

**MINUTES OF THE ORDINARY MEETING OF WOODNESBOROUGH PARISH COUNCIL
HELD ON TUESDAY 27th JANUARY 2009 7.30pm AT WOODNESBOROUGH VILLAGE HALL**

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

Dist Cllr Butcher
Sarah Wells Clerk to the Parish Council

1. APOLOGIES

Cllr Ford & PC Ian Woodland

2. POLICE AND COMMUNITIES TOGETHER (PACT)

PC Woodland had sent a written report that was read out by the Clerk.

3. MINUTES OF LAST MEETING

It was proposed by Cllr Baker and seconded by Cllr Hoskins that the minutes of the last meeting held on the 9th December 2008 be signed as a true and correct record, all agreed and the Chairman signed the minutes.

4. ACTION FROM THE LAST MEETING

Over Grown Hedges Fir Tree Hill – The Clerk reported this to the Highways department online.

Action Sarah Wells Ongoing

Village Green

Padlock – The Clerk had purchased a new lock.

Action Discharged

Freedom of Information

The Clerk had loaded the required documents on to the Web Site.

Action Discharged

Village Hall

Quotes for work to remove earth from back of the hall – The Quote had been accepted as agreed at the last meeting.

Action Discharged

Forthcoming Events

Outside Events

Police Parish Forum 7.00pm 12th February 2009 – The Clerk to send the RSVP.

Action Discharged

Highways

Request for bin in Coombe Lane - The Clerk had informed the person requesting the bin of the Council's decision. Cllr Woodward had asked the Environmental engineer to spend some time at the location.

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.

Noted

- b) Communities and Local Government – Real people, real power: Code of recommended practice on local authority publicity – A consultation – by March 12

After some discussion it was agreed that no comments should be made to this document.

6. PLANNING

a) Planning Applications

Seen between meetings

i. DOV/08/01294

Proposal: Erection of a single storey side extension (existing garage to be demolished)

Location: The Old Bakery, The Street, Woodnesborough

This application was positively supported by the members.

ii. DOV/08/01277

Proposal: Erection of a single storey rear extension and a pitched roof to existing rear extension (existing conservatory to be demolished)

Location: Beech Cottage, Beacon Lane, Woodnesborough

No objections were raised to this application.

b) Planning Decisions

- i. DOV/08/01097 – Granted full planning permission – Erection of rear conservatory extension – Marshborough Farm House, Marshborough, Woodnesborough

Noted by the members

c) Correspondence

None received

d) Consultation Documents

- i. Draft Street Scene Strategy – Consultation

This document had been seen by the members. It was felt that the strategies contained were more relevant to urban areas of the district.

7. VILLAGE HALL

Cllr Ovenden declared a personal interest in the matter.

- i. Letter from Cullins Ground Work – Withdrawn quote for work at rear of hall

Following a site meeting between the contractor and Cllrs Woodward and Hoskins the contractor had withdrawn his quote. There had been some confusion about the exact extent of work that was required. It was also felt that some form of retaining wall should be installed to prevent the bank from slipping in the future. After some discussion it was agreed that Cllrs Hoskins, Woodward and Ovenden should meet to produce a specification for the work. Once the specification had been produced the three companies would be asked to quote again.

Action Cllr Hoskins, Woodward and Ovenden

- ii. Village Hall Committee Constitution

There seemed to be some confusion between the Village hall committee and the members of the parish council about who should be responsible for obtaining quotes and maintaining the hall. There was also a lack of someone willing to take on the caretaker role for the hall.

It was agreed that Cllrs Woodward & Baker would meet with the Chairman and treasurer of the village hall committee to discuss these problems.

Action Cllrs Woodward and Baker

8. REPORTS**a) Dist Cllr**

Dist Cllr Butcher gave a report covering recycling, policing in Sandwich and Standards Board issues.

b) Cllr Reports

None received.

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

- i. Annual Parish Meeting 2009

There was a general consensus that the Annual Parish meeting should be held on a different night to the Parish Council meeting, the members felt that holding the two meetings on the same night caused the ordinary PC meeting to be rushed. The Clerk had booked the hall for Tuesday 12th May, it was agreed that the Annual parish meeting should be held on that day providing the Speaker from Kent Highways was able to attend. The April and May parish Council meetings will then be held on the normal 4th Tuesday of the month.

Items and the running order of the meeting were then discussed. It was agreed that the Clerk should contact the speaker and draft the agenda in time for the next meeting. **Action**

Sarah Wells

b) Outside Events

- i. Sandwich Neighbourhood Forum – Thursday 5th February 2009 at Worth Village Hall
Cllr Smith to attend

- ii. Parish Police Forum – 19.00 Thursday 12th February HMS Brave DDC offices
Cllr Wiseman to attend

- iii. Kent Miners Festival Monday 31st August 2009 – Fowlmead

- iv. Parish Plan events – Jan and Feb 2009

Noted by the members

- v. Kent Highway Service “My Kent Highways Online” Road Show – 27th Feb 2009
Cllr Woodward to try to attend

10. PARISH PLAN

Cllrs Hoskins, Smith and Woodward plan to meet in the next few weeks to discuss the way forward.

