

**MINUTES OF THE ORDINARY MEETING OF WOODNESBOROUGH PARISH COUNCIL
HELD ON TUESDAY 25th JULY 2023 AT 7.30pm IN THE MILLER ROOM AT
WOODNESBOROUGH VILLAGE HALL**

Present: -Councillors B Baker (Chair) A Boniface C Charter A Hilton M Goodwin A Riley
S Mallett Joanna Jones Clerk to the Parish Council 6 Members of the Public

1. APOLOGIES

No apologies received. The meeting closed at 7.31pm in order that members of the public could speak, the first member of the public expressed concern that more electric scooters were being ridden through the village, the Clerk would report to the Community PC. Another member of the public suggested that the public should speak at the end rather than the beginning of the meeting, it was explained that this was to allow the Parish Councillors to discuss the matters arising in the current meeting but could be looked at. Another member of the public expressed concerns about litter in the highway's verges in areas that the Village Caretaker could not litter pick as there is no pavement or it is outside the 30mph limit, a litter pick was suggested but DDC guidelines do not allow organised litter picks in areas without footpaths or where the speed limit exceeds 30mph, but members of the public could litter pick independently. Clerk would report litter in verges along Beacon Lane and Marshborough Road to KCC Highways. Concerns were also expressed about overgrown hedges and verges, members of the public were urged to report to KCC using the Highway Reporting tool, the Clerk would also report. Further concerns were expressed about speeding through the village, it was explained that there is often a perception of speeding which is not borne out by the data. Interest was expressed in Speedwatch and members of the public were encouraged to form a Speedwatch Group, 3-6 volunteers are required. The meeting re-opened at 7.48pm. **Action Clerk**

2. KALC COMMUNITY AWARDS SCHEME 2023

The Parish Council had nominated Geoff and Trish Ball for the KALC Community Award in recognition of all of their hard work in the Community, particularly at the Village Hall and Churchyard, the Chairman presented them with their award. Clerk to submit a photo to the Village Newsletter. **Action Clerk**

3. PARISH COUNCIL VACANCY - CO-OPTION

To fill the two vacancies on the Parish Council

- a) Applicant interviews - Three applicants had been interviewed, two were selected, RESOLVED to invite Mrs Tracey Hall and Mrs Karen Shubert to become Parish Councillors from September. Clerk to organise paperwork and write to all applicants. **Action Clerk**

4. DECLARATIONS OF INTEREST

Cllr Hilton declared a prejudicial interest in matters related to the Church, Cllr Baker declared a prejudicial interest in matters related to Hollyoaks.

5. MINUTES OF LAST MEETING

RESOLVED the minutes of the Ordinary Meeting of the Parish Council held on 27th June 2023 be duly signed by the Chairman as a true and correct record of the meeting.

6. ACTIONS OF THE LAST MEETING

PARISH COUNCIL VACANCY - CO-OPTION - Interviews held. **Action Discharged**

HIGHWAYS

Email: Elmwood Park diseased tree on bank - Clerk had updated Parishioner. **Action Discharged**

PLANNING

Email: APP/X2220/C/21/3269950 -Land South of Summerfield House –Dist Cllr Friend reported he will be asking why action has not been taken at the next Planning meeting.

Action Dist Cllr Friend On-going

PLANNING

Consultation Documents

Waldon Telecom Ltd – Clerk had responded.

Action Discharged

DDC – Sustainability Appraisal Consultation – Cllr Baker had completed.

Action Discharged

FORTHCOMING EVENTS

Outside Event - Making the Planning System Work for Local Councils Course – booked.

Action Discharged

CORRESPONDENCE**Other Correspondence**

Parishioner Email – Items to Raise – Clerk had updated Parishioner, chasing suppliers for gate quotes and awaiting a response from PROW.

Action Clerk On-going

Parishioner Email – Notice board – Both KCC and Stagecoach had confirmed that they don't own the bench, Clerk chasing DDC for a response.

Action Clerk On-going

HIGHWAYS

KCC – The Wildlife & Countryside Act 1981: Claimed restricted byway from Great Selson Farm to Drainless Road (C415) – Clerk reported no evidence

Action Discharged

VILLAGE HALL

Flag pole – Compensation and collection of the old flag pole had been requested as had a costs review by the installer, Cllr Mallet had sourced a spanner.

Action Discharged

Email queries from Village Hall Committee – Clerk updated the Village Hall Committee, invited VH Manager to next meeting and was chasing quotes for moving the RVP sign and seeking advice on the maintenance of the Beacon.

