

**MINUTES OF THE ORDINARY MEETING OF WOODNESBOROUGH PARISH COUNCIL  
HELD ON TUESDAY 6<sup>th</sup> DECEMBER 2022 AT 7.30pm IN THE ATRIUM AT  
WOODNESBOROUGH VILLAGE HALL**

**Present:** -Councillors A Boniface (Chair) C Charter Alison Hilton Anthony Hilton M Goodwin  
A Riley

Joanna Jones Clerk to the Parish Council Dist Cllr D Friend (part) 1 member of the Public

**1. APOLOGIES**

Cllrs B Baker, S Mallett, Cty Cllr S Chandler.

**2. DECLARATION OF INTERESTS.**

Cllrs Alison & Anthony Hilton declared a prejudicial interest in matters related to the Church. The meeting closed and re-opened at 7.31pm as the member of the public did not wish to speak.

**3. MINUTES OF LAST MEETING**

RESOLVED the minutes of the Ordinary Meeting of the Parish Council held on 25<sup>th</sup> October 2022 be duly signed by the Chairman as a true and correct record of the meeting.

**4. ACTIONS OF THE LAST MEETING**

**VILLAGE HALL**

Solar panels for the Village Hall – investigations on-going. **Action Cllr Mallett On-going**

**CORRESPONDENCE**

Dementia friendly communities – Cllr Riley has received information from Age Concern.

**Action Discharged**

**VILLAGE HALL**

Village Hall Garden to be added to lease – Addendum added to lease.

**Action Discharged**

Flagpole quotes – Cllr Anthony Hilton advised that it would be too dangerous and expensive to repair the church flagpole.

**Action Discharged**

**Outside Event**

DDC Town & Parish Event – request for items for discussion – Clerk reported back to DDC.

**Action Discharged**

**Other Correspondence**

Age Concern – Meet, Eat, Heat lunches - Cllrs Baker and Alison Hilton referred the idea and Clerk updated Age Concern.

**Action Discharged**

**HIGHWAYS**

Old HIP - £907.05 paid. Clerk had contacted DDC about traffic concerns at the Birnam development site and they had responded.

**Action Discharged**

New HIP submitted – Cllr Anthony Hilton & Clerk attended virtual meeting. **Action Discharged.**

Emails re: Foxborough Close old play area bin removal – Clerk requested that DDC install a dog poo bin.

**Action Discharged**

Email: Hedges through Marshborough Overgrown - Clerk reported to KCC Highways.

**Action Discharged**

**VILLAGE HALL**

Flagpole – DDC confirmed that neither the flagpole nor flag flying would require planning permission as long as within the regulations, added to this agenda.

**Action Discharged**

Kitchen - Clerk wrote to the Village Hall Committee with concerns, retrospectively formally agreed Parish Council permission for the building works in the kitchen and delivered a copy of the Village Hall lease to the Chair of the Village Hall Committee. The Village Hall Committee had responded that a Kitchen designer had designed the kitchen and the oven was considered to be in a safe location.

**Action Discharged**

Lease - Clerk wrote to Village Hall Committee requesting that the rent payments would start from 1st January 2023 – no response yet. Lease addendum agreed and signed. **Action Clerk On-going**

## COMMUNICATION

Dementia Friendly Communities – Clerk had informed Village Hall Committee, Cllr Riley has met with Age Concern. **Action Discharged**

## FINANCE

OFGEM RHI payment received £29.68 - Cllr Mallett will ask the Village Hall Committee about the reduction in RHI payments. **Action Cllr Mallett On-going**

## 5. PLANNING

### a) Planning Applications

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

#### i) DOV/22/01470

**Proposal:** Erection of side and rear extensions to existing building for E(g)(iii)/B2/B8 use, to include ancillary chiller and plant buildings, hardsurfacing, additional parking, drainage and 3 no. substations.

**Location:** 2 Montagu Road, Discovery Park, Sandwich, CT13 9FA

Noted by members.

#### ii) DOV/22/01457

**Proposal:** Part change of use of 2 no. agricultural building to B8 (storage and distribution) and insertion of a mezzanine floor in barn 1 for office use (retrospective).

**Location:** Green Lane Farm, Marshborough Road, Marshborough, CT13 0PQ

No objections to this application.

