

**MINUTES OF THE ORDINARY MEETING OF WOODNESBOROUGH PARISH COUNCIL  
HELD ON TUESDAY 5<sup>th</sup> DECEMBER 2023 AT 7.30pm IN THE MILLER ROOM AT  
WOODNESBOROUGH VILLAGE HALL**

**Present:** -Councillors B Baker (Chair) A Boniface A Hilton M Goodwin S Mallett T Hall  
K Shubert Joanna Jones Clerk to the Parish Council  
1 Member of the Public (part) Dist Cllr Dan Friend

**1. APOLOGIES**

Apologies received from Cllrs C Charter and A Riley.

**2. DECLARATIONS OF INTEREST**

Cllr Hilton declared a prejudicial interest in matters related to the Church, Cllr Baker declared an interest in Hollyoaks and Cllr Shubert declared an interest in Beacon Lane as they both live nearby to these addresses.

**3. MINUTES OF LAST MEETING**

RESOLVED the minutes of the Ordinary Meeting of the Parish Council held on 24<sup>th</sup> October 2023 be duly signed by the Chairman as a true and correct record of the meeting.

**4. ACTIONS OF THE LAST MEETING**

**VILLAGE HALL**

Flag pole – Damaged pole – Clerk informed installer.

**Action Discharged**

Exposed cable outside by door – Now made safe.

**Action Discharged**

**FORTHCOMING EVENTS**

**Council Event – Age Concern Lunches** - The Churchwarden had agreed to sell tickets at Coffee Pot and the Clerk or a Parish Councillor would sell tickets at Choir.

**Action Discharged**

D-Day 80th Anniversary – 6<sup>th</sup> June 2024 – move to the January agenda.

**Action Clerk On-going**

Remembrance Sunday 12<sup>th</sup> Nov – Poppy Wreath delivered

**Action Discharged**

**Outside Event**

KALC/NALC Training & Courses – Dynamic Councillor – Course booked but then cancelled, Clerk to enquire for another date for Cllrs Shubert & Hall and request a refund if too far into the future.

**Action Clerk On-going**

**CORRESPONDENCE**

**Consultation Documents** - DDC Green Infrastructure Strategy – Completed.

**Action Discharged**

**Other Correspondence** - Clerk informed Parishioner

**Action Discharged**

**HIGHWAYS**

Woodnesborough Triangle – Mowing/strimming – Clerk updated Contractor

**Action Discharged**

Mini-SID stolen – reported in Police & Insurance Claim started – details forwarded to Cty Cllr Chandler.

**Action Discharged**

HIP & 30mph Tool Kit & Banner – Pre-Hip meeting booked and tool kit delivered. **Action Discharged**

**VILLAGE HALL**

Possible defibrillator training - Clerk followed up with DDC.

**Action Discharged**

Village Hall Committee – Gate locking & unlocking – moved to this agenda

**Action Discharged**

DDC Solar Together – Scheme for residential properties only, VAT would be charged on a commercial

solar scheme.

**Action Discharged**

Play area Inspection report – Fixing cap has been reattached.

**Action Discharged**

Gate on Green installation & re-siting of RVP – Vurley Fencing have been instructed.

**Action Discharged**

Village Hall request to remove gas supply - Village Hall Committee informed.

**Action Discharged**

Village Hall representative - Village Hall Committee informed.

**Action Discharged**

Oak tree on Green - Cllr Baker would follow up on tree availability.

**Action Cllr Baker On-going**

## COMMUNICATION

Email configuration problems – Cllr Riley – reported to Netwise.

**Action Discharged**

## 5. PLANNING

### a) Planning Applications

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

i) DOV/23/01258

**Proposal:** Erection of a two storey rear/side extension (existing side extension demolished).

**Location:** 3 Beacon Lane, Woodnesborough, CT13 0PB

RESOLVED no objections to this application.

ii) DOV/23/00773

**Proposal:** New access to cellar via outbuilding

**Location:** Marshborough House, Farm Lane, Marshborough, Kent

RESOLVED no objections to this application.

iii) DOV/23/00772

**Proposal:** Formation of access stairs from attached outbuilding to cellar

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

RESOLVED no objections to this application.

### b) Planning Decisions

To note planning decisions received from DDC

i) DOV/22/01210 – Hollyoak, Marshborough Road, CT13 0PQ – 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 – Refused

ii) DOV/23/00430 – Wenwood, The Street, Woodnesborough, CT13 0NA – Erection of a dwelling (existing garages to be demolished) – Granted.

