for non-urgent enquiries. Residents could contact Lyndsey as a point of contact if they wished.

Bench for May Browning – Highways had given approval, subject to various conditions for a bench to be sited near to the council noticeboard. The family seem happy to pay all costs required.

## **18. Public Conveniences**

**I) It was resolved to agree to renew the contract through Laser with Southern Electric, at the terms offered for a 24 month period from 1<sup>st</sup> October 2016**

II) Maintenance

The deep clean had not been as satisfactory as hoped but Calendar Cleaning would be returning to complete two tasks. No payment till completed.

**III) Pursuant to Section 1(2) of the Public Bodies (admission to meetings) Act 1960, it was resolved to agree that, because of the confidential nature of the business to be transacted, the public and press leave the meeting during the consideration of the employment of a cleaner for of the Public Conveniences**

**It was resolved to employ Beverley Gray to clean the Public Conveniences for an initial 3 month trial period and to be mutually agreed thereafter.**

## **19. Date of Next Meeting**

20<sup>th</sup> June 2016 19.30hrs village hall. The meeting closed at 21.30pm.

In May 2015, Appledore Parish Council found itself without enough members to function. It is with great thanks to those, who agreed to be co-opted, that the council was formed, be it only 5 out of the required 7: Helen Hennig, Jane Telfer, Terry Blaney and Garry Morgan. This small band of VOLUNTEERS took up the reins, many without any prior knowledge of the council's work nor how frustrating the council committee system can be. Nonetheless, they pushed ahead and started off the new council's work. Jane provided a solid voice of calm during a difficult time as the council made its first steps.

Good relations were rebuilt with KCC highways department, which culminated in a parish tour of the various highway issues that residents had commented on. Unfortunately, nothing could be done with the long worked on footpath from Griffin Cottage round to Heathside, as KCC Highways funding had now been reduced to absolutely vital works only. However, the Fourwents Junction works were completed to improve this dangerous crossroads. KCC highways are also reconsidering the layout and looking for other options to reduce the dangers of the pinch point by Church House and Court Lodge Road. Further, some renewal works to Wish Bridge are in the pipeline which the council will keep an eye on. Terry Blaney was thanked by Highways for the good communication forged with the parish. Following in Terry's footsteps Charles Wilkinson, ably assisted by Helen Hennig have met with Highways who will be replacing missing Kerb stones and reseeding the verges around Old Way. Recently the high visibility jackets of the speed watch volunteers have been seen in the village. They are currently testing out the various radar devices at approved locations for their effectiveness. It is hoped that long term this will educate drivers to reduce their speed through the village.

This small band reviewed the parish council image and ways to improve communication between the council and its residents. They tried 'Saturday Morning' surgeries but these had to be abandoned due to poor attendance. Nevertheless, the group pushed on with the desire to present a positive image and instigated a competition for a logo design for the Council. Many thanks again to Terry Blaney and Garry Morgan for generously donating the prize money. Garry Morgan set up the regular use of the banners to advertise the council meetings and then moved on to consider the use and position of the council noticeboard. New ones are planned for the wall outside Appledore Shop and at the entrance to Heathside. Both places where groups congregate. This may appear a simple task but the council has had to battle against obtaining approval from land owners and dealing with the current trend of tradespeople unable to provide quotes in good time. The council website was also put under scrutiny and the possibility of linking it with the more popular village website which has been done with much hard work from Donal Sheriden and Chris Vane. Thank you both. It is hoped to go live in about 2 weeks. It could not have come at a more opportune moment, KCC who pay for the website announced an upgrade to a word press platform. Further development of the site is planned with greater involvement of the community. It has become apparent that this is a very long term project and thankfully one of our new councillors of January this year, Jasmin Kellar will be more involved with this in the future.

At the same time the Council has started the process of getting to grips with managing its physical property. This has meant a very steep learning curve, including the understanding of its legal relationship with local groups and charities. Its' first action was to have the historical sign wording dealt with. Many thanks to Mr. Mundy for his generous donation of time, effort and money.

The toilets have been brought up to an excellent standard of cleanliness by Helen Hennig, who took on not only overseeing its management, but the actual cleaning. The decor and interior furnishings are old and need some renovation which is being considered. Notwithstanding this, work has begun on keeping the facility up to health and safety requirements, with the electrical certification, which resulted in many of the lighting fixtures being replaced. Time is revealing the need for various plumbing works. The future employment of a cleaner should allow a planned maintenance schedule to be worked on to keep the

conveniences running until such time as required or for the development of the building for other purposes. Helen should be congratulated on her work. Many compliments are received about the toilets.

