

**MINUTES OF THE ORDINARY MEETING OF WOODNESBOROUGH PARISH COUNCIL
HELD ON TUESDAY 27th SEPTEMBER 2022 AT 7.30pm IN THE ATRIUM AT
WOODNESBOROUGH VILLAGE HALL**

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

Joanna Jones Clerk to the Parish Council

Dist. Cllr D Friend 7 members of the Public

1. APOLOGIES

Cllrs B Baker & Cty Cllr S Chandler

2. DECLARATION OF INTERESTS.

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

The meeting closed at 7.31pm and Cllr Smith and three members of the public spoke and answered questions about the history of the planning applications and appeals at Hollyoak, the current concerns about the application for more caravans on site within a Hamlet setting on a dangerous junction and the concerns over whether the current condition on who is living there is being adhered too. Dist. Cllr Dan Friend agreed to follow up with DDC the long-running dispute over the visibility splays at the site.

Action Dist Cllr Friend

Another member of the public then spoke about the proposed diversion of footpath EE195, explaining that there was little traffic on the road, he believed the footpath was rarely used and he was concerned about the security of the garden. The meeting re-opened at 8pm.

3. MINUTES OF LAST MEETING

RESOLVED the minutes of the Ordinary Meeting of the Parish Council held on 26th July 2022 be duly signed by the Chairman as a true and correct record of the meeting.

4. ACTIONS OF THE LAST MEETING

Obscured signs at Wood Ash Garage Crossroads – Clerk reported again, work has been completed.

Action Discharged

CORRESPONDENCE

Newsletters and Circular - Dementia friendly communities - Added to the next agenda.

Action Discharged

HIGHWAYS

HIP & Speedwatch – HIP updated can be submitted now, speedwatch volunteer requests in magazine, highways work all reported and completed.

Action Discharged

VILLAGE HALL

Car Park Line Marking – works completed, 5mph roundels not added.

Action Discharged

Report from Village Hall – Village Hall manager will contact Cllr Mallett when the next boiler service is booked.

Action Discharged

Solar panels for the Village Hall – investigations on-going.

Action Cllr Mallett On-going

Upstairs room – letter sent by Clerk.

Action Discharged

Village Hall Insurance Policy – letter sent by Clerk.

Action Discharged

Flag Pole – Clerk circulated quotes.

Action Discharged

Bouncy Castle Insurance - Cllr Boniface passed on the information

Action Discharged

5. PLANNING

a) Planning Applications

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

i) DOV/22/00434

Proposal: Erection of a roof extension together with the insertion of dormer windows to the rear roofslope, rooflights to the front roofslope and insertion of a door and window to ground floor rear elevation (amended scheme).

Location: Rorke's Drift, Fir Tree Hill, Woodnesborough, CT13 0NL

Agreed between meetings, no objections.

ii) DOV/22/01048

Proposal: Erection of single storey rear and front porch extensions

Location: 2 Woodland Way, Woodnesborough, CT13 0NG

Agreed between meetings, no objections

iii) DOV/22/01043

Proposal: Variation of Conditions 1 (approved plans) and 12 (amount of development) of outline permission DOV/14/00058 (for the redevelopment of site to include: demolition of some existing buildings (and associated infrastructure); change of use of some existing building (from B1 to use classes: B2, B8, Sui Generis (Energy) and D1 uses); the provision of new commercial (use classes: A3/4, B1, B2, B8, C1, D1 and Sui Generis) and residential (use class: C3) development: associated site preparation/enabling infrastructure, and landscaping works; and provision of car parking (with some matters reserved)) (application under Section 73).

Location: Discovery Park, Ramsgate Road, Sandwich, CT13 9ND.

Agreed between meetings, no objections

All the above noted by members.

iv) DOV/22/01143

Proposal: Change of use of land for the storage of logs, including construction of roads, landscaping and fencing.

Location: Scrub Land West of Sandwich Bypass and North of Ash Bypass, Ash, CT3 2EQ

Discussions were held. RESOLVED object to this application, the Parish Council feel it is too big and in an inappropriate location, in a leisure focussed area and would be more in keeping on Discovery Park, they believe it will be highly visible and would spoil the views from Richborough Castle and the surrounding area.

v) DOV/22/01210

Proposal: Change of use of land to mixed use for the keeping of horses, residential caravan site for 4 no. gypsy families, 5 no. caravans including no more than 4 no. static caravans/mobile homes, with hardstanding, car parking, and erection of communal dayroom.

