

**MINUTES OF THE ORDINARY MEETING OF WOODNESBOROUGH PARISH COUNCIL  
HELD ON TUESDAY 28<sup>th</sup> MARCH 2023 AT 7.30pm IN THE ATRIUM AT WOODNESBOROUGH  
VILLAGE HALL**

**Present:** -Councillors B Baker (Chair) A Boniface Anthony Hilton M Goodwin A Riley S Mallett  
Joanna Jones Clerk to the Parish Council Cty Cllr S Chandler Dist Cllr D Friend

**1. APOLOGIES**

Cllrs D Smith, C Charter & Alison Hilton.

**2. DECLARATION OF INTERESTS.**

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

**3. MINUTES OF LAST MEETING**

RESOLVED the minutes of the Ordinary Meeting of the Parish Council held on 28<sup>th</sup> February 2023 be duly signed by the Chairman as a true and correct record of the meeting.

**4. ACTIONS OF THE LAST MEETING**

**FINANCE**

OFGEM RHI payment received £29.68 – Cllr Mallett will ask the Village Hall Committee about the reduction in RHI payments, Clerk to email reminder to Cllr Mallett.

**Action Cllr Mallett & Clerk On-going**

**HIGHWAYS**

New HIP – 30mph tool kit – some stickers and posters have been distributed it was agreed the remainder will be distributed at the Annual Parish Meeting

**Action Clerk**

Marshborough Road – first bend – road is very eroded – Clerk re-reported to KCC Highways, listed as ‘Enquiry under investigation’.

**Action Discharged**

**FORTHCOMING EVENTS**

**Council Event** - Age Concern Heat & Eat Lunch – Posters and leaflets distributed. **Action Discharged**

**Outside Event** - Election candidate training event DDC & Update – Clerk confirmed dates and delivered packs.

**Action Discharged**

KALC Online Climate Conference – booked for Cllr Mallett

**Action Discharged**

**CORRESPONDENCE**

**Other Correspondence** - Great British Spring Clean – DDC Information forwarded.

**Action Discharged**

**HIGHWAYS**

Beacon Lane – Road closure for road markings, completion of HIP works dependent on weather.

**Action Discharged**

New SID battery – ordered and delivered.

**Action Discharged**

Extra Litterbin - Clerk has asked DDC if a bin could be installed on Sandwich Road, no response so far, Clerk to chase.

**Action Clerk On-going**

**VILLAGE HALL**

Flag pole – installation - Cllrs Tony Hilton & Smith are looking into suitable locations between the beacon and the play area with Nick Ovenden over the next week or so.

**Action Cllrs Tony Hilton & Smith On-going**

Village Hall Fire Doors – revised price £4,609.73 – Acceptance of quote confirmed with Glaze.

**Action Discharged**

HMRC advice - the storage container has been recorded as gross in the accounts, so VAT will not be claimed. **Action Discharged**

EV Charging points – Clerk has arranged an on-line meeting to find out more. **Action Discharged**

Play area inspection contract – renewed. **Action Discharged**

Village Hall email re: grass cutting – Clerk responded as instructed. **Action Discharged**

## FINANCE

Pensions Regulator – Re-enrolment & re-declaration – completed. **Action Discharged**

Cost of living crisis - donation phone call – email response sent. **Action Discharged**

## 5. PLANNING

### a) Planning Applications

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

None to consider

### b) Planning Decisions

To note planning decisions received from DDC

- i) DOV/23/00011 - Birnam, Hammill Road, Woodnesborough, CT13 0PR - Variation of Condition 2 (approved plans) to allow amendments of planning permission 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) – Granted

Noted by members.

### c) Correspondence

To discuss any correspondence related to planning

None received

### a) Consultation Documents

None received.

## 6. REPORTS

To receive written or verbal reports from:-

- a) **County Councillor** – Cty Cllr Chandler's report had been emailed, she also reported on the KCC budget, the Community Services Consultation and energy vouchers.

b) **District Councillors** – Dist Cllr Friend gave an update on policing in the district.

c) **Council members** – Cllr Mallett gave a report on the Climate Change meeting that he had attended.

d) **PCSO** – Newsletter sent

## 7. FORTHCOMING EVENTS

### a) Council Event

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

- i) Age Concern Heat & Eat Lunch – 21<sup>st</sup> March – last subsidised lunch

A successful event was held.

- ii) Annual Parish Meeting – 25<sup>th</sup> April – Agenda

Discussions were held, it was agreed to ask the Village Hall Committee to speak about their activities, the Clerk is to purchase the same refreshments as last and produce and deliver the flyers to the Parish Councillors who will deliver them. Circulation list to be forwarded for members to sign up to.

**Action Clerk**

**b) Outside Event**

To discuss and agree actions relating to outside events

- i) KALC local area meeting – 1/3/23 – Minutes emailed

Noted by members.

**8. CORRESPONDENCE**

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

**b) Consultation Documents**

None received.

