

**MINUTES OF THE ORDINARY MEETING OF WOODNESBOROUGH PARISH COUNCIL
HELD ON TUESDAY 24th JANUARY 2023 AT 7.30pm IN THE ATRIUM AT
WOODNESBOROUGH VILLAGE HALL**

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

Joanna Jones Clerk to the Parish Council Dist Cllr D Friend (part) 3 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 7.31pm to allow the Village Hall Manager to speak, he explained that the Village Hall fire doors at the back needed replacing, three quotes had been sourced, one had recently been updated. The Village Hall committee preferred the Glaze option as they were the cheapest, solved the finger trap problem, are lockable from the outside to prevent the problem off access during a powercut and are a much sturdier construction and can be secured open, information was distributed to the Parish Councillors. The meeting re-opened at 7.40pm as neither of the 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 6th December 2022 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 – investigations on-going.

Action Cllr Mallett On-going

Lease - Clerk wrote to Village Hall Committee requesting that the rent payments would start from 1st January 2023 – no response yet- Clerk to chase.

Action Clerk On-going

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

FORTHCOMING EVENTS

Council Event - Age Concern Heat & Eat Lunch - Concern was expressed about help for younger people and families, Cllr Friend will organise a meeting with Sarah Horan of DDC and Cllr Riley to see what help is available – date set.

Action Discharged

CORRESPONDENCE

Consultation Documents - DDC – District Housing Needs Survey – 10th Jan 2023 to 7 March 2023
Clerk added to agenda.

Action Discharged

HIGHWAYS

New HIP – Clerk requested the 30mph toolkit.

Action Discharged

Foxborough Close bin removal - Clerk requested that a slimline litter bin is installed on the footpath opposite the new housing development at 15 & 17 or if that is not possible DDC suggest where it would be possible to install another bin- requested.

Action Discharged

VILLAGE HALL

Flag pole - Clerk sourced quotes for the purchase only of a 6m flag pole.

Action Discharged

Email - Kerbside accidents - Clerk responded to email. Clerk to also inform the Village Hall Committee that the kerb and pavement extension were to make disabled access easier.

Action Clerk On-going

Ofgem email- Changes to Non-domestic RHI Regulations for modification of capacity - Clerk enquired, there is no action that needs to be taken. **Action Discharged**

Safeplay Play Area Inspection report - Safeplay instructed to replace missing cap, work completed, but cap already come off, Clerk to request they do it again. **Action Clerk On-going**

Hedge Cut - £225 - booked for February. **Action Discharged**

FINANCE

Budget Talks – Clerk included requests. **Action Discharged**

2022-23 National Salary Award for Clerk & Environmental Engineer – backdated to 1 April '22.

Action Discharged

5. PLANNING

a) Planning Applications

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

i) DOV/22/01704

Proposal: Erection of a first floor rear extension

Location: 4 Beacon Lane, Woodnesborough, CT13 0PB

RESOLVED no objections to this application.

ii) DOV/23/00011

Proposal: Variation of Condition 2 (approved plans) to allow amendments of planning permission DOV/22/00670 (application under Section 73) (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)

Location: Birnam, Hammill Road, Woodnesborough, CT13 0PR

RESOLVED the majority supported the application, 4 supported, 2 objected, 2 abstained, but with concerns about the strain on drainage and utilities, the amount of additional traffic generated, the design is felt to be out of keeping with the surrounding area and the members also request that the speed limit is reduced as a children's play area is in close proximity to the road.

iii) DOV/23/01631

Proposal: Erection of detached two storey garage. Erection of two storey side extension, single storey side extension with roof terrace, front porch, creation of a basement, 9 no. dormer windows and alterations to roof to facilitate second floor (existing conservatory to be removed).

Location: Cornerways, Fleming Road, Woodnesborough, Sandwich

RESOLVED to object to this application, 4 objected, 2 supported, 2 abstained, as it is not in keeping with the general street scene and style of houses in the area.

a) Planning Decisions

To note planning decisions received from DDC

- i) DOV/14/00058/D – Discovery Park, Ramsgate Road, Sandwich, CT13 9ND – Non material minor amendment to approved application DOV/14/00058 (outline application for the redevelopment of site to include: demolition of some existing buildings (and associated infrastructure); change of use of some existing buildings (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)) to optimize development zones 15-18 – Approve non-material amendment

Noted by members.

b) Correspondence

To discuss any correspondence related to planning

- i) Email sent to DDC re: 2 caravans at Hollyoaks site

Noted by members.

c) 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 covering the Housing Needs Survey and Levelling Up money.

c) **Council members** – Cllrs Baker & Riley reported on the Planning Course that they had recently attended.

d) **PCSO** – Debbie Bishop report emailed.

