

# WOODNESBOROUGH PARISH COUNCIL

Clerk to the Parish Council J.L.Jones wood.pc@yahoo.com

Thornton House  
Thornton Lane, Eastry  
CT13 OEU  
Tel: 01304 746036

To all members of the Parish Council

Date 27<sup>th</sup> April 2021

You are hereby summoned to attend the Annual Meeting of Woodnesborough Parish Council to be held on Tuesday 4<sup>th</sup> May 2021 at 8pm via Zoom for the purposes of transacting the following business.



**Joanna Jones**  
Clerk to the Parish Council

## AGENDA

### 1. ELECTION OF CHAIRMAN

To elect a Chairman to serve for the coming year.

### 2. ELECTION OF VICE CHAIRMAN

To elect a Vice Chairman to serve for the coming year.

### 3. APOLOGIES

To receive apologies for non-attendance at the meeting.

**The meeting will be adjourned so that members of the public can speak.**

Members of the public are welcome to attend but can only speak during the designated timeslot.

Anyone wishing to attend please email [wood.pc@yahoo.com](mailto:wood.pc@yahoo.com) for the meeting ID number and password

### 4. DECLARATIONS OF INTEREST

To record declarations and reasons for interest from members relating to items on the agenda.

### 5. MINUTES OF THE LAST MEETING

- a) To confirm the minutes of the Ordinary meeting of the Parish Council held on 23<sup>rd</sup> March 2021.

### 6. ACTIONS FROM THE LAST MEETING

To receive information resulting from actions generated at the last meeting.

### 7. CORONAVIRUS UPDATE

- a) Information from DDC, KCC and Central Government

All emails received in connection with the Coronavirus and vaccination programme have been forwarded to Council members as received.

### 8. COMMITTEE SELECTION

To select membership of the following committees

- a) Risk working Group
  - i) Risk assessment for 2020-21

### 9. NOMINATION OF ROLES

To nominate Councillors to undertake the following roles

- a) Footpaths Officer
- b) Councillor Responsible for Finance
- c) Affordable Housing Rep
- d) Press Officer

- e) Village Hall reps

## **10. REVIEW OF COUNCIL PROCEDURES**

To review and adopt appropriate procedures – All the below can be found on the PC Web Site

- a) Standing orders – New model published April 2018
- b) Financial regulations – Last Full review March 2016
- c) Complaints procedure
- d) Freedom of Information 2000 request handling
- e) GDPR 25<sup>th</sup> May 2018
- f) Press and Media request handing

## **11. PLANNING**

### **a) Planning Applications**

#### **i) DOV/21/00432**

**Proposal:** Certificate of Lawfulness (existing) for the continued use as a dwelling.

**Location:** The Barn, Coombe Lane, Woodnesborough, CT13 0PW

Agreed between meetings – No objections.

### **b) Planning Decisions**

To note planning decisions received from DDC

### **c) Correspondence**

To discuss any correspondence related to planning

i)DDC – Enforcement Appeal – APP/X2220/C/21/3269950 - Land to The South of Summerfield House, Barnsole Road, Staple, Kent.

ii)DDC – Breach of CMP condition attached to 19/00243 – Land on The South Side of, Woodnesborough Road, Sandwich, Kent

### **d) Consultation Documents**

## **12. REPORTS**

To receive written or verbal reports from:-

- i) **County Councillor**
- ii) **District Councillors**
- iii) **Council members**

## **13. FORTHCOMING EVENTS**

### **a) Council Event**

To discuss and agree actions relating to events organised by the Council

i)Parish Council Meetings – 25/5,22/6,27/7 – Atrium booked

### **b) Outside Event**

To discuss and agree actions relating to outside events

i)KALC Courses – various, Planning Conference 12<sup>th</sup> May – Booked for Chair

## **9. CORRESPONDENCE**

To discuss and agree actions relating to correspondence received by the Council.

