

## Pluckley Parish Council Minutes

### 2003

Minutes of the meeting of the parish council held in Pluckley Village Hall on

**Monday, 13 January 2003, 8pm**

Present: Mrs J Gwillim – Chairman, Mr S Crookston, Mrs R Davies, Cllr Mrs E English, Mr B MacDonald, Miss A Murray, Mr P Cornwell Clerk to Pluckley Parish Council – Mrs J D Grebby

- 1 Apologies for absence: **There were no apologies**
- 2 Declarations of interests on items on the agenda: **None**
- 3 To approve the minutes of the meeting held on 9 December, 2002: **These were agreed and signed.**
- 4 Matters arising
  - 4a) Recreation Ground:
    - a1. Tennis Club: The Surrenden Tennis Club, not having been able to constitute a committee at the Extraordinary Meeting, has reverted to the Pluckley Sports Association who has set up a tennis club holding committee consisting of Janet Gwillim & Jackie Grebby. Membership of the LTA and Kent LTA for the remainder of 2002/3 has been paid, so anyone playing on the courts is covered for insurance. There should be time to resurrect the club before the 2003/4 membership is due. There was sufficient money in funds to donate to the parish council towards cutting the hedge and repairing the nets, etc.
    - a2. Playground: Ann Murray was getting an estimate for traction paint as a matter of urgency. She would also be getting an estimate from Wicksteed for the repair of the log rail & netting together with wet-pour safety surfacing. The clerk had completed a breakdown of play equipment costing as requested by Cornhill. Replacement costs were about £30,700. The council were insured for just £7,233.
  - 4b) Village Design Statement: :A copy of the latest suggestions had been sent to all members. Ann Murray would arrange a group meeting as soon as possible.
  - 4c) Station: The last parish platforms meeting was cancelled. The next is due to be held on Saturday 15 February, 10am at the station. The clerk would produce posters.
  - 4d) Highways: It was noted that the signs diverting the traffic from the bridge at the Station were unclear. The clerk had contacted ABC Highways department who had inspected them and had no objections to their siting.
  - 4e) Village Hall : The clerk had obtained an estimate from David Missing for barring the windows in the toilets. It was proposed by Ann Murray, seconded by Bruce MacDonald, that this be accepted. The condition of the floor was noted and all agreed that it was too slippery. One member of the aerobics class had sustained a fall. The clerk was asked to obtain prices for stripping and resealing as soon as possible.
  - 4f) Village map: KCC were pressing for the pictures. Several suggestions were agreed, and it was left to the clerk to make the final selection and obtain the necessary permissions.
  - 4g) Golden Jubilee celebrations: Pine Trees: George Homewood had indicated that he wished to purchase his own preferred wire/ties. The clerk reminded members that the trees were on her patio, but not secure.

- 4h) Village Hog Fair: There was nothing further to report.
- 4i) Businesses Forum: There was nothing further to report
- 4j) Freedom of Information Act:  
Data protection registration had been completed. The clerk suggested that it could prove useful if software enabling files to be saved as PDF files for display on the website, producing other electronic documents. The cost of Acrobat Distiller was thought to be in the region of £500 and was considered too high. It was possible that a copy could be purchased under Local Government/Education licensing. Bruce MacDonald would check with Associate House. Simon Crookston would also investigate other outlets. The clerk would check with KAPC and other agencies

## 5 Finance

- 5a) The following accounts were passed for payment: proposed Bruce MacDonald, seconded Simon Crookston

Maltmans Nurseries	£30.00	(Christmas tree)	961
David Heasman	£71.50	(Road sweeping*)	962
Clerk's agreed expenses	£65.00		963
Wicksteed Leisure	£2,451.65	(playground)	964
Staples	£27.95	(stationery, etc.)	965
Chubb Fire	£156.46	(VH extinguishers)	34
Cleanaway	£121.58	(VH waste bin)	35
Ingleton	£150.00	(bus shelter)	966
Ingleton	£36.00	(VH emergency doors)	36
Sue Exell	£87.00	(VH cleaning)	37
David Missing	£988.18	(VH main door)	38
David Missing	£602.78	(VH external dec – part)	38
KCC Landscapes	£141.00	(VH hedge)	39
KCC Landscapes	£334.29	(Quarterly invoice)	968
Seeboard	£124.26	(VH)	40
KCC Supplies	£60.40	(VH cleaning supplies)	43
BT	£31.57	(VH)	41
Initial Textile Services	£90.35	(VH)	42
Petty Cash	£90.35		967
Postage		£5.88	
Travel		£8.80	
Telephone		£75.67	
Total	<b>£5,600.26</b>		

\* includes extra hour on recreation ground clearing glass

- 5b) Bank balances as at: 8 January 2003

Reserve A/c	7,154.13
Current A/c	70.40
Petty Cash	(90.35)
Village Hall Current A/c	6,460.64
Staples	(27.95)

- 5c) Budget & precept 2003/4: The concurrent functions grant for 2003/4 remains the same at £1,084.

- 5d) Internal Audit: The clerk reminded members that an internal auditor needed to be appointed and it had not been possible to liase with other parish councils. It was proposed by Ann Murray, and seconded by Eileen English, that Edward Read or Peter Davies be approached and failing those it was proposed by Bruce MacDonald, seconded by Janet Gwillim, that Paul or Penny Ellard be asked. It was agreed that if these people were unwilling to undertake the task then the clerk would contact KAPC for their list of people available to carry out internal audits.

## 6 Planning applications

### 6a) New Applications: For Consideration

02/01947/AS New Application: Teare, Mr & Mrs Peter: High Cross Farm, Bell Road, Smarden: Full Application for construction of a front porch & side extension together with ancillary alterations at Rose & Crown, Munday Bois Road: **Support.**

### 6b) ABC Decisions

02/01660/AS: Raggett, M: Full planning consent to provide a 3.0m wide access to the front of properties at 4 Victoria Cottages Lambden Road **Refused:** The proposal would be contrary to policy RS1 of the Kent Structure Plan & policies DP2 & EN2 of the Ashford Borough Local Plan & would therefore constitute development contrary to interests of acknowledged planning importance for the following reason: the proposal by virtue of its proximity to 1-3 Victoria Cottages would be detrimental to the amenity of the occupiers due to an unacceptable level of noise & disturbance arising from the use of the proposed access.

## 7 Correspondence : Various items of correspondence were tabled, including:

- 7a) Local Council Review: articles included risk assessment of tombstones in cemeteries (this article had been passed to both churchwardens and the secretary of Pluckley PCC)
- 7b) Kent & Medway Lottery Conference, 4 February – passed to Ann Murray to attend
- 7c) KAPC Planning information day, 15 March – Clerk to attend
- 7d) Parish News – distributed to all members
- 7e) KRCC meeting – working with young people. Information already given to Renate Beerling
- 7f) KRCC meeting – community strategies & parish plans, 31 January: Janet Gwillim to attend if possible.
- 7g) KRCC Farmers Market Conference – 27 January: noted
- 7h) Police Forum. Next meeting 19 March, Ashford Police Station: passed to Simon Crookston.

## 8 Any other business

- 8a) Parish Forum: the clerk reported on the recent meeting when, as a result, ABC would be reconsidering current policy on Planning Delegation. The next meeting would be on 24 March.
- 8b) South East in Bloom Competition. It was decided not to enter.
- 8c) SERPA – contribution request. It was agreed not to make a donation. The papers were passed to Ann Murray for information.
- 8d) Contract of Employment for Clerk. Copies of a KAPC recommended contract, etc. were given to all members who would pass comments to Janet Gwillim for analysis before the next meeting.
- 8e) Bruce MacDonald enquired about the orchards being grubbed out near Chart Court. The odour was from paper waste.
- 8f) Eileen English reported that the Good Neighbour Scheme meeting would be held at Coopers Cottage on 22 January
- 8g) Items for next month's agenda to include:
  - 1. Village Clean up
  - 2. Thorne Roughetts

There being no further business the meeting closed at 9:25pm.

Jackie Grebby, Clerk to Pluckley Parish Council

Minutes of the meeting of the parish council held in Pluckley Village Hall on

**Monday, 10 February 2003, 8pm**

Present: Mrs J Gwillim – Chairman, Cllr Mrs E English, Mr B MacDonald, Miss A Murray, Mr P Cornwell and one member of the public

Clerk to Pluckley Parish Council – Mrs J D Grebby

- 1 Apologies for absence : These were received from Trevor Oliver, who was at another meeting, and Simon Crookston, who was unwell.
- 2 Declarations of interests on items on the agenda: None
- 3 To approve the minutes of the meeting held on Monday, 13 January  
These were agreed and signed as correct, proposed Ann Murray, seconded Paul Cornwell.
- 4 Matters arising
  - 4a) Recreation Ground:
    - a1. Grounds: Ann Murray reported that some of the benches needed work on them. Dave Missing had quoted [\*see below]  
Broken branches and twigs were littering the ground around the trees. It was agreed to set up a working party.  
Grass from mowing is being dumped in the hedgerow by the Old Avenue. It was suggested that this could be left in a compost heap by the cricket club.  
The north hedge needs cutting back. The clerk was instructed to get prices for this, or contact the Highwood's to see if it could be incorporated into their annual hedge-cutting.
    - a2. Playground: Ann Murray reported that she was meeting with Wicksteed with regard to the log rail and netting. David Missing had provided an estimate of £450 for carrying out some of the other essential repairs including the benches [\* see above].  
Paul Cornwell queried the fact that Missing Builders was being used so often. The clerk reported that he had provided several quotes in competition with other companies for larger projects, and was consistently lower. Other people had been used for some of the smaller jobs, but it was proving that Dave Missing was able to carry out work within a short time period. The quotation was accepted, proposed Ann Murray, seconded Paul Cornwell.  
The clerk reported that she had received a communication from RoSPA regarding their annual inspection. It was agreed to ask them to include Risk Assessment in the inspection at £77 (plus £3 per additional item over 5) as new items had been added, and to provide a 'Regular Inspection Check List' for an additional sum of £20
    - a3. Cricket Club: Proposed plans for the new sports pavilion were laid before the meeting. Concerns were expressed regarding a 'dead' triangle of space between the rear of the pavilion and the 'orchard' tennis court. It was agreed to hold a site meeting at 9am on Saturday 15 February. The question of drainage was raised and the clerk was instructed to ask for plans of foul sewers to the north of the recreation ground.  
It was reported that planning permission was £220, the clerk was asked if the PC could make the application and get a discount. She would also discover where the project stands with reference to grant funding if the parish council carries out the project.  
Tennis Club: Janet Gwillim reported that this would be resurrected in the near future. She was also trying to get coaching for children. The clerk was undertaking to have the hedges cut and the weeds cleared by KCC Landscapes as per their quotation.
  - 4b) Parish Design Statement: Amendments having been made, the clerk was tidying it up before sending it off the ABC
  - 4c) Station : A FOPS meeting was being held on Saturday 15 February.  
The clerk reported that ABC had written saying that it was not possible to have 'no waiting' for just one hour, nor was it possible to issue residents with parking permits. The clerk suggested that ABC be asked to extend the permanent 'no waiting' area to include the road bordering the Dering Arms garden, and perhaps no waiting for 8:30am to 6pm in the other areas. This was agreed and she would contact ABC.
  - 4d) Highways
    - d1. Road & footway surfaces:  
Forge Hill footway again needs clearing – it had been weed killed twice last year, but it was the job of ABC Highways: the parish council does not have the authority to action this work, unless undertaken within S137 powers. The field bordering Forge Hill just below Cliffe Cottage was leaching onto the footway. The Clerk was asked to contact the owners with regard to clearing this.  
Hedges along Station Road, namely those belonging to Gwavas Vean and The Pond House, were overhanging the road. The clerk had approached the occupiers asking them to cut them back.

Concern was expressed over grass verges along the diversion route for the bridge closure over the railway line. The clerk was asked to request that they be reinstated after the diversion was removed

Reflective posts had been installed outside numbers 3 and 4 Fir Toll. While it was unclear if these were a temporary measure until the verge was reinstated, it was agreed that a request should be made for similar posts be placed along those verges in Lambden Road also suffering from breakdown.

d2. Signage

Chambers Green Road, Malmain Road, and Forge Hill name plates had been requested: some were already in place. The Pinnock name plate had been knocked down and the clerk had notified ABC and at the same time asked that a name plate be placed other end of that road. A letter from Mrs Davies referring to this road sign was laid before the meeting.

Traffic

The clerk reported that she had received complaints that lorries were entering Pivington Mill from the north, coming in via Hook Lane. These roads were unable to take with heavy traffic. It was believed that vehicles were being routed this way when using guidance systems. Cllr Richard King (KCC) had taken the matter up with Highways. Eileen English would also look into the matter. The Clerk to write to Mr Fowler of Scaldershurst

4e) Village Hall

- e1. To adopt recommendations of the Village Hall Support Group [minutes attached] Agreed and carried unanimously
- e2. Floor: the clerk had met with two contractors, but as yet had not received their quotations. Paul Cornwell said one had been sent to his office.
- e3. Legal situation: After her last meeting with the solicitors the clerk recommended that trustees be set up for the Village Hall at the Annual Parish Meeting, and at the same time set up a fund raising committee for the village hall. She would compose a letter to Mr Thorneloe along these lines for his comments. The clerk had ascertained from Cornhill Insurance that the hall was covered for the Fireworks event, but that Rushbrook Farm had to have their own general public liability cover. A copy of the letter from Cornhill was passed to Janet Gwillim who would provide confirmation that Rushbrook Farm was covered.
- e4. The clerk requested that she attend the KRCC Community Halls Conference of 8 March at a cost of £10. This was agreed.
- e5. Emergency door & disabled ramp: an estimate had been received from Dave Missing for £968.69 plus vat. Another estimate was for £1,067.57 (£4,457.72 including windows). Two further estimates included the windows and came to £5,986 and £5, 120. Estimates for the ramps were £1,225, £1,560, and £2,720. Although Mr Missing's price was not the lowest in this instance (£1,560), it was unanimously agreed that he is asked to do the work. Proposed Ann Murray, seconded Paul Cornwell. The clerk was requested to ask if a 2½% discount could be given. The clerk would put the work in hand as soon as Miss Murray had heard from the grant-funding agencies.

4f) Village Map: There was nothing further to report.

4g) Golden Jubilee Celebrations: There was nothing further to report

4h) Village Clean Up

A new date was set for cutting back the hedge overhanging the footpath outside 2 Shiplands. This would be on Saturday 22 February, 9am to 1pm. Paul Cornwell agreed to attend with Janet Gwillim, and other councillors. Ann Murray proposed that Chris Davies, who had his own chainsaw, be asked to help for a payment of £20 (S137), seconded by Eileen English, carried. The clerk warned that risk assessment procedures should be followed. Janet Gwillim would arrange for the trimmings to be taken away.

It was agreed to hold a Village Clean Up on Saturday 22 March, from 10am meeting of the recreation ground. All children under 12 years to be accompanied. The clerk would ask ABC for gloves and plastic sacks, also to see if safety tabards and a skip could be provided. It was suggested that the skip is placed in the lay by below the recreation ground.

Posters will be provided and leaflets given to all children at the school. The clerk to write to the Black Horse asking them to tidy their car park and garden.

4i) Thorne Roughetts: This area is a mess. Rats had been reported coming from the site and it was noted that these rodents were becoming immune to Warfarin. The matter had been reported to ABC.

4j) Contract of Employment – Clerk. Held over until the next meeting

**5**

Finance

5a) The following accounts were passed for payment: proposed Bruce MacDonald, seconded Simon Crookston

KAPC £47.00	(planning info seminar)		969
David Heasman		£66.00	973
Clerk's agreed expenses		£65.00	974
Staples		£19.88	970
Cornhill		£39.41	971
Mid Kent Water		£27.25	975
Mid Kent Water		£24.19	44
Sue Exell		£87.00	45
Initial Textile Services		£30.29	46
Missing		£108.10	47
PRS		£38.78	48
Parish Magazine		£39.00	49
KRCC		£10.00	50
SLCC		£25.00	972
Petty Cash		£105.22	976
Postage		£13.72	
Travel		£15.30	
Laminating		£1.00	
Misc (drum for printer)		£75.20	
<b>Total</b>		<b>£732.12</b>	

## 5b) Bank balances as at: Wednesday, 05 February 2003

Current Account	£68.65
Petty Cash	(£105.22)
Reserve Account	£5,878.39
Village Hall Account	£6,365.43
Staples	(£19.88)

5c) Internal Audit: The clerk reported that she had made contact with Edward Read, but had not yet received a reply.

## 6 Planning applications

## 6a) Plans meeting 27 January 2003, recommendations:

02/02004/AS: New Application: Gwillim, AL & DA, Rushbrook Cottage, Pluckley, TN27 0SD: Variation of conditions to take down present straw barn at Luckhurst Land and re-erect with extension at Frith Court Farm, The Pinnock. Members present: P Cornwell, E English, A Murray. Interest Declared: none. Decision: Support, with the comment that once the building is off the Luckhurst Land, the PC would like to be assured that no further buildings will be allowed on that site.

## 6b) For consideration:

03/00056/AS (DEL) New Application: Stannard, Mr R: Outline planning consent for one dwelling on land 15m south of Fir Toll Lodge, Lambden Road, in part garden of at Mallards, Station Road. [note: the clerk had taken advice from ABC regarding declaration of interests by the PC as owners of the Village Hall, and as such have been sent the formal notification of the application by ABC. Oliver Peel's considered opinion was that the PC does not need to declare an interest, but send in their observations as usual] **Interest Declared: None. Decision: Object** The clerk had received several letters from residents and had summarised the points raised. These were laid before the meeting. It was unanimously agreed to adopt these points as parish council recommendations for refusal.

03/00147/AS (DEL) New Application: Steed, Mr & Mrs M: Full Application for replacement of existing shed/greenhouse unit with new separate shed and greenhouse at Church Gates, The Street  
**Interest Declared: None. Decision: support**

## 6c) Ashford Borough Council decisions:

02/01725/AS: Calver, Mr & Mrs: CLDE Use of vehicular access at Fir Toll Lodge, Lambden Road  
**Granted**

02/01947/AS: Teare, Mr & Mrs Peter of High Cross Farm, Bell Road, Smarden: Full Application for construction of a front porch & side extension together with ancillary alterations at the Rose & Crown, Munday Bois Road, **Granted**

## 6d) To appeal:

02/00662/AS: Thompson, Mr A :High Barn (Yr Felin), Dowle Street Road to insert cast iron skylight to roof space

## 7 Correspondence

7a) ABC: Local Needs Housing – documentation distributed to all members. Noted

7b) ABC: Cultural Services best value review – documentation distributed to all members. Noted

7c) KAPC: Councillors' Allowances. It was unanimously agreed not to support this.

- 7d) Draft Community Strategy for Ashford Borough
- 7e) Ashford's Future – report passed for circulation
- 7f) ABC Planning Enforcement – liaison will continue to be via Borough Councillors
- 7g) Other items of correspondence were passed for circulation among members

**8** Any other business

- 8a) Kent Village of the Year: as Eileen English would not be taking this on this year it was agreed to place an notice in the parish magazine asking for a volunteer
- 8b) Annual Parish Meeting & Newsletter: this was fixed for Monday 7 April, at 8pm. It was suggested that village organisations are asked to give a report on their activities for the year and that candidates for the borough council elections be invited to attend (but not to speak).
- 8c) Parish Council Election 1 May, 2003: the clerk has received notification that nomination forms would be available early next month and asked that all members wishing to stand for re-election ensure that their forms are in on time (by noon 1 April). The chairman asked members to confirm whether they would be seeking re-election. Paul Cornwell and Bruce MacDonald would not be standing. The clerk reported that Mrs Davies had intimated that she was also standing down. Mrs English was unsure whether she would stand again. Both Janet Gwillim and Ann Murray would stand.
- 8d) Risk Assessment: the clerk reported that a risk assessment of all parish council procedures had to be in place by 1 January 2003. Having attended an SLCC presentation on the subject she was able to supply the meeting with examples of such. A copy was passed for circulation.
- 8e) Bruce MacDonald: gave his apologies for absence for the next meeting.

