

**MINUTES OF THE ORDINARY MEETING OF WOODNESBOROUGH PARISH
COUNCIL HELD ON TUESDAY 27th JANUARY 2015 AT 7.30pm AT WOODNESBOROUGH
VILLAGE HALL**

Present: -Councillors D Woodward (Chair) A Boniface
 G Hall L Butcher
 G Boorman B Baker

Sarah Wells Clerk to the Parish Council

Dist Cllr P Russell

1. APOLOGIES

Cllrs P Charlesworth S Hoskins & D Ford PCSO's I Norton. Dist Cllr P Carter

2. DECLARATION OF INTERESTS

Cllr Boorman declared a significant other interest in the housing development and new Village Hall as he lives on the opposite side of the field which is proposed for the Village Hall.

3. POLICE REPORT

A written report had been received.

4. MINUTES OF LAST MEETING

RESOLVED the minutes of the Ordinary meeting of the Parish Council held on 9th Dec 2014, be duly signed by the Chairman as a true and correct record of the meeting with two amendments.

5. ACTIONS FROM THE LAST MEETING

Forthcoming Events

Annual Parish Meeting 7.30pm 24th March at 7.30pm – Cllr Hall had approached Sandwich First responders to see if they would be willing to attend and give a presentation. He was waiting for a response. **Action Cllr Hall ongoing**

Correspondence

Kent Police – Consultation – Have your say on policing in Kent - Cllr Hall had responded on behalf of the Parish Council. **Action Discharged**

DCLG Consultation on Parish Polls – The Clerk had responded as agreed. **Action Discharged**

Village Green

The quote for the removal of the cycle track and fencing had been accepted. **Action Discharged**

The quote did not included disposal of the equipment, Cllr Hoskins to get prices for skip hire.

Actions Cllr Hoskins ongoing

Village Hall

Cllr Woodward to speak to the VH Management Committee reference problems with the cleaning. **Action Discharged**

Community Resilience Emergency Planning

Cllr Butcher had ordered 100 copies of the booklet “ What to do in an Emergency” for distribution in the Parish. **Action Discharged**

Finance

2015/16 Precept Setting – Budget talks – The Clerk had produced a draft budget for discussion at the January meeting. **Action Discharged**

SLCC 2014-16 National Salary Award - The Clerk had made the required changes to the payroll.

Action Discharged

6. PLANNING

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

i) DOV/14/01192

Proposal: Reserved matters application for approval of the access, appearance, landscaping, layout and scale (details pursuant to outline permission DPV/14/00037) for a residential development

Locations: Lasletts Yard, Marshborough Rd, Woodnesborough CT13 0PE

The members had no objection to the application in principle, however they were concerned that no provision had been made for busses to stop in Marshborough Road. They were also concerned that any parked cars on the road outside plots 1-5 or 11- 13 would restrict the sightline of the junction of Beacon Lane and Marshborough Road. For this reason they would like to see parking restrictions on both sides of the road from plot 11 around the bend to plot 5.

The Clerk to inform DDC planning of the members comments.

Action Sarah Wells

b) To note planning decisions forwarded by DDC

i) Granted outline application (with all matters reserved) for residential development – Lasletts Yard, Marshborough

Noted.

c) To consider and comment on planning correspondence

i) Public Exhibition – Monday 19th Jan, the Guildhall in Sandwich – preview 2-3pm

Cllr Butcher had attended the exhibition.

d) To consider and comment on planning consultation documents

None received.

7. VILLAGE GREEN

To discuss and agree action relating to any issues concerning the Village Green.

a) Letter from R G Ovenden ref last years rent and when ground will be vacated.

Noted by the members, the Clerk to respond.

Action Sarah Wells

The need to store the benches removed from the old green was discussed. Cllr Woodward to speak to Mr R Ovenden to see if he would be willing to store the benches.

Action Cllr Woodward.

8. COMMUNITY AWARDS SCHEME

Two nominations had been received, both for the same member of the local community.

RESOLVED Mrs Jean Prior should be nominated for her years of service to the local community running the Coffee Pot club. The Clerk to forward the nomination to KALC. **Action Sarah Wells**

9. VILLAGE HALL

Nothing to discuss.

10. COMMUNITY RESILIENCE EMERGENCY PLANNING

Cllr Butcher would put an article in the Parish magazine asking for volunteers to be involved with producing an Emergency Plan. **Action Cllr Butcher ongoing**

11. REPORTS

To receive written or verbal reports from:-

a) Dist Cllr

Cllr Russell gave a report including information on Sandwich Town Council emergency plan.

b) Councillor Reports

Cllr Hall had met with the local PCSO.

12. FORTHCOMING EVENTS

To discuss and agree action relating to upcoming events.

a) Council Events

- i) Annual Parish Meeting 24th Mar 2015 – agree agenda

The items for the agenda were discussed. It was agreed that a speaker from the Kent Resilience Team should be invited to attend. The Clerk to contact the team, and produce a draft agenda for agreement via email by the members.