### **a) Consultation Documents**

### **b) Newsletters and Circular**

- i) KALC News & CEO Bulletin
- ii) NALC Chief Executives Bulletins

- iii) Local Government Bulletins
- iv) KALC – Ransomware & scams & Environmental Stations – Dog Fouling
- v) KALC – Government’s Welcome Back Fund
- vi) NALC Practitioner’s Guide 2021
- vii) DDC – Great British Spring Clean – 28<sup>th</sup> May – 13<sup>th</sup> June
- viii) Many emails re: Official Announcement of Death of HRH The Duke of Edinburgh
- ix) Community Covid Testing

**c) Other Correspondence**

**10. HIGHWAYS**

To discuss and agree actions relating to highways issues

- i) Highways Improvement Plan – awaiting Eastry Parish Council’s HIP to be finalised.
- ii) Fleming Road email re: traffic calming
- iii) Complaints re: HGVs using the Street – reported to DDC Planning & Highways, email response from DDC
- iv) Drainless Road – Closed 6<sup>th</sup> April

**11. VILLAGE HALL**

To discuss and agree actions relating to the new village hall

- i) UK Power Networks – Wayleave Agreement
- ii) RHI Readings – Problems submitting data in April due to submission not going through correctly in January, Clerk telephoned & emailed photos of readings, awaiting response, payments will be late.
- iii) Gate to be left open for election preparations - week commencing 3<sup>rd</sup> May
- iv) Village Hall – requested weed killer for the car park

**12. COMMUNICATION**

To discuss and agree actions relating to communication

- i) New Website & Email addresses

**13. FINANCE**

To discuss and agree actions relating to any financial correspondence presented to the Council.

- i) AGAR – Instructions received – due by 2<sup>nd</sup> July 2021
- ii) Precept received - £21,736.56
- iii) Zurich Town & Parish Insurance Renewal due – Long Term Agreement 31<sup>st</sup> May 2022– Premium £493.46
- iv) PWLB – Balance Outstanding Statement 31/03/2021 - £41,352.25
- v) KALC & NALC Subscription - £498.55
- vi) Request for financial aid from Kent Surry Sussex Air Ambulance
- vii) Between meetings letter sent to Natwest to remove Sarah Wells from Bank Account completely – previous mandate only removed her as a signatory.
- viii) Staff Salary increases as of 1<sup>st</sup> April 2021, as per current contracts of employment.

The national salary awards for 2020-21 were adopted for use by the Council in September 2020, this award covered 20/21. Salary scales for 21/22 have not been agreed yet.

The Clerk is currently paid at SCP18 with an annual increment due in April 2021 making it SCP19 with future annual increments due in April each year to a maximum of SCP23.

The Environmental Engineer is currently paid at SCP7 with an annual increment due in April 2021 making it SCP8, with future annual increments due in April each year to a maximum of SCP15.

- ix) 2020/21 Accounts
- x) 2021/22 Budget

**14. PAYMENTS**

To resolve the approval of payments presented at this meeting

**Paid between Meetings**

- |            |                              |      |
|------------|------------------------------|------|
| a) £269.92 | Clerks Salary April          | BACS |
| b) £108.72 | Environmental Engineer April | BACS |
| c) £18.00  | Unity Trust Service Fee      |      |

**To pay**

- |            |   |      |
|------------|---|------|
| a) £106.37 | KCC Pension payment April                       | BACS |
| b) £94.40  | HMRC April                                      | BACS |
| c) £493.46 | Zurich Insurance Renewal                        | BACS |
| d) £498.55 | KALC/NALC Subscription                          | BACS |
| e) £84.00  | Safeplay – Playground Inspection                | BACS |
| f) £70.00  | Trevor Oku – Ground Work - March - Village Hall | BACS |

**15. DATE OF NEXT MEETING**

The next meeting of the Council will be the Ordinary meeting on 25<sup>th</sup> May 2021