There being no further business the meeting closed at 10:15pm

Minutes of the meeting of the parish council held in Pluckley Village Hall on  
**Monday 10 March 2003 at 8pm**

Present: Mrs J Gwillim – Chairman, Cllr Mrs E English, Trevor Oliver, Miss A Murray, Mr P Cornwell, Mr S Crookston and two members of the public  
 Clerk to Pluckley Parish Council – Mrs J D Grebby

- 1 Apologies for absence  
 These were received from Mr B MacDonald, who was away.
- 2 Declarations of interests on items on the agenda: Janet Gwillim re: planning application 03/00257/AS (Item 6b para 1)
- 3 To approve the minutes of the meeting held on Monday, 10 February 2003, 8pm  
 These were agreed and signed as correct.
- 4 Matters arising
  - 4a) Recreation Ground:
    - a1. Grounds: The north hedge: following a meeting with KCC Landscapes, Miss Murray and the Clerk, a quotation is awaited. The Highwoods will also be approached.
    - a2. Playground: Ann Murray had received an estimate from Wicksteed that included a 'see-saw' as an alternative for the climbing net. The quoted price was for a unit suitable 3 to 8 year-olds, but there was another for 8 to 14 year-olds.  
 It was agreed that a notice be made informing the public that certain items were only suitable for young age groups.  
 Ann Murray warned that the safety tiles will need replacing soon and that they will have disintegrated within two years.  
 It was resolved that, before any further improvements are put in place, the parish council will await this year's RoSPA report – proposed Paul Cornwell, seconded Simon Crookston.  
 It was also resolved that the Recreation Fund Committee be invited to a meeting of the parish council.
    - a3. Cricket Club: Following the site meeting on Saturday 15 February, it was unanimously agreed that there was room for up to 4 vehicles behind the proposed pavilion and that the preferred front elevation be in line with the outer corners of the tennis courts.
    - a4. Tennis Club: KCC Landscapes have been requested to cut the hedges and clear the weeds. Janet Gwillim was contacting Trevor May for prices to repair the fencing, nets, etc. A meeting will be held within the coming month to set up a new committee. Mrs Gwillim was also arranging for a children's coaching week in the summer for two different age groups.
  - 4b) Parish Design Statement: Amendments having been made, it was currently with Ann Murray
  - 4c) Station : An email had been received from Keith Brannan regarding station parking and the state of the roads on the diversion route. It was agreed that Mr Brannan be updated with the current situation as regards the ownership of the South-side yard.
  - 4d) Highways
    - d1. Road & footway surfaces: Simon Crookston confirmed that nothing had been done about the steps and handrail from Shiplands onto Forge Hill.  
 Forge Hill footway: The clerk had contacted ABC Highways who had agreed to 'side' it as soon as possible and that Mr Corcoran was putting it on the list for grant funding from KCC for 'Safer Routes to Schools'. She had also written to Mrs Matthews.  
 Diversion route for the bridge closure over the railway line: The clerk had been informed that the matter was in hand and Highways were aware of the condition of the verges.  
 Lambden Road: a letter from ABC suggesting that parking spaces be made on council land opposite Victoria Cottages for the residents was discussed. It was unanimously agreed that the proposals were 'excellent' provided that no one resident managed to utilise all four places.
    - d2. Traffic : A reply had been received from Scaldhurst enclosing a copy of the standard letter sent to all drivers of HGV's visiting the Pivington Mill site.
  - 4e) Village Hall
    - e1. Floor: although the clerk had met with two contractors, she still had not received their quotations. She had arranged to meet with a third.
    - e2. Funding: £7,000 had been granted by Brett Environment. Ann Murray was thanked for her efforts in obtaining this grant. They request £770 of match funding – agreed. A decision was still awaited from Colyer Ferguson. Miss Murray was also applying to B&Q and requested

suggestions for possible projects. It was noted that the RDA was also looking to fund new projects.

- e3. An estimate from AMES for a garden light was discussed. The clerk was instructed to get others. The number of lights needed was discussed and it was resolved to take advice from the supplier.
- 4f) Village Map: KCC are hoping to have this in place by the end of March. The clerk advised that there was some urgency in purchasing a replacement council notice board. It was agreed that the council go ahead with the purchase and request part payment from the school once it is installed. Brochures of notice boards were passed initially to Janet Gwillim. It was noted that Paul Boodle also made notice boards and the clerk would contact him.
- 4g) Golden Jubilee Celebrations: Janet Gwillim was contacting George Homewood and hoped to have the trees planted in the very near future.
- 4h) Village Clean Up: The clerk had obtained a price of £135 for a waste skip from Trevor Heathcote. Janet Gwillim would contact him and ask if he would consider either donating it to the village or making a substantial discount. It was agreed that the skip could be placed at the village hall. Janet Gwillim would supply a trailer to move the refuse sacks. The clerk had received a supply of black plastic sack and rubber gloves. Although a letter had been sent to the Black Horse, they had not replied. It was understood that they had financial difficulties.
- 4i) Annual Parish Meeting & Local Elections:  
The annual parish assembly was set for Monday 7 April, 8pm. The clerk would be writing to village organisations inviting them to speak and to all borough council candidates inviting them to attend to meet residents. A rough draft of the newsletter was agreed. The clerk would finalise it and have copies run off as soon as possible.  
Election of Councillors: Janet Gwillim, Trevor Oliver, Ann Murray, and Simon Crookston all confirmed that they would be standing for re-election. The clerk had nomination papers, and passed them out.
- 4j) Contract of Employment – Clerk. Held over until the next meeting. It was agreed that it would be put at the top of the agenda.
- 4k) Risk Assessment/Internal audit: the clerk passed out an initial draft of proposed risk assessment for the administration together with suggested council audit and internal audit checklists. She also advised that a small sub-committee be set up to carry out half-yearly council audits. This was in addition to the required internal audit by a person not associated with the parish council.  
The clerk reported that Edward Read was reluctant to carry out this year's internal audit, but that Geof. Warner was prepared to do it this once. It was resolved that Mr Warner be offered a bottle of Scotch as payment – this to come out of the Chairman's Allowance.

## 5 Finance

- 5a) The following accounts were passed for payment:
- |                             |                  |                           |     |
|-----------------------------|------------------|---------------------------|-----|
| David Heasman               | £66.00           | cheque no                 | 977 |
| Clerk's agreed expenses     | £65.00           |                           | 978 |
| Missing                     | £29.38           | (Rec part PO 27)          | 979 |
| KCC Landscapes              | £668.58          | (final ¼ )                | 980 |
| Ann Murray for Chris Davies | £25.00           | (S137 minute page 884-4h) | 981 |
| Sue Exell                   | £87.00           | (VH)                      | 51  |
| Initial Textile Services    | £30.29           | (VH)                      | 52  |
| AMES                        | £313.37          | (VH Elec Insp)            | 53  |
| ABC                         | £30.00           | (VH Theatre licence)      | 54  |
| Hannett                     | £15.00           | (VH deposit refund*)      | 55  |
| Chubb                       | £99.76           | (VH new extinguishers)    | 56  |
| Cleanaway                   | £3.29            | (VH admin)                | 57  |
| Missing                     | £45.59           | (VH window)               | 58  |
| Brett                       | £770.00          | (see para 4 e ii above)   | 59  |
| Petty Cash                  | £30.03           | as below                  | 982 |
| Postage                     |                  | £9.24                     |     |
| Travel                      |                  | £15.79                    |     |
| Training Day                |                  | £5.00                     |     |
| <b>Total</b>                | <b>£2,278.29</b> |                           |     |
- 5b) Bank balances as at: Tuesday, 04 March 2003
- |                      |           |
|----------------------|-----------|
| Current Account      | £65.40    |
| Petty Cash           | (£30.03)  |
| Reserve Account      | £5,679.56 |
| Village Hall Account | £6,352.22 |
| Staples              | Nil       |

## 6 Planning applications

6a) Plans meeting 27 January 2003, recommendations:

03/00170/AS (DEL):New Application: Hattersley, Mr B & Mrs of 15 Pearce Road, Maidenhead, Berks, SL6 7LF :Full Application for proposed 3,000 bird organic free range egg production unit (Unit no 1) Field No 1685, Pluckley Road, in Smarden. **Interest Declared: none. Decision: Object:** the scale is too big for the site. We question the :viability of such a project considering the failure of another similar enterprise close to the proposed operation and would like to see a formal business plan for the enterprise

03/00171/AS (DEL):New Application :Hattersley, Mr B & Mrs of 15 Pearce Road, Maidenhead, Berks, SL6 7LF:Full Application for proposed 2 x 3,000 bird organic free range egg production unit (unit no 2) Field No 1068 & 3070, Pluckley Road, in Smarden: **Interest Declared: none. Decision object as above**

6b) For consideration:

03/00257/AS (DEL): New Application: Everill, Mr & Mrs: Full Application for two storey extension to dwelling all constructed in sympathetic materials at Malmain's Cottage, Rushbrook Road. **Interest Declared: Janet Gwillim, as local resident.** (Mrs Gwillim took no part in the discussions) **Decision: Object** – 'as it would destroy the character of the existing property.'

03/00278/AS (DEL): New Application: Mure, Mr & Mrs: Full Application for Double Garage and store at Prebbles Hill House, Egerton Road. **Interest Declared: none. Decision: Support**

## 7 Correspondence

7a) ABC Housing Maintenance: programme of works. Loft insulations, re-wiring, and water mains replacement were programmed for properties in Station Road, Thorne Estate, and Shipland Houses. (note the financial information is confidential)

7b) Kent Tourism: Out & About visits to Tunbridge Wells (26 March), Sevenoaks (31 March), Ashford (2 April), Maidstone (7 April), Tonbridge & Malling (14 April): cost £5 per person.

7c) CPRE: Sustainable Communities Plan meeting 18 March. Rosemary Davies thought she might be able to attend.

7d) Other items of correspondence were passed for circulation among members

## 8 Any other business

The clerk reported that she had completed typing up the Parish Council minute book from 1894 to 1925 and had returned it to County Archives. She was now planning to type the Annual Parish Meeting Minutes. They would eventually be available on disk for anyone to borrow.

There being no further business the meeting closed at 10:10pm

Jackie Grebby, Clerk to Pluckley Parish Council

Minutes of the meeting of the parish council held in Pluckley Village Hall on

**Monday 14 April 2003 at 8pm**

Present: Mrs J Gwillim – Chairman, Trevor Oliver, Miss A Murray, Mr P Cornwell, Bruce MacDonald, Rosemary Davies, and Michael Cowdry representing Pluckley Cricket Club  
Clerk to Pluckley Parish Council – Mrs J D Grebby Cllr

**1 Apologies for absence:** These were received from Simon Crookston and Eileen English

**2 Declarations of interest on items on the agenda:** there were none

**3 To approve the minutes of the meeting held on Monday 10 March 2003.**

These were confirmed (proposed Trevor Oliver, seconded Paul Cornwell) and signed

[The meeting was closed for 10 minutes to hear a representation from Mr Michael Cowdry on behalf of the Pluckley Cricket Club.]

**4 Matters arising**

4a) Contract of Employment for Clerk.

After considerable discussion, the Clerk was instructed to get advice regarding PAYE requirements.

4b) Recreation Ground

b1. Jubilee seat: concern having been expressed by the cricket club on the siting of this seat, the matter was discussed fully and it was resolved to re-assess the situation at the end of the season.

b2. Motorised go-karts: the Clerk had received a complaint from a resident on Shiplants regarding youths driving a go-kart round the recreation ground at weekends. The Clerk was instructed to write a letter alerting the parents of Nick Howland, Damian Harding, and Ashley Kilby, and stressing the risks to the public.

b3. Rules: the Clerk advised that she was unaware of any rules governing the hire or use of the recreation ground apart from she had discovered dating back to 1903. It was agreed that these could be published in the parish magazine.

b4. Playground: Ann Murray alerted the council to the fact that the ABC grant of £1,250 must be spent within 12 months. There was some work outstanding with Dave Missing and the Clerk was instructed to contact him. Also to request Karen Thomas to attend the next Parish Council meeting.  
The Clerk was also requested to chase up the work outstanding on the 'fun box' of the skateboard arena.

b5. Tennis courts: the hedge had been cut but Janet Gwillim felt the work carried out was not satisfactory. The next stage was to have the moss killed, etc. and an estimate was being sought from Trevor May. The old court (by the orchards) needed resurfacing next year. It was suggested that ABC may grant fund this. Another meeting of the club had been called for 28 April.

4c) Parish Design Statement: this was now with ABC

4d) Station: it was understood that the parking restrictions were being undertaken by ABC during this new financial year.

4e) Highways: Roads, Footways, Traffic

e1. Following a request by the Parish Assembly, a further public meeting regarding speed limits was to be called. It was noted that the proposed traffic census by ABC had not been carried out. The Clerk was instructed to approach the Chief Constable, KCC Highways (but not Andy Corcoran), Richard King, Alan Prescott, Damian Green, the new borough councillors once elected, and the Mayor of Ashford and invite them all to attend the meeting – preferably in June or July, but not on a Tuesday.

e2. Shiplants Steps: although the Highways dept reported that these were not within their jurisdiction (claiming it was a housing matter), after some pressure had agreed to effect some repair. The Clerk would chase the work up.

e3. Fir Toll: On instruction from the Chairman, the Clerk had approached Mr Collie who was carrying out further work on the site, on 22 March, using mechanical equipment, and requested him to cease. She followed this up with letters stating that:  
*'All parish councils have a duty of care to ensure that any function carried out, either by paid employee or volunteer, must first have the required risk management assessments in place. These should include any relevant certificates of training given before all forms of mechanical equipment are used.'*

*As Pluckley Parish Council has at no time requested you to go on to the Fir Toll to carry out any works, nor have they supported you when you have done so, no such risk assessments have been completed. I must therefore reiterate that Pluckley Parish Council take no responsibility whatsoever for any action in law that may be instituted against you as a result of any action you have carried out or may carry out on the site known as Fir Toll.'*

It was unanimously resolved that these measures taken on behalf of the parish council met the full approval of the meeting and that it be recorded Mr Collie has at no time received the support of Pluckley Parish Council for the work he has undertaken on Fir Toll.

The Clerk reported that due to the work done on the Fir Toll it now precluded the establishment of that site as a 'Doorstep Green,' although it may still be possible to register it in another form.

#### 4f) KCC Landscapes estimate:

- f1. Hedges at north end, east side of field. The chairman would contact Highwoods to see if they would agree to incorporate the cutting with their annual contractor.
  - f2. Strimming. It was agreed that KCC be asked to do 3 cuts per annum.
  - f3. Rubbish in corner: it was decided that this area would be used as a composting site for grass cuttings.
  - f4. Wooden post: Paul Cornwell offered to cut it down at the weekend
  - f5. Forge Hill: banks & sub-station area, Shiplands – this work has already been carried out. It was agreed to request further work in the autumn if required.
  - f6. Shepherds Hey bank: George Homewood had now taken this in hand.
  - f7. Black Horse wall: the Clerk was instructed to write to the Black Horse advising them that the parish council would put the work in hand at a cost of £92 plus vat and charge this to the pub, unless the owners were prepared to carry out the work in the immediate future.
  - f8. Grass verges along Forge Hill footway: the Clerk was instructed to contact Ashford Borough Council and ask when they were proposing to side the path and repair it. It was also agreed to accept the quotation of £144 for four cuts per annum to clear the rest of the verge.
  - f9. Westfields & Shiplands border: it was agreed to accept the quotation for clearing the debris and weeds on this site.
  - f10. Village Hall hedge: the Clerk was asked to contact Mr & Mrs Duck to arrange for a combined hedge cutting programme.
  - f11. Bus Shelters: it was agreed to have this done by KCC.
  - f12. Smarden Road lay-by: it was agreed to have this done by KCC.
  - f13. Station Road & Station: it was agreed not to have this done by KCC.
  - f14. Churchyard bank: it was agreed not to have this done by KCC.
- 4g) Village Hall: Minutes of the last Village hall meeting, having been circulated, the meeting unanimously agreed to adopt the requests made therein.  
The Clerk presented estimates for various works and it was agreed to accept that of Mercury Windows (with some additions and subtractions) for replacing the hall windows; David Missing to repaint the interior of the hall (once Ann Murray has heard from B & Q regarding a grant towards the cost of paint); and Complete Hygiene for the resurfacing of the floor. It was also agreed to accept the latter's estimate for cleaning the kitchen and toilet floors.  
It was also agreed to put in hand the purchase of additional tables, table trolley, and chair trolley. The Clerk to purchase the closest matching at the best prices.
- 4h) Village Map & Council Notice board: the footpaths map was in place. The Clerk had received an estimate from Paul Boodle for £580.76 for a four-door notice board (to be shared with the school) and it was unanimously agreed to go ahead with the purchase. (proposed Trevor Oliver, seconded Ann Murray) The final siting to be agreed with the school, but Mr Oliver reported that this would not be a problem.
- 4i) Village Clean Up: This had been carried out successfully by several residents as well as councillors. It was reported that The Pinnock and Dowle Street needed cleaning and that Station Road was already collecting rubbish. It was generally agreed that people did not care.
- 4j) Annual Parish Meeting & Local Elections: it was agreed that the new format of inviting village groups to report proved successful.  
The Chairman thanked the retiring councillors: Paul Cornwell, Bruce MacDonald, Rosemary Davies, and Eileen English for their invaluable contributions to the parish during their terms of office.
- 4k) Risk Assessment: **the Clerk reported the further risk assessments were in hand and would be completed as soon as possible.**

## 5 Finance

- 5a) Accounts for payment
- |                            |           |   |     |
|----------------------------|-----------|---|-----|
| David Heasman              | £67.20    | (salary increase)                                       | 983 |
| Clerk's agreed expenses    | £65.00    |   | 984 |
| J Grebby                   | £83.02    | (telephone)   | 985 |
| Staples                    | £118.92   | *   | 986 |
| KBE                        | £53.00    | (printing newsletter)                                   | 987 |
| KAPC £291.53               |           | (subscription)  | 988 |
| WKPS £24.75                |           | (wine for Annual Assembly)                              | 990 |
| Kent County Playing Fields | £15.00    | (subscription)  | 991 |
| Geo Homewood               | £76.92    | (for KWG fencing)                                       | 992 |
| Sue Exell                  | £90.00    | (VH – salary increase)                                  | 60  |
| Rosemary MacDonald         | £52.45    | (VH – expenses)   | 61  |
| Initial Textile Services   | £32.75    | (VH)  | 62  |
| Seeboard                   | £77.14    | (VH)  | 63  |
| BT                         | £31.47    | (VH)  | 64  |
| Ann Murray                 | £4.00     | (VH extra copies of land registry)                      | 65  |
| AMES £97.53                |           | (VH repair heater, etc)                                 | 66  |
| Missing                    | £1,178.53 | (VH balance painting plus toilet seat, guttering, etc.) | 67  |
| Cleanaway                  | £132.28   |   | 68  |
| Petty Cash                 | £88.05    |   | 989 |
| Postage                    |           | £18.95  |     |
| Travel                     | £34.83    |   |     |
| Sainsbury's                |           | £24.27 (Annual assembly, etc.)                          |     |
| Postmen                    |           | <u>£10.00</u> (Newsletter)                              |     |
| Total                      |           | £ 88.05   |     |
- 5b) Bank balances, etc. as at: Tuesday, 08 April 2003
- |                      |            |                         |  |
|----------------------|------------|-------------------------|--|
| Current Account      | £400.30    |                         |  |
| Petty Cash           | (£88.05)   |                         |  |
| Reserve Account      | £4,748.21  |                         |  |
| Village Hall Account | £5,550.36  |                         |  |
| Staples              | (£118.92)  | (envelopes, cartridges) |  |
| Accounts receivable  | £278.50    | (mugs at shop)          |  |
| Accounts receivable  | £228.00    | (VH invoices due)       |  |
| Stock asset          | £259.58    | (mugs)                  |  |
| Total                | £11,285.88 |                         |  |
- 5c) Income 4 March to 8 April 2003:
- |       |                |  |
|-------|----------------|--|
| Hall  | £357.44        |  |
| Rec   | <u>£250.00</u> |  |
| Total | <u>£607.44</u> |  |
- 5d) Internal Audit: the Clerk had arranged with Mr Warner to carry out an internal audit on 16 April. She had also arranged with Simon Crookston to carry out a council audit as soon as was possible.
- 5e) Audit: Notification of the Annual Audit had been received. This was set for 9 June 2003. The required notices had been posted outside the school.

