

**MINUTES OF THE ORDINARY MEETING OF WOODNESBOROUGH PARISH COUNCIL  
HELD ON TUESDAY 26<sup>th</sup> MARCH 2024 AT 7.30pm IN THE ATRIUM AT WOODNESBOROUGH  
VILLAGE HALL**

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

**1. APOLOGIES**

No apologies received.

The meeting closed in order that members of the public could speak. One member of the public spoke, informing the Parish Council that an Easter Egg Hunt was being held at the Village Hall over Easter, the Village Hall Chairman would be getting in contact with Dover District Council and Kent Fire and Rescue regarding the upstairs room at the Village Hall. Concerns were also raised that the self-closing mechanism on the gate was not working, 'Please close the gate' signs should be installed, the gaps in the hedge should be filled and consideration should be given to another noticeboard in the Bus Stop near to St. Mary's Close. The other member of the public did not wish to speak.

The meeting re-opened at 7.35pm.

**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.

**3. MINUTES OF LAST MEETING**

RESOLVED the minutes of the Ordinary Meeting of the Parish Council held on 27<sup>th</sup> February 2024 be duly signed by the Chairman as a true and correct record of the meeting.

**4. ACTIONS OF THE LAST MEETING**

**APOLOGIES**

Dist. Cllr Friend had held the meeting regarding the Oak Hill Glamping site planning application.

**Action Discharged**

**VILLAGE HALL**

Adult Gym Equipment – Information had been received and circulated.

**Action Discharged**

**FORTHCOMING EVENTS**

**Council Event**

First AID & Defibrillator Training – Currently no suitable location for a defibrillator at the Church.

**Action Discharged**

**VILLAGE HALL**

Christmas Tree - Add to September agenda.

**Action Clerk On-going**

Upstairs room nearing completion - Written confirmation from the Village Hall Committee that Dover District Council and the Fire Service are happy with the room being rented out requested – Second request sent.

**Action Discharged**

**PLANNING**

**Planning Applications** - DOV/24/00155- Change of use of land to a glamping site, 5 tent pitches, 10 bell tents, erection of an amenity block and associated parking, Land at Oak Hill, Woodnesborough, CT13 0PE – Possible planning breaches reported to DDC Planning Enforcement. **Action Discharged**

**FORTHCOMING EVENTS**

**Council Event**

First AID & Defibrillator Training – Village Hall and Trainer available on 22<sup>nd</sup> June, various Village Organisations contacted, requested responses by 23<sup>rd</sup> April.

**Action Discharged**

Annual Parish Meeting - Major Holt agreed to be the guest speaker, Clerk to purchase refreshments, flyers produced ready to go in the village magazine, no charge for delivery. **Action Clerk On-going**

**Outside Event - D Day Celebrations – 6<sup>th</sup> June - Village Hall booked from 8pm and poster in Village magazine. **Action Discharged****

## CORRESPONDENCE

**Newsletters and Circular - KALC - Free portrait of the King applied for. **Action Discharged****

## HIGHWAYS

KCC – Restricted Byway EE499, Eastry and Woodnesborough – Definitive Map Modification Order 2023- Path to be added between Drainless Road and Selson Lane – Clerk unable to report as blocked as this is still at consultation stage. **Action Discharged**

Emails re: Footpath EE195/1 – blocked with barbed wire fence – Re-reported to Public Rights of Way and forwarded to Cty Cllr Sue Chandler. Cty Cllr Chandler reported that there had been anti-social behaviour at night in the area and the Police had been called, the neighbour has submitted an application to remove the footpath this will not be considered until the barbed wire is removed. Public Rights of Way have sent a letter instructing that the barbed wire is removed. **Action Discharged**

## VILLAGE HALL

Play area Inspection report – gate buffer missing – Safeplay instructed to replace. **Action Discharged**

Field Gate – Cllr Baker reported that bundles of hedging could be purchased from The Woodland Trust for approximately £40-£45. RESOLVED Cllr Baker to order two bundles of hedging for approximately £90. Discussions were held about turfing the area around the gate it was decided that Cllr Hilton would rewild the area with planting pods leading to natural re-generation. **Action Cllrs Baker & Hilton**

Green Mowing – Clerk instructed AJL Garden Services to mow the Green. **Action Discharged.**

## FINANCE

Parish Council Grant Request – Dover & District Beekeepers Association – Requested to submit a completed Parish Council Grant Form. **Action Discharged**