**Scheduled**      22nd June 2021      27<sup>th</sup> July 2021

**Woodnesborough Parish Council**  
2019/20 Budget v Actual to 31-3-20

	2020/21 Budget	Projected outturn Jan 2021	Actual to 31-03-21	2021/22 Draft Budget Jan 2021	Revised Budget 2021/22	
<b>RECEIPTS</b>						
<b>Carried Forward</b>						
General funds and reserves	9,082.93	9,082.93	9,082.93	24,197.82	25,005.31	* More C/F
Precept	20,635.00	20,635.00	20,635.00	21,736.56	21,736.56	
VAT	8,862.51	8,862.51	8,862.51	242.35	292.72	
Interest	16.00	3.00	3.27	3.00	0.72	
Heating system payback	1,905.00	1,925.39	866.30	1,930.00	2,560.00	
Other	0.00	1,028.69	1,028.69	0.00	0.00	
Grant	0.00	0.00	900.00	914.00	0.00	
Section 106 Planning contributions	0.00	0.00	0.00	0.00	0.00	
<b>Total</b>	<b>40,501.44</b>	<b>41,537.52</b>	<b>41,378.70</b>	<b>49,023.73</b>	<b>49,595.31</b>	
<b>PAYMENTS</b>						
<b>Salaries</b>						
Clerk	4090.00	4,327.25	4,327.85	4,390.00	4390.00	
Environment Engineer	1605.00	1,627.84	1,627.44	1,669.36	1669.36	
Employer Pension Contribution	995.00	1,031.09	1,031.09	1,066.77	1066.77	
	<b>6,690.00</b>	<b>6,986.18</b>	<b>6,986.38</b>	<b>7,126.13</b>	<b>7126.13</b>	
<b>Admin Costs</b>						
General	500.00	256.50	341.18	500.00	500.00	
Postage, stationery, consumables	200.00	50.00	102.33	200.00	200.00	
Insurance	465.00	470.99	470.99	500.00	500.00	
Bank Charges	72.00	72.00	72.00	72.00	72.00	
Audit Fees	230.00	355.99	355.99	330.00	330.00	
Annual Meeting	50.00	0.00	0.00	50.00	50.00	
Hall Hire	185.00	0.00	0.00	185.00	185.00	
Village Hall other - Bench	0.00	0.00	505.50	0.00	0.00	
Village Green Mowing	1,500.00	1,190.00	1,120.00	1,500.00	1,500.00	
Safety Inspection/Maintenance	300.00	140.00	210.00	400.00	400.00	
Councillor Expenses	400.00	0.00	0.00	400.00	400.00	
Training	600.00	95.00	95.00	300.00	300.00	
Church Yard Grant LGA 1972 Sect 214/215	750.00	750.00	0.00	750.00	750.00	
Grants	750.00	500.00	500.00	750.00	750.00	
Section 137	200.00	0.00	0.00	200.00	200.00	
Equip Handyman	50.00	40.00	23.61	50.00	50.00	
Flower Beds	120.00	53.94	53.94	120.00	120.00	
Membership	450.00	460.00	52.50	500.00	900.00	
VAT	0.00	242.35	292.72	0.00	0.00	
Election Costs (saving for 2023)	1,500.00	0.00	0.00	1,500.00	2,000.00	
Contingency	3,891.44	0.00	135.10	3,910.10	3,714.18	
Loan Repayment scheduled	3,398.00	3,397.54	3,397.54	3,398.00	3,398.00	
New Play Area	0.00	0.00	414.23	0.00	0.00	
Reserves	9,100.00	0.00	0.00	18,000.00	18,000.00	
Village Hall Project	0.00	0.00	0.00	0.00	0.00	
Speed Indicator Device	150.00	0.00	0.00	150.00	150.00	
Events	200.00	0.00	0.00	200.00	200.00	
Highways Improvement plan	1,750.00	0.00	0.00	2,632.50	3,000.00	
Web Site	1,000.00	1,029.10	914.00	300.00	300.00	
Building Community	2,000.00	0.00	0.00	2,000.00	1,750.00	
Improving Village Environment	3,000.00	919.73	0.00	3,000.00	2,750.00	
Office Equipment	1,000.00	330.38	330.38	0.00	0.00	
<b>Total</b>	<b>40,501.44</b>	<b>17,339.70</b>	<b>16,373.39</b>	<b>49,023.73</b>	<b>49,595.31</b>	
Bank Reconciliation to 31-03-21						
NW Current Account	60.00					
NW Current Card Account	109.68					
NW Reserve Account 539	7,914.75		Open Bal	9,082.93		
NW Community Hall Account	105.28		Receipts	32,295.77		
Unity Trust Bank	16,815.60		Payments	- 16,373.39		
	25,005.31			25,005.31		

