

**MINUTES OF THE ORDINARY PARISH COUNCIL MEETING OF WOODNESBOROUGH
PARISH COUNCIL HELD ON TUESDAY 23rd JULY 2024 AT 7.30pm IN THE ATRIUM AT
WOODNESBOROUGH VILLAGE HALL**

Present: -Councillors B Baker (Chair) A Boniface C Charter M Goodwin T Hall A Hilton S Mallett
Cty Cllr Sue Chandler (part) Dist. Cllr Friend (part) 3 Members of the Public
(part) Joanna Jones Clerk to the Parish Council

1. APOLOGIES

Apologies were received from Cllrs Riley and Shubert.

The meeting closed so that members of the public could speak, an update was requested about the covered over drains on The Street from the recent road re-surfacing, it was agreed that Cty Cllr Chandler would be asked for an update.

The meeting re-opened at 7.31pm.

2. DECLARATIONS OF INTEREST

Cllr A Hilton declared an interest in matters concerning the Church, Cllrs Baker declared an interest in Hollyoaks and Cllrs Hall and Goodwin declared an interest in the Street Farm Barn planning investigation.

3. MINUTES OF LAST MEETING

RESOLVED the minutes of the Ordinary Parish Council Meeting held on 25th June 2024 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 SPEAKING

Overgrown Hedges from Melville Lea to The Street and outside Holly Lodge - Clerk had reported both to Highways, works are programmed for the first one and the hedge outside Holly Lodge has been risk assessed by KCC Highways, no action is required. **Action Discharged**

VILLAGE HALL

Christmas Tree - Add to September agenda.

Action Clerk On-going

HIGHWAYS

HIP – Request for full report and reasons for refusal of 30mph zone and a site visit from KCC

Highways made, awaiting response – Cty Cllr Chandler updated during her report. **Action Discharged**

VILLAGE HALL

Village Hall Help Sheets – had been offered to Village Hall Committee.

Action Discharged

FINANCE

Unity Trust deposit account – outstanding paperwork from Cllr Boniface to be submitted.

Action Cllr Boniface and Clerk On-going

PLANNING

Consultation Documents - The Local Nature Recovery Strategy for Kent & Medway – Survey completed.

Action Discharged

REPORTS

County Councillor – Details of available funding put on website.

Action Discharged

Council members – Hi-viz vests or armbands – quotes obtained, Easry Parish Council do not wish to share cost.

Action Discharged

FORTHCOMING EVENTS

Council Event - First Aid & Defibrillator Training - Trainer & DDC contact thanked and positive

feedback shared.

Action Discharged

HIGHWAYS

Footpath EE196 Ringleton Manor – All footpath issues reported to PROW on reporting tool and via email.

Action Discharged

Broken Cast iron Fingerpost sign to Staple at Wood Ash Crossroads – fingerpost not yet found.

Action Discharged

The Street – Tarmac still covering surface water drains, signs going out too late – Details sent to Cty. Cllr Sue Chandler who reported that the works are programmed, Clerk to re-send so that the outstanding work can be followed up.

Action Clerk and Cty. Cllr Chandler On-going

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/24/00411 – 4 Sunnyside Cottages, Marshborough Road, Marshborough, CT13 0PF –
Erection of replacement garage (existing demolished) – Granted

Noted by members.

c) Correspondence

To discuss any correspondence related to planning

i)Hollyoaks – Contravention of Planning Permission on-going – DDC emailed by Chairman,
DDC acknowledged email.

ii)Street Farm House Planning Application DOV/23/00480 – Investigations by Building
Control, Planning Enforcement & Environment Agency following reports of possible
breaches regarding visibility splays and waste pipes and possible discharge – Investigations
complete, no concerns

Discussions were held, members were concerned that the overgrown hedge had not been cut back which
was a condition of planning, Clerk to report to DDC Planning Enforcement.

Action Clerk

iii)Roofing of building close to boundary fence – Parishioner email

Discussions were held, Clerk to contact parishioner and suggest that advice is sought from Building
Control and then a Solicitor.

Action Clerk

d) Consultation Documents

To discuss any consultation documents

i)National Grid – Proposed Sea Link Project - Consultation ends 11th Aug

Noted by members.

