

**MINUTES OF THE ORDINARY MEETING OF WOODNESBOROUGH PARISH COUNCIL  
HELD ON TUESDAY 27th APRIL 2010 7.30pm AT WOODNESBOROUGH VILLAGE HALL**

**Present:** -Councillors            D Woodward (Chairman)    G Boorman            B Baker  
   R Ovenden (part)            D Ford                S Hoskins  
   D Smith                            K Ellen

Dist Cllr Butcher  
Sarah Wells Clerk to the Parish Council

### 1. APOLOGIES

Cllr Wiseman. PC Woodland.

### 2. PARTNERS AND COMMUNITIES TOGETHER (PACT)

No report received.

### 3. MINUTES OF LAST MEETING

a) Minutes of Ordinary meeting 23rd March 2010

It was proposed by Cllr Hoskins and seconded by Cllr Boorman that the minutes of the last meeting should be signed as a true and correct record, all agreed and the Chairman signed the minutes.

### 4. ACTION FROM THE LAST MEETING

#### Village Hall

The risk assessment had been undertaken.

**Action Discharged**

#### Code of Conduct

The Clerk had forwarded a change form and a copy of his current register to Cllr Boorman.

**Action Discharged**

#### Village Hall

Leak in Roof - Cllr Boorman had received one quote for the work. He was trying to get further quotes.

**Action Cllr Boorman Ongoing**

#### Forthcoming Events

##### Council Events

*Annual Parish Meeting* – Agenda. The Clerk had printed the agendas for distribution. **Action Discharged**

#### Highways

*Bus Stop Oak Hill* - Cllr Woodward to speak to the Highways Inspector.

**Cllr Woodward. Ongoing**

*Horse Barrier – Footpath EE 219, The Street* – The PROW officer had agreed that the barrier could be painted. Cllrs Hoskins and Woodward to make the arrangements.

**Action Discharged**

#### Village Green

Fencing – The Clerk had met with Dale Fencing to discuss the fence. Inspection of the site had shown that the majority of the posts needed to be replaced. The Clerk had spoken to Mr T Ovenden, he had asked for signs informing the public that the routes onto his field were not Public Rights of Way. The Clerk had ordered the signs.

**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.

**6. PLANNING****a) Planning Applications**

None Received.

**b) Planning Decisions**

None Received.

**c) Correspondence****i. KCC – Change to Consultation procedures**

KCC were withdrawing hard copies of planning applications. All consultations would in future be carried out online. As the Council received very few KCC applications they did not believe this would create a problem. Cllr Butcher informed the members that DDC were contemplating taking similar action with their Planning applications. The Members felt this would cause problems, as there was no internet access in the Village Hall and the Council do not have the facilities required to print plans for consideration at a meeting. It was agreed that the Clerk should write to DDC informing them of these problems. The Clerk to copy the letter to the Town and Parish Councils in DDC area.

**Action Sarah Wells**

**d) Consultation Documents**

None Received.

**7. VILLAGE HALL****a) Risk Assessment.**

The Risk assessment document was discussed. See Appendix A. There was one action for the Parish Council. Cllr Hoskins to drill a hole in the external wall of the store room to allow the water to drain away.

**Action Cllr Hoskins**

The VH committee was unsure how often a full electrical inspection should be undertaken. The Clerk to contact ACRK Village Halls section for details of all checks that should be undertaken.

**Action Sarah Wells**

**b) Letter from the Insurance company – Ref rebuild costs.**

The Clerk to respond.

**Action Sarah Wells**

**8. REPORTS****a) Dist Cllr**

Dist Cllr Butcher gave a report on DDC activities.

**b) Cllr Reports**

None received

**9. FORTHCOMING EVENTS****a) Council Events****i. Annual Parish Meeting – Agenda distribution**

The Agenda's were given out for distribution.

The Clerk to contact the speaker to finalise the arrangements.

**Action Sarah Wells**

**b) Outside Events**

Nothing planned.

**10. PARISH PLAN**

The Council would continue to look for suitable sites for a new village hall. The LDF process had been

delayed further.

## 11. CORRESPONDENCE

### a) Correspondence needing a response/Action

- i. Councillor Vacancy – Cllr Wiseman has resigned from the Council due to personal reasons.

The Chairman had received Cllr Wiseman's resignation. The Clerk to inform DDC of the vacancy.

**Action Sarah Wells**

### b) Consultation Documents

None Received.

