MINUTES OF THE ORDINARY MEETING OF WOODNESBOROUGH PARISH COUNCIL HELD ON TUESDAY 8th DECEMBER 2015 AT 7.30pm AT ST MARY'S CHURCH, WOODNESBOROUGH

Present: -Councillors	D Woodward (Chair)	P Charlesworth	D Smith	L Butcher
	G Boorman	A Boniface	S Hoskins	B Baker
	D Ford			

Sarah Wells Clerk to the Parish Council

1) APOLOGIES

Dist Cllrs M J Holloway & P Carter

2) DECLARATION OF INTERESTS

Cllr Baker declared a significant other interest in any issues relating to the Church as a member of the PCC.

Cllr Charlesworth declared a significant other interest in the proposals for the future ownership and management of the New Village Hall as he is a trustee of Woodnesborough Community Hall Charity.

3) MINUTES OF LAST MEETING

RESOLVED the minutes of the Ordinary meeting of the Parish Council held on 27th October 2015, be duly signed by the Chairman as a true and correct record of the meeting with one small amendment.

4) ACTIONS OF THE LAST MEETING

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

Review of Council Procedures

Review of Standing orders and Financial regulations - Cllrs Baker and Smith had met with the Clerk to discuss and update these documents. **Action Discharged**

New Village Hall

Planting – the trees (whips) had been ordered and planted by members of the local community.
Action Discharged

Grass Cutting new Hall – The grass had been cut. **Action Discharged**

Reports

Cllr Boorman had been asked what the developer intended to do about planting the entrance to the new development. Cllr Woodward to ask the site manager and report back to the person that had asked. **Action Cllr Woodward ongoing**

Correspondence

KALC Community Awards Scheme – Requests for nomination had been put on the Parish Council web site and in the Parish magazine. **Action Discharged**

Highways

Response Ref Speeding Sandwich Road - The Clerk had informed the resident who had initially raised the concerns. **Action Discharged**

Large Vehicles using Beacon Hill Lane – A request for a Satnav sign from KHS had been ignored
Action Discharged

New Village Hall
Progress of new Hall Invoice – Cllr Hoskins had agreed the invoice and it had been paid.
Action Discharged

5) POLICE REPORT
As the police are no longer providing reports it was agreed this item should be removed from the agenda. **Action Sarah Wells**

6) PROCESSES & PROCEDURES
a) Standing orders
RESOLVED the amended Standing Orders dated December 2015 should be adopted by the Council. The Clerk to provide all members with a hard copy. **Action Sarah Wells**

b) Finance Regulations
RESOLVED the amended Finance Regulations dated December 2015 should be adopted by the Council. The Clerk to provide all members with a hard copy. **Action Sarah Wells**

7) PLANNING
a) To consider and comment on planning applications submitted for consultation by DDC.
Seen between meetings no Objection raised.
i) DOV/15/01093
Proposal: Erection of telescopic radio mast and aerials

Location: Gladstone House, Marshborough Rd, Woodnesborough CT13 0PE

ii) DOV/15/00891
Proposal: Erection of a storage barn

Location: Foxborough Farm, Foxborough Hill, Woodnesborough CT13 0NY
RESOLVED no objection should be raised to this application.

b) To note planning decisions forwarded by DDC
i) DOV/15/00754 – Granted permission – Reserved matters application for a residential dwelling (plot 1) for alterations to include extensions, increase in size of garage from double to triple with store to rear and guest room over and re-positioning on the plot pursuant to outline permission DOV/12/460 ((A) Full application for change of use and conversion of two engine sheds to six live/work units and B) Outline application for the erection of nineteen dwellings, 2352m² of B1(c) accommodation, construction of vehicular access, associated car parking and landscaping (existing buildings/structures to be demolished)) - Hammill Brickworks, Hammill Road, Woodnesborough, CT13 0PR

ii) DOV/15/00916 – Granted permission - Variation of condition 13 of planning permission DOV/15/00115 (Photovoltaic solar farm, grid connection, grid connection cable, access and associated works) to clarify permission is for an operational period of 25 years | Marshborough Farm, Marshborough, Woodnesborough, Sandwich, CT3 2BZ

iii) DOV/15/00336 – Granted permission – Denne Court Farm Hammill - Change of use, conversion, partial demolition and extension of agricultural building to provide 3 holiday lets, erection of 1 detached and a pair of semi-detached dwellings, conversion of shed to garage and associated parking and landscaping (existing sheds and stables to be demolished) | Denne Court Farm, Hammill, Woodnesborough, CT13 0EG

c) To consider and comment on planning correspondence

None received.

d) To consider and comment on planning consultation documents

None received.

8) REPORTS

To receive written or verbal reports from:-

a) Dist Cllr

No reports received.

b) Councillor Reports

Cllr Baker gave a report on the Police and Crime Commissioners meeting she had attended at the DDC offices.

