

**MINUTES OF THE ORDINARY MEETING OF WOODNESBOROUGH PARISH
COUNCIL HELD ON TUESDAY 27th OCTOBER 2015 AT 7.30pm AT ST MARY'S CHURCH,
WOODNESBOROUGH**

Present: -Councillors D Woodward (Chair) P Charlesworth D Smith L Butcher
 G Boorman A Boniface (part) S Hoskins B Baker

Sarah Wells Clerk to the Parish Council

1 Member of the Public 2 Representatives from Quinn Estates

1) APOLOGIES

Cllr D Ford & Dist Cllrs Bernard Butcher & M J Holloway, PCSO Ian Norton

Cllr Boniface informed the meeting he was on call and may have to leave the meeting,

2) DECLARATION OF INTERESTS

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

Cllr Woodward declared a significant other interest in the Grant application from Woodnesborough PCC for funds towards maintaining the Church Yard, and in the application from Eastry & Woodnesborough benefice for funding of welcome packs as his wife is a member of the PCC.

Cllr Baker declared a significant other interest in the housing development and new Community Hall as the lead member of the Woodnesborough Players. She also declared a significant other interest in the Grant application from Woodnesborough PCC for funds towards maintaining the Church Yard, and in the application from Eastry & Woodnesborough benefice for funding of welcome packs as a member of the PCC.

Public Sessions

The meeting was closed so that Huw Evens and Allister Cracknel, representatives from Quinn Estates could speak about the future plans for the Hammill development. They explained that the 6 live work units could not be sold and they hoped to turn the original 6 planned units into 10 dwellings. The 106 agreements for local amenities were also discussed.

The meeting reopened.

3) POLICE REPORT

A written report had been received. However the members thought the level of information provided made the report worthless.

4) MINUTES OF LAST MEETING

RESOLVED the minutes of the Ordinary meeting of the Parish Council held on 22nd Sept 2015, be duly signed by the Chairman as a true and correct record of the meeting with one small amendment.

5) ACTIONS FROM THE LAST MEETING

Flooding

The issues of flooding in The Street had been reported to KHS. The Developer of the Housing estate on The Street had arranged for works to be undertaken to clean out the drains.

Action Discharged

Review of Council Procedures

To review and adopt appropriate procedures – All the below can be found on the PC Web Site

- a) Standing orders
- b) Financial regulations

New model procedures have been produced for both the above. It was agreed that Cllrs Baker, Smith and the Clerk should meet to discuss and produce new procedures for the Council.

Action Cllrs Baker, Smith and Sarah Wells ongoing

Forthcoming Events**Outside Events**

Briefing on Operation Stack and Manston for Town and Parish Councils – 6.00pm DDC Offices Mon 28th Sept - Unfortunately Cllr Boniface had been unable to attend.

Correspondence**Other**

Request for Information Ref – Charity Inn – The Clerk had responded to the request and reported the state of the building to DDC building control. **Action Discharged**

New Village Hall

Cllr Baker had ordered free tree packs from the Woodland Trust. A total of 409 trees (whips) would be included, however she was unsure when they would be available & whether that would be enough to provide the required level of screening. **Action Discharged**

Planting – Cllr Hoskins informed the meeting that 1500 trees (whips) were required to plant the perimeter. This did not include the area running parallel to the footpath. Trees (whips) could be obtained at 3 days' notice at a cost of 30p or 40p each dependant on species. Total cost approx. £400 + VAT

It was hoped that the planting could be undertaken by members of the community. It was felt this could be turned into an event with a free BBQ for those involved. The whips to be planted during November.

RESOLVED the Council would pay for the trees (whips) and food for the BBQ.

Cllr Hosking to order and collect the trees (whips), a date to be set contingent on the weather and availability of volunteers. **Action Cllr Hoskins**

Grass Cutting new Hall – The Clerk had not been able to get hold of the contractor yet. Cllr Butcher reported that a local resident had offered to lend a tractor and mower if someone was willing to undertake the work. Cllr Butcher to make the necessary arrangements.