### c) Newsletters and Circulars

- i. KALC Parish News
- ii. LCR
- iii. Guided Walks & Green Gang activities
- iv. Explore Kent

The above were discussed and noted by the members.

### d) Other

None Received.

## 12. HIGHWAYS

- a) KHS – Weather Damage Repairs to Roads

The above was noted by the members.

## 13. FINANCE

### a) Budget

- i. Year End figures 2009/10

The year end figures were discussed. It was proposed by Cllr Baker and seconded by Cllr Hoskins that the year end accounts be approved by the Council, all agreed. See Appendix B.

- ii. Audit Form 2009/10

The Annual Governance Statement was read out by the Clerk and approved by the members.

- iii. Revised Budget 2010/11

It was proposed by Cllr Baker and seconded by Cllr Hoskins that the revised budget for 2010/11 be approved by the Council, all agreed. See Appendix C.

- iv. £12000 Precept Received 2010/11

Noted by the members.

### b) Invoices

None received.

### c) Other

- i. KALC – Invitation to Join

After a brief discussion it was agreed that the Council would not take up this invitation.

**14. PAYMENTS**

			<b>Cheque No</b>
a)	£198.52 Clerks Salary Apr 26 x 10.198	265.15	1084
	Pension Contribution	<u>-17.23</u>	
		247.92 taxable Pay	
		<u>-49.40</u>	
		<b>198.52</b> Clerks Salary	
b)	£101.30 Clerks expenses Jan to Mar		1085
	Office Allowance	60.00	
	Telephone	10.50	
	Broadband	10.50	
	Mileage	9.02	
	4 x Signs Village Green	<u>11.28</u>	
		<b>101.30</b>	
c)	£49.40 H M Revenue and Customs		1086
d)	£46.93 KCC LGPS		1087
	Council Contribution	29.70	
	Clerks Contribution	<u>17.23</u>	
		<b>46.93</b>	
e)	£69.60 Environmental Engineer 5-4-10 to 30-4-10		1088
	4 weeks at £17.40 (£5.80 x 3) = 69.60		

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

**15. DATE OF NEXT MEETING**

The Annual Parish Meeting Tuesday 11th May 2010.

The Ordinary Meeting of the Parish Council will take place on Tuesday 25th May 2010.

**16. VILLAGE GREEN**

Cllr Ovenden declared a personal and prejudicial interest and left the meeting at 9.05pm. Other than the erection of signs mentioned in para 4 there were no other items.

The meeting closed at 9.10pm.

06/04/2010 14.00

**Participants: D Smith, G Boorman**

The hall is used for a wide range of activities and functions with general public access; the risk assessment has taken in to account these factors for general use not specifics.

The term hall includes all rooms within the building and the outside public areas.

The site was found in a good clean and dry condition, step edges and door thresholds in good repair, emergency evacuation egress in good working order and unobstructed.

The risk assessment has generated actions in the following categories:

- 1) Immediate action high risk.
- 2) Action/maintenance low to medium risk.
- 3) General risk.
- 4) Actions for village hall committee.
- 5) Actions for Parish Council.
- 6) Upgrading and advice.

- 1) High risk immediate action.

Smoke alarm not working, battery required. Battery fitted action complete.

Safety notices for hot surfaces required in kitchen. Action village hall committee.

Ban on storage on top of kitchen cupboards. Action village hall committee.

Smoke alarms required in kitchen and entrance area. Action village hall committee.

- 2) Action/maintenance low to medium risk:

Light not working in Gents toilet. Action village hall committee.

Consider better method of storage for folding tables.

Fire extinguishers require check? Frequency of check required and actioned. Action village hall committee.

- 3) General risks:

Protruding radiators in main hall. No action.

Glazed photograph child's head height in main hall. Photo. Moved .Action discharged.

Access to stage must be by steps either permanent in kitchen or temporary in front.

General trip hazards on stage to be reduced/ eliminated by storage and repositioning

- 4) Actions for the village hall committee:

As detailed in 1) and 2) above.

- 5) Actions for The Parish Council:

Boiler room flooding when raining, ingress of muddy water which spills to kitchen and blocks drain in gent's toilet.

- 6) Upgrading and advice:

Woodnesborough Players to ascertain if bank of lights at centre stage ceiling are required, if so upgrading to be actioned, if not unit to be removed.

Electrical test frequency inline with insurance policy required.