

**MINUTES OF THE ORDINARY MEETING OF WOODNESBOROUGH PARISH COUNCIL
HELD ON TUESDAY 28th FEBRUARY 2023 AT 7.30pm IN THE ATRIUM AT
WOODNESBOROUGH VILLAGE HALL**

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

Joanna Jones Clerk to the Parish Council 4 members of the Public

1. APOLOGIES

Cllrs D Smith, Cty Cllr S Chandler.

2. DECLARATION OF INTERESTS.

Cllrs Alison & Anthony Hilton declared a prejudicial interest in matters related to the Church. The meeting closed at 7.30pm to allow the members of the public to speak. The first member of the public expressed concerns about the amount of litter and rubbish along the sides of the road from Woodnesborough to the Sandwich bypass bridge and requested that a litterbin be installed by the bridge. A second member of the public asked about the proposed site for the flag and suggested that it might be better sited by the beacon, where there wouldn't be any underground services. The meeting re-opened at 7.35pm as neither of the two remaining members of the public wished to speak.

3. MINUTES OF LAST MEETING

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

**4. ACTIONS OF THE LAST MEETING
VILLAGE HALL**

Solar panels for the Village Hall – no news, so it was agreed to remove the action. **Action Discharged**

Lease - Clerk chased Village Hall rent payment - £10 rent received. **Action Discharged**

FINANCE

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

VILLAGE HALL

Email - Kerbside accidents - Clerk informed the Village Hall Committee that the kerb and pavement extension were to make disabled access easier. **Action Discharged**

Safeplay Play Area Inspection report - Safeplay replaced missing cap. **Action Discharged**

FORTHCOMING EVENTS

Council Event - Age Concern Heat & Eat Lunch – a successful lunch was held on 21st February. **Action Discharged**

Outside Event – Cllr Riley – Online Engagement Course booked. **Action Discharged**

CORRESPONDENCE

KALC Community Award Scheme – Nomination submitted. **Action Discharged**

Other Correspondence

Fly tipping – Graveyard opposite Church – The area has been cleared again, an article put in the magazine & 2 notices put up, a leaflet drop has not taken place yet. The Chair thanked Cllr Tony Hilton for his actions. **Action Discharged**

HIGHWAYS

New HIP – 30mph tool kit – some stickers and posters have been distributed.

Action Cllr Boniface On-going

Foxborough Close - dog bin – DDC Update – Clerk thanked DDC for looking into this.

Action Discharged

Marshborough Road – first bend – road is very eroded – Clerk reported to KCC Highways, listed as works completed. Members did not believe any work had been done, Clerk to report again.

Action Clerk On-going

VILLAGE HALL

Flag pole – quotes circulated.

Action Discharged

Defibrillator – spare parts & person to check - Clerk informed the Village Hall Committee.

Action Discharged

Platinum Jubilee Fund Village Hall - Clerk informed Village Hall Committee.

Action Discharged

Village Hall Fire Doors - Clerk informed Village Hall Committee.

Action Discharged

FINANCE

Precept demand due by 27th Jan 2023 – submitted.

Action Discharged

Cost of living crisis - donation phone call – Clerk updated parishioner.

Action Discharged

5. PLANNING**a) Planning Applications**

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

i) DOV/23/00189

Proposal: Variation of Condition 1 (approved plans) to vary roof materials of planning permission 22/00166 (application under Section 73) reserved matters, pursuant to outline permission 18/00977 (erection of 2 dwellings)

Location: The Old Pumphouse, Beacon Lane, Woodnesborough, CT13 0PD

RESOLVED no objections to this application.

b) Planning Decisions

To note planning decisions received from DDC

i) DOV/22/01457 – Green Lane Farm, Marshborough Road, Marshborough, CT13 0PQ – Part change of use of 2 no. agricultural buildings to B8 (storage and distribution) and insertion of a mezzanine floor in barn for office use (retrospective) – Granted

ii) DOV/23/00016 – 6 Woodland Way, Woodnesborough, Sandwich, CT13 0NG – Erection of a rear extension, which would extend beyond the rear wall of the original house by 5.00m, for which the maximum height would be 2.90m, and for which the height of the eaves would be 2.90m – Conditional Extension GPD

iii) DOV/22/01704 - 4 Beacon Lane, Woodnesborough, CT13 0PB - Erection of a first floor rear extension – granted

All the above noted by members.

c) Correspondence

To discuss any correspondence related to planning

i) Planning Appeal – APP/X2220/W/22/3308710 - Beacon Lane Farm, Beacon Lane, Woodnesborough, CT13 0PD – Erection of 4 no. detached dwellings, sheds, vehicular

access and associated parking (existing building to be demolished).

ii)DDC Planning Enforcement – Green Lane Farm, Marshborough Road, Marshborough, Kent, CT13 0PQ – Change of use from agricultural barn to commercial use – planning now granted, breach of planning control now ceased.

All of the above noted by members.

a) Consultation Documents

None received.

