

**MINUTES OF THE ORDINARY MEETING OF WOODNESBOROUGH PARISH COUNCIL
HELD ON TUESDAY 26th SEPTEMBER 2023 AT 7.30pm IN THE MILLER ROOM AT
WOODNESBOROUGH VILLAGE HALL**

Present: -Councillors A Boniface (Chair) C Charter A Hilton M Goodwin
S Mallett T Hall (part) K Shubert (part) Joanna Jones Clerk to the Parish Council
6 Members of the Public Dist Cllr Dan Friend

1. APOLOGIES

Apologies received from Cllrs Baker & Riley, the meeting closed at 7.31pm in order that members of the public could speak. The first member of the public expressed concern about blocked drains on the Ash Bypass at Each End, the Clerk is to forward the emails to Dist. Cllr Friend who will follow up with KCC Highways. The second member of the public expressed concerns about the Holm Oak tree at Clearbrook House growing into the overhead BT cables and blocking the highways drains with leaves, Clerk & Cllr Boniface will follow up with BT representative, Clerk to then update Parishioner. The meeting re-opened at 7.40pm. **Action Clerk, Dist Cllr Friend & Cllr Boniface**

2. PARISH COUNCIL VACANCY - CO-OPTION

To fill the two vacancies on the Parish Council following the election, Section 21 of the Representation of the People Act 1985.

a) To Co-opt Mrs Tracey Hall and Mrs Karen Shubert

Tracey Hall and Karen Shubert were co-opted onto the Council and both signed their Declarations of Acceptance of Office and returned completed Notification of Disclosable Pecuniary Interests Forms to the Clerk. The Clerk is to inform DDC of the new appointments, submit the appropriate paperwork and set up email accounts for the new Councillors. **Action Clerk**

3. DECLARATIONS OF INTEREST

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

4. MINUTES OF LAST MEETING

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

5. ACTIONS OF THE LAST MEETING

APOLOGIES & MEMBERS OF THE PUBLIC SPEAKING

Clerk had reported the electric scooters to the Community Police Officer and reported overgrown hedges and litter in verges to KCC Highways, a litterpick was scheduled for 15/08/23-22/08/2023 and a mechanical sweep 10/10/23 – 12/12/23.

KALC COMMUNITY AWARDS SCHEME 2023 - Photo submitted to the Village Newsletter.

Action Discharged

PARISH COUNCIL VACANCY - CO-OPTION

Clerk had organised paperwork and written to all applicants.

Action Discharged

PLANNING

Email: APP/X2220/C/21/3269950 -Land South of Summerfield House –Dist. Cllr Friend reported that a member of the public had spoken at the DDC meeting and the enforcement team had said something would be happening within a fortnight. **Action Discharged**

CORRESPONDENCE

Other Correspondence

Parishioner Email – Items to Raise – Gate quotes and response from PROW had been forwarded.

Action Discharged

Parishioner Email – Notice board Bench – DDC's response was forwarded.

Action Discharged

Email queries from Village Hall Committee – Quotes for moving RVP sign forwarded, advised to light a fire in the beacon basket, wire brush the rust out and paint with bitumen paint. **Action Discharged**

Defibrillator – New pads ordered. **Action Discharged**

FORTHCOMING EVENTS

Council Event

Age Concern Lunches - Discounted lunches could be on a Tuesday. **Action Discharged**

CORRESPONDENCE

Consultation Documents - Kent Family Hub Services Public Consultation – completed.

Action Discharged

Other Correspondence

Parishioner Email – Bench by noticeboard – Parishioner contacted and thanked. **Action Discharged**

HIGHWAYS

Footpath obstructed by leaning fence near Woodland Way– Resident written to and reported to PROW.

Action Discharged

VILLAGE HALL

Flag pole – Compensation offer – Refund requested and received.

Action Discharged

Spare land request -dog field – requestor updated.

