

**MINUTES OF THE ORDINARY MEETING OF WOODNESBOROUGH PARISH COUNCIL  
HELD ON TUESDAY 27<sup>th</sup> JUNE 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  
Joanna Jones Clerk to the Parish Council Cty Cllr Sue Chandler Dist Cllr D Friend  
5 Members of the Public

**1. APOLOGIES**

Apologies were received from Cllrs Charter & Riley. None of the members of the public wished to speak, so the meeting closed and re-opened at 7.32pm.

**2. PARISH COUNCIL VACANCY - CO-OPTION**

- a) There are four applications for the two vacancies, interviews to be held on 4<sup>th</sup> July from 7pm,  
Clerk to organise and confirm to all. **Action Clerk**

**3. 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.

**4. MINUTES OF LAST MEETING**

RESOLVED the minutes of the Annual Meeting of the Parish Council held on 16<sup>th</sup> May 2023 be duly signed by the Chairman as a true and correct record of the meeting.

**5. ACTIONS OF THE LAST MEETING**

**PARISH COUNCIL VACANCY - CO-OPTION**

Applicants contacted Clerk, four applications received.

**Action Discharged**

**VILLAGE HALL**

Flagpole – installation – Flagpole ordered and installed.

**Action Discharged**

**HIGHWAYS**

Email: Each End Footpath still not re-instated – Cty Cllr Chandler had contacted PROW who will contact the Landowner.

**Action Discharged**

Email: Elmwood Park diseased tree on bank - Cty Cllr Chandler had contacted KCC Highways, the tree is not on their land so it must belong to Elmwood Park, KCC do not believe the tree to be dangerous at this time. Clerk to update Parishioner.

**Action Clerk On-going**

**PLANNING**

**Correspondence** - Emails - Hollyoaks –Dist Cllr Friend reported that DDC Planning Enforcement had added this to the case file.

**Action Discharged**

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**

**CORRESPONDENCE**

DDC Solar Together Kent – Scheme already closed, details logged for next time. **Action Discharged**

**NOMINATION OF ROLES**

Village Hall reps – Copy of the Village Hall lease sent to Cllrs Charter & Mallett. **Action Discharged**

**PLANNING**

Correspondence – Email: APP/X2220/C/21/3269950 -Land South of Summerfield House – Breach reported to DDC Planning Enforcement.

**Action Discharged**

**FORTHCOMING EVENTS**

**Outside Event** - KALC Area Committee Meeting – Apologies sent & venue suggestion made.

**Action Discharged**

**VILLAGE HALL**

Miller Room – Booked for future Ordinary Meetings.

**Action Discharged**

**FINANCE**

Fixed Asset Register 2023 - Village Hall valuation increased to £800,000. Village Hall Committee insurance rebuild valuation stated as £1,160,394 and contents figure £17,769.

**Action Discharged**

**PAYMENTS**

Bank payment authorisations - Clerk checked who is currently authorised to make bank payments and organised the paperwork to remove ex-Parish Councillors.

**Action Discharged**

**6. PLANNING****a) Planning Applications**

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

i) DOV/23/00742

**Proposal:** Erection of 2 car barns

**Location:** Pumping Station, Beacon Lane, Woodnesborough, CT13 0PD

RESOLVED no objections to this application.

**b) Planning Decisions**

To note planning decisions received from DDC

None received.

**c) Correspondence**

To discuss any correspondence related to planning

i) DDC Email: ENF/19/00252 -Land South of Summerfield House – DDC are considering next steps

ii) NALC – Planning call for evidence email

iii) Hollyoaks – Progress query to DDC

All of the above noted by members.

**d) Consultation Documents**

To discuss any consultation documents

i)Waldon Telecom Ltd – Proposed Base Station Upgrade at CTIL\_112151\_25, A.L. Digital Communications, Ash Radar Station, Marshborough Road, Sandwich, Kent, CT13 0PL (NGR:629880,157642)

RESOLVED no objections to this consultation, Clerk to respond.

**Action Clerk**

ii)DDC – Sustainability Appraisal Consultation – deadline 6<sup>th</sup> July

Cllr Baker will complete.

**Action Cllr Baker**

**7. REPORTS**

To receive written or verbal reports from:-

- i) **County Councillor** – Cty Cllr Chandler gave a report on; upgrades to the footpath on the White Cliffs of Dover, a letter from KCC to central government concerned about changes to CIL/Section 106 funding and an update on the Household Waste Recycling Centre at Richborough, parishioners are urged to respond to the Consultation.
- ii) **District Councillors** – Dist Cllr Friend gave a report about the campaign to support keeping Richborough Recycling Centre open.
- iii) **Council members** - No report.
- iv) **PCSO** – New PC Matt Hawkes introduction forwarded.

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

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

- i) Nothing to discuss.

**Outside Event**

To discuss and agree actions relating to outside events

- i)KALC/NALC Training & Courses – Making the Planning System Work for Local Councils  
Clerk to forward details to Cllr Baker and book a place if suitable. **Action Clerk**

- ii)KALC Area Committee Meeting – 7<sup>th</sup> June – Minutes forwarded

iii)Public Meeting – Save Richborough Household Waste Recycling Centre – 21<sup>st</sup> June 6.30pm  
Both of the above noted by members.

