

**MINUTES OF THE ANNUAL MEETING OF WOODNESBOROUGH PARISH COUNCIL
HELD ON TUESDAY 17th MAY 2011 7.30pm AT WOODNESBOROUGH VILLAGE HALL**

Present: -Councillors	D Woodward	B Baker	P Charlesworth
	K Ellen	D Ford	G Boorman
	S Hoskins	A Boniface	G Hall

Sarah Wells Clerk to the Parish Council

Dist Cllr Russell (part)

All members signed their Declaration of Acceptance of Office

1. ELECTION OF CHAIRMAN

It was proposed by Cllr Charlesworth and seconded by Cllr Boorman that Cllr Woodward be nominated as Chairman; there being no other nominations this was put to the vote, all agreed. Cllr Woodward signed the Declaration of Acceptance of Office.

2. ELECTION OF VICE CHAIRMAN

It was proposed by Cllr Ellen and seconded by Cllr Charlesworth that Cllr Baker be nominated as Vice Chairman; there being no other nominations this was put to the vote, all agreed.

3. APOLOGIES

PC Woodland & Dist Cllr P Carter

4. COMMITTEES AND DELEGATES

a) Committees & Working parties

i. Risk Assessment Working Party

It was agreed that Cllrs Boorman, Hoskins and Woodward should form the Risk assessment working party.

ii. Village Hall Committee

As the Council own the Village Hall all members are on the committee

iii. New Village Hall Working Party

It proposed by Cllr Baker and seconded by Cllr Charlesworth that Cllrs Woodward and Hoskins with Mr Doug Smith should continue on the New Village Hall Working Party. All agreed.

b) Delegates

i. Footpath Officer – Cllr Ellen

ii. Cllr Responsible for finance - Cllr Charlesworth

iii. Transportation/Highways Officer – Cllr Hoskins

iv. Police Rep – Cllr Charlesworth

v. Affordable Housing Rep – Cllr Ford

vi. Press Officer – Cllr Woodward

vii. Neighbourhood forum Rep

After some discussion it was agreed that attendance at this meeting should be decided adhoc once the agenda is received.

viii. Village Green Rep

After some discussion it was agreed that now the Village Green was up and running there was no need for a Village Green Rep.

5. DECLARATION OF INTERESTS

- a) Cllr Boorman declared a personal interest in the proposed housing development and new Village Hall as he lives on the opposite side of the field which is proposed for the village hall.
- b) Cllr Baker declared a personal and prejudicial interest in any matters affecting the Church, as she is now a Church Warden.
- c) Cllr Hall declared a personal interest in the Planning application DOV/11/00323 as the applicant.

There were no members of the public present so the meeting was not closed for comments.

6. POLICE REPORT

PC Woodland had been unable to attend.

7. MINUTES OF LAST MEETING

- a) Minutes of Ordinary Meeting of the Parish Council held on 26th April 2011
It was proposed by Cllr Baker and seconded by Cllr Boorman that the minutes be signed as a true and correct record. Agreed and the Chairman signed the minutes. Cllrs Boniface and Hall abstained.

8. ACTIONS FROM THE LAST MEETING

Planning

Planning Applications

KCC/DO/0069/2011 – Response by 19th May 2011

Proposal: Temporary change of use of agricultural land (for approximately 12 weeks) to allow drilling of an exploratory borehole to test the insitu coals, Lower Limestone Shale and associated strata: including provision of a drill rig and associated compound.

Location: Land adjacent to the Junction of the A257 and A256, North of Woodnesborough

This application had been circulated

Action Discharged

Correspondence

Letter from Dr Sewell ref – proposals for a new village hall – The Clerk had responded as agreed at the last meeting.

Action Discharged

Finance

Other

Parish Council Insurance due 1-6-2011.

The Clerk had spoken to the agent about adding the Village Hall insurance to the policy when it comes up for renewal in March 2012. The agent had informed her that as the Village Hall had a separate management committee it must have a separate insurance policy.

Action Discharged

Village Green

Cllr Boorman reported that he had been unable to deal with the graffiti and would try again soon.

Action Cllr Boorman Ongoing

9. REVIEW OF PROCESSES AND PROCEDURES - As per standing orders

- a) Standing Orders
- b) Financial regulations
- c) Complaints procedure
- d) FOI Act 2000 and Data Protection Act 1998 Requests

The above process and procedures had been circulated to Councillors prior to the meeting. After a brief discussion on each one, it was proposed by Cllr Hoskins and seconded by Cllr Ford that no changes were necessary. All agreed.

10. CODE OF CONDUCT

- a) The Clerk informed the members that they have 28 days following the signing of their Declaration of Acceptance of Office to complete their register of financial or other interest forms. Following this you have 28 days in which to inform the DDC Monitoring Officer of any changes to the information entered on your register of financial or other interest forms;

11. PLANNING**a) Planning Applications**

- i) **KCC/DO/0069/2011** – Response by 19th May 2011

Proposal: Temporary change of use of agricultural land (for approximately 12 weeks) to allow drilling of an exploratory borehole to test the insitu coals, Lower Limestone Shale and associated strata: including provision of a drill rig and associated compound.