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

None received

b) Consultation Documents

- i. DDC - Consultation in Respect of Taxi Matters – By 8th Feb 2009
The documented was discussed and noted by the members.

c) News letters and Circulars

- i. The Bulletin
- ii. Clerk and Council Direct
- iii. East Kent Hospitals University NHS Trust
- iv. Green Gang

- v. ACRK News

The above were discussed and noted by the members

d) Other

- i. Plugged in Chart

It was agreed that this chart contained some very useful information. The members would like to see it put on the Parish Council web site. The Clerk to contact Hougham without Parish Council.

Action Sarah Wells

- ii. Invitation to join the Rural Services Network
- iii. ACRK – Questionnaire
- iv. ACRK – Kent Village Of the Year 2009
- v. Minutes of Town and Parish Council Liaison meeting 3-12-08

The above were discussed and noted by the members.

12. WEB –SITE

Nothing to discuss at this time.

13. HIGHWAYS

- i. Litter Bin Coombe Lane

The person who had originally requested the bin was unhappy that the Parish Council did not wish to provide a litter bin. The Clerk had contacted DDC to see if they would be willing provide one at this site. DDC were concerned about ownership of the land as the bin would need to be put on the verge, the Clerk to progress.

Action Sarah Wells

- ii. Dog waste – Top of Fir Tree Hill, from junction Fir Tree to Crossroads at Marshborough Road/Oak Hill.

Cllr Ellen reported that there are a lot of dog faeces on the footpath near the bus stop. The members were concerned as this is where the children travelling to school in Sandwich catch the bus. It was agreed the clerk should ask the dog warden visit and maybe put up some signs.

Action Sarah Wells

- iii. Speed restriction signs – Ramsgate Road Sandwich – in the vicinity of Stoner estate.

Cllr Ellen reported that there were some inconsistencies in the signage for speed restrictions on the above stretch of road. He had spoken to PC Woodland about this, who was aware of the problem and had reported to Kent Highways. However no action had been taken. It was felt a report from the Parish Council may be of help. The Clerk to report to the Highways Liaison officer and copy to Sandwich Town Council.

Action Sarah Wells.

14. FINANCE

a) Budget

- i. Receipts and Payments to 31-12-08

The Clerk went through the figures and answered a few questions from the members. It was then proposed by Cllr Baker and seconded by Cllr Boorman that the accounts be adopted all agreed. See appendix A.

b) Invoices

- i. £65.00 G Cronin Building & Roofing – Village Hall repairs (Paid between meetings)
- ii. £13.90 – Padlock and keys Village Green (Reimburse Clerk)
- iii. £79 + VAT – Wyman Electrical Ltd – External lights Village Hall

The above were noted by the members.

c) Other

- i. DDC – Active Dover – Request for contribution towards a grant fund.

After some discussion the members agreed not to support this incentive, as they provide grant funding for local groups themselves.

Action Sarah Wells

- ii. Kent Policing Kent 2009/10 Survey

The Clerk to respond as instructed by the members.

Action Sarah Wells

- iii. East Kent Joint Parish Independent Remuneration Panel

The Clerk to respond as instructed by the members.

Action Sarah Wells

- iv. Invitation to Join ACRK £35 per year.

It was proposed by Cllr Baker and seconded by Cllr Smith that the Council renew its membership with ACRK, all agreed, the Clerk to add to payments for the next meeting.

Action Sarah Wells

15. PAYMENTS

Cheque No

Paid between meetings

- a) £65.00 G Cronin Building & Roofing 986

To Pay

- | | | | | |
|------------|----------------------------|----------------------|----------------------|-----|
| a) £191.09 | Clerks Salary Jan | 26 x 9.827 | 255.50 | 987 |
| | | Pension Contribution | <u>-16.61</u> | |
| | | | 238.89 taxable Pay | |
| | | | <u>-47.80</u> | |
| | | | 191.09 Clerks Salary | |
| b) £47.80 | H M Revenue and Customs | | | 988 |
| c) £45.23 | KCC LGPS | Council Contribution | 28.62 | 989 |
| | | Clerks Contribution | <u>16.61</u> | |
| | | | 45.23 | |
| d) £68.76 | Environmental Engineer | 12-01-09 to 06-02-09 | | 990 |
| e) £103.11 | Clerks Expenses | | | 991 |
| | Padlock and keys | £13.90 | | |
| | Office allowance Oct – Dec | £60.00 | | |
| | Telephone | 3 x £3.50 = £10.50 | | |
| | Broadband | 3 x £3.50 = £10.50 | | |
| | Mileage | 14 x 58.7 = | <u>£ 8.21</u> | |
| | | | £103.11 | |
| f) £40 | Petty Cash | | | 992 |
| g) £90.85 | Wyman Electrical Ltd | | | 993 |
| h) £16.79 | Independent Audit Fee | | | 994 |

16. DATE OF NEXT MEETING

The Ordinary Meeting of the Parish Council will take place on Tuesday 24 February 2009.

17. VILLAGE GREEN

Cllr Ovenden declared a personal and prejudicial interest and left the meeting. There was nothing to discuss on Village Green.

The meeting closed at 9.15pm