

**MINUTES OF THE ANNUAL MEETING OF WOODNESBOROUGH PARISH COUNCIL HELD
ON TUESDAY 16th MAY 2023 AT 7.30pm IN THE ATRIUM 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 1 Member of the Public

1. ELECTION OF CHAIRMAN

RESOLVED that Councillor Baker continue in the role of Chairman. Proposed by Cllr Charter and seconded by Cllr Goodwin. The Chairman signed the acceptance of office.

2. ELECTION OF VICE CHAIRMAN

RESOLVED that Councillor Boniface continue in the role of Vice Chairman. Proposed by Cllr Baker and seconded by Cllr Charter.

3. APOLOGIES

Dist Cllr D Friend.

There was one member of the public in attendance who did not wish to speak.

4. PARISH COUNCIL VACANCY - CO-OPTION

There are two vacancies on the Parish Council, it was reported that there was one possible candidate, they are advised to contact the Clerk. **Action Cllr Boniface**

5. 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.

6. MINUTES OF LAST MEETING

RESOLVED the minutes of the Ordinary Meeting of the Parish Council held on 25th April 2023 be duly signed by the Chairman as a true and correct record of the meeting.

RESOLVED the minutes of the Annual Parish Meeting of the Parish Council held on 25th April 2023 be duly signed by the Chairman as a true and correct record of the meeting.

7. ACTIONS OF THE LAST MEETING

FINANCE

OFGEM RHI payment reduction - these should be consistent from now on as meter readings are now being reported regularly. **Action Discharged**

Extra Litterbin – On Sandwich Road – site visit has taken place, Veolia and DDC felt there was no need for a litterbin in this location due to the proximity of the Sandwich boundary and the litterbin at the bus stop. **Action Discharged**

VILLAGE HALL

Flag pole – installation - Cllrs Tony Hilton & Nick Ovenden due to meet to agree exact location, delivery lead time up to five days but secure location needed to store the flag pole. Concern was expressed about comments on social media, it was explained that the balustrade on the Church is dangerous and the flag-pole mechanism is broken and cannot be repaired. It was felt that the Green was the safest place for people to gather around the flagpole. RESOLVED to order the flagpole once the delivery address has been decided. **Action Cllr Tony Hilton & Clerk On-going**

HIGHWAYS

Email: Each End Footpath still not re-instated – Clerk forwarded to Cty Cllr Chandler & updated emailer. **Action Cty Cllr Chandler On-going**

Email: Elmwood Park diseased tree on bank - Clerk forwarded to Cty Cllr Chandler & updated emailer. **Action Cty Cllr Chandler On-going**

VILLAGE HALL

Dog fouling – DDC dog warden will put a DDC dog fouling sign up by the end of the week.

Action Discharged

Play area swing seat – new seat installed.

Action Discharged

PLANNING

Correspondence - Emails - Hollyoaks – Unsocial activities & additional buildings, concern was expressed by the members, Dist Cllr Friend will follow up with Dist Cllr Trevor Bartlett.

Action Dist Cllr Friend On-going

.Email: APP/X2220/C/21/3269950 -Land South of Summerfield House – Caravans still in situ & natural environment not restored - Concern was expressed about the continued breach of planning, Dist Cllr Friend will follow up with Dist Cllr Trevor Bartlett.

Action Dist Cllr Friend On-going

CORRESPONDENCE

Consultation Documents - KALC Membership Survey – Clerk completed

Action Discharged

DDC – Solar Together Kent – Technical details now supplied so Clerk can apply.

Action Clerk On-going

VILLAGE HALL

Phoncall re: Antisocial driving at night in car park – Clerk wrote to the Village Hall Committee.

Action Discharged

8. COMMITTEE SELECTION

To select membership of the following committees

- a. Risk Assessment working Group
 - i) Risk assessment for 2023-24

It was agreed that Cllr Charter and Goodwin would form the group, **RESOLVED** to adopt the Risk assessment for 2023-24.