Action Clerk On-going

Defibrillator – Now registered with the NHS via The Circuit, clerk to order more pads if required.

Action Clerk On-going

FINANCE

Unity Trust Bank Accounts – Update confirmation received.

Action Discharged

Natwest Bank Accounts – Paperwork submitted.

Action Discharged

7. PLANNING**a) Planning Applications**

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

i) DOV/23/00820

Proposal: Reserved matters application (plot 11) pursuant to outline planning permission DOV/16/01026 (residential development) for the approval of appearance, layout and scale.

Location: 4 Elizabeth Drive, Woodnesborough, CT13 0FR

Agreed between meetings, no objections.

ii) DOV/23/00926

Proposal: Height reduction of approximately 6 metres, reduction of the lateral branches by up to 4 metres to balance the crown and crown lift lower pendular lateral branches to a height of 6 metres of one Tulip tree the subject of Tree Preservation Order No 9 of 1983

Location: The Old Vicarage, The Street, Woodnesborough, CT13 0QT

RESOLVED no objections to this application.

b) Planning Decisions

To note planning decisions received from DDC

i)DOV/23/00599 – 2 Church Street, Woodnesborough, CT13 0NW – Erection of two storey side, single storey rear extension, installation of solar panels to rear roof slope (existing extension demolished) – Granted

ii)DOV/23/00742 – Pumping Station, Beacon Lane, Woodnesborough, CT13 0PD – Erection of two car barns - Granted

- iii)DOV/23/00565 – Wood Ash Garage, Hammill Road, Woodnesborough, CT13 0PR –
Extension of a single storey building for storage - Granted

All of the above noted by members.

c) Correspondence

To discuss any correspondence related to planning

None received.

d) Consultation Documents

To discuss any consultation documents

None received.

8. REPORTS

To receive written or verbal reports from:-

- i) **County Councillor** – No report
- ii) **District Councillors** – No report
- iii) **Council members** - No report.
- iv) **PCSO** – No report

9. FORTHCOMING EVENTS

a) Council Event

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

- i) Age Concern Lunches

Discussions were held, Clerk to ask if the discounted lunches could be on a Tuesday.

Action Clerk

Outside Event

To discuss and agree actions relating to outside events

- i)KALC/NALC Training & Courses
- ii)KALC Area Committee Meeting – 26th July 7pm

Noted by members

10. CORRESPONDENCE

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

a) Consultation Documents

- i)Kent Family Hub Services Public Consultation

Cllr Charter agreed to complete.

Action Cllr Charter

b) Newsletters and Circular

- i)KALC & NALC News & Chief Executives Bulletins

Noted by members

c) Other Correspondence

- i)Parishioner Email – Bench by noticeboard

Discussions were held, it was agreed that the Clerk is to thank the Parishioner and accept their offer of tidying up the area around the bench, once ownership was ascertained permission could be sought for treating/painting the bench.

Action Clerk

- ii)Dist Cllr Friend – Richborough Recycling Centre Update

Noted by members.

11. HIGHWAYS

To discuss and agree actions relating to highways issues

- i) Marshborough Rd – Closed 4-8th Sept
- ii)Woodnesborough Road – Closed 11-23 Sept
- iii) Beacon Lane – Closed 11-18 July max.
- iv)Overgrown Footpath – EE220 – Reported to PROW

v) Free All Day Travel in Kent – 1-31 Aug – Older & Disabled Person Bus Pass Holders

All of the above noted by members.

vi) Footpath obstructed by leaning fence near Woodland Way – Clerk to write to resident and report to PROW. **Action Clerk**

12. VILLAGE HALL

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

i) Flag pole – Compensation offer

Discussions were held and it was agreed that the Clerk is to ask for the refund of 20% of the cost to be refunded, £66.79. It was also agreed that the Clerk will keep the spare key for the flagpole.

Action Clerk

ii) Minutes from July Committee Meeting – forwarded

iii) Love Parks Campaign 28 July-6 Aug

iv) One fire on Green, one in Play Area – both reported to Police

All of the above noted by members.

v) Spare land request - dog field

Discussions were held, it was agreed that there is no suitable land for this purpose, Clerk to update requestor. **Action Clerk**

13. COMMUNICATION

To discuss and agree actions relating to communication

Nothing to discuss

14. FINANCE

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

i) AGAR 2022/23 – Receipt acknowledged by Mazars, external auditors

ii) RHI Village Hall submission made

iii) Public Works Loan Board – Loan repayment £1,698.77 due 28/07/2023

All of the above noted by members.

iv) Accounts - Actual v Budget to 30-06-23

RESOLVED to adopt the accounts to 30/06/2023.

