

**MINUTES OF THE ORDINARY MEETING OF WOODNESBOROUGH PARISH COUNCIL  
HELD ON TUESDAY 24<sup>th</sup> OCTOBER 2023 AT 7.30pm IN THE MILLER ROOM AT  
WOODNESBOROUGH VILLAGE HALL**

**Present:** -Councillors B Baker (Chair) C Charter A Hilton M Goodwin A Riley  
S Mallett T Hall K Shubert Joanna Jones Clerk to the Parish Council  
5 Members of the Public Cty Cllr Chandler Dist Cllr Dan Friend

**1. APOLOGIES**

Apologies received from Cllr Boniface, the Chair welcomed Cllrs Hall and Shubert to the Parish Council. The meeting closed in order that members of the public could speak, an enquiry was made as to whether a response had been received to the overgrown hedge letter, no response had been received. The meeting re-opened at 7.37pm.

**2. DECLARATIONS OF INTEREST**

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

**3. MINUTES OF LAST MEETING**

RESOLVED the minutes of the Ordinary Meeting of the Parish Council held on 26<sup>th</sup> September 2023 be duly signed by the Chairman as a true and correct record of the meeting.

**4. ACTIONS OF THE LAST MEETING**

**Members of the Public** - Blocked drains on the Ash Bypass at Each End -Clerk had forwarded the emails to Dist. Cllr Friend who had followed up with KCC Highways. BT cables growing into Holm Oak tree at Clearbrook House - followed up with BT representative and Parishioner updated.

**Action Discharged**

**PARISH COUNCIL VACANCY - CO-OPTION**

Clerk informed DDC of the new appointments, submitted the appropriate paperwork and set up email accounts.

**Action Discharged**

**FORTHCOMING EVENTS**

**Council Event** - Age Concern Lunches - moved to the next agenda.

**Action Discharged**

D-Day 80th Anniversary – 6<sup>th</sup> June 2024 – moved to the next agenda.

**Action Discharged**

**Outside Event** - VAT Clerk's Course – Attended, useful course.

**Action Discharged**

**HIGHWAYS**

PROW email – Improving exit safety from EE219 – Email forwarded to Cty Cllr Sue Chandler & Dist Cllr Dan Friend and letter sent to occupiers of Jasmine Cottage regarding overgrown hedge.

**Action Discharged**

Bench under noticeboard - DDC had contacted the Clerk to say that they would refurbish the bench and they also did the noticeboard, letter was sent to Street Farm Occupiers to ask them to cut the overhanging hedge back.

**Action Discharged**

Woodnesborough Triangle – Mowing/strimming – Clerk investigated and forwarded email.

**Action Discharged**

SID – Data - Shared with magazine.

**Action Discharged**

Highway Improvement Plan – Clerk enquired about timings & delivered banner. **Action Discharged**

**VILLAGE HALL**

Flag pole – Damaged pole & spare key – The flag pole installer had advised that only part of the damaged flag pole was left and more parts would need to be purchased if it was to be of any use and there was still the risk of fibre glass splinters, he had offered to dispose of it it was agreed to accept this

offer and thank him.

**Action Clerk On-going**

Exposed cable outside by door – Cllr Hilton had taped it up and would complete the repair to make safe.

**Action Cllr Hilton On-going**

Possible defibrillator training – Clerk asked DDC.

**Action Discharged**

Parishioner email – Concerns about ages of children in play area – Quote for play area signs received.

**Action Discharged**

Play area Inspection report - Cllr Mallet reviewed the report and had concerns which were shared with Safeplay they will look again next time they are there.

**Action Discharged**

Gate on Green installation & re-siting of RVP – Photos requested and other contractors thanked.

**Action Discharged**

Parishioner concerns - speeding in Village Hall car park – Request sent to Village Hall Committee and reply forwarded to Members.

**Action Discharged**

Flags for Flag pole – flags purchased.

**Action Discharged**

## 5. PLANNING

### a) Planning Applications

To discuss and agree comments on any planning applications received prior to the meeting.  
None received.

### b) Planning Decisions

To note planning decisions received from DDC

- i) DOV/23//01028 – 12 Kiln Drive, Woodnesborough, CT13 0FF – Erection of a car port with first floor annexe for ancillary use (retrospective) – Granted

Noted by members.

### c) Correspondence

To discuss any correspondence related to planning

- i) DDC – ENF/22/00036 – Marshborough House, Farm Lane, Marshborough, Sandwich, Kent, CT13 0PJ – Operational development in the garden of a listed building. Planning application then submitted – Erection of a garden room (part retrospective) – ref 22/01138 – granted, so breach of planning now ceased.

Noted by members.

- ii) Emails from parishioners & DDC- Gypsies on the land south of Summerfield House, Woodnesborough

Concerns were expressed by the members about the lack of enforcement by DDC, Dist. Cllr Friend said that it had been raised with the new leader of Dover District Council by various parishioners.