9) FORTHCOMING EVENTS

To discuss and agree action relating to upcoming events.

a) Council Events

No events planned.

b) Outside Events

No events planned.

10) CORRESPONDENCE

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

a) Consultation Documents

i) Kent Fire & Rescue Service Consultation – Safety and Wellbeing Plan 2016/18
ii) Community Infrastructure Levy Review
iii) Review of local council tax support schemes

The above were noted by the members however they did not wish to make any comments.

b) Newsletters and Circulars

i) Clerks and Council Direct
ii) Invest in Dover – St James development

Noted by the members.

c) Other

i) KALC/Kent Fire & Rescue Service – Information Update
ii) New Years 2017 Honours – request for nominations

Noted by the members.

11) HIGHWAYS

To discuss and agree actions relating to highways issues

a) Beacon Hill road – Large vehicles using response from KHS

KHS had refused the request for signage.

12) NEW VILLAGE HALL

To discuss and agree actions relating to the New Community Hall

Members of the public and the press will be excluded by resolution during consideration of business of a confidential nature under the Public Bodies Admissions to Meetings Act 1960 s1(2).

a) Progress of new Hall

Cllr Hoskins gave a report detailing the progress to date.

Cllr Charlesworth declared a significant other interest and left the meeting at this point.

b) Future ownership of the New Village Hall, Village Green and Play area.

The New Village Hall working party meet on Wed 25th Nov and had put forward some proposals for the future ownership and running of the hall. The propositions were discussed and it was agreed that the following proposals should be discussed with the Woodnesborough Community Hall Charity.

1) Ownership of the New Village Hall to remain with the Parish Council as this is an important community asset.

2) On final completion, the New Village hall, Car Park and small outside amenity area adjacent to the hall, to be leased to the Charitable Incorporated Organisation known as Woodnesborough Community Hall Charity No 1159617 on a 99 year full repair and maintenance lease. At a peppercorn rent. All income from the hall will go to the CIO and they will be responsible for all running, insurance and maintenance costs. The terms of the lease to be finalised after discussion with the trustees and the Councils solicitor, but must include a clause ensuring that a full programme of maintenance and equipment servicing is in place. Annually the CIO must report to the Parish Council detailing the progress of the maintenance programme including copies of service documents, insurance certificates etc. Should at any time in the future the CIO fold for any reason the hall to be handed back to the Parish Council.

It was felt this would give the CIO Trustees the freedom to manage and run the hall as they wish without the interference of the Parish Council except for checking that the property is properly maintained as per (2) above.

3) It was suggested that the official opening of the hall should be planned for the first bank holiday weekend in May 2016.

4) The ownership and responsibility for running the Village Green and Play area to remain with the Parish Council.

13) FINANCE

To discuss and agree actions relating to the Council Finances

a) Thank you letter for Grant from Woodnesborough PCC

Noted.

b) Environmental Engineer Pay review. Currently paid £8.16 per hour, last increased in Oct 2013.

RESOLVED the Environmental engineers pay should be increase to £9.00 from 4th January 2016.

c) Audit Procurement and the Sector Led Body

The members did not wish to opt out of the Audit Procurement and the sector led body scheme.

14) PAYMENTS

RESOLVED the following payments should be made.

				Cheque
Unity trust Bank				
a)	£223.05 Clerks Salary Dec 26 x 10.527		273.70	BACS
	Pension Contribution		-15.05	
			258.65 taxable Pay	
			-35.60	
			223.05 Clerks Salary	
b)	£57.75 KCC LGPS			STO
	Council Contribution	42.70		
	Clerks Contribution	15.05		
		57.75		
c)	£78.32 Environmental Engineer	97.92		BACS
	7th Dec to 3rd Jan 2016	-19.60		
		78.32		
d)	£55.20 H M Revenue and Customs	35.60	Clerk	BACS
		19.60	Environmental Engineer	
		55.20		
e)	£1106.74 Dover District Council – Election Costs			BACS
f)	£15.00 Reimburse Clerk – Auditors Fee			BACS
g)	£41.75 SLCC membership			300001
h)	£45.63 Reimburse Cllr Butcher – Flowers Fir Tree Hill			300002
Natwest Account – New Village Hall payments				
i)	£5526.00 KCC Legal Services – Sept			1496
j)	£866.10 KCC Legal service – Oct			1496
k)	£326.40 Whips plated around village green			1497

15) **DATE OF NEXT MEETING**

The next scheduled meeting of the Parish Council will be the ordinary meeting on 26th Jan 2016

Scheduled dates

23rd Feb 2016	22nd Mar 2016	26th Apr 2016	24th May 2016
28th Jun 2016	26th Jul 2016	27th Sept 2016	25th Oct 2016
6th Dec 2016			

The meeting closed at 9.45pm