

**MINUTES OF THE ORDINARY MEETING OF WOODNESBOROUGH PARISH COUNCIL  
HELD ON TUESDAY 26th OCTOBER 2010 7.30pm AT WOODNESBOROUGH VILLAGE  
HALL**

**Present: -Councillors**            D Woodward (Chair) G Boorman            R Ovenden  
   B Baker                            P Charlesworth            D Ford            D Smith  
   Sarah Wells Clerk to the Parish Council

**1. APOLOGIES**

County Cllr Ridings. Cllrs S Hoskins & K Ellen. PC Woodland

**2. DECLARATION OF INTERESTS**

Cllr Ovenden declared a personal and prejudicial interest in the Village Green as he owns the site.

**3. PARTNERS AND COMMUNITIES TOGETHER (PACT)**

PC Woodland had provided a written report.

**4. MINUTES OF LAST MEETING**

a) Minutes of Ordinary Meeting of the Parish Council 28th Sept 2010

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

**5. ACTIONS FROM THE LAST MEETING**

**Highways**

*Bus Stop on Oak Hill* - Cllrs Woodward and Charlesworth had met with the KHS Officer.

**Action Discharged**

**Forthcoming Events**

**Outside Events**

*Annual Town and Parish Liaison Conference 2010 – Mon 4th Oct 6.00pm for 6.30pm* - Cllrs Charlesworth and Woodward had attended.

**Action Discharged**

*Kent Highway Services – Parish and Town Council Seminar – 29 Oct 2010, 9.00 for 9.30 to 1.00pm. Holiday Inn, Canterbury Rd, Ashford* - The Clerk had RSVP'd.

**Action Discharged**

**Highways**

*Letter from a resident of Oak Hill ref speeding traffic* – The Clerk had contacted KHS and the Chairman had met on site with one of their Officers and Cllr Charlesworth.

**Action Discharged**

*Request from St Mary's PCC for increase in the churchyard Grant to £700* – The Clerk had written to the PCC and informed them that a grant of £650 would be paid.

**Action Discharged**

*Request from the Parish Magazine Editor for financial support.* – The Clerk had written and informed the magazine editor that the Parish Council did not feel able to provide financial support.

**Action Discharged**

*Parish Council Notice Board – Lock broken* - Cllr Boorman had made repairs to the notice board.

**Action Discharged**

**6. 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; they have 28 days in which to inform the DDC Monitoring Officer. - Noted by the members.

## 7. STANDING ORDERS

The most recent copy of the Model Standing Orders published by NALC had been circulated to all members. It was agreed that Cllrs Woodward, Charlesworth and Boorman would meet and discuss in detail.

**Actions Cllrs Woodward, Charlesworth and Boorman Ongoing**

## 8. PLANNING

### a) Planning Applications

#### i) DOV/10/00893

**Proposal:** Erection of dormer roof extension

**Location:** Hammill Lodge, Hammill, Woodnesborough

After examination of the plans it was agreed that no objections would be raised to this application.

### b) Planning Decisions

None received.

### c) Correspondence

#### i) Electronic Notification of Planning Applications

The Parish Council's concerns about this process had already been flagged to DDC. However, it had been made clear that paper copies of applications will be withdrawn in April 2011. The possible purchase of an A3 printer was discussed. It was agreed that the other Councils for whom the Clerk worked should be asked if they would be prepared to share the costs of this equipment.

**Action Sarah Wells**

#### ii) Proposed changes to planning application validation process

Noted by the members.

### d) Consultation Documents

#### i) LDF Preferred Option Consultation

Cllrs Woodward and Charlesworth had attended the briefing at DDC and been provided with the LDF map. The consultation document would be sent out in the next few days. The document and map to be circulated to all members and discussed at the December meeting.

**Action Sarah Wells**

#### ii) KCC Formal Notice of the Preparation of Kent County Council's Minerals and Waste Core Strategy: Regulation 25 Issues Consultation

#### iii) LDF – Whitfield urban Expansion Draft Master plan for Public Consultation

ii and iii were discussed and noted by the members.

## 9. VILLAGE HALL

Cllr Boorman reported that the VHC had held two successful fund raisers during the past month. The boiler had developed some minor faults and these were being repaired.

The outside light overlooking the car park was not working. The Clerk to get an electrician to look at it.

**Action Sarah Wells**

## 10. REPORTS

### a) Dist Cllr

No reports received.

### b) Cllr Reports

Cllrs Woodward and Charlesworth had attended the Town and Parish Liaison meeting at DDC. They gave a report on the meeting.

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

## i) 2011 Meetings

It was agreed that the Annual Parish Meeting should be held on 12th April 2011 (assuming the hall is free). The ordinary meeting of the Council would be on 26th April 2011.

As it's an election year the Annual Meeting of PC – must be held within 14 day of new Council taking office. It was agreed that it should be scheduled for the 17th May 2011; the Clerk to book the Village Hall.  
**Action Sarah Wells**

**b) Outside Events**

Nothing planned

**12. PARISH PLAN**

The possibility of a new village hall on the site opposite the existing village hall was discussed. This site had been added to the LDF as a site for residential development including a Village Hall.

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

None received.

**b) Consultation Documents**

## i) KCC – Bold Steps for Kent: Medium Term plan to 2014/15– Consultation draft –by 12 Nov

This document was put on circulation. Members to forward any comments to the Clerk by 9th Nov.

**Action Councillors**

**c) Newsletters and Circulars**

## i) Green Gang News letter

Noted by the members

**d) Other**

None received.

