

**MINUTES OF THE ANNUAL MEETING OF WOODNESBOROUGH PARISH COUNCIL HELD  
ON TUESDAY 27<sup>th</sup> MAY 2008 7.30pm AT WOODNESBOROUGH VILLAGE HALL**

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

Sarah Wells Clerk to the Parish Council

2 Members of the Public

### **1. ELECTION OF CHAIRMAN**

It was proposed by Cllr Smith and seconded by Cllr Wiseman that Cllr Woodward be nominated for the post of Chairman, there being no other nominations this was put to the vote, all agreed.

### **2. APOLOGIES**

Cllrs D Woodward, D Ford, R Ovenden & S Hoskins. PC Ian Woodland.

### **3. ELECTION OF VICE CHAIRMAN**

It was proposed by Cllr Ellen and seconded by Cllr Wiseman that Cllr Baker be nominated for the post of vice Chairman, there being no other nominations this was put to the vote, all agreed.

### **4. COMMITTEES AND DELEGATES**

#### **a) Committees**

- i. Risk Assessment Committee

Cllrs Smith, Woodward and Boorman would form the risk assessment committee.

- ii. Village Hall Committee – As the Council own the Village Hall all members are on the committee

#### **b) Delegates**

- i. Footpath Officer – Cllr Ellen
- ii. Cllr Responsible for finance – Cllr Smith
- iii. Transportation/Highways Officer – Cllr Hoskins
- iv. Police Rep – Cllr Wiseman
- v. Village Green Rep – Cllr Baker
- vi. Affordable Housing Rep – Cllr Ford
- vii. Press Officer – Cllr Woodward
- viii. Neighbourhood forum Rep – Cllr Woodward

The Chairman closed the meeting to ask if the members of the public wished to say anything. They had come to observe and had no comments to make. The Chairman re-opened the meeting.

### **5. POLICE AND COMMUNITIES TOGETHER (PACT)**

Although PC Woodland had been unable to attend he had sent a report on the current crime figures which was discussed.

## 6. MINUTES OF LAST MEETING

- a) Minutes of the Ordinary Meeting of 29<sup>th</sup> April 2008

It was proposed by Cllr Boorman and seconded by Cllr Wiseman that the minutes of the above meeting be signed as a true and correct record, all agreed and the Chairman signed the minutes.

- b) Minutes of the Annual Parish Meeting 29<sup>th</sup> April 2008

It was proposed by Cllr Ellen and seconded by Cllr Boorman that the minutes of the above meeting be signed as a true and correct record, all agreed and the Chairman signed the minutes.

## 7. ACTION FROM THE LAST MEETING

### Code of Conduct

*E-mail from DDC ref freedom of Information Act request for Monitoring Officer Advice* – The Clerk had replied to the e-mail as agreed at the last meeting. **Action Discharged**

### Planning

#### Consultation Documents

- i. *DDC – Local Development Framework* – the Clerk had responded as agreed at the last meeting. **Action Discharged**

### Village Hall

The Clerk had arranged for the electrician to make any necessary repairs to the outside light.

**Action Discharged**

### Finance

*Parish Council Insurance* – The Clerk had contacted Allianz and they had agreed to match the lower quote. **Action Discharged**

## 8. 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

## 9. PLANNING

### a) Planning Applications

None received

### b) Planning Decisions

- i. DOV/08/00294 – Granted full planning permission – Erection two storey side extension – Cornerways, Fleming Road, Woodnesborough
- ii. DOV/08/00293 – Granted full planning permission – Erection of single storey side extension – Coombe Farm Bungalow, Coombe Lane, Woodnesborough
- iii. Any other decisions received prior to the meeting

The above were noted by the members

**c) Correspondence**

- i. DOV/08/00340 – Installation of Cesspool - 6 Beacon Lane, Woodnesborough - Application treaded as withdrawn.
- ii. DOV/08/00341 – Installation of Cesspool - 5 Beacon Lane, Woodnesborough - Application treaded as withdrawn

The above were noted by the members.

Cllr Smith informed the meeting that DDC were no longer providing a service to empty cesspools and septic tanks. This was causing problems with people with low capacity tanks, 500 or 1000gls, as other contractors have a minimum pick up of 2000gls and charge for 2000gls even if only 500 have been emptied. It was agreed that the Clerk should write to DDC.

**Action Sarah Wells**

**d) Consultation Documents**

None received

**10. VILLAGE HALL**

The Clerk had been contacted by the secretary of the Management Committee; a quote to make minimal repairs to the roof had been received. The members were concerned that not all the work required was covered by the quote. It was agreed the Clerk should ask the VHC to get a quote to cover all the necessary repairs.

**Action Sarah Wells**

**11. REPORTS****a) Dist Cllr**

No District Councillors present and no written reports received.

**b) Cllr Reports**

None of the members had attended any other events since the last meeting.

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

None planned

**b) Outside Events**

- i. Home Office meeting, Crime reduction – 20 May Manchester & 22 May London

This invitation had been e-mailed to the members; it was felt unnecessary to attend.

**13. PARISH PLAN**

- a) Letter requesting a meeting with the Council to discuss the LDF process & site SA34 – Sandwich Road.

