

**MINUTES OF THE ANNUAL MEETING OF WOODNESBOROUGH PARISH COUNCIL
HELD ON TUESDAY 26th MAY 2009 7.30pm AT WOODNESBOROUGH VILLAGE HALL**

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

Sarah Wells Clerk to the Parish Council

1. ELECTION OF CHAIRMAN

It was proposed by Cllr Smith and seconded by Cllr Ellen that Cllr Woodward be nominated for the post of Chairman, there being no other nominations this was put to the vote, all agreed.

2. APOLOGIES

PC Woodland and Dist Cllr Butcher

3. ELECTION OF VICE CHAIRMAN

It was proposed by Cllr Ellen and seconded by Cllr Smith that Cllr Baker be nominated for the post of vice Chairman, there being no other nominations this was put to the vote, all agreed.

4. COMMITTEES AND DELEGATES

a) Committees

- i. Risk Assessment Committee

Cllrs Smith, Woodward and Boorman would form the risk assessment committee.

- ii. Village Hall Committee – As the Council own the Village Hall all members are on the committee

b) Delegates

- i. Footpath Officer – Cllr Ellen
- ii. Cllr Responsible for finance – Cllr Smith
- iii. Transportation/Highways Officer – Cllr Hoskins
- iv. Police Rep – Cllr Wiseman
- v. Village Green Rep – Cllr Baker
- vi. Affordable Housing Rep – Cllr Ford
- vii. Press Officer – Cllr Woodward
- viii. Neighbourhood forum Rep – Cllr Woodward

5. PARTNERS AND COMMUNITIES TOGETHER (PACT)

There was no report from the Police

6. MINUTES OF LAST MEETING

- a) Minutes of Ordinary meeting 28th April 2009

It was proposed by Cllr Boorman and seconded by Cllr Wiseman that the minutes of the last meeting held on the 28th April 2009 be signed as a true and correct record, all agreed and the Chairman signed the minutes.

- b) Minutes of Annual Parish Meeting 12th May 2009

It was proposed by Cllr Boorman and seconded by Cllr Ovenden that the minutes of the last meeting held on the 12th May 2009 be signed as a true and correct record, all agreed and the Chairman signed the minutes.

c) Review of Annual Parish Meeting

It was felt that the meeting had gone well, the speaker was excellent and thought provoking. The break for refreshments in the middle of the meeting had also worked well. It was agreed that in the future the meeting should be held on a separate night to the normal Parish Council meeting. There was disappointment that County Cllr Ridings had not attended the meeting since 2005.

7. ACTION FROM THE LAST MEETING**Village Hall**

Specifications for the work to the rear of the stage and in the store room – The specification had been sent to five contractors with an invitation for them to quote for the work. **Action Discharged**

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.

The Clerk had sent the register of interest form to Cllr Boorman.

Action Discharged

Planning**Planning Decisions**

DOV/08/00986 – RAF Ash Bunker – The clerk had copied the decision notice to Cllrs Ovenden and Smith **Action Discharged**

Village Hall

The Clerk had copied the amended section of the Village Hall constitution to all Councillors.

Action Discharged

Forthcoming Events**Council Events**

Annual Parish Meeting 12th May – All details had been confirmed.

Action Discharged

Correspondence**Correspondence needing a response/Action**

DDC – Neighbourhood Forum – The dates had been publicised in the village.

Action Discharged

Highways

Environmental Engineers Position – Cllrs Woodward and Boorman had interviewed the applicant and he had started work on 5th May 2009 on a three month trial.

Action Discharged

Village Green

Cllr Smith asked what action was going to be taken to monitor the usage of the Village Green following the comments made by Cllr Ford at the last meeting. It was agreed that each Cllr should make a note of the date and time they observed children playing on the green, this record to be reviewed after the summer.

Action Councillors Ongoing

8. 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 by the members.

9. PLANNING**a) Planning Applications****i. DOV/09/00337****Proposal:** Insertion of roof light to rear and internal alterations**Location:** 1 Manor Barns, The Street, Woodnesborough

After examination of the plans and some discussion it was agreed that the Council would raise no objections to this application.

b) Planning Decisions

None received

c) Correspondence**i. DDC – Boot Fairs – Land at Each End, Ash****ii. Getting the most out of the Planning system: Customised training by DHA Planning**

The above were noted by the members.

d) Consultation Documents

None received

10. VILLAGE HALL

The new constitution was agreed by the members.