**9. CORRESPONDENCE**

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

**a) Consultation Documents**

- i)DDC – Draft Air Quality Action Plan – deadline 27<sup>th</sup> July

Noted by members.

**b) Newsletters and Circular**

- i)KALC & NALC News & Chief Executives Bulletins & Star Council Awards  
ii)KCC Police – Rural Policing Update  
iii)D-Day 80 Celebrations – 6<sup>th</sup> June 2024

All of the above noted by members.

**c)Other Correspondence**

- i)Parishioner Email – Woodnesborough Parish Council – Items to Raise

Discussions were held regarding; the reasons for siting the flagpole at the Village Hall, the Parish Council's satisfaction with the Litter Picker, the need for the Village Hall committee to put a larger CCTV sign up, the number of bins at the Green and the new signage when the PSPO regarding dogs becomes legal; the plan to fill in gaps in the hedge and to investigate the installation of a gate at the far end of the Green and the need to consult PROW on improving the safety of the exit from footpath EE219 onto The Street. Clerk to update Parishioner, get gate quotes and contact PROW. **Action Clerk**

- ii)Parishioner Email – Notice board

Discussions were held, it was agreed that the Clerk will try and ascertain who actually owns the bench. **Action Clerk**

- iii)Dist Cllr Friend – Richborough Recycling Centre Update

Noted by members.

**10. HIGHWAYS**

To discuss and agree actions relating to highways issues

- i) Fleming Rd, Woodnesborough – Closed 29<sup>th</sup> June  
ii)Drainless Road – Closed 24<sup>th</sup> July-27<sup>th</sup> Aug  
iii) Free Bus Weekend – 24<sup>th</sup> & 25<sup>th</sup> June  
iv)Footpath EE195A not reinstated – still awaiting allocation

All of the above noted by members.

- v)KCC – The Wildlife & Countryside Act 1981: Claimed restricted byway from Great Selson Farm to Drainless Road (C415) – Evidence request

Discussions were held, agreed that the Clerk is to report there is no evidence.

**Action Clerk**

- vi)Overgrown Footpath – EE219 – Reported to PROW

- vii)Ringlemere Lane closed – 26<sup>th</sup> June

viii) Big Green Bus Email – Clerk responded  
All of the above noted by members.

## 11. VILLAGE HALL

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

### i) Flag pole

Discussions were held it was agreed to put the less damaged flag pole up, request compensation from the Hampshire Flag Company and organise the more damaged flag pole to be collected, thank Nick Ovenden for all of his hard work and ask him to review his costs in light of the extra work. Cllr Simon Mallet will purchase a 30mm spanner. **Action Clerk & Cllr Mallet**

### ii) Dog fouling sign – DDC have installed at the Play area

### iii) DDC PSPO - Dog Control Order

Proposed to exclude dogs from enclosed children's play, this is going through the legal process.

### iv) New contractor - Grass cutting at Village Hall

The new contractor has now started and said that it will take a couple of cuts to get back on top of the growth due to the break with no contractor.

### v) Email queries from Village Hall Committee

Discussions were held regarding; the new grass cutter, the plan to fill in holes in the hedge and to look into a gate at the end of the bund, the suggestion of soil going into the raised beds, flag storage and insurance will be Parish Council's responsibility, moving the Rendezvous sign to a higher point will be investigated as will maintenance of the Beacon. The Parish Council agreed that the Village Hall Committee may install larger CCTV signs. Clerk to feedback to Village Hall Committee and to invite the Village Hall Manager to the next Parish Council meeting. **Action Clerk**

### vi) Defibrillator

It was agreed to register the defibrillator with the NHS via The Circuit. **Action Clerk**

## 12. COMMUNICATION

To discuss and agree actions relating to communication  
Nothing to discuss

## 13. FINANCE

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

### i) Unity Trust Bank Accounts – To remove ex-Cllr Douglas Smith from the Unity Trust Bank Accounts

RESOLVED to sign the paperwork to remove ex-Councillor Douglas Smith from the Unity Trust Bank Accounts, Cllrs Baker & Hilton signed the form, Clerk to submit to Unity Trust. **Action Clerk**

### ii) Natwest Bank Accounts – To update Parish Council Signatories

RESOLVED to remove Ex-Cllr Douglas Smith from the Natwest Bank Accounts and to add Cllr Boniface, Clerk to organise paperwork. **Action Clerk & Cllr Baker**

## 14. PAYMENTS

RESOLVED the following payments should be made.

### To pay June

a) £44.00	Woodnesborough Village Hall - Hire - May Meetings	BACS
b) £127.84	Environmental Engineer June	BACS
c) £312.33	Clerk's salary – June	BACS
d) £109.80	HMRC – PAYE June	BACS
e) £123.09	KCC Pension June	BACS
f) £150.00	Trevor Oku – Village Green cutting	BACS

### Paid between meetings

g) £4,609.74	iGaze Aluminium – Village Hall replacement set of doors	BACS
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h) £424.73

Hampshire Flag Company – Flag Pole

BACS

**15. DATE OF NEXT MEETING**

The next meeting of the Council will be the Ordinary meeting on 25<sup>th</sup> July 2023 at 7.30pm

**Scheduled**

26<sup>th</sup> September

24<sup>th</sup> October

5<sup>th</sup> December

The meeting closed at 8.59pm