**MINUTES OF THE ORDINARY MEETING OF WOODNESBOROUGH PARISH COUNCIL HELD ON TUESDAY 28th JUNE 2022 AT 7.30pm IN THE ATRIUM AT WOODNESBOROUGH VILLAGE HALL**

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

Joanna Jones Clerk to the Parish Council Cty Cllr S Chandler & Dist. Cllr D Friend

1. **APOLOGIES**

Cllr B Baker

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 Annual Meeting of the Parish Council held on 17th May 2022 be duly signed by the Chairman as a true and correct record of the meeting.

RESOLVED the minutes of the Annual Parish Meeting held on 24th May 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 – repair now complete. Clerk to write to the Village Hall Manager to thank him and request the receipts for payment. **Action Clerk**

**FORTHCOMING EVENTS**

Annual Parish Meeting – wine and nibbles purchased. **Action Discharged**

Annual Parish Meeting – Took place. **Action Discharged**

**VILLAGE HALL**

Overgrown triangle at the junction of Fir tree Hill and Foxborough Hill –Quote received and circulated. **Action Discharged**

**FORTHCOMING EVENTS**

**Council Event -** Queen’s Platinum Jubilee Event – successfully took place. **Action Discharged**

**COMMITTEE SELECTION -** Risk assessment for 2022-23 – KALC aren’t running risk assessment courses, they suggested following Insurers guidance or attending the KALC conference, clerk forwarded Insurer’s risk assessment template. Draft risk assessment document forwarded, to be reviewed by Cllrs Charter & Smith.  **Cllrs Charter & Smith on-going**

Concerns were expressed on whether the Village Hall building was adequately insured - the Village Hall Committee had stated that the rebuild costs rise with inflation and it would be renewed in November. Discussions were held, the members were concerned that the shell and the inside of the building may not be adequately insured, the Clerk is to write a formal letter requesting that the Village Hall committee inform the Parish Council of the rebuild value that it is insured for. **Action Clerk on-going**

**NOMINATION OF ROLES -** Village Hall reps – Cllr Mallett had agreed to be the second representative. **Action Discharged**

**REPORTS PCSO –** PCSO had submitted a paragraph for the Village Newsletter. **Action Discharged**

**FORTHCOMING EVENTS**

Queen’s Platinum Jubilee Event – 2nd June – risk assessments completed.  **Action Discharged**

**CORRESPONDENCE**

Councillor photos – Missing photos to be forwarded to the Clerk who will add to the website. **Action Cllrs & Clerk on-going**

**VILLAGE HALL**

Email re: Renting out upstairs room - Clerk had asked for a copy of the Fire Safety Certificate from the Village Hall Committee, they hadn’t provided one, Clerk to request from Kent Fire & Rescue. **Action Clerk on-going**

Insurance of Beacon & Storage Container – both added to insurance policy. **Action Discharged**

**FINANCE**

Fixed Asset Register 2022 – Beacon added **Action Discharged**

Insurance renewal - 1/06/2022 – quote matched, insurance renewed with Zurich. **Action Discharged**

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

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

i)DOV/22/00603

**Proposal:** Erection of side car port with garden store, together with the conversion of the existing garage into ancillary accommodation.

**Location**: 1 Paddock Court, Woodnesborough, CT13 0FG

Agreed between meetings -no objection.

 ii)DOV/22/00690

**Proposal:** Variation of Condition 2 (approved plans) of planning permission DOV/21/0041 to allow amendments to appearance (application under Section 73) (erection of rear extension)

**Location**: Keeper’s Cottage, 3 Church Street, Woodnesborough, CT13 0NW

Agreed between meetings -no objection.

 iii)DOV/22/00712

**Proposal:** Extension to existing outbuilding to provide self-contained annexe for dependent relative.

**Location**: 2 Manor Barns, The Street, Woodnesborough, CT13 0NH

Resolved no objections to this application.

 iv)DOV/22/00706

**Proposal:** Erection of detached two storey garage with timber deck. Replacement entrance gate.

**Location**: Chalk House Farm, Barnsole Road, Staple, CT3 1LE.

Resolved no objections to this application

 v)DOV/22/00670

**Proposal:** Conversion of existing garage to habitable room., erection of play equipment, installation of a covered swimming pool, conversion of detached outbuilding to ancillary spa and alterations to existing elevations.

**Location**: Birnam, Hammill Road, Woodnesborough, Sandwich

Resolved no objections to this application, but the Parish Councollors don’t want to loose any trees.

 vi)DOV/22/00721

**Proposal:** Erection of a single storey rear extension.

**Location**: Burlington Cottage, Church Street,Woodnesborough, CT13 0NW.

Resolved no objections to this application

1. **Planning Decisions**

 To note planning decisions received from DDC

1. DOV/22/00541 – 3 Elmwood Park,Woodnesborough, CT13 0FB – Erection of single storey rear extension - Granted

Noted by members.

1. **Correspondence**

To discuss any correspondence related to planning

 i) KALC – email re: exclusion of KALC from Local Plan Advisory Group Membership

Noted by members

1. **Consultation Documents**

None received

1. **REPORTS**

To receive written or verbal reports from:-

**a) County Councillor –** Cty Cllr Chandler gave a report on the re-connect programme, all matters migration and advised on Highways issues.

**b) District Councillors –** Dist Cllr Friend gave a report on the PSPO DDC Consultation and that the civil enforcement officers role will now be in-house and intelligence led, so reports of dog fouling, litter and anti-social behaviour should be reported to DDC.