The letter was discussed, the members were happy to meet with a group of representatives, however it was felt this should take place once the next stage of the LDF was out for consultation, until then any conversations would be based on guesses as no one knows what the results of the previous consultation

stage will be. The members noted the objections raised in the letter, the fact that a lot of people in the Parish said they had not received DDC's publicity leaflets was also noted. It was agreed the Council would contact the authors when the LDF came out for public consultation again and write to DDC with reference to the publicity. The Clerk to respond to the letter as instructed. **Action Sarah Wells**

## 14. CORRESPONDENCE

### a) Correspondence needing a response/Action

- i. E-mail of complaint – Ref Annual Parish Meeting

The e-mail was noted, however it was felt it should not be discussed until legal advice had been sort.

- ii. Kent Police – 6 monthly Parish Council Forum

The last forum had been attended by only 4 Parish Councils in the District. The members felt this was a useful forum however the last two meetings had not had an agenda sent out prior to the meeting and had not been themed. They had also clashed with other meetings attended by a large number of Parish Councils, the Clerk to respond to the letter. **Action Sarah Wells**

### b) Consultation Documents

- i. Southern Water – Draft Water Resources Management Plan – Response by 25<sup>th</sup> July 2008

The document had been read by the members, no comments were felt necessary.

### c) News letters and Circulars

- i. Oast to Coast
- ii. Clerks and Councils Direct
- iii. Local Council Update

The above were noted by the Council. Cllr Wiseman informed the meeting that according to an article in Clerks and Councils direct, it may be necessary to put a no smoking sign in the bus shelter on Oak Hill. The Clerk to investigate and take action if required. **Action Sarah Wells**

### d) Other

- i. District of Dover – Community Safety Partnership
- ii. STARR – Funding
- iii. River Basin Planning newsletter – do you wish to remain on mailing list
- iv. Kent Police – Garden Shed security
- v. ACRK – New funding stream for East Kent

The above were noted by the members.

## 15. WEB –SITE

It was agreed that a question asking what local people wished to see on the web site should be posted. **Action Sarah Wells**

## 16. HIGHWAYS

The Clerk reported on the Street light in Marshborough Road that had been out of order for some years and had been brought up at the Annual Meeting. The light was mounted on an EDF power pole, and according to Kent Highways services the pole needed to be replaced as it is rotten. KHS will not repair the light until

the pole is replaced and EDF have been dragging there heels on this matter. It was agreed that the Clerk should write to EDF asking them when this work would be carried out and informing them that the pole may be dangerous.

**Action Sarah Wells**

## 17. FINANCE

### a) Budget

- i. 2008/09 Revised Budget

It was proposed by Cllr Ellen and seconded by Cllr Boorman that the revised budget should be adopted by the Council, all agreed. See Appendix A.

- ii. Adoption of Statement of Assurance – Audit form

It was proposed by Cllr Smith and seconded by Cllr Boorman that the Statement of assurances should be approved by the Council, all agreed.

### b) Invoices

- i. Annual Meeting Refreshments Cllr Baker £14.97
- ii. Annual meeting refreshments Cllr Woodward £15.43
- iii. £98 + VAT Wyman Electrical Ltd – Repairs to outside light Village Hall
- iv. £363.95 Allianz – Parish Council Insurance
- v. £35.00 ACRK Membership

The above were noted by the members.

### c) Other

- i. Mr Newport's retirement his last day was 2<sup>nd</sup> May 2008

The Clerk reported that Mr Newport had decided to retire; his last day had been Friday 2 May. The members were sad to hear this news. It was agreed that the post should be advertised to see if a replacement environmental engineer could be found.

**Action Sarah Wells**

As there were a number of Councillors missing it was agreed that Mr Newport's retirement should be discussed at the next meeting.

**Action Sarah Wells**

## 18. PAYMENTS

			<b>Cheque No</b>
a) £191.29	Clerks Salary May	26 x 9.827	255.50
		Pension Contribution	<u>-16.61</u>
			238.89 taxable Pay
			<u>-47.80</u>
			191.09 Clerks Salary
b) £47.80	H M Revenue and Customs		934
c) £45.23	KCC LGPS	Council Contribution	28.62
		Clerks Contribution	<u>16.61</u>
			45.23
d) £50	– CPRE Kent	– Contribution towards Speaker Costs	936
e) £14.97	Annual Meeting Refreshments	Cllr Baker	937
f) £15.43	Annual meeting refreshments	Cllr Woodward	938

g) £115.15 VAT Wyman Electrical Ltd – Repairs to outside light Village Hall	939
h) £363.95 Allianz – Parish Council Insurance	940
i) £35.00 ACRK Membership	941

**19. DATE OF NEXT MEETING**

The Ordinary Meeting of the Parish Council will take place on Tuesday 24<sup>th</sup> June 2008 at 7.30pm

Cllrs Smith and Baker gave their apologies.

**20. VILLAGE GREEN**

Cllr Ellen asked if any action had been taken about dogs on the green. The Clerk informed the members that the dog warden had been out on several occasions but had been unable to catch anyone.

The meeting closed at 8.40pm