

**KENARDINGTON PARISH COUNCIL****Minutes of the meeting held on Tuesday 5<sup>th</sup> December 2023 at 7.00pm  
In the Village Hall****Present:****Parish Cllrs:** Cllrs. S. McIntyre, B. Hedley**Borough Cllrs:** Cllr J Shilton**Members of Public: 2****PC:****Clerk:** A Beach

**Note: Due to the late notification of apologies from two Councillors a quorum was not available therefore no decisions were made or agreed at the meeting and was informal only.**

<b>Minute No</b>		<b>ACTION</b>
937	<b>Apologies &amp; Reasons for Absence</b> Cllr R Stone – Illness Cllr E Brown – Personal Commitments Cllr T Coombes KCC Cllr M Hill – Conflicting meeting	
938	<b>Declaration of Councillor’ Interests</b> <ol style="list-style-type: none"> <li>a. To approve or reject any application put to the meeting by the Chairman in respect of Members seeking a dispensation under the Localism Act 2011, section 33.</li> <li>b. Request that Councillors’ or any other persons’ present declare if they intend to record any of the proceedings using any video or audio recording device or camera</li> </ol>	
939	<b>Approve the Minutes of the Meeting held on 7<sup>th</sup> November 2023</b> The minutes were approved by Councillors’ and were signed by Cllr McIntyre.	
940	<b>Public Session</b> At this point the Meeting will be adjourned. This session is for the public to express a view or ask a question on relevant matters on the agenda. A resident asked if the PC had made a decision regarding the recent application for Holly Bush Farm. As the PC’s response has been given to ABC but not registered yet, Cllr McIntyre explained that it would not be correct to fully explain until ABC publish our response.	

941	<p><b>Borough Councillors Report</b> Cllr Shilton gave a brief report.</p>	
942	<p><b>Finance</b></p> <p>a. <u>Authorisation of Payments &amp; Receipts</u> Direct Debit – HugoFox, Monthly Website fee £11.99 Chq No. 445 A C Beach – repayment of Land Registry Fees £24.00 446 A C Beach – Salary Oct-Dec, including increase £564.21</p> <p>b. <u>Balance &amp; Financial Report</u> The current account has a balance of £4,426.87 and the business reserve a balance of £15,018.11 giving a working balance of £19,444.98 of which £5,833 is allocated to the proposed play area.</p>	
943	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>– <u>The Wish Hedgerow</u> Cllr McIntyre will contact Richard Tijou-Smith of Green Leaf Tree Services to arrange a mutually convenient appointment to obtain a quotation for cutting the hedge.</li> <li>– <u>Neighbourhood Watch Scheme &amp; Local Policing</u> In Cllr Coombes absence the matter was carried forward to the next meeting.</li> </ul>	
944	<p><b>Planning</b> PA/2023/1751 – Holly Bush Farm, proposed extension of the existing traveller/gypsy site to increase it to 5 pitches.</p> <p><b>KPC Decision – Object</b> At the November meeting the application was discussed with the applicant and members of the Parish. Since that meeting members of KPC visited the site to fully understand the proposals and discussed any other queries that arose, and the decision was made to object to increase the size to 5 pitches but would support an additional 2 pitches. See APPENDIX 1-2312 for full details. Note – This decision was agreed by all Councillors following discussions prior to this meeting; full details of emails available.</p>	
945	<p><b>Village Matters</b></p> <ul style="list-style-type: none"> <li>– <u>Play Area</u> – No reply has been received from ABC regarding the lease for the ground. Cllr Shilton is attempting to progress it.</li> <li>– <u>Speedwatch Update</u> – Nothing to report</li> <li>– <u>Highway Improvement Plan (HIP)</u> – Cllr McIntyre will give a full update on the on-line meeting in January.</li> </ul>	

946	<p><b>Village Hall</b></p> <ul style="list-style-type: none"> <li>- <u>Refurbishment Update</u> To allow a planning application to be submitted to relocate the lamppost we need to identify the direction the electricity enters’</li>   <li>the light, Cllr McIntyre confirmed that the feed comes down The Wish.</li> <li>- <u>Village Coffee Morning</u> These are still popular and Cllr Hedley hopes to start holding some midweek in the New Year</li> <li>- <u>Village Hall Working Group</u> Cllr Hedley confirmed that the meeting held on 15<sup>th</sup> November was successful. See Appendix 2-1223</li> <li>- <u>Christmas Evening</u> Nothing to report</li> <li>- <u>D-Day Celebration 2024</u> Nothing to report</li> <li>- <u>Village Hall Chairs &amp; Outdoor Furniture</u> Our application for a grant from the Rural Prosperity Fund was discussed by the Community Grants Panel and they approved a grant of £ 3,048.75 towards your project. The Panel decided to increase the requested grant amount to act as a contingency and ensure you are able purchase outdoor equipment that is value for money. Any money not spent may have to be repaid.</li> </ul>	
947	<p><b>Green Energy</b></p> <ul style="list-style-type: none"> <li>- Following our registered interest for a grant towards two EDV chargers we are required to have a site survey. Cllr Stone has arranged a meeting with Osprey Electrical to discuss this.</li> <li>-</li> </ul>	

