

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

Present: -Councillors B Baker (Chair) A Boniface C Charter A Hilton
 S Mallett T Hall K Shubert Joanna Jones Clerk to the Parish Council
 2 Members of the Public Dist Cllr Dan Friend PCs Eyre-Jackson & Bowler

1. APOLOGIES

Apologies received from Cllrs M Goodwin, A Riley and Cty Cllr Chandler. The meeting closed in order that members of the public could speak, one of the members of the public spoke about their wish to submit a Planning Application for a home on Coombe Lane and retain the existing barn conversion on the plot, the Chair explained that there was nothing that the Parish Council could do until the Planning Application was at the consultation stage. Another member of the public expressed concerns that that a road was being built in a field just off the Ash Bypass, it was agreed that the Clerk is to inform DDC Planning Enforcement and C.C. in Dist. Cllr Friend. Concerns were also raised that footpaths EE213 & EE195A had not been re-instated after ploughing and had been like this for several years and that one of the footpath signs was missing for EE195A, Clerk to report to PROW and email the footpath officer. The meeting re-opened at 7.42pm. **Action Clerk**

2. DECLARATIONS OF INTEREST

Cllr Hilton declared a prejudicial interest in matters related to the Church, Cllr Baker declared a prejudicial interest in matters relating to Hollyoaks and Cllr Mallett declared an interest in Planning Application Dov/23/00260, as it is his neighbour's property.

3. MINUTES OF LAST MEETING

RESOLVED the minutes of the Ordinary Meeting of the Parish Council held on 5th December 2023 be duly signed by the Chairman as a true and correct record of the meeting.

4. ACTIONS OF THE LAST MEETING

FORTHCOMING EVENTS

D-Day 80th Anniversary – 6th June 2024 – on January agenda. **Action Discharged**

Outside Event

KALC/NALC Training & Courses – Dynamic Councillor – refund under way, no courses are planned at the moment. **Action Discharged**

VILLAGE HALL

Oak tree on Green – the tree is still available and should be planted in March. **Action Discharged**

PLANNING

Emails re: Gypsies on the land south of Summerfield House, Woodnesborough – Parish Council letter submitted to DDC Planning. **Action Discharged**

DOV/23/00966 – Oatland, Foxborough Hill – Email sent to DDC Planning. **Action Discharged**

FORTHCOMING EVENTS

Age Concern Lunches – on January agenda. **Action Discharged**

CORRESPONDENCE

KALC Community Award Scheme – Too late for Parish Magazine, so advertised on website and noticeboard. **Action Discharged**

Draft Parish Charter – reviewed by Cllr Baker, no action to be taken. **Action Discharged**

Correspondence

Email regarding property in Woodland Way – Clerk responded.

Action Discharged

Email Metal detectorist request – Clerk responded.

Action Discharged

HIGHWAYS

Mini-SID – The same model ordered and Goodnestone PC thanked.

Action Discharged

Eastry Parish Council Horse sign request – Eastry PC informed

Action Discharged

Woodnesborough Community Speedwatch Update – Clerk updated group.

Action Discharged

VILLAGE HALL

Possible defibrillator training – Clerk followed up with DDC.

Action Discharged

Play Area Inspection Report – Clerk followed up with Wicksteed, the Installers

Action Discharged

Adult Gym Equipment – Cllr Friend chasing up contact.

Action Cllr Friend On-going

Christmas Tree – Clerk made enquiries to Nurseries.

Action Discharged

FINANCE

Budget Talks 2024/25 & precept – Budget prepared for January meeting.

Action Discharged

Historic Treescapes Grant – Details put on website and noticeboard.

Action Discharged

5. PLANNING**a) Planning Applications**

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

i) DOV/23/01393

Proposal: Alteration to roof of outbuilding for the installation of additional solar panels

Location: Tramonto, Sandwich Road, Goodnestone, CT13 0EP

Discussions were held, RESOLVED to positively support this application.

ii) DOV/23/01370

Proposal: Erection of single storey rear/side extension

Location: Westerfield, Fleming Road, Woodnesborough, CT13 0PU

Discussions were held, RESOLVED to support this application.

iii) DOV/23/01363

Proposal: CHANGE OF DESCRIPTION – Construction of a solar farm with associated access and infrastructure