Only just recently, the new council of a full 7 volunteers had to bring itself up to speed with the possible development of its' field in conjunction with that of Dr. Colledge as an ABC approved site for the 2030 Local Plan. Derek Winter who re-joined the council in January this year provided back ground information. In the short time available to the council, a well-advertised meeting was held to ascertain residents' thoughts. It will be at least 12 months before it is known if the field will be included in the plan. If the council formed a 'community interest company', it would have greater influence on the type of housing to be built. In the meantime, it is back to working on maintaining what it already has for the benefit of future parishioners as well as improving existing services, such as bins for the free grit supplied by Highways.

Lyndsey Jenkins is looking at bringing something new to the well-being of residents through the development of a resilience plan. An idea to make the parish self-sustaining following an emergency event while awaiting the arrival of national services such as ambulances.

Whilst this had been going on the Parish Council has been dealing with day to day concerns of residents and financially supporting local organisations.

Further projects are to create a fixed objective for the Council and a thorough review of the Village Plan, as well as possibly taking on the management of Parkwood Picnic Site.

I would like to thank council members and their families for their great work especially when considering that they are all volunteers. My thanks again to Terry, Garry and Jane who achieved a lot in their short time.

So, finally although the council made a faltering start, green shoots can be seen.

James Perkins  
Chair to Appledore Parish Council

### Income

Income of £ 32,703 had been anticipated but actually received £29,819 plus a grant and the repayment of a loan. The difference was due to the removal of the street cleaning grant and recycling credits totaling £2,400 and a slightly larger reduction than expected the council tax grant. A total shortfall of £2,884 less than budgeted. The repayment of the short loan to the history society was appreciated and the successful application for a further grant from KCC Cllr Members Grant of £1388.50 meant the second set of verge posts were bought and installed at no cost to the parish council. It should be noted that the money received from the concurrent grant and council tax support grant will not go on forever and will continue to be smaller each year leaving the council with the only income being the precept itself. As first expected last year, there could be no council tax support grant for 2017 – 2018.

### Expenditure

Expenditure of £ 29,125.47 was anticipated but actual spending was greater at £33,927.09 and if you include sums of money allocated but not yet spent £ 37,057.09. With the lack of candidates for the election of a new council in May 2015, the implementation of new laws on pensions and a new parish clerk, there has been a significant amount of change to the council. Although it may have taken until January 2016 to have a full council, no election costs had to be paid as councillors were co-opted or elected uncontested. However, the new team has required training to get to grips with their new roles. The new pension law real time declaration requirements meant the payroll charges were doubled. A new clerk, with more paid hours per week, has meant the provision of office equipment and costs and some training. Some of these costs will not reoccur in the next financial year. The village hall loan continues to be paid off and will run until 2020. The loan is now down to £45,000. The public conveniences were expected to require £4,000 and but for the voluntary cover of the cleaner who left in September 2015, this amount would have been exceeded by £1,000, whilst as it is, the costs came in at £2,906.91. Cllr Hennig who has been cleaning the lavatories, has suggested various uses to which the saved money could be put but this would have to be finalised by a council vote. The cost of Street Cleansing came in close to predictions. Whilst there was no budget for maintenance to general assets in the charge of the council some £1500 has been spent or allocated to be spent here. The parish council has a history of financially supporting local voluntary associations, providing grants and donations as budgeted. However, the grant to the village hall towards a new pair of emergency doors had not been planned for. The end result being that the council's actual expenditure exceeded the council's actual income by £4,107.

### Overview

In the two previous financial years the parish council's expenditure though close to the sum taken as precept, and regular grants together, it was significantly less than its total income. However, for the financial year just ended, the total expenditure has exceeded its total income. The budget for next year, concluded from considered costs, proposes expenditure in excess of its expected income, by £2,500. The council is fortunate to be holding, with no specific allocation to any particular scheme approx. £ 35,000, of which prudence would suggest a reserve £10,000. The recommended practice is to hold 40/50% of expenditure/precept (not including loan payments). With the turn towards government at grassroots and local services being funded by local residents, Appledore Parish Council does have funds to allow it to take action to benefit its parishioners.

Mary Philo – Clerk and Responsible Financial Officer