6. REPORTS

To receive written or verbal reports from:-

a) **County Councillor** – Cty Cllr Chandler's report included: the A257 Littlebourne Road
closure permit had been revoked by KCC, the new local transport plan for Kent, activities
for children in the summer holidays and that re-inspection of special educational needs and
disabilities at KCC shows that progress has been made. Cty Cllr Chandler took a question
about roads being dug up for developments.

b) **District Councillors** – Dist Cllr Friend reported on the review of the constitution of the
Council and the failure to amend planning application conditions.

c) **Council members** – No report

d) **PCs Lauren Eyre-Jackson & Jon Bowler**– May & June reports emailed.

7. FORTHCOMING EVENTS

a) Council Event

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

i) Hi-viz vests and arm bands

Costs of approximately £100 for a set of nine hi-viz vests and armbands were noted by members.

b) Outside Event

To discuss and agree actions relating to outside events

i) KALC/NALC/ Training & Courses, Post Election Planning Briefing – 21st Aug 1pm

ii) Community Health Services Event – 15th & 17th July

iii) KALC Area Meeting – 24th July

Noted by members.

8. CORRESPONDENCE

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

a) Consultation Documents

None

b) Newsletters and Circular

i) KALC & NALC News & Chief Executives Bulletins

Noted by members.

c) Other Correspondence

i) Noise nuisance from Airbnb – Parishioner email

Discussions were held, Clerk to inform the parishioner that it is possible to make a complaint on Airbnb as a neighbour and that it is believed there will be a system for registrations for holiday lets coming.

Action Clerk

9. HIGHWAYS

To discuss and agree actions relating to highways issues

i) HIP – Parishioner ideas

Cty Cllr Chandler reported that the Highways Cabinet Member recognised Woodnesborough Parish Council's frustration with the HIP process and the lack of acknowledgement of local knowledge, overall decisions are taken by technical engineers who do not attend the HIP meetings and if there are worn edges of the road beyond the official edge of the Highway they will not be repaired by KCC. The Parishioner explained their road improvement ideas, detailed discussions were held, it was agreed that the Clerk is to forward the concerns about cyclists to Sustrans and Cty Cllr Chandler who will forward to the Road Safety Team and to report the overgrown hedge near the bus shelter on Oak Hill.

Action Clerk

ii) Broken Cast iron Fingerpost sign to Staple at Wood Ash Crossroads

It was agreed that the Parish Councillors will have another look for the missing finger and the Clerk will contact Minster Parish Council for advice about repair. **Action Parish Councillors and Clerk**

iii) Foxborough Hill closed 9-11 July

iv) Marshborough Road closed 16th July

v) Highways Newsletter – Road Safety Active Travel Team

vi) A257 Littlebourne Road Works Update – permit now revoked

All of the above noted by members

vii) Bin Installation New Street/Coombe Lane Layby request

Detailed discussions were held, it was agreed that the Clerk is to ask when the last litter pick was and when the next one is planned, the situation will be monitored by the Parish Council but at the moment the bin installation request is not considered feasible.

Action Clerk

10. VILLAGE HALL

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

i) Underground cable installation on Green – UK Power Networks – seed or turf

Discussions were held, it was agreed that seed would be preferred to turf and the Clerk is to seek compensation for the digging up of the Green to lay the cable and for the siting of skips during the duration of the works. A request for parking in the car park from the parishioners effected was expected, to be considered when received.

Action Clerk

ii) Parishioner email – gate query – already adjusted

Noted by members.

11. COMMUNICATION

To discuss and agree actions relating to communication

i) Parishioner email – Noticeboard near Foxborough Hill Bus Shelter requested

Detailed discussions were held, it is reported that the Church are considering noticeboards in that location, Parish Councillors to look for alternative sites.

Action Parish Councillors

12. FINANCE

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

i) Natwest account interest received June - £9.17

Noted by members.

ii) Accounts – Actual v Budget to 30/06/2024

RESOLVED to adopt the Accounts – Actual v Budget to 30/06/2024.

iii) PWLB - £1,698.77 repayment due 29/07/2024

Noted by members.

iv) Defibrillator

Discussions were held, the Church has a Faculty which approves the installation of a defibrillator in the porch, a quote of approximately £660 has been acquired which is approximately half of the cost of the original quotations, it was agreed that the Parish Council will fund the difference between this and any funding received.

