

**MINUTES OF THE ORDINARY MEETING OF WOODNESBOROUGH PARISH COUNCIL
HELD ON TUESDAY 28th APRIL 2009 7.30pm AT WOODNESBOROUGH VILLAGE HALL**

| | | | |
|------------------------------|---|-----------|------------------------|
| Present: -Councillors | D Woodward (Chairman) | B Wiseman | G Boorman |
| | S Hoskins | B Baker. | R Ovenden |
| | D Smith | K Ellen | |
| | Sarah Wells Clerk to the Parish Council | | 1 Member of the Public |

1. APOLOGIES

Cllr D Ford

2. PARTNERS AND COMMUNITIES TOGETHER (PACT)

There was no report from the Police

3. MINUTES OF LAST MEETING

It was proposed by Cllr Baker and seconded by Cllr Ellen that the minutes of the last meeting held on the 24th March 2009 be signed as a true and correct record, all agreed and the Chairman signed the minutes.

4. ACTION FROM THE LAST MEETING

Housing Association Complaint – The Clerk had received a letter and phone calls from representatives from the Housing Association. **Action Discharged**

Village Hall

Specifications for the work to the rear of the stage and in the store room – Cllr Hoskins had not yet forwarded the specification to the Clerk. **Action Cllr Hoskins and Sarah Wells Ongoing**

Forthcoming Events**Council Events**

Annual Parish Meeting 12th May – The Clerk had printed the agendas. **Action Discharged**

Web-Site

A link to the Church Web site had been added. **Action Discharged**

Highways

Employment of Environmental Engineer – This had been advertised in the Parish Magazine and the Mercury Roundup section. **Action Discharged**

Litter Bin Coombe Lane – The Clerk had asked DDC to install a litter bin at the lay by in Coombe Lane. **Action Discharged**

Finance**Budget**

The Clerk had completed the accounts and they had been inspected by Cllr Smith. **Action Discharged**

Village Green

Foxborough Close play area – The Clerk had written to DDC and asked what plans they had for the area **Action Discharged**

5. CODE OF CONDUCT

- a) A reminder to all Councillors that should there be any changes to the information entered on your register of financial or other interest forms; you have 28 days in which to inform the DDC Monitoring Officer.

The above were noted by the members. Cllr Boorman asked for form to change his details.

Action Sarah Wells

6. PLANNING**a) Planning Applications****i. DOV/09/00232**

Proposal: Erection of a two storey side extension and first floor rear extension

Location: 2 Woodland Way, Woodnesborough

Seen in between meetings by Cllrs Woodward, Smith and Baker. No objections raised.

b) Planning Decisions

- i. DOV/08/00986 – Granted full planning permission - Erection of buildings for use as additional data storage and processing centre (ancillary to existing facility), associated office accommodation together with new access from Marshborough Road, new internal roads and paths, car parking, cycle parking, landscaping and bunding, ground works and the installation of new services and infrastructure and other ancillary works and activities (existing buildings and telecommunications tower to be removed) – The Bunker, Ash radar Station, Marshborough Road.

Cllr Smith asked if he and Cllr Ovenden could have a copy of this document for reference once the work started.

Action Sarah Wells

c) Correspondence

- i. DDC publicity for Planning Applications

d) Consultation Documents

None received.

7. VILLAGE HALL

Cllr Woodward informed the members that Cllr Boorman had been appointed as Chairman of the Village Hall committee at the recent AGM. Also at the AGM an amended constitution had been agreed. It was agreed that this should be copied to all members for discussion at the next meeting.

Action Sarah Wells

The Village Hall Committee had agreed at their AGM that should the cost of work to the rear of the hall exceed the Council's budget for 2009/10 they would consider helping to pay for the work.

8. REPORTS**a) Dist Cllr**

The Clerk had not received any reports and there were no District Cllr present.

b) Cllr Reports

No reports received.

9. FORTHCOMING EVENTS**a) Council Events**

- i. Annual Parish Meeting 12th May
The agenda's were distributed ready for delivery by the Council members.
Refreshments to be arranged by Cllrs Baker and Woodward

The Clerk to confirm details with the speaker.

Action Sarah Wells

b) Outside Events

- i. Active Dover – Sports Development Seminar

Noted by the members.