15. PAYMENTS

RESOLVED the following payments should be made.

To pay July

a) £14.00	Woodnesborough Village Hall - Hire - 4 th July	BACS
b) £18.00	Woodnesborough Village Hall - Hire - 25 th July	BACS
c) £127.64	Environmental Engineer July	BACS
d) £312.13	Clerk's salary – July	BACS
e) £110.20	HMRC – PAYE July	BACS
f) £123.09	KCC Pension July	BACS
g) £150.00	AJL Garden Services – Village Green cutting	BACS
h) £1,698.77	PWLB – Loan repayment	DD
i) £231.15	Clerk's expenses 1 Jan to 30 June 2023	BACS
j) £11.96	Caroline Pearce – Planting	Chq 300037
k) £510.00	Nick Ovenden Plant Hire – Flag pole installation	BACS

Paid between meetings

a) £39.22	NALC - Planning System Course	Card
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16. DATE OF NEXT MEETING

The next meeting of the Council will be the Ordinary meeting on 26 September 2023 at 7.30pm

Scheduled	24 th October	5 th December	23 rd January 2024
The meeting closed at 8.35pm			

Woodnesborough Parish Council
Budget v Actual to 30-06-23 Budget 2023/24

	Actual to 31-03-2023	2023/24 Budget	Actual to 30-06-23
RECEIPTS			
Carried Forward			
General funds and reserves	29,532.21	29,796.68	29,796.68
Precept	22,887.42	23,364.95	23,364.95
VAT	456.88	843.43	843.43
Interest	35.54	50.00	21.91
Heating system payback	1,481.62	1,500.00	781.91
Other - Donation, Wayleave, Village Hall rent	244.50	0.00	
Grant - DDC & KCC Jubilee Grants	570.00	0.00	
Total	55,208.17	55,555.06	54,808.88
PAYMENTS	Actual to 31-03-2023	2023/24 Budget	Actual to 30-06-23
Salaries			
Clerk	4936.60	5000.00	1338.06
Environment Engineer	1907.40	1920.00	510.32
Employer Pension Contribution	1191.94	1150.00	399.68
	8035.94	8070.00	2248.06
Admin Costs			
General	383.40	520.00	-
Postage, stationery, consumables	253.19	250.00	6.00
Insurance	476.66	520.00	511.35
Bank Charges	72.00	72.00	18.00
Audit Fees	234.47	250.00	34.00
Annual Meeting	37.06	100.00	42.69
Hall Hire	242.00	264.00	88.50
Village Hall - Container & Re-Lining Car Prk/Doors	3,814.00	5,000.00	4,609.74
Village Green Mowing & Grounds Maintenance	1,800.00	2,000.00	300.00
Play Area Safety Inspection/Maintenance	417.35	400.00	239.00
Councillor Expenses	0.00	400.00	-
Training	259.44	200.00	-
Church Yard Grant LGA 1972 Sect 214/215	750.00	750.00	-
Grants & Poppy Wreath	790.00	770.00	-
Section 137	0.00	200.00	-
Equip Handyman	0.00	100.00	-
Flower Beds	39.53	100.00	-
Membership	482.84	500.00	445.03
VAT	843.43	0.00	214.42
Election Costs (saving for 2023)	0.00	3,000.00	-
Contingency - Repaid 2018 KCC Grant Underspend	54.30	1,041.52	-
Loan Repayment scheduled	3,397.54	3,397.54	-
Reserves	0.00	20,000.00	-
Defibrillator Parts	50.00	300.00	-
Speed Indicator Device	70.50	150.00	-
Events	0.00	200.00	-

Highways Improvement plan	907.05	4000.00	-
Web Site	460.00	500.00	-
Improving Village Environment	70.79	0.00	-
Office Equipment	0.00	0.00	-
Beacon & Jubilee water bottles/Flag Pole	1,470.00	2,500.00	353.94
Total	25,411.49	55,555.06	9,110.73
Bank Reconciliation to 30-06-23			
NW Current Card Account	739.77	Op Bal	29,796.68
NW Reserve Account 539	8,138.29	Receipts	25,012.20
Unity Trust Bank	36,820.09	Payments	9,110.73
	45,698.15		45,698.15