

**MINUTES OF THE ORDINARY MEETING OF WOODNESBOROUGH PARISH COUNCIL
HELD ON TUESDAY 25th JANUARY 2022 AT 7.30pm IN THE ATRIUM AT
WOODNESBOROUGH VILLAGE HALL**

Present: -Councillors A Boniface (Chair) Alison Hilton Anthony Hilton S Mallett
A Riley D Smith

Joanna Jones Clerk to the Parish Council Cty Cllr S Chandler Dist Cllr D Friend
PCSO Debbie Bishop

1. APOLOGIES

Cllr B Baker, C Charter, M Goodwin

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 7th December 2021 be duly signed by the Chairman as a true and correct record of the meeting.

4. ACTIONS OF THE LAST MEETING

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, the hedge has been repaired and it is planned to plant another tree.

Action Cllrs Smith, Baker & Mallett On-going

VILLAGE HALL

Play area sign – contact email address old – supplier provided and installed sticker at no charge – Clerk to send thank you letter. **Action Clerk On-going**

Car park - Potential trip hazard by the first inspection pit where the sewage work was carried out, requires tarmac to that area - Cty Cllr Chandler reported that the job is too small for a DDC contractor, Cllrs Smith & Boniface & the caretaker from the Village Hall will complete the repair.

Action Cllrs Smith & Boniface On-going

COMMUNICATION

New Email addresses - Cllr Mallett is having problems with his email address – new email address issued and working, Cllr Smith is having some issues, Cllr Baker will assist.

Action Cllrs Baker & Smith On-going

PARISH COUNCILLOR VACANCY

Co-option vacancy – Clerk submitted paperwork to DDC for Amanda Riley to be co-opted as a Parish Councillor and email address issued and working. **Action Discharged**

Council Event

Queen's Platinum Jubilee Event – 2nd June - the deadline for the magazine was missed, discussions were held, it was agreed that the Parish Council and the Village Hall Committee are in favour of siting a new beacon on the Village Green. **Action Discharged**

Newsletters and Circular

KALC Community Awards Scheme – Article in village magazine asks for suggestions to be emailed to the Clerk. **Action Discharged**

HIGHWAYS

Highways Improvement Plan – Highways confirmed with the Clerk that the costs stated should be the maximum costs incurred. **Action Discharged**

Anonymous letter re: Vehicles parking opposite Fir Tree Hill junction – Clerk contacted PCSO who has carried out patrols of the area. **Action Discharged**

Complaint re: parking at entrance to Woodland Way – Clerk contacted PCSO who has carried out patrols of the area. **Action Discharged**

VILLAGE HALL

Play area - November Inspection report – Clerk asked the inspector to stop requesting more bins be purchased. **Action Discharged**

FINANCE

2021-22 Budget Talks – Draft budget completed **Action Discharged**

5. PLANNING**a) Planning Applications**

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

i) DOV/21/01776

Proposal: The siting of a storage container

Location: Woodnesborough Village Hall, Elmwood Park, Woodnesborough, CT13 0FB

Agreed between meetings, to support this application.

Cllr Smith requested that Cty Cllr Chandler chase DDC for a decision. **Action Cty Cllr Chandler**

b) Planning Decisions

To note planning decisions received from DDC

i) DOV/21/01305 – Russell House, The Street, Woodnesborough, CT13 0NQ –

Internal works to include installation of membrane damp proofing to basement; lower floor to basement in part. External works to include installation of French doors & stairs from basement to rear; replace existing metal terrace to NW with new railings to existing flat roof extension, erect single storey addition to NE to form spa and alterations to fenestration. - Granted Listed Building Consent

ii) DOV/21/01304 – Russell House, The Street, Woodnesborough, CT13 0NQ – Erection of side extension, installation of railings to facilitate rear terrace areas and proposed garden seating area with internal and external alterations (existing garden wall to be demolished)- Granted

Noted by members.

c) Correspondence

To discuss any correspondence related to planning

i) Email re: Marshborough House Ref 11/00088 -refusal

Discussions were held on possible contraventions of planning permission at Marshborough House and Green Lane Farm, it was agreed that the Clerk is to contact DDC Planning Enforcement and ask them to investigate. **Action Clerk**

d) Consultation Documents**i) None received**

None received.

