

Wickhambreaux Parish Council

Parish Clerk: Chenice Howard-Sparkes,
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TO: ALL MEMBERS OF WICKHAMBREAUX PARISH COUNCIL

Councillors are hereby summoned to attend the Annual General Meeting of the Wickhambreaux Parish Council on **TUESDAY, 20 JUNE 2023** at Wickhambreaux Village Hall at **7.30pm** for the transaction of the business described in the following Agenda.

CHENICE HOWARD-SPARKES, CLERK TO THE COUNCIL

Under Appendix A of the Parish Council's Standing Orders, all councillors and members of public should announce at the start of the meeting whether they wish to record the meeting. A copy of the Standing Orders and Appendix A are available to view on the Parish Council's website or the Clerk can provide a copy on request.

A G E N D A

1. The Chairman's opening remarks and apologies for absence.
2. TO CONSIDER nominations and TO CO-OPT to the vacancy of Parish Councillor
3. Declarations of Cllrs' Interest and amendments to the Register of Interest.
4. To confirm the Minutes of the Annual General Meeting held **16 May 2023**
5. To report matters arising from the Minutes
6. Reports from County and City Councillors and Neighbourhood Watch
7. TO CONSIDER Highways matters
 - (i) A257 Group update

8. Planning:

New Applications:

CA/23/00880	Wickhambreaux Village Hall, The Street	Re-roofing with height increase together with external timber cladding to existing toilet block.
CA/23/00866	Land Adjacent To Ivy Cottage, Grove Road	Change of use to coffee shop together with installation of freestanding solar panels.
CA/23/00940	Poplar Farm Barn, Stodmarsh Road	Use of garage as ancillary accommodation and associated external alterations together with erection of single-storey detached garage.
CA/23/00941	Poplar Farm Barn, Stodmarsh Road	Application for Listed Building Consent for external and internal alterations including removal of stud walls, window to door on South elevation, new doors and insertion of full height window to South East elevation and insertion of doors to South West elevation together with new floor at first floor level.

Awaiting Decision:

CA/21/02165	The Pear Orchard, Hawthorn Bungalow And Altona, The List	5 no. two-storey detached dwellings and 2 no. single-storey detached dwellings following demolition of 2 no. existing dwellings.
CA/22/01530	Land To The North Of The Quaives Retreat, Seaton Road	Retrospective change of use of land for up to 20 bell tents together with a temporary toilet block, covered cooking area, bar and associated parking
CA/23/00663	Wistaria, The List	Single-storey ground floor side extension together with first floor side extension to existing dwelling.

CA/23/00484	Land At The Hill, Bekesbourne Lane, Littlebourne	Outline planning application for up to 300 residential dwellings (including affordable housing and older person accommodation), a new community hub, introduction of structural planting and landscaping, informal public open space and children's play area and surface water flood mitigation and attenuation. All matters reserved except for access.
CA/23/00700	Riverscroft, Grove, Ferry Road	Single-storey detached dwelling following demolition of existing dwelling.

Determined:

CA/23/00434	Wickham Court, The Green	Single-storey side extension to garden room.	Granted
CA/23/00317	Little Green, Wickham Road	Erection of village sign.	Granted
CA/23/00605	Little Green, Wickham Road	Erection and display of 1 non-illuminated village sign	Granted
CA/23/00348	Puxton Farm, Puxton Farm Road	Application for listed building consent for replacement of 4 casement windows on side elevation with double glazed, flush casement timber windows.	Withdrawn

9. Annual Return 2022-2023

TO RECEIVE, CONSIDER AND APPROVE:

- i) The Internal Auditor's report and any recommendations thereon
- ii) The Annual Return for the financial year ended 31 March for submission to Mazars LLP:
 - Section 1 : the Annual Governance Statement – TO RESOLVE to accept Section 1 in advance of approving Section 2 - and when resolved section 1 should be signed by the Chairman and the Minute No. subsequently noted
 - Section 2 : the Accounting Statements – TO RESOLVE to approve Section 2 – and when resolved Section 2 should be signed by the Chairman (and the subsequent Minute No entered later)

10. TO DISCUSS and CONSIDER instructing a legal professional to draw up a legal easement to formalise the access arrangements to the Frank Montgomery Playing Field

11. TO RECEIVE reports:

Tree Representative
KALC
Village Hall Committee
Playing Field Committee
Village Greens
Flood Protection
Speedwatch
Footpaths
Website

12. Financial matters, including Precept, Concurrent, bank statements and authorisation of accounts

(i) To authorise payments for:

June 2023 Payments

KALC – Finance for Councillors Course 20 June 2023 - £48.00

Munford Contracting – Deposit payment for supply and erection of village sign - £2000.00

Majestic Garden Care – Playing Field maintenance May 2023 - £180.00

Wickhambreaux Village Hall – Grant towards refreshments for King Charles III

Coronation Event - £177.49

Lionel Robbins – Internal Auditor Fee 2022-2023 - £90.00

Steve Rees – Supply of additional keys for noticeboard and electrical box on the village green - £31.32

KOMPAN – June Quarterly Play Equipment Inspection - £96.00
Cllr Faith Wright – Reimbursement for replacement plaque for footpath map - £44.00
Chenice Howard-Sparkes – Reimbursement for ink cartridges - £33.98
Chenice Howard-Sparkes – Clerk Salary June 2023
Elizabeth Stevens – Village Hall Cleaner Salary June
HMRC – Employee and PAYE June 2023

13. Clerk report and Correspondence

14. Any Other Business

Dates of future meetings: 25 July, No meeting in August,

19 September, 17 October, 21 November, No meeting in December