<p>948</p>	<p><b>Correspondence</b>  <u>Previously emailed</u>                  KALC  <ul style="list-style-type: none"> <li>• NALC CEO Reports</li> <li>• KALC CEO Report</li> <li>• AGM Documents</li> <li>• Updated 2023-24 Pay Scales for Clerks and PC Staff</li> <li>• KALC Bulletin including details of Highways Seminars</li> </ul>                 KALC – Ashford  <ul style="list-style-type: none"> <li>• Draft minutes for the meeting held on 1<sup>st</sup> November</li> </ul>                 Ashford BC  <ul style="list-style-type: none"> <li>• Minutes of the Planning Meeting held on 7<sup>th</sup> November</li> </ul>                 KCC Highways  <ul style="list-style-type: none"> <li>• New Highways Stewards – Mick Eaton will cover Kenardington</li> <li>• Winter Highways Maintenance Information</li> </ul>                 KCC  <ul style="list-style-type: none"> <li>• Details of Public Consultation on Kent Local Flood Risk Management</li> </ul> </p>	
<p>949</p>	<p><b>Future Agenda Items/Items for Information</b></p>	

Cllr McIntyre closed the meeting at 8.50pm

**Dates of Future Meetings**

2<sup>nd</sup> January 2024

**Meetings start at 7.00pm**

## **APPENDIX 1-1223 – Copy of our Comments to ABC Planning Dept.**

Dear Kenardington Parish Council

Thank you for your comments relating to the planning application PA/2023/1708 at Holly Bush Farm, Warehorne Road, Kenardington, Ashford, Kent TN26 2LX submitted on 1 December 2023. We are currently accepting comments until 18 December 2023.

For your record, we can confirm your stance and comments were as follows

### **Object**

KPC is supportive of an extension of the Gypsy / Traveller Site, but not as proposed in this planning application. Observations below (assessed against Traveller Accommodation Policy HOU16 a to j):

1) The proposed access to and egress from the site is believed unsafe. In particular, on egress, the view of vehicles travelling westwards on the Warehorne Road (B2067) from the direction of Hamstreet is limited by a partially blind corner and neighbouring hedgerow. This risk is heightened by the anticipated increased traffic (numbers and type) entering and leaving the proposed site as a result of proposed 5 pitches each with 2 x car spaces and a touring caravan. Additionally, to note there are no pavements on this stretch of the B2067. KPC recommends the applicant raises these issues with the Highways Department.

2) The current proposal of 5 pitches in terms of scale and siting does not fit with the key characteristics of Kenardington's Landscape Character Area. From southern and eastern aspects, the pitches significantly protrude beyond the natural blended borders of neighbouring properties that align undulating fields. Kenardington has numerous public footpaths across fields providing the opportunity to witness the natural rural landscape of Kenardington. These include A184, AT185, AT186 which cross the applicants and neighbouring land.

3) Subject to a resolution of the access / egress issue, KPC would be supportive of 2 of the 5 new proposed pitches, specifically the 2 pitches nearest to the Holly Bush Farm bungalow. In this event KPC would also be supportive of the existing pitch permitted in 2016 remaining in situ rather than being dismantled. This would make a total of 3 approved pitches. It's believed this would be of the right scale appropriate to the surroundings and has the potential to meet key characteristics of the LCA. For the 2 x new pitches, KPC would require details of caravan sizes, build and materials, and seek a robust planting / screening programme that defines the footprint of each pitch and achieves blending of the site within the natural surrounding characteristics. This would include a review and potential replacement of the metal fence recently installed near to the site. Additionally, we would ask that the public rights of way (as per above) are clearly marked to assist ramblers.

4) KPC recommends a covenant be put in place that restricts number of pitches to 3 (in total), this covenant to be applied to the land to which this application and the one in 2016 relate and to adjacent land to which the applicant has a vested interest.

