

**MINUTES OF THE ORDINARY MEETING OF WOODNESBOROUGH PARISH COUNCIL  
HELD ON TUESDAY 25<sup>th</sup> APRIL 2023 AT 6pm IN THE MILLER ROOM AT  
WOODNESBOROUGH VILLAGE HALL**

**Present:** -Councillors B Baker (Chair) A Boniface C Charter Alison Hilton Anthony Hilton  
M Goodwin A Riley S Mallett (part) 10 Members of the Public  
Joanna Jones Clerk to the Parish Council Dist Cllr D Friend

**1. APOLOGIES**

Cllrs D Smith & PCSO Debbie Bishop.

**2. DECLARATION OF INTERESTS.**

Cllrs Alison & Anthony Hilton declared a prejudicial interest in matters related to the Church, Cllr Baker declared a prejudicial interest in matters related to Hollyoaks and Cllr Goodwin declared a prejudicial interest in the Street Farm House planning application.

The meeting closed to allow members of the public to speak. The first member of the public wished to object to the Street Farm House application for change of use of the garage to a holiday let, concerns were expressed about the regularly blocked drains, potential noise, problems with accessing the property over a shared driveway and lack of parking spaces. A second member of the public also spoke to object, they sited that documents from the original application had been re-submitted which could cause confusion as well as expressing concerns about sewerage, the shared driveway, lack of parking spaces, lack of a new storage facility and the restrictive covenant on the property. A third member of the public also objected on the grounds of sewerage problems, parking, access to the public rights of way and highways concerns. District Cllr Dan Friend advised on the planning process and offered to meet with the residents at another time. A fourth member of the public objected to the same planning application, concerned about the proximity to the nearby retirement flats and the noise it may create. The Chair emphasised the need for residents to write individual letters if they wished to object and thanked the residents for attending. The meeting re-opened at 6.25pm.

**3. MINUTES OF LAST MEETING**

RESOLVED the minutes of the Ordinary Meeting of the Parish Council held on 28<sup>th</sup> March 2023 be duly signed by the Chairman as a true and correct record of the meeting.

**4. ACTIONS OF THE LAST MEETING**

**FINANCE**

OFGEM RHI payment received £29.68 – Cllr Mallett will ask the Village Hall Committee about the reduction in RHI payments, Clerk sent email reminder. **Action Cllr Mallett On-going**

**HIGHWAYS**

New HIP – 30mph tool kit – ready to distribute at the Annual Parish Meeting. **Action Discharged**

Extra Litterbin – On Sandwich Road – site visit to be undertaken with Veolia in next few weeks.

**Action Clerk On-going**

**VILLAGE HALL**

Flag pole – installation - Cllrs Tony Hilton & Nick Ovenden due to meet to agree exact location, Clerk to ascertain lead time and order flag pole as per previous resolution.

**Action Cllr Tony Hilton & Clerk On-going**

**FORTHCOMING EVENTS - Council Event**

Annual Parish Meeting – 25<sup>th</sup> April – Speaker organised, refreshments purchased and flyers distributed.

**Action Discharged**

**CORRESPONDENCE - Other Correspondence**

KALC Community Award Scheme – Success – Certificate re-framed.

**Action Discharged**

**HIGHWAYS**

Email: Each End Footpath still not re-instated – Clerk forwarded to Cty Cllr Chandler & updated emailer. **Action Cty Cllr Chandler On-going**

Email: Elmwood Park diseased tree on bank - Clerk forwarded to Cty Cllr Chandler & updated emailer. **Action Cty Cllr Chandler On-going**

Email: Food waste dumping – Field adjacent to Church Street Footpath – DDC Dog warden believed the land was private and advised that dogs should stay on the path, if there was flytipping on private land it would be the landowner’s responsibility to clear it, Clerk informed parishioner. **Action Discharged**

**VILLAGE HALL**

EV Charging points – on-line meeting – Meeting cancelled, telephone call instead, feedback shared via email. **Action Discharged**

Solar farm – Letter sent to Statkraft, they will look into request. **Action Discharged**

Dog fouling – DDC confirmed play area not covered by PSPO, will need to apply next time, awaiting quotes for signage, Clerk has updated Village Hall Committee. **Action Clerk On-going**

Play area swing seat – new seat £239, could be removed and replaced within two weeks.

