

**MINUTES OF THE ANNUAL MEETING OF WOODNESBOROUGH PARISH COUNCIL HELD
ON TUESDAY 17th MAY 2022 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 A Riley D Smith

Joanna Jones Clerk to the Parish Council PCSO Debbie Bishop (part) & PCSO Colleague (part)

1. ELECTION OF CHAIRMAN

RESOLVED that Councillor Baker continue in the role of Chairman. Proposed by Cllr Boniface and seconded by Cllr Charter. The Chairman signed the declaration of acceptance of office.

2. ELECTION OF VICE CHAIRMAN

RESOLVED that Councillor Boniface continue in the role of Vice Chairman. Proposed by Cllr Baker and seconded by Cllr Goodwin.

3. APOLOGIES

Cllr S Mallett and Dist. Cllr D Friend

4. DECLARATION OF INTERESTS.

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

5. MINUTES OF LAST MEETING

RESOLVED the minutes of the Ordinary Meeting of the Parish Council held on 26th April 2022 be duly signed by the Chairman as a true and correct record of the meeting.

6. ACTIONS OF THE LAST MEETING

VILLAGE HALL

Car park - Potential trip hazard by the first inspection pit - Cllrs Smith & Boniface & the caretaker from the Village Hall will complete the repair, awaiting tarmac. **Action Cllrs Smith & Boniface On-going**

FORTHCOMING EVENTS

Annual Parish Meeting – Agenda invites have been delivered, Clerk to purchase wine and nibbles.

Action Clerk On-going

Annual Parish Meeting –Pack for Annual Parish Meeting to be produced by the Clerk, Cllr Mallett will speak about Vine Farm, Cllr Riley will provide the laptop and Cllr Boniface a projector.

Action Clerk, Cllrs Mallett, Riley & Boniface On-going

VILLAGE HALL

Overgrown triangle at the junction of Fir tree Hill and Foxborough Hill – DDC are responsible for mowing, the Clerk has reported that it is overgrown to DDC, they only mow vision splays 6 times a year. The WI are now maintaining the flowerbed. Clerk to ask the grasscutter what the cost would be to mow the triangle at the same time as the mowing at the Village Hall. **Action Clerk on-going**

FORTHCOMING EVENTS

Council Event - Queen's Platinum Jubilee Event – the water bottles have arrived and the grant requests have gone into KCC & DDC. **Action Discharged**

The commemorative water bottles have been included on the Jubilee Event posters and in the village magazine. **Action Discharged**

It was agreed that Cllr Mallett would provide and deliver the wood for the Beacon – the Village Hall Committee are also intending to provide wood for the Beacon and Cllr Goodwin knew of some wood that needed to be collected, Cllr Smith would organise the collection and Cllr Smith & Alison Hilton

would ask the Village Hall Committee who was going to light the Beacon.

Action Cllrs Mallett, Smith & Alison Hilton on-going

Mobile fish and chip van for the evening, Cllr Alison Hilton to follow up.

Action Cllr Alison Hilton On-going

Discussions were held on the actions that the Parish Council need to take to satisfy the Parish Council insurers about the event – Clerk sent email of requirements to Parish Councillors.

Action Discharged

Annual Parish Meeting - Agenda flyers have been delivered.

Action Discharged

Ordinary Meetings – the Atrium has been booked for meetings until December.

Action Discharged

VILLAGE HALL

DDC Solar Together Scheme – the scheme has closed early, the Parish Council is on the list for next time.

Action Discharged

Storage Container – Clerk informed the Village Hall Committee that they will need to insure the container contents.

Action Discharged

Upstairs Room – Clerk emailed the Village Hall Committee to seek clarification.

Action Discharged

Southern Water Letter – Clerk responded to Southern Water.

Action Discharged

FINANCE

Insurance renewal - 1/06/2022 – Added to May agenda

Action Discharged

KALC Subscription - Renewed

Action Discharged

7. COMMITTEE SELECTION

To select membership of the following committees

a. Risk working Group

i) Risk assessment for 2022-23

Cllr Charter, supported by Cllr Smith until Cllr Charter has undertaken a Risk assessment Course, Clerk to find the next KALC course available. Cllrs Charter & Smith to review the draft risk assessment produced by the Clerk.

Action Clerk & Cllrs Charter & Smith

Concerns were expressed on whether the Village Hall building was adequately insured, Cllrs Smith & Alison Hilton to check with the Village Hall Committee who were responsible for insuring it.

Action Cllrs Smith & Alison Hilton

8. NOMINATION OF ROLES

To nominate Councillors to undertake the following roles

a) Footpaths Officer – M Goodwin

b) Councillor Responsible for Finance – A Riley

c) Affordable Housing Rep – A Boniface

d) Press Officer – B Baker

e) Village Hall reps – Alison Hilton and the Chair would ask Cllr Mallett, it was agreed that the two reps could take it in turns to attend every other meeting.