### a) Planning Decisions

To note planning decisions received from DDC

- i) DOV/20/00396/A – The Oast House, Farm Lane, Marshborough, Kent, CT13 0PJ – 3 – Wall upgrades - Repointing – Condition part approved
- ii) DOV/22/01249 – White Rails, Sandwich Road, Woodnesborough, CT13 0LY – Erection of single storey front, side and rear extensions (side and rear conservatories, front porch, bay window and workshop to be demolished) – Granted
- iii) DOV/22/00581 – Land Adjacent to Claremont Terrace, Sandwich Road, Woodnesborough, CT13 0LY – Erection of 2 no. pairs of semi-detached dwellings with associated parking (existing buildings to be demolished) - Granted
- iv) DOV/22/00333 – Land South East of Birnam Mushroom Farm, Hammill Road, Woodnesborough, CT13 0PR – Erection of 7 no. dwellings, car ports, EV charging points, cycle/bin store, formation of new vehicular access, lay-by, associated parking and landscaping – Granted

All the above noted by members.

### b) Correspondence

To discuss any correspondence related to planning

- i) Hollyoak, Marshborough Road, Sandwich, Kent, CT13 0PQ – Breach of Planning Conditions – 2 static caravans occupied on site - reported to DDC by Chair
- ii) 22/00333 – Land South East of Birnam Mushroom Farm – DDC email – no S106 agreement in place, Kent Highway’s report did not refer to need to address traffic speeds in area.

All the above noted by members.

- iii) DDC Planning Committee Meeting – 22/00333 – Land South East of Birnam Mushroom Farm – DDC email in response to complaint submitted by Parish Council.

Concerns were expressed about how the decision was reached and the lack of local knowledge, Dist Cllr Friend assured members that DDC Planning Committee members do spend a lot of time looking at the planning application paperwork, do visit sites, sometimes multiple times and do have to complete formal training to be eligible to sit on the planning committee. Members were still very concerned about the speed limit on this stretch of road.

- iv) DDC ENF/22/00037 – Green Lane Farm, Marshborough Road, Marshborough, Kent, CT13 0PQ – Change of use from agricultural barn to commercial use – Application 22/01457 now submitted

Noted by members.

#### c) Consultation Documents

- i) DDC Local Plan Consultation – closes 9<sup>th</sup> Dec 2022
- ii) Kent Mineral & Waste Local Plan Reg 18 Consultation – until 12 Dec 2022

Both of the above noted by members.

## 6. REPORTS

To receive written or verbal reports from:-

- a) **County Councillor** – Cty Cllr Sue Chandler – Nov & Dec reports emailed
- b) **District Councillors** – **No report**
- c) **Council members** – No report
- d) **PCSO** – No report

## 7. FORTHCOMING EVENTS

### a) Council Event

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

- i) Age Concern Heat & Eat Lunch

Cllr Riley reported on her meeting with Age Concern Sandwich and explained that Age Concern acted as a gateway to benefits and services for those in need as well as well as offering a reasonably priced hot meal and a warm space. It is hoped that Woodneborough’s first Age Concern lunch will be in January and that volunteers will come forward to help. Concern was expressed about help for younger people and families, Cllr Friend will organise a meeting with Sarah Horan of DDC and Cllr Riley to see what help is available.

**Action Dist Cllr Friend & Cllr Riley**

### Outside Event

To discuss and agree actions relating to outside events

- i) KALC Courses & NALC Events

Cllrs Baker and Riley are both booked on the KALC planning course at a cost of £120.00.

- ii) DDC Town & Parish Event – date in 2023

Noted by members.

**8. CORRESPONDENCE**

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

**a) Consultation Documents**

- i) Nationalgrid – Sea Link consultation - to 18<sup>th</sup> Dec 2022
- ii) Boundary Commission for England 2023 Boundary Review – to 5<sup>th</sup> Dec 2022
- iii) KFRS – Safety & Wellbeing Plan 2023 Consultation – to 13 Jan 2023
- iv) Southern Water – Draft Water Resources Management Plan Consultation

All the above noted by members.

- v) DDC – District Housing Needs Survey – 10<sup>th</sup> Jan 2023 to 7 March 2023

Clerk to add this to the next agenda.

**Action Clerk**

Dist. Cllr Friend reported that a S106 survey will be coming out from DDC early in 2023.

**b) Newsletters and Circular**

- i) KALC & NALC News & Chief Executives Bulletins
- ii) Local Government Bulletins
- iii) KALC – Civility & Respect Project – Take the Pledge
- iv) KFRS – Free Fire Safety talks

All the above noted by members.

**c) Other Correspondence**

- i) DDC – Notification of Disclosable Pecuniary Interests – Members responsibility to inform DDC of any changes.
- ii) DDC – Appointment of Deputy Monitoring Officer

Noted by members.