Noted by members

### c) Correspondence

To discuss any correspondence related to planning

i) DDC – 22/01210 – Planning Committee Meeting – 9<sup>th</sup> Nov - Hollyoak, Marshborough Road, CT13 0PQ – 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

Noted by members

ii) Emails from parishioners & DDC- Gypsies on the land south of Summerfield House, Woodnesborough

Discussions were held, Dist. Cllr Friend reported that he had been pushing for a resolution, it was agreed that Cllr Baker will draft a letter to DDC Planning outlining the Parish Council's concerns over the lack of enforcement at the Summerfield and Hollyoaks gypsy sites, to be forwarded to Parish

Councillors for agreement and then Clerk to submit to DDC Planning. **Action Cllr Baker and Clerk**

iii)DOV/23/00966 - Oatland, Foxborough Hill – Access concerns on blind summit  
Discussions were held and concern was expressed about the danger posed by the two new access points onto the blind summit at Foxborough Hill, Clerk to clarify with DDC if the new accesses have permission. **Action Clerk**

#### **d) Consultation Documents**

To discuss any consultation documents

i)Sealink statutory consultation – ends 18<sup>th</sup> Dec 2023

ii)Kent Local Flood Risk Strategy 2024-34 – ends 30<sup>th</sup> Jan

Noted by members

### **6. REPORTS**

To receive written or verbal reports from:-

i) **County Councillor** – No report.

ii) **District Councillors** – Dist. Cllr Friend gave a brief report on the Local plan and cabinet agreeing to cut the number of high speed road side litter collections.

iii) **Council members** – Cllr Baker gave a report on the planning training that she had attended.

iv) **PC Matt Hawkes** – No report

### **7. FORTHCOMING EVENTS**

#### **a) Council Event**

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

i) Age Concern Lunches – move to next agenda.

**Action Clerk On-going**

#### **a) Outside Event**

To discuss and agree actions relating to outside events

i)KALC/NALC Training & Courses

ii)KCC Highways Seminar – 1<sup>st</sup> Dec 9.30-12.30pm

iii)Climate Action Day – 4<sup>th</sup> Dec

iv)KALC Area Committee Meeting – 25<sup>th</sup> October 7.30pm – minutes emailed

All of the above noted by members.

### **8. CORRESPONDENCE**

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

#### **a) Consultation Documents**

i)Autumn Newsletter – Kent Police

ii)DDC Election Act Update

Both of the above noted by members

iii)KALC Community Award Scheme & Draft Parish Charter

Discussions were held, it was agreed that the Clerk is to advertise the Community Award Scheme in the Village magazine. Clerk to forward the Draft Parish Charter to all and Cllr Baker would review.

**Action Clerk & Cllr Baker**

#### **b) Newsletters and Circular**

i)KALC & NALC News & Chief Executives Bulletins

ii)Family Hub & Youth Community Services Update

Noted by members

#### **c) Other Correspondence**

i)Parish Councillors – confirmed with DDC

Noted by members

ii)Email regarding property in Woodland Way

Discussions were held, Clerk to inform the parishioner that although the Parish Council understood their concerns, the householder does not appear to be breaking any laws so the Parish Council are unable to

act or suggest a course of action apart from suggesting that they could contact the Environmental Health Department at Dover District Council.

**Action Clerk**

iii)Email Metal detectorist request

Discussions were held, Clerk to inform the requester that the Parish Council are unable to give permission as they only own a very a small patch of land which is used very regularly by parishioners.

**Action Clerk**

## 9. HIGHWAYS

To discuss and agree actions relating to highways issues

i) Mini-SID stolen – Insurance paid out £3,618

RESOLVED to order exactly the same replacement SID from Westcotec for £3,718 plus VAT. Clerk to thank Goodnestone Pc for offering to lend their SID but decline the offer.

**Action Clerk**

ii)HIP & Updated Highway information pack circulated – pre-HIP meeting booked

Noted by members

iii)Eastry Parish Council – Horse sign request Foxborough Lane

Discussions were held, it was agreed to consider this when Eastry Parish Council had a decision from Highways, Clerk to inform Eastry Parish Council.

