

**MINUTES OF THE ORDINARY MEETING OF WOODNESBOROUGH PARISH COUNCIL
HELD ON TUESDAY 27th JULY 2021 AT 7.30pm IN THE ATRIUM AT WOODNESBOROUGH
VILLAGE HALL**

Present: -Councillors B Baker (chair) P Charlesworth C Charter
 M Goodwin Alison Hilton Anthony Hilton

Joanna Jones Clerk to the Parish Council County Cllr S Chandler 2 members of the public

1. APOLOGIES

Cllr D Smith and Cllr A Boniface.

The meeting was closed at 7.31pm so that the members of the public could speak. The first member of the public wanted to publicise the opportunity to improve broadband in the area, by installing fibre broadband to Goodnestone via Summerfield & Rowling using central Government & KCC grants. County Cllr Sue Chandler suggested that the text for a draft letter was emailed to her by the member of the public and she could then organise a letter to be sent to parishioners. Cty Cllr Chandler would inform the Chairmen of Staple, Woodnesborough and Goodnestone Parish Councils of progress.

Action: Cty Cllr Sue Chandler

The second member of the public wanted to introduce planning application DOV/21/01112, he explained the proposal.

The meeting was re-opened at 7.44pm

2. DECLARATION OF INTERESTS.

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

3. MINUTES OF LAST MEETING

RESOLVED the minutes of the Ordinary Meeting of the Parish Council held on 22nd June 2021 be duly signed by the Chairman as a true and correct record of the meeting.

4. ACTIONS OF THE LAST MEETING

Member of the public – Parsonage Lane potholes – were all reported by Cllr Charter and have been filled in. **Action Discharged**

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 – Log in & password problems - Clerk contacted Netwise and forwarded emails to members, it is best to change passwords on computers rather than other devices. **Action Discharged**

VILLAGE HALL

Access problems due to power cut – the meeting with the manufacturer had been delayed – contact has been made. **Action Discharged**

PLANNING

DDC - Planning Appeal – reference: APP/X2220/W/20/3264942 – Clerk submitted objection to Planning Inspectorate. **Action Discharged**

REPORTS

Electric Vehicle Charging Scheme Report – Clerk forwarded information to Village Hall Committee and informed KCC that the Parish Council would be interested in the installation of fast chargers.

Action Discharged

HIGHWAYS

Email re: Traffic calming on The Street – Letter sent to Parishioner.

Action Discharged

Email re: overgrown trees on footpath by Village Hall – The Gardening Club had agreed to cut the Village Hall side of the footpath and had cut it, the Clerk reported the other side to PROW and updated the parishioner. It was agreed that the Clerk should get 2 quotes to cut the hedge 2-3 times a year.

Action Clerk On-going

VILLAGE HALL

Defibrillator Service – cost – the Invoice has been sent to the Parish Council and Cllr Boniface has agreed to service the defibrillator moving forward, the clerk will include defibrillator parts in next year's budget.

Action Discharged

Miller Room – Glass panel – Cllr Smith informed the Village Hall Committee that they would pay for the replacement glass panel.

Action Discharged

COMMUNICATION

New Website & Email addresses - From 1st September - Clerk to inform all email users.

Action Clerk on-going

5. PARISH COUNCILLOR VACANCY

To discuss and agree actions relating to the Parish Councillor vacancy.

- a) Co-option application – received from Simon Mallet.

RESOLVED to invite Simon Mallet to the September meeting.

Action Clerk

6. PLANNING**a) Planning Applications**

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

i) DOV/21/01135

Proposal: Erection of single storey outbuilding

Location: Hammill House, 3 Kiln Drive, Woodnesborough, Sandwich

RESOLVED no objections to this application.

ii) DOV/21/01112

Proposal: Change of use and conversion to dwelling house to include external alterations

Location: Former Squash Court and Annex Accommodation, Cornerbank, Marshborough Road, Marshborough

RESOLVED to positively support this application.

b) Planning Decisions

To note planning decisions received from DDC

i) DOV/21/00700 – Chalk House Farm, Barnsole Road, Staple, CT3 1LE – Replacement Kitchen floor with limecrete and limestone finish; extension to existing boundary wall and install new entrance gates; installation of boiler flue to west elevation – Grant Listed Building Consent

ii) DOV/21/00699 – Chalk House Farm, Barnsole Road, Staple, CT3 1LE - Extension to existing boundary wall, new entrance gates, replacement water pipe, new drainage, and retrospective consent for an existing boiler flue (existing hedge to be removed) - Granted

a) Correspondence

To discuss any correspondence related to planning

i) Email from Ash Parish Council – Traveller Situation meeting – proposed 9th Aug 7.30pm
The Clerk to inform Ash Parish Council that Cllrs Baker & Smith would attend the meeting in Ash Library and that Cty Cllr Sue Chandler would speak to the Ash Clerk about attending. **Action Clerk**

b) Consultation Documents

i)DDC – Consultation Event on ‘Settlements Within Parishes’ – 29th July 10am – Teams – Clerk will attend. Cty Cllr Sue Chandler advised that an extension to the consultation should be requested as the next Parish Council meeting isn’t until after the deadline. **Action Clerk**

