**MINUTES OF THE ORDINARY MEETING OF WOODNESBOROUGH PARISH COUNCIL HELD ON TUESDAY 7th DECEMBER 2021 AT 7.30pm IN THE ATRIUM AT WOODNESBOROUGH VILLAGE HALL**

**Present: -**Councillors B Baker (chair) A Boniface C Charter M Goodwin Alison Hilton Anthony Hilton S Mallett

 Joanna Jones Clerk to the Parish Council One member of the public

1. **APOLOGIES**

Cllr D Smith

The meeting was closed so that a member of the public could speak, they wished to listen to proceedings as they were new to the parish, the Chair welcomed them to the parish and the meeting. The meeting was re-opened.

1. **DECLARATION OF INTERESTS.**

Cllrs Anthony and Alison Hilton declared a prejudicial interest in matters related to the Church.

1. **MINUTES OF LAST MEETING**

RESOLVED the minutes of the Ordinary Meeting of the Parish Council held on 26th October 2021 be duly signed by the Chairman as a true and correct record of the meeting.

1. **ACTIONS OF THE LAST MEETING**

*Member of the public –* Draft letter about fibre broadband to be emailed to Cllr Sue Chandler – Member of the public had not sent letter, Clerk followed up, Hammill and Summerfield are not eligible for funding and so there is no letter to send. **Action Discharged**

*Environmental Engineer Litter Picking* –Clerk ordered litter picker and bags, actual cost was £628.20 including VAT for the model required, due in January. **Action Discharged**

**VILLAGE HALL**

Defibrillator Service feedback – Poor outside lighting - Village Hall committee have discussed.

 **Action Discharged**

Front Doors - investigations are continuing into replacing one of the opening doors to the garden with a key opened door. **Action Cllr Smith On-going**

**FORTHCOMING EVENTS**

**Council Event**

Queen’s Platinum Jubilee Event – Tree planting – It is planned that some trees will be moved in January and flowering trees may be planted. **Action Cllrs Smith, Baker & Mallett On-going**

**Other Correspondence**

KFRS/KALC Hydrant Initiative – maps have been sourced. **Action Discharged**

KALC – Climate Change Case Study request – completed by Cllr Baker **Action Discharged**

**HIGHWAYS**

Fleming Road email – Letter sent in response. **Action Discharged**

Oak Hill overgrown bank email – Clerk reported vegetation to KCC Highways and excess leaves to DDC and handyman has provided a quotation for remedial work. **Action Discharged**

Flower bed planting near the Church – volunteers – letter of thanks and gift sent. **Action Discharged**

**VILLAGE HALL**

Storage Container in the garden – Planning permission application submitted and notice of planning permission sent to Highways. **Action Discharged**

Play area sign – contact email address old – supplier will produce sticker, measurements taken.

 **Action Clerk On-going**

Car park - Cllr Smith reported that there is a potential trip hazard by the first inspection pit where the sewage work was carried out, it requires tarmac to that area. Cty Cllr Chandler will follow up with DDC. **Action Cty Cllr Chandler On-going**

**COMMUNICATION**

New Email addresses - Cllr Mallett is having problems with his email address, Clerk to contact Netwise, Cllr Smith is having some issues, Cllr Baker will assist. **Action Cllrs Baker & Smith & Clerk On-going**

**FINANCE**

2021-22 Budget Talks – Added to next agenda **Action Discharged**

1. **PARISH COUNCILLOR VACANCY**

To discuss and agree actions relating to the Parish Councillor vacancy

1. Co-option vacancy

The one application for the co-option vacancy was discussed.

RESOLVED to co-opt Amanda Riley onto the Parish Council. Clerk to complete necessary paperwork and invite Amanda Riley to the next meeting. **Action Clerk**

1. **PLANNING**
2. **Planning Applications**

To discuss and agree comments on any planning applications received prior to the meeting.

 None received.

1. **Planning Decisions**

 To note planning decisions received from DDC

 i)DOV/21/01334 – Mulberry Farm, Ringlemere Lane, Woodnesborough, CT13 0PT – Erection of a timber framed four bay agricultural building - Granted

 ii) DOV/21/01487 – 1 Paddock Court, Woodnesborough, CT13 0FG – Erection of a single storey link extension between dwelling house and garage (retrospective) - Granted

 iii)DOV/21/01526 – Frog Hall, Fleming Road, Woodnesborough, CT13 0PX – Insertion of 4 no. roof lights first floor side window and ground floor front window - Granted

Noted by members.

 **Correspondence**

To discuss any correspondence related to planning

i)Email re: Neighbour’s property – advised to contact DDC

ii) DDC Development Management Team re-organisation – 1st Dec

iii)Gypsy & Traveller Meeting with DDC & Parish Councils– 4th Feb 11am-1pm

iv)DDC Local Plan Review - Settlement Summaries – Clerk responded

Noted by members.

1. **Consultation Documents**

 i)None received

1. **REPORTS**

To receive written or verbal reports from:-

1. **County Councillor –** Cty Cllr Chandler report emailed.
2. **District Councillors –** No report.
3. **Council members –** No reports
4. **PCSO –** Debbie Bishop – No report
5. **FORTHCOMING EVENTS**
6. **Council Event**

 i)Queen’s Platinum Jubilee Event – 2nd June

Discussions were held on possible locations for a new beacon at the Village Green as the old beacon will need to be refurbished or replaced. The Chair will put a note in the village magazine about the option of a possible new location. **Action Chair**

 ii) Christmas Tree at Village Hall

The Christmas tree has been purchased and planted and the lights switched on.

 iii)Parish Office Christmas Closure – 20th Dec to 3rd Jan

Agreed by members.

 iv)Annual Parish Meeting date

26th of April was proposed as the date, details will be discussed at the January meeting.

 v)Village Hall – Covid requirements

Noted by members.

