

**MINUTES OF THE ORDINARY MEETING OF WOODNESBOROUGH PARISH
COUNCIL HELD ON TUESDAY 23rd FEBRUARY 2016 AT 7.30pm IN THE COMMITTEE
ROOM AT WOODNESBOROUGH VILLAGE HALL**

Present: -Councillors D Woodward (Chair) L Butcher D Smith P Charlesworth
 G Boorman A Boniface S Hoskins B Baker

Sarah Wells Clerk to the Parish Council Dist Cllr P Carter & Bernard Butcher
1 Member of the Public

1) APOLOGIES

Cllrs D Ford Dist Cllrs M J Holloway

2) DECLARATION OF INTERESTS

Cllr Baker declared a significant other interest in any issues relating to the Church as a member of the PCC.

Cllr Butcher declared a significant other interest in the proposals for the future ownership and management of the New Village Hall as she is a trustee of Woodnesborough Community Hall Charity.

Cllr Charlesworth declared a significant other interest in the proposals for the future ownership and management of the New Village Hall as he is a trustee of Woodnesborough Community Hall Charity.

The meeting was closed so that members of the public could speak. The person in attendance did not wish to say anything.

3) MINUTES OF LAST MEETING

RESOLVED the minutes of the Ordinary meeting of the Parish Council held on 26th January, be duly signed by the Chairman as a true and correct record of the meeting with a minor amendment.

4) ACTIONS OF THE LAST MEETING

Processes and Procedures

a) Standing orders

RESOLVED the amended Standing Orders dated December 2015 should be adopted by the Council. The Clerk to provide all members with a hard copy.

b) Finance Regulations

RESOLVED the amended Finance Regulations dated December 2015 should be adopted by the Council. The Clerk to provide all members with a hard copy.

The Clerk had printed these documents ready for distribution, unfortunately the new procurement regulations means that some changes to financial levels and wording are required. The Clerk to make the required changes. **Action Sarah Wells ongoing**

Forthcoming Events

Council Events

Annual Parish Tuesday 10th May at 7.30pm. The clerk had booked the Village Hall.

Action Discharged

Correspondence

KALC Community Awards Scheme – The nomination had been sent to KALC. **Action Discharged**
Deadline for Nominations – 29th Jan 2016

Highways

The problems with the road surface at Selson had been reported. Cllr Hoskin reported that the entire section of road is to be resurfaced. **Action Discharged**

Finance

Set precept for 2016/17 – The precept demand had been sent to DDC. **Action Discharged**

Procurement Regulations 2016 – Some of the financial levels need amending. **Action Discharged**

5) PLANNING

a) To consider and comment on planning applications submitted for consultation by DDC.

i) DOV/15/01239

Proposal: Erection of a detached dwelling and garage including log and bin store (existing dwelling to be demolished) amended plan and description

Location: The Old farmhouse, Hammill Road, Woodnesborough

RESOLVED no objections should be raised to this application.

ii) DOV/16/00138

Proposal: Erection of 2no. Rear dormer roof extension and front canopy extension

Location: Marylebone Lodge, The Street, Woodnesborough

RESOLVED no objections should be raised to this application.

iii) DOV/16/00084

Proposal: Reserved matters application for alterations to the window positions and internal layout of residential dwelling (plot 19) pursuant to outline permission DOV/12/460 ((A) Full application for change of use and conversion of two engine sheds to six live/work units and B) Outline application for the erection of nineteen dwellings, 2352m² of B1(c) accommodation, construction of vehicular access, associated car parking and landscaping (existing buildings/structures to be demolished))

Location: Former Hammill Brick Works, Hammill Road, Woodnesborough, CT13 0EG

RESOLVED no objections should be raised to this application.

iv) DOV/15/01220

Proposal: Change of use for land to provide off road parking

Location: Land adjacent to 1 Summerfield Cottages, Summerfield, Woodnesborough, CT13 0EW

RESOLVED no objections should be raised to this application.

v) DOV/16/00140

Proposal: Change of use and conversion of existing stable block to holiday let

Location: Little Hammill and Land Adjoining, Hammill, Woodnesborough, CT13 0EH

RESOLVED no objections should be raised to this application.

b) To note planning decisions

i) DOV/15/01172 – Granted Planning permission – Erection of a two storey extension(existing to be demolished) 17 Melville Lea

ii) DOV/15/00891 – Refused planning permission – Erection of a storage barn – Foxborough Farm, Foxborough Hill

The above were noted by the members.

c) To consider and comment on planning correspondence

None received.

d) To consider and comment on planning consultation documents

None received.

