

**MINUTES OF THE ORDINARY MEETING OF WOODNESBOROUGH PARISH COUNCIL  
HELD ON TUESDAY 26<sup>th</sup> FEBRUARY 2008 7.30pm AT WOODNESBOROUGH VILLAGE  
HALL**

**Present:** -Councillors            D Woodward (Chairman)    B Wiseman            D Smith  
   G Boorman                    B Baker

Sarah Wells Clerk to the Parish Council

### 1. APOLOGIES

Cllrs R Ovenden, S Hoskins K Ellen & D Ford

Due to ill health Cllr Hoskins had been unable to attend a meeting since 23-10-07. It was proposed by Cllr Baker and seconded by Cllr Smith that Cllr Hoskins reasons for absence should be approved by the council to prevent his disqualification under the terms of the Local Government Act 1972 section 85. All agreed.

### 2. MINUTES OF THE LAST MEETING

It was proposed by Cllr Boorman and seconded by Cllr Wiseman that the minutes of the Meeting of the Parish Council held on 29<sup>th</sup> January 2008 be signed as a true and correct record. All agreed and the Chairman signed the minutes.

### 3. ACTION FROM THE LAST MEETING

#### Code of Conduct

*Order and Regulations Relating to the Conduct of Local Authority members in England – Consultation –*  
The Clerk had responded as agreed at the last meeting. **Action Discharged**

#### Village Hall

Car Parking – After extensive research Cllr Woodward had been unable to find any documentation on the change to the number of parking spaces, he had informed the solicitor of this fact and instructed him not to proceed. **Action Discharged**

#### Forthcoming Events

##### a) Council Events

- i. Annual Parish Meeting – 29<sup>th</sup> April 2008 7.30pm (ordinary meeting 6.00pm)

*Speaker* - Cllr Woodward had booked a speaker from CPRE to talk about Climate Change in Rural Communities. CPRE ask for a donation of up to £50 to cover travelling expenses, it was proposed by Cllr Smith and seconded by Cllr Baker that a donation of £50 be made, all agreed. **Action Discharged**

The Clerk had invited PC Ian Woodland and Inspector Paul Ludwig to attend the meeting.

**Action Discharged**

The Clerk had invited all three District Councillors and the County Councillor to attend and give a report. So far Cllrs Ridings and Leith had said they would attend. **Action Discharged**

It was also agreed that the Clerk should produce a Finance report to be presented at the meeting.

**Action Sarah Wells Ongoing**

### **Outside Events**

*Lord Lieutenant Of Kent – Civic Service Canterbury cathedral Tuesday 4<sup>th</sup> March 2008* – Cllr Woodward is unable to attend the event.

**Action Discharged**

### **Correspondence**

#### **Correspondence needing a response/Action**

*DDC – Cllr Julie Rook – Asking for information on local groups and activities* – the Clerk had sent copies of the parish magazine.

**Action Discharged**

### **Consultation Documents**

*DDC – parking Plan for Dover, Deal and Sandwich* – The Clerk had written to protest at the increase in parking charges in Sandwich.

**Action Discharged**

### **Post Office Services**

DART bus service – the Clerk had obtained some leaflets on the service and posted the information on the Council web site.

**Action Discharged**

## **4. 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.

Noted by the members

## **5. PLANNING**

### **a) Planning Applications**

None received

### **b) Planning Decisions**

### **c) Correspondence**

- i.DOV/07/01342 – Refusal of Full Planning permission – Erection of two storey extension – Cornerways, Flemming Road, Woodnesborough

Noted

### **d) Consultation Documents**

- i.KCC – Kent Minerals Development framework – Withdrawal of submitted Development Plan Documents DPDs

Noted

## 6. VILLAGE HALL

### a) Police Surgeries

The Clerk had been approached by the Village Hall booking clerk asking about hire charges for the Police surgeries. The Police do not have a budget for this and are expecting local communities to provide halls as part of the Police and Communities Together Process (PACT). After some discussion it was agreed that the Council wished to support this initiative and that the Village Hall kitchen should be provided free of charge provided there is not another booking. The Clerk to inform the VH booking clerk.

**Action Sarah Wells**

## 7. REPORTS

### a) Dist Cllr

No District Cllr present and no written reports provided.

### b) Cllr Reports

The members had not attended any events over the past month.

## 8. FORTHCOMING EVENTS

### a) Council Events

- i. Annual Parish Meeting – 29<sup>th</sup> April 2008 7.30pm

It was agreed that the Clerk should produce the final agenda for distribution at the next meeting.

**Action Sarah Wells**

Cllr Baker would arrange for the catering and Cllr Woodward would obtain the wine and glasses.

**Action Cllrs Baker and Woodward.**

### b) Outside Events

- i. Post Office Community Summit
- ii. ACRK – Youth Forum Workshop
- iii. KALC – Planning Information Day 15<sup>th</sup> March

The above were noted by the members

- iv. Police Parish Forum – April 24<sup>th</sup> 7.00pm DDC Offices

Cllrs Woodward and Wiseman to attend.