Cllr Boorman reported that additional roof repairs were necessary, to the main building and to the porch. It was agreed that the Clerk should contact the contractor who undertook the last lot of work and ask for a quote.

Action Sarah Wells**11. REPORTS****a) Dist Cllr**

None received.

b) Cllr Reports

None received.

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

None planned

b) Outside Events

None planned

13. PARISH PLAN

Cllr Hoskins was concerned that the possibility of a New Village Hall was tied up with the LDF process. This will delay the provision of a new hall for several years, as the current hall is in need of considerable work to keep it operational he asked if other sites could be considered. The funding of a new hall was discussed, as the current hall would be the biggest source of income for such a project it was agreed that an architect should be asked to look at the building. Cllr Hoskins to make the arrangements.

Action Cllr Hoskins.**14. CORRESPONDENCE****a) Correspondence needing a response/Action****i. Local Works**

- ii. Dover & District Compact

The members did not wish to take any action on the above.

b) Consultation Documents

None received

c) News letters and Circulars

- i. Clerks and Council Direct
- ii. Close to Home
- iii. Oast to Coast
- iv. KALC Parish News

The above were discussed and noted by the members.

c) Other

- i. Southern Water Business Plan 2010 to 2015
- ii. DDC Foxborough Close Play Area
- iii. Community first Responders
- iv. Burglaries in Woodnesborough
- v. Public Sector Duties
- vi. Minutes Sandwich Neighbourhood Forum

The above were discussed and noted by the members.

15. WEB –SITE

The content was discussed.

16. HIGHWAYS

- a) Staple Parish Council – Overhanging Trees Barnsole Rd

It was agreed that Clerk should pass the letter to Kent Highways for action.

Action Sarah Wells

- b) Sat Nav – Hammill Farm Cottages, Chalk Pit Lane - Noted

- c) KCC – Electronic Communications on Public Path Orders and Definitive Map Modification Orders

It was agreed that Public Path Orders and Definitive Map Modification Orders could be sent electronically in future.

Action Sarah Wells

- d) Over Hanging vegetation Fir Tree Hill

The Clerk to report to Kent Highway Services.

Action Sarah Wells

17. FINANCE

a) Budget

The first quarter's accounts will be ready for the July meeting.

b) Invoices

- i. £14.40 Cllr Humphrey Woodward – Annual Meeting Refreshments
- ii. £19.49 Cllr Baker - Annual Meeting Refreshments

c) Other

- i. Invitation to Join KALC

After some discussion it was proposed by Cllr Ford and seconded by Cllr Ovenden that the Council do not join KALC. This was put to the vote three in favour, 6 abstentions, the motion was carried.

18. PAYMENTS

			Cheque No
a) £196.46	Clerks Salary May	26 x 9.827	262.52
		Pension Contribution	<u>-17.06</u>
			245.46 taxable Pay
			<u>-49.00</u>
			196.46 Clerks Salary
b) £49.00	H M Revenue and Customs		1013
c) £46.46	KCC LGPS	Council Contribution	29.40
		Clerks Contribution	<u>17.06</u>
			46.46
d) £435.89	Allianz Insurance Plc – Parish Council Insurance		1015
e) £68.76	Environmental Engineer 5 th May to 29 th May 2009		1016
f) £14.40	Cllr Humphrey Woodward – Annual Meeting Refreshments		1017
g) £19.49	Cllr Baker - Annual Meeting Refreshments		1018

It was proposed by Cllr Ford and seconded by Cllr Ovenden that payments a – g be paid, all agreed.

19. DATE OF NEXT MEETING

The Ordinary Meeting of the Parish Council will take place on Tuesday 23rd June 2009.

Cllr Smith offered his apologies for the next meeting.

20. VILLAGE GREEN

Cllr Ovenden declared a prejudicial interest and left the meeting at 8.45pm.

Cllr Ellen had been monitoring the use of the green. It was agreed that the site and the cycle track should be advertised in the Parish. The Clerk to put on the web site. **Action Sarah Wells**

The meeting closed at 8.52pm