9. NOMINATION OF ROLES

To nominate Councillors to undertake the following roles

- a) Footpaths Officer – Cllr Goodwin
- b) Councillor Responsible for Finance – Cllr Riley
- c) Press Officer – Cllr Baker
- d) Village Hall reps – Cllr Charter & Cllr Mallett

Clerk to email a copy of the Village Hall lease to Cllrs Charter & Mallett.

Action Clerk

- e) KALC Area Committee Reps – Whichever Cllr is available

10. REVIEW OF COUNCIL PROCEDURES

To review and adopt appropriate procedures – All the below can be found on the PC Web Site

- a) Standing orders – New model published April 2018
- b) Financial regulations – Last full review March 2016
- c) Complaints procedure
- d) Freedom of Information 2000 request handling
- e) GDPR 25th May 2018
- f) Press and Media request handing

RESOLVED the above should be adopted without change.

11. PLANNING**a) Planning Applications**

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

- i) DOV/23/00565

Proposal: Extension of a single storey building for storage

Location: Wood Ash Garage, Hammill Road, Woodnesborough, CT13 0PR

RESOLVED to positively support this application.

ii) DOV/23/00227

Proposal: Change of use of land for open timber storage, erection of 2 storage containers, 1 office container, 1 portacabin, hardstanding, erection of stock fencing and new vehicular access and parking

Location: Land West of Kestrels Fen and South of Ash Bypass, Ash, CT3 2EQ

RESOLVED to object to this application as it will be an eyesore that will be visible from a long way away, sited in a leisure area rather than a commercial area. The Parish Councillors are also concerned about road safety as huge lorries will be accessing this site from/onto a 60mph limit road and that many trees would need to be removed to improve the sight lines.

iii) DOV/23/00521

Proposal: Erection of 8 dwellings associated landscaping and parking (existing buildings to be demolished)

Location: The Larch, Nursery, Beacon Lane, Woodnesborough, CT13 0PB

RESOLVED to not object to a development here in principle, but to object to the style of this development, all of the houses are too large and not suitable for this setting. Smaller, more affordable houses are required that fit in with the village and its residents, also there is no mention of solar panels or sustainability of the houses. If this development does go ahead, the speed limit should be reduced to 30mph.

iv) DOV/23/00599

Proposal: Erection of 2 storey side, single storey rear extension, installation of solar panels to rear roof slope (existing extension demolished)

Location: 2 Church Street, Woodnesborough, CT13 0NW

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) Email: APP/X2220/C/21/3269950 -Land South of Summerfield House – Caravans still in situ & natural environment not restored – no change.

Discussions were held, it was agreed that the Clerk is to report the breach to DDC Planning Enforcement & inform Dist Cllr Friend.

Action Clerk

d) Consultation Documents

To discuss any consultation documents

None received

12.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.

13. 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 & Kingsnorth Playground Inspection Course
- ii) KALC Area Committee Meeting – 7th June - Guston Village Hall

It was agreed that the Clerk is to suggest to KALC that different venues are used for the meetings, apologies to be sent for this one.

Action Clerk

14. CORRESPONDENCE

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

a) Consultation Documents

None received

b) Newsletters and Circular

- i) KALC & NALC News & Chief Executives Bulletins & Star Council Awards

Noted by members.

b) Other Correspondence

None received.

15. HIGHWAYS

To discuss and agree actions relating to highways issues

i) Woodnesborough Rd, Sandwich – Road closed from 155 Woodnesborough Rd to 3 Poulders Gardens – 15-26th Aug & 22-23th Oct

- ii) KCC Highways – Soft Landscaping Works Programme 2023/24

Noted by members.

16. VILLAGE HALL

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

- i) Flag pole – nothing more to discuss
- ii) Dog fouling signs – review once DDC sign up
- iii) Antisocial driving at night in car park – reported to Police – gate now being locked.
- iv) Village Hall Committee – AGM Minutes emailed
- v) Heat pump readings submitted to RHI Data Team

All of the above noted by members

- vi) Miller Room – Clerk to book for Ordinary Meetings moving forward.