RESOLVED to pay Safeplay £239 to remove and replace the damaged swing seat. **Action Clerk**

**FINANCE**

Churchyard Support Grant request - £750 grant paid. **Action Discharged**

Village Magazine grant of £750 requested and paid between meetings. **Action Discharged**

Staff Salary increases as of 1<sup>st</sup> April 2023 – Increment applied in April salaries for Clerk and Caretaker. **Action Discharged**

AGAR – Mazars new external auditors – deadline 30<sup>th</sup> June 2023 - Cllr Riley performed the financial check on the accounts, books and records currently with Internal Auditor. **Action Discharged**

**5. PLANNING****a) Planning Applications**

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

i) DOV/23/00430

**Proposal:** Erection of a dwelling (existing garages to be demolished)

**Location:** Wenwood, The Street, Woodnesborough, CT13 0NA

Detailed discussions were held, 3 members objected and 4 members abstained, RESOLVED to object to this application on the grounds that it is inappropriate and over-development for this location and because of the Southern Water and Kent Fire and Rescue Service concerns.

i) DOV/23/00480

**Proposal:** Change of use of garage to holiday let

**Location:** Street Farm House, The Street, Woodnesborough, CT13 0NF

Detailed discussions were held, Cllr Goodwin did not vote, RESOLVED to object to this application on the grounds of; being an inappropriate location for a holiday let as in the grounds of a Grade 2 listed building, near to residential and retirement accommodation, potential noise generated, problems with sewerage, access over the shared drive, lack of parking, confusion due to out of date documents being submitted and a ‘single dwelling’ covenant.

**b) Planning Decisions**

To note planning decisions received from DDC

None received.

**c) Correspondence**

To discuss any correspondence related to planning

i) Email – Potential Unlawful Behaviour to trees Fir Tree Hill – DDC responded

Noted by members.

ii)Emails - Hollyoaks – Unsocial activities & additional buildings

Concern was expressed by the members, Dist Cllr Friend will follow up with Dist Cllr Trevor Bartlett.

**Action Dist Cllr Friend**

iii)Email - Save Ash Level Campaign Group - Proposed Solar Farm, boundary guidance provided by Clerk, no longer wish to speak.

Noted by members.

iv)Email: APP/X2220/C/21/3269950 -Land South of Summerfield House – Caravans still in situ & natural environment not restored

Concern was expressed about the continued breach of planning, Dist Cllr Friend will follow up with Dist Cllr Trevor Bartlett.

**Action Dist Cllr Friend**

v)Friends of Betteshanger – Protecting Betteshanger Country Park Booklet

Noted by members.

**a) Consultation Documents**

None received.

## 6. REPORTS

To receive written or verbal reports from:-

- a) **County Councillor** – No report
- b) **District Councillors** – Dist Cllr Friend gave a short report on the Housing Needs Survey and the Household Support Fund and confirmed that he would meet with residents regarding the Street Farm House planning application.
- c) **Council members** – No reports
- d) **PCSO** – No report

## 7. FORTHCOMING EVENTS

**a) Council Event**

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

- i) Annual Parish Meeting at 7.30pm

**b) Outside Event**

To discuss and agree actions relating to outside events

- i) Kent Police – Violence Against Women & Girls Event – 26<sup>th</sup> April 6-8pm
- ii)Dover Police Town & Parishes CSU Meeting – DDC Chambers - 23<sup>rd</sup> May 6pm
- iii)National Testing Emergency Alerts – 23<sup>rd</sup> April 3pm – On noticeboard & website

All of the above noted by members.