13. PAYMENTS

Resolved the following payments should be made.

To pay July

a) £338.80	Clerk's salary July	BACS
b) £120.00	HMRC – PAYE July	BACS
c) £133.57	KCC Pension July	BACS
d) £140.30	Environmental Engineer Salary July	BACS
e) £157.50	AJL Garden Services – Mowing June	BACS
f) £88.00	Village Hall Hire – D-Day, CPR Training & June meeting	BACS
g) £16.50	Village Hall Hire – July Meeting	BACS
h) £1,698.77	PWLB Loan repayment	DD

It was agreed that the Clerk is to enquire into the extra cost of strimming the base of the outside of the hedgerow along the road and footpath when the Green is mowed.

Action Clerk

Paid between meetings

a) £4.75	Tesco – ream of paper	Card
b) £18.00	Unity Trust – Bank Fee	DD
c) £617.70	Zurich – Annual Insurance Renewal	BACS

14. DATE OF NEXT MEETING

The next meeting of the Council will be the Ordinary Parish Council Meeting on 24th September 2024 at 7.30pm in the Atrium.

Scheduled 22nd October 3rd December 28th January 2025

The meeting closed at 9.25pm

Accounts 2024/25 - Budget v Actual to 30/06/2024

	Actual to 31-03-24	2024/25 Budget	Actual to 30/06/24
RECEIPTS			
Carried Forward			
General funds and reserves	29,796.68	29,539.87	29,539.87
Precept	23,364.95	24,277.67	24,277.67
VAT	843.43	1,459.28	1,459.28
Interest	109.05	100.00	30.09
Heating system payback	1852.00	1,500.00	808.09
Other - Donation, Wayleave, Village Hall rent/Flagpole refund	80.15	-	10.00
Grant - DDC & KCC Jubilee Grants/Insurance Claim	3618.00	-	
Total	59,664.26	56,876.82	56,125.00
PAYMENTS	Actual to 31-03-24	2024/25 Budget	Actual to 30/06/24
Salaries Clerk	5387.91	5,816.60	1,344.75
Environment Engineer	2103.08	2,260.00	526.50
Employer Pension Contribution	1383.78	1,413.43	326.76
	8874.77	9,490.03	2,198.01
Admin Costs General	520.50	480.00	114.45
Postage, stationery, consumables	215.84	250.00	13.15
Insurance	511.35	550.00	
Bank Charges	72.00	72.00	18.00
Audit Fees	244.00	255.00	
Annual Meeting	42.69	50.00	43.60
Hall Hire	225.50	250.00	44.00
Village Hall - Doors	4,609.74	-	
Village Green Mowing & Grounds Maintenance	1,305.00	1,800.00	642.98
Play Area Safety Inspection/Maintenance	492.95	450.00	
Councillor Expenses		400.00	
Training	122.68	200.00	
Church Yard Grant LGA 1972 Sect 214/215	750.00	750.00	
Grants & Poppy Wreath	770.00	770.00	50.00
Section 137	-	200.00	
Equip Handyman	-	100.00	
Flower Beds	121.61	120.00	
Membership	492.63	505.00	445.99
VAT	1,459.28	-	113.51

Election Costs (saving for 2027)	147.23	750.00	
Contingency	-	1,062.25	
Loan Repayment scheduled	3,397.54	3,397.54	
Reserves	-	18,000.00	
Defibrillator Parts	56.95	100.00	
Speed Indicator Device	3,718.00	75.00	
Events	-	200.00	
Highways Improvement plan	18.87	6,000.00	
Web Site	460.00	500.00	
Improving Village Environment/Gym Equipment	-	10,000.00	
Flag pole	787.26	-	
Gate for Green/D-Day Event	708.00	100.00	126.36
Total	30,124.39	56,876.82	3,810.05
Bank Reconciliation to 30-06-24			
NW Current Card Account	657.17	Op Bal	29,539.87
NW Reserve Account 539	8,255.52	Receipts	26,585.13
Unity Trust Bank	43,407.01	Payments	3,810.05
Less: unrepresented payment	-4.75		
	52,314.95		52,314.95