Action Sarah Wells

Once agreed the Clerk to print the agenda for distribution at the next Council meeting.

Action Sarah Wells

b) Outside Events

- i) KALC Dover Area Meeting – 28th Jan 2015 – 7.30pm The Phoenix Centre, Jubilee Rd, Sandwich
- ii) CPRE – Flooding:- Fears, Facts and the Future Sessions House, Maidstone Feb 6th 9.30am to 4pm (8.45 registration)
- iii) Lord Lieutenant of Kent – Civic Service at Rochester Cathedral Tuesday 10 March 2015 11am

The above were noted by the members.

13. CORRESPONDENCE

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

a) Consultation Documents

- i) Provisional Local Government Finance Settlement 2015/16
- ii) Electoral review of Kent
- iii) Consultation on the future of Library, Registration and Archive service Kent

The above were discussed by the members; they did not wish to respond.

b) Newsletters and Circulars

- i) KALC – Parish News
- ii) Clerks and Councils direct

Noted by the members.

c) Other

- i) New Year 2016 – honours nominations

Noted by the members.

14. HIGHWAYS

Cllr Butcher had some questions about footpaths in the parish, these were discussed.

Cllr Hall reported that there had been some problems with mud on the road from the building site in the Street. He had spoken to the contractors and the mud and the drains had all been cleaned by the contractors immediately. He had been very impressed by their conduct. Cllr Boniface had also had positive contact with the contractors.

15. NEW COMMUNITY HALL

Cllr Woodward reported that Phase one of the build was now complete and had been signed off by DDC Building Control. The Car park had not been completed as the specification had not been received from the architect as yet.

The Clerk had contacted KALC for advice and been told that the Parish Council could not spend money on the hall as at the moment they have no legal interest in the building.

The Ownership of the hall was discussed, The S106 agreement states that the Community Building should be transferred to the District Council “or whoever the District Council may nominate”.

RESOLVED by majority, the Parish Council should ask DDC to transfer ownership of the hall to the Parish Council as soon as possible. The Clerk to write to DDC Planning Department.

Action Sarah Wells

The specification for phase two had been passed to the Parish Council’s and the Contractors QS’s for costing, once this was agreed a contract would need to be drawn up between the contractor and the Parish Council.

The screening of the building was discussed, Cllr Baker would contact the Woodland Trust to see if any trees/shrubs could be obtained.

Action Cllr Baker

16. FINANCE

To discuss and agree actions relating to the Council Finances

a) Invoices

- i. £600.00 T Ovenden – removal Village Green Equipment
- ii. £190.70 Vernon Chapman – Chartered Surveyor

b) 2014/15 Accounts to date

RESOLVED the Accounts to date should be adopted by the Council. See Appendix A

c) 2015/16 Budget talks

RESOLVED the draft budget should be adopted by the Council. See Appendix B

d) 2015/16 Precept

RESOLVED the Council’s total resources should be kept at the same level as last year. To achieve this the precept should be set at £15,269.83, this together with the Council tax support grant of £563.12 would give a total resources of £15,832.95 the same as in 2014/15. The Clerk to inform DDC.

Action Sarah Wells

e) Local Government Pension Scheme

At the moment the resolution passed by Woodnesborough Parish Council only covers Mrs Sarah Wells. It was felt to prevent the Council becoming an exiting members of the pension scheme should Mrs Wells, leave or retire that a further resolution should be passed giving all employees the option to join the scheme. The Clerk to make the necessary arrangements.

Action Sarah Wells

17. PAYMENTS**Cheques**

RESOLVED the following payments should be made.

a) £219.17 Clerks Salary Jan 26 x 10.527	273.70	1435
Non-Consolidated payment	<u>16.22</u>	
	<u>289.92</u>	
Pension Contribution	<u>-15.95</u>	
	273.97 taxable Pay	
	<u>-54.80</u>	
	<u>219.17</u> Clerks Salary	
b) £54.80 H M Revenue and Customs		1436
c) £61.17 KCC LGPS		STO
Council Contribution	45.22	
Clerks Contribution	<u>15.95</u>	
	<u>61.17</u>	
d) £80.50 Clerks Expenses Oct to Dec		1437
Office Allowance 3 x 20	60.00	
Telephone 3 x 3.50	11.50	
Mileage 20 x 45p	<u>9.00</u>	
	<u>80.50</u>	
e) £97.92 Environmental Engineer		1438
5 th Jan 2015 to 1 st Feb 2015		
f) £600.00 T Ovenden – removal Village Green Equipment		1439
g) £190.70 Vernon Chapman – Quantity Surveyor		1440

18. DATE OF NEXT MEETINGThe next ordinary meeting of the Council will take place on Tuesday 24th February 2015.**Scheduled dates**24th March 2015 6.30pm Followed by the APM at 7.30pm28th Apr 2015 19th May 2015 23rd Jun 2015 28th Jul 2015