- iv) The Open Garden Scheme Charity fundraiser– Grove Manor 13<sup>th</sup>/14<sup>th</sup> August

## 8. CORRESPONDENCE

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

**a) Consultation Documents**

- i)KALC Membership Survey – ends 26<sup>th</sup> May – Clerk to complete

**Action Clerk**

**b) Newsletters and Circular**

- i) KALC & NALC News & Chief Executives Bulletins

Noted by members.

- ii) DDC – Solar Together Kent

Clerk to apply and Cllrs Boniface, Mallett & Anthony Hilton to support with technical details if needed.

**Action Clerk, Cllrs Boniface, Mallett & Anthony Hilton**

- iii)Kent Plan Tree – small woodland creation

Noted by members

**c) Other Correspondence**

i)DDC Parish Council Election Uncontested

Clerk advised that election expenses forms are to be returned by 1<sup>st</sup> June.

**9. HIGHWAYS**

To discuss and agree actions relating to highways issues

i)Woodnesborough Road, Sandwich – 30mph temporary limit – 1<sup>st</sup> April 23-1 April 24

ii)Chalkpit Lane, Woodnesborough – closed 3-5<sup>th</sup> April

iii)Email: Bus Parked Coombe Lane Layby – reported to DDC & KCC Highways

iv)KCC – Testing new Highways Reporting Tool – feedback required from councils

Noted by members.

**10. VILLAGE HALL**

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

i) Flag pole – Nothing more to discuss

ii) EV Charging points – Nothing more to discuss

iii)Dog fouling – awaiting outstanding quotes for signage

iv)Phonecall re: Antisocial driving at night in car park – reported to DDC CSU, PCSO & Police - resident updated & Village Hall informed.

Discussions were held, Clerk is to write to the Village Hall Committee suggesting that larger CCTV signs are installed so they are more visible and more of a deterrent.

**Action Clerk**

v)Village Hall Committee Minutes emailed from 22<sup>nd</sup> March Meeting

vi)Heat pump readings submitted to RHI Data Team

Both of the above noted by members.

**11. COMMUNICATION**

To discuss and agree actions relating to communication

i) Clerk on holiday 9<sup>th</sup>-18<sup>th</sup> June

Noted by members.

**12. FINANCE**

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

i) Village Magazine Grant request £750 – paid between meetings

ii)Precept 23/24 received £23,364.95

iii)PWL B – Outstanding Loan balance - £36,786.05

All of the above noted by members.

iv)KALC Subscription renewal - £534.04

RESOLVED to renew the KALC subscription for £534.04.

v)Zurich Municipal Insurance Renewal 1<sup>st</sup> June – LTA - £511.35, last yr £476.66 without storage container

RESOLVED to renew the LTA Zurich Municipal Insurance policy for £511.35.

vi)KALC – KCC Parish Council Community Cost of Living Support Grant Scheme

Noted by members

**13. PAYMENTS**

RESOLVED the following payments should be made.

**To pay April**

a) £35.50	Woodnesborough Village Hall - Hire - April	BACS
b) £534.04	KALC – Annual Subscription	BACS

c) £127.84	Environmental Engineer April	BACS
d) £312.33	Clerk's salary – April	BACS
e) £109.80	HMRC – PAYE April	BACS
f) £123.09	KCC Pension April	BACS
g) £511.35	Zurich Municipal Insurance Renewal	BACS

**Paid between meetings**

h) £750.00	PCC – Magazine Grant	BACS
i) £6.00	Eastry Post Office – stamps	CARD
j) £38.27	Lidl – Annual Parish Meeting Refreshments	CARD
k) £7.25	Tesco – Paper & Paper cups for Annual Parish Meeting	CARD
l) £3.99	Home Bargains – Frame for Award for APM	CARD

**14. DATE OF NEXT MEETING**

The next meeting of the Council will be the Annual Parish Council meeting on 16<sup>th</sup> May 2023 at 7.30pm

**Scheduled**                      27<sup>th</sup> June              25<sup>th</sup> July

The meeting closed at 7.20pm