## 6 Planning

- 6a) Plans meeting 31 March, recommendations:
- 03/00421/AS (DEL): New Application from O'Donnell, A, of Catchpole & Rye Full Application for Retention of barn at Saracens Dairy for storage of sanitary ware and demolition of hay barn to east of showroom at Saracens Dairy, Jobbs Lane **Interest Declared:** none. **Plans Committee: Support** & comment that provided that the hay barn really does come down
- 03/00422/AS (DEL): New Application from O'Donnell, A, of Catchpole & Rye Full Application for Flues & outlet pipes on workshop (part retrospective) at Saracens Dairy, Jobbs Lane. **Interest Declared:** none. **Plans Committee: Support**
- 6b) For consideration:
- TC/03/00030/AS(DEL) New Application from Davies, Mr & Mrs A; TPO for Felling of two sycamores at Pykel, Forge Hill **Interest Declared:** none. **PC : Support**
- 6c) ABC Decisions
- 03/00056/AS Stannard, Mr R: Outline planning consent for one dwelling on land 15m south of Fir Toll Lodge, Lambden Road, in part garden of at Mallards, Station Road. **ABC Decision: Refused:** Contrary to Kent Structure plan 1996 ENV1, ENV4, RS1 & RS5; ABC Local plan EN27 & HG7; and Cent Govt Advice PPG7 [unnecessary, unsustainable & harmful form of development... that would

detract from the character & appearance of the countryside which is designated as a Special Landscape Area. A dwelling on this site would result in an overbearing & oppressive form of development when viewed from Fir Toll Lodge in a manner that would harm the living conditions of the occupants of that property [policies DP2 & EN2 of ABC Local plan]

03/00147/AS (DEL) Steed, Mr & Mrs M: Full Application for replacement of existing shed/greenhouse unit with new separate shed and greenhouse at Church Gates, The Street: **ABC Decision: Granted:** Conditions: within 5 years; colour scheme to be approved & maintained

02/01825/AS: Harrison, Mr & Mrs G: Full Application Proposed change of use of existing redundant farm buildings into two dwellings and two units of holiday accommodation including external alterations to buildings and landscaping works at Lower Thorne Farm, Smarden Road: **ABC Decision: Granted:** Visibility splays to be provided before commencement vehicle turning area to be provided before commencement details of parking facilities to be submitted & approved to be solely used for tourist accommodation & records kept, no third party occupying for more than 8 weeks pa. etc.

03/00257/AS (DEL): Everill, Mr & Mrs: Full Application two storey extension to dwelling all constructed in sympathetic materials at Malmains Cottage, Rushbrook Road: **ABC Decision: Granted:** Details of motor vehicle parking facilities to be submitted. Applicant advised to ensure the suitability and adequacy of the means of disposal of waste water & sewage

03/00278/AS (DEL): Mure, Mr & Mrs: Full Application Double Garage and store at Prebbles Hill House, Egerton Road: **ABC Decision: Granted:**

6d) Other

02/02004/AS Gwillim, AL & DA of Rushbrook Cottage, Pluckley, TN27 0SD: Variation of conditions to take down present straw barn at Luckhurst Land and re-erect with extension at Frith Court Farm, The Pinnock **Withdrawn:** at applicants' request

## 7 Correspondence

- 7a) Copies of the KAPC Parish News were passed to all members
- 7b) A copy of the Ashford Borough Guide for 2001 had been sent for updating. The Clerk would send in agreed revisions.
- 7c) ABC had recruited an additional Planning Compliance Officer. It was noted that, due to the ABC decisions regarding data protection, the parish council were unable to send additional information regarding planning enforcement issues as the borough council had decided not to inform parishes when they were investigating such issues.
- 7d) North Weald Police Forum: the next meeting was on 25 June at Ashford Police Station. Ann Murray intimated that she would like to attend.
- 7e) Ethel Kettle had written regarding the Village Christmas tree as a result of the item in the parish newsletter. Noted.
- 7f) An anonymous letter had been received regarding a parking issue. This was not tabled, but discarded.
- 7g) Various other items of correspondence were passed for circulation to members

## 8 Any other business

- 8a) Local Housing: Sanctuary Housing were requesting the parish council's definition of 'Local' with regard to local needs housing. It was unanimously agreed that for those purposes, 'Local' would mean someone connected with Pluckley: i.e. one who had family in the village; one who had previously lived in the village; or one who had work within the village.
- 8b) Grant to Parish Magazine: it was unanimously agreed that the one of the black inkjet cartridges purchased by the Clerk from Staples [see \* above] be donated to the parish magazine in lieu of the annual donation – cost £19.56 plus vat.
- 8c) Parish Council bunting: the Clerk reported that the bunting stored in a village hall kitchen cupboard had disappeared. It was suggested that a notice is put in the parish magazine.
- 8d) Janet Gwillim: reported that Sally Yonish who was responsible for promoting the CVS Good Neighbour Scheme had left that company.
- 8e) Paul Cornwell: said that he had enjoyed his 8 years service on the Parish Council and said that he would be always available to help with any project if he could.
- 8f) Bruce MacDonald: reiterated the sentiments expressed by Mr Cornwell
- 8g) Rosemary Davies: said she would always be there to help whenever she could.

There being no further business the meeting closed at 10:45pm

Jackie Grebby, Clerk to Pluckley Parish Council.

## **PLUCKLEY PARISH COUNCIL**

### **Minutes of the meeting of the parish council held in Pluckley Village Hall on Monday 12 May 2003 at 8pm**

Present: Mrs J Gwillim – Chairman, Trevor Oliver, Miss A Murray, Simon Crookston, Alan Davies, Russell Keep, Peter Campbell, Ian Mills, James Ashby.

Clerk to Pluckley Parish Council – Mrs J D Grebby.

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- 1 To receive from all councillors present their:**
  - 1a) Declaration of Acceptance of office: all nominated councillors signed the required papers
  - 1b) Undertaking to comply with the adopted code of Conduct: this was included on the Declaration of Acceptance papers
  - 1c) Register of Members Interests: previously distributed. Councillors Davies, Oliver, Crookston passed their registers to the clerk.
- 2 Apologies for absence:** These were received from Andrew Wickham and Robert Taylor
- 3 Declarations of interest on items on the agenda:** there were none
- 4 Election of chairman:** It was proposed by Simon Crookston and seconded by Trevor Oliver that Janet Gwillim be re-elected chairman for the ensuing year. There being no other nominations, Mrs Gwillim was duly re-elected.
- 5 Chairman's declaration of acceptance of office:** Mrs Gwillim duly signed the required acceptance of office.
- 6 To fill those vacancies left unfilled at the election by reason of insufficient nominations:** There being three vacancies and five interested candidates: James Ashby, Peter Campbell, Jane Ladds, Ian Mills, and Andrew Wickham; the council went into closed session to decide upon co-option of three additional members to the parish council. Members of the public having been invited to return to the meeting, the following were announced as co-opted to Pluckley Parish Council: Messrs Ashby, Campbell, and Wickham.
- 7 To decide when any declarations, etc. which have not been received as provided by law shall be received:** It was agreed, after Messrs Ashby and Campbell had completed the required undertakings, that Cllr Wickham's would be received at the first meeting that he attends.
- 8 Election of vice-chairman:** Janet Gwillim proposed and Alan Davies seconded that Trevor Oliver be re-elected as vice-chairman. There being no other nominations Mr Oliver was duly elected for the ensuing year.
- 9 Appointment of committees:**
  - 9a) Plans Committee: James Ashby, Alan Davies, Russell Keep, Ann Murray, Trevor Oliver
  - 9b) Admin Committee: Simon Crookston, Alan Davies, Russell Keep
- 10 Appointment of representatives to outside bodies**
  - 10a) Joint Parishes Transport Project: Janet Gwillim, Ann Murray. It was proposed that a member of the community be invited to sit on the committee.
  - 10b) Village Hall Committee: Alan Davies, Ann Murray.
  - 10c) KAPC: Peter Campbell, Ann Murray
  - 10d) Police Forum: Simon Crookston
  - 10e) School Governors: Paul Cornwell (it was agreed that Mr Cornwell be offered copies of the PC minutes when in draft form)
  - 10f) Parish Forum: Jackie Grebby, Janet Gwillim
- 11 Appointment of Trustees to the Hills & Unknown Donors Charity:** Ann Murray proposed and Trevor Oliver seconded that Eileen English be re-elected as a trustee. Simon Crookston proposed and Janet Gwillim seconded that Trevor Oliver be elected a trustee. Carried unanimously.  
Mr Oliver proposed that the income from the Church's Bacon Charity be combined with that of the Hills & Unknown Donors when being distributed in December next. It was decided to discuss this matter further in November.  
A meeting of the trustees should be held in the near future to view the land.
- 12 Payment of annual subscriptions & donations:**

12a) Egerton-with-Pluckley Parish Magazine:	a donation of £15 was agreed, the council having already donated inkjet cartridges.
12b) St Nicholas' grass-cutting	donation of £300, agreed
12c) KAPC membership	£300 approximately. Due in March 2004
12d) KRCC membership	£30 approximately. Due in May 2003.
12e) Kent County Playing Fields Assoc	£15 due in March 2004
12f) Theatre licence	£30, due in March 2004.

**13 Inspection of Deeds & Trusts:** the clerk reported that, with the exception of the Hills & Unknown Donors Trust, deeds for the recreation ground, tennis courts, and village hall were with Thorneloe, solicitors. It was expected that further documentation relating to the Hills & Unknown would be passed to the clerk when Mr Warner had completed the accounts for the last financial year.

**14 To approve the minutes of the meeting held on Monday 14 April 2003.**

These were confirmed and signed.

**15 Matters arising**

- 15a) Contract of Employment for Clerk.  
It was agreed to hold this over until the next meeting. The clerk would in the meantime provide copies of the proposed contract, etc. to the newly elected and co-opted members.
- 15b) Recreation Ground
- b1. Playground: Ann Murray reported that the work in hand had not yet been completed.
- b2. Tennis courts: the tennis club was unhappy with the situation regarding the hedge cutting. Janet Gwillim reported that Trevor Mays had been contracted to spray the courts with moss killer, repair the nets, wire, and gate.
- b3. Cricket Club: it was reported that grass cutting are still being thrown into the hedge rather than on the agreed composting site near the eastern tennis court. The club had queried the route of a footpath that ABC planning thought passed between the two tennis courts. The clerk had investigated this with KCC Footpaths and there was no such path on the definitive map.
- b4. Janet Gwillim thanks James Ashby for rolling the recreation ground – a job that took around 4½ hours.
- 15c) Parish Design Statement: this is still with ABC
- 15d) Station: FOPS: Eileen English had asked if the parish council would agree to cover any shortfall of funding. It was agreed that the council could cover no more than £200 (proposed Trevor Oliver, seconded Ann Murray) this would come out of the contingency allowance.
- 15e) Highways:
- e1. The clerk reported that ABC was proposing to carry out a traffic census in the near future and would be requesting the assistance of the parish council. It was agreed to hold a special meeting if necessary.
- e2. Shiplands Steps: this work still had not been done.
- e3. Victoria Cottages: it was unanimously resolved that the parish council push for the proposed lay-by on the opposite of the road, with no parking elsewhere on the verges. It was also proposed that ABC housing be asked to closed the hole in the hedge made by Mr Raggett and now having a paved access.
- 15f) Village Hall: It was agreed that the clerk ask for a further quotation for full double glazing for the upper windows. If the sum was less than £1,000 the clerk was instructed to go ahead with the order.
- 15g) Village Map: it was unanimously agreed that the new map was pleasing. A letter of thanks will be sent to KCC.
- 15h) Golden Jubilee: mugs – there are still approximately 50 mugs in stock. It was agreed that they could be sold at the forthcoming antiques fair.
- 15i) Risk Assessment:** this was ongoing. Once RoSPA had visited the playground they would be providing on the that area, and the clerk had met with Sue Exell and inspected the village hall prior to setting up risk assessments there. Some purchases had been made with this in view.

**16 Finance**

16a) Accounts for payment			
David Heasman	£84.00		993
Clerk's agreed expenses	£65.00		994
Chrysalis Computers	£23.50	(Anti virus software)	995
Cornhill Insurance	£621.52	(Council insurance)	996
Century Street & Leisure	£176.25	(Skate park)	997
KCC Landscapes	£1,164.43	(Tennis court hedges) *	998
Pluckley Village Hall Account	£3,000.00	(Transfer of funds)	999
KAPC	£11.99	(Governance & Accountability update)	1001
Sue Exell	£90.00	(VH cleaning)	69
Initial Textile Services	£32.75	(VH hygiene)	70
All Seasons Garden Care	£180.00	(Hall garden)	71

Southern Water	£28.72	72
KCC Supplies	£155.28	73
Petty Cash	£17.56	1000
Travel Expenses	£8.71	
Postage	£8.84	
Zone alarm Firewall	\$49.95 – to be paid next month	
* held over until the chairman has met with Steve James KCC Landscapes.		

## 16b) Bank balances, etc. as at: Tuesday, 6 May 2003

Reserve Account	£4,748.21
Current Account	(£483.09)
Petty Cash	(£17.56)
Village Hall Account	£3,850.96
Village Hall cash in hand	£150.00

16c) Internal Audit: the Clerk had arranged with Mr Warner to carryout an internal audit.

**17****Planning****a1. Plans meeting decisions**

03/00633/AS (DEL) New Application from Pearson, Mr & Mrs, of Autumn Barn, The Pinnock: Full Application for Conversion of existing garage & utility to annexe

**Interest Declared: none. Plans Committee: Object** & comment that 'In June 1995, Pluckley Parish Council supported the application for a garage/workshop, but had reservations at the time regarding the size and height of the building, discussing it at length, and feel that perhaps it was originally intended to convert to a dwelling at a later date. Should it go ahead the parish council feel it has been a deliberate ploy to overcome planning and would set a precedent for numerous other similar buildings in the parish.

'Pluckley Parish Council request that, if these comments are not supported by the planning officers, the application is placed before the Plans Committee of Ashford Borough Council.'

**a2. ABC Decisions**

TC/03/00030/AS (DEL) Davies, Mr & Mrs A of Pykel, Forge Hill: TPO Felling of two sycamores **ABC Decision: Granted:** to be carried out within 2 years

**18 Correspondence**

18a) Copies of the KAPC Parish News were passed to all members

18b) Other items of correspondence were passed for circulation

**19 Any other business**

19a) Broadband: the clerk had received various emails from Mr Garnet Harrison asking what the council were doing to promote Broadband access within the village. He had offered to finance a mailing (by hand) to all residents. It was unanimously agreed to accept Mr Harrison's kind offer.

19b) Clerk's software: as part of the Freedom of Information Act the clerk was hoping to publish council minutes, once approved, on the [www.pluckley.net](http://www.pluckley.net) site. For this she requested that a pdf writing software be purchased. The recognised Adobe Acrobat currently costs £215 but an alternative Jaws was available for approximately £80. It was unanimously agreed that this latter program be purchased from Chrysalis Computer Solutions.

19c) Bonfires: Mr Keep brought up the problem of noxious, unneighbourly bonfires in the vicinity of Upper Station Road. The clerk would get copies of ABC's information sheets for delivery to homes in Upper Station Road and print an article in the next parish magazine.

19d) Simon Crookston sent his apologies for not being able to attend the next meeting

There being no further business the meeting closed at 10:45pm

Jackie Grebby, Clerk to Pluckley Parish Council.

## **Pluckley Parish Council**

Minutes of a special meeting held on Wednesday 21 May 8:15pm to discuss proposed speed/traffic census within the village.

Present: Janet Gwillim (in the chair), Simon Crookston, Alan Davies, Russell Keep, Ann Murray.  
Clerk to Pluckley Parish Council, Jackie Grebby

Apologies were received from James Ashby, Trevor Oliver, Andrew Wickham.

The parish council were asked to propose four sites within the village that they considered suitable for a speed/traffic census.

After some discussion, it was agreed

1. Station Road, as near as possible to the village hall
2. Station Road, at the site of numbers 1 to 8 Station Road where there is an island.
3. Charing Road, just before the 30mph speed limit begins
4. Smarden Road, near to Luckhurst.

There being no further business the meeting closed at approximately 9:15pm

## PLUCKLEY PARISH COUNCIL

### Minutes of the meeting of the parish council held on Monday 9 June 2003 at 8pm in Pluckley Village Hall

Present: Mrs J Gwillim – Chairman, Trevor Oliver, Miss A Murray, ~~Simon Crookston~~, Alan Davies, Russell Keep, Peter Campbell, ~~Ian Mills~~, James Ashby.

Clerk to Pluckley Parish Council – Mrs J D Grebby.

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- 1 To receive from any councillors present their Declaration of Acceptance of Office, Undertaking to comply with the adopted Code of Conduct, and Register of Members' Interests if not already received. **Cllr Andrew Wickham had already completed his forms, etc. in the presence of the Clerk to Pluckley Parish Council**
  - 1a) Apologies for absence: **These were received from Andrew Wickham and Simon Crookston**
  - 1b) Declarations of interests on items on the agenda: **Ann Murray declared a personal, but not prejudicial, interest in item 7b (T151//01/04)**
  - 1c) To approve the minutes of the meeting held on 12 May 2003: **these were approved and signed**
  - 1d) Matters arising
  
- 2 Contract of Employment for Clerk.  
The clerk read a letter from the Inland Revenue stating that a proper PAYE system of payment had to be used with regard to payments to the clerk. It was noted that these payments did not come into effect until November 2003. Agreed expenses amounting to £45 per month covered use of office space, travelling expenses within the village and adjoining villages, council use of clerk's inkjet printer, photocopier, poster and coloured paper, existing stationery in clerk's possession, email provider, office utilities. The agreed expenses had been reduced this month by £20 as the parish council now had access to the internet via broadband. Proposed James Ashby, seconded Peter Campbell that the proposed Contract of employment be adopted with a review in 2004.
  
- 3 Recreation Ground  
Playground: The Clerk had contacted Mr Missing and the work would be carried out ASAP.  
Strimming: This had been done once so far, a second cut would be done this month  
Skate park: this had now been repainted and a cheque sent off to Century Street & Leisure.  
Cricket Club: it was reported that grass cutting are still being thrown into the hedge rather than on the agreed composting site near the eastern tennis court. The clerk would send a letter. The club had been concerned about the recent boot fair, but no noticeable damage had been done to the ground.  
Tennis Club: It was agreed that the clerk would liaise with KCC Landscapes regarding the hedge and ask that a meeting be arranged between Janet Gwillim and Steve James to discuss the problem of insufficient cutting. Janet Gwillim reported that Trevor Mays had been contracted by the tennis club to carry out various repairs to the courts. The club had arranged to hold an open day on Sunday 29 June, 10am. Tennis coaching for children was being sponsored by the Green Health Club.
  
- 4 Parish Design Statement: this was back from Ashford Borough Council and the group had met to discuss the next draft. When this was complete a meeting would be held with ABC and, following this, a meeting with the whole village. It was suggested that this could perhaps be held in the school, with refreshments.
  