**a) Newsletters and Circular**

- i) KALC & NALC News & Chief Executives Bulletins

ii) Everyday Active Small Grant Scheme poster – on noticeboard & website

- iii) KALC – Coronation information email

All of the above noted by members.

**a) Other Correspondence**

- i) Zurich Insurance – Coronation Community Event Advice

Noted by members

- ii) KALC Community Award Scheme – Success

It was agreed that the award will be presented at the Annual Parish Meeting, Clerk to source a mount and frame. **Action Clerk**

**9. HIGHWAYS**

To discuss and agree actions relating to highways issues

- i) Email: Each End Footpath still not re-instated – Awaiting allocation

Discussions were held, Cty Cllr Chandler suggested the email was forwarded to her and she would chase, Clerk to inform parishioner. **Action Clerk & Cty Cllr Chandler**

- ii) Email: Elmwood Park diseased tree on bank

Discussions were held, Cty Cllr Chandler suggested the email was forwarded to her and she would follow up with KCC Highways, Clerk to inform parishioner. **Action Clerk & Cty Cllr Chandler**

- iii) Email: Food waste dumping – Field adjacent to Church Street Footpath

Discussions were held, it was agreed that the Clerk would follow-up with the Dog Warden who is part of the Environmental team, Clerk to inform parishioner. **Action Clerk**

**10. VILLAGE HALL**

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

- i) Flag pole – Nothing more to discuss

- ii) EV Charging points – on-line meeting 30<sup>th</sup> March 2pm

Discussions were held, Cllr Simon Mallet agreed to attend the meeting with the Clerk

**Action Clerk & Cllr Mallett**

- iii) Solar farm

Discussions were held, it was agreed that the Clerk is to write to Statkraft to request solar panels for the Village Hall. **Action Clerk**

- iv) Dog fouling

Discussions were held, the Clerk and DDC Dog Warden have started doing patrols, an article has been placed in the Village magazine. The Clerk is to check with DDC if the play area is covered by a PSPO to prohibit dogs, to get quotes for clean up after your dog signage and to report back to the Village Hall Committee. **Action Clerk**

- v) Grass Cutting

RESOLVED AJL Landscapes will mow the Green for the current fee paid, until the existing

contractor's mower is repaired.

vi) Play area swing seat

The swing seat is damaged, Clerk to sort out with the play area inspection company.

**Action Clerk**

## 11. COMMUNICATION

To discuss and agree actions relating to communication

i) Netwise Server Maintenance – 30<sup>th</sup> March 8-9.30am approx.

Noted by members.

## 12. FINANCE

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

i) Churchyard Support Grant request

RESOLVED to pay a £750 grant to the PCC for Churchyard maintenance.

**Action Clerk**

Discussions were held on the £750 grant remaining in the 2022/23 budget for the Village Magazine, it was RESOLVED that if the grant was requested it would be paid.

**Action Clerk**

ii) Staff Salary increases as of 1<sup>st</sup> April 2023

The Clerk is currently paid at SCP20 with an annual increment due in April 2023 making it SCP21 with future increments due in April each year to a maximum of SCP23, subject to satisfactory performance.

The Environmental Engineer is currently paid at SCP9 with an annual increment due in April 2023 making it SCP10 with future increments due in April each year to a maximum of SCP15, subject to satisfactory performance.

RESOLVED both the Clerk and the Environmental Engineer to go up to the next increment from 1<sup>st</sup> April 2023.

**Action Clerk**

iii) AGAR – Mazars new external auditors – deadline 30<sup>th</sup> June 2023

It was agreed that Cllr Riley will perform the financial check on the accounts, Clerk to arrange date and to book the internal auditor.

**Action Clerk & Cllr Riley**

## 12. PAYMENTS

RESOLVED the following payments should be made.

### To pay March

a) £22.00	Woodnesborough Village Hall - Hire - March	BP
b) £84.60	Westcotec – SID battery	BP
c) £85.68	Safeplay – February Play Inspection	BP
d) £125.38	Environmental Engineer March	BP
e) £306.72	Clerk's salary – March	BP
f) £108.00	HMRC – PAYE March	BP
g) £120.88	KCC Pension March	BP
h) £75.00	AJL Garden Services – Mowing of Green	BP
i) £18.00	Unity Trust – 1/4ly charge	BP
j) £750.00	PCC - Churchyard Grant	

### Paid between meetings

k) £97.90	Cartridge People – Toner cartridge	CARD
l) £48.00	Eventbrite – Climate Change Conference	CARD
m) £14.25	Tesco – paper	CARD

Discussions were held and it was agreed that meetings would remain in the Atrium.

**13. DATE OF NEXT MEETING**

The next meeting of the Council will be the Ordinary Meeting on 25<sup>th</sup> April 2023 at 6pm, followed by the Annual Parish Meeting at 7.30pm.

**Scheduled** 16th May - Annual Parish Council Meeting      27<sup>th</sup> June      25<sup>th</sup> July

The meeting closed at 8.54pm