7. FORTHCOMING EVENTS**a) Council Event**

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

- i) Age Concern Heat & Eat Lunch

Discussions were held, nothing had been heard recently from Age Concern so Clerk to make contact to confirm that the first lunch would be in February. **Action Clerk**

b) Outside Event

To discuss and agree actions relating to outside events

i) KALC Courses & NALC Events - – Cllr Riley – Online Engagement Course – Cllr Riley - 2nd March -£37 plus VAT

Agreed that Cllr Riley is to attend the course, Clerk to book. **Action Clerk**

- ii) Rural Crime Prevention and Security Event – Wingham VH – 25th Jan 6.30-8.30pm

Noted by members.

8. CORRESPONDENCE

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

a) Consultation Documents

- i) DDC – District Housing Needs Survey – 10th Jan 2023 to 7 March 2023

Noted by members.

a) Newsletters and Circular

- i) KALC & NALC News & Chief Executives Bulletins- Election Issue & Coronation Insurance Tips

Noted by members.

- ii) KALC Community Award Scheme – Deadline 28th Feb

Discussions were held, it was agreed that the Clerk is to submit a nomination for Geoff and Patricia Ball. **Action Clerk**

- iii) Bruno Peek email: No Beacon lighting for Coronation, instead 80 D-day – 6th June 2024

Noted by members.

b) Other Correspondence

- i) Parish.Uk Network – KALC advised not to join

- ii) Community Roots – Sandwich – 1/3/23 – 10-2pm

Noted by members

iii) Fly tipping – Graveyard opposite Church

Discussions were held, it was agreed that the council did not object to the Church delivering leaflets in the affected area as the fly tipping is taking place on Church land, an article was planned to go in the magazine about how to report flytipping. Dist. Cllr Dan Friend offered to help Cllr Anthony Hilton.

Action Dist Cllr Friend & Cllr Tony Hilton

9. HIGHWAYS

To discuss and agree actions relating to highways issues

i) New HIP – speed survey soon & 30mph tool kit

The Clerk distributed the 30mph tool kit contents, Cllr Boniface will ask local residents to display stickers and posters.

Action Cllr Boniface

ii) Foxborough Close - dog bin – DDC Update

DDC had advised that there was not a suitable place for a replacement bin, Clerk to thank them for looking into this.

Action Clerk

iii) Hammill Road – Overhanging bushes obstructing highway - reported to KCC Highways

iv) Mud & Leaves on Fir Tree Hill & Foxborough Hill pavements - reported to KCC Highways & DDC

iv) Temporary Road Closure – The Street Woodnesborough, 14-17th March

All the above noted by members

v) Marshborough Road – first bend – road is very eroded – Clerk to report to KCC

Highways.

Action Clerk

10. VILLAGE HALL

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

i) Flag pole

Discussions were held, 4 quotes had been received, Hampshire Flag Company £353.94, House of Flags £451.84, Piggotts £502.00, The Flag Consultancy Ltd £750, all plus VAT. RESOLVED to go with Hampshire Flag Company, but not to order yet, the Clerk is to source a quote for installation of the flag.

Action Clerk

ii) Defibrillator – spare parts & person to check

It was agreed that Cllr Boniface will be responsible for checking the defibrillator, Clerk to inform the Village Hall Committee.

Action Clerk

iii) Village Hall Committee minutes – forwarded

iv) RHI – Data & Annual Declaration submitted by Clerk

Noted by members.

v) Platinum Jubilee Fund Village Hall

Discussions were held, it was agreed that the minimum grant application of £37,500 to be spent in order to get a grant of £7,500 was too much, Clerk to inform Village Hall Committee.

Action Clerk

vi) Village Hall Fire Doors

Discussions were held, it was agreed that the Parish Council supported the Village Hall's decision to go with the Glaze quote, the Parish Council would offer to pay for one of the two sets of doors, for approximately £4,800 plus VAT, with an invoice made out to the Parish Council for legal reasons.

Clerk to inform Village Hall Committee.

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)Accounts – Actual v Budget to 31-12-2022

RESOLVED accounts actual v budget to 31-12-2022 to be adopted by the Council, see Appendix A.

ii)2023-24 Budget Talks – Draft Budget

Discussions were held on the draft budget, it was agreed to include £5,000 in total in the budget for Village Hall fire doors and to reduce Reserves to £20,000.

RESOLVED the draft budget for 2023-24 be adopted by the Council. See Appendix A.

iii)Precept demand due by 27th Jan 2023

RESOLVED the precept should be set at £23,364.95, a 1.99% increase, equating to an 89p a year increase for a Band D property. **Action Clerk**

iv)PWL Repayment notice - £1,698.77 on 30/01/2023

v)Wayleave receipt - £34.50

Noted by members

vi) Cost of living crisis - donation phone call

It was agreed that the Clerk is to feedback that the lunches are hoping to go ahead but delayed at the moment due to illness and the Clerk will be back in contact in due course. **Action Clerk**

vii)SLCC Membership renewal (25% of total cost) - £55.50

RESOLVED to renew the membership for £55.50 for the year.

13. PAYMENTS

RESOLVED the following payments should be made.