Action Discharged

6. PLANNING

a) Planning Applications

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

i) DOV/23/01028

Proposal: Erection of a car port with first floor annexe for ancillary use (retrospective)

Location: 12 Kiln Drive, Woodnesborough, CT13 0FF

Agreed between meetings, no objections.

ii) DOV/23/00999

Proposal: Creation of a pond for Great Crested Newts

Location: Stonecross Farm, Sandwich Bypass, Sandwich, CT13 0DG

RESOLVED no objections to this application.

b) Planning Decisions

To note planning decisions received from DDC

i)DOV/23/00189 – The Old Pumthouse, Beacon Lane, Woodnesborough, CT13 0PD – Variation of Condition 1 (approved plans) to vary roof materials of planning permission 22/00166 (application under Section 73) reserved matters, pursuant to outline permission 18/00977 (Erection of 2 dwellings) - Granted

ii)DOV/22/01138 – Marshborough House, Farm Lane, Marshborough, CT13 0PJ – Erection of a garden room (part retrospective) - Granted

iii)DOV/23/00926 – The Old Vicarage, The Street, Woodnesborough, CT13 0QT – Height reduction of approximately 6 metres, reduction of the lateral branches by up to 4metres 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 – Granted as advertised.

iv)DOV/23/00966 – Oatland, Foxborough Hill, Woodnesborough, CT13 0NX – Certificate of Lawfulness (proposed) for the siting of a mobile home for ancillary use – Certificate of Lawfulness Granted

All of the above noted by members.

c) Correspondence

To discuss any correspondence related to planning

i)DDC – Planning Committee Meeting 10th August 2023 – DOV/23/00480 – Street Farm House, The Street, Woodnesborough, CT13 0NF - Change of use of garage to holiday let – Cllr Baker attended & spoke.

ii)Parishioner email – Street Farm House Planning Decision 23/00480 – Feedback from Committee meeting and thanks to Cllr Baker.

Both of the above noted by members.

iii)Various 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.

d) Consultation Documents

To discuss any consultation documents

i)National Grid Electricity Transmission Sea Link – Statutory consultation – 24th Oct to 18 Dec 2023

Noted by members.

7. REPORTS

To receive written or verbal reports from:-

i) **County Councillor** – No report

ii) **District Councillors** – Dist. Cllr Friend gave a brief report including the changes in the green waste collection service from bags to a bin from April 2024.

iii) **Council members** - No report.

iv) **PC Matt Hawkes** – No report

8. FORTHCOMING EVENTS

a) Council Event

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

i) Age Concern Lunches

Discussions were held, the lunches could resume from the end of October, the £4 would need to be paid in advance to the lunch organisers, the coffee morning is now held in the Church which is not suitable for the lunches, it was agreed to move to the next agenda. **Action Clerk**

ii)D-Day 80th Anniversary – 6th June 2024 – move to the next agenda. **Action Clerk**

a) Outside Event

To discuss and agree actions relating to outside events

i)KALC/NALC Training & Courses – VAT Clerk’s Course 28th Sept 10am - £40 + VAT

RESOLVED Clerk to book and attend VAT course for £40 plus VAT. **Action Clerk**

ii)KALC Area Committee Meeting – 26th July – minutes circulated

Noted by members.

9. CORRESPONDENCE

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

a) Consultation Documents

i)Richborough Recycling Centre – Consultation start postponed

Dist. Cllr Friend reported that more work was being done to quantify the proposed savings.

ii)DDC Gambling Policy – Statement of Policy & Principals Review – Consultation – closes

20th Sept

Noted by members.

b) Newsletters and Circular

i)KALC & NALC News & Chief Executives Bulletins

Noted by members

c) Other Correspondence

i)DDC - Community Impact Fund – Poster on noticeboard & website

Noted by members.

10. HIGHWAYS

To discuss and agree actions relating to highways issues

i) Foxborough Hill – Closed 2nd Oct 9.30-3.30ii)Drainless Road – Closure extended to 3rd Septiii) Ringlemere Lane – Closed 22nd & 23rd Augiv)Beacon Lane – closed 14th Sept

v)Parishioner Email- Blocked drains at Foxborough Close reported to KCC – Highways responded

All of the above noted by members.

vi)Parishioner email – A257 Ash Bypass – lack of maintenance

Action agreed at the beginning of the meeting after Parishioner spoke.

vii)Parishioner email -Collapsed bank opposite Merrybanks Cottage – reported to KCC Highways

Noted by members.

viii)Parishioner email- Flytipping on public land

Members agreed that it was very important that all Flytipping is reported to DDC, an article highlighting this will be included in the Village newsletter.

ix)Parishioner email – Barbed wire across footpath EE195 – reported to PROW

Noted by members.

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

Discussions were held, it was agreed that the Clerk is to forward the email to Cty Cllr Sue Chandler & Dist Cllr Dan Friend to follow up with PROW due to safety concerns. Clerk to also write to occupiers of Jasmine Cottage to request that they cut the hedge down to allow a clear sight line when emerging from the footpath.