- ii) DDC Planning Portal – Being updated, rolling shutdowns to 1<sup>st</sup> Dec 2023

Noted by members.

### d) Consultation Documents

To discuss any consultation documents  
None received.

## 6. REPORTS

To receive written or verbal reports from:-

- i) **County Councillor** – Cty Cllr Chandler welcomed the new Parish Councillors and gave a report about KCC's financial position, the October focus on mental health provision, the integrated care strategy and a new initiative to help nature in Kent and reassured Councillors that environmental concerns are included in the Local Plan.

- ii) **District Councillors** – Dist. Cllr Friend gave a brief report including that Dover District Councillors are the number one council for climate change action across Kent and on the green waste changes for 2024.
- iii) **Council members** - No report.
- iv) **PC Matt Hawkes** – No report

## 7. FORTHCOMING EVENTS

### a) Council Event

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

#### i) Age Concern Lunches

Discussions were held, it was agreed that Tuesday was still the best day for the lunches and that the Clerk would ask Hilary if she would sell the tickets. **Action Clerk On-going**

ii) D-Day 80th Anniversary – 6<sup>th</sup> June 2024 – move to the January agenda. **Action Clerk**

iii) Remembrance Sunday 12<sup>th</sup> Nov – Poppy Wreath ordered  
Clerk to deliver to the Church. **Action Clerk**

### a) Outside Event

To discuss and agree actions relating to outside events

i) KALC/NALC Training & Courses – Dynamic Councillor – 7th Nov 6.30-9.30pm £50+ VAT

It was agreed to book a place for Cllr Shubert. **Action Clerk**

ii) KALC AGM – 18th Nov

iii) Rural & Community Housing Enabling Service – 8<sup>th</sup> Nov 12.30-1.30pm

iv) KALC Area Committee Meeting – 25<sup>th</sup> October 7.30pm

All of the above noted by members.

## 8. CORRESPONDENCE

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

### a) Consultation Documents

i) DDC Polling District Review – ends 23<sup>rd</sup> October

Noted by members.

ii) DDC Green Infrastructure Strategy – Consultation ends 14<sup>th</sup> Nov

Agreed that Cllr Baker will complete. **Action Cllr Baker**

iii) Sea Link Project – ends 18<sup>th</sup> December

Noted by members.

### b) Newsletters and Circular

i) KALC & NALC News & Chief Executives Bulletins

Noted by members.

### c) Other Correspondence

i) Parishioner email re: Land rear of 24 Elmwood

Clerk to inform the Parishioner that this had been noted by members. **Action Clerk**

## 9. HIGHWAYS

To discuss and agree actions relating to highways issues

i) Improving exit safety from EE219 – Being investigated by PROW assets team

ii) Bench under noticeboard – Bench & noticeboard refurbished by DDC

Members were pleased with the end result.

iii) Woodnesborough Triangle – Mowing/strimming

RESOLVED to pay £30 for each of the two cuts of the triangle carried out and to let the Contractor know that he would be contacted if and when more cuts were required. **Action Clerk**

iv)Mini-SID stolen – reported in Police & Insurance Claim started  
Discussions were held, Clerk to forward details of SID quotes to Cty Cllr Chandler. **Action Clerk**

v)HIP & 30mph Tool Kit & Banner

Discussions were held, it was agreed to ask KCC Highways for a HIP pre-meet with Cllr Hilton and Clerk. Members were pleased with the banner structure that Cllr Hilton had constructed and it was agreed that the Clerk is to request another 30mph tool kit for the speedwatch group. **Action Clerk**

vi)PROW email – EE20 Woodland Way to Ataka Farm overgrown footpath – resolved/in schedule of works

Noted by members

## 10. VILLAGE HALL

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

i)Flag pole – Nothing more to discuss.

ii)Exposed cable outside by door – Nothing more to discuss.

iii)Possible defibrillator training

Clerk to follow up with DDC.

**Action Clerk**

iv)Parishioner email – Concerns about ages of children in play area & PSPO signage

Discussions were held, it was agreed not to change the play area signage.

v)Village Hall Committee – Gate locking & unlocking

Discussions were held, the members were keen for the gate to be locked at night to prevent traveller incursion, the Village Hall Committee reported that they were happy for the gate to be locked as long as hirers could access and they didn't have to provide someone to lock and unlock the gate. Agreed to move to the next agenda. **Action Clerk**

vi)DDC Solar Together

Discussions were held it was agreed to check if the scheme covered Village Halls and if a written survey document would be provided, if so RESOLVED to pay £150 for the Solar Together survey.

Clerk to find out if there is VAT on solar panels.

