

Village Hall as he lives on the opposite side of the field which is proposed for the village hall.

- d) Cllr Hoskins declared a personal and prejudicial interest in planning application DOV/12/0316 as the applicant.

6. POLICE REPORT

A written report had been received

7. MINUTES OF LAST MEETING

- a) Minutes of the Ordinary Meeting of the Parish Council held on 24th April 2012.

It was proposed by Cllr Hall and seconded by Cllr Baker that the minutes be signed as a true and correct record. All agreed and the Chairman signed the minutes.

- b) Minutes of the Annual Parish meeting held on 8th May 2012.

It was proposed by Cllr Charlesworth and seconded by Cllr Boniface that the minutes be signed as a true and correct record. All agreed and the Chairman signed the minutes.

8. ACTIONS FROM THE LAST MEETING

Council Events

Annual Meeting Agenda - The agendas had been distributed.

Action Discharged

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

- a) Standing Orders
b) Financial regulations

The above had been reviewed in detail in 2011, it was felt that no additional action needed to be undertaken at this time.

- c) Complaints procedure
d) FOI Act 2000 and Data Protection Act 1998 Requests

The Councils publication scheme is still relevant and internal procedures in place.

10. 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.
b) KALC Update on Code of Conduct May 2012

The above were discussed and noted by the members.

11. PLANNING

a) Planning Applications

i) DOV/12/00360

Proposal: Erection of a detached garage

Location: Tramonto, Hammill, Woodnesborough CT13 0EP

After examination of the plans and some discussion it was agreed that this application should be positively supported.

Cllr Hoskins declared a personal and prejudicial interest and left the meeting.

ii) DOV/12/00316

Proposal: Erection of a detached metal framed barn

Location: Chippy Lodge, Beacon Lane, Woodnesborough CT13 0PD

After examination of the plans and some discussion it was agreed that this application should be positively supported.

Cllr Hoskins returned to the meeting.

iii) DOV/12/00331

Proposal: Erection of extensions, conversion of garage and store to habitable room and associated external alterations.

Location: Each End House, Each End, Woodnesborough CT13 0EP

After examination of the plans and some discussion it was agreed that this application should be positively supported. It was felt that the reuse of existing buildings should be encouraged and that the design was in keeping with the rural surroundings.

b) Planning Decisions

None received

c) Correspondence

None received

d) Consultation Documents

None received

12. VILLAGE GREEN

Nothing to discuss at this time

13. VILLAGE HALL

Nothing to discuss at this time

14. REPORTS**a) Dist Cllr**

Cllr Russell gave a report including information on Emergency planning, the LDF timetable and a recent presentation given by Southern Water.

b) Cllr Reports

No reports received.

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

Nothing planned at this time.

b) Outside Events

i) KALC Training Events

ii) DDC – Sports maker workshops

The above were noted by the members.

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

None received

b) Consultation Documents

None received

c) Newsletters and Circulars

i) ACRK News

ii) Clerks and Councils Direct

The above were discussed and noted by the members.

d) Other

- i) KALC – learning and Development Questionnaire

As Cllr Charlesworth had been the only member to attend any events during the passed year it was agreed he should complete this questionnaire on behalf of the Council. **Action Cllr Charlesworth**

- ii) Letter from Richborough Action Group – Asking for support

The members fully supported the campaign to keep the Richborough household waste site open. They had made their views clear to the County Councillor. They did not however feel able to give the campaign financial support. The Clerk respond along these lines. **Action Sarah Wells**

17. HIGHWAYS

There was a concern raised about the disposal of horse manure along the side of the footpath EE198. Cllr Woodward to investigate. **Action Cllr Woodward**

18. FINANCE**a) Budget**

Nothing to discuss.

b) Invoices

- i) £27.54 Annual meeting drinks
 ii) £419.81 Zurich Municipal – Parish Council Insurance
 iii) £30.44 + 6.09 VAT KCC Supplies – Stationery order

The above were noted by the members.

c) Other

- i) Audit form governance statement

It was proposed by Cllr Baker and seconded by Cllr Hall that the governance statement should be approved, all agreed.

- ii) Audit Form section 1

It was proposed by Cllr Baker and seconded by Cllr Hall that accounting statement should be approved, all agreed.

- iii) £507.76 VAT claim received.

- iv) Audit Commission – appointment of external auditor 2012/13 and future years.

The above were noted by the members.

19. PAYMENTS

		Cheque No
a)	£199.51 Clerks Salary May 26 x 10.198	265.15
	Pension Contribution	<u>-15.64</u>
		249.51 taxable Pay
		<u>-50.00</u>
		199.51 Clerks Salary
b)	£50.00 Revenue and Customs	1244
c)	£48.78 KCC LGPS	1245
	Council Contribution	33.14
	Clerks Contribution	<u>15.64</u>
		48.78
d)	£72.96 Environmental Engineer 30-4-12 to 25-5-12	1246
e)	£27.54 Annual Meeting Refreshments	1247
f)	£419.81 Zurich Municipal	1248
g)	£72.00 KALC – CiLCA training event 31 st May 2012	1249
h)	£36.53 Kent County Council (KCS)	1250

- i) £15.17 Annual Meeting Food

1251

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

20. DATE OF NEXT MEETING

The next Ordinary Meeting of the Parish Council will take place on Tuesday 26th June 2012.

21. PARISH PLAN

- a) Proposed Housing Development and New Village Hall

No progress to report. It was believed that the application would not go to the Planning committee before July 2012.

The meeting closed at 8.52pm