7. REPORTS

To receive written or verbal reports from:-

- a) **County Councillor** – Cty Cllr Chandler reported on the new five year Highways Asset Management Plan, KCC Re-Connect programme for young people and the KCC electric vans scheme.
- b) **District Councillors** – Cty Cllr Chandler reported that Cllr Holloway had resigned since the last meeting due to personal and family reasons and acknowledged that he had contributed a huge amount to the district, there will be a by-election in August. She also reported that the DDC leader had apologised to the District for the on-going waste problems and reported on the DDC Winter Community Grant Scheme, the draft local plan and success of the Open Golf and answered questions on fly tipping of green waste in the graveyard.
- c) **Council members** – No reports
- d) **PCSO** – Debbie Bishop – on holiday

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

To discuss and agree actions relating to events organised by the Council
No events.

b) Outside Event

To discuss and agree actions relating to outside events

- i)KALC Courses – various – details all emailed out
- ii)KALC Dover Area Committee Meeting – 21st July
- iii)White Cliffs Walking Festival 26-30 Aug – on website & noticeboard
- iv)KCC Reconnect Programme Summer Offer – on website & noticeboard
- v)Adult Social Care Strategy – Zoom Workshops Aug 11-13

Noted by members.

9. CORRESPONDENCE

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

i) Consultation Documents

None received.

ii) Newsletters and Circular

- i) KALC News & CEO Bulletin
- ii) NALC Chief Executives Bulletin
- iii)Local Government Bulletins
- iv)KCC Reconnect Programme Update
- v)Kent Police Rural Report & City of London Update & *UK Protect Bulletin*
- vi)Kent Resilience Forum News
- vii)Kent’s Plan Bee

Noted by members.

iii) Other Correspondence

- i)KALC - Community Resilience/ Emergency Plan Questionnaire – due by 13th Sept

It was agreed that the Clerk would complete and forward to members.

Action Clerk

ii) Cllr MJ Holloway letter – Standing Down – Emails of thanks sent

Noted by members

iii) Queen's Platinum Jubilee Celebration – Lighting Beacons

It was planned that the Parish Council would join with the Village Hall committee to organise a celebration. Clerk to register the Parish Council for Beacon lighting. **Action Clerk**

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) Email re: overgrown footpath EE196 – Ringlemere Lane - reported to PROW

iii) Open Golf - Highways Management Plan

iv) Email re: Fir Tree Hill Vegetation – Reported to Highways, they inspected, not concerned

v) Foxborough Hill – 30mph sign obscured – Highways will serve notice to cut back hedges

vi) Woodnesborough Road Sandwich – Closed 2-4th Aug

Noted by members

vii) Kent Bus Service Improvement Plan – Poster on website & noticeboard – Agreed that members and Clerk would complete. **Action Clerk & Councillors**

viii) Fir Tree Hill – SID post obscured by trees – Clerk to report to Highways

Action Clerk

11. VILLAGE HALL

To discuss and agree actions relating to the village hall

i) RHI Readings – Submitted April to July

ii) Defib parts ordered & delivered to Village Hall

Noted by members

iii) Defibrillator Service feedback – Gate & poor outside lighting

The gate is not currently being shut but the hope is that it will be shut again. It was agreed that the light needs to be brighter, Cllr Alison Hilton will investigate. **Action Cllr A Hilton**

iv) Front Doors

Rather than changing the front doors, investigations are continuing into replacing one of the opening doors to the garden with a key opened door. **Action Cllr Smith**

v) Electric Vehicle Charging Point feedback

The Clerk reported that at the moment only Fast Charge points of 7KW are available as part of the project.

vi) Gate – Currently not being closed.

vii) Village Hall Update – Covid instructions

Cty Councillor Sue Chandler to check with the Public Health department about the requirement to ensure that Village Hall users have been double vaccinated or have a negative lateral flow test result.

Action: Cty Cllr Sue Chandler

12. COMMUNICATION

To discuss and agree actions relating to communication

i) New Website & Email addresses – New email addresses in use from 1st September

ii) Website page – Village Hall & Church PCC – Clerk to investigate with Netwise how to add pages for the Village Hall & Church PCC and how to add the Hallmaster Booking System and the possibility of having more than one log-in. **Action Clerk**

iii) Email - Fibre Broadband – Summerfield

Noted by members.

13. FINANCE

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

i) Public Works Loan Board – Loan Payment Due 28/07/2021 £1,698.77

ii) Natwest – Confirmed extra Current A/c & Business Reserve A/c closed

Noted by members

iii)Accounts – Actual v Budget to 30-06-21

RESOLVED accounts Actual v Budget to 30-06-21 adopted.

iv)KCC – Covid-19 Recovery/Re-opening Fund

v)DDC Community Grant Scheme Winter Round – on Noticeboard & website
Noted by members.

14. PAYMENTS

RESOLVED the following payments should be made.

To pay - July

a) £275.27	Clerks Salary July	BACS
b) £110.85	Environmental Engineer July	BACS
c) £108.51	KCC Pension July	BACS
d) £96.40	HMRC July	BACS
e) £10.50	Woodnesborough Village Hall – 27 July Meeting	BACS
f) £140.00	Trevor Oku – Grass Cutting Village Hall	BACS
g) £273.60	Community Heartbeat Trust – Defib battery & pads	BACS
h) £55.20	Community Heartbeat Trust – pads	BACS

To pay - August

a) £275.27	Clerks Salary August	BACS
b) £110.65	Environmental Engineer August	BACS
c) £108.51	KCC Pension August	BACS
d) £96.60	HMRC August	BACS

15. DATE OF NEXT MEETING

The next meeting of the Council will be the Ordinary meeting on 28th September 2021

Scheduled 26th October 2021 7th December 2021

The meeting closed at 8.56pm