1. **Outside Event**

 To discuss and agree actions relating to outside events

 i)KALC Courses & Virtual Climate Conference – 15th Dec

 ii)KALC Area Committee Meeting – Minutes forwarded

 iii)South Kent Coast Health Reference Group – 17th Nov

 iv)Woodnesborough Village Hall – Carols-sing-along – 10th Dec – Cancelled

All noted by members.

 v) Carol singing around the Christmas tree

On Monday 20th December at 6.30pm carols will be sung outside the village hall, around the Christmas tree

1. **CORRESPONDENCE**

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

1. **Consultation Documents**

i)DDC Hackney Carriage & Private Hire Policy Consultation

Noted by members.

1. **Newsletters and Circular**

i) KALC News & CEO Bulletins & UK Protect Bulletin

ii) NALC Chief Executives Bulletins

iii) Local Government Bulletins

iv)Kent Police Rural Task Force & Rural Matters

v)National Bus Strategy – Stakeholder Update

All the above noted by members.

vi)KALC Community Awards Scheme – Deadline Feb

The Chair will ask for suggestions of anyone who has contributed to the community in her article in village magazine. **Action Chair**

1. **Other Correspondence**

i)KCC Data Breach – KL2 websites

ii)Netwise V2 websites

iii)DDC – Publication of Councillor Home Addresses

iv)KALC Ransomware attack

v)Email re: CEE bill

Noted by members.

1. **HIGHWAYS**

 To discuss and agree actions relating to highways issues

1. Highways Improvement Plan

Discussions were held and it was agreed that the Clerk would confirm with Highways the absolute maximum cost of the proposed works. **Action Clerk**

ii) Fleming Road email from Staple Parish Council

iii)Woodnesborough Road closed – 9 & 10th Dec 9am-2.30pm

v)Marshborough Road closed – 6th Jan

Noted by members

vi)Anonymous letter re: Vehicles parking opposite Fir Tree Hill junction

Discussions were held on vehicles parking at the junction of Fir Tree Hill and Foxborough Road, it was explained that code 243 is advice not law, so it is not legally enforceable, the Police will only move vehicles on if they consider that they are causing an obstruction. The members were also concerned about vehicles parking on the pavement. It was agreed that Councillors will send the Clerk photos of vehicles parked on the pavement and the clerk will forward to the PCSO and ask her to patrol.

 **Action Councillors & Clerk**

vii)Broken streetlight Church Street – reported & repaired

Noted by members.

viii)Complaint re: parking at entrance to Woodland Way

The Clerk is to also report parking in the Woodland Way vision splays to the PCSO. **Action Clerk**

ix)Hammill Road closed – 12th Jan

 x) Email re: Buses not stopping correctly at bus shelter

Noted by members.

 xi)Oak Hill Bus Shelter Quotation

RESOLVED, to instruct Gary Boorman to complete the remedial work at the bus shelter for the estimated cost of £129.

1. **VILLAGE HALL**

To discuss and agree actions relating to the village hall

 i)Email requesting Village Hall Info: Referred to Church & Archives & Diocesan House

Noted by members

ii)Play area - November Inspection report

Discussions were held, it was agreed the Clerk will tell the inspector that no more bins are required and to stop including it on the report. **Action Clerk**

iii)Hedge Cutting at Village Hall completed & strimmed along road edge

The Councillors commented that a good job had been done.

iv)Overflowing bin – reported to Veolia

Noted by members.

1. **COMMUNICATION**

To discuss and agree actions relating to communication

 i)Website – Domain name renewed

Noted by members.

1. **FINANCE**

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

1. 2021-22 Budget Talks

It was agreed to include £1,500 in the budget for a new beacon or beacon repairs. Clerk to work on budget for next meeting. **Action Clerk**

1. SLCC annual renewal - £53.50

RESOLVED to renew the SLCC subscription for £53.50.

1. **PAYMENTS**

RESOLVED the following payments should be made.

1. £275.27 Clerks Salary Dec BACS
2. £110.65 Environmental Engineer Dec BACS
3. £108.51 KCC Pension Dec BACS
4. £96.60 HMRC Dec BACS
5. £500.00 Transfer to Natwest card account BACS
6. £53.50 SLCC renewal BACS
7. £140.00 Trevor Oku – Grass cutting at Village Hall BACS
8. £60.00 KALC Planning Conference – May 2021 BACS
9. £94.99 Christmas Tree – GP & PM BALL BACS
10. £16.50 Village Hall – Rent December meeting BACS
11. £94.20 Clerk’s Expenses – August – October BACS
12. £475.00 AJL Garden Services – Hedges Village Hall BACS

**Already paid**

1. £378.00 Netwise – Website & Domain name renewal BACS
2. £145.00 DDC Planning Permission Fee storage container Card
3. **DATE OF NEXT MEETING**

The next meeting of the Council will be the Ordinary meeting on 25th January 2022

 **Scheduled** 22nd February 22nd March 26th April

The meeting closed at 8.35pm