Location: Hollyoak, Marshborough Road, Marshborough, CT13 0PQ

Discussions were held, it was agreed that a small group of Councillors will draft an objection based on previous objections for this site and current concerns, this will then be circulated to all the Parish Councillors for approval.

Action Cllrs Smith, Charter & Baker

b) Planning Decisions

To note planning decisions received from DDC

- i) DOV/22/00721 – Burlington Cottage, Church Street, Woodnesborough, CT13 0NW – Erection of single storey rear extension – Granted
- ii) DOV/22/00690 – Keepers Cottage, 3 Church Street, Woodnesborough, CT13 0NW – Variation of Condition 2 (approved plans) of planning

permission DOV/21/00041 to allow amendments to appearance (application under Section 73) (erection of rear extension) (Retrospective) – Granted

- iii) DOV/22/00712 – 2 Manor Barns, The Street, Woodnesborough, CT13 0NH – Extension to existing outbuilding to provide self-contained annexe for dependent relative – Granted
- iv) DOV/22/00670 – Birnham, Hammill Road, Woodnesborough, Sandwich, CT13 0PR – 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 – Granted
- v) DOV/22/00835 – Marshborough House, Farm Lane, Marshborough, CT13 0PJ – Certificate of Lawfulness (existing) for the construction of a walled sunken garden, access stairway and erection of 2 no. towers. – Certificate Existing Granted

All the above noted by members.

c) Correspondence

To discuss any correspondence related to planning

i)DDC Planning Enforcement ENF/22/00209 – Location: Hollyoak, Marshborough Road, Sandwich, Kent, CT13 0PQ. Subject: Siting of two static caravans – Email update

ii)DDC Letter re: Construction of two semi-detached 3-bedroom houses on land between 15-17 Foxborough Close, Woodnesborough – Building due to start 26th Sept 2022

All the above noted by members.

d) Consultation Documents

None received

6. REPORTS

To receive written or verbal reports from:-

- a) County Councillor** – No report
- b) District Councillors** – Dist Cllr Friend explained the progress of the Local Plan and answered questions on it.
- c) Council members** – Cllr Riley recommended the Dynamic Councillor Course.
- 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 Committee Meeting – Minutes sent

Noted by members

8. CORRESPONDENCE

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

a) Consultation Documents

- i)Short Term Holiday Lets – NALC – Completed by Cllr Charter
- ii)Deal Leisure Centre Proposals – 20/9 – 9/10

iii)KCC Budget Consultation – Completed by Cllr Riley

All the above noted by members.

b) Newsletters and Circular

i) KALC News

ii) NALC Chief Executives Bulletins & Newsletter

iii)Kent PCC Newsletter

iv)Netwise Newsletter

All the above noted by members.

v)Dementia friendly communities

Discussions were held, Dist Cllr Friend explained that Age Concern in Sandwich were very strong in Dementia support. It was agreed that Cllr Riley would investigate other communities for examples of support and Cllr Friend would forward details of dementia support.

Action Dist Cllr Friend & Cllr Riley

vi)The Great Big Green week – 24/9-2/10

vii)Private Members' Ballot – Local Electricity Bill

viii)DDC Voluntary Sector Grants open – on website & noticeboard – extended to 3rd Oct

All the above noted by members.

c) Other Correspondence

i) Operation London Bridge & Coronation Budget

Noted by members

9. HIGHWAYS

To discuss and agree actions relating to highways issues

i) Bridleway EE226A – Definitive map modification order

ii)Marshborough Road, Marshborough – closed 2 Aug – up to 7 days

Noted by members.

iii)Consultation – Proposed diversion of Public Footpath EE195

Discussions were held. RESOLVED to object as the Parish Council wished to protect the ancient footpath and protect the safety of walkers who prefer not to walk on the road. Clerk to respond to consultation.

Action Clerk

iv)Public Footpath EE195 – Broken sign & overgrown – both reported to PROW

v)Complaints of construction traffic using Fir Tree Hill & driving through village in breach of CMP – Reported to DDC Enforcement

Noted by members.

vi)HIP & Speedwatch – email complaint re:speeding

The Magazine with the request in for speedwatchers has only just been published. The HIP was discussed and agreed, the Clerk is to submit to KCC Highways.

