

**MINUTES OF THE ORDINARY MEETING OF WOODNESBOROUGH PARISH COUNCIL  
HELD ON TUESDAY 23<sup>rd</sup> February 2021 7.30pm. VIRTUAL MEETING USING ZOOM**

**Present:** -Councillors B Baker (chair) D Smith Alison Hilton C Charter Cllr J Vine  
P Charlesworth A Boniface Anthony Hilton M Goodwin

Joanna Jones Clerk to the Parish Council County Cllr S Chandler Dist Cllr M J Holloway

### 1. APOLOGIES

None received.

### 2. DECLARATION OF INTERESTS.

Cllr Baker declared a prejudicial interest in matters related to the Church as she is on the PCC Cllr Anthony Hilton declared a prejudicial interest in matters related to the Church as he is on the PCC.

### 3. MINUTES OF LAST MEETING

RESOLVED the minutes of the Ordinary meeting of the Parish Council held on 26<sup>th</sup> January 2021 be duly signed by the Chairman as a true and correct record of the meeting.

### 4. ACTIONS OF THE LAST MEETING

*Environmental Engineer Litter Picking* – Cllr Smith has prepared a risk assessment for the job role but unable to go through it with the Environmental Engineer currently due to Coronavirus restrictions.

**Action Cllr Smith on-going**

#### COMMUNICATION

*New Website* – All information has been collected and sent to Netwise to be added to the website.

**Action Cllrs Boniface & Netwise on-going**

#### PLANNING

**Consultation Documents - DDC Local Plan Consultation Parish Council Teams Live Events** – Clerk forwarded details to members.

**Action Discharged**

#### HIGHWAYS

Letter Re: Sandwich Road speed limit – Cllr Baker replied to the letter and a copy was submitted to Highways, who responded and the Clerk is to advise the parishioner of the outcome.

**Action Clerk on-going**

SID Battery - *Battery not holding its charge* – Cllr Charter provided further data which was submitted to Westcotec who have arranged to collect the battery and investigate.

**Action Discharged**

#### VILLAGE HALL

RHI – *Change of authorised signatory* – paperwork completed by Clerk & Cllr Baker and submitted.

**Action Discharged**

Oast Houses joining drainage at Village Hall – *concerns about the main sewerage pipe in the village* - A letter was submitted to Southern Water expressing concerns, they telephoned to say that Field Technicians would investigate.

**Action Discharged**

Gate to Village Hall Car Park – *locking the gate at night* - Cllr Baker contacted the Village Hall Committee, discussion took place, a sign was put up and the gate is now being locked at dusk and opened in the morning.

**Action Discharged**

### 5. 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. The situation changes daily and the information is fluid in nature. NALC and SLCC continue to strongly advise local councils to continue to meet remotely, without the need for face to face contact.

## 6. PLANNING

### a) Planning Applications

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

#### i) DOV/21/00104

**Proposal:** Erection of a detached dwelling for use as a holiday let, (existing garage/store room to be demolished)

**Location:** Mulberry Farm, Ringlemere Lane, Woodnesborough, CT13 0PT

Seen between meetings, no objections raised, but attention to bat and crested newt population needs to be carefully monitored and everything done to preserve them, it is a large holiday home.

#### ii) DOV/21/00188

**Proposal:** Erection of 2 no. semi-detached dwellings with vehicular access and associated parking

**Location:** Land Between 15 and 17 Foxborough Close, Woodnesborough, CT13 0NR

RESOLVED support this application it is positively encouraged.

#### iii) DOV/21/00225

**Proposal:** Erection of 4 no. dwellings with associated parking and landscaping

**Location:** Vine Cottage, The Street, Woodnesborough, CT13 0ND

RESOLVED object to this application due to concerns of over-development and the lack of sufficient provision of parking in the whole Charity Development.

### a) Planning Decisions

To note planning decisions received from DDC

None received.

### b) Correspondence

To discuss any correspondence related to planning

i) DDC Planning Enforcement Notice – Land to The South of Summerfield House, Barnsole Road, Staple

Noted by members.

### a) Consultation Documents

i) NALC Consultation Briefing EPC1-21 – MHCLG Consultation on Right to Regenerate to turn derelict buildings into homes and community assets – deadline 26<sup>th</sup> Feb

ii) DDC Local Plan – Deadline 17<sup>th</sup> March

Noted by members

## 7. REPORTS

To receive written or verbal reports from:-

- a) **County Councillor** – County Cllr Chandler provided a verbal report on Kent Together, covid symptom free testing, the County Council Budget, Schools returning on 8<sup>th</sup> March, Covid Lorry Driver testing & traffic movements and the vaccination roll-out.
- b) **District Councillors** – Dist. Cllr MJ Holloway – report emailed and answered questions on Waterway de-silting, the Local Plan, the DCO for Manston and commented on covid vaccinations and pushing for action for the clear-up of litter on the route from Manston to Dover.
- c) **Council members** – no reports

**8. FORTHCOMING EVENTS****a) Council Event**

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

i) Annual Parish Meeting – carried forward, awaiting more Government guidance.