**Action Clerk**

vii)Play area Inspection report

Discussions were held, Clerk to contact Safeplay due to concern that replaced fixing cap has dropped off again. **Action Clerk**

viii)Gate on Green installation & re-siting of RVP – quotes

Discussions were held and the different gate designs were considered, RESOLVED to instruct Vurley Fencing to supply and install a 5-bar field gate in the corner near the bund on the Green and to re-position the RVP sign for the cost of £708 plus VAT. **Action Clerk**

ix)Village Hall Terms & Conditions of Hire

Noted by members.

x) Village Hall request to remove gas supply

RESOLVED to give the Village Hall Committee permission to have the gas supply removed.

**Action Clerk**

xi)Village Hall representative

Agreed that Cllr Charter would take over from Cllr Mallett as the Village Hall representative, with Cllr Goodwin covering when needed, Clerk to inform Village Hall committee. **Action Clerk**

xii)Beacon Maintenance

It was agreed that the maintenance would take place after the beacon had been lit for the D-Day celebrations.

xiii)Oak tree on Green

Cllr Baker would follow up on tree availability.

**Action Cllr Baker**

**11. COMMUNICATION**

To discuss and agree actions relating to communication

- i) Clerk Holiday – 30<sup>th</sup> October

Noted by members

- ii) Email configuration problems – Cllr Riley

Clerk to follow up with Netwise.

**Action Clerk**

**12. FINANCE**

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

- i) Mazars – Clean Audit report 2022/23 – on website  
ii) RHI data submitted for Village Hall

Noted by members

- iii) Accounts - Actual v Budget to 30-09-23

The Clerk presented the figures, a slight adjustment was made, RESOLVED to adopt the actual v budget accounts to 30-09-23.

- iv) Budget Talks 2024/25

Noted by members

**13. PAYMENTS**

RESOLVED the following payments should be made.

**To pay October**

a) £312.13	Clerk's salary – October	BACS
b) £110.20	HMRC – PAYE October	BACS
c) £123.09	KCC Pension October	BACS
d) £127.64	Environmental Engineer Salary – October	BACS
e) £252.00	Mazars – External audit fee	BACS
f) £18.00	Woodnesborough Village Hall Hire - October	BACS
g) £147.23	DDC – Parish Council Elections Fee	BACS
h) £18.87	Anthony Hilton – Wood & fixings for 30mph Banner	BACS
i) £30.00	Trevor Oku – Mowing of triangle - August	BACS
j) £30.00	Trevor Oku – Mowing of triangle - September	BACS

**Paid between meetings**

a) £149.90	Cartridge People – Toner cartridge	Card
b) £ 48.00	KALC – Clerk's VAT course	Card
c) £ 9.98	EBAY – flags	Card

**14. DATE OF NEXT MEETING**

The next meeting of the Council will be the Ordinary meeting on 5<sup>th</sup> December 2023 at 7.30pm

**Scheduled**                      23<sup>rd</sup> January 2024      27<sup>th</sup> February

The meeting closed at 9.19pm

## Accounts - Budget v Actual to 30-09-2023

	<b>Actual to 31-03- 2023</b>	<b>2023/24 Budget</b>	<b>Actual to 30-09-23</b>
<b>RECEIPTS</b>			
<b>Carried Forward</b>			
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	50.16
Heating system payback	1,481.62	1,500.00	976.00
Other - Donation, Wayleave, Village Hall rent/Flagpole refund	244.50	0.00	80.15
Grant - DDC & KCC Jubilee Grants	570.00	0.00	
<b>Total</b>	<b>55,208.17</b>	<b>55,555.06</b>	<b>55,111.37</b>
	<b>Actual to 31-03- 2023</b>	<b>2023/24 Budget</b>	<b>Actual to 30-09-23</b>
<b>PAYMENTS</b>			
<b>Salaries</b> Clerk	4936.60	5000.00	2577.21
Environment Engineer	1907.40	1920.00	989.24
Employer Pension Contribution	1191.94	1150.00	700.79
	<b>8035.94</b>	<b>8070.00</b>	<b>4267.24</b>
Admin Costs General	383.40	520.00	231.15
Postage, stationery, consumables	253.19	250.00	130.92
Insurance	476.66	520.00	511.35
Bank Charges	72.00	72.00	36.00
Audit Fees	234.47	250.00	34.00
Annual Meeting	37.06	100.00	42.69
Hall Hire	242.00	264.00	138.50
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	480.00
Play Area Safety Inspection/Maintenance	417.35	400.00	311.00
Councillor Expenses	0.00	400.00	-
Training	259.44	200.00	72.68
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	9.97
Membership	482.84	500.00	445.03
VAT	843.43	0.00	460.38
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	1,698.77
Reserves	0.00	20,000.00	-
Defibrillator Parts	50.00	300.00	56.95
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	460.00
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	787.26
<b>Total</b>	<b>25,411.49</b>	<b>55,555.06</b>	<b>14,783.63</b>
Bank Reconciliation to 30-09-23			
NW Current Card Account	492.67	Op Bal	29,796.68
NW Reserve Account 539	8,166.54	Receipts	25,314.69
Unity Trust Bank	31,668.53	Payments	14,783.63
	40,327.74		40,327.74