Action Cllr Baker

9. 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 25th May 2018
- f) Press and Media request handling

RESOLVED the above should be adopted without change.

10. PLANNING

a) Planning Applications

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

i) DOV/22/00541

Proposal: Erection of single storey rear extension

Location: 3 Elmwood Park, Woodnesborough, CT13 0FB

RESOLVED no objections to this application.

ii) DOV/22/00581

Proposal: Erection of 2 no. pairs of semi-detached dwellings with associated parking (existing buildings to be demolished)

Location: Land adjacent to Claremont Terrace, Sandwich Road, Woodnesborough, CT13 0LY

This application has been withdrawn by DDC

b) Planning Decisions

To note planning decisions received from DDC

i) DOV/22/00166 – The Old Pumhouse Beacon Lane, Woodnesborough, CT13 0PD - Reserved matters application for details of access, layout, scale, appearance and landscaping and discharge of conditions 4,5,6,7,8,9 and 10 pursuant to outline permission DOV/18/00977 for the erection of 2 no. dwellings – Grant reserved matters.

ii) DOV/22/00222 – Beacon Lane Farm, Beacon Lane, Woodnesborough, CT13 0PD – Erection of 4 no. detached dwellings, sheds, vehicular access and associated parking (existing building to be demolished) – refuse permission

Noted by members.

c) Correspondence

To discuss any correspondence related to planning

i) DDC – ENF/22/00044 – Location: Acorns Court, The Street, Woodnesborough, Kent, CT13 0ND, Subject: Display of an advertisement – no breach of planning control.

Noted by members

d) Consultation Documents

None received

11. REPORTS

To receive written or verbal reports from:-

- a) **County Councillor** – No report
- b) **District Councillors** – No report.
- c) **Council members** – No report

d) **PCSO** – PCSO Debbie Bishop reported that nothing had been reported recently, patrols for scooters have been carried out, there has been an increase in fraud and rogue traders. It was agreed that the PCSO would submit a paragraph for the Village Newsletter warning about fraud and rogue traders.

Action PSCO Debbie Bishop

12. FORTHCOMING EVENTS

a) Council Event

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

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

Discussions were held, it was agreed that the afternoon event risk assessment will be produced by the Village Hall Committee and the Lighting of the Beacon risk assessment will be produced by the Risk Assessment Committee.

Action Village Hall Committee & Risk Assessment Committee

ii) Annual Parish Meeting – already discussed.**Outside Event**

To discuss and agree actions relating to outside events

- i) KALC Courses & NALC Events
- ii) KALC Area Committee AGM – 27th April 7pm - Minutes forwarded
- iii) White Cliffs Walking Festival – 25th-30th August – Poster on noticeboard & website
- iv) DDC Town & Parish Evening – 7th June 6-8pm
- v) 70's & 80's Benefit For Ukraine – 9th July Village Hall - Poster on noticeboard & website
- vi) DDC Prospective Councillor Evening – 14th June 6-9pm - Poster on noticeboard & website

Noted by members.

13. CORRESPONDENCE

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

a) Consultation Documents

- i) NALC – Sector Finance Survey 2022 – Updated – Completed by Cllr Riley

b) Newsletters and Circular

- i) KALC News
- ii) NALC Chief Executives Bulletins & Newsletter
- iii) Kent Volunteer Partnership - Poster on noticeboard & website

All the above noted by members

c) Other Correspondence

- i) DDC – Register of Interests – Town & Parish Members – All correct on website

It was noted that not all Councillors have provided a photograph of themselves to go on the website, the Clerk will add any photos that are forwarded to her.

Action Cllrs & Clerk

14. HIGHWAYS

To discuss and agree actions relating to highways issues

- i) Highways Improvement Plan

The notices are out for the new signs and Marshborough Road has new signs on the bends.

15. VILLAGE HALL

To discuss and agree actions relating to the village hall

- a) Email re: Renting out upstairs room

It was agreed that the Clerk is to ask for a copy of the Fire Safety Certificate from the Village Hall Committee.

Action Clerk

- b) Insurance of Beacon & Storage Container

It was agreed that Cllrs Smith & Alison Hilton would find out the cost of the post and installation of the beacon so that the clerk could add to the insurance policy. It was agreed that the Clerk will add the Storage Container to the insurance policy once it arrives.

Action Cllrs Smith & Alison Hilton & Clerk

16. COMMUNICATION

To discuss and agree actions relating to communication

- a) Clerk's Annual Leave – July 4th, 28th, 29th - Agreed
- b) Delete unwanted emails

Noted by members.

17. FINANCE

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

- a) Fixed Asset Register 2022

The Fixed Asset Register was reviewed and it was agreed that the Clerk is to add the Beacon.

