

**MINUTES OF THE ORDINARY MEETING OF WOODNESBOROUGH PARISH
COUNCIL HELD ON TUESDAY 22nd MARCH 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
 D Ford

Sarah Wells Clerk to the Parish Council 1 Member of the Public

1) APOLOGIES

Cllrs 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.

3) MINUTES OF LAST MEETING

RESOLVED the minutes of the Ordinary meeting of the Parish Council held on 23rd February 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

The Clerk had printed the Standing Order and Financial Regulations, she distributed these to the members. **Action Discharged**

Forthcoming Events

Council Events

Annual Parish Meeting 10th May 2016 – The Clerk had booked the speaker. **Action Discharged**

Queens 90th Birthday –beacon celebration – Cllr Hoskins had located the beacon and got permission for it to be used. **Action Discharged**

Outside Events

KALC – Health and Safety Accreditation – 16th Jun 2016 - The Clerk had booked a place for Cllr Smith. **Action Discharged**

Correspondence

DDC Snow Warden Scheme – The Clerk had responded as agreed. **Action Discharged**

Report from local PCSO – The Clerk had contacted the PCSO. **Action Discharged**

Highways

Cllr Hoskins had met with the Drainage engineer from KHS. Some work had been undertaken to help with the problems. **Action Discharged**

Signage to the new village hall - The Clerk had applied for a Village Hall sign, she reported that although the signs would be provided by KHS if the application meet there criteria, the Parish Council would be responsible for the costs. **Action Discharged**

New Village Hall

The Planning application had been submitted. **Action Discharged**

5) PLANNING**a) To consider and comment on planning applications submitted for consultation by DDC.****i. DOV/16/00201**

Proposal: Scoping Opinion under the Environmental Impact Assessment Regulations 2011 (as amended) for the erection of a 305m high communications mast

Location: Kings End Farm, Richborough, Sandwich, CT13 9JH

RESOLVED the members wished to see a full aviation report included in the final planning application.

6) REPORTS

No reports received.

7) FORTHCOMING EVENTS

To discuss and agree action relating to upcoming events.

a) Council Events**i) Annual Parish Meeting**

The agenda was agreed. The Clerk to print out and prepare in bundles for delivery.

Action Sarah Wells

b) Outside Events**i) Queens Birthday Beacon Lighting**

RESOLVED the Council should organise a Beacon Lighting event. The Clerk to register for a lighting time and contact DDC and the insurance Company. **Action Sarah Wells**

8) CORRESPONDENCE

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

a) Consultation Documents**i) DDC Hackney Carriage and Private Hire Licensing Policy 2016-2021****ii) KCC Dover Gateway Consultation****iii) DDC – Draft Indoor Sports Facility Strategy****iv) KCC – Consultation on KCC Funded Bus Services**

The above were noted by the members.

b) Newsletters and Circulars**i) Clerks and Council Direct****ii) Oast to Coast**

The above were noted by the members.

c) Other

- i) KALC Resilience Planning – Workshop feedback
- ii) NALC Bulletin
- iii) UK Power Networks – Partnership with Parishes
- iv) Queen Elizabeth 90th Birthday – Commemorative Medal

The above were noted by the members.

9) HIGHWAYS

Cllrs Butcher and Charlesworth were concerned that recent roads works by Southern Water had not been advertised in advance.

10) NEW VILLAGE HALL

To discuss and agree actions relating to the New Community Hall

a) Progress of new Hall

Cllr Hoskins reported that a Safe Occupancy Certificate had been issued. The building could not be signed off completely until the carpark had been completed.

A question was asked about the outside light, Cllr Hosking informed the meeting that at the moment the lights are on a timer and are on from 6pm to 6am, this is for security reasons as the hall is isolated and not visible from the road. As the lights are LEDs the cost of this is very minimal.

b) Village Hall Insurance

RESOLVED the Village Hall insurance should be paid.

Action Sarah Wells

c) Phone Line

The Village Hall trustees were concerned about the ongoing costs of the phone line as the proposed contract is for 24 months.

RESOLVED the Parish Council would pay for the installation of the phone line and pay for the first 12 month liner rental and broadband costs. Cllr Smith to inform the Trustees so the order could be placed.

Action Cllr Smith

d) Opening Ceremony

It was agreed that invitations should be sent to every home in the Parish, it was agreed these could be delivered at the same time at the Annual Meeting Agendas, the Clerk to order the invitations.

Action Sarah Wells

11) FINANCE

To discuss and agree actions relating to the Council Finances

a) ACRK Membership Renewal

RESOLVED the Council should continue its membership of ACRK. The Clerk to set up an electronic payment.

Action Sarah Wells

b) Hammill Planning Application 106 Contribution received

Noted by the members

12) PAYMENTS

To resolve the approval of payments presented at this meeting

Running Costs – Unity Trust Account

a) £57.75 KCC Pension Contributions	BACS
b) £57.20 H M Rev and Customs Mar 2016	BACS
c) £86.40 Environmental Engineer 29/2 to 27/3	BACS
d) £223.05 Clerks Salary Mar	BACS
e) £15.99 reimbursement flowers Fir Tree Hill	300004
f) £50.00 ACRK	BACS

Village Hall Payments - NatWest Account

a) £46,526.57 - Kentish Project Ltd Final Account Hall Build	1507
b) £1,339.20 KCC Legal Fees Nov – Feb 2016	1508
Nov £291.60	
Dec £54.00	
Jan £766.80	
Feb £226.80	
c) £99.16 Planning application fee – Paid on PC Debit card – Transfer funds to Unity Trust	1509
d) £921.14 Village Hall Insurance	1510

13) DATE OF NEXT MEETING

To confirm the next meeting of the Parish Council

Scheduled dates

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

The meeting closed at 9.25pm