Action Clerk

17. COMMUNICATION

To discuss and agree actions relating to communication

- i) Clerk on holiday 7th July

Noted by members.

18. FINANCE

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

- i) RHI periodic payment received - £781.91
- ii) HMRC VAT refund received £843.43

Noted by members.

- iii) Fixed Asset Register 2023

The Fixed Asset Register was reviewed and it was agreed that the Clerk is to increase the Village Hall valuation to £800,000. Clerk to request the current insurance rebuild valuation and contents figure from the Village Hall Committee.

Action Clerk

iv) 2022/23 Accounts – Complete & signed off by Internal Auditor with no actions
RESOLVED the accounts for 2022/23 should be adopted by the Council.

v) Audit Form Section 1

i) Consider the findings of the review by the members meeting as a whole

ii) Approve the Annual Governance Statement by resolution in advance of approving the accounting statements.

RESOLVED the Annual Governance Statement was approved by the members.

vi) Audit Form Section 2

i) Consider the Accounting Statements by the members meeting as a whole;

ii) Approve the Accounting Statements by resolution; and

RESOLVED the Accounting Statements were approved by the Council.

iii) Ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which that approval is given.

The Chairman signed and dated the form.

vii) 2023/24 Budget

RESOLVED to adopt the 2023/24 budget.

19. PAYMENTS

RESOLVED the following payments should be made.

To pay May

| | | |
|------------|---|------|
| a) £9.00 | Woodnesborough Village Hall - Hire - May | BACS |
| b) £127.64 | Environmental Engineer May | BACS |
| c) £312.33 | Clerk's salary – May | BACS |
| d) £110.00 | HMRC – PAYE May | BACS |
| e) £123.09 | KCC Pension May | BACS |
| f) £500.00 | Transfer from Unity Trust to Natwest card account | Trf |
| g) £150.00 | AJL Garden Services – 2 mows of The Green | BACS |
| h) £286.80 | Safeplay – replacement cradle swing seat | BACS |

Paid between meetings

| | | |
|-----------|------------------------|------|
| i) £34.00 | Waitrose – Auditor Fee | CARD |
|-----------|------------------------|------|

It was agreed that the Clerk is to check who is currently authorised to make bank payments and organise the paperwork to remove ex-Parish Councillors.

Action Clerk**20. DATE OF NEXT MEETING**The next meeting of the Council will be the Ordinary meeting on 27th June 2023 at 7.30pm

| | | |
|------------------|-----------------------|----------------------------|
| Scheduled | 25 th July | 26 th September |
|------------------|-----------------------|----------------------------|