Location: Goshall Valley, East Street, Ash

Detailed discussions were held, 3 members abstained, one was in favour and there were 3 objections, RESOLVED object to this application on the grounds that it is the right thing in the wrong place, too big and too close to an historic site, there were concerns about the water table in that area, the risk of flooding and the risk to wildlife. The Parish Council would prefer to see all new builds having solar panels fitted.

iv) DOV/23/01439

Proposal: Variation of condition 2 (approved plans) of DOV/23/01439 (Change of use of land and erection of an ion exchange building, chemical dosing, changeover and washwater kiosks, alterations to site access, bunds and associated plant and equipment) to alter layout and dimensions of plant structures

Location: Pumping Station, Fleming Road, Woodnesborough, Kent

RESOLVED no objections to this application.

v) DOV/23/00260

Proposal: Erection of a garage (existing garage to be demolished)

Location: Marshborough Gate, Marshborough Road, Marshborough, CT13 0PF

RESOLVED no objections to this application.

b) Planning Decisions

To note planning decisions received from DDC

- i) i) DOV/23/00480 – Street Farm House, The Street, Woodnesborough Road, CT13 0NF – Change of use of garage to holiday let – Granted
- ii) DOV/23/01258 – 3 Beacon Lane, Woodnesborough, CT13 0PB – Erection of a two storey rear/side extension and insertion of window and door to side elevation (existing side extension demolished) – Granted.
- iii) Dov/23/00259 – 21 Foxborough Close, Woodnesborough, Sandwich, CT13 0NR – Erection of a rear extension, which would extend beyond the rear wall of the original house by 4.00m, for which the maximum height would be 3.20m, and for which the eaves would be 2.55m – Conditional Extension Permitted Development

Noted by members.

c) Correspondence

To discuss any correspondence related to planning

- i) DDC – ENF/23/00446 – Oatland, Foxborough Hill, Woodnesborough, Sandwich, Kent, CT13 0NX – Formation of an access – under investigation

- ii) Email from DDC – Acknowledging receipt of letter re: ENF/19/00252 – Land South of Summerfield, Staple and ENF/23/00010 – Hollyoak, Woodnesborough

Noted by members.

- iii) Pre-planning The Barn, Coombe Lane – nothing to discuss.

d) Consultation Documents

To discuss any consultation documents

None received.

6. REPORTS

To receive written or verbal reports from:-

- i) **County Councillor** – No report.
- ii) **District Councillors** – Dist. Cllr Friend gave a brief report including DDC's recent decisions about parking charges and green waste charges.
- iii) **Council members** - No report.
- iv) **PCs Lauren Eyre-Jackson & Jon Bowler**– Introduced themselves and reported on speed monitoring on Sandwich Road, lots of tickets were issued and they will be continuing to monitor speeding and electric scooter use in the Parish and will join Speedwatch sessions when it starts. Parishioners are encouraged to join 'My Community Voice' to know what is going on in the local area.

7. FORTHCOMING EVENTS**a) Council Event**

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

- i) Age Concern Lunches

Clerk to find out how long the lunch funding will last.

Action Clerk

- ii) First AID & Defibrillator Training

Discussions were held, agreed that Cllr Hilton will speak to the Church about a possible defibrillator location and Clerk will follow up on a June course with the trainer.

Action Cllr Hilton & Clerk

a) Outside Event

To discuss and agree actions relating to outside events

- i) KALC/NALC/ Kent Resilience Training & Courses

Noted by members.

ii) D Day Celebrations – 6th June

Discussions were held, it was agreed that the Parish Council would be lighting the beacon, Clerk to inform the Village Hall Committee and ask if they were planning any D-Day Celebrations.

Action Clerk

iii) KALC Area Committee Meeting – 24th Jan 7.30pmiv) Great British Spring Clean Campaign – DDC Pop-up Event 15-31st March

Noted by members.

8. CORRESPONDENCE

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

a) Consultation Documents

i) Draft Parish Charter – Nothing to discuss

b) Newsletters and Circular

i) KALC & NALC News & Chief Executives Bulletins

Noted by members.

ii) KALC Community Award Scheme

Discussions were held, Clerk to submit the nomination.

Action Clerk

c) Other Correspondence

None received.

9. HIGHWAYS

To discuss and agree actions relating to highways issues

i) Replacement Mini-SID

New SID has arrived, Cllr Charter will install

Action Cllr Charter

ii) HIP

Discussions were held, it was agreed to request a 30mph speed limit along Beacon Lane/Hammill Road, all along Sandwich Road and from the stables up Foxborough Hill. Clerk to submit the HIP and arrange the meeting.

