

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

Present: -Councillors B Baker (Chair) A Boniface Alison Hilton S Mallett M Goodwin A Riley

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

1. APOLOGIES

Cllrs C Charter, Anthony Hilton & D Smith

2. DECLARATION OF INTERESTS.

Cllrs Alison Hilton declared a prejudicial interest in matters related to the Church. Cllr Baker declared an interest in matters related to Hollyoak. 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 27th September 2022 be duly signed by the Chairman as a true and correct record of the meeting.

4. ACTIONS OF THE LAST MEETING

Dist. Cllr Dan Friend had forwarded emails from DDC regarding Hollyoaks. **Action Discharged**

VILLAGE HALL

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

PLANNING

DOV/22/01210 – Hollyoaks – Draft objection circulated, approved & submitted. **Action Discharged**

CORRESPONDENCE

Dementia friendly communities – Cllr Friend had forwarded information and Cllr Riley is awaiting further contact from Age Concern, Sandwich. **Action Cllr Riley On-going**

HIGHWAYS

Consultation – Proposed diversion of Public Footpath EE195 – Clerk responded. **Action Discharged**

HIP - Submitted to KCC Highways. **Action Discharged**

VILLAGE HALL

Fire Doors - Clerk informed Village Hall Committee. **Action Discharged**

Change of Use of Upstairs Rooms - Clerk informed Village Hall Committee. **Action Discharged**

Fire Risk Assessment – Clerk requested copy, once complete. **Action Discharged**

Village Hall Garden to be added to lease – Cllr Baker & Clerk to liaise with the Village Hall Committee, on-going. **Action Cllr Baker & Clerk On-going**

Concerned Parishioner phone call - Clerk had made enquiries with the appropriate authorities, they confirmed that they had investigated the matter and the Clerk had informed the Village Hall committee of this action. **Action Discharged**

Flagpole quotes – DDC had advised that planning permission is not required in certain circumstances. Cllr Anthony Hilton following up with the Church about the possibility of repairing the church flagpole. **Action Cllr Anthony Hilton On-going**

COMMUNICATION

Upgrade to double disk space – completed and email forwarded from Netwise about archiving emails, Dist Cllr Friend advised that emails should not be archived in Outlook. **Action Discharged**

5. PLANNING**a) Planning Applications**

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

i) DOV/22/01249

Proposal: Erection of single storey front, side and rear extensions (side and rear conservatories, front porch, bay window and workshop to be demolished)

Location: White Rails, Sandwich Road, Woodnesborough, CT13 0LY

Agreed between meetings, no objections.

ii) DOV/21/00658

Proposal: Part retrospective change of use of the land to 8 no. pitch Gypsy & Traveller site with associated development including improved access, hardstanding, installation of package treatment plant and fencing.

Location: Land South of, Ash Road, Sandwich

RESOLVED to object by 4 votes to 1 with one abstention, on the grounds of flood risk and possible damage to the water table. If the development is allowed to go ahead the Parish Council requests that DDC give close consideration to the water table level and mitigation of any damage and possible flood risk.

iii) DOV/22/01138

Proposal: Erection of a garden room (part retrospective)

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

RESOLVED to make no comment on this application as yet another retrospective application has been submitted from this address.

b) Planning Decisions

To note planning decisions received from DDC

i) DOV/22/01048 – 2 Woodland Way, Woodnesborough, CT13 0NG – Erection of single storey rear and front porch extensions – Granted

ii) DOV/22/01117 – 1 Paddock Court, Woodnesborough, CT13 0FG – Certificate of Lawfulness (proposed) for the erection of a detached outbuilding for ancillary storage use - Certificate proposed refused

The above noted by members.

c) Correspondence

To discuss any correspondence related to planning

i) DDC Planning Enforcement Email - Hollyoak, Marshborough Road, Sandwich, Kent, CT13 0PQ – Signage

Noted by members.

ii) DDC Planning Committee Meeting – 22/00333 – Land South East of Birnam Mushroom Farm – 13th Oct – Cllr Baker spoke on behalf of Parish Council

Cllr Baker fed back to the Parish Council.

d) Consultation Documents

i) DDC Local Plan Consultation – closes 9th Dec 2022 – On the website & noticeboard.

Noted by members.