Action Clerk

xi)Bench under noticeboard

Discussions were held, DDC's advice had been taken and a sign had been put up with the intention to refurbish the bench, no responses had been received so far so the members agreed that the Clerk is to ask the volunteers to refurbish the bench and thank them and to write again to the Street Farm Occupiers to ask them to cut the overhanging hedge back.

Action Clerk

xii)Woodnesborough Triangle – Mowing/strimming

The grass has been cut twice, Clerk to find out who had cut it.

Action Clerk

xiii)SID – KCC email thanks & advice, sharing of data with magazine

Discussions were held it was agreed that Cllr Charter will share the SID data with the Village Newsletter.

Action Cllr Charter

xiv)Highway Improvement Plan

It was agreed that the Clerk is to enquire from KCC Highways when the next HIP review can start and to drop the 30mph banner off to Cllr Hilton.

Action Clerk

11. VILLAGE HALL

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

i) Flag pole – Damaged pole & spare key

Discussions were held it was reported that the Church in Woodnesborough would not want the damaged flag pole and agreed to offer it to Eastry Church. The spare flagpole key was given to the Clerk for safe keeping. **Action Clerk**

ii) Minutes from September Committee Meeting – forwarded

Noted by members

iii) Exposed cable outside by door

It was agreed that Cllr Hilton would investigate further. **Action Cllr Hilton**

iv) Possible defibrillator training

Discussions were held, Dist Cllr Friend reported that DDC were planning to organise defibrillator training, clerk to enquire & CC Cllr Friend into the email. **Action Clerk**

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

Discussions were held, Clerk to investigate play area signs and costs, PSPO consultation now underway. **Action Clerk**

vi) Padlock gate code – Supplied to Police, Fire & Ambulance Services

vii) DDC Solar Together – Village Hall registered for scheme

Both of the above noted by members.

viii) Play area Inspection report

Cllr Mallet to review the report. **Action Cllr Mallet**

ix) PSPO – To exclude dogs from play area – consultation 12th Sept – 24th Oct, signs are up.

Noted by members.

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

Three quotes were considered, it was agreed to go with Vurley's Fencing but Clerk is to request photos of the alternative gates to allow a final decision to be made. **Action Clerk**

xi) Parishioner concerns - speeding in Village Hall car park

Discussions were held, it was agreed that the Clerk is to request that the Village Hall Committee remind hirers of the speed limit and to request that the hirers unlock and lock the car park gate at the end of each hire. **Action Clerk**

xii) Flags for Flag pole

Discussions were held it was agreed to purchase a set of four union flags for £9.98, Clerk to organise. **Action Clerk**

12. COMMUNICATION

To discuss and agree actions relating to communication

i) Clerk on holiday – October 16-20th

Noted by members.

13. FINANCE

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

i) Unity Trust – Eligibility for compensation to protect deposits - confirmed

ii) RHI Village Hall - £194.09 received.

iii) Hampshire Flag Company – Refund of £66.79 plus VAT received

iii) KCC Pension Section - McCloud Data Gathering Exercise – completed
All of the above noted by members.

iv) Netwise – Website & Email hosting renewal
RESOLVED website and email hosting to be renewed with Netwise for £460 plus VAT.

v) Natwest – July & August interest - £18.85 received.
Noted by members

14. PAYMENTS

RESOLVED the following payments should be made.

To pay September

a) £18.00	Woodnesborough Village Hall - Hire - 26 th Sept	BACS
b) £552.00	Netwise – Website & Email hosting package renewal	BACS
c) £ 86.40	Play area inspection	BACS
d) £30.00	AP Electrical – Outside VH Electrical inspection	BACS
e) £68.34	Community Heartbeat – defibrillator pads	BACS
f) £127.84	Environmental Engineer September	BACS
g) £312.33	Clerk’s salary – September	BACS
h) £109.80	HMRC – PAYE September	BACS
i) £123.09	KCC Pension September	BACS
j) £18.00	Unity Trust – Quarterly fee	DD

Paid between meetings

a) £127.64	Environmental Engineer August	BACS
b) £312.33	Clerk’s salary – August	BACS
c) £110.00	HMRC – PAYE August	BACS
d) £123.09	KCC Pension August	BACS

15. DATE OF NEXT MEETING

The next meeting of the Council will be the Ordinary meeting on 24th October 2023 at 7.30pm

Scheduled 5th December 23rd January 2024

The meeting closed at 9.12pm