6. REPORTS

To receive written or verbal reports from:-

- a) **County Councillor** – Cty Cllr Chandler’s report emailed
- b) **District Councillors** – No report
- 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) Age Concern Heat & Eat Lunch – 21st March – last subsidised lunch

The Chair thanked all those who had been involved, the Village Hall had agreed to pay for the February & March hire, the clerk was to organise posters and leaflets for the next lunch. **Action Clerk**

b) Outside Event

To discuss and agree actions relating to outside events

i) DDC – Calendar of meetings

ii)DDC Town & Parish Council Meeting - 16th Feb

iii)KALC local area meeting – 1/3/23 – 7.15pm Guston Village Hall

All of the above noted by members.

iv)Election candidate training event DDC & Update– 15th & 16th March

The Clerk reported that candidate application packs would be available from 15th March. DDC recommended training was undertaken and that informal checks of applications should be booked with DDC. All paperwork must be delivered in person. Clerk to confirm dates and inform Councillors.

Action Clerk

v)KALC Online Climate Conference – 17th March 10am-2pm

It was agreed that Cllr Mallett would attend the Online Climate Conference at a cost of £40, Clerk to book. **Action Clerk**

8. CORRESPONDENCE

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

a) Consultation Documents

i)DDC – District Housing Needs Survey – extended to 18th April – on noticeboard & website

ii)KCC Social Services Consultation – to 26th March – on noticeboard & website

All the above noted by members.

a) Newsletters and Circular

i) KALC & NALC News & Chief Executives Bulletins

ii) PCC Victim Voice – on noticeboard & website

iii)Zurich Insurance – Community Event Insurance Advice

iv)Voter ID – on noticeboard & website

v)DLHC – Letter re: Coronation Events

All the above noted by members

b) Other Correspondence

- i) DDC – Purdah Advice
- ii) KALC Coronation Briefing

All of the above noted by members

- iii) Great British Spring Clean – 17th March-2nd April

Clerk to forward information about DDC litterpicks and equipment.

Action Clerk

9. HIGHWAYS

To discuss and agree actions relating to highways issues

- i) New HIP – speed survey results

Discussions were held on the results.

- ii) Thank you email - Mud & Leaves on Fir Tree Hill & Foxborough Hill pavements – Cleaned by DDC

- iii) The Street Woodnesborough,- Closed 13-18th Feb & 14-17th March

Noted by members

- iv) Beacon Lane – closed 31st March

Clerk to check the reason for this road closure and when the HIP works would be complete.

Action Clerk

- v)

New SID battery

RESOLVED clerk to order SID battery for £63 plus £7.50 delivery and VAT. The Chair thanked Cllr Charter for all her hard work with the SID.

Action Clerk

- vi) Extra Litterbin

Discussions were held it was agreed that the Clerk is to ask DDC if a bin could be installed on Sandwich Road on the left-hand side after the new houses just before the bridge.

Action Clerk

10. VILLAGE HALL

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

- i) Flag pole – installation quotes

Quotes of £1,233.16 from the Flag Consultancy, £1,128 from Piggotts and £325 from Nick Ovenden Groundworks, all plus VAT, were considered. RESOLVED to accept Nick Ovenden Groundwork's quote to install the flagpole once Cllrs Tony Hilton & Smith had looked into suitable locations between the Beacon and the trees with Nick Ovenden.

Action Cllrs Tony Hilton & Smith

- ii) Village Hall Fire Doors – revised price £4,609.73

RESOLVED to accept the Village Hall recommended quotation from Glaz for £4,609.73, the Chair signed the terms and conditions, Clerk to organise.

Action Clerk

- iii) HMRC advice

The Clerk reported on the advice from HMRC regarding VAT and Village Hall and Parish Council expenses, it was agreed that the storage container should be recorded as gross in the accounts and the VAT not claimed.

Action Clerk

- iv) EV Charging points

Discussions were held, it was agreed that the Clerk should express an interest and ask for more information.

Action Clerk

- v) Play area inspection renewal £72 x 3, £71.40 x 3 last year

RESOLVED to renew the contract with Safeplay for £216 plus VAT for 3 inspections per year.

Action Clerk

- vi) Play Area inspection – no action points

Noted by members.

vii) Village Hall email re: grass cutting

Discussions were held and it was agreed to ask the Village Hall Committee if they wanted to take over the mowing of the garden, to inform them that there is no contract at the moment and to request that they let the Parish Council know if they no longer require the contractor to cut the grass. **Action Clerk**

11. COMMUNICATION

To discuss and agree actions relating to communication

Nothing to discuss.

12. FINANCE

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

i) Pensions Regulator – Re-enrolment & re-declaration letter

Clerk to complete.

Action Clerk

ii) Cost of living crisis - donation phone call

Discussions were held it was agreed that the Clerk is to contact the parishioner and suggest that a donation is made next winter if the lunches start again.

Action Clerk

iii) Ofgem – RHI periodic payment - £717.36 received

iv) Woodnesborough Village Hall - £10 rent received

Both of the above noted by members.

13. PAYMENTS

RESOLVED the following payments should be made.

To pay February

a) £22.00	Woodnesborough Village Hall - Hire - February	BACS
b) £41.40	Safeplay – Seesaw replacement cap	BACS
c) 125.38	Environmental Engineer February	BACS
d) £306.52	Clerk's salary – February	BACS
e) £108.20	HMRC – PAYE February	BACS
f) £120.88	KCC Pension February	BACS
g) £225.00	AJL Garden Services – Hedge cutting	BACS

Paid between meetings

h) £44.40 KALC – Implementing Effective Community Engagement CARD

14. DATE OF NEXT MEETING

The next meeting of the Council will be the Ordinary Meeting on 28th March 2023 at 7.30pm

Scheduled 25th April 23rd May 27th June 25th July

The meeting closed at 8.55pm