6. REPORTS

To receive written or verbal reports from:-

a) County Councillor – Cty Cllr Chandler gave a report on KCC's response to the cost of living crisis, the KCC budget and answered questions about unaccompanied asylum seeking children

and Ukranian refugees.

b) District Councillors – Dist Cllr Friend gave a report on the District Local Plan, there is a drop in session at the Guildhall on 9th November 3-7pm and reported on the Guildhall, Sandwich highways works.

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)None to discuss

Outside Event

To discuss and agree actions relating to outside events

i)KALC Courses & NALC Events

ii)KALC Dover Area Committee Meeting – 26th Oct – Cllr Riley to attend

iii)KALC AGM – Ditton – 19 Nov

iv)Kent's Plan Bee Summit – 22nd Nov

All the above noted by members.

v)DDC Town & Parish Event – request for items for discussion – by 28 Oct

Discussions were held, it was agreed that the Clerk is to report back to DDC that Planning Committee members should visit sites and take into account local knowledge when considering contentious planning applications.

Action Clerk

8. CORRESPONDENCE

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

a) Consultation Documents

i)None to consider

b) Newsletters and Circular

i) i) KALC News & False Autumn Advice

ii) NALC Chief Executives Bulletins & Newsletter

iii)KCC Environment Briefing & Crime Updates

iv)PCC Survey – On website & Noticeboard

v)NALC Events Survey – Completed by Cllr Baker

vi)Kent's Plan Bee Newsletter

All the above noted by members.

c) Other Correspondence

i) Age Concern – Meet, Eat, Heat lunches

Discussions were held, it was agreed that Cllrs Baker and Alison Hilton will refer this idea to Coffee Pot and the Church coffee morning volunteers, Clerk to inform Age Concern of this.

Action Cllrs Baker, Alison Hilton & Clerk

9. HIGHWAYS

To discuss and agree actions relating to highways issues

i) A256 Whitfield Bypass – part closed 16th Nov – 3 nights

ii)National Highways Survey – deadline Feb 23

iii)Kent Karrier Feedback - submitted

iv)DDC Planning Enforcement email - Construction Management Plan – Woodnesborough Rd

All the above noted by members.

v)Old HIP – No objection to TRO - £907.05 to pay

RESOLVED to pay £907.05 to KCC Highways in order for HIP works to be completed, Clerk to organise. Discussions were held on traffic concerns at the Birnam development site, it was agreed that

the Clerk is to ask DDC if there is a Section 106 agreement and if so, is there likely to be a Highways contribution that can be applied for reducing speed on local roads. **Action Clerk**

vi) New HIP submitted – virtual meeting date Nov 28 or Dec 1st or 2nd
Clerk to book the meeting for 28th November and inform Cllr Anthony Hilton. **Action Clerk**

vii) KALC – HIP experiences – comments submitted
Noted by members.

viii) Emails re: Foxborough Close old play area bin removal
Discussions were held, it was agreed to request that DDC install a dog poo bin in the Foxborough Close area. **Action Clerk**

ix)KCC – Highways works planned – Drainless Rd – Surface preservation
Noted by members.

x) Email: Hedges through Marshborough Overgrown
Clerk to report to KCC Highways. **Action Clerk**

xi)Cattle Market Sandwich –closed between No Name & Delf Street – 28 & 31st Oct 7pm-7am
Noted by members

10. VILLAGE HALL

To discuss and agree actions relating to the village hall

i) Flagpole
Discussions were held, Clerk to clarify with DDC if the flagpole would need planning permission even if the flag flying didn't, item to be added to the next agenda. **Action Clerk**

ii)Kitchen
Discussions were held about the new kitchen. Members were concerned about the proximity of the new oven to the door into the atrium, it was felt this was a Health & Safety issue if something was being taken out of the oven as the door to the atrium was opened. Clerk to inform Village Hall committee of these concerns. Clerk to also inform the Village Hall Committee that the Parish Council retrospectively formally agree permission for the building works in the kitchen. The Clerk is to deliver a copy of the Village Hall lease to the Chair of the Village Hall Committee. **Action Clerk**

iii)Lease
Discussions were held, £10 per year rent was due on the 1st of January starting from 1st January 2020, due to oversights and recent events this has not been paid. It was agreed the rent owing would be waived and the Parish Council would request that the rent payments would start from 1st January 2023. The draft wording for the addendum to add the upkeep and responsibility of the garden to the Village Hall lease was agreed, Clerk to circulate to the Parish Councillors for agreement, before forwarding to the Village Hall Committee. **Action Clerk**