- 5 Station:
  - 5a) Parking: there was nothing further to report.
  - 5b) FOPS: cycle lockers had been supplied, but they had been damaged during fitting and would be repaired. Currently FOPS are holding working parties to tidy up the garden areas.
  
- 6 Highways:
  - 6a) Fir Toll: The clerk had contacted ABC regarding the unauthorised blocking off of the grass verge outside Mallards. It was understood that ABC was pursuing the matter.
  - 6b) Lambden Road: the clerk reported that she understood a meeting between ABC and the residents of 4 Victoria Cottages had still to take place. A decision on the parking problems would be made after this.
  - 6c) Parish council liaison: KCC Highways, Ashford, had written asking for councils to nominate a designated highways representative for each parish. It was agreed that the clerk would continue to liaise with the highways department on all highways issues.
  - 6d) Other areas: the clerk was asked to ascertain the situation of the Forge Hill/Smarden Road footway. Also that of the promised HGV and Pivington Mill signage.
  
- 7 Village Hall: at a meeting this afternoon Brett Environment Trust had formally handed over a cheque for £7,000 to the village hall for various improvements. This sum had been deposited by the village hall management committee with the parish council and would be spent on the new emergency exit door, the disabled access ramp, the replacement windows, and resealing the floor as requested by the village hall

committee.

The parish council unanimously extended a vote of thanks and congratulations to Ann Murray for her success in obtaining the grant.

- 8** Village Map & notice board: it was unanimously agreed that a site meeting with the school and its governors to decide on the placing of the new parish council/school notice-board once it is made. Trevor Oliver agreed to arrange a meeting at the earliest opportunity.  
There had been requests at the village shop for copies of the footpaths map. The clerk was instructed to contact KCC to see if copies were possible.

- 9** Golden Jubilee/Hog Fair:  
It was agreed to advertise the Jubilee mug on the parish website.  
The Hog fair arrangements were ongoing. The clerk would email James Ashby with a copy of the parish council letter heading that shows the council's support for the fête.

- 10** Risk Assessment: the clerk is continuing to keep in place risk assessment procedures as, and when, such events occur.

- 11** Broadband: Prior to the meeting the clerk had a meeting with Mr and Mrs Harrison. It was agreed that a newsletter be sent round the village as soon as could be arranged. Mr Harrison was prepared to write an article on Broadband and to help finance/distribute the newsletter.  
It was agreed that councillors would supply articles on various issues currently affecting the village: Janet Gwillim – Go-karts & Hog Fair; clerk – village hall, bonfires, planning issue, recycling & website; Eileen English – to be requested to write an update on FOPS; Sarah Dean – to be requested to write an update on the tennis club. If any councillor has any other matters they would like brought to the attention of residents then they should email a short piece to the clerk ([clerk@pluckley.net](mailto:clerk@pluckley.net)) who would typeset the publication.

## **12** Finance

12a) Accounts for payment: the following were approved for payment

David Heasman	£67.20	(street sweeping)	1002
Clerk's agreed expenses	£45.00 *		1003
Chrysalis Computers	£308.79	(PDF creator, web hosting, & broadband rental)	1004
J & C Cleaning (Justin Pevy)	£175.00	(cleaning Village sign)	1005
Sue Exell	£90.00	(VH cleaning)	75
Initial Textile Services	£32.75	(VH hygiene)	76
Petty Cash	£45.88		1006
KCC Supplies	£11.69	(Antigraffiti)	77
Bunt	£20.00	(return of children's party deposit)	74
Travel Expenses	£6.03		
Postage	£7.79		
Zone Alarm Firewall	£32.06 (\$49.95) **		

\* reduced by £20 – internet connection closed.  
\*\* noted last month – Visa payment.

- 12b) Receipts  
Recycling credits £1,129.08

12c) Bank balances as at 3/6/03

Reserve Account	£10,481.38
Current Account	(£5,079.28)
Village Hall Account	£6,610.96
Petty Cash	(£45.88)

- 12d) Audit 2002/3: to approve the accounts for the year ending March 2003  
All members had been previously supplied with a copy of the parish council accounts for the year ending 31 March 2003. Ann Murray proposed and Alan Davies seconded that the accounts be adopted. Carried unanimously.  
After discussion regarding audit forms, these were completed and the chairman signed them.

## **13** Planning

- 13a) Plans meeting decisions  
/03/00766/AS (DEL) New Application from Weeble, Mr & Mrs, Full Application for single storey extension & new roof to existing garage at Setl, Station Road. **Interest Declared: none. Plans Committee: Support**  
03/00826/AS (DEL) New Application from English, Mr & Mrs G: Listed building consent for repair of Kent peg tile roof on outbuilding, removal of dilapidated wooden shed, re-lay shed base to match adjacent surface. at Coopers Cottage, Forge Hill **Interest Declared: none. Plans Committee: Support**

Proposed diversion of footpath AW150 (part) through Lambden Cottage. **Noted supported December 2000**

13b) New Applications

03/00882/AS (DEL) New Application: Homewood, Mr G, Full Application for demolition of existing pole barn & replacement by new shed within curtilage of existing house for storage of 2 caravans ancillary to enjoyment of applicants dwelling house at Shambles, The Street: **Interest Declared: none. PC decision: support**

T151//01/04 New Application: Forestry Commission: TPO for carry out works to trees protected by a Tree Preservation Order at Dering Wood **Interest Declared: none. PC decision: support**

13c) ABC Decisions

03/00633/AS (DEL) Pearson, Mr & Mrs Full Application for Conversion of existing garage & utility to annex at Autumn Barn, The Pinnock. **ABC Decision: Refused:** Contrary to policies RS1, RS5 & ENV4 of the Kent Structure Plan & policies DP2, HG6, HG10 & EN27 of the Ashford Borough local plan & would therefore constitute development contrary to interests of acknowledged planning importance for the following reason: There is no direct physical relationship between the proposed annex accommodation & the main dwelling & as a result the development would be tantamount to a new dwelling in the countryside, outside the built confines of any settlement, which would be harmful to its character designated as a Special Landscape Area.

13d) Countryside Composting: The clerk had received a letter from the Planning Enforcement Dept of KCC stating that all waste deliveries to the site had ceased and requesting that the PC report to KCC any further occurrences of deliveries. KCC estimate that operations should cease within 8 weeks.

**14** Correspondence

Training/information days: Wed 25 June, Teynham Village Hall – Alan Davies.

Other information days: Sat 19 July & Sat 26 July: noted

Sustainable Energy, The Future for Ashford': Friday 27 June, ABC Council chamber – noted

KRCC 'Running Small Charities': Saturday 28 June, Addington Village Hall – noted

Copies of the KAPC Parish News were passed to all members

Other items of correspondence were passed for circulation

**15** Any other business:

15a) Luke Harris: It was agreed that once identity had been established, the clerk would purchase an 'In Sympathy' card, which would then be signed by all members of the parish council.

15b) It was reported that emails had been sent to some members requesting details of camp sites in the village for ghost hunters. It was agreed that any reply made would state that all woodland was in private hands, there was no camping allowed on the recreation ground, or publicly owned land.

15c) James Ashby reported that it was possible to hire a Radar Gun, which would result in letters being sent to offenders. The clerk was requested to get further information for the next meeting.

15d) Ann Murray reported that she was applying for a £500 grant from Euro Tunnel

There being no further business the meeting closed

Jackie Grebby, Clerk to Pluckley Parish Council.

## **PLUCKLEY PARISH COUNCIL**

### **Minutes of the meeting of the parish council held on Monday 14 July 2003 at 8pm in Pluckley Village Hall**

Present: Trevor Oliver (in the chair), James Ashby, Simon Crookston, Alan Davies, Russell Keep, Ann Murray, Andrew Wickham.

Clerk to Pluckley Parish Council – Mrs J D Grebby.

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- 1        **Apologies for absence:** these were received from Janet Gwillim and Peter Campbell
- 2        **Declarations of interests on items on the agenda:** there were no declarations of interest.
- 3        **Minutes of the previous meeting held on 9 June 2003:** these were amended, Simon Crookston pointing out that he had been erroneously included with those present as well as having presented his apologies.
- 4        **Matters arising**
  - a.        **Contract of Employment – Clerk:** the clerk reported that due to pressure of work the agreed contract had not been printed. It would be available at the next meeting
  - b.        **Recreation ground**
    - i.        **General:** Ann Murray reported that she would be unable to complete her regular check of the ground for the next few weeks since she was due to go into hospital. She requested that the clerk make contact with Jenny Johns and ask if she would be kind enough to carry out a regular inspection in the interim. It was unanimously agreed that the council pay Mrs Johns £20 for her assistance.
    - ii.       **Play area:** It was reported that a quantity of broken glass was once again on the play area. Mrs John would also be asked if she would be kind enough to clear this up.
    - iii.      **Cricket ground:** the clerk reported that she had written to the cricket club regarding the grass cuttings and had received a telephone reply from Michael Cowdry stating that the club would in future put their grass cuttings on the compost heap near tennis court 1, they would also ensure that their rubbish was taken home after each match rather than fill the waste bins. It was noted that so far grass cuttings were still being thrown into the hedge.  
It was brought to the council's notice that the chain and padlock for securing the safety fencing had 'disappeared.' The clerk was asked to contact the cricket club to make them aware that this fencing must be secured once it is put away.
  - c.        **Parish Design Statement:** the clerk reported that this was ongoing and that it should be completed shortly.
  - d.        **Station:** The cycle lockers had been repaired, but were still blocking the notice board. The clerk had contacted ABC regarding the no waiting signs. She had also made contact with several residents who seemed to be in favour of extending the yellow lines along Station Road towards Dering Close.  
It was reported that the Southside Station Yard had been put into Clive Emson's property auction on 24 July. The guide price was £135,000 to £150,000. It was being marketed as suitable for development. After some discussion regarding the parking situation at the station together with a résumé of the planning history, it was agreed that the council would support any application for a car park on the site. It was regretted that the parish council was unable to purchase the site themselves. Andrew Wickham would telephone Emson's and NCP to see if a car park had been projected.
  - e.        **Highways:**
    - i.        **Shepherd's Hey:** Ann Murray reported that it had been suggested that this bank was planted up with wild flowers, shrubs, etc. It was noted that in the past George Homewood had sprayed the site with weedkiller. It was agreed that Janet Gwillim would contact Mr Homewood. If she was unable to then Ann Murray would ask Eileen English to approach him.
    - ii.       **Speed:** the clerk reported that she had been invited to attend a speed management meeting on 16 July as Ashford Business Point.
    - iii.      **Lambden Road:** The clerk reported that the situation at Victoria Cottages and the parking was still on-going, but Highways were hopeful of it reaching a conclusion shortly.
    - iv.       **Fir Toll:** The clerk reported that Highways were hoping to have the verge fencing around Mallards removed within the week. An enforcement notice had been sent to Mr Stannard and they were awaiting the go-ahead from the ABC legal department.
  - f.        **Village Hall:** the disabled access ramp was in the process of being built and Mercury Windows were proposing to start work on Tuesday 15 July.  
Ann Murray was actively researching grants for CCTV.

- g. Notice board:** the clerk was requested to find out the current situation with Mr Boodle. Trevor Oliver would let the clerk have a copy of the minutes of the School Governors' meeting showing the agreed site for the board.
- h. Hog Fair:** nothing to report
- i. Risk assessment update:** nothing to report. All current risk assessments were in place.
- j. Broadband:** The clerk had forwarded various emails to members. It was agreed that Mr Housman would be kept up-to-date with the council's efforts.

## 5 Finance

The clerk reminded members that she was still waiting completed forms from NatWest so that cheques could be signed by all new members.

The following accounts were passed for payment. It was also agreed that Richard Grebby be paid £20 for 2½ hours work constructing the VH table trolley. Proposed Ann Murray, seconded Alan Davies.

### Accounts for payment

David Heasman	£67.20	1009	
Clerk's agreed expenses	£45.00	1010	
KCC Landscapes	£806.51(Tennis Courts)		1011
Pluckley CE Primary School	£426.75(Cutting Rec.)	1012	
KRCC	£30.00 (Sub.)	1013	
Lisa Gibbins	£20.00(Deposit refund)		78
Liz Pollard	£100.00(Deposit refund)		79
Sue Exell	£90.00(VH cleaning)	80	
Initial Textile Services	£32.75(VH hygiene)	81	
All Seasons Garden Care	£105.00(VH garden)	82	
KCC Supplies	£391.09(VH tables)	83	
KCC Supplies	£253.40(VH trolley)	..	
Seeboard	£110.97 (VH)	84	
BT	£31.49 (VH)	85	
DR & PD Missing	£1,138.21(VH doors)	86	
Mercury Windows	£5,002.15(VH windows)	87	
Cleanaway	£132.28 (VH)	88	
Richard Grebby	£20.00(VH trolley)	89	
Petty Cash	£25.81 )	1014	
Clerk's Telephone	£49.25 )	..	
	(a) Travel Expenses		£5.85
	(b) Postage		£19.96

### Receipts:

Bank Interest (Reserve A/c)	£23.00
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### Bank balances as at 7/7/03

Reserve Account	£5,850.80
Current Account	£103.00
Village Hall Account	£14,882.18
Petty Cash	(£25.81)

### Audit 2002/3

The clerk had received queries from the Audit Commission regarding the annual return. This was being dealt with.

## 6 Planning applications

### a. New Applications for consideration

03/00973/AS (DEL): New Application: Mrs J Tombs. Full Application for Porch at Great Orchard, Bethersden Road. **Interest Declared: none. Decision: Support**

03/01090/AS (DEL): New Application: Calcutt Maclean Standen Fine Art (Tau Hill Ltd, 62 Thames Street, Greenwich, SE10 9BX) Change of use of redundant garage site as auction sale rooms & workshop at Weeks Garage, Smarden Road. **Interest Declared: none. Decision: Support** but comment that the PC has concerns as to whether there will be adequate parking facilities on sale days.

### b. Plans meeting decisions

03/00894/AS (DEL). New Application from Mr P N Cornwell. Full Application for provision of eyebrow dormer window to front elevation to add light to existing hall & landing & joinery to match existing. at The Wheelers Garden, Station Road. **Interest Declared: none. Plans Committee: Support.**

03/00917/AS. New Application from Mr G Harris of Westridge, Otham Lane, Bearsted, Maidstone, Kent. Outline planning consent for Proposed new residential dwelling on land 40m NW of Sunflowers, Egerton Road. **Interest Declared: none. Plans Committee: Object** & comment that Pluckley Parish Council note that a previous application to develop the land once occupied by one dwelling

was given to 3 dwellings, now erected. Further applications for development on land adjoining the developed site have consistently been refused.

The parish council consider the proposed development to be outside the built confines of the village and would give rise to a form of development that would detract from the character and appearance of the countryside which is designated as a Special Landscape Area in the adopted Ashford Borough Local Plan 2000 and ask that policies within the Ashford Borough Local Plan and those within the Kent Structure Plan 1996 that relate to development within Special Landscape Areas be taken into consideration when assessing this application.

The highway at that point and beyond is unsafe owing to the narrow width of the carriageway and the increasing number of heavy goods vehicles using that route. A vehicular exit therefore onto Egerton Road is considered by the parish council to be dangerous.

Pluckley Parish Council also request that this application is brought before the Ashford Borough Council plans committee for their consideration if the recommendations of Ashford Borough Council's planning department do not concur with those of Pluckley Parish Council.

Note: Pluckley Parish Council has received two letters of objection from local residents regarding this application.

TC/03/00049/AS (DEL) New Application from Richard J Rule. Conservation area consent for to fell one Horse Chestnut (T1). Reason: self-sown tree now getting too large for site & in danger of undermining foundations. at Pluckley CE Primary School, The Street. **Interest Declared: Trevor Oliver, James Ashby (non-prejudicial) Plans Committee: Support**

#### c. ABC Decisions

AW150: Mr & Mrs Ellard : Footpath diversion at Lambden Cottage, Lambden Road. **Decision Granted:** 03/00766/AS (DEL) Mr & Mrs Weeble: Full Application for single storey extension & new roof to existing garage at Setl, Station Road. **Decision: Granted:**

03/00826/AS (DEL) Mr & Mrs G English. Listed building consent for repair of Kent peg tile roof on outbuilding, removal of dilapidated wooden shed, re-lay shed base to match adjacent surface. at Coopers Cottage, Forge Hill. **Decision: Granted:** to be carried out within 5 years

TC/03/00049/AS (DEL). Richard J Rule. Conservation area consent to fell one Horse Chestnut (T1) at Pluckley CE Primary School, The Street. **Decision: Granted:** to be carried out within 2 years

#### d. Appeal Decisions

02/00276 & 02/00662/AS A Thompson, High Barn (Yr Felin), Dowle Street Road, Listed building consents to Insert cast iron skylights to roof space: **Appeal Granted** – reason – the proposed skylight would make no significant difference to the overall impression of generally uninterrupted pitched roofs in this building complex... its position would tend to either obscure it or diminish it from most viewpoints... very small... less prominent than the flues... traditional so would not compromise the agricultural character of the complex. Also in accordance with policies ENV19 of Kent Structure Plan, EN21 of ABC Local plan, & council's supplementary planning guidance on the re-use of agricultural buildings.

### 7 Correspondence:

The clerk tabled various items of correspondence, which were passed for circulation. In addition:

**Code of Conduct:** the clerk had received a video, which it was suggested be viewed in committee and the workbook worked through together. She had contacted Janet Gwillim who had intimated that she would be agreeable to host such a meeting at Rushbrook Bungalow. The clerk also distributed updated booklets on registering and declaring interests, gifts, and hospitality

**KAPC Training days for councillors.** Alan Davies reported that the one he had attended was excellent. Others were arranged for 19 & 26 July, these dates were noted.

**KRCC 'working with young people in rural areas':** Sat 13 September, Maidstone. Noted.

**Double taxation:** Mr Lockwood at ABC was researching a thesis on double taxation and has submitted a questionnaire to all parish councils. The clerk was instructed to answer accordingly.

**KRCC 'The future of Kent's Communities'** Friday 25 July, Lympne. Noted

**Eileen English:** The clerk read a letter from Mrs English thanking councillors for her retirement gift.

**CTRL:** The clerk read a letter about high speed tests with Eurostar trains on the new link – noted.

**KCC Annual Plan:** This is accessible on the KCC website – [www.kent.gov.uk/annualplan](http://www.kent.gov.uk/annualplan)

**Historic buildings conditions:** An update had been received from ABC. A copy was enclosed in the envelope for circulation.

**Blacksmith's Arms:** transfer of Justices' Licence to Janis Elaine Page, formerly of The Star, Brasted Chart, Westerham. Noted

**Ron Dodge:** letter regarding Fir Toll. Noted. The clerk was instructed to inform Mr Dodge of the current situation regarding Mallards and Victoria Cottages.

### 8 Any other business –

- a. **Neighbourhood Watch signs:** the clerk had obtained prices. It was agreed to purchase 5 new signs complete with banding clips.

- b. **Rural Transport Initiative:** Ann Murray gave a résumé on what had been happening. The next meeting was on either Monday 21 or Wednesday 23 July. Alan Davies would be able to attend in Miss Murray's place.
- c. **Pluckley Brickworks:** the clerk reported that following information received from local residents that the owner (Rivermile) was proposing to start a waste recycling enterprise at the site and that this would involve movements of an estimated 100 lorries per day, she had contacted KCC and ABC. The current situation was that the owners had applied for a Certificate of Lawful Use allowing them to carry out such an enterprise. The basis of this application was that the site had a current permission for class B2 industrial use.  
The clerk reminded members that this was a legal matter in the hands of ABC and did not come under the control of the plans department.  
Members expressed their concern at the alleged project.
- d. **Simon Crookston** expressed concern that the wall on the corner of The Street and Forge Hill was still unsafe. It was understood that it would be repaired as soon as possible.
- e. **Russell Keep** noted that nuisance from bonfires had decreased since the leaflet drop in Station Road and the article in the parish magazine. He also commented that although he had sent a request to ABC for an electoral list, this had not arrived.
- f. **James Ashby** commented that on the electoral list Shipland Houses continued to be listed as in Egerton Road, while they were in fact in Forge Hill.
- g. **Andrew Wickham** reported that resurfacing of the M20 between junction 8 and 10 would be carried out during 2004/5 – if funding was available.