Action Clerk

- b) Insurance renewal - 1/06/2022

The quotes were discussed, £1,015.21 from Hiscox Insurance Ltd, £551.60 from Zurich for a five year LTA and £476.66 from BHIB for a three year LTA. Resolved that the Clerk is to ask Zurich to match the BHIB quote, if they can't to renew with BHIB.

Action Clerk

- c) 2021/22 Accounts - Accounts are complete and have been signed off by an Independent Auditor with no actions.

RESOLVED the accounts for 2021/22 should be adopted by the Council.

- d) Audit Form Section 1

- i) Consider the findings of the review by the members meeting as a whole
- ii) Approve the Annual Governance Statement by resolution in advance of approving the accounting statements

RESOLVED the Annual Governance Statement was approved by the members.

- e) Audit Form Section 2

- i) Consider the Accounting Statements by the members meeting as a whole;
- ii) Approve the Accounting Statements by resolution; and

RESOLVED the Accounting Statements were approved by the Council.

- ii) Ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which that approval is given.

The Chairman signed and dated the form.

- f) 2022/23 Budget – to be discussed at the June meeting.

18. PAYMENTS

RESOLVED the following payments should be made.

To pay May

a) £285.92	Clerk's Salary May	BACS
b) £115.05	Environmental Engineer May	BACS
c) £112.68	KCC Pension May	BACS
d) £100.00	HMRC May	BACS
e) £1,080.00	Simon Jakeman – Blacksmith & Farrier	BACS
f) £66.00	Woodnesborough Village Hall – April & May Meetings	BACS
g) £121.65	Clerk's expenses	BACS

Paid Between Meetings

a) £684.00	Hotline – Platinum Jubilee Water Bottles	Card
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19. DATE OF NEXT MEETING

The next meeting of the Council will be the Annual Parish Meeting on 24th May at 7.30pm 2022

Scheduled 28th June 26th July 27th September 25th October 6th December

The meeting closed at 9.28pm

Woodnesborough Parish Council
Budget v Actual to 31-03-22

	Actual to 31-03-21	2021/22 Budget	Actual to 31-03-22
RECEIPTS			
Carried Forward			
General funds and reserves	9,082.93	25,005.31	25,005.31
Precept	20,635.00	21,736.56	21,736.56
VAT	8,862.51	292.72	292.72
Interest	3.27	0.72	0.81
Heating system payback	866.30	2,560.00	3,257.74
Other	1,028.69	0.00	0.00
Grant	900.00	0.00	0.00
Section 106 Planning contributions	0.00	0.00	0.00
Total	41,378.70	49,595.31	50,293.14
PAYMENTS	Actual to 31-03-21	2021/22 Budget	Actual to 31-03-22
Salaries			
Clerk	4,327.85	4390.00	4354.00
Environment Engineer	1,627.44	1669.36	1660.80
Employer Pension Contribution	1,031.09	1066.77	1060.01
	6,986.38	7,126.13	7,074.81
Admin Costs			
General	341.18	500.00	369.45
Postage, stationery, consumables	102.33	200.00	77.29
Insurance	470.99	500.00	493.46
Bank Charges	72.00	72.00	72.00
Audit Fees	355.99	330.00	232.00
Annual Meeting	0.00	50.00	0.00
Hall Hire	0.00	185.00	147.00
Village Hall other - Storage Container	505.50	0.00	140.33
Village Green Mowing & Grounds Maintenance	1,120.00	1,500.00	1,665.78
Play Area Safety Inspection/Maintenance	210.00	400.00	388.55
Councillor Expenses	0.00	400.00	10.26
Training	95.00	300.00	150.00
Church Yard Grant LGA 1972 Sect 214/215	0.00	750.00	750.00
Grants	500.00	750.00	750.00
Section 137	0.00	200.00	0.00
Equip Handyman	23.61	50.00	523.50
Flower Beds	53.94	120.00	75.12
Membership	52.50	900.00	468.96
VAT	292.72	0.00	456.88
Election Costs (saving for 2023)	0.00	2,000.00	0.00
Contingency	135.10	3,714.18	129.00
Loan Repayment scheduled	3,397.54	3,398.00	3,397.54

New Play Area	414.23	0.00	0.00
Reserves	0.00	18,000.00	0.00
Defibrillator Parts	0.00	0.00	274.00
Speed Indicator Device	0.00	150.00	0.00
Events	0.00	200.00	0.00
Highways Improvement plan	0.00	3,000.00	2,800.00
Web Site	914.00	300.00	315.00
Building Community	0.00	1,750.00	0.00
Improving Village Environment	0.00	2,750.00	0.00
Office Equipment	330.38	0.00	0.00
Beacon & Jubilee	0.00	0.00	0.00
Total	16,373.39	49,595.31	20,760.93
Bank Reconciliation to 31-03-22			
NW Current Card Account	705.61	Open Bal	25,005.31
NW Reserve Account 539	8,080.84	Receipts	25,287.83
Unity Trust Bank	20,745.76	Payments	-
	29,532.21		20,760.93
			29,532.21