**9. HIGHWAYS**

To discuss and agree actions relating to highways issues

- i) Foxborough Hill, Woodnesborough - closed 13<sup>th</sup> & 15<sup>th</sup> Dec -9.30am-3.30pm
- ii) Old HIP – Work due to start 28<sup>th</sup> Feb 2023

All the above noted by members.

- iii) New HIP – Virtual meeting held & Hadms data sent, speed survey booked

Cllr Anthony Hilton reported back on the HIP meeting, frustrations were voiced as KCC currently do not think that speed limits need to be lowered. Clerk to request the 30mph toolkit. **Action Clerk**

- iii) Foxborough Close bin removal

Discussions were held, DDC have refused every bin suggestion that the Parish Council have made so far. It was agreed that the Clerk is to request that a slimline litter bin is installed on the footpath opposite the new housing development at 15 & 17 or if that is not possible DDC suggest where it would be possible to install another bin. Cllr Dan Friend requested to be cc'd into the email. **Action Clerk**

- v) Cultivation Licence – KCC granted for triangle of grass on Foxborough Hill
- vi) Community Transport Grant 2022-23 launched
- vii) Each Manor Farm footpaths not re-instated – EE213 & EE195A – Clerk reported to PROW – Awaiting allocation

Noted by members

**10. VILLAGE HALL**

To discuss and agree actions relating to the Village Hall & Green

- i) Flag pole

Discussions were held it was agreed that the Clerk is to source quotes for the purchase only of a 6m flag pole. **Action Clerk**

- ii) Kitchen - No further discussion.
- iii) Lease – addendum signed

iv)Email - Kerbside accidents

Discussions were held, it was agreed that the Clerk is to respond to the email, explaining that the kerb and pavement extended into the car park to allow for the doors to be opened and to extend tables and chairs outside, the Parish Council were sorry that the lady had tripped up the kerb. **Action Clerk**

v)Ofgem email- Changes to Non-domestic RHI Regulations for modification of capacity  
Clerk is to phone and ask the implications of this email. **Action Clerk**

vi)Safeplay Play Area Inspection report  
RESOLVED to instruct Safeplay to replace one missing cap on the Spring Seesaw for the sum of £34.50. **Action Clerk**

vii)Defibrillator parts – Adult pads - £60  
RESOLVED to pay £60 for replacement defibrillator pads.

viii)Hedge Cut - £225  
RESOLVED to have the hedge cut again for the sum of £225 by AJL landscapes, to be booked for February. **Action Clerk**

## 11. COMMUNICATION

To discuss and agree actions relating to communication

i)Clerk – Christmas annual leave -19 Dec – 2nd Jan – agreed.

## 12. FINANCE

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

i) Budget Talks

It was agreed that the Clerk is to increase the draft budget by the same percentage as last year and include £2,500 for a flagpole. **Action Clerk**

ii)Notification of External Auditor – Mazars LLP  
Noted by members.

iii)2022-23 National Salary Award for Clerk & Environmental Engineer – backdated to 1 April '22  
RESOLVED 2022-23 National Salary Award to be backdated to April 2022 for the Clerk and Environmental Engineer. **Action Clerk**

## 13. PAYMENTS

RESOLVED the following payments should be made.

### **Paid between meetings**

a) £115.05	Environmental Engineer November	BACS
b) £285.92	Clerk's salary – November	BACS
c) £100.00	HMRC – PAYE November	BACS
d) £112.68	KCC Pension November	BACS
e) £120.00	KALC – Planning Course x 2 Cllrs Baker & Riley	Card

### **To pay December**

f) £22.00	Woodnesborough Village Hall - Hire - Dec	BACS
g) £75.00	Trevor Oku – Grass Cutting- Green - November	BACS
h) £40.00	RBL – Poppy Wreaths – 2021 & 2022	BACS
i) £85.68	Safeplay Inspection Report – August 2022	BACS
j) £60.00	Community Heartbeat – Defibrillator pads	BACS
k) £85.68	Safeplay Inspection Report – November 2022	BACS
l) £209.42	Environmental Engineer December	BACS

m) £473.02	Clerk's salary – December	BACS
n) £170.60	HMRC – PAYE December	BACS
o) £186.44	KCC Pension December	BACS
p) £225.00	AJL Garden Services – Spring Hedge Cut	BACS
q) £18.00	Unity Trust – 1/4ly fees	DD

#### 14. DATE OF NEXT MEETING

The next meeting of the Council will be the Ordinary Meeting on 24<sup>th</sup> January 2023 at 7.30pm

**Scheduled**                      28<sup>th</sup> February                      28<sup>th</sup> March                      25<sup>th</sup> April

The meeting closed at 9.02pm