

**MINUTES OF THE ORDINARY MEETING OF WOODNESBOROUGH PARISH  
COUNCIL HELD ON TUESDAY 22<sup>nd</sup> SEPT 2015 AT 7.30pm AT ST MARY'S CHURCH,  
WOODNESBOROUGH**

**Present:** -Councillors            D Woodward (Chair) P Charlesworth            D Smith  
   G Boorman                    S Hoskins                    D Ford  
   A Boniface

Sarah Wells Clerk to the Parish Council            Dist Cllr Butcher

**1) APOLOGIES**

Cllrs B Baker & L Butcher, Dist Cllrs Paul Carter & M J Holloway, PCSO Ian Norton

**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.

The meeting was closed so that a member of the public could speak. Issues of flooding in The Street were brought to the attention of the members. The Clerk to report to KHS.                    **Action Sarah Wells**

A question was also asked about the costs associated with phase 2 of the New Village Hall.

The meeting was reopened.

**3) POLICE REPORT**

A written report had been received.

**4) MINUTES OF LAST MEETING**

RESOLVED the minutes of the Ordinary meeting of the Parish Council held on 28<sup>th</sup> July 2015, be duly signed by the Chairman as a true and correct record of the meeting.

**5) ACTIONS FROM THE LAST MEETING**

**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**

**New Community Hall**

*Formal letter of complaint ref the architects* - Cllr Woodward had drafted a letter that was discussed by the members. As there had been no contact from the architects for over 6 month it was agreed that the letter would not be sent at this time.                    **Action Discharged**

**Planning**

*Hammill Brickworks applications Hammill Road, Woodnesborough, CT13 0EJ* – The Clerk had written to DDC asking that this application should be called back to the DDC Planning Committee.

**Action Discharged**

**Village Hall**

The old hall had been completely emptied prior to its sale.

**Action Discharged**

**Dist Cllr Report**

Cllr Butcher had looked into the Hammill Brick Works application.

**Action Discharged**

**Highways**

Water running along Beacon Lane had been reported to KHS.

**Action Discharged**

**New Community Hall**

Cllr Baker reported that the Woodland Trust supplied free packs of trees on application. The type of trees available was discussed. She would continue to investigate and complete the necessary paper work.

**Action Cllr Baker ongoing**

Cllr Hoskins had sent the information needed for the contract for phase 2 to the Solicitors.

**Action Discharged**

**Finance**

*Unity Bank Mandate* – The Clerk had sent application papers to the bank for action.

**Action Discharged**

**6) PLANNING**

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

**Seen between meetings no objection raised**

**i) DOV/15/00814**

**Proposal:** Erection of a three bay car port

**Location:** Fircrest, Marshborough Road, Woodnesborough, CT13 0PE

**ii) DOV/15/00797**

**Proposal:** Change of use and conversion of village hall to residential dwelling including installation of rooflights and roof slopes

**Location:** Site of Woodnesborough Village Hall, The Street, Woodnesborough CT13 0NQ

**iii) DOV/15/00798**

**Proposal:** Internal and external alterations to facilitate change of use to a residential dwelling

**Location:** Site of Woodnesborough Village Hall, The Street, Woodnesborough CT13 0NQ

**Seen between meetings objections raised. DDC have been requested to recall the entire application due to the number of changes that have been made since the original was submitted to planning.**

**iv) DOV/15/00754**

**Proposal:** Reserved matters application for a residential dwelling (plot 1) for alterations to include extensions, increase in size of garage from double to triple with store to rear and guest room over and re-positioning on the plot 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, 2352m<sup>2</sup> of B1(c) accommodation, construction of vehicular access, associated car parking and landscaping (existing buildings/structures to be demolished) )

**Location:** Hammill Brickworks, Hammill Road, Woodnesborough, CT13 0PR

**v) DOV/15/00771**

**Proposal:** Change of use and conversion of two engine sheds to ten residential dwellings

**Location:** Engine Sheds and access at Hammill Brickworks, Hammill Road, Woodnesborough,

**To Discuss**

**vi) DOV/15/00872**

**Proposal:** Erection of a two storey side extension

**Location:** Little East Street farm, East Street, Ask CT3 2DA  
RESOLVED no objections should be made to this application.

**vii) DOV/15/00916**

**Proposal:** Variation of condition 13 of planning permission DOV/15/00115 (Photovoltaic solar farm, grid connection, grid connection cable, access and associated works) to clarify permission is for an operational period of 25 years

**Location:** Marshborough Farm, Marshborough, Woodnesborough, Sandwich, CT3 2BZ

RESOLVED no objections should be made to this application.

**viii) DOV/15/00852**

**Proposal:** Retrospective application for a walled vegetable garden and associated outbuildings

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

RESOLVED no objections should be made to this application.

**b) To note planning decisions forwarded by DDC**

- i) DOV/15/00631 – Granted Planning Permission – Removal of condition 8 of outline permission DOV/14/00037 – Lasletts Yard, Marshborough

**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 Butcher reported that he had spoken to the planning officers dealing with the Hammill Brickworks application and they are now monitoring new applications on the site.

