

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF WOODNESBOROUGH  
PARISH COUNCIL HELD ON TUESDAY 28<sup>th</sup> MAY 2024 AT 7.30pm IN THE ATRIUM AT  
WOODNESBOROUGH VILLAGE HALL**

Present: -Councillors B Baker (Chair) A Boniface C Charter T Hall A Hilton  
S Mallett A Riley (part) K Shubert Joanna Jones Clerk to the Parish Council  
Cty Cllr Sue Chandler District Cllr Dan Friend 4 Members of the Public

**1. ELECTION OF CHAIRMAN**

RESOLVED that Councillor Baker continue in the role of Chairman. Proposed by Cllr Charter and seconded by Cllr Boniface.

**2. KALC COMMUNITY AWARD SCHEME 2024**

The KALC Community Award for 2024 was awarded to Paul Booth in recognition of the many years of service to Woodnesborough Football Club and the Community, in and around the Village. As Mr Booth has sadly passed away, the Chairman Cllr Baker presented the award in his honour to Mrs Booth. Clerk to send details and a photo to the Village magazine. **Action Clerk**

**3. ELECTION OF VICE CHAIRMAN**

RESOLVED that Councillor Boniface continue in the role of Vice Chairman. Proposed by Cllr Baker and seconded by Cllr Charter.

**4. APOLOGIES**

Apologies were received from Cllrs Goodwin and Cllr Riley who would be a few minutes late.

**5. 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. Cllrs Mallett and Baker declared an interest in Planning Application DOV/24/00411 as they live near to the property.

**6. MINUTES OF LAST MEETING**

RESOLVED the minutes of the Annual Parish Meeting and the Ordinary Meeting of the Parish Council, both held on 23<sup>rd</sup> April 2024 be duly signed by the Chairman as a true and correct record of the meeting.

**7. ACTIONS OF THE LAST MEETING**

**VILLAGE HALL**

Christmas Tree - Add to September agenda.

**Action Clerk On-going**

**FORTHCOMING EVENTS**

**Council Event** -First AID & Defibrillator Training – 22<sup>nd</sup> June – Village Hall and trainer confirmed, bookings taken and event publicised. **Action Discharged**

D Day Celebrations Beacon Lighting – 6<sup>th</sup> June – Kent Fire and Rescue, Ambulance service and insurance company informed about event, materials purchased. **Action Discharged**

**CORRESPONDENCE - Other Correspondence**

Neighbourhood Watch - Clerk informed DDC.

**Action Discharged**

King's Portrait arrived – Request sent to Village Hall Committee.

**Action Discharged**

KALC Award arrived – Added to May agenda.

**Action Discharged**

**HIGHWAYS**

Footpath EE195/1 – blocked with barbed wire fence & treehouse over footpath – Clerk chased PROW.

**Action Discharged**

**VILLAGE HALL**

Field Gate - Gate signs installed.

**Action Discharged**

## 8. COMMITTEE SELECTION

To select membership of the following committees

- a) Risk Assessment working Group

It was agreed that Cllrs Charter and Goodwin would form the group.

- b) Risk assessment for 2024-25

The risk assessment was reviewed and updated to include the flag pole, RESOLVED to adopt the Risk Assessment for 2024-25.

## 9. NOMINATION OF ROLES

To nominate Councillors to undertake the following roles

- a) Footpaths Officer – Cllrs Goodwin and Hall
- b) Councillor Responsible for Finance – Cllr Riley
- c) Press Officer – Cllr Baker
- d) Village Hall reps – Cllrs Charter and Goodwin
- e) KALC Area Committee Reps – Whichever Cllr is available

The Chairman thanked Cllr Charter for all of her hard work with the SID unit.

## 10. REVIEW OF COUNCIL PROCEDURES

To review and adopt appropriate procedures – All the below can be found on the PC Web Site

- a) Standing orders – New model published April 2018
- b) Financial regulations – Last full review March 2016
- c) Complaints procedure
- d) Freedom of Information 2000 request handling
- e) GDPR 25<sup>th</sup> May 2018
- f) Press and Media request handling

RESOLVED the above should all be adopted without change.