**9 Date of next meeting:** 11 August 2003, 8pm in Pluckley Village Hall

There being no further business the meeting closed at 10.05pm.

## **PLUCKLEY PARISH COUNCIL**

### **Minutes of the meeting of the parish council held on Monday 11 August 2003 at 8pm in Pluckley Village Hall**

Present: Janet Gwillim (Chairman), James Ashby, Simon Crookston, Alan Davies, Russell Keep, Ann Murray, and Peter Campbell.

Clerk to Pluckley Parish Council – Mrs J D Grebby.

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- 1     **Apologies for absence:** these were received from Andrew Wickham and Trevor Oliver
- 2     Declarations of interests on items on the agenda: there were no declarations of interest.
- 3     Minutes of the previous meeting held on 14 July 2003: these were agreed and signed by the chairman.  
*[the meeting was then closed to hear representations from the Pluckley pre-school group and from Mr Boodle regarding the notice board]*
- 4     Matters arising
  - 4a) **Contract of Employment – Clerk:** the agreed contract together with the job description were signed by both the chairman and clerk in the presence members.
  - 4b) **Recreation ground**
    - b1. **General:** it was reported that there were still motorcycles and go-karts driving round the recreation ground. Tents were also being erected. It was noted that there was no sign alerting users to the fact that motor vehicles, fires, camping, or horse-riding was not allowed without authorisation. It was agreed that a notice would be made showing what the regulations are. The clerk also agreed to put the original rules for the recreation ground dating back to 1902 in the parish magazine.
    - b2. **Sports pavilion:** the cricket club had produced plans for the proposed pavilion. It was agreed that the parish council as landlords of the Recreation Ground would submit the plans to Ashford Borough Council.
    - b3. **Tennis Club:** Trevor May had completed most of the work on the courts, but there was still a couple of items left unfinished. He will be paid as soon as these had been done. Junior coaching was under way. It was questioned whether tennis players' cars were allowed on to the recreation ground as several had recently been seen near the courts. It was noted that these vehicles had brought equipment for the coaching. Regular members did not have a key to the recreation ground gate.
  - 4c) **Parish Design Statement:** the clerk reported that this was ongoing and that it should be completed shortly.
  - 4d) **Station:** meetings were still ongoing for tidying up the area, but there was nothing further to report.
  - 4e) **Highways:**
    - e1. **Lambden Road:** The clerk reported that the situation at Victoria Cottages and the parking was still on-going, but Highways were hopeful of it reaching a conclusion shortly.
    - e2. **Fir Toll:** The clerk reported that apparently Highways were now seeking a legal injunction against Mr Stannard before removing the fencing round the verges.
    - e3. **Station parking:** the clerk reported that she would be having a meeting with Highways to finally determine the position of yellow lines in Station Approach and Station Road.
    - e4. **Speed:** the clerk reported on the recent presentation she had attended on the Speed Watch initiative. The cost would be in the region of £200 and needed a committed group of at least 6 persons to run it. She had taken the liberty of putting the parish council on the list of possible member groups as time was of the essence. Members agreed with the clerk's actions. She also reported that a report from ABC on the recent traffic management survey should be available in late September.
    - e5. **Village Hall:** The windows had been done. The village hall management committee requested that the parish council put in hand replacement windows in the men's toilets as these were the only ones that had not been renewed. As David Missing was unable to undertake the interior decorating, the management committee had requested that the council arrange for the floor to be stripped and re-varnished as soon as possible.
    - e6. **Notice board:** James Ashby offered to produce a plan of the new council/school notice board by the end of the week and forward it to Mr Paul Boodle. It was understood that, with these

revised plans, the cost would be marginally higher to take into consideration the fluctuation costs of American oak and the additional fitments.

- e7. **Hog Fair:** nothing to report
- e8. **Risk assessment update:** nothing to report. All current risk assessments were in place.
- e9. **Broadband:** The clerk is continuing to forward various emails to members.
- e10. **Neighbourhood Watch:** the clerk had obtained prices from the Royal British Legion Industries, who requested a cheque with the purchase order.
- e11. **Transport Initiative:** Alan Davies gave a brief explanation of the current situation.

## 5 Finance

The following accounts were passed for payment.

### Accounts for payment

David Heasman	£84.00	1015	
Clerk's agreed expenses	£45.00	1016	
Royal British Legion Industries	£179.66	(NHW signs)	1017
Mid Kent Water	£52.67	(Cricket ground)	1018
DR & PD Missing	£511.13	(Rec/playground)	1019
KCC Landscapes	£605.50	1020	
Trevor Mar Contractors	£1,637.95	(Tennis courts)	1021
Mid Kent Water	£25.61	(VH)	90
Sue Exell	£90.00	(VH cleaning)	91
Initial Textile Services	£32.75	(VH hygiene)	92
DR & PD Missing	£1,833.00	(VH ramp)	93
Petty Cash	£72.67	1022	
	Travel Expenses	£16.96	
	Postage	£9.76	
	Timpsons (VH keys)	£22.95	
	Accounts binders	£18.00	
	Laminating	£5.00	

### Bank balances as at 5/8/03

Reserve Account	£5,042.92
Current Account	£150.00
Village Hall Account	£7,641.61
Petty Cash	(£72.67)

Bank mandate forms: The clerk reminded members that she was still waiting completed forms from NatWest so that cheques could be signed by all new members.

## 6 Audit 2002/3

The clerk had received the audited accounts

## 7 Planning applications

7a) New Applications for consideration: none

7b) Plans meeting decisions

03/01132/AS: New Application from G A E Fordham, Full Application for demolition of single storey extension and erection of new two storey extension at Turner Farm, Chambers Green Road Interest Declared: none Plans Committee: Support

03/01159/AS (DEL) New Application from Mrs J L Robinson, Full Application for erection of a conservatory at Moonfield, Chambers Green Road. Interest Declared: none. Plans Committee: Support

Consultation: Proposed Vodafone base station at Pluckley. Interest Declared: Trevor Oliver. The committee were unanimous in agreeing that the proposals as presented received the support of the council

7c) c. ABC Decisions

**d.** AW150: Mr & Mrs Ellard : Footpath diversion at Lambden Cottage, Lambden Road. **Decision Granted:**

03/00766/AS (DEL) Mr & Mrs Weeble: Full Application for single storey extension & new roof to existing garage at Setl, Station Road. **Decision: Granted:**

03/00826/AS (DEL) Mr & Mrs G English. Listed building consent for repair of Kent peg tile roof on outbuilding, removal of dilapidated wooden shed, re-lay shed base to match adjacent surface. at Coopers Cottage, Forge Hill. **Decision: Granted:** to be carried out within 5 years

TC/03/00049/AS (DEL). Richard J Rule. Conservation area consent to fell one Horse Chestnut (T1) at Pluckley CE Primary School, The Street. **Decision: Granted:** to be carried out within 2 years

#### 7d) Appeal Decisions

02/01720 G Oxley, of 27 Waterside, Willesborough, Ashford, Kent TN24 0AX: CLDE Application for Lawful Development Certificate for storing of building materials and operating centre for HGV at Pinnock Yard, The Pinnock **ABC Decision: Granted:** On the balance of probabilities, that the use identified has occurred for a continuous period in excess of 10 years before the date of the application

03/00917/AS Mr G Harris, of Westridge, Otham Lane, Bearsted, Maidstone, Kent: Outline planning consent for Proposed new residential dwelling on land 40m NW of at Sunflowers, Egerton Road. **ABC Decision: Refused:** Contrary to policies RS1, RS2, RS5 & ENV4 of the Kent Structure Plan & policies DP2, EN9, EN27 & HG7 of the ABC local Plan – The erection of a dwelling on the site would result in the outward growth of the rural settlement to the detriment of the character of the countryside/undeveloped rural fringe to the village... The site lies beyond the built confines of the settlement for in-filling or minor redevelopment purposes. The site is prominent in the landscape & a further development would result in visually intrusive development in the countryside to its detriment & to the detriment of the character of the landscape which has acknowledged sensitivity as a special landscape area.

03/00973/AS (DEL) Mrs J Tombs, of Great Orchard, Bethersden Road Full Application for Porch **ABC Decision: Granted:**

**7e) Appeal:** the clerk advised members that the Chart Court applications for a riding centre and holiday cottages had gone to appeal. It was noted that the parish council had not been informed, but that this information had come via the Clerk of Little Chart PC. It was agreed that the parish council would reiterate their objections to these applications.

#### 8 Correspondence:

**8a) BBC Radio Five** were doing a 'haunted road trip' and wished to come to Pluckley. They requested information regarding contacts, etc. It was agreed that the clerk would reply and offer to pass on the usual information.

**8b) Temporary advertising for events:** KCC Highways asked the council to note the need to get authorisation to place signs on the highway: noted

**8c) Other items:** these were collated and passed to members for circulation.

#### 9 Any other business –

**9a) Pluckley pre-school:** the presentation from the group was noted.

**9b) Simon Crookston** was congratulated on the birth of his son James Adam and asked to pass on the best wishes of the council to his wife, Ginny.

#### 10 **Date of next meeting:** 9 September 2003, 8pm in Pluckley Village Hall

There being no further business the meeting closed at 9:25pm.

Code of Conduct: Janet Gwillim kindly offered to host the viewing of the new video at The Bungalow, Rushbrook Farm immediately after the meeting. This was held 'in camera' Members also viewed the video of the Speed Watch programme.

## **PLUCKLEY PARISH COUNCIL**

### **Minutes of the meeting of the parish council held on Monday 8 September 2003 at 8pm in Pluckley Village Hall**

Present: Janet Gwillim (Chairman), James Ashby, Alan Davies, Russell Keep, Andrew Wickham, Trevor Oliver, and Peter Campbell.

Clerk to Pluckley Parish Council – Mrs J D Grebby.

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- 1 Apologies for absence:** these were received from Simon Crookston, Ann Murray and Robert Taylor
- 2** Declarations of interests on items on the agenda: there were no declarations of interest.
- 3** Minutes of the previous meeting held on 11 August 2003: these were agreed and signed by the chairman.  
*[the meeting was then closed to hear representations members of the public regarding the CLUED for Waste Recycling at Pluckley Brickworks.]*
- 4** Matters arising
- 4a) Recreation ground**  
The seat donated by the gardening society had been vandalised. The clerk had contacted Jenny Heathcote, the society's chairman and it was left in their hands.  
The problem of go-karts and motorcycles seem to have stopped. The clerk would still arrange for signs. It was noted that the signs for the Black Horse had increased. It was agreed to continue to monitor the situation.
- 4b) Parish Design Statement:**  
This was with Ashford Borough Council.
- 4c) Station:**  
A regular report from Eileen English was being circulated and it would be included in the parish magazine. Trevor Oliver reported that he had been cutting the grass areas.
- 4d) Highways:**  
Andrew Wickham reported that he had been in contact with ABC regarding road signage. It was noted that signs were needed for the turning to Prebbles Hill off Egerton Road. The clerk had requested signs for the village hall and recreation ground.
- 4e) Village Hall:** It was reported that Ann Murray was currently exploring grants for CCTV.
- 4f) Notice board:** There was nothing further to report
- 4g) Hog Fair:** Another meeting was being held on 10 September.
- 4h) Risk assessment update:** The clerk reported that she would be drawing up a risk assessment for when the new Neighbourhood Watch signs were installed. Other risk assessments were up-to-date.
- 4i) Broadband:** there was nothing further to report.
- 4j) Neighbourhood Watch:** five posts were needed for the new signs. It was agreed that a working party would be formed.
- 4k) Transport Initiative:** Alan Davies reported how the 'Wealden Wheels' initiative was progressing. A requirement was that the four parish involved (Pluckley, Egerton, Smarden, and Charing) each contribute £2,000 over the next three years. This would be a maximum of £700 per parish per annum. Members of the working committee were Jill Bromley (Smarden), Jonathan Ryan (Charing), Tim Lee (Egerton), and Alan Davies (Pluckley). It was proposed by Alan Davies, seconded by Trevor Oliver that the Pluckley Parish Council contribute £2,000 over the next three years towards the Wealden Wheels Initiative. Carried unanimously.  
Members were unanimous in agreeing that the enterprise sounded feasible and it was hoped that it would be a success.

## **5 Finance**

The following accounts were passed for payment.

Accounts for payment

David Heasman	£67.20	1023	
Clerk's agreed expenses	£45.00	1024	
James Ashby	£6.90	photographs	1025
Viking Direct	£75.58	copier toner	1026
Sue Exell	£90.00	VH cleaning	95
Complete Hygiene	£1,574.51	VH floor	97
Complete Hygiene	£26.20	VH cleaning supplies	"

Initial Textile Services	£32.75	VH hygiene	96
KCC Supplies	£32.47	Chair Trolley	98
Ashford Borough Council	£55.00	CCTV Planning	94
Petty Cash	£26.30		1027
	Travel Expenses	£16.48	
	Postage	£9.83	

Bank balances as at 2/9/03

Reserve Account	£5,042.92
Current Account	(£3,038.58)
Village Hall Account	£6,042.15
Petty Cash	(£26.30)

Bank mandate forms: The clerk reminded members that she was still waiting completed forms from some members so that cheques could be signed by all new members.

## 6 Planning applications

**6a)** New Applications for consideration: none

6b) Plans meeting decisions: none

6c) ABC Decisions

03/01132/AS G A E Fordham, Turner Farm, Chambers Green Road. Full Application for demolition of single storey extension and erection of new two storey extension. **ABC Decision: Granted:** to begin within 5 years

03/01159/AS (DEL) Mrs J L Robinson, of Moonfield, Chambers Green Road Full Application for erection of a conservatory **ABC Decision: Granted:** to begin within 5 years

It was noted that in future Pluckley Parish Council request that applications are laid before the Ashford Borough Council plans committee for their consideration if the recommendations of Ashford Borough Council's planning department do not concur with those of Pluckley Parish Council.

## 7 Correspondence:

**7a)** The clerk tabled various invitations and letters.

7b) Other items: these were collated and passed to members for circulation.

## 8 Any other business –

**CLUED for Waste Recycling at Pluckley Brickworks.** Following representations from several members of the public, the situation was discussed in depth. It was unanimously agreed that a public meeting should be held. (The clerk had already received the required number of written requests from parish councillors) It was agreed that this meeting should go ahead as soon as the clerk could arrange a mutually acceptable date with ABC, KCC, the environment Agency, Rivermile, and elected members. In the interim the clerk would produce a newsletter advising residents of the situation and notify clerks of surrounding parishes.

## 9 **Date of next meeting:** 13 October 2003, 8pm in Pluckley Village Hall

There being no further business the meeting closed at 10:15pm.

## Pluckley Parish Council

### **Minutes of Extraordinary Meeting held on Friday 19 September at 8pm at The Old Forge, Forge Hill to discuss latest developments regarding Pluckley Brickworks.**

Present: Janet Gwillim (Chairman), Cllr Andrew Wickham, James Ashby, Russell Keep, Simon Crookston, Trevor Oliver, Alan Davies and Paula Woolner (planning consultant as advisor). Clerk to Pluckley Parish Council, Jackie Grebby.

Declarations of interest: it was recorded that all present had personal interests, but these were not considered greater than those of any resident within the parish.

### **It was unanimously agreed that all decisions made at this meeting would be confirmed at the Plans Committee on Monday 22 September.**

Simon Crookston had obtained the annual reports of Rivermile Ltd together with the names of the directors. Also the accounts of other companies within the group. As of 19 September, Companies House records show that Kentish Weald Properties have no interest in Rivermile.

The clerk reported that the council had £1,000 precepted for contingencies. In addition, £1,500 had been set aside towards the new sorts pavilion. This sum was unlikely to be requested until the next financial year.

Janet Gwillim reported that she had received an offer of financial backing, but this was currently tied to the donor's preferred planning lawyer.

Paula Woolner: she and Mike Woolner had looked at the information provided and had come up with several points:

- + The original development certificate specified tiles and bricks
- + If a challenge was made to the certificate it must be made within 6 weeks (i.e. as from 28 August)
- + The budget would be likely to be in the region of £5 to £10,000.
- + Did not advise using a local planning consultant.
- + They had not researched so she was just offering current knowledge. Therefore her suggestions would need to be checked.
- + Question: does the parish council need a planning consultant?
- + Question: does the parish council want to go for a judicial review?
- + Question: would it be quicker/easier to go straight to a planning barrister? This would save both time and cost. Could be very expensive if using a senior barrister therefore she suggested that the council consider engaging a good junior barrister.

Alan: can we afford to fight? We need to get a barrister on line in the next few days. The issue is that a legal use certificate is for a specific thing and nothing else in that class. The parish council will be challenging Ashford Borough Council's interpretation of planning law and the PC is not competent to come to a decision on legal matters of this sort.

James: it is better that the PC spend money on finding out if it is possible to take legal action.

Andrew: apparently there was a conflict between KCC and ABC over the matter and eventually it was agreed to let Terry Mortimer, ABC's legal advisor make the decision.

Alan: the PC should use the available £2,500 (contingency and sports pavilion)

Janet: she was contacting local businesses and asking for donations of specific amounts to help, so the PC can set the ball rolling. She asked that other council members also seek funding.

**It was proposed by Alan Davies and seconded by Trevor Oliver that the parish council obtain the Services of a planning barrister. Carried unanimously**

Simon Crookston would liaise with Paula Woolner as he also had contacts in Planning Consultancy and if possible their recommendations would be presented to the plans committee on Monday 22 September.

After some further discussion it was agreed that neither James Ashby nor Alan Davies be asked to withdraw their requests for a public meeting and that it would be held on Thursday 2 October at 8pm in the village hall.

It was also agreed that the notice prepared by the clerk would be placed in all shops and pubs, but that James would ask Mrs Ashby to produce an A5 flyer for distribution around the village.

It was agreed that all donations to the 'fighting fund' would be handled by the clerk as proper financial officer.

It was agreed that as many members as possible would attend the plans committee meeting on Monday 22 September, 7:45 pm in the village hall.

There being no further business the meeting closed at 9:30pm.

## **PLUCKLEY PARISH COUNCIL**

**Minutes of the meeting of the Plans Committee held on Monday 22 September 2003 at 7:45pm in Pluckley Village Hall**

Present: Alan Davies (Chairman), James Ashby, Ann Murray, Janet Gwillim (Parish Council chairman – ex officio), Russell Keep, Simon Crookston, Mrs L C Hopkins  
Clerk to Pluckley Parish Council – Mrs J D Grebby.

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**1 Apologies for absence: None**

**2 Planning applications.**

/03/01425/AS (DEL) New Application from Mrs L C Hopkins: Full Application for Alterations & extension at 3 Sheerland Cottages, Swan Lane **Interest Declared: None. It was resolved to support the application.**

Minutes of the extraordinary meeting held on Friday 19 September, 8pm at the old Forge: **These were approved and the decisions made at that meeting, confirmed.**

There being no further business, the meeting closed at 8:15pm

## **PLUCKLEY PARISH COUNCIL**

### **Minutes of the meeting of the Brickworks Sub-committee held on Wednesday 8 October 2003 at 8pm in Pluckley Village Hall**

Present: Janet Gwillim, James Ashby, Ann Murray  
Clerk to Pluckley Parish Council – Mrs J D Grebby.