Action Clerk

iii) Email -Horse sign request Foxborough Lane

Discussions were held, it was agreed that the Parish Council would request a reduction in the speed limit rather than horse signage at this location, Clerk to inform the requestor.

Action Clerk

iv) Lower Road Staple – Closed 31 Jan – 2nd Feb

v) Marshborough Road – Overgrown hedges reported to KCC Highways

vi) Community Speedwatch Update – emailed

All of the above noted by members.

10. VILLAGE HALL

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

i) Play area Inspection report – Rocker – Manufacturer's feedback

Wicksteed's Technical Team had viewed the video clip of the rocker and were confident that the fastenings were tight and that the coil spring is exhibiting normal behaviour, this has been shared with the Play Area Inspection company who are happy to take the assurance from the supplier that the rocker is ok and will just monitor on their visits.

ii) Christmas Tree

Suppliers had advised that the Autumn is the earliest time to source a potted Christmas tree, to be added to September agenda.

Action Clerk

iii) Path from car park to play area - Discussions were held it was agreed, not to continue with this idea.

iv) Field Gate- self-closing hinge

Discussions were held, it was agreed to request a self-closing hinge and Cllr Mallett would try to re-plant any hedging that would need to be moved for the gate to fill in any gaps in the hedge.

Action Clerk & Cllr Mallett

v)RHI data submission made & annual declaration completed
Noted by members

vi) Dog fouling on Green & around Village

Discussions were held, it was agreed that the Clerk will provide Cllr Hilton with the details of how to report dog fouling to DDC so that it can be included in an article in the magazine and the Clerk will request dog fouling stickers from DDC for around the village.

Action Clerk

vii) Upstairs room nearing completion

Discussions were held, it was agreed to request written confirmation from the Village Hall Committee that Dover District Council and the Fire Service are happy with the room being rented out.

Action Clerk

viii) Request for cigarette sign by ash tray

Discussions were held, it was agreed that the Parish Council give permission for the sign to go up.

Action Clerk

ix)Hedge Cutting – Clerk to request that the hedge is cut by the contractor before the end of February.

Action Clerk

11. COMMUNICATION

To discuss and agree actions relating to communication

i)Clerk Holiday – 15th & 18th March & June 10-17 inclusive

Noted by members.

12. FINANCE

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

i) Accounts – Actual v Budget to 31-12-2023

RESOLVED accounts actual v budget to 21-12-2023 to be adopted by the Council.

ii)2024-25 Budget Talks – Draft Budget

Discussions were held on the draft budget, it was agreed to reduce the Reserves by £2,000 and increase the HIP budget from £4,000 to £6,000.

RESOLVED the draft budget for 2024-25 to be adopted by the Council.

iii)Precept demand due by 26th Jan 2024

RESOLVED the precept should be set at £24,277.67, a 1.99% increase, equating to a 91p a year increase for a Band D property.

Action Clerk

iv)PWL Repayment notice - £1,698.77 on 29/01/2024

v)KCC Kent Parish Council Winter Support Scheme

Both of the above noted by members.

vi)Parish Council Grant Requests – St Mary's Graveyard Upkeep & Woodnesborough Village News Magazine

RESOLVED to pay a grant of £750 to St.Mary's for Graveyard upkeep and a £750 grant to the Village Magazine.

vii)Office equipment share – Goodnestone Parish Council

Discussions were held and it was agreed that Goodnestone Parish Council could share the use of the office equipment as long as they paid towards running and replacement costs.

13. PAYMENTS

RESOLVED the following payments should be made.

To pay January

a) £18.00	Woodnesborough Village Hall Hire - January	BACS
b) £333.12	Clerk's salary January	BACS
c) £117.80	HMRC – PAYE January	BACS
d) £131.28	KCC Pension January	BACS
e) £138.04	Environmental Engineer Salary January	BACS
f) £102.30	Clerk's Expenses 1 July to 30 Sept	BACS
g) £100.05	Clerk's Expenses 1 Oct to 31 Dec	BACS
h) £4,461.60	Westcotec – Mini-SID – Insurance claim	BACS
i) £1,698.77	PWL Lending Facility – Loan repayment	DD
j) £750.00	Grant - St Mary's Graveyard Upkeep	BACS
k) £750.00	Grant – Village Magazine	BACS

14. DATE OF NEXT MEETING

The next meeting of the Council will be the Ordinary meeting on 27th February 2024 at 7.30pm