 **c) Council members –** No reports

 **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

1. KALC Courses & NALC Events – Chair to attend NALC Planning Course – 27th July - £38.93

Resolved Clerk to book the course, at a cost of £38.93. **Action Clerk**

 ii)Southern Water - Water Resources Management Plan – 21st July 1.20-3.30pm

It was agreed that Cllr Mallett will attend, Clerk to book. **Action Clerk**

1. **CORRESPONDENCE**

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

* + 1. **Consultation Documents**

i)KCC Public Consultation – Kent Homeless Connect – closed 6th June

1. **Newsletters and Circular**

i) KALC News

ii) NALC Chief Executives Bulletins & Newsletter

iii)Kent Fire & Rescue Service – Firestoppers Campaign

iv)Private Members Ballot – Local Electricity Bill

1. **Other Correspondence**

None received

All the above noted by members

1. **HIGHWAYS**

 To discuss and agree actions relating to highways issues

1. Footpath EE463 – reported as overgrown to PROW – work completed

Noted by members

ii)Marshborough Road – speed limit sign missing – reported to KCC Highways

Clerk to check status and report to Cty Cllr Chandler if not actioned. **Action Clerk**

iii*)*Oak Hill Bus Shelter – Bank not cut – reported to KCC Highways

iv)National Bus Strategy Update

The above noted by members

v)Parishioner email- Hammill Road concerns on speed limit & concealed entrance

Cty Cllr Chandler requested that the email be forwarded to her and she will request that KCC Highways consider extra road signage and sending letters out to householders regarding their overgrown hedges. The Parish Councillors expressed frustration at the fact that they had tried to reduce the speed limit on Drainless road to 30mph, but KCC highways had refused. Clerk to update parishioner. **Action Clerk**

vi)KCC Highways email: Schemes, Planning & Delivery Team restructure

Noted by members

 vii)Phone call: Speeding in the village

Discussions were held on the problem of speeding in the village and the possibility of reducing the speed limit to 20mph. Cty Cllr Chandler explained that the request would need to go into the Highways Improvement Plan, speed surveys would need to be carried out and KCC would consider these and whether the 20mph would be achievable without significant changes to the road layout. A speedwatch group could also be considered but that relies on volunteers. The Members agreed that they would consider speeding when they next review the annual HIP. Clerk to update parishioner. **Action Clerk**

 viii)Obscured signs at WoodAsh Garage Crossroads – Clerk to report **Action Clerk**

1. **VILLAGE HALL**

To discuss and agree actions relating to the village hall

 i)Parish Council representatives for Village Hall Committee

It was agreed that Cllr Mallett and Cllr Alison Hilton would be the two representatives, attending every other meeting, Cllr Mallett would attend the next meeting and Cllr Alison Hilton would update the Village Hall committee. **Action Cllr Alison Hilton & Cllr Mallett**

 ii)Parishioner email – speed of cars into car park & shielded footpath

Discussions were held, it was agreed that the Clerk is to share the concerns with the Village Hall Committee and ask them to remind their hirers about the 5mph speed limit. The Clerk is also to get quotes for repainting the 5mph sign, zebra crossing and parking bays and to also ask PROW’s advice about the safety aspect of the footpath and the road. Clerk to update parishioner. **Action Clerk**

1. Grass Cutting quote – triangle top of Fir Hill - £25 per cut

Discussions were held and it was agreed that the Clerk is to complete the request to KCC Hihways for the Parish Council to adopt the maintenance of the top triangle. **Action Clerk**

1. Flag pole

Discussions were held on the possibility of putting a flag pole on the Green, Cllr Goodwin and the Clerk to look into the permissions required for the erection of a flag pole and flag flying. **Action Clerk & Cllr Goodwin**

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 – submitted and Notice of Public Rights commenced 20th June

 ii)KCC – Grant Funding & Monitoring Evaluation Form submitted for 2018/19 WW1 Beacon Lighting

All the above noted by members.

 iii)DDC Grant of £270 -Jubilee Water bottles received – event summary & photo submitted to DDC

Discussions were held on the leftover water bottles, a note will go in the magazine advising parishioners to contact the clerk if they would like one. **Action Cllr Alison Hilton**

 iv)OFGEM RHI - £666.70 received

Noted by members

 v)Major & Mrs Holt - £200 received – contribution towards Beacon

Clerk to write a thank you letter. **Action Clerk**

 vi)VAT repayment £456.88 received

Noted by members

1. **PAYMENTS**

RESOLVED the following payments should be made.

**To pay June**

1. £150.00 Trevor Oku – Grass Cutting – May BACS
2. £22.00 Village Hall – June hire BACS
3. £150.00 Trevor Oku – Grass Cutting – June BACS
4. £114.85 Environmental Engineer June BACS
5. £285.92 Clerk’s salary – June BACS
6. £100.20 HMRC – PAYE June BACS
7. £112.68 KCC Pension June BACS

**Paid Between Meetings**

1. £42.70 Lidl – Annual Parish meeting refreshments Card
2. £476.66 Zurich Insurance renewal BACS
3. £3,120 Extraspace – Storage Container – Village Hall BACS
4. £69.00 Extraspace – Storage Container paint & door closer BACS
5. £38.93 NALC – Housing Course – Chair Card
6. **DATE OF NEXT MEETING**

The next meeting of the Council will be the Annual Parish Meeting on 26th July at 7.30pm 2022

 **Scheduled** 27th September 25th October 6th December

The meeting closed at 9.10pm