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1. Apologies for absence: Alan Davies, Robert Taylor, Richard King, Andrew Wickham, Paula Malpeli.
2. Election of Chairman: Proposed Ann Murray, seconded James Ashby that Janet Gwillim be elected chairman. Carried.
3. This being the first meeting of the sub-committee there were no minutes to be approved.
4. Terms of reference: The suggested terms were unanimously agreed with the number of parish council members being set at 7. It was noted that Simon Crookston had offered to stand down from the committee due to work commitments. It was also agreed that Trevor Oliver be asked to attend any meetings ex-officio as the parish council vice-chairman.  
The suggestions of the committee's remit made by the clerk were adopted. These are appended to the minutes.
5. Finance: the clerk reported that donations from the Public Meeting raised £268.42. The total contributed so far is £1,498.42. Janet Gwillim said she had received pledges of between £500 and £1,000. At this rate it would be impossible to fund any legal challenge.  
The barrister's invoice had not yet been received, but it was believed to be in the region of £600. Other costs, including travel expenses, paper, postage, etc. were mounting up.
6. Reports:
  - a. The clerk reported that she had been advised that Wimpey had apparently taken out an option to purchase the brickworks site. It was agreed that it would probably be several years before planning permission was granted for developing the site for housing, but it was noted that Wimpey might well be looking at using the site for their own waste. Currently Wimpey have three sites in the Ashford area.
  - b. Richard King had offered to set up a meeting with KCC. The clerk would contact him regarding a suitable date.
  - c. The clerk read out letters from Damian Green, MP, the KCC plans department, and Kent Highways.
7. Decision on the reports:
  - a. The clerk would contact Land Registry and get all available information on the Brickworks whole site.
  - b. The suggestion that letters be sent to both Ashford Borough Council and the KCC in the strongest terms pointing out that the parish council were not happy with the decision was discussed at length. The clerk asked members to note that in the invitations sent out to both ABC and KCC she had communicated the fact that the village was most concerned with the current situation and that she also had made both councils very aware of the general feelings in the parish during several telephone conversations.
8. Action plan:
  - a. The meeting with ABC would go ahead as arranged unless circumstances changed.
  - b. Stephanie Banham had made contact with the national papers and a news media agency had picked it up. They were speaking with David Jason who had shown some interest, and had visited the village that afternoon.
  - c. The problems of asbestos were discussed

- d. It was agreed that the date when brick making finally ceased must be ascertained as soon as possible. Also written confirmation of the date when the kilns were removed, and by whom. Ann Murray would contact Derek Ingleton. Janet Gwillim would contact Mr Perigo and Bernard Andrews. It was noted that Nick Mengham had collected a history of the brickworks. The clerk would contact him.
  - e. KCC would be asked to supply what ever data they hold on the site. This to be done via the clerk and Richard King.
  - f. The clerk would put together another newsletter and circulate it prior to publication
9. Any other business:

The clerk reported that Robert Taylor had requested a copy of the audio recording of the public meeting. It was unanimously agreed that, since those attending the meeting were not informed that a recording was being made, it would not be advisable to let anyone have copies. The clerk would be making a transcript of the tapes and circulating them as minutes as soon as possible.

There being no further business the meeting closed at 9:40pm

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**Pluckley Parish Council: Brickworks Sub-committee: Terms of reference:**

1. The committee is a sub-committee of the plans committee
2. It shall consist of 7 parish councillors, the county councillor, both borough councillors, and such experts as the committee wish to co-opt from time-to-time to advise. If not on the sub-committee then the parish council chairman and vice-chairman shall be ex-officio.
3. The quorum shall be not less than 3 parish councillors.
4. Only members of the parish council on the committee are eligible to vote.
5. The clerk shall put all donations for the 'fighting fund' in a restricted classification within the accounting system, but pay all cash and cheques into the Parish Council Current Account. A separate balance sheet or income expenditure account shall be produced at both the sub-committee meetings and the full council meetings.
6. The sub-committee is empowered to agree the disbursement of costs using the 'Restricted' Brickworks Fund held by the parish council.
7. The sub-committee shall meet every Wednesday at 8pm in the village hall, unless a decision is made at a previous meeting to change the date, until such time as it is agreed that the emergency has passed.
8. Once the emergency has passed then the Parish Council will go to the parish to determine the disbursement of any money remaining in the Restricted Brickworks Fund.
9. No agenda shall be circulated, it being understood that each meeting shall discuss the following:
  - a. Apologies for absence.
  - b. Minutes of the last meeting
  - c. Finance
  - d. Reports from volunteers.
  - e. Decisions on the reports
  - f. Update of Action Plan

Remit:

- + To do everything, in the first instance stop the facility going ahead, including:
  - + taking legal advice over the human rights issues;
  - + preparing a well balanced report/lobby for the EA - including engaging an environmentalist;
  - + taking advice as to whether the PC can sue ABC for maladministration via the local government ombudsman,
- + or if that does not succeed: ensure that there are adequate restrictions on the operations and to keep all operations closely monitored.
- + Prepare a regular newsletter, distribute posters, co-ordinating rallies, and other similar activities

## **PLUCKLEY PARISH COUNCIL**

### **Minutes of the meeting of the parish council held on Monday 13 October 2003 at 8pm in Pluckley Village Hall**

Present: Janet Gwillim (Chairman), James Ashby, Alan Davies, Russell Keep, Andrew Wickham, Trevor Oliver, Ann Murray, Simon Crookston, and Peter Campbell.

Five members of the public also attended.

Clerk to Pluckley Parish Council – Mrs J D Grebby.

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- 1     **Apologies for absence:** All members were present. Apologies were received from Cllr Robert Taylor.
- 2     Declarations of interests on items on the agenda: James Ashby: Item 5a
- 3     The minutes of the meeting held on 8 September 2003: these were approved and signed by the chairman  
*The chairman then closed the meeting for 15 minutes to hear presentations from members of the public*
- 4     Matters arising
  - 4a) Brickworks waste recycling plant: Mrs Gwillim gave an update to members of the council who had not attended the brickworks sub-committee meeting on 8 September. It was agreed that the clerk would contact Southern Water alerting them to the proposed development.  
An attendee of the public meeting, Mr Wadlow, had offered his assistance – in particular in providing material for the website. The clerk was waiting to hear from him.  
Miss Murray had seen another document, albeit relating to a different site/proposal, that seemed to intimate that there could be a case for the borough council to revoke the CLUED if it could be proved that incorrect information had been given by the applicant to ABC. She was requested to obtain a copy of this document for the next brickworks sub-committee meeting.  
The clerk would write to ABC requesting copies of the files they have on the brickworks.  
KCC were being asked for a meeting before that with ABC.  
The Environment Agency will not anything regarding the site until an official application for a waste management licence had been made.  
The fact that it could be a 'ploy' to encourage acceptance of a housing estate was mentioned, but it was noted that the area was a designated 'industrial' site.  
The next newsletter was approved. The clerk would have copies printed as soon as possible.
  - 4b) **Recreation Ground:** Ann Murray reported that the litter has been cleared up; the grass had not grown since the last trim; and the cricket ground is being cut regularly. The Cricket club are now putting their grass cuttings on the compost heap by the tennis courts. They no longer secure the safety fencing with the provided chain and padlock between matches – the clerk would write reminding them.  
More graffiti has appeared on the seat at the BMX arena – Miss Murray felt she would be able to remove it if she was supplied with remover.  
It was noted that the Pluckley Gardening Society seat, reported to the society in August as being damaged had still not been repaired. Further, minor writing and scratching is being added. The Clerk would write again to the gardening society.  
The cricket club had painted the huts but it is beginning to come off. The concrete plinth also look distinctly worn.  
The a sign beside the multi-play area and springers is needed as are signs prohibiting motorbikes, etc.
  - 4c) **Parish Design Statement:** This was at Ashford and would be considered at their next full meeting in October. There were three minor adjustments.
  - 4d) **Station:** There was nothing further to report regarding parking. A letter was still awaited from Kent Highways.  
Eileen English had reported that FOPS was proposing to do another 'planting' session on 15 November.
  - 4e) Highways

- e1.** Community Speedwatch scheme: the parish had not been successful in the selection of three parishes for the trial period. (Goudhurst, Boughton Aluph & Eastwell, and Kingsnorth). It was agreed that the clerk would follow up her initial letter to Kent Police and this time submit the names of those willing to participate. Members would contact the clerk with these names as soon as possible.
- e2.** Speed Management Survey: this had been delayed and was expected to be completed sometime in October.
- 4f) Village Hall:** Miss Murray reported that no grant was forthcoming from the Kent People's Trust for CCTV, as they considered that only 50% of the problems would be solved by the installation of same.
- 4g) Council Notice board:** The clerk had heard from Paul Boodle that the notice board was ready. Mr Boodle had most kindly offered £50 to the brickworks fund and asked that this be deducted from the account. It was agreed that a working party (Alan, James, and Trevor) meet on Saturday 8 November, 9am with a view to erecting the board. Although the parish council had not received a copy of the minutes of the school governors' meeting when the position of the board was agreed, since several members had attended and Mr Oliver (also a school governor) was confident that there would be no problems. He volunteered to contact the school and notify them that the board was being installed. He further confirmed that he would ensure councillors had permission to go onto school property at that time.
- 4h) Hog Fair:** there was nothing to report.
- 4i) Risk Assessment update:** the clerk reported that she had taken receipt of fluorescent waistcoats and traffic cones. It was noted that two jackets had been sent in error and that, as these cost £44 rather than £7.99, these would be returned and replacements requested.
- 4j) Broadband:** nothing to report.
- 4k) Neighbourhood Watch:** it was agreed that the same working party would put the new signs in place on 8 November. Janet Gwillim would arrange for poles, Trevor Oliver would get concrete and collect the signs, which were with the clerk.
- 4l) Transport initiative:** Alan Davies gave a brief summary of the current situation. There had been some progress towards getting grants approved in principle. Leader + was still to come. He was confident that the delivery of the first vehicle would be made soon.

## 5 Finance

### The following accounts were approved for payment

Proposed Simon Crookston, seconded Alan Davies

David Heasman	£84.00	street cleaning	1028
Jackie Grebby	£45.00	clerk's agreed expenses	1029
James Ashby	£40.26	wood, etc. for signs	1030
Audit Commission	£293.75	*	1031
Barclaycard	£126.93	train fares, timer, cloth & land registry	1032
David Billcliffe	£40.60	plane flight for photos	1033
Viking Direct (C/o clerk)	£138.38	poster paper already paid	1034
BT	£80.68	clerk's phone	1035
BT	£31.49	VH phone	99
Cleanaway	£132.28	VH waste bin	100
Discount Fireworks	£2,035.25	VH fireworks	101
Sue Exell	£90.00	VH - hall cleaning	103
Initial Textile Services	£32.75	VH	104
All Seasons Garden Care	£70.00	VH	105
Kent County Council Supplies	£90.56	VH & RA (**)	1039
Staples	£182.30		1038
Paul Boodle	£651.90	Notice board	1041
Kent Business Equipment	£41.13	Copier toner	1036
Cornhill Insurance	£733.19	VH	102
Royal British Legion	£16.00	Remembrance wreath	1037
Petty cash	£41.83		1042
	Postage	£22.35	

Travel	£16.68	
	Parking	£2.80

\* This had over doubled from last year – the

\*\* See item 1 (i) above.

#### Receipts:

Precept & concurrent functions	£6,292.58
Brickworks fund	£1,448.42
Bank interest	£12.62
Village Hall receipts	£118.50

**Balance sheet as at 2/9/03:** this was presented to the council and contents noted. Miss Murray requested detailed monthly accounts of all payments and receipts relating to the brickworks and village hall. The clerk pointed out that would be an additional burden on what was an already busy schedule and payments were already itemised amongst the accounts for payments presented at each meeting.

**Bank mandate forms:** the clerk reminded members that she still awaited some forms.

**Precept 2003/4:** the clerk reminded members that this should be discussed at the next council meeting. Copies of the current situation were circulated. Rates and salaries also needed to be discussed.

**Internal Audit:** The clerk reminded members that the finance committee should carry out their half-yearly internal audit in the near future. It was agreed that Russell Keep and the clerk would arrange mutually agreeable time for this.

## 6 Planning applications

### 6a) New Applications for consideration:

03/01618/AS (DEL): Amendment 1: County Heritage Ltd of Heritage House, Yalding Hill, Maidstone, ME18 6AL. Full Application for variation of scheme approved by planning permission 02/01825/AS at Lower Thorne Barn & Oast, Smarden Road. **Interest Declared: None. Parish Council decision: Since the parish council did not support the original application, they make no comment on this occasion.**

03/01575/AS (DEL): New Application: Tomm Estates Ltd of Alan Bishop Consultancy, Grove Barn, Grove Lane, Hunton, Maidstone, ME15 0SE. Outline planning consent for Demolition of garage building, removal of car display area & erection of a terrace of five houses. at Station Garage, Station Road **Interest Declared: None. Parish Council decision: Support, but comment that the PC would prefer to see a development of 4 terraced properties rather than 5.**

03/01596/AS (DEL): New Application: Mr & Mrs Miller, of 4, Station Road: Full Application for UpVC Conservatory **Interest Declared: None. Parish Council decision: Support**

### 6b) Plans meeting decisions:

03/01425/AS (DEL) New Application from Mrs L C Hopkins Full Application for Alterations & extension at 3 Sheerland Cottages, Swan Lane. **Interest Declared: None. Plans Committee: Support**

The plans committee approved the minutes of the extraordinary meeting held Friday 26 September at Old Forge.

### 6c) ABC Decisions:

03/01423/AS Pluckley sports Association. Erection of a sports pavilion on Pluckley Recreation Ground. **Granted**

03/01425/AS (DEL) New Application from Mrs L C Hopkins Full Application for Alterations & extension at 3 Sheerland Cottages, Swan Lane. **Granted.**

### 6d) **Other matters:** Unauthorised access on land at Frith Wood – letter from ABC to owner (R Scholfield, G35 Giant Arches Rd, London) stating that the access should be closed forthwith. **Noted**

## 7 Correspondence

7a) Ashford North Youth Centre: Shuttle Team project – the letter to be passed to Renate Beerling.

- 7b) Review of the Ashford Borough Local Plan: the clerk read out the content of the questionnaire and members answered accordingly
- 7c) Parish News – copies of issue 295 were passed to all members
- 7d) The Pilgrims Table: letter re their Christmas menu – noted
- 7e) KAPC Councillors' Information Day, Benenden 25 October – noted
- 7f) Mid Kent Leader + program review 21 October, Ashford – noted
- 7g) Finance Information Day, Harrietsham, 18 October – noted (the clerk had a prior appointment)
- 7h) KAPC AGM Ditton, 8 November: details passed to Ann Murray and Peter Campbell
- 7i) Ashford Borough Council annual parish council evening, Thursday 11 December. This is specifically for councillors, especially new ones. Members would contact the clerk as soon as possible so that she could submit names to ABC
- 7j) Further items of general correspondence were passed for circulation.
- 7k) Ros Rowan volunteering to be parish pond warden: accepted unanimously. Clerk to write, enclosing BTCV list of courses. It was agreed that, within reason, the council would fund such training days as Mrs Rowan felt necessary.

**8** Any other business

- 8a) Parish Plans: The chairman reported that Ashford Borough Council were requesting villages to carry out either Parish Plans or Parish Wish Lists. Preferably before the end of November so they could be incorporated into the new Ashford Local Plan. Suggestions were to be sent to Ann Murray as soon as possible,
- 8b) Halloween: the clerk reported that she had been in contact with the police and they were attending as usual.
- 8c) Christmas: It was agreed that the village should have a tree despite last year's problems. Also new lights were needed. It was agreed that the new people in the Black Horse should be contacted
- 8d) Simon Crookston raised the matter of the late finishing of meetings – standing orders stipulate that meetings finish at 10pm. It was agreed that in future time would be allocated for each item on the agenda.

**Date of next meeting: Monday 10 November 2003, 8pm in Pluckley Village Hall**  
**There being no further business the meeting closed at 10:55pm.**

## **PLUCKLEY PARISH COUNCIL**

### **Minutes of the meeting of the Brickworks Sub-committee held on Wednesday 15 October 2003 at 8pm in Pluckley Village Hall**

Present: Janet Gwillim (Chairman), Russell Keep, Alan Davies, Ann Murray, Trevor Oliver, Paula Malpeli,  
Members of the public: Mike Whatman, Sue Whatman, Andrew Parsons, Steph Thompson, Al Thompson,  
Stephanie Banham, Peter Walker.

Clerk to Pluckley Parish Council – Mrs J D Grebby.

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- 1 Apologies for absence: Robert Taylor, Richard King, Andrew Wickham, James Ashby
- 2 Minutes of the meeting held on Wednesday 8 October. These were discussed and the following amendments were made:
  - 2a) Paula Malpeli had tendered her apologies as had Andrew Wickham.
  - 2b) Ann Murray pointed out that Wimpey was spelt with an 'e'. The clerk would make sure that in future the 'spell checker' did not 'correct it'
  - 2c) Miss Murray also requested that the phrase 'but it was noted that Wimpy might well be looking at using the site for their own waste' be struck from the minutes as she did not remember that the clerk had reported those comments from residents.
  - 2d) Miss Murray also queried the sentence 'Currently Wimpey have three sites in the Ashford area.' She wished it to be made clear that these were sites for housing.
  - 2e) The minutes were then signed and dated by the chairman
- 3 Matters arising:
  - 3a) Thanks were extended to Stephanie Banham for the work she had been doing on behalf of the council.
  - 3b) This week following a story in the *Daily Telegraph* about David Jason supporting the 'villages' campaign on Monday 13 October, the *Evening Standard*, *GMTV*, *Radio Kent*, and *BBC South East* had all covered the story.
  - 3c) It was agreed that if contact was made with Pam Ferris then Stephanie Banham would first contact *BBC SE*.
  - 3d) It was noted that asbestos could be buried on the site according to current regulations.
  - 3e) Ann Murray had received verbal confirmation from David Hemsley that brick making had finally ceased in June/July 1989. Janet Gwillim had met with Kevin Woodcock who was the last person to be made redundant at the plant and who had apparently been responsible for bricking up the kilns in 1989. Miss Murray was contacting Lafarge Redlands requesting 'chapter and verse' of dates of operations within Pluckley Brickworks.
  - 3f) Ann Murray produced a document, albeit relating to another, unconnected application for a CLUED, that stated that if there was a misrepresentation of facts on the application then the borough council had the ability to withdraw a CLUED at any time. It was agreed that further information regarding this was needed. Currently the parish council did not have a copy of Kentish Weald's application. The clerk had requested the complete file that ABC has on Pluckley Brickworks and its associated names. It was suggested that if this information was not forthcoming, then KCC could be asked to request it.
  - 3g) Richard King had arranged a meeting with Bill Murphy at KCC on Friday 24 October at noon at KCC, Maidstone. The clerk and chairman would be attending. It was agreed that some questions would be submitted in advance, especially as it was understood that the county solicitor would not be present. The content of the questions was discussed and it was finally agreed that Ann Murray would email Janet Gwillim with her suggestions and that Mrs Gwillim and Ms Malpeli would meet and the proposed questions would be passed to the clerk within the next few days.
  - 3h) The meeting with Ashford Borough Council had been arranged for Tuesday 4 November. Questions for this meeting would be decided after the outcome of the meeting with KCC.
  - 3i) It was noted that Ms Malpeli was able to contact Mr Phillpot, the barrister, with further questions.
- 4 Future plans:
  - 4a) It was agreed to co-opt Paula Malpeli in her capacity as a planning consultant and Stephanie Banham as publicist. It was also agreed that a dedicated fundraiser was needed together with a solicitor with

knowledge of conveyancing and planning. It was further agreed that Paul Ellard would be approached and asked if he would agree to be co-opted on to the sub-committee.

