**MINUTES OF THE ORDINARY MEETING OF WOODNESBOROUGH PARISH COUNCIL HELD ON TUESDAY 26th JULY 2022 AT 7.30pm IN THE ATRIUM AT WOODNESBOROUGH VILLAGE HALL**

**Present: -**Councillors B Baker (Chair) A Boniface C Charter Alison Hilton Anthony Hilton S Mallett

Joanna Jones Clerk to the Parish Council

1. **APOLOGIES**

Cllrs M Goodwin & A Riley & Cty Cllr S Chandler & Dist. Cllr D Friend

1. **DECLARATION OF INTERESTS.**

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

1. **MINUTES OF LAST MEETING**

RESOLVED the minutes of the Ordinary Meeting of the Parish Council held on 28th June 2022 be duly signed by the Chairman as a true and correct record of the meeting.

1. **ACTIONS OF THE LAST MEETING**

**VILLAGE HALL**

Car park - Potential trip hazard by the first inspection pit – Clerk sent thank you letter to the Village Hall Manager and it was agreed between meetings to pay £77.30 to the Village Hall Manager, £60 as a thank you gesture for labour and £17.30 for materials purchased. **Action Discharged**

**COMMITTEE SELECTION -** Risk assessment for 2022-23 – has been reviewed. **Action Discharged**

Concerns were expressed on whether the Village Hall building was adequately insured – letter sent to Village Hall committee. **Action Discharged**

**CORRESPONDENCE**

Councillor photos – No more photos to go on the website. **Action Discharged**

**VILLAGE HALL**

Email re: Renting out upstairs room - Clerk had been advised by DDC Building Control that they would need to review any change of use and that a Fire Risk Assessment that had been written by a suitably qualified person was required for the Village Hall, this should be a live document. **Action Discharged**

**FORTHCOMING EVENTS**

**Outside Events**

Chair to attend NALC Planning Course – Clerk booked. **Action Discharged**

Southern Water - Water Resources Management Plan – Clerk tried to book, event cancelled.

**Action Discharged**

**HIGHWAYS**

Marshborough Road – speed limit sign missing – now replaced. **Action Discharged**

Parishioner email- Hammill Road concerns on speed limit & concealed entrance – Clerk forwarded email to Cty Cllr Chandler and updated parishioner. **Action Discharged**

Phone call: Speeding in the village – Clerk updated parishioner. **Action Discharged**

Obscured signs at Wood Ash Garage Crossroads – Clerk reported, Highways have taken no action so Clerk to report again. **Action Clerk On-going**

**VILLAGE HALL**

Parish Council representatives for Village Hall Committee – Village Hall committee informed.

**Action Discharged**

Parishioner email – speed of cars into car park & shielded footpath – Clerk shared concerns with the Village Hall Committee, got re-painting quotes, asked PROW’s advice and updated parishioner. **Action Discharged**

Grass Cutting quote – triangle top of Fir Hill - Clerk completed the request to KCC Highways. **Action Discharged**

Flag pole – DDC had stated that planning permission would be required to erect a flag pole

on the Green. **Action Discharged**

**FINANCE**

Jubilee water bottles - notice included in the magazine. **Action Discharged**

Major & Mrs Holt - £200 received –thank you letter sent. **Action Discharged**

1. **RISK ASSESSMENT**
2. **Risk Assessment review 2022-23**

The risk assessment was discussed, it was agreed that the Beacon should be added and the 2022-23 Risk Assessment was then adopted.