The meeting closed at 9.20pm

Woodnesborough Parish Council - Budget v Actual to 31-03-23 Budget 2023/24

| RECEIPTS | Actual to 31-03-22 | 2022/23 Budget | Actual to 31-03-2023 | 2023/24 Budget |
|---|-------------------------------|---------------------------|---------------------------------|---------------------------|
| Carried Forward | | | | |
| General funds and reserves | 25,005.31 | 29,532.21 | 29,532.21 | 29,796.68 |
| Precept | 21,736.56 | 22,887.42 | 22,887.42 | 23,364.95 |
| VAT | 292.72 | 456.88 | 456.88 | 843.43 |
| Interest | 0.81 | 1.00 | 35.54 | 50.00 |
| Heating system payback | 3,257.74 | 2,000.00 | 1,481.62 | 1,500.00 |
| Other - Donation, Wayleave, Village Hall rent | 0.00 | 0.00 | 244.50 | 0.00 |
| Grant - DDC & KCC Jubilee Grants | 0.00 | 0.00 | 570.00 | 0.00 |
| Total | 50,293.14 | 54,877.51 | 55,208.17 | 55,555.06 |
| | | | | |
| PAYMENTS | Actual to 31-03-22 | 2022/23 Budget | Actual to 31-03-2023 | 2023/24 Budget |
| Salaries Clerk | 4354.00 | 4617.00 | 4936.60 | 5000.00 |
| Environment Engineer | 1660.80 | 1754.00 | 1907.40 | 1920.00 |
| Employer Pension Contribution | 1060.01 | 1122.00 | 1191.94 | 1150.00 |
| | 7,074.81 | 7493.00 | 8035.94 | 8070.00 |
| Admin Costs General | 369.45 | 500.00 | 383.40 | 520.00 |
| Postage, stationery, consumables | 77.29 | 200.00 | 253.19 | 250.00 |
| Insurance | 493.46 | 520.00 | 476.66 | 520.00 |
| Bank Charges | 72.00 | 72.00 | 72.00 | 72.00 |
| Audit Fees | 232.00 | 250.00 | 234.47 | 250.00 |
| Annual Meeting | 0.00 | 100.00 | 37.06 | 100.00 |
| Hall Hire | 147.00 | 200.00 | 242.00 | 264.00 |
| Village Hall - Container & Re-Lining Car Prk/Doors | 140.33 | 2,700.00 | 3,814.00 | 5,000.00 |
| Village Green Mowing & Grounds Maintenance | 1,665.78 | 2,000.00 | 1,800.00 | 2,000.00 |
| Play Area Safety Inspection/Maintenance | 388.55 | 400.00 | 417.35 | 400.00 |
| Councillor Expenses | 10.26 | 400.00 | 0.00 | 400.00 |
| Training | 150.00 | 300.00 | 259.44 | 200.00 |
| Church Yard Grant LGA 1972 Sect 214/215 | 750.00 | 750.00 | 750.00 | 750.00 |
| Grants & Poppy Wreath | 750.00 | 750.00 | 790.00 | 770.00 |
| Section 137 | 0.00 | 200.00 | 0.00 | 200.00 |
| Equip Handyman | 523.50 | 100.00 | 0.00 | 100.00 |
| Flower Beds | 75.12 | 120.00 | 39.53 | 100.00 |
| Membership | 468.96 | 500.00 | 482.84 | 500.00 |
| VAT | 456.88 | 0.00 | 843.43 | 0.00 |
| Election Costs (saving for 2023) | 0.00 | 2,500.00 | 0.00 | 3,000.00 |
| Contingency - Repaid 2018 KCC Grant Underspend | 129.00 | 1424.51 | 54.30 | 1,041.52 |
| Loan Repayment scheduled | 3,397.54 | 3,398.00 | 3,397.54 | 3,397.54 |
| Reserves | 0.00 | 27,000.00 | 0.00 | 20,000.00 |

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| Defibrillator Parts | 274.00 | 300.00 | 50.00 | 300.00 |
| Speed Indicator Device | 0.00 | 150.00 | 70.50 | 150.00 |
| Events | 0.00 | 200.00 | 0.00 | 200.00 |
| Highways Improvement plan | 2,800.00 | 0.00 | 907.05 | 4000.00 |
| Web Site | 315.00 | 350.00 | 460.00 | 500.00 |
| Improving Village Environment | 0.00 | 0.00 | 70.79 | 0.00 |
| Office Equipment | 0.00 | 0.00 | 0.00 | 0.00 |
| Beacon & Jubilee water bottles/Flag Pole | 0.00 | 2,000.00 | 1,470.00 | 2,500.00 |
| Total | 20,760.93 | 54,877.51 | 25,411.49 | 55,555.06 |
| Bank Reconciliation to 31-03-23 | | | | |
| NW Current Card Account | 329.28 | Open Bal | 29,532.21 | |
| NW Reserve Account 539 | 8,116.38 | Receipts | 25,675.96 | |
| Unity Trust Bank | 21,351.02 | Payments | 25,411.49 | |
| | 29,796.68 | | 29,796.68 | |