**Action Clerk**

iv)Beacon Lane – 30mph roundel knocked down – reported to KCC Highways

It was noted that the sign had been repaired.

v)KCC Email - Community Transport Grant Scheme

Noted by members

vi)Woodnesborough Community Speedwatch Update – permission to progress

Discussions were held, it was agreed that the Clerk is to contact the Community Speedwatch group to confirm that the Parish Council are happy that they progress to the next steps to engage with Kent Police on the understanding that it is a self-sufficient group and not part of the Parish Council.

vii)DDC - Street Consultation – Land South East of Birnam Mushroom Farm – Woodash Close suggested.

Noted by members

## 10. VILLAGE HALL

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

i) Exposed cable outside by door – works completed.

ii)Possible defibrillator training

Clerk to thank DDC, enquire how long the training would last and suggest that this should be a spring/summer activity.

**Action Clerk**

iii)Solar Panels

Discussions were held, it was agreed to wait until a local solar scheme is available.

iv)Village Hall Committee – Gate locking & unlocking

Agreed to leave for the time being.

v)The Circuit – defibrillator checked & reported

Noted by members.

vi)Play area Inspection report – Rocker

Discussions were held, agreed that the Clerk is to explain to Wicksteed the installers, that the bolts are tight but there is still movement and to ask if the movement would stop if a thin rubber gasket was installed between the surfaces. Discussions were also held about the possibility of Adult Gym equipment for The Green, Dist. Cllr Dan Friend to forward information.

**Action Clerk & Dist. Cllr Friend**

vii)Christmas Tree

Discussions were held about the Christmas tree, agreed that the Clerk is to get three quotes for a rooted 7ft Christmas tree from local nurseries.

**Action Clerk**

**11. COMMUNICATION**

To discuss and agree actions relating to communication

- i) Clerk Holiday – Dec 15, 19 Dec – 1<sup>st</sup> Jan

**12. FINANCE**

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

- i) Budget Talks 2024/25 & precept

Discussions were held, it was agreed to include in next year's budget the Highway Improvement Plan, a rooted Christmas tree and adult gym equipment as well as increases for the usual running costs.

**Action Clerk**

- ii) KCC – Queen's Platinum Jubilee Water Bottles Grant – Monitoring Form completed  
 iii) Natwest deposit Account Interest £10.38 in October  
 iv) RHI payment - £2.84 – 31<sup>st</sup> October  
 v) Gallagher Reinstatement Valuations Advice & Service  
 vi) 2022/23 Local Government Services Pay Agreement 2023 – Backdated pay rates agreed from 1<sup>st</sup> April 2023, £1 per hour for Clerk & Environmental Engineer, included in November's pay.  
 vii) Cllr Riley - 6-month pre-audit checks completed

All of the above noted by members.

- viii) Historic Treescapes Grant

Clerk to put the details on the website and noticeboard.

**Action Clerk**

**13. PAYMENTS**

RESOLVED the following payments should be made.

**To pay December**

- |            |   |            |
|------------|---|------------|
| a) £18.00  | Woodnesborough Village Hall Hire - October            | BACS       |
| b) £150.00 | AJL Garden Services – July Mowing                     | BACS       |
| c) £150.00 | AJL Garden Services – August Mowing                   | BACS       |
| d) £150.00 | AJL Garden Services – September Mowing                | BACS       |
| e) £150.00 | AJL Garden Services – October Mowing                  | BACS       |
| f) £20.00  | Poppy Appeal – Poppy Wreath                           | BACS       |
| g) £49.97  | Caroline Pearce – WI – Flowers in flower bed          | Chq 300037 |
| h) £501.09 | Clerk's salary & back-dated pay – December            | BACS       |
| i) £180.60 | HMRC – PAYE December                                  | BACS       |
| j) £197.56 | KCC Pension December                                  | BACS       |
| k) £221.44 | Environmental Engineer Salary & back-dated pay – Dec. | BACS       |
| l) £86.40  | Safeplay – November inspection                        | BACS       |
| m) £47.60  | SLCC renewal – 20% share of membership                | BACS       |

**Paid between meetings**

- |            |  |      |
|------------|--|------|
| a) £312.33 | Clerk's salary – November                | BACS |
| b) £110.00 | HMRC – PAYE November                     | BACS |
| c) £123.09 | KCC Pension November                     | BACS |
| d) £127.64 | Environmental Engineer Salary – November | BACS |
| e) £60.00  | Eventbrite – Dynamic Councillor Course   | Card |

**14. DATE OF NEXT MEETING**

The next meeting of the Council will be the Ordinary meeting on 23<sup>rd</sup> January 2024 at 7.30pm

**Scheduled**                      27<sup>th</sup> February                      26<sup>th</sup> March

The meeting closed at 9pm