

**MINUTES OF THE ORDINARY MEETING OF WOODNESBOROUGH PARISH
COUNCIL HELD ON TUESDAY 28th OCTOBER 2014 AT 7.30pm AT WOODNESBOROUGH
VILLAGE HALL**

Present: -Councillors D Woodward (Chair) S Hoskins
 G Hall P Charlesworth L Butcher
 B Baker G Boorman
Sarah Wells Clerk to the Parish Council Dist Cllr P Russell

1. APOLOGIES

Cllr A Boniface & D Ford. PCSO's D Lee and I Norton. Dist Cllr Paul Carter

2. DECLARATION OF INTERESTS

Cllr Baker declared a significant other interest in the proposed housing development and new Village Hall as the lead member of the Woodnesborough Players. Also any matters concerning the Church, as she is a Church Warden.

Cllr Boorman declared a significant other interest in the housing development and new Village Hall as he lives on the opposite side of the field which is proposed for the Village Hall.

3. POLICE REPORT

A written report had been received.

RESOLVED Cllr Hall should forward the report provided to Eastry PC and ask for reports of a similar quality. **Action Cllr Hall**

4. MINUTES OF LAST MEETING

RESOLVED the minutes of the Ordinary meeting of the Parish Council held on 28th Oct 2014, be duly signed by the Chairman as a true and correct record of the meeting.

5. ACTIONS FROM THE LAST MEETING

Police Report

The Clerk had forwarded a copy of the report given to Eastry Ward Parishes from their PCSO as it provided quite detailed information. **Action Discharged**

Highways

Potholes by the post box Beacon Lane – The potholes had been filled in. **Action Discharged**

Flooding in The Street

The footage of flooding and debris in The Street had been uploaded and the Clerk had forwarded to KHS. **Action Discharged**

Village Green

The Clerk had written to Woodnesborough Football Club to see if they would like any of the equipment. **Action Discharged**

It was agreed that the bench on site should to be recovered and reused at the new Village Green.

Action Cllr Boorman ongoing

Forthcoming Events

Council Events

The Annual Parish meeting had been booked for Tuesday 24th March at 7.30pm. The Ordinary meeting will take place on the same evening at 6.15pm in the Village Hall Kitchen; the Clerk had agreed this with the regular Tuesday night users of the Hall. **Action Discharged**

The Annual Meeting of the Parish Council had been scheduled for 19th May – awaiting confirmation from the Village Hall booking Clerk. **Action Sarah Wells Ongoing**

Correspondence

Dover District Parish Charter -Cllr Woodward had read the charter and had not proposed any changes. **Action Discharged**

Standing Orders – To be discussed later in the meeting.

Action Discharged

Highways

Woodash Crossroads.

The faded SLOW road markings and road layout sign on the approach to the crossroads had been reported to KHS. The Sign had been scheduled to be replaced, the Clerk had not had a response about the road markings. **Action Discharged**

New Community Hall

Cllr Hall had contacted the Estate agent and asked for more detailed figures. These had been received but were still confusing. He would ask again next Month. **Action Cllr Hall**

ongoing

Finance

Pension Policy – This had been forwarded to KCC Pension department.

Action Discharged

6. OPEN AND ACCOUNTABLE LOCAL GOVERNMENT**Local Government Bodies Regulation 2014****a) Standing Orders**

RESOLVED to replace Standing Order 1i

“Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council’s consent.”

With

“A Person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may:

- a) Film, photograph or make an audio recording of a meeting;
- b) Use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- c) Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.”

a) Recording of decisions

The Clerk does not have any delegated powers that would allow the making of decisions that would need to be recorded under the openness of Local Government Bodies Regulation 2014.

There are three categories of decision taken whilst acting under general authorisation that must be recorded, these are decision to “grant a permission or licence”:- that “affect the rights of an individual” (i.e to change an individual’s legal rights), or to “award a contract or incur expenditure which, in either case, materially affects that relevant local government body’s financial positions”

RESOLVED the level at which awarding a contract or incurring expenditure will materially affect Woodnesborough Parish Council’s financial position should be set at £1000.

7. PLANNING

a) To consider and comment on planning applications submitted for consultation by DDC.

i) DOV/14/00888

Proposal: Erection of a first floor extension

Location: Caterways, Sandwich Road, Woodnesborough

RESOLVED no objections should be raised to this application.

b) To note planning decisions forwarded by DDC

i) DOV/14/00855 –Granted permission –Two storey extension – Sunrise, Marshborough Rd.

c) To consider and comment on planning correspondence

i) DOV/14/00058 – Outline application for the redevelopment of site - Discovery Park, Ramsgate road – To special Planning Committee 23-10-14

d) To consider and comment on planning consultation documents

None received.

8. VILLAGE GREEN

The Clerk had not received any response from the football club ref the Cycle track; she had had a phone call from another Parish Council who may be interested.

RESOLVED the Clerk should be authorised to give the equipment away if anyone wished to recover and remove it before the next meeting.

If no offer was made it was agreed this matter should be discussed at the next PC meeting.

Action Sarah Wells

9. VILLAGE HALL

Several light bulbs need changing in the main hall. The Village Hall committee to make the necessary arrangements.

10. REPORTS

To receive written or verbal reports from:-

a) Dist Cllr

Cllr Pip Russell reported on the prospective District Cllr Event to be held at DDC. She had attended an Investment in Dover event and said information on the event could be found at www.investindover.co.uk. She informed the meeting that a traffic survey is going to be undertaken in Sandwich and that the Cycle path from Ramsgate to Sandwich is to be extended.

b) Councillor Reports

None received.