## 11. PLANNING

### a) Planning Applications

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

- i) DOV/24/00403

**Proposal:** Erection of single storey rear extension with roof terrace. Replacement cladding to first floor level. Alterations to existing front driveway with brick walls relacing hedges (Existing rear conservatory and rear timber balcony structure to be removed).

**Location:** Eastwood House, Beacon Lane, Woodnesborough, Kent.

Discussions were held, RESOLVED no objections to this application, but the Parish Council would like the neighbour's views to be taken into account regarding the balustrade.

- ii) DOV/24/00411

**Proposal:** Erection of replacement garage (existing demolished)

**Location:** 4 Sunnyside Cottages, Marshborough Road, Marshborough, CT13 0PF.

RESOLVED no objections to this application

- iii) DOV/24/00361

**Proposal:** Erection of a detached dwelling, new vehicular access with associated parking and landscaping

**Location:** Land to the South of Summerfield House, Barnsole Road, Staple, CT3 1LD

Discussions were held, RESOLVED no objections to this application but the Parish Council would want the turtle dove planting area to be re-established at the same time as the house is being built.

### b) Planning Decisions

To note planning decisions received from DDC

- i) DOV/23/00820 - Elizabeth Drive, Woodnesborough, CT13 0FR – 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 - Granted.

**c) Correspondence**

To discuss any correspondence related to planning

- i)ENF/24/00093 – Land South East of Birnam Mushroom Farm, Hammill Road – more burning incidents reported to DDC.
- ii)DOV/24/00155 – Glamping Site – Highways Objections to Planning Application

**d) Consultation Documents**

None

All of the above noted by members.

**12. REPORTS**

To receive written or verbal reports from:-

- a) **County Councillor** – Cty Cllr Chandler gave a report covering roadworks to the A299 Thanet Way, additional interventions to stop smoking, trading standards, the KCC Financial hardship team and took questions about the A299.
- b) **District Councillors** – Dist Cllr Friend reported that Purdah will soon start but it will be business as usual for DDC.
- c) **Council members** – Cllr Mallett gave a report about the Resilience meeting in Ashford that he had attended.
- d) **PCs Lauren Eyre-Jackson & Jon Bowler**– No report.

**13. 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

Discussions were held, Clerk is to confirm with the Village Hall Manager who is opening and closing and to let the trainer know the attendees. **Action Clerk**

- ii)D Day Celebrations Beacon Lighting – 6<sup>th</sup> June – Village Hall booked from 8pm

Discussions were held, Clerk to purchase wine, apple and orange juice and more cups and deliver to Cllr Baker and confirm who is opening and closing up with the Village Hall Manager and pass on Cllr Mallett's contact details to him. **Action Clerk**

**b) Outside Event**

To discuss and agree actions relating to outside events

- i)KALC/NALC/ Training & Courses

Noted by members.

**14. CORRESPONDENCE**

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

**a) Consultation Documents**

- i)KALC – Parish Charter

**b) Newsletters and Circular**

- i)KALC & NALC News & Chief Executives Bulletins

**c) Other Correspondence**

## i) Lithium Ion Battery Campaign

All of the above noted by members.

**15. HIGHWAYS**

To discuss and agree actions relating to highways issues

## a) HIP

Discussions were held, members were disappointed and frustrated that the 30mph zones requested had been refused on Sandwich Road and the top of Foxborough Hill, a request was to be made to Cty Cllr Chandler for a full report and explanation of why the requests cannot be granted and the members would like a member of KCC Highways to come and look personally at the roads. Clerk to forward to Cty Cllr Chandler who will take up with the Cabinet Member. **Action Clerk & Cty Cllr Chandler.**

b) Parsonage Farm Road – closed 9<sup>th</sup> Mayc) The Street, Woodnesborough – closed 28<sup>th</sup> April-30<sup>th</sup> April & 22<sup>nd</sup> May, up to 3 days 7am-7pmd) Drainless Road – Closed 24<sup>th</sup> May – 2 days 7am-5pm

Noted by members.