10. PARISH PLAN

The Chairman closed the meeting to allow the members of the public to speak. When the meeting reopened Cllr Smith reported that he had spoken to a member of the Forward Planning team at DDC about the possibility of progressing the provision of a New Village Hall ahead of the LDF process. DDC had informed him that they were concentrating on the LDF Core Strategy and that the site allocation document would not go out for its next round of public consultation until June 2010. However current planning legislation did allow for community buildings to be erected so these could be used to progress the project if the land could be obtained.

Cllr Woodward had reported that he had spoken to the owner of the Sandwich Road site and he was unwilling to release any of his land for a village hall ahead of the LDF process.

11. CORRESPONDENCE**a) Correspondence needing a response/Action**

a. DDC – Neighbourhood Forum

The Council agreed to put the dates in the Parish Magazine and on the web site. **Action Sarah Wells**

b. Town & Country Housing – The Aireys

The Clerk had spoken to the Contracts manager at Town & Country Housing. He had no outstanding faults on his system and was not aware of any long standing problems with drains or boilers. As far as he was aware all faults reported had been dealt with. The Clerk had written to the Householders who had attended the meeting to ask if they were still having problems and if so when and to whom were they reported.

b) Consultation Documents

None received

c) News letters and Circulars

- i. DDC – Kerbside recycling collections
- ii. ACRK News
- iii. KCC – Clean Kent
- iv. Kent County Playing Fields Association

The above were discussed and noted by the members.

d) Other

- i. ICO – Freedom of Information Act
- ii. Clean Kent successfully convicts serial fly tipper

The above were discussed and noted by the members.

12. WEB –SITE

Neighbourhood Forum information to be added.

Action Sarah Wells

13. HIGHWAYS

a) Environmental Engineers Position

It was agreed that Cllrs Woodward and Boorman would interview the applicant.

Action Cllr Woodward and Boorman.

14. FINANCE**a) Budget**

- i. Receipts and Payments to 31-03-09

It was proposed by Cllr Baker and seconded by Cllr Hoskins that the accounts be adopted, all agreed. See Appendix A

ii. Audit form section 1 approval

It was proposed by Cllr Baker and seconded by Cllr Hoskins that the accounts in section one of the audit form be approved by the Council, all agreed

iii. Audit form section 2 approval

It was proposed by Cllr Baker and seconded by Cllr Hoskins that the annual governance statement in section two of the form be approved by the Council, all agreed.

iv. 2009/10 Budget

The revised budget for 2009/10 was discussed and adopted by the members. See Appendix B

b) Invoices**c) Other****i.** Precept received

Noted

ii. Parish Council Insurance due 1-06-09

It was proposed by Cllr Smith and seconded by Cllr Baker that the insurance be renewed, the Cheque to be signed at the next meeting. **Action Sarah Wells**

iii. Play Builder Expressions of Interest

It was agreed that the expression of interest form should be returned. **Action Sarah Wells**

15. PAYMENTS

| | | | Cheque No |
|------------|-------------------------|----------------------|----------------------|
| a) £196.46 | Clerks Salary Apr | 26 x 9.827 | 262.52 |
| | | Pension Contribution | <u>-17.06</u> |
| | | | 245.46 taxable Pay |
| | | | <u>-49.00</u> |
| | | | 196.46 Clerks Salary |
| b) £49.00 | H M Revenue and Customs | | 1010 |
| c) £46.46 | KCC LGPS | Council Contribution | 29.40 |
| | | Clerks Contribution | <u>17.06</u> |
| | | | 46.46 |

It was proposed by Cllr Boorman and seconded by Cllr K Ellen that the above payments should be made, all agreed.

16. DATE OF NEXT MEETING

Tuesday 12th May Annual Parish Meeting

The Annual Meeting of the Parish Council will take place on Tuesday 26th May 2009.

17. VILLAGE GREEN

Cllr Ovenden declared a personal and prejudicial interest and left the meeting.

Cllr Smith asked what action was going to be taken to monitor the usage of the Village Green following the comments made by Cllr Ford at the last meeting. It was agreed that each Cllr should make a note of the date and time they observed children playing on the green, this record to be reviewed after the summer.

Action Councillors