11. FORTHCOMING EVENTS

To discuss and agree action relating to upcoming events.

a) Council Events

i) Annual Parish Meeting 7.30pm 24th March at 7.30pm.

Annual Parish Meeting speaker – Cllr Hall had approached one speaker who was not able to come to the meeting. He had now contacted Sandwich First responders to see if they would be willing to attend.

Action Cllr Hall ongoing

ii) Ordinary meeting 24th March 6.15pm in the Kitchen

b) Outside Events

i) KHS Parish & Town Council Seminar – 7th November Canterbury 18th Nov Ashford

Cllr Woodward to attend the Ashford event. The Clerk to RSVP.

Action Sarah Wells

- ii) KALC Training events for autumn 2014

Cllr Butcher wished to attend the Emergency Planning event on the 18th Nov, she would check her diary and confirm her availability with the Clerk. **Action Cllr Butcher.**

- iii) ACRK – Annual Meeting 20th Nov 5.45pm

- iv) KALC Annual Meeting Sat 22nd Nov 2014

The members noted these meetings but did not wish to attend.

12. CORRESPONDENCE

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

a) Consultation Documents

- i) Community Warden Servicer – Consultation document

As the Community Warden service does not cover Woodnesborough the members did not wish to respond.

- ii) DCLG – Proposed changes to national planning policy.

Noted by the members.

- iii) KCC – Draft budget plans for the next 3 years.

Noted by the members.

- iv) Kent Police – Consultation – Have your say on policing in Kent

Cllr Hall to respond on behalf of the Parish Council.

Action Cllr Hall

b) Newsletters and Circulars

- i) The Parish News

Noted by the members.

c) Other

- i) KALC – Elections 2015 – Publicity materials.

Information to be added to the web site, and notice board. The Flyers to be left in the Village Hall.

Action Sarah Wells

- ii) Stour & Lydden Valley Turtle Dove Focus area

Noted

- iii) Proposal from Wingham PC that T & PC should be statutory consultees for Vehicle Operators licence Applications and renewal

The members did not feel that they were suitable qualified to comment on Operators licence Applications.

- iv) KALC Community Awards 2015

Cllr Woodward to put an article in the Village News asking for nominations. Nominations to be considered by the Parish Council at its January 2015 meeting.

Action Cllr Woodward

- v) Community Resilience Emergency Planning

Cllr Butcher hoped to attend the Emergency Planning even on the 18th Nov.

13. HIGHWAYS

To discuss and agree actions relating to highways issues

- a) KCC Salt Bags – New bag ordered from Foxborough Close

- b) The Street Drainage – CCTV survey to take place on 3rd Nov.

Noted by the members.

- c) Drains opposite Village Hall blocked.

The Clerk to report.

Action Sarah Wells

14. NEW COMMUNITY HALL

The Chairman reported that as part of the 106 agreement for the Hammill Brickworks development £75k had been set aside for community use in Eastry and Woodnesborough. The Community Hall Working Group suggested that half of this money should be applied for to be used for ground source heating and plumbing works for the new hall.

RESOLVED an application be made to Dover District Council for £37.5k towards the cost of heating, plumbing and sanitary ware for the new hall. Resolution carried by 7 votes to one. Cllr Hall objected.

15. FINANCE

To discuss and agree actions relating to the Council Finances

a) Invoices

- i) £100.00 + VAT PKF Littlejohn – 2013/14 Audit Fee
- ii) £25.35 + VAT – Cllr Woodward materials used painting the Woodash finger post.

b) Other

- i) Annual Audit for 2013/14 completed – No issues raised by the Auditor.

16. PAYMENTS**Cheque No**

RESOLVED the following payment should be made.

a) £202.47 Clerks Salary Oct 26 x 10.30	267.80	1418
Pension Contribution	<u>-14.73</u>	
	253.07 taxable Pay	
	<u>-50.60</u>	
	<u>202.47</u> Clerks Salary	
b) £50.60 H M Revenue and Customs		1419
c) £56.51 KCC LGPS		STO
Council Contribution	41.78	
Clerks Contribution	<u>14.73</u>	
	<u>56.51</u>	
d) £151.25 Clerk expenses April to Sept 2014		1420
Office allowance 6 x 20 = £120		
Telephone 6 x 3.50 = £21.00		
Mileage 25 x 45p = £11.25		
e) £97.92 Environmental Engineer		1421
13 th Oct 2014 to 9 th Nov 2014		
f) £120.00 – PKF Little John – 2013/14 Audit		1422
g) £30.42 – Reimbursement of materials used to paint mile marker		1423
h) £50.00 Petty Cash		1424
i) £202.47 Clerks Salary Nov 26 x 10.30	267.80	1425
Pension Contribution	<u>-14.73</u>	
	253.07 taxable Pay	
	<u>-50.60</u>	
	<u>202.47</u> Clerks Salary	
j) £50.60 H M Revenue and Customs		1426
k) £56.51 KCC LGPS		STO
Council Contribution	41.78	
Clerks Contribution	<u>14.73</u>	
	<u>56.51</u>	
l) £97.92 Environmental Engineer		1427
10 th Nov 2014 to 7 th Dec 2014		

17. DATE OF NEXT MEETING

The next meeting of the Parish Council will be the ordinary meeting on Tue 9th Dec 2014 .

The meeting closed at 9.10pm