11. COMMUNICATION

To discuss and agree actions relating to communication

i) Dementia Friendly Communities
Cllr Riley had made enquiries with Sandwich Age Concern, they had offered to run Dementia sessions, Clerk to inform the Village Hall Committee. It was agreed that an Age Concern Dementia expert could be a good guest speaker for the Annual Parish Meeting. Cllr Riley is continuing discussions with Age Concern. **Action Clerk & Cllr Riley**

12. FINANCE

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

- i) KCC – Jubilee Water bottle grant - £300 received
- ii) Unity Trust email: interest rate changes
- iii) Village Hall meter readings submitted
- iv) Remembrance Wreath ordered

Noted by members.

- v) Accounts Budget v Actual to 30-09-2022

RESOLVED the accounts budget v actual to 30-09-2022 be adopted.

- vi) Budget Talks

Members to start to consider next year's budget.

- vii) OFGEM RHI payment received £29.68.

Cllr Mallet will ask the Village Hall Committee about the reduction in RHI payments.

Action Cllr Mallett

13. PAYMENTS

RESOLVED the following payments should be made.

To pay October

a) £22.00	Woodnesborough Village Hall - Hire - Oct	BACS
b) £114.85	Environmental Engineer October	BACS
c) £285.72	Clerk's salary – October	BACS
d) £100.40	HMRC – PAYE October	BACS
e) £112.68	KCC Pension October	BACS
f) £150.00	Trevor Oku – Grass Cutting- Green - September	BACS
g) £132.00	Netwise - Upgrade	BACS
h) £907.05	KCC Highways – HIP	BACS
i) £47.44	Mrs C M Pearce – Flower Bed Planting	BACS
j) £150.00	Trevor Oku – Grass Cutting- Green - October	BACS

14. DATE OF NEXT MEETING

The next meeting of the Council will be the Ordinary Meeting on 6th December at 7.30pm 2022

Scheduled 24th January

28th February

28th March

25th April

The meeting closed at 9.31pm

Woodnesborough Parish Council
Budget v Actual to 30-09-2022

	Actual to 31-03-22	2022/23 Budget	Actual to 30-09- 2022
RECEIPTS			
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	3.30
Heating system payback	3,257.74	2,000.00	734.58
Other - Major & Mrs Holt Jubilee Donation	0.00	0.00	200.00
Grant - DDC & KCC Jubilee Grants	0.00	0.00	570.00
	0.00	0.00	0.00
Total	50,293.14	54,877.51	54,384.39
PAYMENTS			
Salaries Clerk	4354.00	4617.00	2344.55
Environment Engineer	1660.80	1754.00	890.54
Employer Pension Contribution	1060.01	1122.00	567.13
	7,074.81	7493.00	3802.22
Admin Costs General	369.45	500.00	294.60
Postage, stationery, consumables	77.29	200.00	159.73
Insurance	493.46	520.00	476.66
Bank Charges	72.00	72.00	36.00
Audit Fees	232.00	250.00	234.47
Annual Meeting	0.00	100.00	37.06
Hall Hire	147.00	200.00	132.00
Village Hall - Storage Container & Re-Lining Car Prk	140.33	2,700.00	3,282.50
Village Green Mowing & Grounds Maintenance	1,665.78	2,000.00	900.00
Play Area Safety Inspection/Maintenance	388.55	400.00	74.42
Councillor Expenses	10.26	400.00	0.00
Training	150.00	300.00	82.44
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	1217.09
Election Costs (saving for 2023)	0.00	2,500.00	-
Contingency - Repaid 2018 KCC Grant Underspend	129.00	1424.51	54.30
Loan Repayment scheduled	3,397.54	3,398.00	1,698.77
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	350.00
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	14,800.39
Bank Reconciliation to 30-09-22			
NW Current Card Account	653.83	Open Bal	29,532.21
NW Reserve Account 539	8,084.14	Receipts	24,852.18
Unity Trust Bank	30,846.03	Payments	14,800.39
	39,584.00		39,584.00