Scheduled 26th March 23rd April 28th May

The meeting closed at 9.44pm

Accounts - Budget v Actual to 31-12-2023, Predicted Outturn 2023/24, Budget 2024/25

RECEIPTS	Actual to 31-03- 2023	2023/24 Budget	Actual to 31-12-23	Predicted Outturn	2024/25 Budget
Carried Forward					
General funds and reserves	29,532.21	29,796.68	29,796.68	29,796.68	30,355.69
Precept	22,887.42	23,364.95	23,364.95	23,364.95	24,277.67
VAT	456.88	843.43	843.43	843.43	535.11
Interest	35.54	50.00	79.72	107.92	100.00
Heating system payback	1,481.62	1,500.00	978.84	1,500.00	1,500.00
Other - Donation, Wayleave, Village Hall rent/Flagpole refund	244.50	0.00	80.15	80.15	-
Grant - DDC & KCC Jubilee Grants/Insurance Claim	570.00	0.00	3618.00	3,618.00	-
Total	55,208.17	55,555.06	58,761.77	59,311.13	56,768.47
PAYMENTS	Actual to 31-03- 2023	2023/24 Budget	Actual to 31-12-23	Predicted Outturn	2024/25 Budget
Salaries					
Clerk	4936.60	5000.00	4066.26	5,387.91	5,816.60
Environment Engineer	1907.40	1920.00	1585.16	2,103.08	2,260.00
Employer Pension Contribution	1191.94	1150.00	1062.63	1,383.79	1,413.43
	8035.94	8070.00	6714.05	8,874.78	9,490.03
Admin Costs					
General	383.40	520.00	231.15	433.50	480.00
Postage, stationery, consumables	253.19	250.00	130.92	250.00	250.00

Insurance	476.66	520.00	511.35	511.35	550.00
Bank Charges	72.00	72.00	54.00	72.00	72.00
Audit Fees	234.47	250.00	244.00	244.00	255.00
Annual Meeting	37.06	100.00	42.69	42.69	50.00
Hall Hire	242.00	264.00	174.50	228.50	250.00
Village Hall - Container & Re-Lining Car Prk/Doors	3,814.00	5,000.00	4,609.74	4,609.74	-
Village Green Mowing & Grounds Maintenance	1,800.00	2,000.00	1,080.00	1,230.00	1,800.00
Play Area Safety Inspection/Maintenance	417.35	400.00	383.00	383.00	450.00
Councillor Expenses	0.00	400.00	-	-	400.00
Training	259.44	200.00	122.68	122.68	200.00
Church Yard Grant LGA 1972 Sect 214/215	750.00	750.00	-	750.00	750.00
Grants & Poppy Wreath	790.00	770.00	20.00	770.00	770.00
Section 137	0.00	200.00	-	-	200.00
Equip Handyman	0.00	100.00	-	-	100.00
Flower Beds	39.53	100.00	111.61	111.61	120.00
Membership	482.84	500.00	492.63	492.63	505.00
VAT	843.43	0.00	535.11	535.11	-
Election Costs (saving for 2027)	0.00	3,000.00	147.23	147.23	750.00
Contingency - Repaid 2018 KCC Grant Underspend	54.30	1,041.52	-	-	953.90
Loan Repayment scheduled	3,397.54	3,397.54	1,698.77	3,397.54	3,397.54
Reserves	0.00	20,000.00	-	-	18,000.00
Defibrillator Parts	50.00	300.00	56.95	56.95	100.00
Speed Indicator Device	70.50	150.00	-	3,718.00	75.00
Events	0.00	200.00	-	-	200.00
Highways Improvement plan	907.05	4000.00	18.87	18.87	6,000.00
Web Site	460.00	500.00	460.00	460.00	500.00
Improving Village Environment/Gym Equipment	70.79	0.00	-	-	10,000.00
Office Equipment	0.00	0.00	-	-	-
Beacon & Jubilee bottles/Flag Pole& Gate/ Tree	1,470.00	2,500.00	787.26	1,495.26	100.00
Total	25,411.49	55,555.06	18,626.51	28,955.44	56,768.47
Bank Reconciliation to 31-12-23					
NW Current Card Account	432.67	Op Bal	29,796.68		
NW Reserve Account 539	8,196.10	Receipts	28,965.09		
Unity Trust Bank	31,506.49	Payments	18,626.51		
	40,135.26		40,135.26		