**a) Outside Event**

To discuss and agree actions relating to outside events

- i) DDC Local Plan – Parish & Town Councils – 25th Feb
- ii) KALC Courses – various & Annual Planning Conference – 17<sup>th</sup> March
- iii) KALC Dover Area Committee Meeting – 24<sup>th</sup> Feb – Clerk to attend
- iv) KCC – Shaping Our Adult Care Social Strategy Workshop – 31<sup>st</sup> March

Noted by members

**9. CORRESPONDENCE**

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

**a) Consultation Documents**

None received

**b) Newsletters and Circular**

- i) KALC Chief Executive Bulletins & News January
- ii) KALC – Call for Capital Project Ideas & Remote Meetings
- iii) NALC Chief Executives Bulletins
- iv) Local Government Bulletins
- v) DDC Emergency Planning - Weekly Updates
- vi) Police – Change of Threat Level & Domestic Abuse Poster - on website & noticeboard
- vii) KFRS – Recruiting Volunteers Poster – on website
- viii) Fly tipping Duty of Care – poster on website & noticeboard
- ix) Census – 21<sup>st</sup> March – Poster on noticeboard & Website
- x) Kent PCC's Winter Newsletter
- xi) Rural Kent Membership
- xii) Kent Wildlife Trust Spring Newsletter

Noted by members

**c) Other Correspondence**

- i) Ringleton Manor email re: footpath blocking – sign removed.
- ii) Ringleton Manor phonecall – DDC stated owners aware of restrictive planning controls.

Noted by members

iii) Broadband Update – parishioners should report download speeds of below 9 to their internet providers

Parish Councillors & the Village Hall Committee are working together to improve internet speeds in Marshborough & Woodnesborough via a Partnership Application, a survey will be sent out to all households with poor internet speeds.

iv) Public Spaces Protection Order – Extended beyond July 2021

Noted by members

iv) Phone call re: Mulberry Farm planning application – Parishioner advised to contact DDC & land available for tree planting.

Discussions were held about the possibility of planting twenty trees in the churchyard and private gardens in the parish, costs to be investigated.

**Action Cllrs Baker & Anthony Hilton**

**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, Staple - Closed 11<sup>th</sup> Feb – on website
- iii) Lower Road, Staple – Closed 25<sup>th</sup> Feb - on website
- iv) Vision Zero: The Road Safety Strategy for Kent 2020-2026 – Consultation closes 15<sup>th</sup> March, workshop – 3<sup>rd</sup> March.

Noted by members

- v) DDC – letter re: Complaint of Breach of Condition 4 of 19/00243 in respect of CMP – Land on the South East Side of Woodnesborough Road, Sandwich – visit made to construction site- case closed. Possible further breaches now reported to DDC & Highways, following Parishioner complaint.

Highways reported back that the lorries were following the CMP the firm had been given and the firm were unaware of any weight restrictions. Clerk to forward details of the weight restrictions to Highways & report the CMP being used to DDC Planning. **Action Clerk**

**11. VILLAGE HALL**

To discuss and agree actions relating to the new village hall

- i) Emails received re: gate to car park

Lengthy discussions were held on closing the gate to the car park. The current position is that the gate is being closed at dusk by a volunteer and re-opened at daylight, not earlier than 8am. It has been shown by the Parish Council’s Solicitor in December 2019 that there is no right for residents of Elmwood Park to park in the car park, as there is nothing in the transfer document from DDC to Woodnesborough Parish Council. The plans showing visitor parking spaces were drawn up by the developer of the houses, but this developer had no involvement with the development of the village hall and the car park. Although there is no legal requirement to provide visitor parking spaces, residents of Elmwood Park can request to use the car park overnight if they have visitors, providing the hall is not in use at the time. Closing the gate at night will be reviewed when the Village Hall opens again. The clerk to respond to the one outstanding email. **Action Clerk**

- ii) Gate Closing – Risk Assessment & Health & Safety

Once the risk assessment has been signed it will be forwarded to the clerk, following the Insurance Company’s guidelines. **Action Cllr Smith**

- iii) Email requesting salt bin at the village hall – Clerk responded, no plans for any new salt bins in the village and provided a list of salt bins in Woodnesborough.

Clerk to report to Highways that all salt bins need re-filling. **Action Clerk**

- iv) Blood Bank Bookings - 5<sup>th</sup> & 19<sup>th</sup> March – gate will not be closed when the Blood Bank is booked.

**12. COMMUNICATION**

To discuss and agree actions relating to communication

Nothing to discuss.

**13. FINANCE**

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

- i) Section 137 limit for 2021/22 set
- ii) £310.05 RHI Payment received Village Hall Heating System
- iii) £900.00 received Website grant from KALC

Noted by members.

- iv) Cloud Back-Up for Parish Records

RESOLVED purchase the Dixons.Currys PCWorld Cloud 2 TB Back-up package of 5 years for £100. **Action Clerk**

**14. PAYMENTS**

To resolve the approval of payments presented at this meeting  
RESOLVED the following payments should be approved.

**To Pay**

a) £283.32	Clerks Salary Feb	BACS
b) £108.72	Environmental Engineer Feb	BACS
c) £106.37	KCC Pension payment Feb	BACS
d) £81.00	HMRC Feb	BACS
e) £20.00	Poppy Wreath	BACS
f) £87.75	Clerk's Expenses Nov 2020-Jan 2021	BACS
g) £89.90	Colour Cartridge – Cartridge People	Card payment

**15. DATE OF NEXT MEETING**

The next meeting of the Council will be the Ordinary meeting on 30<sup>th</sup> March 2021

**Scheduled**      27<sup>th</sup> April      25<sup>th</sup> May 2021      29<sup>th</sup> June 2021

The meeting closed at 9.02pm