Action Cllr Butcher

Finance

Unity Bank Mandate – Cllr Boniface had provided the required documentation. **Action Discharged**

Woodnesborough PCC Church yard grant – The Cheque to be drawn later in the meeting.

Action Discharged

Request from Eastry & Woodnesborough Benefice - £216.00 towards Welcome and Information Packs – The Clerk had requested more information from Rev Ridley. **Action Discharged**

6) PLANNING**a) To consider and comment on planning applications submitted for consultation by DDC.****i) DOV/15/00959**

Proposal: Reserved matters application for a residential dwelling (plots 5, 6 & 15) for alterations to external appearance of dwellings pursuant to outline permission DOV/12/460 ((A) Full application for change of use and conversion of two engine sheds to six live/work units and B) Outline application for the erection of nineteen dwellings, 2352m² of B1(c) accommodation, construction of vehicular access, associated car parking and landscaping (existing buildings/structures to be demolished)

Location: Plots 5, 6 & 15, Hammill Brickworks, Hammill Road, Woodnesborough, Sandwich, CT13 0EJ

RESOLVED concerns should be raised about the height of the roof line for plot 6, it was felt it was too high and out of proportion with the building.

Cllr Boniface received a page and left the meeting at 8.35pm

ii) DOV/15/00395

Proposal: Installation of front gate

Location: Marshborough House, Farm Lane, Marshborough, Woodnesborough, CT13 0PJ

RESOLVED no objections should be raised to this application.

b) To note planning decisions forwarded by DDC

None received.

c) To consider and comment on planning correspondence

None received.

d) To consider and comment on planning consultation documents

None received.

7) REPORTS

To receive written or verbal reports from:-

a) Dist Cllr

Cllr Holloway had sent an email forwarded from KHS ref speeding on Sandwich Road.

b) Councillor Reports

Cllr Boorman had been asked what the developer intended to do about planting the entrance to the new development. Cllr Woodward to ask the site manager and report back to the person that had asked.

Action Cllr Woodward

8) FORTHCOMING EVENTS

To discuss and agree action relating to upcoming events.

a) Council Events

Nothing to discuss.

b) Outside Events

i) Kent Police Parish Forum – Wed 11th Nov 2015 1900-2100hrs - Sandwich Guildhall

ii) KALC AGM – Sat 21st Nov, Ditton Community Centre 9.30 am

iii) Policing and Austerity – 9th Dec 2015 10:00 to 12:00 at Kent Police college,

Maidstone

The above were noted by the members.

9) CORRESPONDENCE

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

a) Consultation Documents

- i) Home Office consultation – reforming the powers of Police Staff and volunteers
- ii) KCC 2016/17 Budget Consultation
- iii) Kent Further Draft Recommendations – Sevenoaks
- iv) NALC Survey – National Improvement Strategy
- v) House Of Lords Select Committee on National Policy for the Built Environment
- vi) KCC Consultation – Street Lighting

The above were discussed by the members, no responses were felt necessary.

b) Newsletters and Circulars

- i) KALC Parish News

Noted by the members.

c) Other

- i) The Commonwealth Flag Day 14th March 2016

The members did not wish to be involved.

- ii) KALC Community Awards Scheme

RESOLVED the local community should be asked to make nominations for this award. The Clerk to include on the Councils Web site. Cllr Woodward to put an article in the Parish magazine

Action Cllr Woodward and Sarah Wells

10) HIGHWAYS

To discuss and agree actions relating to highway issues

- a) Response Ref Speeding Sandwich Road

KHS had informed Cllr Holloway that as there was no accident record for this site it did not meet the current criteria for traffic calming. The Clerk to inform the resident who had initially raised the concerns.

Action Sarah Wells

- b) Large Vehicles using Beacon Hill Lane

Cllr Butcher reported that large vehicle were still being directed to use this lane by their Satnavs. It was felt an Ignore Satnav sign should be requested from KHS.

Action Sarah Wells

11) NEW VILLAGE HALL

To discuss and agree actions relating to the New Community Hall

Members of the public and the press will be excluded by resolution during consideration of business of a confidential nature under the Public Bodies Admissions to Meetings Act 1960 s1(2).