## e) PROW response to obstruction of EE195

Discussions were held, agreed that the Clerk is to put on the next agenda.

**Action Clerk**

## f) Bus Shelter Noticeboard – Foxborough Hill

Clerk to forward the email to Dist. Cllr Friend who will chase.

**Action Clerk & Dist. Cllr Friend**

## g) Footpath EE223 – Cut by Warners, thanked by Clerk

Noted by members

**16. VILLAGE HALL**

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

## a) Outdoor Gym Equipment

Nothing to discuss, agreed to defer to next year.

## b) Parishioner email – dog mess on Green.

Detailed discussions were held, it was agreed that Cllr Hilton will include another article in the Village magazine, including how to report dog mess to DDC. The Clerk will put up laminated signs around the Green and in the Village Hall telling people how to report it and will update the Parishioner.

**Action Cllr Hilton & Clerk**

## c) Hiring charges increased by £1 per hour

Discussions were held, Clerk to chase the Village Hall Committee for an update on the upstairs room, the siting of the King's portrait, the outstanding rent and Cllr Charter to pass on Village Hall Help Sheets to the Village Hall Committee.

**Action Clerk & Cllr Charter**

**17. COMMUNICATION**

To discuss and agree actions relating to communication

Nothing to discuss.

**18. FINANCE**

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

## a) Natwest account interest received April - £10.78

## b) VAT repayment received £1,459.28

## c) RHI payment received £808.09

All of the above noted by members.

## d) Zurich Insurance Renewal - £617.70 – 5yr LTA, last yr £511.35

RESOLVED to renew the insurance with Zurich for £617.70.

## e) Fixed Asset Register 2024

The Fixed Asset Register was reviewed and adopted for 2024.

f) 2023/24 Accounts – Complete & signed off by Internal Auditor with no actions  
RESOLVED the accounts for 2023/24 should be adopted by the Council.

g) Audit Form Section 1

- i) Consider the findings of the review by the members meeting as a whole
- ii) Approve the Annual Governance Statement by resolution in advance of approving the accounting statements.

RESOLVED the Annual Governance Statement was approved by the members.

h) Audit Form Section 2

- i) Consider the Accounting Statements by the members meeting as a whole;
- ii) Approve the Accounting Statements by resolution; and

RESOLVED the Accounting Statements were approved by the Council.

- iii) Ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which that approval is given.

The Chairman signed and dated the form. Clerk to submit the AGAR.

**Action Clerk**

i) 2024/25 Budget

RESOLVED to adopt the 2024/25 budget.

j) Unity Trust deposit account

Discussions were held, it was agreed that the Clerk is to organise the paperwork to open a Unity Trust Instant Access Account, paying 2.75% interest.

**Action Clerk**

k) Defibrillator at the Church

Detailed discussions were held, it was agreed that the PCC should apply for grants to purchase a defibrillator at the Church and the Parish Council would fund the difference between any grants received and the actual cost. Clerk to forward grant funding information to Cllr Hilton and Churchwarden.

**Action Clerk**

## 19. PAYMENTS

Resolved the following payments should be made.

### To pay May

a) £338.80	Clerk's salary May	BACS
b) £120.00	HMRC – PAYE May	BACS
c) £133.56	KCC Pension May	BACS
d) £140.30	Environmental Engineer Salary May	BACS
e) £236.00	AJL Garden Services – Mowing March & April	BACS
f) £175.00	DDC – Bin emptying	BACS
g) £ 16.50	Village Hall – room hire	BACS

Paid between meetings

a) £23.24	Beacon lighting supplies	Card
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## 20. DATE OF NEXT MEETING

The next meeting of the Council will be the Ordinary Parish Council Meeting on 25<sup>th</sup> June 2024 at 7.30pm in the Atrium.

**Scheduled**                      23<sup>rd</sup> July                      24<sup>th</sup> September                      22<sup>nd</sup> October                      3<sup>rd</sup> December

The meeting closed at 9.53pm