5) The applicant needs to provide a light pollution mitigation plan to ensure compliance to the Ashford Local Plan "Dark Skies Supplementary Planning Document

**APPENDIX 2-1223**

**Kenardington Village Hall Fund (KVHF) (Charity ref: 302775)**

**Minutes of Management Committee Meeting 15/11/2023 19:00 - 2030 KVH**

**Attendees:**

Brenda HEDLEY (Trustee, Chair) Ian WOODS (Trustee) Annette BEACH, Liz GIBBS, Steve McINTYRE

**Apologies for absence:** Rachael STONE

<b>1</b>	<p><b>Minutes of last meeting</b></p> <p>BH stated the last formal meeting was approx. 4 to 5 years ago. No meeting notes available. All agreed the charity has pursued its objectives in the intervening period and that today’s meeting is the start of formalising policies and processes to better evidence accountability for the charities activities - see governance below.</p>
<b>2</b>	<p><b>Confirm Charity objectives and purpose</b></p> <p>All agreed the charity objectives remain the same as those stated on the Charity Commission (CC) website: provides village hall (VH) facilities and open space for local residents. Ensures the VH is maintained in good order to provide residents with a public building.</p>
<b>3</b>	<p><b>Governance</b></p> <p>SM gave a presentation on governance requirements including what a VH charity structure should look like and what KVHF needs to do to meet legal / policy requirements. SM has requested from CC a copy of the governing document (expected in 10 days). Recommendation made that on receipt of gov doc a meeting to be held with ACRE specialist advisor Deborah Clarke to agree best structure to ensure charity compliance. In the meantime, SM recommended immediate assigning of temp management trustee roles to build much needed resilience to current 2 x trustees in office; BH and IW. Agreed by all, see AOB.</p>

4	<p><b>Fund raising report</b></p> <p>BH informed of the continuing fund-raising effort to enable essential village hall updating. Circa £20k Covid restart grants awarded since 2019 spent on internal updating including new wooden cladding to walls, insulation, new heating system, new bar area and kitchen. Plus, additional new kit for young persons such as TV, PlayStation, children’s furniture and toys. Currently applying for new grant and in discussion with a building developer regarding donation to enlarge VH W.C. and improve and extend outside paving area.</p>
5	<p><b>Events report</b></p> <p>BH informed that series of coffee mornings at VH have been successful in bringing together the community and achieving additional funds. RS submitted an email offering to run all coffee meetings which run monthly from 25/11/23 to 11/5/24 and has requested purchase of a coffee machine and cake platter lids. Request agreed by all. BH and LG explained the success of the recent 70s night which made a healthy £341. BH and LG are going to organise a Christmas event, date to be advised. LG informed that a hot plate would assist provision of food at events. BH agreed to purchase a hot plate, filter coffee machine and cake platter lids.</p>
6	<p><b>Repairs and maintenance report</b></p> <p>BH informed of urgent repairs to VH shed roof and VH front entrance light. VH very grateful to Brian Woolstone for undertaking the repairs at a very reasonable rate.</p>
7	<p><b>Financial report</b></p> <p>AB provided an update on KVHF financial position. Total funds available as of today = £4773.02. AB has applied for CC new account for purpose of submitting FYE 22 accounts. CC confirmed with SM they have sent a response to this request on 25/09/2023 to listed point of contact. IW has not received any response. SM to chase up.</p>
8	<p><b>Correspondence</b></p> <p>BH has received a letter of resignation from Jeniffer Rose Woods, trustee. BH to respond to JRW to include a “thank you” for her efforts over the years.</p>
9	<p><b>Trustee liability and trustee indemnity insurance</b></p> <p>SM raised the need for trustees to be aware of the risks carried by the role and consideration of the KVCF purchase of trustee indemnity/liability. BH to check current insurance cover and advise.</p>
10	<p><b>AGM date and content</b></p> <p>To be confirmed</p>

<b>11</b>	<b>Next meeting</b> 6 <sup>th</sup> March 2024
<b>12</b>	<b>AOB</b>  BH and IW co-opted the following to temp management trustee roles: Annette Beach (Financial Officer), Steve McIntyre (Secretary), Liz Gibbs (Events Secretary & Vice Chair). BH agreed to retain Trustee Chair role, IW agreed to remain as a Trustee. Regarding governance around payments and decisions. All agreed that the current requirement for 2 people sign off for all payments, restricted to BH and IH, will remain. Receipts to be sighted by both BH and IH in all cases. All agreed that a quorum for decision making is 3 trustees. All agreed once gov doc received and new structure confirmed that new Trustee Declaration forms to be completed by all Trustees plus induction forms to be issued to all new Trustees.