

**MINUTES OF THE ORDINARY MEETING OF WOODNESBOROUGH PARISH COUNCIL
HELD ON TUESDAY 24th MARCH 2009 7.30pm AT WOODNESBOROUGH VILLAGE HALL**

Present: -Councillors D Woodward (Chairman) B Wiseman G Boorman
 S Hoskins B Baker. R Ovenden
 D Smith D Ford K Ellen

 Sarah Wells Clerk to the Parish Council PC Ian Woodland
 Dist Cllr Butcher

1. APOLOGIES

None received

2. PARTNERS AND COMMUNITIES TOGETHER (PACT)

PC Woodland gave a report to the members and answered several questions concerning policing matters.

3. MINUTES OF LAST MEETING

It was proposed by Cllr Baker and seconded by Cllr Boorman that the minutes of the last meeting held on the 24th February 2009 be signed as a true and correct record, all agreed and the Chairman signed the minutes.

4. ACTION FROM THE LAST MEETING

The Clerk had written to the Housing Association and asked for a site meeting to discuss the problems being experienced by the residents of the Aireys. **Action Discharged**

As yet no response had been received from the Housing Association, it was agreed the Clerk should wait until the beginning of April and write again if not response had been received. **Action Sarah Wells**

Highways

Litter Bin Coombe Lane – Cllr Ovenden had spoken to the land owners concerned. **Action Discharged**

Code of Conduct

Register of Interest Forms – The Clerk had sent change forms copies of their current register to Cllrs Baker and Ford. She had also sent Cllr Woodward a copy of his registration form. **Action Discharged**

Village Hall

Cllr Hoskins had completed the specifications for this work needed at the Village Hall. **Action Discharged**

Highways

Kent Highways Services – Parish Verge maintenance - The Clerk had responded as agreed.

Action Discharged

5. 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.
- b) Standard Committee Minutes and Agenda
- c) Town and Parish Standard

6. PLANNING

a) Planning Applications

None received

b) Planning Decisions

- i. DOV/08/01277 – Granted Full Planning Permission – Erection of single storey rear extension and a pitched roof to existing rear extension – Beech Cottage, Beacon Lane, Woodnesborough
- ii. DOV/08/01294 – Granted Full Planning Permission – Erection of a single storey side extension to south east elevation – The Old Bakery

The above were noted by the members

c) Correspondence

- i. DOV/08/00986 – Erection of buildings for use as additional storage and processing centre – The Bunker, Ash Radar Station, Marshborough Rd, Woodnesborough – To Committee 12/03/09
- ii. DDC – Have Your Say – Speaking on Planning Applications

The above were discussed and noted by the members

d) Consultation Documents

- i. DDC LDF – Core Strategy
- ii. Letter from Eythorne Parish Council ref LDF

The above were discussed and noted by the members

7. VILLAGE HALL

- a) Village Hall Insurance – Three quotes received – Seen by Risk assessment committee, quote from Norris and Fisher recommended for acceptance.

It was proposed by Cllr Hoskins and seconded by Cllr Wiseman that the quote be accepted.

- b) Cllr Hoskins had completed the specifications for the work to the rear of the stage and in the store room, although he had yet to print of the documents. It was agreed that the specification should be sent to three local businesses for quotations once Cllr Hoskins had forwarded them to the Clerk

Action Cllr Hoskins and Sarah Wells

- c) Cllrs Boorman and Woodward reported that additional faults had been identified that need repair work. It was agreed that these should be reviewed once the quotes for the other work had been received.
- d) Cllrs Woodward and Baker had met with the treasurer and Chairman of the Village Hall Committee to discuss the constitution and building responsibilities. Changes to the constitution had been suggested and a new document was being drafted by the VH Committee and would be presented to the Council and the VH Committee for agreement.

8. REPORTS**a) Dist Cllr**

Dist Cllr Butcher gave a report including information on the Bunker planning application and parking in Deal.

b) Cllr Reports

None received.

9. FORTHCOMING EVENTS**a) Council Events**

- i. Annual Parish Meeting 12th May

Cllrs Baker and Woodward would provide the refreshments; The Clerk would print sufficient copies of the agenda in time for the April Meeting and confirm details with the speaker.