Location: Land adjacent to the Junction of the A257 and A256, North of Woodnesborough

The members had no objections to this application, the Clerk to inform KCC. **Action Sarah Wells**

Cllr Hall left the meeting at this time as he is named as the applicant on this application.

- ii) **DOV/11/00323**

Proposal: Change of use of land for the keeping of horses, erection of stables and formation of hardstanding.

Location: Street Farm Barn, The Street, Woodnesborough

After inspection of the plans and some discussion it was agreed that no objections should be raised to this application. **Action Sarah Wells**

b) Planning Decisions

- i) **DOV/11/00088** – Creation of an Italianate garden with associated outbuildings, walls and works – Marshborough House, Farm Lane, Marshborough – Refused planning permission.

This was discussed and noted by the members.

c) Correspondence

None received.

d) Consultation Documents

None received.

12. VILLAGE GREEN

Nothing to discuss at this time.

13. VILLAGE HALL

The AGM took place earlier in the month. Mr Harvey Philips is now Chairman of the VH committee, all other officers stay the same. Cllr Boorman was happy to continue to attend the meetings and act as a liaison. The Chairman thanked Cllr Boorman for acting as VHC Chairman for the past 2 years.

The external lights are still causing problems, the sensors keep getting vandalised and this means the lights do not turn themselves off when not required. The VH Committee are looking for alternative systems.

14. REPORTS**a) Dist Cllr**

Cllr P Russell introduced herself to the members.

17-05-11

b) Cllr Reports

None received.

15. FORTHCOMING EVENTS

a) Council Events

Nothing planned at this time

b) Outside Events

- i) Next generation (superfast) Broadband Event – 20th May – River Centre, Tonbridge.
£50 per delegate.

Noted by the members.

16. PARISH PLAN

Cllr Woodward reported that the New Village Hall working party had met with Ellis Construction on the 9th May. Cllr Woodward gave a report of the meeting.

It was reported that at the AGM the vast majority of participants were in support of the new development and re-location of the village hall. Darren Ellis had agreed that the Southern Water grey water connection is vital for a successful application. His associate Ali Hume had agreed to speak with Highways about increasing the splay to the entrance to the site taking on board comments made about two buses in The Street passing at one time.

The working party for the P.C. to make an appointment to meet David Whittington, Policy Planner of Dover District Council, or one of his colleagues within the next two weeks to keep them informed of the proposals that will be forthcoming.

D.E. confirmed that the hall build costs would be around £135 per sq.ft and he would be happy to construct a 2000 sq ft unit with appropriate parking. At present the Council would like a larger unit. They would need to budget a similar amount per sq ft plus additional parking. D.E. to come back with more conclusive figures for the next meeting.

It was also agreed that the P.C. would not be joint applicants on the Application.

17. CORRESPONDENCE

a) Correspondence needing a response/Action

None received

b) Consultation Documents

None received

c) Newsletters and Circulars

- i) Clerks and Council Directs

To be circulated next month.

Action Sarah Wells

d) Other

None received

18. HIGHWAYS

- a) Public Rights of Ways vegetation Clearance Contract – PROW are reducing vegetation clearance by 50%. As they only cut twice a year at the moment they are achieving this by taking paths off the contact completely.

The Footpaths Officer had been in contact with the PROW Officer to discuss the reductions in path clearance. He was happy that no significant decrease in amenities would result from these cutbacks.

- b) Environmental Engineer has resigned.

After some discussion it was agreed that the post should be advertised. Cllr Woodward to make the arrangements.

Action Cllr Woodward

19. FINANCE

a) Budget

- i) Audit form received. – Governance statement

After examination of the Annual Governance Statement it was proposed by Cllr Ford and seconded by Cllr Baker that the statement be approved, agreed. Cllr Hall abstained.

b) Invoices

None received

c) Other

- i) Invitation to Join KALC - £283.96 + VAT

Following the elections the Clerk had received an invitation to join the Kent Association of Local Councils. The benefits of membership were discussed at length. It was proposed by Cllr Charlesworth and seconded by Cllr Boorman that the Council join for one year, 7 in favour and 2 against.

The Clerk to get a copy of the training events for the coming year.

Action Sarah Wells

20. PAYMENTS

			Cheque No
a) £198.32	Clerks Salary Apr 26 x 10.198	265.15	1171
	Pension Contribution	<u>-17.23</u>	
		247.92 taxable Pay	
		<u>-49.60</u>	
		198.32 Clerks Salary	
b) £49.60	H M Revenue and Customs		1172
c) £48.78	KCC LGPS		1173
	Council Contribution	31.55	
	Clerks Contribution	<u>17.23</u>	
		48.78	
d) £416.09	Zurich Insurance – Parish Council Insurance		1174
e) £340.75	KALC		1175

It was proposed by Cllr Ford and seconded by Cllr Boorman that the above payments should be made, all agreed.

21. DATE OF NEXT MEETING

The Ordinary Meeting of the Parish Council will take place on Tuesday 28th June 2011.

The meeting closed at 9.20pm.