- 4b) Members of the sub-committee were reminded that only parish councillors had voting powers.
- 4c) Although it was suggested there could be a treasurer to handle finances, members were reminded that the Clerk was the 'Proper Financial Officer' of the council. It was therefore agreed to set up a fundraising committee, which would carry out all fundraising activities, which would report back to the Brickworks Sub-committee at their meetings. It was agreed that the initial members of the Fundraising Committee would be Stephanie Banham, Al Thompson, Steph Thompson, Mike Whatman and Sue Whatman.
- 4d) Whilst noting the invaluable help that Iain McBride had done on behalf of the campaign, it was agreed that the spokesman for the media to contact should be a member of the parish council. Alan Davies was unanimously elected as spokesman for the Brickworks sub-committee.
- 4e) It was agreed that the editor of the parish magazine be asked to include an article requesting helpers with specialised talents to contact Janet Gwillim with a view to asking them to come on to either the Brickworks or the Fundraising committees.
- 4f) It was noted that the magazine editor planned to include the current newsletter in the parish magazine. The newsletter would be available within the next few days for distribution around the villages.
- 4g) Stephanie Banham requested that the clerk be thanked for her work. Noted.
- 4h) The clerk reported that approximately 640 signatures had been received on the petition. More forms were circulated.

There being no further business the meeting closed at 9:50pm

## Pluckley Parish Council: Brickworks Sub-Committee

Minutes of the meeting held on Wednesday 22 October 2003, at 8pm in Pluckley Village Hall.

Present: Janet Gwillim (Chairman), Alan Davies, Ann Murray, Russell Keep, Paula Malpeli, Stephanie Banham and 5 members of the public.

Clerk to Pluckley Parish Council: Mrs Jackie Grebby

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1. **Apologies for Absence:** These were received from James Ashby, Andrew Wickham, Paul Ellard, Trevor Oliver, Robert Taylor and Richard King.
2. **Minutes of the last meeting:** these were agreed and signed (Proposed Alan Davies, seconded Stephanie Banham).
3. **Matters arising:**
  - a. Paul Ellard had accepted the committee's invitation to come on to the sub-committee
  - b. The newsletter was now being circulated. It's content was also in the parish magazine.
  - c. KCC Meeting on 24 October: Mrs Gwillim gave a résumé of what subjects were going to be discussed. As Paula was unable to attend, Mike Woolner had very kindly offered a member of his staff, Vilna Walsh. Both Mike and Paula were thanked for all the work they are doing on the parish's behalf.
  - d. Paula Malpeli reported that Counsel had been contacted again and summarised the information received, i.e. :
    - i. The evidence that the use had not been abandoned may not have been sufficient, but in any case we are still out of time. There is also the premise that it cannot be proved that the owners did not have the intention to re-open the works.
    - ii. On the question on whether the second application should have been determined by the county rather than the district, this is a point which could be presented to the Local Government Ombudsman, as it is a valid argument.
    - iii. Environmental considerations are very relevant in the granting of a waste management licence and the operators will have to comply with all conditions before they can operate from the site. The relevant authority can impose conditions, or refuse outright to grant a licence, on the basis of impact on amenity considerations. If a proposal is considered unacceptable in environmental terms, it could stop the proposal going ahead.
    - iv. More information should be sought regarding the screening of the operations if it were to go ahead.
    - v. The access to the site is not included in the plans, therefore a new application would need to be submitted to cover any access.
    - vi. The Ombudsman cannot quash the decision and is unlikely to require it to be revoked, but may still investigate the decision making process of both applications.
    - vii. A judicial review is not the way forward. The county council should be approached and enlist their help during the waste licensing procedure.

Ann Murray then asked what the barrister had said and requested a transcript of the meeting. It was confirmed that this latter conversation with Mr Philpott took place via the telephone.

Ann Murray again raised the matter of abandonment and section 194 [viz: Section 194 of the 1990 Act provides that it is an offence to furnish false or misleading information or to withhold material information with intent to deceive. Section 193(7) enables the Council to revoke, at any time, a certificate they may have issued as a result of such false or misleading information.]

It was noted that large property developers took out options to purchase as a 'matter of course' wherever they feel that a site might eventually become available for development – time scale is not an essential consideration. Also, there was nothing to prove that the owners did not have the intention of producing bricks or tiles at some stage.

- e. Report from the fund-raising committee: Stephanie Banham said that the committee had met and agreed initially to run three events: a 'Call my Bluff' evening on Saturday 13 December in Pluckley Village Hall, an 'Auction of Promises' in the New Year, and a Quiz Sheet – this to sell at £1 per sheet with a £20 prize. The committee were reminded that a occasional permission to sell alcohol was needed.

- f. Report from Alan Davies, Parish Council Spokesman for the Brickworks: he had spoken to a freelance reporter, the *Sunday Express*, and *Online Magazine*. The *Express* were visiting the parish on Thursday 23 October and he would be meeting with them.

**4. Any other business:**

- a. Finance: it was queried as to what would be done with any funds remaining at the end of the campaign. It was agreed that this would be considered further if, or when, the need arose. One suggestion was that, since David Jason had so kindly supported the campaign, then any funds remaining could be donated to a charity of his choice.
- b. It was suggested that Alan Mowatt, the KCC Surveyor now retired and living in Smarden, may be prepared to offer free advice.
- c. The clerk reported that she had been contacted by the Kent Wildlife Trust asking for further information. They will be contacting the Environment Agency to request that they be included amongst the agencies asked for opinions. They confirmed that, when eventually Rivermile/Clearers had made their application for a waste management licence, the KWT would be able to consider the full implications at that time, and would probably include a request for a survey of the site.
- d. The clerk also reported that she had contacted the Stour Countryside Project and requested any reports that their 1999 Pond Survey had on the ponds in the brickworks.
- e. The chairman reminded all present that the sub committee and the fund raising committee was working as a team for the benefit of the whole community and individuals should not take on personal campaigns that could resultantly damage the efficacy of the sub-committee.

**5. Next meeting:** This will be on Wednesday 29 October at 7:30pm in Pluckley Village Hall

There being no further business the meeting closed at 8:55pm

## Pluckley Parish Council: Brickworks Sub-Committee

Minutes of the meeting held on Wednesday 29 October 2003, at 7:30pm in Pluckley Village Hall.

Present: Janet Gwillim (Chairman), Andrew Wickham, Paula Malpeli, James Ashby, Ann Murray, Stephanie Banham, Alan Davies, Trevor Oliver, and 7 members of the public.

Clerk to Pluckley Parish Council: Mrs Jackie Grebby

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1. **Apologies for Absence:** These were received from, Paul Ellard, Russell Keep, Robert Taylor and Richard King.
2. **Minutes of the last meeting:** After Ann Murray commented that she had not 'requested' a transcript of the meeting with the barrister, the rest of the minutes were agreed and signed
3. **Matters arising:**
  - a. KCC Meeting on 24 October: Mrs Gwillim gave a brief outline of what had proved to be a very positive meeting. It was noted that the KCC were not consulted by the borough council on the submission of the first application (for existing use as a brickworks) and they were only made aware that a certificate had been granted when they were sent a copy by the planning consultants acting for the owners of the site. Once they were made aware of this certificate, KCC entered into a protracted period of legal consideration with ABC. KCC's legal advice was that there was very little scope to challenge this first certificate, although they commented that any new buildings would have to be considered as a county matter.  
KCC were consulted over the second application (for waste recycling) and ultimately advised ABC of the need to clearly define what could be lawfully carried out on the site. They also provided advice as to what considerations should be included in the certificate – some of which ABC included in the certificate  
It was pointed out that there was a difference between 'inert material' and 'builders waste'  
KCC have copies of correspondence between them and ABC. The parish council were advised that they should send an official letter to KCC to request copies of this correspondence. KCC would then take advice from their legal department to see if these could be released.  
Finally, the KCC confirmed that they would continue to work with the parish council in presenting a coherent case to the Environment Agency when, or if, Clearers (SE) Ltd made an application for a Waste Management Licence. They also provided some guidance on what the parish council should ask ABC at their meeting on 4 November.  
There were no suggestions from KCC as to what actions the parish council should take after the meeting with ABC.  
Ann Murray queried the 'abandonment' issue. From the documents submitted to Ashford with the application for the CLUED it was made clear that, although no brick making was being carried out at that time, the option of reopening the works was still a possibility. Therefore the brick making operations were in effect 'mothballed' and there was no way of proving otherwise.
  - b. Report from the fund-raising committee: Stephanie Banham reported on the activities of the fund-raising committee. The quiz sheet has been produced and is currently available in local pubs and shops. An application for an occasional licence has been made for the 'Call My Bluff' evening on Saturday 13 December. Members of the committee are starting to gather items for the 'Auction of Promises'
  - c. Report from Alan Davies: following the meeting with the *Sunday Express* they had published a full page article. The *Kentish Express* were also continuing to print news items.
4. **Any other business:**
  - d. ABC meeting on Tuesday 4 November: a letter, similar to that sent to KCC was being written and would be sent to Ashford Borough Council in good time. Ann Murray requested that Ashford are asked if they had recently been in contact with Rivermile. Copies of the letter would be forwarded to all those attending the meeting. It was noted that, while the KCC meeting consisted on only five persons Janet Gwillim, Jackie Grebby, Vilna Walsh (Planning Consultant for the PC), Bill Murphy (KCC Planning), and Cllr Richard King, the ABC meeting would be far larger.
  - e. Confidentiality: the chairman asked all members to note that, while discussions are continuing between the parish council and KCC, ABC, the Environment Agency, and other government departments, all papers relating to these issues are not in the public domain – if the parish council were to eventually go to the Local Government Ombudsman then such papers may play a vital part and should therefore be treated as confidential.  
It would also not help the parish if information discussed at committee was leaked to the media prior to meetings with government agencies.
  - f. It was proposed by Alan Davies, seconded by James Ashby, that Jessamy Blanford (Chairman WKPS) be co-opted on to the sub-committee. Carried.

- g. Ombudsman – it was agreed that any further moves towards this action would be considered after the meeting with ABC.
- h. Ann Murray said that the parish council should employ a skilled negotiator to set up a conversation with Rivermile to explore alternatives. Although it was agreed that the site might eventually be used for another enterprise, the chairman asked members to remember that the current issue was the CLOPUD for waste recycling and not to delve into alternatives thereby weakening the council's standpoint and taking the risk that the parish council might be seen to be abandoning the promise made to residents to fight the certificate. It should also be remembered that the parish council does not have the power to determine alternatives.
- i. Activity on the site: Although there is no waste management licence currently in operation, it was noted that there was no reason why the owners should not put various works in hand ready to start operations. On the other hand, there was also no reason why a log should not be started detailing activity at the site entrance.  
Members were asked to note that anyone entering the site without invitation would be trespassing.

**5. Next meeting:** This will be on Wednesday 5 November at 8pm in Pluckley Village Hall

There being no further business the meeting closed at 8:45pm

## Pluckley Parish Council: Brickworks Sub-Committee

Minutes of the meeting held on Wednesday 5 November 2003, at 8pm in Pluckley Village Hall.

Present: Janet Gwillim (Chairman), Andrew Wickham, Paula Malpeli, Ann Murray, Stephanie Banham, Alan Davies, Jessamy Blanford and 7 members of the public.

Clerk to Pluckley Parish Council: Mrs Jackie Grebby

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6. **Apologies for Absence:** These were received from, James Ashby, Paul Ellard, Russell Keep, Robert Taylor and Richard King.
7. **Minutes of the last meeting:** the minutes of the meeting held on Wednesday 29 October 2003 were agreed and signed.

Before the meeting commenced the Chairman said she regretted that some members of the public had not heard the announcement at the close of the 22 October meeting and had therefore been unaware that last week's meeting had been brought forward to 7:30pm and consequently had missed the first 30 minutes.

### 8. **Matters arising:**

- a. **ABC meeting on Tuesday 4 November:** The chairman read the letter sent to Ashford Borough Council and she and Paula Malpeli reported on the results of the meeting. In attendance were Janet Gwillim, Chairman of Pluckley PC; Jackie Grebby, clerk; Paula Malpeli, planning consultant for Pluckley PC; Andrew Wickham and Robert Taylor, ward members; Terry Mortimer, Legal and Democratic Services Manager; Lois Jarrett, Development Control Manager; and Mark Davies, Development Control.

- i. Mrs Gwillim said that the meeting was primarily a 'fact-finding' exercise as the parish council needed answers. Terry Mortimer made it very clear that the issue was not about 'abandonment.' In his view the sworn affidavits more than ably countered any issues that could arise over the abandonment question.  
The borough council was not prepared to debate the issues, but all questions were answered fully, but formally.
- ii. On the matter of the second certificate, Mr Mortimer insisted that there had been no suggestion that it should have been considered as a 'county matter.' In fact ABC had asked KCC as to their opinion and that KCC had agreed that it should be determined by the district council. In fact it was a joint decision between KCC and ABC that the determination would be decided by Ashford. As that correspondence had not been included in the papers supplied to Pluckley Parish Council, it was agreed that ABC would provide a copy of the relevant details included in the letter. Mr Mortimer did not consider that any letters to either KCC nor the applicant should be in the public domain. He felt that the applicant's replies were sufficient for the public to understand what Ashford had asked.
- iii. Regarding the omission of any access to the site on both certificates, it was reported that Ashford Borough Council did not consider that this was of any relevance whatsoever, although it was noted that the owners may need planning permission if they were to widen the roadways.
- iv. When asked about what monitoring Ashford would be carrying out on the site, the parish council were told that the conditions included on the CLOPUD were not conditions, but suggestions from the applicant and as such are not binding. Any differing works, etc. on the site would be considered by Ashford, but unless these diverged greatly from those suggestions, when ABC would then carry out some investigations, then it

would be considered a legal operation. Ms Jarrett pointed out that there was no requirement for the applicant to apply for a CLOPUD and had presumably only done so for a 'letter of comfort'.

Ashford Borough Council would not be therefore carrying out any form of monitoring of the site, indeed they did not have the man power to do so, and would have to rely on the parish council setting up a monitoring group if they so desired. On the other hand, ABC did promise to carry out a site survey as soon as was possible. Their current photographs were some 2 years old, and would be liaising with Nick Mengham, Pluckley's Tree Warden prior to commencement. They would also look at tree preservation orders.

- v. When asked if the erection or repair of buildings on the site needed planning permission, Ms Jarrett had said that this was a 'grey area' and could not be discussed until such an occasion rose.
- vi. When asked about the alleged 'shrinking' of the file open to the public, this was denied, and unlike KCC Ashford did not include officers' assessments, etc. after an application was determined. All notes that officers make are private, but it was confirmed that in this instance there were no officers' reports and the proforma only says what the certificate says. Ashford did, however, agree to produce the statutory register and Mr Mortimer would contact the parish council and let them know which documents were in the public domain.
- vii. When the question of the Waste Management Licence was raised, Ashford intimated that they would certainly look at the application carefully and it was possible that they may make an objection on certain grounds. They did agree that they would request the Environment Agency to make an ecological survey.
- viii. One member of the committee raised the issue that Paul Dickinson's meeting notes within the first application noted ABC allegedly welcoming a 'Trade-off' with the applicant between the removal of plant and machinery and additional buildings.
- ix. It was agreed that as the parish council needs to work with both ABC and KCC the question of a submission to the Local Government Ombudsman would be held over for the time being.
- x. It was agreed that if any waste were to be taken on site before a Waste Management Licence had been granted then this would contravene all regulations and the Environment Agency would immediately take legal action.
- xi. All present were reminded that they have no rights of access onto the site. There are no public footpaths and the whole area is private property.

**b. Report from the fund-raising committee:**

Stephanie Banham reported that the quiz sheet has been distributed to pubs and shops. More copies were needed. Al Thompson said that his wife, Steph, would be able to do these as the clerk's photocopier was now past repair.

A occasional licence application had been made to sell alcohol at the 'Call My Bluff' evening in December.

A 'Pull a Brick' fund raising venture was noted. This would require more thought and Mrs Banham would report back at the next meeting.

**c. Report from Alan Davies (Publicity):**

Nothing more had appeared in any of the media and he was looking into creating some small local stories to keep people's minds on the situation. More Newsletters were needed – again Mr Thompson volunteered his wife.

**9. Financial report:**

Income from donations	£1,923.42
Expenses (General Admin)	£152.79 – Travel, postage, stationery
Expenses (other)	<u>£229.86</u> – Wood for posters, etc.
Balance	<u>£1,540.77</u>

**10. Any other business:**

- a. It was asked if the Environment Agency has a list of applicants for waste licences. The clerk was also requested to ask the agency for a copy of their application pack so that the committee could start to formulate a defence as, or when, an application is finally made for a waste licence.

**11. Next meeting:** This will be on **Wednesday 19 November** at 8pm in Pluckley Village Hall

There being no further business the meeting closed at 9:45pm

## **PLUCKLEY PARISH COUNCIL**

### **Minutes of the meeting of the parish council held on Monday 10 November 2003 at 8pm in Pluckley Village Hall**

Present: Janet Gwillim (Chairman), James Ashby, Alan Davies, Russell Keep, Andrew Wickham, Ann Murray, Simon Crookston, and Peter Campbell. Plus one member of the public

Clerk to the Council: Mrs J D Grebby

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- 1 **Apologies for absence:** Apologies were received from Trevor Oliver who was at another meeting
- 2 **Declarations of interests on items on the agenda:** there were none. The clerk also reminded members that they should at this point declare any changes in their 'Declaration of Interests' forms.
- 3 **The minutes of the meeting held on Monday 13 October, 2003:** these were agreed and signed by the chairman.
- 4 **Matters arising**
  - a. **Brickworks sub-committee:** the reports of the committee having been previously circulated were noted.
  - b. **Recreation Ground:** the RoSPA report having been circulated were noted. It was moved that the matter be discussed at the January meeting (proposed Ann Murray, seconded Simon Crookston)
  - c. **Parish Design Statement:** This was now at the stage whereby further estimates were required before engaging a printer.
  - d. **Parish Plan:** further papers having been circulated to members, the date had been set back to mid-December. All members were urged to contact Ann Murray with their recommendations as soon as possible.
  - e. **Station:** there was nothing further to report apart from the fact that the group was meeting on Saturday 15 November to carry out further gardening.
  - f. **Highways: Roads, Footways, Traffic:**  
Papers relating to KCC Passenger Transport Unit – Subsidised Bus Network had been circulated. It was agreed that the council should offer no comment as it was not known whether there was a need for the buses to stop elsewhere within the village (currently stops were at Weeks Garage and Egerton Road (Tollgate). Ann Murray requested that it be noted that she disagreed with this decision, preferring buses to make detours and stops throughout the village regardless of whether there was any requirement for such.
  - g. **Transport initiative (Wealden Wheels):** Alan Davies reported that currently there was a £6,500 shortfall with the EU and more grants were needed. There was also a requirement to 'sell' the project to people although there was a good indication of a demand.
  - h. **Village Hall:** the clerk reported that recent activity had resulted in damage to the large step-ladder and the theft of two beer barrels after the Fireworks Event. There had been no indication of any break-in. Therefore she was investigating the cost of a basic burglar alarm system. It was noted that Red Alert had offered to donate such a system, but had not come back with the offer. The clerk had also requested that Missing & Co look into the possibility of placing a 'cage' around the PIR lights outside the hall with a view to preventing the constant interference of the settings by person or persons unknown.
  - i. **Council Notice board:** this would now be installed on Saturday 22 November.
  - j. **Hog Fair:** there was nothing to report.
  - k. **Risk Assessment:** the clerk reported that a risk assessment had been prepared for the Fireworks event. All members had received copies of the playground Risk assessment as purchased from RoSPA.  
Ann Murray said that she was not prepared to do a weekly inspection under those recommendations. She would certainly would not inspect the bolts and seats. She would also not inspect the playground again until January.  
The clerk asked members to note that unless a regular, weekly inspection of the

recreation ground was carried out then the council could be held liable for any third party claim that could arise.