1. **PLANNING**
2. **Planning Applications**

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

i)DOV/22/00581

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

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

RESOLVED to object to this application, as the development is overcrowded with 4 houses and that either one detached house or 2 small semi-detached houses on the planned footprint of one pair of houses would be more in keeping with the area. There are also concerns that the Pumping station will be overloaded, as at the moment sewage often backs up and overflows as it is, there are also concerns on Southern Water's access to the pumping station. The Parish Council are worried about any possible Roman remains being disturbed and whether if this development goes ahead it would preclude any additional future possible access to the Bypass and whether KCC Highways vision splay demands can be met.

ii)DOV/22/00835

**Proposal:** Certificate of Lawfuless (existing) for the construction of a walled sunken garden, access stairway and erection of 2. no. towers

**Location**: Marshborough House, Farm Lane, Marshborough, CT13 0PJ

RESOLVED to object to this application, the development is too big and inappropriate and not in keeping for this area. The Parish Councillors are disappointed that Dover District Council Planning Officers did not notice that the development had taken place, despite the fact that planning permission had been refused, particularly as inspections had been carried out for the construction of the walled sunken garden which was granted planning permission and wonder if it was hidden by this later development. The Parish Council are concerned that if this is granted it sets a precedent for others to follow the route of being refused planning permission and then carry on with the development anyway and are concerned that it is the same situation as Appeal Decision APP/X2220/C/21/3269950 and ENF/22/00209.

1. **Planning Decisions**

To note planning decisions received from DDC

1. DOV/22/00603 – 1 Paddock Court, Woodnesborough, CT13 0FG – Erection of side car port with garden store, together with the conversion of the existing garage into ancillary accommodation.- Granted
2. Appeal Decision – The Planning Inspectorate - APP/X2220/C/21/3269950 – Land to the South of Summerfield House, Barnsole Road, Staple, Kent, CT3 1LD – The appeal is dismissed and the enforcement notice is upheld

Both noted by members.

1. **Correspondence**

To discuss any correspondence related to planning

i)DDC Planning Enforcement Letter - ENF/22/00209 – Location: Hollyoak, Marshborough Road, Sandwich, Kent, CT13 0PQ. Subject: Siting of two static caravans – info shared with local Parish Councils.

Noted by members.

**d) Consultation Documents**

None received

1. **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 –** No report

1. **FORTHCOMING EVENTS**
2. **Council Event**

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

i)None to discuss

**Outside Event**

To discuss and agree actions relating to outside events

i)KALC Courses & NALC Events

ii)Betteshanger Country Park – Proposed Hotel & Wave Garden Consultation – 19th July

iii)KALC Dover Area Meeting – 27th July

Noted by members

1. **CORRESPONDENCE**

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

1. **Consultation Documents**

i)DDC Indoor Sports Facility Strategy – 18/7 to 30/09

ii)KALC Transport for SE Consultation – 12/9

iii)NALC – Holiday Lets 30/8 – Cllr Riley will complete

Noted by members

1. **Newsletters and Circular**

i) KALC News

ii) NALC Chief Executives Bulletins & Newsletter

iii)NALC Dementia Survey – Cllr Riley completed

iv)ONS 2021 Census – first results published

Noted by members

v)Dementia friendly communities - To be added to the next agenda. **Action Clerk**

1. **Other Correspondence**

None received

1. **HIGHWAYS**

To discuss and agree actions relating to highways issues

i) Fir Tree Hill – Closed 4th July – up to 2 days

ii)Woodnesborough Road Sandwich – closed 15-26 Aug & 22-30 Oct

Noted by members

iii)HIP & Speedwatch

Discussions were held it was agreed that the Clerk is to update the HIP with the previous request to move the 30mph sign further out of the village on Beacon Lane and to enquire when the next HIP can be submitted. Cllr Alison Hilton will put a request for speedwatch volunteers in the next magazine. Clerk to report to Highways that white lining needs to be refreshed at Palm Tree crossroads and that the stop signs are obscured and to report the hole in the road on Oak hill, Cllr Tony Hilton to send photograph to the Clerk. **Action Clerk, Cllrs Alison & Tony Hilton**

iv)Kent Road’s Update

Noted by members

1. **VILLAGE HALL**

To discuss and agree actions relating to the village hall

i)Footpath Crossing Car Park Entrance

Discussions were held and it was agreed that the road markings need to be repainted throughout the car park.