**b) Councillor Reports**

None received.

**8) FORTHCOMING EVENTS**

To discuss and agree action relating to upcoming events.

**a) Council Events**

None planned.

**b) Outside Events**

- i) Briefing on Operation Stack and Manston for Town and Parish Councils – 6.00pm  
DDC Offices Mon 28<sup>th</sup> Sept

Cllr Boniface to attend on behalf of the Parish Council.

**Action Cllr Boniface**

- ii) KALC – Code of conduct Workshop – 7.00pm, Paddock Wood Town Council 28<sup>th</sup> Sept

- iii) KHS – Parish & Town Council Seminar on 5<sup>th</sup> Nov, Kent Spitfire Ground 9.30am

- iv) Vigilant – Public exhibition – Proposal for the Richborough Mast, Richborough

Energy Park – Sat 26 Sept 10am to 1pm – The Regency Room, Bell Hotel, Sandwich

The above were noted by the members, however it was not felt necessary to send a representative.

**9) CORRESPONDENCE**

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

**a) Consultation Documents**

- i) KCC – Mineral and Waste Local Plan 2013-30 Proposed Modification Consultations
- ii) DDC – Statement of Licensing Policy

Noted by the members, no response made.

**b) Newsletters and Circulars**

- i) KALC Parish News Aug 2015
- ii) Clerks and Council direct

Noted by the members.

**c) Other**

- i) Request for Information Ref – Charity Inn

RESOLVED the state of the building should be reported to DDC building control.

**Action Sarah Wells**

- ii) DDC Energy Deal
- iii) Proposals for the Richborough Mast, Richborough Energy Park
- iv) Variance of the Kent Permit Scheme to comply with traffic Management Permit Scheme 2015
- v) Ash Parish Council – Beating the bounds – Sat 3<sup>rd</sup> October

The above were noted by the members.

**10) HIGHWAYS**

To discuss and agree actions relating to highways issues

- a) KCC Highways and Transport Survey 2015

Noted by the members.

**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) Sale of the Existing Village Hall

The sale had now gone through.

- b) Progress of new Hall

Work on phase two is due to start on Monday 28<sup>th</sup> Sept 2015.

- c) Insurance on the Old Hall building cancelled - £154.70 refund of premium

Noted by the members.

- d) Planting

The need to get the trees for planting this autumn was discussed, Cllr Hoskins to get prices in time for the next meeting.

**Action Cllr Hoskins**

- e) Grass Cutting new Hall

The grass that had been sown needed cutting now, if it was left until next season it will make the first cut very difficult. The Clerk to contact AJL Garden services.

**Action Sarah Wells**

**12) FINANCE**

To discuss and agree actions relating to the Council Finances

a) Unity Bank Mandate – Need additional information from Cllr Boniface  
Cllr Boniface to provide the required documentation.

**Action Cllr Boniface**

b) 2015 Audit Complete – No problems identified by the Auditor

Cllr Woodward declared a significant other interest and withdrew from the meeting.

c) Woodnesborough PCC – Church yard grant request  
RESOLVED a grant of £750.00 should be made to Woodnesborough PCC for the upkeep of the Church Yard. The Clerk to arrange for the cheque to be drawn at the next meeting.

**Action Sarah Wells**

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

The request was discussed, however the members did not have enough information to make a decision. The Clerk to contact the Rev Ridley.

**Action Sarah Wells**

Cllr Woodward returned to the meeting.

**13) PAYMENTS**

RESOLVED the following payments should be made.

		<b>Cheque no</b>
a) £223.05 Clerks Salary Sept 26 x 10.527	273.70	1479
Pension Contribution	<u>-15.05</u>	
	258.65 taxable Pay	
	<u>-35.60</u>	
	<u><b>223.05</b></u> Clerks Salary	
b) £57.74 KCC LGPS		STO
Council Contribution	42.69	
Clerks Contribution	<u>15.05</u>	
	<u><b>57.74</b></u>	
c) £75.52 Environmental Engineer	97.92	1480
14 <sup>th</sup> Sept 2015 to 11 <sup>th</sup> October 2015	<u>-19.40</u>	
	<u><b>78.52</b></u>	
d) £55.00 H M Revenue and Customs	35.60 Clerk	1481
	<u>19.40</u> Environmental Engineer	
	<u><b>55.00</b></u>	
e) £19.99 Hi Vis Contractors Coat		1482
f) £1792.80 KCC Legal Services		1483
£561.60 July		
£1231.20 Aug		
g) £240.00 PKF Littlejohn LLP – 2015 Audit		1484

**14) DATE OF NEXT MEETING**

To confirm the next meeting of the Parish Council

**Scheduled dates**

27<sup>th</sup> Oct 2015

8<sup>th</sup> Dec 2015

26<sup>th</sup> Jan 2016

23<sup>rd</sup> Feb 2015