- i. Neighbourhood Watch:** Simon Crookston had collected the new signs from the clerk. All that was not needed were new poles. He would liaise with the chairman. It was noted that house names had been damaged and removed recently.
- m. Halloween:** 10 police had been drafted into the village for the evening. Quantities of eggs and flour had been thrown around the village, including into the church porch. There was some damage to the church notice boards and graffiti on the skateboard arena. It was noted that there was no way of preventing people from entering the churchyard, although the police were constantly patrolling the area. It was suggested that floodlights could be placed both in the churchyard and on the recreation ground.
- n. Christmas:** the clerk had made contact both with Sunpatch Farm and the Black Horse. The pub had been offered a Christmas tree and proposed a jaunt purchase of suitable light. They would contact the clerk.

5

**Finance:**

The following Accounts were approved for payment proposed Simon Crookston, seconded Alan Davies.

David Heasman	£67.20	street cleaning	1043
Jackie Grebby	£588.19	clerk's salary for November * ]	1044
Jackie Grebby	£45.00	clerk's agreed expenses ]	
Information Commissioner	£35.00	data protection	1045
Playground Management Ltd	£121.03	RoSPA	1046
DR & PD Missing	121.03	Brickworks – meeting lights	1047
KCC Landscape Services	£160.54	Rec & footway	1048
KCC Landscape Services	£131.00	VH – hedge	106
Southern Water	£29.86	VH	107
Sue Exell	£90.00	VH - hall cleaning	108
Initial Textile Services	£32.75	VH	109
Staples	£29.87		1049
Petty cash	£63.64		1050
	Postage	£7.92	
	Travel	£39.67	
	Parking	£0.80	
	Subsistence	£15.25	

\* 5 weeks @ £8.50 ph & 15.5 hours per week. Less deductions.

**Balance sheet as at 4/11/03**

Current Account	- £1,612.09	
Petty Cash	- £63.64	
Reserve Account	£9,558.02	**
Village Hall	£1,469.51	
Undeposited funds	£435.00	**
Staples	£29.87	
Income Tax	£40.45	deductions retained
NIC	£65.15	deductions & employers portion

\*\* includes Brickworks income of £1,903

Ann Murray moved that the clerk be asked to provide detailed lists of all receipts each month. There were no seconders.

**Rents & Salaries 2004/5:**

It was resolved to increase the monthly payments to David Heasman and Sue Exell by 3% (proposed Andrew Wickham, seconded Ann Murray)

It was further resolved to increase the cricket club rent by 10% and the tennis club rent for the No 1 court by 8% and keep the rent for No 2 court at £1 for the ensuing year (proposed Ann Murray, seconded Simon Crookston).

**Precept 2004/5:** the clerk, having circulated further papers to members, reminded them that the precept must be agreed at the December meeting and that the budget for the ensuing year must also be set at the same time.

**Internal Audit:** Russell Keep would be meeting with the clerk on Saturday 22 November, 10am to carry this out.

## 6 Planning

a **New applications for consideration:** Interest Declared: None.

03/01564/AS (DEL) M P Cooper, Thorne Cottage, Smarden Road. Retrospective planning consent for Timber framed double garage/workshop. The clerk circulated correspondence received from neighbours. After some discussion it was resolved that, where possible, members would each visit the site the following day and, unless agreed to the contrary, **not to support the application** on the grounds that the proposed garage and workshop, shown on the plans as having a particularly large 'footprint' compared to the house, is very visible from the road, together with other outbuildings. Its construction is quite inconsistent with the plans for the village as indicated in the Parish Design Statement, specifically a corrugated roof in an environment which really requires tiled roofs. The parish council is given to understand that the applicant is currently operating a business, within the building, which is allegedly adversely affecting neighbouring properties and in contravention of AB local plan policy DP2 section b and policy EN2 with regard to noise levels, dust, smells, and lighting at unsocial times. The parish council notes that there are two other structures also on the site and questions the need for so many outbuildings if the application purely residential. The parish council understands that the property is rented to the applicant but notes that there is no mention of this in the application.

03/01802/AS (DEL) Mr Paul Crewe, Snagsmount, Lambden Road: Full Application for two-storey side extension to existing dwelling **It was resolved to support the application**

03/01803/AS (DEL) Mr Paul Crewe, Snagsmount, Lambden Road: Listed building consent for Two-storey side extension to existing house (listed G 2) **It was resolved to support the application**

03/01838/AS (DEL) Mr N McAnally, Church Gates, The Street: Full Application for replacement timber framed garage. After some discussion it was resolved **not to support the application** and comment that Pluckley Parish Council is in favour of the demolition of the existing building but feel that the plans as presented do not satisfy the requirements of the Pluckley Parish Design Statement in the following ways: The structure should be of 'Shiplap' weatherboard to match similar nearby building (Church yard storage hut), The roof should be tiled. In addition, the parish council would recommend that any window should overlook the churchyard.

03/01858/AS (DEL) Charles Highwood, of Sheerland Farm Listed building consent for Change of use from redundant agricultural building to B1 office accommodation with new entrance and access, car parking and boiler house at The Oasthouse, Sheerland Farm, Swan Lane **It was resolved to support the application**

03/01863/AS (DEL) Mr & Mrs Hannett, 17, Thorne Estate: Full Application for single storey side extension. **It was resolved to support the application**

03/01876/AS (DEL) Mr & Mrs T Heathcote, Stanford Bridge Farm, Station Road Full Application for Extension to farmhouse. **It was resolved to support the application but to comments that:** Whilst in favour of the plans as laid out, the parish council would like to see a condition made that the whole property must remain under the same ownership as a single dwelling as the council would not like to see the extension become a holiday home.

It was further resolved that the clerk would request that if any of these recommendations do not concur with those of the officers of Ashford Borough Council's planning department then those applications should be laid before the members of the plans committee for their decision.

**Plans meeting decisions: 27/10/03** Present: Alan Davies (Chairman), Ann Murray, James Ashby. **Interest Declared: None.**

03/01660/AS (DEL) New Application from A Wickham, Listed building consent for Insertion of new 'Dering' double window in place of previous doorway & removal of internal partition at Pevington Farm, Egerton Road. **Plans Committee: Support**

03/01756/AS (DEL) New Application from Mr & Mrs Gardner-Bougaard, of 56 Howett Road, London, NW3 4LJ Listed building consent for addition of new dormer window, enlargement of 2 no windows to rear elevation, replacement of casement windows to front & rear, internal alterations at 2 Mill Pond Cottages, Malmains Road **Plans Committee: Support**

03/01757/AS (DEL) Mr & Mrs New Application from Gardner-Bougaard, (as above) Full Application for addition of new dormer window, enlargement of 2 no windows to rear elevation, replacement of casement windows to front & rear, internal alterations at 2 Mill Pond Cottages, Malmaims Road **Plans Committee: Support**

**c ABC Decisions**

03/01596/AS (DEL): New Application: Mr & Mrs Miller, of 4, Station Road: Full Application for UpVC Conservatory **ABC decision: Granted**

**7 Correspondence**

b Letter from Mrs Rowan re Pond Warden: noted

Letter from Audit Commission re increased fee: noted

A list of other correspondence was circulated at the meeting.

**8 Any other business**

- a. **Photocopier:** the clerk having previously reported that her personal photocopier was now past repair, it was agreed to purchase another. The clerk had made enquiries. It would cost over £1,000 per annum if a machine was hired. There was a second-hand copier available for £551 plus vat on the internet and situated at Ashford, and Kent Business Equipment had one available for £500 plus vat. The clerk acknowledged that she would prefer the council to buy from KBE as she knew they would be prepared to deliver and install the copier in her attic office. They were also prepared to take away her old copier for £50. The clerk asked the council to note that she currently carried out a few photocopying jobs for other people, but felt that in future these customers could be billed by the council. It was resolved that a second-hand photocopier be purchased from Kent Business Equipment. (proposed Alan Davies, seconded Simon Crookston)
- b. **Accounting software** – Scribe 2000 £195 pa. The clerk asked that consideration be given to the purchase on new accounting software. The current program used would need to be upgraded. Scribe 2000 was accounting software specific to parish councils. It was resolved that the Scribe 2000 software be purchased in the New Year. Proposed Simon Crookston, seconded Russell Keep.
- c. **School garden:** the chairman asked that this be included on the agenda for next month as there was a suggestion that some Italian marble would be included in the design and this could possible be ‘out-of-keeping’ with the conservation area. Janet Gwillim would talk to the chairman of the school governors (Ilva MacKenzie) and the head teacher. She would also liaise with Trevor Oliver and Paul Cornwell.
- d. **Youth Outreach:** it was reported that Renate Beerling had attended a recent meeting and that the Outreach group would come to the village once a month at a cost of £20 per visit. Mrs Beerling had asked if the parish council was prepared to cover these costs. This would be discussed next month, but in the interim Janie Burgess, treasurer of the Youth Club would be contacted.
- e. **Waste bin in Churchyard:** it had been requested that the parish council provide a waste bin by the holly tree in the churchyard.
- f. **Broadband:** Ann Murray reported that at a recent meeting Radio Link Broadband had been discussed. She said that the village needed a ‘champion’ to run the campaign.

There being no further business the meeting closed at 10:15pm.

## **Pluckley Parish Council: Brickworks Sub-Committee**

A Meeting having been called for Wednesday 19 November 2003, at 8pm in Pluckley Village Hall.

Present: Paula Malpeli, Paul Ellard, and 4 members of the public.

Clerk to Pluckley Parish Council: Mrs Jackie Grebby

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**Apologies for Absence:** had been passed to the clerk from Janet Gwillim, James Ashby, Russell Keep, Alan Davies, Andrew Wickham, Stephanie Banham, Jessamy Blanford

**Therefore there being no quorum the meeting was abandoned.**

**Next meeting:** Wednesday 26 November, 8pm in Pluckley Village Hall.

## Pluckley Parish Council: Brickworks Sub-Committee

Minutes of the meeting held on Wednesday 26 November 2003, at 8pm in Pluckley Village Hall.

Present: Janet Gwillim (Chairman), Andrew Wickham, Paula Malpeli, James Ashby, Russell Keep, Jessamy Blanford, Trevor Oliver, and 2 members of the public.

Clerk to Pluckley Parish Council: Mrs Jackie Grebby

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12. **Apologies for Absence:** These were received from Paul Ellard, Alan Davies, Robert Taylor, Ann Murray, and Stephanie Banham
13. **Minutes of the last meeting:** the minutes of the meeting held on Wednesday 5 November 2003 were agreed, after noting that Jessamy Blanford had also attended, and signed.
14. Paula Malpeli proposed that a further letter be sent to KCC pointing out the differences between them and ABC and asking for their comments and expressing the parish's concerns. This would be followed up with a letter to ABC. This was agreed.
15. A local resident who had contacts with a Business Information Agency had offered his expertise in following up company information. He had asked the committee to note that when applying for a Recycling Licence companies must be deemed fit (i.e. they must be reputable individuals). The committee recorded their thanks for his assistance and passed on documents that could prove useful. It was noted that a Pollution White Paper would be published next year.
16. The suggestion that the parish council contact the Local Government Ombudsman was considered. The questions that would be asked were:
  - a. What did the district/county council do that was wrong?
  - b. How does it affect the parish?
  - c. What can the district/county council do to put it right?

It was agreed to wait until the parish has received replies from the letters being sent to KCC and ABC before considering the question any further.

One of the main causes of concern with ABC was the fact that there was no audit trail of their decisions and how they were made within the public domain.

17. Fundraising & Finance:
  - a. It was understood that Stephanie Banham was continuing to seek participants for the Call My Bluff Evening on 13 December. The clerk had produced posters and these would be displayed locally.
  - b. At the Antiques Fair Stephanie and helpers had raised some £130 from the 'Brick Chimney' and just over £30 on quiz sheets and donations. The chimney was available for people to take to other events.
  - c. The shop had recently handed over £61.30 as the contents of the 'jar' on the counter.
  - d. Jessamy Blanford reported that the WKPS had voted to put aside £500 to donate to the campaign if it was needed. She was asked to pass on the committee's thanks
  - e. As yet no account had been received from the barrister.
18. Any other business: James Ashby requested 3 sets of large posters to replace those recently damaged, some by inclement weather.

There being no further business the meeting closed at 9pm.

## **PLUCKLEY PARISH COUNCIL**

### **Minutes of the meeting of the parish council held on Monday 15 December 2003 at 8pm in Pluckley Village Hall**

Present: Janet Gwillim (Chairman), James Ashby, Alan Davies, Russell Keep, Ann Murray, Simon Crookston, and Peter Campbell. Plus three members of the public and Ms Malpeli.

Clerk to the Council: Mrs J D Grebby

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- 1     **Apologies for absence:** Apologies were received from Trevor Oliver and Andrew Wickham
- 2     **Declaration of Interest on Items on the Agenda and any update of Register of Members Interests:** Planning application 03/01935/AS: Messrs Ashby & Crookston declared personal but non-prejudicial interest as nearby residents.  
 Planning application 03/02066/AS: Mr Keep declared personal but non-prejudicial interest as a nearby resident.  
 Ann Murray declared an interest in the request from Pluckley PCC for £300 towards churchyard upkeep. (item 5 b)
- 3     **The minutes of the meeting held on Monday 11 November, 2003:** these were agreed and signed by the chairman.
- 4     **Report on matters arising from minutes:**
  - a. **Brickworks:** nothing to report
  - b. **Recreation Ground:** Ann Murray reported that the graffiti was being painted out and the rubbish situation remained unchanged
  - c. **Design Statement:** the clerk was currently seeking quotations for printing.
  - d. **Parish plan:** Ann Murray would hand deliver copies of the proposed plan to all members – who would then consider the proposals and reply immediately – time being of the essence.
  - e. **Station:** nothing to report
  - f. **Highways:** The clerk would be writing to County Highways in the New Year requesting an update on items outstanding.
  - g. **Notice board:** this was now in place and the clerk would be sending a copy of the invoice to Mr Rule.
  - h. **Risk assessment:** nothing to report
  - i. **Neighbourhood Watch:** Simon Crookston reported that three signs had been put up and the other two would be going up soon.
  - j. **Christmas:** Thanks to the efforts of Alan Davies who had co-ordinated the erection of the tree in the village square, this was in place. Members also registered their thanks to those residents and shopkeepers who had helped and to the Black Horse who had supplied the lights.
- 5     **Correspondence:**
  - k. **Planning:** The clerk reported the following planning decisions had been received from Ashford Borough Council:
    - i. 03/01575/AS Demolition of garage building & erection of terrace of 5 houses at Station Garage, Station Road : Refused
    - ii. 03/01618/AS Change of use of redundant farm buildings into 2 dwellings & 1 unit of holiday accommodation at Lower Thorne Farm: Granted
    - iii. 03/01757/AS & 03/01756/AS Addition of new dormer window, enlargement of 2 windows to rear, replacement of casement windows to front & rear, and internal alterations at 2 Mill Pond Cottage: Granted

- iv. 03/01863/AS Single storey extension at 17 Thorne Estate: Granted
  - v. 03/01876/AS Extension to Stanford Bridge farmhouse: granted
  - vi. 03/01564/AS Timber-framed double garage/workshop (retrospective) at Thorne Cottage: Granted
  - vii. 03/01838/AS Replacement timber-framed garage at Church Gates: granted
  - viii. 03/01802/AS & 03/01803/AS Two storey side extension at Snagsmount, Lambden Road: Granted
- l. ABC request for Precept & notification of Concurrent Functions Grant (£1,091.33) – Noted and discussed below.
- m. Pluckley PCC – request for donation of £300 towards upkeep of churchyard [minutes page 894 s12ii refer] – Agreed
- n. A list of other items of correspondence received to date was circulated to members.
- 6 To Consider the matter of the School Garden:** Janet Gwillim: Mr Geoff Gwillim would be giving Kentish rag-stone to the school. After some discussion it was agreed that since the parish council considered that, as there were grant-funding agencies prepared to make donations to schools, the council would not make any contribution towards the school gardens.
- 7 To Consider the request of Renate Beerling that the parish council provide £20 per month for a Youth Outreach Group to make monthly visits to the village:** it was agreed that as grants were most probably available for this project, and as the council had no fund available, then this would not be financially supported.
- 8 To Consider the request that the Parish Council purchases a waste bin for the church.** This was refused and James Ashby offered to find something suitable.
- 9 To Consider Trevor Oliver’s proposal that the income of the Church’s Bacon Charity be combined with that of the Hills & Unknown Donors when being distributed in December** [*minutes page 894 s11*] Ann Murray reported that £50 was available from the Bacon Charity and it was agreed that this would be included with the Hills & Unknown Donors donations due to be distributed on 21 December. The trustees would be meeting later in the week.
- 10 To Consider the matter of stage lighting for Pluckley Panto Unlimited:** Ann Murray reported that BIFA had been approached for a grant. They are currently asking for £5,000 so more agencies need to be contacted. The Panto were turned down by the Lottery Fund as it was considered that they had no proper constitution.

*[the meeting was then closed to hear representations from members of the public and a report from Ms Paula Malpeli, planning consultant]*

- 11 Planning:** To consider the following planning applications;
- 03/01935/AS (DEL),** 45 Westfields. Proposed Garage Extension  
After some discussion it was agreed to object to the proposal on the grounds that the structure would create an obstruction for residents’ and delivery vehicles accessing Shipland Houses as there is no delivery/parking access to the front of Shiplands Houses. It also does not allow for off-road parking of the owners’ own vehicles and would therefore cause an additional traffic hazard.
- 03/01994/AS (DEL),** Pivington Mill. First floor extension  
It was resolved to support the application
- 03/02020/AS (DEL),** Dering Wood, Smarden  
It was resolved to support the application
- 03/01857/AS (DEL),** The Oast House, Sheerland Farm

It was resolved to support the application

**03/02066/AS (DEL)**, Greystones, Station Road

It was resolved to object strongly to the proposal citing planning policies HG6, RS1 & RS2, and the Pluckley Design Statement: unacceptable cramming, back-filling.

**12** To receive Reports from Committees:

- o. Brickworks Committee: noted
- p. Rural Transport Initiative (Wealden Wheels): noted
- q. Village Hall Committee: noted
- r. Hog Fair Committee: noted
- s. Finance Committee (Internal Audit): noted

**13** **To receive the financial statement of accounts for year to date and set the precept and budget for 2004/5**

After much discussion it was resolved to raise the precept to £15,500 for the year 2004/5 (proposed Russell Keep, seconded Simon Crookston) and to request the full amount of congruent funding available. It was also resolved: not to budget for a contribution towards the pre-school as members felt there was sufficient grant-funding available; £4,500 was budgeted towards village hall costs; £1,500 towards the new sports pavilion; and £500 towards the Wealden Wheels initiative.

**14** **The following accounts were passed for payment:**

<i>Payee</i>	<i>Amount</i>	<i>Chq No</i>	<i>Service</i>
David Heasman	£67.20	1051	Street cleaning
Jackie Grebby	£497.18	1052	Clerk's salary
Jackie Grebby	£40.00	1052	clerk's agreed expenses
Chrysalis Computer Solutions	£35.25	1053	3 months' broadband rental
Kent Business Equipment	£587.50	1054	Photocopier
Bison Paper	£86.00	1055	Design Statements for Exhib.
Mower Plant	£55.82	1056	Christmas Tree
Trevor Oliver	£21.72	1057	Cement, etc. for notice board
Sue Exell	£90.00	110	VH Cleaning
Freddie Smith	£20.00	111	VH deposit refund
Initial Textile	£34.00	112	VH Hygiene
David Missing	£721.73	113	VH lights & clock
David Missing	£47.00	113	VH replace socket in kitchen
David Missing	£99.40	113	VH Blocked drained, WC repairs
David Missing	£1,175.00	113	VH Interior Decorating (part)
Jackie Grebby	£39.06	1058	Petty cash reimbursement
Simon Crookston	£9.40	1059	NHW jubilee clips etc. for signs
Hereward Phillpot	£822.50	1060	Barrister for Brickworks
Pluckley PCC	£300.00	1061	Item 5b above

**15** **Items for Next Meeting:** Ann Murray requested that 'Rights of Way' be placed on the agenda.

**16** **Date of Next Meeting: Monday 12 January 2004, 8pm**