Parish Council Grant Form – Form updated. **Action Discharged**

## 5. PLANNING

### a) Planning Applications

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

i) DOV/24/00042

**Proposal:** Erection of two storey rear extension (Existing outhouse to be demolished)

**Location:** 10 Claremont Terrace, Sandwich Road, Woodnesborough, Kent.

Agreed between meetings no objection.

ii) DOV/24/00185

**Proposal:** Change of use from dog breeding kennels to dog boarding/day care

**Location:** Foxborough Farm, Foxborough Hill, Woodnesborough, CT13 0NY

Discussions were held, no objections to this application.

iii) DOV/23/00820

**Proposal:** Variation of condition 2 (approved plans) of (Reserved matters application for the details of the layout, scale, landscaping and appearance pursuant to Hybrid planning application DOV/16/01026: (i) Outline planning permission for the erection of 18 dwellings (ii) Full application for the change of use of two engine sheds to office accommodation and 5 no. residential dwellings, associated parking, services, infrastructure, sub-station,

landscaping, groundworks, attenuation features and earthworks) to allow changes to elevations with replacement drawings.

**Location:** 4 Elizabeth Drive, Woodnesborough, CT13 0FR

Discussions were held, Clerk to inform DDC that no decision can be made as no drawings have been added to the website. **Action Clerk**

### b) Planning Decisions

To note planning decisions received from DDC

i) DOV/24/00042 – 10 Claremont Terrace, Sandwich Road, Woodnesborough, CT13 0LY - Erection of two storey rear extension (Existing outhouse to be demolished) - Granted

ii) DOV/18/00714/C – Heather Villa, Sandwich Road, Woodnesborough, Kent - Non-material amendment to planning permission 18/00714 (Erection of two storey/single storey rear extensions with balustrade, insertion of 3. No. dormer windows, 1 no rooflight to facilitate a loft conversion, boundary wall to the front, increase existing driveway, creation of second driveway, 2 no. 1200m bi-folding gates to driveway entrances and erection of new 200m fencing to both boundary lines (part retrospective) (existing garage and rear porch to be demolished) to allow change to parapet wall on single storey extension to run along west face as well with 75mm height increase, change of colour of rear windows and doors from oak foiled to grey/beige, dormer cheeks change to render finish from timber oak stained, barge board to be removed wood panelling to be run directly to roof tiles, addition of solar panels. – Refused Non-material amendment

iii) DOV/23/00260 – Marshborough Gates, Marshborough Road, Marshborough, CT13 0PF - Erection of a garage (Existing garage to be demolished) – Granted

All of the above noted by members.

### c) Correspondence

To discuss any correspondence related to planning

i) DDC – ENF/24/00074 – Fircrest Liveries, Fircrest Farmhouse, Marshborough Road, Woodnesborough, Sandwich, Kent, CT13 0PE – Non-compliance with approved plans 24/00155 and change of use to business use- under investigation.

Discussions were held, Clerk to query with DDC the approved plans number that has been quoted.

**Action Clerk**

### 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 reported on KCC's Early Years Consultation about Children with Special Needs, on the pothole blitz and 86 Elm Trees that have been planted in East Kent Country Parks, including Pegwell Bay as part of the 60,000 trees planted by Plan Tree.
- ii) **District Councillors** – Dist. Cllr Friend gave a report about the Dover District Council budget that has recently been approved.
- iii) **Council members** - No report.
- iv) **PCs Lauren Eyre-Jackson & Jon Bowler**– No report

## 7. FORTHCOMING EVENTS

### a) Council Event

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

- i) First AID & Defibrillator Training – 22<sup>nd</sup> June - Nothing more to discuss.

ii)D Day Celebrations – 6<sup>th</sup> June – Village Hall booked from 8pm - Nothing more to discuss.

iii)Annual Parish Meeting – 23<sup>rd</sup> April 7.30pm - Nothing more to discuss.

#### b) Outside Event

To discuss and agree actions relating to outside events

i)KALC/NALC/ Training & Courses – Dynamic Councillor – 11<sup>th</sup> April – booked Cllr Shubert

ii)Communities Prepared Resilience Training – 21<sup>st</sup> May, Ashford 9.30am-4.15pm – Cllr Mallett attending.

### 8. 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

#### c) Other Correspondence

i) Nominations for English Heritage Blue Plaque Scheme

Both of the above noted by members.

### 9. HIGHWAYS

To discuss and agree actions relating to highways issues

i) HIP – Meeting 5<sup>th</sup> April

Cty Cllr Chandler offered to attend, Clerk to arrange with KCC Highways.

