

# WOODNESBOROUGH PARISH COUNCIL

Clerk to the Parish Council: Jo Jones

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Thornton House  
Thornton Lane, Eastry  
CT13 0EU  
Tel: 01304 746036

To all members of the Parish Council

Date 11<sup>th</sup> May 2023

You are hereby summoned to attend the Annual Parish Council Meeting of Woodnesborough Parish Council to be held on Tuesday 16<sup>th</sup> May 2023 at 7.30pm at Woodnesborough Village Hall for the purposes of transacting the following business.



**Joanna Jones**  
**Clerk to the Parish Council**

## AGENDA

### 1. ELECTION OF CHAIRMAN

To elect a Chairman to serve for the coming year.

### 2. ELECTION OF VICE CHAIRMAN

To elect a Vice Chairman to serve for the coming year.

### 3. APOLOGIES

To receive apologies for non-attendance at the meeting.

**The meeting will be adjourned so that members of the public can speak.**

Members of the public are welcome to attend but can only speak during the designated timeslot.

### 4. PARISH COUNCIL VACANCY - CO-OPTION

To fill the two vacancies on the Parish Council

### 5. DECLARATIONS OF INTEREST

To record declarations and reasons for interest from members relating to items on the agenda.

### 6. MINUTES OF THE LAST MEETING

- a) To confirm the minutes of the Ordinary meeting of the Parish Council held on 25<sup>th</sup> April 2023.
- a) To confirm the minutes of the Annual Parish Meeting held on 25<sup>th</sup> April 2023.

### 7. ACTIONS FROM THE LAST MEETING

To receive information resulting from actions generated at the last meeting.

### 8. COMMITTEE SELECTION

To select membership of the following committees

- a. Risk Assessment working Group
  - i) Risk assessment for 2023-24

### 9. NOMINATION OF ROLES

To nominate Councillors to undertake the following roles

- a) Footpaths Officer
- b) Councillor Responsible for Finance
- c) Affordable Housing Rep
- d) Press Officer
- e) Village Hall reps

- f) KALC Area Committee Reps

## **10. REVIEW OF COUNCIL PROCEDURES**

To review and adopt appropriate procedures – All the below can be found on the PC Web Site

- a) Standing orders – New model published April 2018
- b) Financial regulations – Last full review March 2016
- c) Complaints procedure
- d) Freedom of Information 2000 request handling
- e) GDPR 25<sup>th</sup> May 2018
- f) Press and Media request handing

## **11. PLANNING**

### **a) Planning Applications**

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

#### **i) DOV/23/00565**

**Proposal:** Extension of a single storey building for storage

**Location:** Wood Ash Garage, Hammill Road, Woodnesborough, CT13 0PR

#### **ii) DOV/23/00227**

**Proposal:** Change of use of land for open timber storage, erection of 2 storage containers, 1 office container, 1 portacabin, hardstanding, erection of stock fencing and new vehicular access and parking

**Location:** Land West of Kestrels Fen and South of Ash Bypass, Ash, CT3 2EQ

### **b) Planning Decisions**

To note planning decisions received from DDC

### **c) Correspondence**

To discuss any correspondence related to planning

### **d) Consultation Documents**

To discuss any consultation documents

## **12. REPORTS**

To receive written or verbal reports from:-

- i) **County Councillor** –
- ii) **District Councillors** -
- iii) **Council members** -
- iv) **PCSO** –

## **13. FORTHCOMING EVENTS**

### **a) Council Event**

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

- i)

### **Outside Event**

To discuss and agree actions relating to outside events

- i)

## **14. CORRESPONDENCE**

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

### **a) Consultation Documents**

- i)

**b) Newsletters and Circular**

- i) KALC & NALC News & Chief Executives Bulletins & Star Council Awards

**c) Other Correspondence**

- i)

**15. HIGHWAYS**

To discuss and agree actions relating to highways issues

- i) Woodnesborough Rd, Sandwich – Road closed from 155 Woodnesborough Rd to 3 Poulders Gardens – 15-26<sup>th</sup> Aug & 22-23<sup>th</sup> Oct

**16. VILLAGE HALL**

To discuss and agree actions relating to the Village Hall & Green

- i) Flag pole  
ii) Dog fouling - signs  
iii) Antisocial driving at night in car park – reported to Police - gate now being locked  
v) Village Hall Committee – AGM Minutes emailed  
vi) Heat pump readings submitted to RHI Data Team

**17. COMMUNICATION**

To discuss and agree actions relating to communication

- i) Clerk on holiday – 7<sup>th</sup> July

**18. FINANCE**

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

- i) RHI periodic payment received - £781.91  
ii) Fixed Asset Register 2023  
iii) 2022/23 Accounts – Complete & signed off by Internal Auditor with no actions  
iv) Audit Form Section 1  
i) Consider the findings of the review by the members meeting as a whole  
ii) Approve the Annual Governance Statement by resolution in advance of approving the accounting statements.  
iii) Audit Form Section 2  
i) Consider the Accounting Statement by the members meeting as a whole;  
ii) Approve the Accounting Statements by resolution; and  
iii) Ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which that approval is given.  
iv) 2023/24 Budget

**19. PAYMENTS**

To resolve the approval of payments presented at this meeting

**To pay May**

- |            |   |      |
|------------|---|------|
| a) £9.00   | Woodnesborough Village Hall - Hire - May          | BACS |
| b) £       | Environmental Engineer May                        | BACS |
| c) £       | Clerk's salary – May                              | BACS |
| d) £       | HMRC – PAYE May                                   | BACS |
| e) £       | KCC Pension May                                   | BACS |
| f) £500.00 | Transfer from Unity Trust to Natwest card account | Trf  |

**Paid between meetings**

- |           |                        |      |
|-----------|------------------------|------|
| g) £34.00 | Waitrose – Auditor Fee | CARD |
|-----------|------------------------|------|

**20. DATE OF NEXT MEETING**

The next meeting of the Council will be the Ordinary meeting on 27<sup>th</sup> June 2023 at 7.30pm

<b>Scheduled</b>	25 <sup>th</sup> July	26 <sup>th</sup> September
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