ii)Car Park Line Marking – Quotes

Discussions were held, quotes of £950 plus VAT from Hi-Way Services Ltd, £625 plus VAT from Archway Highway Services Ltd and £670 plus VAT from KCS Ltd were considered. RESOLVED accept the quote of £625 plus VAT from Archway and request the price for adding 5mph roundels onto the gateposts going in and out of the car park if work done at the same time. Clerk to circulate the quote between meetings. Clerk to liaise with the Hall manager to agree possible dates to complete the work. **Action Clerk**

iii)Report from Village Hall

Cllr Mallett reported on the recent Village Hall meeting, discussions were held. There were concerns that no-one knew how to properly operate the ground source heat pump and that it was not running in an optimum way. Cllr Mallett agreed that he would be willing to attend a training course. Clerk to find original invoices and share the contact details in order that a service can be booked and training investigated. **Action Clerk**

Solar panels for the Village Hall were also discussed, it was agreed that Cllr Mallett will investigate further. **Action Cllr Mallett**

Discussions were held on the Village Hall Committee’s desire to turn the upstairs room into usable space. It was agreed that the Clerk is to write a letter to the Village Hall Committee explaining that a live professional Fire Risk assessment needs to be produced for the Village Hall and that DDC Building Control will need to be consulted if the room is to change from being used for purely storage .

**Action Clerk**

The kitchen works are due to be completed shortly at a cost of £5,000, this includes a replacement hob and oven and a re-designed kitchen.

iv)Village Hall Insurance Policy

Discussions were held, members were concerned that the contents cover may be insufficient with the new kitchen and equipment that has been purchased and that the buildings cover may be insufficient with the rising building costs. Clerk to write a letter to the Village Hall committee expressing these concerns. **Action Clerk**

v)First Floor Accommodation – already covered in iii)

vi)Flag Pole

The installation of a flagpole was agreed in principle. Clerk to source quotes for the purchase and installation of a flagpole, that can be laid flat, maximum height 10m. **Action Clerk**

vii)Bouncy Castle Insurance

It was agreed that village hall hirers should submit insurance certificates from bouncy castle suppliers to the Village Hall Committee, Cllr Boniface would pass this information on to the hirer. **Action Cllr Boniface**

1. **COMMUNICATION**

To discuss and agree actions relating to communication

Nothing to discuss

1. **FINANCE**

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

i)AGAR – Email to confirm received, logged & in queue for processing

ii)OFGEM – Periodic data submitted - £67.88 received

iii)Zurich Municipal – Change of Status email

All the above noted by members

iv)Accounts - Budget v Actual to 31/06/2022

RESOLVED Accounts Budget v Actual to 31/06/2022 be adopted.

v)PWLB – Loan repayment of £1,698.77 due 28/07/22

Noted by members

1. **PAYMENTS**

RESOLVED the following payments should be made.

**To pay July/August**

1. £1,698.77 PWLB – Loan repayment DD
2. £500.00 Petty Cash transfer BACS
3. £22.00 Woodnesborough Village Hall - Hire BACS
4. £114.85 Environmental Engineer July BACS
5. £285.72 Clerk’s salary – July BACS
6. £100.40 HMRC – PAYE July BACS
7. £112.68 KCC Pension July BACS
8. £115.05 Environmental Engineer August BACS
9. £285.92 Clerk’s salary – August BACS
10. £100.00 HMRC – PAYE August BACS
11. £112.68 KCC Pension August BACS
12. £150.00 Trevor Oku – Grass Cutting- Green BACS

**Paid Between Meetings**

1. £41.97 Sainsbury’s – Paper & Auditor’s Fee Card
2. £77.30 GP & PM Ball – Tarmac Repair – Village Hall Car Park BACS
3. **DATE OF NEXT MEETING**

The next meeting of the Council will be the Annual Parish Meeting on 27th September at 7.30pm 2022