- a) Progress of new Hall

Cllr Woodward reported that the contract had been drawn up by Kent Legal Services and agreed signed between by Mr D Ellis (Kentish Products Ltd) and the Parish Council.

Cllr Hoskins reported on the work undertaken to date. The contract was on track for completion on the 8th February 2016. The first invoice for a staged payment had been received. Cllr Hoskins to check the invoice and inform the Clerk if the payment should be released.

Action Cllr Hoskins

12) FINANCE

To discuss and agree actions relating to the Council Finances

- a) Request from Eastry & Woodnesborough Benefice - £216.00 towards Welcome and Information Packs

Cllrs Woodward and Baker withdrew from the meeting as they had declared significant other interests.

RESOLVED Cllr Boorman should act as Chairman for this item as both the Chair and Vice chair had declared an interest.

RESOLVED a Grant of £216.00 should be made to the Eastry & Woodnesborough Benefice to fund welcome packs, provided the remainder of the funding for the project could be raised.

Action Sarah Wells

Cllrs Woodward and Baker re-joined the meeting and Cllr Woodward took the Chair.

b) Receipts and Payment to 30th Sept 2015

RESOLVED the receipts and payment to 30 Sept 2015 should be adopted by the Council. See appendix A

c) Opening Balance of New Bank Account

RESOLVED £18,660 should be transferred to the new account, this will cover the Parish Councils normal running costs for the remainder of the year, and it also includes the Councils reserves of £8,433. The remainder of the Council funds should stay with the current bank and all payments related to the New Village Hall should come from these accounts.

RESOLVED the funds from the Council's second Reserve Account should be transferred to the first reserve account linked to the current account to allow easy access for payments for the new Village Hall.

13) PAYMENTS

RESOLVED the following payment should be made.

Cheque No			
a)	£223.05 Clerks Salary Oct 26 x 10.527	273.70	1485
	Pension Contribution	<u>-15.05</u>	
		258.65 taxable Pay	
		<u>-35.60</u>	
		<u>223.05</u>	Clerks Salary
b)	£57.74 KCC LGPS		STO
	Council Contribution	42.69	
	Clerks Contribution	<u>15.05</u>	
		<u>57.74</u>	
c)	£78.32 Environmental Engineer	97.92	1486
	12 th October 2015 to 8 th Nov	<u>-19.60</u>	
		<u>78.32</u>	
d)	£55.20 H M Revenue and Customs	35.60 Clerk	1487
		<u>19.60</u> Environmental Engineer	
		<u>55.20</u>	
e)	£750.00 St Mary's PCC – Grant Church Yard Cemetery		1488
f)	£223.05 Clerks Salary Nov 26 x 10.527	273.70	1489
	Pension Contribution	<u>-15.05</u>	
		258.65 taxable Pay	
		<u>-35.60</u>	
		<u>223.05</u>	
e)	£57.74 KCC LGPS		STO
	Council Contribution	42.69	
	Clerks Contribution	<u>15.05</u>	
		<u>57.74</u>	

27-10-2015

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f) £78.32	Environmental Engineer	97.92	1490
	12 th October 2015 to 8 th Nov	<u>-19.60</u>	
		<u>78.32</u>	
g) £55.20	H M Revenue and Customs	35.60 Clerk	1491
		<u>19.60</u> Environmental Engineer	
		<u>55.20</u>	
h) £20.00	Poppy Appeal – Remembrance Day Wreath		1492
i) £159.00	Clerks Expenses and reimbursement Apr to Sept		1493
j) £17,061	– To new Bank account £18,660-£1,599 (above payments)		1494
k) £32,754.07	– Kentish Projects Ltd – New Village Hall		1495

14) DATE OF NEXT MEETING

To confirm the next meeting of the Parish Council

Scheduled dates

8 th Dec 2015	26 th Jan 2016	23 rd Feb 2016	22 nd Mar 2016
26 th Apr 2016	24 th May 2016	28 th Jun 2016	26 th Jul 2016
27 th Sept 2016	25 th Oct 2016	6 th Dec 2016	

The meeting closed at 9.30pm