**Action Clerk**

ii) Marshborough Road – closed 12<sup>th</sup> & 20<sup>th</sup> March

iii)Parsonage Farm Road, Marshborough – closed 6<sup>th</sup> March

iv)Street Consultation – Land South East of Birnam Mushroom Farm – Named Wodens Hill Field

v)Emails re: Footpath EE195/1 – blocked with barbed wire fence – PROW are investigating

vi)Overgrown Hedge Melville Lea/High Street junction – reported to KCC Highways

All of the above noted by members.

vii)Parishioner email re: Woodland Way vehicles

Discussions were held, Cty Cllr Chandler advised to report this to the Community Police Officer, Cllr Hilton will forward photos and Clerk will submit to Police and update the Parishioner.

**Action Cllr Hilton & Clerk**

viii)Beacon Lane – closed 23 March up to 7 days, burst water main

Noted by members.

### 10. VILLAGE HALL

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

i) Play area Inspection report – gate buffer replaced

Noted by members.

ii) Play area inspection renewal - £72, 23/24 - £72

RESOLVED to renew the contract for 3 Play area inspections a year at £72 plus VAT each.

**Action Clerk**

iii) Field Gate

Discussions were held, Clerk to follow up the self-closing mechanism with Vurleys and to order two ‘Please Shut the Gate’ signs.

**Action Clerk**

iv) Hedge Planting – Nothing more to discuss

iv) Outdoor Gym Equipment

Clerk reported that Worth Parish Council had spent approximately £6,600 on three double pieces of adult gym equipment. Clerk to source brochures.

**Action Clerk**

## v) Change of room for Parish Council meetings

Detailed discussions were held, members were upset that despite confirmation in January of Miller Room bookings for Parish Council meetings up until July, from April these have been cancelled without any discussion. Clerk to send a letter expressing concern and requesting that the Atrium is booked but at The Miller Room rates and requesting that the Miller Room may be booked from 6pm-7pm for the April Ordinary Parish Council Meeting. It also appeared that the Parish Council had been charged for two hours rather than 1.5 hours for some months, Clerk to investigate. **Action Clerk**

## vi) Upstairs Room

Dover District Council have advised the Parish Council that both the Building Control and Planning departments should have been consulted about the change of use of the upstairs room from storage to an occupiable room such as a meeting room. The Parish Council are not happy for the room to be rented out until all necessary Planning and Fire paperwork is in place, this has been communicated to the Village Hall Committee along with Dover District Council's advice.

**11. COMMUNICATION**

To discuss and agree actions relating to communication  
Nothing to discuss.

**12. FINANCE**

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

## i) Natwest account interest received February - £9.45

Noted by members.

## ii) Parish Council Grant Request – Dover &amp; District Beekeepers Association – Asian Hornet Prevention - £50

RESOLVED to pay a grant of £50 to Dover & District Beekeepers Association. **Action Clerk**

## iii) Rural England Prosperity Fund – on noticeboard &amp; website

Noted by members.

iv) Staff Salary increases as of 1<sup>st</sup> April 2024

The Clerk is currently paid at SCP21 with an annual increment due in April 2024 making it SCP22 with future increments due in April each year to a maximum of SCP23, subject to satisfactory performance.

The Environmental Engineer is currently paid at SCP10 with an annual increment due in April 2024 making it SCP11 with future increments due in April each year to a maximum of SCP15, subject to satisfactory performance.

RESOLVED Clerk to move up to SCP22 and Environmental Engineer to SCP11 from 1<sup>st</sup> April 2024.

v) AGAR – deadline 30<sup>th</sup> June 2024

Clerk to organise financial check with Cllr Riley and book internal auditor. **Action Clerk & Cllr Riley**

**13. PAYMENTS**

Resolved the following payments should be made.

**To pay March**

a) £16.50	Woodnesborough Village Hall Hire – March	BACS
b) £332.92	Clerk's salary March	BACS
c) £117.80	HMRC – PAYE March	BACS
d) £131.28	KCC Pension March	BACS
e) £138.24	Environmental Engineer Salary March	BACS
f) £45.54	Safeplay – Play area gate buffer installed	BACS
g) £87.00	Clerk's Expenses	BACS
h) £50.00	Dover & District Beekeepers Association – Grant	BACS
i) £101.90	Cartridge People – Toner Cartridge	Card

**14. DATE OF NEXT MEETING**

The next meeting of the Council will be the Ordinary meeting on 23<sup>rd</sup> April 2024, the Annual Parish Meeting will be at 7.30pm in the Atrium.

**Scheduled**                      28<sup>th</sup> May                      25<sup>th</sup> June                      23<sup>rd</sup> July

The meeting closed at 9.04pm