**Scheduled** 25th October 6th December

The meeting closed at 9.45pm

Woodnesborough Parish Council

Budget v Actual to 30-06-22

|  |  |  |  |
| --- | --- | --- | --- |
| **RECEIPTS** | **Actual to 31-03-22** | **2022/23 Budget** | **Actual to 30-06-2022** |
| **Carried Forward** |  |  |  |
| General funds and reserves | 25,005.31 | 29,532.21 | 29,532.21 |
| Precept | 21,736.56 | 22,887.42 | 22,887.42 |
| VAT | 292.72 | 456.88 | 456.88 |
| Interest | 0.81 | 1.00 | 1.93 |
| Heating system payback | 3,257.74 | 2,000.00 | 666.70 |
| Other - Major & Mrs Holt Jubilee Donation | 0.00 | 0.00 | 200.00 |
| Grant - DDC Jubilee Grant | 0.00 | 0.00 | 270.00 |
|  | 0.00 | 0.00 | 0.00 |
| **Total** | **50,293.14** | **54,877.51** | **54,015.14** |
|  |  |  |  |
| **PAYMENTS** | **Actual to 31-03-22** | **2022/23 Budget** | **Actual to 30-06-2022** |
| **Salaries**  Clerk | 4354.00 | 4617.00 | 1210.19 |
| Environment Engineer | 1660.80 | 1754.00 | 459.59 |
| Employer Pension Contribution | 1060.01 | 1122.00 | 291.49 |
|  | **7,074.81** | **7493.00** | **1961.27** |
| Admin Costs General | 369.45 | 500.00 | 121.65 |
| Postage, stationery, consumables | 77.29 | 200.00 | 77.73 |
| Insurance | 493.46 | 520.00 | 476.66 |
| Bank Charges | 72.00 | 72.00 | 18.00 |
| Audit Fees | 232.00 | 250.00 | 0.00 |
| Annual Meeting | 0.00 | 100.00 | 37.06 |
| Hall Hire | 147.00 | 200.00 | 88.00 |
| Village Hall other - Storage Container | 140.33 | 2,700.00 | 2,657.50 |
| Village Green Mowing & Grounds Maintenance | 1,665.78 | 2,000.00 | 600.00 |
| Play Area Safety Inspection/Maintenance | 388.55 | 400.00 | 0.00 |
| Councillor Expenses | 10.26 | 400.00 | 0.00 |
| Training | 150.00 | 300.00 | 32.44 |
| Church Yard Grant LGA 1972 Sect 214/215 | 750.00 | 750.00 | 0.00 |
| Grants | 750.00 | 750.00 | 0.00 |
| Section 137 | 0.00 | 200.00 | 0.00 |
| Equip Handyman | 523.50 | 100.00 | 0.00 |
| Flower Beds | 75.12 | 120.00 | 0.00 |
| Membership | 468.96 | 500.00 | 427.34 |
| VAT | 456.88 | 0.00 | 952.81 |
| Election Costs (saving for 2023) | 0.00 | 2,500.00 | - |
| Contingency | 129.00 | 1424.51 |  |
| Loan Repayment scheduled | 3,397.54 | 3,398.00 | - |
| New Play Area | 0.00 | 0.00 | 0.00 |
| Reserves | 0.00 | 27,000.00 | - |
| Defibrillator Parts | 274.00 | 300.00 | 0.00 |
| Speed Indicator Device | 0.00 | 150.00 | 0.00 |
| Events | 0.00 | 200.00 | 0.00 |
| Highways Improvement plan | 2,800.00 | 0.00 | 0.00 |
| Web Site | 315.00 | 350.00 | 0.00 |
| Building Community | 0.00 | 0.00 | 0.00 |
| Improving Village Environment | 0.00 | 0.00 | 70.79 |
| Office Equipment | 0.00 | 0.00 | 0.00 |
| Beacon & Jubilee water bottles | 0.00 | 2,000.00 | 1,470.00 |
| **Total** | **20,760.93** | **54,877.51** | **8,991.25** |
| Bank Reconciliation to 30-06-22 |  |  |  |
| NW Current Card Account | 346.70 | Open Bal | 29,532.21 |
| NW Reserve Account 539 | 8,082.77 | Receipts | 24,482.93 |
| Unity Trust Bank | 36,594.42 | Payments | 8,991.25 |
|  | 45,023.89 |  | 45,023.89 |