6) REPORTS

a) Dist Cllr

Cllrs Carter and Butcher gave a report on the activities of Dover District Council.

b) Councillor Reports

No reports received.

7) FORTHCOMING EVENTS

To discuss and agree action relating to upcoming events.

a) Council Events

i) Annual Parish Meeting 10th May 2016 – Agree agenda

In additional to the regular items a speaker on local history was suggested. The Clerk to investigate.
Action Sarah Wells

ii) Queens 90th Birthday – possible beacon celebration

The Clerk had printed off information booklet. Cllr Butcher had spoken to the owners of Beacon House, they were happy for people to stand in there garden to see the beacon lit, however the actual Beacon was not on their land. Cllr Hoskins to speak to the owner of the bacon. **Action Cllr Hoskins**

b) Outside Events

i) KALC Chairmanship Conference – 26th Feb 2016

ii) KALC Planning Conference – 7th March 2016

The above were noted by the members.

iii) KALC – Health and Safety Accreditation – 16th Jun 2016

RESOLVED Cllr Smith should attend this event, the Clerk to book a place. **Action Sarah Wells**

8) CORRESPONDENCE

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

a) Consultation Documents

i) Lower Themes Crossing Route Consultation

Noted.

ii) DDC Snow Warden Scheme

The Clerk to respond.

Action Sarah Wells

b) Newsletters and Circulars

i) KALC Parish News

Noted

c) Other

i) NALC Bulletin

ii) Local Boundary Review – Electoral |Review Kent – Finance Recommendations

The above were noted.

iii) Report from local PCSO

Although the report says there were no area of concern, the meeting was informed that there had been a number of thefts from outbuildings. The clerk to contact the PCSO to see if he is aware of the issue.
Action Sarah Wells

9) HIGHWAYS

To discuss and agree actions relating to highways issues

- a) Cllr Hoskins reported that water is still running along beacon lane due to blockages in the drainage system. The Clerk to inform KHS and try to arrange a meeting with the drainage officer.
Action Sarah Wells

- b) Signage to the new village hall was required, the clerk to investigate with KHS
Action Sarah Wells

10) NEW VILLAGE HALL

To discuss and agree actions relating to the New Community Hall

- a) Progress of new Hall

Cllr Hoskins gave a fall report on the progress to date.

- b) Hours of operation – To discuss possible change to planning conditions

RESOLVED a variation of condition application should be submitted to DDC asking that the operation hours be extended. New hours to be requested 7am to 12 midnight Mon to Sun. 7 in favour and 1 abstention.
Action Cllr Woodward and Sarah Wells

- c) The Clerk reported that as the hall was being use for this meeting she had added the building to the current Village Hall Insurance police that runs until 24th March 2016. This had cost £39.60.

11) FINANCE

To discuss and agree actions relating to the Council Finances

- a) Public Works Loan agreed terms - £85,000 borrowed over 20 years at 2.81%.
Repayments of £2,792.27 every 6 months. Payment dates 28 January and 28 July.

12) PAYMENTS

RESOLVED the following payments should be made.

Running Costs – Unity Trust Account

- | | |
|---|------|
| a) £223.25 Clerks Salary | BACS |
| b) £57.75 KCC Pension Fund | BACS |
| c) £86.40 Environmental Engineers Salary & Back Pay 1 st Feb to 28 th Feb | BACS |
| d) £57.00 H M Rev & Customs Feb | BACS |

Village Hall Payments - NatWest Account

- | | |
|---|------|
| a) £8,080.00 Car Park drainage and kerb stones | 1502 |
| b) £504.00 Kitchen White Goods | 1503 |
| c) £1,788.00 Falcon Security Systems – Alarm system | 1504 |
| d) £39.56 Norris and Fisher – Insurance | 1505 |

13) DATE OF NEXT MEETING

To confirm the next meeting of the Parish Council

Scheduled dates

22 nd Mar 2016	26 th Apr 2016	10 th May 2016 Annual Parish Meeting
24 th May 2016	28 th Jun 2016	26 th Jul 2016 7 th Sept 2016 25 th Oct 2016
6 th Dec 2016		