To pay January

a) £22.00	Woodnesborough Village Hall - Hire - Jan	BACS
b) 125.38	Environmental Engineer January	BACS
c) £306.72	Clerk's salary – January	BACS
d) £108.00	HMRC – PAYE January	BACS
e) £120.88	KCC Pension January	BACS
f) £1,698.77	PWLB Lending Facility – Loan repayment	DD
g) £55.50	SLCC Membership renewal	BACS
h) £94.23	DDC – Bin emptying at Play Area – Village Green	BACS
i) £88.80	Clerk's Expenses – 1 st Oct – 31 st Dec	BACS

14. DATE OF NEXT MEETING

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

Scheduled 28th March 25th April 23rd May 27th June 25th July

The meeting closed at 9.50pm

Budget v Actual to 31-12-22 Predicted Outturn 2022/23 Draft Budget 2023/24

RECEIPTS	Actual to 31-03-22	2022/23 Budget	Actual to 31-12-2022	Predicted Outturn	2023/24 Budget
Carried Forward					
General funds and reserves	25,005.31	29,532.21	29,532.21	29,532.21	30,085.38
Precept	21,736.56	22,887.42	22,887.42	22,887.42	23,364.95
VAT	292.72	456.88	456.88	456.88	1,305.56
Interest	0.81	1.00	17.37	33.33	50.00
Heating system payback	3,257.74	2,000.00	764.26	1,481.62	1,500.00
Other - Major & Mrs Holt Jubilee Donation	0.00	0.00	200.00	200.00	0.00
Grant - DDC & KCC Jubilee Grants	0.00	0.00	570.00	570.00	0.00
	0.00	0.00	0.00	0.00	0.00
Total	50,293.14	54,877.51	54,428.14	55,161.46	56,305.89
PAYMENTS	Actual to 31-03-22	2022/23 Budget	Actual to 31-12-2022	Predicted Outturn	2023/24 Budget
Salaries					
Clerk	4354.00	4617.00	3,666.01	4882.90	5000.00
Environment Engineer	1660.80	1754.00	1416.06	1886.40	1920.00
Employer Pension Contribution	1060.01	1122.00	842.77	1138.48	1150.00
	7,074.81	7493.00	5924.84	7907.78	8070.00
Admin Costs General	369.45	500.00	294.60	502.14	520.00
Postage, stationery, consumables	77.29	200.00	159.73	234.73	250.00
Insurance	493.46	520.00	476.66	476.66	520.00
Bank Charges	72.00	72.00	54.00	72.00	72.00
Audit Fees	232.00	250.00	234.47	234.47	250.00
Annual Meeting	0.00	100.00	37.06	37.06	100.00
Hall Hire	147.00	200.00	176.00	242.00	264.00
Village Hall - Container & Re-Lining Car Park/Fire Doors	140.33	2,700.00	3,282.50	3,282.50	5,000.00
Village Green Mowing & Grounds Maintenance	1,665.78	2,000.00	1,500.00	1,875.00	2,000.00
Play Area Safety Inspection/Maintenance	388.55	400.00	217.22	251.72	400.00
Councillor Expenses	10.26	400.00	0.00	0.00	400.00
Training	150.00	300.00	182.44	182.44	200.00

24-01-2023

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Church Yard Grant LGA 1972 Sect 214/215	750.00	750.00	0.00	750.00	750.00
Grants & Poppy Wreath	750.00	750.00	40.00	790.00	770.00
Section 137	0.00	200.00	0.00	0.00	200.00
Equip Handyman	523.50	100.00	0.00	0.00	100.00
Flower Beds	75.12	120.00	39.53	39.53	100.00
Membership	468.96	500.00	427.34	482.81	500.00
VAT	456.88	0.00	1305.56	1305.56	0.00
Election Costs (saving for 2023)	0.00	2,500.00	-	-	3,000.00
Contingency - Repaid 2018 KCC Grant Underspend	129.00	1424.51	54.30	54.30	1792.35
Loan Repayment scheduled	3,397.54	3,398.00	1,698.77	3,397.54	3,397.54
New Play Area	0.00	0.00	0.00	0.00	0.00
Reserves	0.00	27,000.00	-	-	20,000.00
Defibrillator Parts	274.00	300.00	50.00	50.00	300.00
Speed Indicator Device	0.00	150.00	0.00	0.00	150.00
Events	0.00	200.00	0.00	0.00	200.00
Highways Improvement plan	2,800.00	0.00	907.05	907.05	4000.00
Web Site	315.00	350.00	350.00	460.00	500.00
Improving Village Environment	0.00	0.00	70.79	70.79	0.00
Office Equipment	0.00	0.00	0.00	0.00	0.00
Beacon & Jubilee water bottles/Flag Pole	0.00	2,000.00	1,470.00	1,470.00	2,500.00
Total	20,760.93	54,877.51	18,952.86	25,076.08	56,305.89
Bank Reconciliation to 31-12-22					
NW Current Card Account	533.83	Open Bal	29,532.21		
NW Reserve Account 539	8,098.21	Receipts	24,895.93		
Unity Trust Bank	26,733.24	Payments	19,062.86		
	35,365.28		35,365.28		