

Westwell Parish Council
Minutes of a Meeting of the Parish Council
Held on Wednesday 13th September 7pm at Westwell Parish Hall

1. Present and apologies

Present: Cllrs Drury, (Chair), Bainbridge (Vice Chair) Lister, Butcher, Farrington, Hutchinson, and Wyatt. Clerk – Sonia Young

Apologies: Cllrs Richards and Bartlett and Borough Cllr: Larry Krause

Two members of the public were present.

2. Declarations of Interest

Cllr Wyatt consultee to planning application **PA/2023/1375**

3. Approval of the minutes of the meetings held on 19th July 2023

Resolved:

That the minutes of the meetings of Westwell Parish Council held on 19th July be approved and confirmed as true records.

Proposed: Cllr Wyatt. **Seconded:** Cllr Hutchinson. Cllr Bainbridge abstained as not present at the 19th July meeting.

Resolved. It was resolved to approve the minutes as a true record of the meeting.

4. The Chair resolved to suspend the meeting for an Open Forum at 19.10pm

5. Public Forum

As a result of comment from a member of public in the Open Forum, Westwell Parish Council resolved to seek legal advice on the matter of burial rights and based on that advice, put in place an agreed WPC Deed of Grant of Right of Burial to use with all future plot purchases in Westwell cemetery.

Action: Clerk to contact WPC solicitors Halletts

The Chair closed the meeting for public debate at 19.21pm

6. Matters arising not covered elsewhere on the agenda as a separate item.

6.1 Trees in St Mary's Churchyard

A meeting will take place on 4 October to discuss the planting of two new trees. Other works required to maintain the churchyard will be discussed at the same meeting and feed into the new contract for ground maintenance with All Seasons Gardening Services. Cllrs resolved to re-establish the perimeter path around the churchyard, including raising the crown of the copper beech to facilitate access and use of the path. This work to be added to the annual tree audit.

Action: Cllr Farrington to report back on the meeting and make a proposal for the annual groundwork works schedule at the next meeting.

6.2 Site scan of the cemetery

This is an agreed project and will be resumed.

Action: Cllr Drury will write a formal brief. The brief to be sent to JC White as their original quote will need to be updated; two more quotes are required before a decision can be made on who will undertake the project.

Action: Clerk to source two additional cemetery scanning specialists for quotes.

6.3 Late invoice for removal of the cypress tree in St Mary's churchyard

Action: The Clerk to chase the invoice for payment.

6.4 Repairs to St Mary's access road

The path edge has fallen away. Dwyer Engineering to be asked to quote for the repair, including making up the ground where the felled tree roots are now rotting away. The idea of a

hammerhead parking solution being added to the access road was discussed and it was agreed that this cannot be taken further until the roots have completely rotted away.

Action: Cllr Drury to liaise with Dwyer Engineering for a quote.

6.5 Weedkilling - St Mary's footpath has been requested.

Action: Cllr Farrington to ask All Seasons Garden Services to carry out an additional weed kill.

6.6 Community Safety

A discussion took place about problem parking on the corner of Gold Hill

Action: Cllr Drury to contact the Ashford Housing Team to work through a solution.

6.7 Squid's Gate

Concerns have been raised about a large mound that has appeared on land at Wrotham Wood, adjacent to the gliding club.

Action: Cllr Lister to investigate to ensure that the Environment Agency are aware as this an area of AONB

7. Financial Report

7.1 Approval of payments in accordance with the budget

WPC main account

Expenditure to approve for Sept 2023		Cheque No	£
Annual playground inspection	ROSPA	BACS	138.60
Salary payment Sept	S Young	BACS	901.13
Grounds maintenance	All seasons Garden Services	BACS	565.33
Total			£1605.06

Income			
Headstone	H Simpson	BACS	160.00
Interment	County Funerals	BACS	100.00
Total			£260.00

Bank Reconciliation Balance at 31st August 2023 = £26,102.97 less un-presented cheques:

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Actual balance = £26,102.97 at 31st August 2023

WPC deposit account

Expenditure			£
Total			£

Income			
10 July	Interest	BACS	14.85
Total			£14.85

Bank Reconciliation Balance £15,890.70 at 31st August 2023 Less un-presented cheques:

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Actual balance = £15,890.70 at 31st August 2023

WPC No 2 Account

Expenditure		Cheque No	£
Total			

Income			
Total			

Bank Reconciliation Balance £3.44 at 31st August 2023

Actual balance = £3.44 at 31st August 2023

WPC resolved to approve the accounts as noted and payments in accordance with the budget.