6. REPORTS

To receive written or verbal reports from:-

- a) **County Councillor** – Cty Cllr Chandler had emailed a report and reported on the Kent Adult Care Strategy Consultation, all KCC consultations are on letstalk.kent.gov.uk bookings for household waste sites are to continue, but same day bookings will soon be possible and the KCC draft Budget is on the KCC website.
- b) **District Councillors** – Dist Cllr Friend reported that Kent Police have launched ‘My Community Voice’ to aid communication within communities. He was thanked for suggesting the supplier who provided the sticker for the play area.
- c) **Council members** – No reports
- d) **PCSO** – Debbie Bishop – Introduced herself and the ‘My Community Voice’ App, Clerk to put a flyer on the website and on the noticeboard, the PCSO also reported that she has been out with the traffic officer and spoken to local residents about the parking issues that the Parish Council had contacted her about. The PCSO will continue to monitor and educate drivers, more patrols will be carried out and more tickets will be issued for speeding and parking violations when required. To report any issues to the PCSO parishioners should dial 101 or email Debbie.bishop@kent.police.uk. **Action Clerk**

7. FORTHCOMING EVENTS

a) Council Event

i) Queen’s Platinum Jubilee Event – 2nd June – updated timings & requests

The Pageantmaster has requested that Beacons are now to be lit at 9.45pm and suggested that a piper, bugler and choir could also be part of the event. Cllr Alison Hilton suggested that a working party be formed with members of the Village Hall Committee to organise a possible craft fair, BBQ or hog roast before the lighting of the beacon. Discussions were held, it was agreed that a request for a piper and or bugler be put on the website and in the village magazine by the Clerk and Cllr Alison Hilton. Cllr Alison Hilton and Cllr Riley agreed to be part of the working party and Cllr Alison Hilton would contact absent Cllrs to ask them. **Action Clerk & Cllr Alison Hilton**

ii) Annual Parish Meeting date

To be discussed at the next meeting.

a) Outside Event

To discuss and agree actions relating to outside events

i) KALC Courses - Dynamic Councillor 9/2 & 24/3 6pm

It was agreed that the Clerk is to book Cllr Mallett onto the 24th March Dynamic Councillor course. **Action Clerk**

ii) KALC Area Committee Meeting – 26th Jan – 7pm Guston Village Hall
Cllr Riley will attend.

iii) Aspire & Inspire Events – on website & noticeboard

iv) Kent Understanding Plastics – Advisory Group Events – 8/9/10th Feb

Noted by members.

v) Gypsy & Traveller Meeting with DDC – 4th Feb 11am -1pm, Council Chambers
Cllrs Baker, Smith and the Clerk will attend, LFT’s are to be carried out on the day.

8. 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, Ransomware Update & Cyber threat
- ii) NALC Chief Executives Bulletins
- iii) Local Government Bulletins
- iv) KALC Community Awards Scheme – Deadline 14th Feb
- v) KCC Members – Waste Management Update

Noted by members.

iii) Other Correspondence

- i) None received

9. HIGHWAYS

To discuss and agree actions relating to highways issues

- i) Highways Improvement Plan

Discussions were held and it was agreed that the Clerk is to request that the 30mph sign be moved to the boundary of the village on Beacon Lane rather than outside Fairways as planning permission has now been granted for homes at Beacon Lane Farm, Clerk to copy Cllr Chandler into the email to Highways.

Action Clerk

- ii) Woodnesborough Road closed – 13th Dec – 9 days

Noted by members.

- iii) Parsonage Farm query & KCC Highways Response

Highways have stated that there is no legal minimum width for a road, they can request that landowners cut back trees and hedges but only in line with the edge of the highway and the road outside

Parsonage Farm is a narrow and quiet rural access road which is unsuitable for large vehicles and KCC Highways can't/won't change that. Clerk to inform the parishioner.

Action Clerk

- iv) Planning Inspectorate email re: Bridleway EE226A – Determination of upgrade from a footpath

Noted by members.

- v) The Street

Discussions were held on the poor road surface on The Street, Parishioners have complained of it leading to vibrations inside homes, Cty Cllr Chandler has already received complaints and forwarded them to Highways, officers are due to go and look. Clerk to also report concerns to KCC Highways.

Action Clerk

10. VILLAGE HALL

To discuss and agree actions relating to the village hall

- i) Land Transfer Documents – Sent from Invicta Law
- ii) RHI – Data & Annual Declaration submitted by clerk - £470.15 received

Noted by members.

11. COMMUNICATION

To discuss and agree actions relating to communication

- i) Clerk on holiday February 11th & 14th

Noted by members.

12. FINANCE

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

- i) Accounts – Actual v Budget to 31-12-2021

RESOLVED accounts Actual v Budget to 31/12/2021 should be adopted by the council, see Appendix A

- ii) 2022-23 Budget Talks – Draft Budget

Discussions were held on the draft budget and it was agreed to increase the outturn figure for training

by £50 and to include £3,000 for the purchase of a storage container for the Village Hall in the budget, Cllr Smith will seek three quotes for this, £2,000 has been included for a new Beacon to be sited at the Village Hall, Cllr Smith will source three quotes for this, including quotes for a removable beacon.

RESOLVED the draft budget for 2022-23 be adopted by the Council. See Appendix A.

Action Cllr Smith

iii) Precept demand due by 1st Feb 2022

RESOLVED the precept should be set at £22,887.42, a 1.98% increase in the Council Tax, equating to 87p a year for a Band D property.

Action Clerk

iv) PWL Repayment notice - £1,698.77 on 28th Jan 2022

Noted by members.

13. PAYMENTS

RESOLVED the following payments should be made.