Action Clerk

vii)Household waste dumped in bins at Bus shelter opposite Church – reported to DDC

viii)Damaged road sign on Beacon Hill – reported to KCC Highways

ix)Foxborough Close old play area bin – requested to be re-sited on Village Green

x)Drainless Road closed 22nd Oct – 30 days & 25th Sept – 6 days

All the above noted by members

10. VILLAGE HALL

To discuss and agree actions relating to the village hall

i) Car Park Line Marking – work completed

Members were pleased with the work that had been carried out.

ii)Village Hall Insurance Policy – provided by Village Hall Committee

The Village Hall Committee will be reviewing the values insured when the policy comes up for renewal in November.

iii)Various emails & phone calls re: Bouncy castle policy

The bouncy castle policy will be formalised by the Village Hall Committee and bouncy castles will still only be allowed in the atrium.

iv)Fire Doors

The Village Hall manager is sourcing three quotes for replacing the fire doors and the Committee have requested funding help towards the replacement cost. It was agreed that this will be considered when the costs are known. Clerk to inform Village Hall Committee. **Action Clerk**

v)Change of Use of Upstairs Rooms

The Village Hall Committee wish to put an application in to DDC to apply for the change of use of the upstairs room from storage.

RESOLVED the Parish Council do not object to the planning application being submitted. Clerk to inform Village Hall Committee. **Action Clerk**

vi)Fire Risk Assessment

The Village Hall Committee have reported that they can complete this themselves, the Clerk is to request that the Parish Council is provided with a copy once it is complete. **Action Clerk**

vii)Village Hall Garden

The Village Hall Committee have requested that the lease be amended to formally add their garden on as their responsibility. RESOLVED the garden will be added to the lease as the Village Hall's responsibility. Cllr Baker & Clerk to liaise with the Village Hall Committee. **Action Cllr Baker & Clerk**

viii)KCC - Free trees for Kent – applied for – unsuccessful

ix)Concerned Parishioner phone call

Discussions were held, it was agreed that the Clerk is to make enquiries with the appropriate authorities and inform the Village Hall committee of this action. **Action Clerk**

x)Flag Pole quotes

Discussions were held about the quotations, they ranged from approximately £2,000 - £2,600. RESOLVED the Clerk to submit a planning application for an 8m flagpole on the grassed area to the left-hand side of the Village Hall. Cllr Anthony Hilton will follow up with the Church about the possibility of repairing the church flagpole. **Action Clerk & Cllr Anthony Hilton**

11. COMMUNICATION

To discuss and agree actions relating to communication

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i)Clerk Annual Leave – 20th & 21st October – agreed.

ii)Netwise instructions to set up email in outlook – proving to be challenging.

iii)Upgrade to double disk space – 5gb to 10gb - extra £110 per year

Discussions were held. RESOLVED to upgrade for an extra £110 per year, Clerk to organise. Clerk to ask Netwise about archiving emails. **Action Clerk**

12. FINANCE

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

i)AGAR – Clean Audit report, displayed on website

ii)SAAA 2022 – Opt-out Communication

RESOLVED not to opt-out.

iii) KCC Grant 18-DO-46 – unspent amount of £54.30 requested & returned to KCC

iv)KCC Combined Member Grant Offer Letter– Water Bottles – received & accepted

v)Unity Trust FSCS – local authority eligibility confirmation – completed by Clerk

vi) Unity Trust email: interest rate changes

All the above noted by members.

13. PAYMENTS

RESOLVED the following payments should be made.

To pay September

a) £240.00	PKF Littlejohn LLP – External Auditor	BACS
b) £22.00	Woodnesborough Village Hall - Hire - Sept	BACS
c) £114.85	Environmental Engineer September	BACS
d) £285.92	Clerk’s salary – September	BACS
e) £100.20	HMRC – PAYE September	BACS
f) £112.68	KCC Pension September	BACS
g) £150.00	Trevor Oku – Grass Cutting- Green - August	BACS
h) £420.00	Netwise Support, Maintenance & Domain Name	BACS
i) £750.00	Archway – Re-lining Village Hall Car Park	BACS
j) £18.00	Unity Trust – Quarterly Fee	DD
k) £172.95	Clerk’s expenses – May to end Sept.	BACS

Paid Between Meetings

a) £54.30	KCC – Returned unspent Grant – 18-DO-46	BACS
b) £90.90	Cartridge People – Toner Cartridge	Card
c) £60.00	KALC – Dynamic Councillor Course	Card

14. DATE OF NEXT MEETING

The next meeting of the Council will be the Ordinary Meeting on 25th October at 7.30pm 2022

Scheduled 6th December

The meeting closed at 9.55pm