Proposed: Cllr Hutchinson. **Seconded:** Cllr Butcher.

Resolved. WPC approved the accounts as noted and payments in accordance with the budget.

Action: Clerk

7.2 WPC resolved to donate £100 to the Ashford branch of the St John's Ambulance.

Proposed: Cllr Drury. **Seconded:** Cllr Butcher.

Resolved: WPC will donate £100 to St John's Ambulance.

7.3 WPC resolved to approve the bronze package costing £9.99 per month to maintain the WPC website on the HugoFox Platform and to pay the invoice annually at a reduced cost of £122.28. The contract to commence 4 October 2023.

Proposed: Cllr Drury. **Seconded:** Cllr Butcher.

Resolved. WPC will maintain its website on the HugoFox platform.

8. Planning applications received for comment.

8.1 PA/2023/1204 The Parsonage, Watery Lane, Westwell TN25 4JH

Construction of rear conservatory.

WPC resolved to support the conservatory pending an urgent site visit with the applicant to better understand the siting of the new conservatory following other works to extend the property.

Proposed: Cllr Wyatt. **Seconded:** Cllr Bainbridge.

It was resolved to request a site visit and support the application pending the outcome of the site visit.

Action: clerk to organise the visit.

8.2 PA/2023/1375 The Bungalow, Westwell Lane, West of Westwell TN26 1AJ

Erection of a single storey porch extension.

The bungalow is on an elevated site at the entrance to the lane and is a large site overlooking smaller houses and cottages clustered along the lane. For this reason, any extensions and other work have the potential to impact on these neighbours. WPC considered the proposal and raised concerns about the stability of the bank where the road is very narrow and where temporary timbers have slipped on a previous occasion.

WPC resolved to raise no objection but to separately comment about the condition of the bank

Proposed: Cllr Hutchinson. **Seconded:** Cllr Butcher.

It was resolved to raise no objection but to separately comment as noted above. Cllr Wyatt did not participate in the decision due to a conflict of interest as a neighbour.

8.3 PA/2023/1358, 170 Sandyhurst Lane, Boughton Aluph, TN25 4NX

Proposed two storey front porch extension, ground floor rear extension, first floor extension over existing ground floor extension & alterations & raising the ridge height by 1.5m. This bungalow sits alongside another at 172 for which upward and rear expansion was permitted earlier this year. This part of Sandyhurst Lane is characterised by relatively narrow plots with no footway. Frontage depths are just large enough for 3 cars, so it is now sensible not to increase the number of bedrooms above the existing four. The proposed design adds dormers to the front and an extension to the rear, not dissimilar from elsewhere in the Lane. But the scale and massing of this proposal would be much greater because the ridge height would be increased not by 0.75m as approved at Number 172, but by 1.5m. The proposal to the rear of the property includes a first floor bi-fold door balcony which will overlook the rear gardens of neighbours and be potentially intrusive given the narrowness of the plot. It is also worth noting that the prospect of two adjacent properties on small sites having this degree of redevelopment would present construction congestion if they were concurrent.

WPC resolved to object on the basis that this constitutes overdevelopment and is out of character with the existing built environment and other approved plans in the area.

Proposed: Cllr Lister. **Seconded:** Cllr Farrington.

It was resolved to object to the application.

8.4 PA/2023/1554, 162, Sandyhurst Lane, Boughton Aluph, TN25 4NX

Single storey rear ground extension, extension of the existing rear first-floor dormer, and extension of the existing pitched roof.

Neither number 158 or 154 have windows facing toward the application property and the proposed changes are modest and non-intrusive.

WPC resolved to support the application and the proposed improvements, which are proportionate.