**Action Cllrs Woodward & Wiseman**

- v. Age Concern Sandwich – Meeting Thursday 20<sup>th</sup> March 7.00pm

The Clerk to forward to Val Smith to see if anyone at Coffee Pot was interested in attending.

**Action Sarah Wells**

## 9. PARISH PLAN

A letter had been sent to G W Finns and Sons informing them that the Council did not feel comfortable signing up to the “Heads of Terms” so far in advance of any possible development.

## 10. CORRESPONDENCE

### a) Correspondence needing a response/Action

- i. Dover District Forums
- ii. Sandwich neighbourhood Forum

The members did not have any items they wished added to the agenda of these meetings at this time. It was agreed that a representative from the Council should be decided at the next meeting when hopefully more members would be present. The Clerk to include on next months agenda. **Action Sarah Wells**

### b) Consultation Documents

None received

### c) News letters and Circulars

- i. Kentish Stour View
- ii. Dover District Guide
- iii. ACRK News
- iv. Green Gang Activities
- v. The Shingle Issue

The above were noted by the members.

### d) Other

- i. Kent Air Ambulance Trust – Strategic Review
- ii. ACRK – Village Of the Year 2008

The above items were discussed and noted by the members.

- iii. Paynes Solicitors – lasting Powers of Attorney, with Home Information packs

It was agreed that this was an important subject, and that information should be made available to local people. Unfortunately the agenda for the annual parish meeting had already been set. It was agreed that a speaker at next year's annual parish meeting or at a Parish Council meeting should be discussed at a later date.

## 11. WEB –SITE

The Clerk is still adding information to the site.

## 12. HIGHWAYS

### a) KCC – Dover Kent Karrier Service

It was suggested that the leaflets obtained by the Clerk should be distributed at Coffee Pot. The Clerk to forward to Cllr Woodward. **Action Sarah Wells**

### b) Kent Highways Services – draft cycling strategy

Noted by the members

## c) Notice Board

The Clerk and Chairman had been approached by members of the community asking for a village notice board that could be used to display event notices. In the past these had always been displayed in the Post Office. The Parish Council notice board is too small to allow for general notices as well as Council information. After some discussion it was agreed that the best place to locate a notice board would be in the vicinity of the new bus shelter in the Street.

It was agreed that it would probably be cheaper to get a board made locally than to buy one from a manufacturer. It was felt that a board capable of displaying 3 x 4 A4 sheets would be big enough. Cllr Wiseman said he knew a local tradesman who may be able to make a notice board it was agreed he should ask for a quote. It was also agreed that the Clerk should ask for a quote from another local tradesman.

**Action Cllr Wiseman and Sarah Wells**

d) The glass had been broken on one of the doors of the Council Notice Board, it was agreed the Clerk should get this replaced as soon as possible. It was felt that Perspex would be a better replacement than glass.

**Action Sarah Wells**

### 13. FINANCE

#### a) Budget

- i. For information - Bank charges reported last month have been refunded.

Noted by the members

#### b) Invoices

- i. £16.86 KCC Supplies – Fire Blanket Village Hall
- ii. £253.00 (inc VAT of £35.00) Emmerson Brown and Brown – Village Hall Car Park
- iii. £258 + VAT – SJL Fabrication – Village Hall Window Grill

Noted by the members

#### c) Other

- i. Audit Commission – Appointment of external auditor -

Noted by the members.

- ii. Village Hall Insurance – 3 x Quotes

The Clerk obtained two quotes in addition to the renewal estimate. She had then contacted the present company and they had reduced their premium. It was agreed that as the current company was now offering the lowest quote the Council should renew the policy with them. The Clerk pointed out that there was not accidental injury cover for the management committee members, it was agreed this should be added. The Clerk to arrange, once the new premium had been received it was agreed it should be paid between meetings.

**Action Sarah Wells**

**14. PAYMENTS**

			<b>Cheque No</b>
a) £66.24 Mr Newport	11-2-08 to 7-3-08		912
b) Clerks Salary Feb	26 x 9.827	255.50	
	6% Pension Contribution	<u>-15.33</u>	
		240.17 taxable pay	
		<u>-52.80</u> H M Rev & Customs	913
		<b>187.37</b> Clerk	914
c) £41.65 KCC LGPS	Council Contribution 10.3%	255.50	
	Clerks Contribution	<u>15.33</u>	
		<b>41.65</b> KCC LGPS	915
d) £253.00 Emmerson Brown and Brown – Village Hall Car Park			916
e) £303.15 – SJL Fabrication – Village Hall Window grills			917
f) £16.86 KCC Supplies			918

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

**15. DATE OF NEXT MEETING**

The next Ordinary meeting of the Parish Council will take place on Tues 25<sup>th</sup> March 2008  
Sergeant Nicky Steel of Kent Police will be attending to discuss the Police and Communities Together (PACT) programme.

**16. VILLAGE GREEN**

Nothing to discuss.

The meeting closed at 8.35pm