To pay Jan

a) £275.27	Clerks Salary Jan	BACS
b) £110.85	Environmental Engineer Jan	BACS
c) £108.51	KCC Pension Jan	BACS
d) £96.40	HMRC Jan	BACS
e) £94.23	DDC – Litter bin emptying Village Hall	BACS
f) £628.20	Glasdon – Skipper litter trolley & bags	BACS
g) £16.50	Woodnesborough Village Hall – rent	BACS

Already paid

j) £6.00	Tesco – printer paper	Card
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14. DATE OF NEXT MEETING

The next meeting of the Council will be the Ordinary meeting on 22nd February 2022

Schedule 22nd March 26th April 24th May

The meeting closed at 9.23pm

RECEIPTS	Actual to 31-03-21	2021/22 Budget	Actual to 31- 12-21	Predicted Outturn	2022/23 Budget
Carried Forward					
General funds and reserves	9,082.93	25,005.31	25,005.31	25,005.31	32,018.72
Precept	20,635.00	21,736.56	21,736.56	21,736.56	22,887.42
VAT	8,862.51	292.72	292.72	292.72	334.07
Interest	3.27	0.72	0.61	0.81	0.81
Heating system payback	866.30	2,560.00	2,787.59	2,787.59	1,800.00
Other	1,028.69	0.00	0.00	0.00	0.00
Grant	900.00	0.00	0.00	0.00	0.00
Section 106 Planning contributions	0.00	0.00	0.00	0.00	0.00
Total	41,378.70	49,595.31	49,822.79	49,822.99	57,041.02
PAYMENTS	Actual to 31-03-21	2020/21 Budget	Actual to 31- 12-21	Predicted Outturn	2022/23 Budget
Salaries Clerk	4,327.85	4390.00	3261.70	4348.93	4,569.00
Environment Engineer	1,627.44	1669.36	1245.45	1660.60	1,745.00
Employer Pension Contribution	1,031.09	1066.77	794.57	1059.43	1,113.00
	6,986.38	7,126.13	5,301.72	7068.96	7,427.00
Admin Costs General	341.18	500.00	284.25	379.00	500.00
Postage, stationery, consumables	102.33	200.00	77.29	100.00	200.00
Insurance	470.99	500.00	493.46	493.46	520.00
Bank Charges	72.00	72.00	54.00	72.00	72.00
Audit Fees	355.99	330.00	232.00	232.00	250.00
Annual Meeting	0.00	50.00	0.00	0.00	50.00
Hall Hire	0.00	185.00	97.50	147.00	200.00
Village Hall - Bench/Other Installation	505.50	0.00	140.33	140.33	500.00
Village Green Mowing & Grounds Maintenance	1,120.00	1,500.00	1,624.16	1765.00	2,000.00
Play Area Safety Inspection/Maintenance	210.00	400.00	151.93	246.16	400.00
Councillor Expenses	0.00	400.00	0.00	0.00	400.00
Training	95.00	300.00	100.00	150.00	300.00
Church Yard Grant LGA 1972 Sect 214/215	0.00	750.00	750.00	750.00	750.00
Grants	500.00	750.00	750.00	750.00	750.00
Section 137	0.00	200.00	0.00	0.00	200.00
Equip Handyman	23.61	50.00	0.00	523.50	100.00
Flower Beds	53.94	120.00	68.29	68.29	120.00
Membership	52.50	900.00	415.46	468.96	500.00
VAT	292.72	0.00	334.07	334.07	0.00
Election Costs (saving for 2023)	0.00	2,000.00	0.00	0.00	2,500.00
Contingency	135.10	3,714.18	0.00	129.00	2,304.02
Loan Repayment scheduled	3,397.54	3,398.00	1,698.77	3,397.54	3,398.00
New Play Area	414.23	0.00	0.00	0.00	0.00
Reserves	0.00	18,000.00	0.00	0.00	23,950.00
Defibrillator Parts	0.00	0.00	274.00	274.00	300.00
Speed Indicator Device	0.00	150.00	0.00	0.00	150.00
Events	0.00	200.00	0.00	0.00	200.00
Highways Improvement plan	0.00	3,000.00	0.00	0.00	3,650.00
Web Site	914.00	300.00	315.00	315.00	350.00
Building Community	0.00	1,750.00	0.00	0.00	0.00
Improving Village Environment	0.00	2,750.00	0.00	0.00	0.00
Office Equipment	330.38	0.00	0.00	0.00	0.00
Beacon	0.00	0.00	0.00	0.00	2,000.00
Storage Container - Village Hall	0.00	0.00	0.00	0.00	3,000.00
Total	16,373.39	49,595.31	13,162.23	17,804.27	57,041.02
Bank Reconciliation to 31-12-21					
NW Current Card Account	765.61	Open Bal	25,005.31		
NW Reserve Account 539	8,080.64	Receipts	24,817.48		
Unity Trust Bank	27,814.31	Payments	- 13,162.23		
	36,660.56		36,660.56		