Proposed: Cllr Butcher. **Seconded:** Cllr Hutchinson.

It was resolved to support the application.

8.5 21/02146/AS Land at Eureka Business Park

Additional Documentation Submitted - Cover Letter/Ecology Technical Note/Technical Note Response to Natural England/Proposed Surface Water Drainage Strategy/Amended Design and Access Statement and Updated Existing Site Layout Plan and Illustrative Masterplan indicating existing Public Rights of Way.

1. WPC submitted comments on 5th July for the re-consultation – ratified at a meeting of WPC on 19th July.
2. Clerk arranged a zoom meeting for all three parishes impacted: Westwell, Boughton Aluph & Eastwell and Kennington on 8th September. At that meeting it was agreed to:
 - a) Try to convene a meeting with the developer to include all three parishes and
 - b) Explore common themes such as routes/ improvements through and beyond the red line site boundary to maintain footpath integrity etc.

WPC resolved to follow the process used for the 5th July submission – Cllr Drury to draft a submission comment on relevant issues for Westwell Parish in the eight new documents and circulate by email; submission to be ratified at the next meeting.

Action: Clerk to try and organise a face-to-face meeting for all three parishes with the developer.

8.6 Other planning matters

8.6.1 Conversion of Agricultural buildings adjacent to Digges Court PA 2023/ 1250

WPC resolved to ratify the support comment approved by email and submitted on 16th August to meet the consultation deadline.

Proposed: Cllr Drury. **Seconded:** Cllr Lister.

WPC resolved to ratify the support comment submitted.

8.6.2 Elvey Cottage. ABC has replied to an enquiry from The Clerk about the Enforcement Notice served on Elvey Cottage. ABC replied to say that it was working with the Council's Legal Team to find a mediated solution ahead of the immunity deadline of September 2024.

8.6.3 Call for sites for the 2041 Local Plan

WPC resolved to be alert to comment when a list of sites is created. The call for sites will be posted on the village noticeboards as requested by ABC .

9. Correspondence

Nothing raised.

10. Information items

10.1 Highways including HiP

There is a broken drain cover outside Glebe Cottage, and it has lifted as a result.

Action: Cllr Drury to report the issue to KCC

HIP. Cllr Drury reported that the village gateway signage was delivered to the wrong depot and delayed installation. There is going to be a delay of a few weeks before completion of the HiP - no dates confirmed yet.

10.2 Playground – health and safety annual inspection

A report on the annual inspection was circulated prior to the meeting by Cllr Farrington, identifying the priorities: replacement of the swings and the solo spinner; the climbing net will also require action later. A loose panel on the see-saw must also be fixed.

A panel on the shelter has been damaged.

Action: Clerk to submit an insurance claim to replace the panel and secure the ABC grant application form to try and secure funding towards the replacement of the swings and solo spinner.

10.3 Playground – health and safety inspection

Cllr Farrington is due to meet with Martin Graham to discuss the Playing Field checklist.

10.4 Management of St Mary's Churchyard

Covered at Item 6

10.5 Annual fete – update on success

The accounts have been audited and signed off by David Burke.

Cllr Wyatt said the fete was a great success and gave a vote of thanks to Doris Cackett, Cllr Drury, and all of the volunteers for their hard work.

The results shows a profit of £1,601.94 with £1,600 declared for distribution as follows:

45% to St Mary's – towards the heating bills

45% to the village hall – renewal of playing fields equipment

10% to charity – Men in Sheds – one of Mayor Larry Krause' chosen charities in his year of office.

10.6 Village Hall Management Committee

Nothing to report. The next meeting is in the diary.

10.7 WPC branding

Proposed brands were circulated in advance of the meeting by Cllr Wyatt. A brand was chosen. (See Appendix (ii))

10.8 The Wheel

The drains for the extension are being laid. It is believed the target date for opening is just after Christmas.

11. Items for the next Parish Council meeting

- Protection of Parish land from encroachment – fence lines
- Community safety - dogs

12. Date of next meeting

Wednesday 11th October

The meeting closed at 9.50pm

Chairman’s Signature.....

Appendix (i)

Chosen branding for Westwell Parish Council