**14. HIGHWAYS**

## a) Oak Hill Bus Stop

## b) Speeding on Oak Hill

Cllrs Woodward & Charlesworth had met with Richard Heaps from KHS and Mr J Armstrong. They had discussed the possibility of installing a new bus stop on Marshborough Rd adjacent to Mr Armstrong's land. He was happy for the actual stop to be situated on his land. Richard Heaps had agreed to discuss the matter with Stagecoach. However, Cllr Woodward reported that all new stops had to meet current standards that allowed for the diamond buses to stop and give disabled access. This would necessitate the building of a raised curbed area.

Cllrs Woodward, Charlesworth and Mr Heaps had then inspected the existing bus stop on Oak Hill and discussed speeding issues. Mr Heaps had informed the members that the area would not meet the criteria for speed bumps, however he would look into the possibility of improving the road markings and signage.

## c) Beating the Bounds Ash Parish Council

## d) Kent County Council – Highways Maintenance Contract

## e) Salt Bags

## f) KHS – The KCC (Various Roads, Dover District) (Restrictions and Street Parking Place) (Consolidation) (Amendment No15)

g) KCC - Subsidised Local Bus Services  
 c to g were discussed and noted by the members.

The number of accidents that had occurred at the Woodash cross roads was discussed, 5 had been reported in the past 2 months. It was agreed that Cllr Woodward would inspect the site to see if any of the road markings needed repainting. **Action Cllr Woodward**

## 15. FINANCE

### a) Budget

i) Setting up Finance Committee to deal with Budget / Precept for 2011/12

Cllr Woodward suggested that a Committee of three members be set up to discuss the Council's budget for 2011/12 and make recommendations to the Council. He suggested that as the Councillor Responsible for Finance Cllr Smith should Chair the committee. It was proposed by Cllr Smith and seconded by Cllr Baker that this suggestion be adopted by the Council, all agreed. After some discussion it was agreed that Cllrs Ovenden and Boorman also join the committee.

The Clerk to forward the last five years accounts to Cllr Smith.

**Action Sarah Wells**

### b) Invoices

i) £45.00 + VAT Wicksteed Safety Inspection

Noted by the members.

### c) Other

ii) Parish Magazine

- Inclusion of Councillor Contact details

After some discussion, the members agreed that they did not wish to have their contact details published in the Parish magazine.

- Financial Aid towards the delivery of the December issue to all houses in the village.

The members did not wish to provide a grant towards the Dec Issue of the magazine.

The Clerk to inform the editor of the above points.

**Action Sarah Wells**

iii) Minimum Wage increase from £5.80 to £5.93

After some discussion it was proposed by Cllr Smith and seconded by Cllr Charlesworth that the Environmental Engineer's pay rate should be increased to £5.93 per hour. All agreed.

iv) Your Voice, Your Service – PROW – 1st Nov deadline

v) Local Government Elections 2011 – Estimated costs to Parish Council

vi) Village Hall Insurance – Transfer of Business of Avsver Insurance Company Ltd to Ecclesiastical Insurance Office plc

iv to vi were noted by the members.

**16. PAYMENTS**

			<b>Cheque No</b>
a)	£198.32	Clerks Salary Oct 26 x 10.198	1122
		Pension Contribution	
		265.15	
		<u>-17.23</u>	
		247.92 taxable Pay	
		<u>-49.60</u>	
		<b>198.32</b> Clerks Salary	
b)	£49.60	H M Revenue and Customs	1123
c)	£46.93	KCC LGPS	1124
		Council Contribution 29.70	
		Clerks Contribution <u>17.23</u>	
		<b>46.93</b>	
d)	£90.02	Clerks Expenses Jul – Sept	1125
		Office Allowance 60.00	
		Mileage 9.02	
		Tele 10.50	
		Broadband <u>10.50</u>	
		<b>90.02</b>	
e)	£198.32	Clerks Salary Nov 26 x 10.198	1126
		Pension Contribution	
		265.15	
		<u>-17.23</u>	
		247.92 taxable Pay	
		<u>-49.60</u>	
		<b>198.32</b> Clerks Salary	
f)	£49.60	H M Revenue and Customs	1127
g)	£46.93	KCC LGPS	
		Council Contribution 29.70	
		Clerks Contribution <u>17.23</u>	
		<b>46.93</b>	
h)	£40.00	Petty cash	112
i)	£650.00	St Mary's PCC – Churchyard Grant	1130
j)	£4.93	Cllr Boorman – new lock Council notice board	1131
k)	£52.88	Wicksteed Leisure Ltd	1132
l)	£74.28	Environmental Engineer – 18-10-10 to 12-11-10 back pay 1st to 15 Oct	1133
m)	£71.16	Environmental Engineer 15-11-10 to 10-12-10	1134

It was proposed by Cllr Baker and seconded by Cllr Smith that the above should be paid, all agreed.

**17. DATE OF NEXT MEETING**

The Ordinary Meeting of the Parish Council will take place on Tuesday 14th Dec 2010.

Cllr Ovenden then left the meeting.

**18. VILLAGE GREEN**

## a) Annual Safety Inspection

The safety inspection report was discussed in detail. It was agreed that the football nets should be removed as this had been flagged as a medium to high risk. Cllr Boorman to remove the nets.

**Action Cllr Boorman**

Each of the other medium risk items was discussed. However, the members did not feel that any remedial action was necessary.

The meeting closed at 9.25pm.

