

**MINUTES OF THE ORDINARY MEETING OF WOODNESBOROUGH PARISH  
COUNCIL HELD ON TUESDAY 28<sup>th</sup> JULY 2015 AT 7.30pm AT ST MARY'S CHURCH,  
WOODNESBOROUGH**

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

Sarah Wells Clerk to the Parish Council            Dist Cllr Butcher

### **1. APOLOGIES**

Cllrs A Boniface & 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 Baker declared a significant other interest in the housing development and new Community Hall as the lead member of the Woodnesborough Players.

### **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 23<sup>rd</sup> June 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**

Cllr Woodward was still collating the evidence for the formal letter of complaint.

**Action Cllr Woodward ongoing**

#### **Correspondence**

*Consultation of Kent's "Drainage and Local Flood Risk draft policy statement"* - No comments had been made.

*Request for funds towards improvements to the Poulders Play Area* – The Clerk had responded as agreed.

**Action Discharged**

#### **Highways**

*Speeding Traffic – Sandwich Road* – The Clerk had asked the PCSO to undertake speed checks and Cllr Holloway had been asked to bring up this issue with KHS.

**Action Discharged**

#### **Finance**

The Clerk and Cllr Smith had discussed the operation of the account and the appropriate authorisation levels to be imposed. The Bank mandate was ready for signature.

**Action Discharged**

**6. PLANNING****a) To consider and comment on planning applications submitted for consultation by DDC.****i) DOV/15/00631**

**Proposal:** Removal of condition 8 of outline permission DOV/14/00037 relating to level 4 of code for sustainable homes (application under Section 73)

**Location:** Lasletts Yard, Marshborough Road, Woodnesborough, CT13 0P

RESOLVED the Council should object to this change in the level of sustainable home code.

**ii) Proposal: DOV/15/00520**

**Proposal:** Reserved matters application for 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© accommodation, construction of vehicular access, associated car parking and landscaping (existing buildings/structures to be demolished) for the layout, scale and appearance of the B1 © accommodation buildings (pursuant to Condition 33 of approved outline permission DOV/12/00460)

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

The members felt that this application has now varied so far from what was originally agreed that it should be called back to the Planning Committee for review.

The original application presented as a high quality Eco friendly sympathetically designed site. As each plot is now subject to a separate application no thought is being given to the overall design of the site and what impact these changes will have on the look and feel of this rural location.

RESOLVED the Clerk should ask that this application be called back to committee.

**Action Sarah Wells**

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

- i) DOV/14/01192 – Granted planning permission – Reserved matters application for approval of the access, appearance, landscaping, layout and scale (details pursuant to outline permission DOV/14/00037) for a residential development.

Noted.

**c) To consider and comment on planning correspondence**

Nothing discussed.

**d) To consider and comment on planning consultation documents**

Nothing discussed.

**7. VILLAGE HALL**

The old hall was now nearly empty, Cllr Baker to undertake a final check.

**Action Cllr Baker**

The parking places on the new housing estate that had been allocated to the old village hall had caused a slight delay with the exchange of contracts. However this was in hand. The freehold of the spaces is to be transferred from the developer to the new owners of the hall.

**8. REPORTS**

To receive written or verbal reports from:-

**a) Dist Cllr**

Cllr Butcher agreed to look into the Hammill Brick Works application.

**Action Cllr Butcher**

**b) Councillor Reports**

Cllr Baker should have attended the KALC/PCC/Chief Constables event on the 22<sup>nd</sup> July, however the meeting had been cancelled due to Operation Stack.

**9. FORTHCOMING EVENTS**

To discuss and agree action relating to upcoming events.

**a) Council Events**

Nothing to discuss.

**b) Outside Events**

- i) White Cliffs Walking Festival – 27<sup>th</sup> July to 2<sup>nd</sup> Sept

Noted by the members.

**10. CORRESPONDENCE**

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

**a) Consultation Documents**

None received.

**b) Newsletters and Circulars**

- i) Clerks and Councils Direct
- ii) Oast to Coast

Noted by the members.

**c) Other**

- i) Country Eye – Helping Keep the Rural Community in Kent Safe

Noted by the members.

- ii) Street names – Hammill Brickworks

The members had no objections to the suggested Street Names.

**11. HIGHWAYS**

Cllr Hoskins reported that the water running along Beacon Lane had been identified. Overflow water from the reservoir is being discharged into the drains on Beacon Lane, unfortunately a blockage in the drainage system was preventing this water from running away. It was agreed the Clerk would report the problems to KHS.

**Action Sarah Wells**

**12. NEW COMMUNITY HALL**

Cllr Baker reported that the Woodland Trust supplied free packs of trees if applied for, the type of trees available was discussed. She would continue to investigate and complete the necessary paper work.

**Action Cllr Baker**

Cllr Hoskins reported that the last details of the specification were being agreed then the contract for work would need to be drawn up. In advance of that the Contractor would like a letter of intent.

RESOLVED Cllr Hosking to contact the Council's solicitor to get the paperwork started for both of the above.

**Action Cllr Hoskins**

**13. FINANCE**

To discuss and agree actions relating to the Council Finances

- a) Unity Bank Mandate

The members completed the bank mandate as required. The Clerk to make the final checks and forward to Cllr Smith for examination before forwarding to the bank.

**Action Sarah Wells**

b) Contribution to Dog Order Signage  
The members did not wish to make a contribution.

**14. PAYMENTS**

RESOLVED the following payments should be made.

		<b>Cheque No</b>
a) £223.05 Clerks Salary Jul 26 x 10.527	273.70	1470
Pension Contribution	<u>-15.05</u>	
	258.65 taxable Pay	
	<u>-35.60</u>	
	<b><u>223.05</u></b> Clerks Salary	
b) £35.60 H M Revenue and Customs		1471
c) £57.74 KCC LGPS		STO
Council Contribution	42.69	
Clerks Contribution	<u>15.05</u>	
	<b><u>57.74</u></b>	
d) £97.92 Environmental Engineer 20 <sup>th</sup> Jul 2015 to 16 <sup>th</sup> Aug 2015		1472
e) £691.20 KCC Legal Fees		1473
f) £285.75 Vernon Chapman – Chartered Surveyor Fees		1474
g) £70.42 - Software for new Office Computer		1475
h) £223.05 Clerks Salary Aug 26 x 10.527	273.70	1476
Pension Contribution	<u>-15.05</u>	
	258.65 taxable Pay	
	<u>-35.60</u>	
	<b><u>223.05</u></b> Clerks Salary	
i) £35.60 H M Revenue and Customs		1477
j) £57.74 KCC LGPS		STO
Council Contribution	42.69	
Clerks Contribution	<u>15.05</u>	
	<b><u>57.74</u></b>	
k) £97.92 Environmental Engineer 17 <sup>th</sup> Aug 2015 to 13 <sup>th</sup> Sept 2015		1478

**15. DATE OF NEXT MEETING**

To confirm the next meeting of the Parish Council

**Scheduled dates**

22 <sup>nd</sup> Sept 2015	27 <sup>th</sup> Oct 2015	8 <sup>th</sup> Dec 2015	26 <sup>th</sup> Jan 2016
23 <sup>rd</sup> Feb 2015			

The meeting closed at 9.20pm