**Action Sarah Wells &
Cllrs Baker and Woodward**

b) Outside Events

- i. What's Your Vision for East Kent? – Monday 16th March 09 – St Mary's Parish Centre, Cannon St, Dover
- ii. KCC – Common Land/Village Green Seminar 14th May – County Hall
- iii. Clerks Information Day 19th May 2009 - £90 + VAT (non member rate)

10. PARISH PLAN

The members still wished to move forward with plans for a new Village Hall; Cllr Smith was waiting to speak to one of the forward planning officers. Cllr Woodward had been in contact with the DDC Conservation Officer concerning the possible conversion of the old village hall at sometime in the future.

11. CORRESPONDENCE**a) Correspondence needing a response/Action**

None received

b) Consultation Documents

None received

c) News letters and Circulars

- i. Southern Water – Improving the Environment
- ii. Clerks and Council Direct

The above were noted by the members

d) Other

None received

12. WEB –SITE

It was suggested that a link to the Church Web site should be added, the Clerk to arrange.

Action Sarah Wells

13. HIGHWAYS**a) Environmental Engineer resigned as of 18-03-09**

The Environmental Engineer had resigned. The Chairman had put an advert in the Parish Magazine to fill this post. It was agreed the Clerk should send the advert to the Mercury Roundup correspondent.

Action Sarah Wells

Litter Bin Coombe Lane – Cllr Ovenden reported that the land does not belong to any of them. Dist Cllr Butcher informed the meeting that this was highways land, as the old road used to run through this area. It was agreed the Clerk should contact DDC again about the installation of a litter bin. **Action Sarah Wells**

14. FINANCE**a) Budget**

The Clerk to complete the accounts ready for inspection by Cllr Smith.

Action Sarah Wells

b) Invoices

- i. £679.51 Norris & Fisher – Village Hall Insurance

c) Other

- i. New Pay Awards for April 2008
- ii. Audit Form received – Audit date 1-6-09

The above were noted by the members

- iii. Request for grant aid from St Mary's Mother and Toddler Group

After some discussion it was proposed by Cllr Baker and seconded by Cllr Wiseman that a grant of £100 is made to St Mary's Mother and Toddler Group for additional equipment. A proposal to amend this proposition to £50 was proposed by Cllr Ford and seconded by Cllr Ovenden.

The amendment was put to the vote, 2 in favour and 6 against. The original proposition was put to the vote, 6 in favour and 2 against. The proposition was carried.

15. PAYMENTS

			Cheque No	
a) £ 254.06	Clerks Salary Mar	26 x 10.097	262.52	1002
	Back Pay to April 2008		<u>77.22</u>	
			339.74	
	Pension Contribution		<u>-22.08</u>	
			317.66	
	Tax to be deducted BR		<u>-63.60</u>	
			254.06	
b) £63.60	H M Revenue and Customs			1003
c) £60.13	KCC LGPS	Council Contribution	38.05	1004
		Clerks Contribution	<u>22.08</u>	
			60.13	
d) £34.38	Environmental Engineer	09-03-09 to 18-03-09		1005
e) £40	Petty Cash			1006
f) £679.51	Norris & Fisher – Village Hall Insurance			1007
g) £100.00	St Mary's Mother and Toddler Group			1008

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

16. DATE OF NEXT MEETING

The Ordinary Meeting of the Parish Council will take place on Tuesday 28th April 2009.

Meeting dates for 2009

Tuesday 12 th May	Annual Parish Meeting	Tuesday 26 th May	Tuesday 23 rd June
Tuesday 28 th July		Tuesday 22 nd September	Tuesday 27 th October
Tuesday 8 th December			

Cllr Ford gave his apologies for the April and May 12th meetings.

17. VILLAGE GREEN

Cllr Ovenden declared a personal and prejudicial interest and left the meeting at 9.06pm.

Cllr Ford stated that the Village Green was costing the Parish Council a considerable sum of money each year but was not being well used. This matter was debated for several minutes.

It was noted that the Foxborough Close play area had been cleared, it was agreed the Clerk should write to DDC and ask what plans they had for the area.

Action Sarah Wells

The meeting closed at 9.15pm