

**MINUTES OF THE ORDINARY MEETING OF WOODNESBOROUGH PARISH COUNCIL  
HELD ON TUESDAY 28<sup>th</sup> OCTOBER 2008 7.30pm AT WOODNESBOROUGH VILLAGE HALL**

**Present:** -Councillors            D Woodward (Chairman)    B Wiseman                    G Boorman  
    D Ford                            S Hoskins                    B Baker.  
    K Ellen                           R Ovenden                    D Smith  
    Sarah Wells Clerk to the Parish Council  
    PC Ian Woodland

## **1. APOLOGIES**

Dist Cllr Leith

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

PC Woodland gave a report and answered questions from the members.

## **3. MINUTES OF LAST MEETING**

It was proposed by Cllr Baker and seconded by Cllr Ford that the minutes of the last meeting held on the 23<sup>rd</sup> September 2008 be signed as a true and correct record, all agreed and the Chairman signed the minutes.

## **4. ACTION FROM THE LAST MEETING**

### **Police and Communities Together**

Problems with speeding on Foxborough Hill and graffiti had been reported to PC Woodland.

**Action Discharged**

### **Correspondence**

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

*Tree Warden Information* – The Clerk had obtained a list of TPO's from DDC and sent them to the new tree warden.

**Action Discharged**

#### **Forthcoming Events**

*DDC Annual Town and Parish Meeting Wed 3<sup>rd</sup> Dec 6pm for 6.30pm start* – The Clerk had forwarded the information to Cllr Smith, unfortunately he would be unable to attend the meeting.

**Action Discharged**

#### **Highways**

*Speeding Foxborough Hill* – The Clerk had asked Kent Highways services if it would be possible to move the 30mph signs back towards Eastry.

**Action Discharged**

The Clerk had spoken to the Highways Inspector about overgrowing vegetation on Marshborough Road. He had inspected the area but did not feel that any of the hedges encroached enough for him to take enforcement action. He was however willing to meet with the members on site to discuss the matter.

**Action Discharged**

*Over Grown Hedges Fir Tree Hill* – The Clerk had been unsure which hedge was a problem, this was discussed and the Clerk would write to the land owner.

**Action Sarah Wells Ongoing**

*Padlock* - The Clerk had checked with Mr Ovenden, he did not remember seeing a padlock on the gate. It was agreed that the Clerk should purchase a new padlock. **Action Sarah Wells**

## **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) Standards Board Minutes, Agenda, Reports and members Planning Code of Conduct
- c) Town and Parish Standard

The above were noted by the members.

## **6. PLANNING**

### **a) Planning Applications**

#### **i. DOV/08/01097**

**Proposal:** Erection of rear conservatory extension

**Location:** Marshborough Farm House, Marshborough,

After some discussion it was agreed that no objections should be raised to this application.

### **b) Planning Decisions**

- i. DOV/08/00887 – Granted Full Planning Permission - Ringlemere Cottage, Fleming Road – Erection of pitched roof to replace existing flat roof
- ii. DOV/08/00865 – Granted Permission – 3 The Oast, Grove Manor Farm, The Street – Enlargement of two windows in rear elevation
- iii. DOV/08/00994 – Granted Permission – 2 Manor Barns, Stony Road, The Street, Extension to existing outbuilding to incorporate gym and games room

The above were noted by the members

### **c) Correspondence**

None received.

### **d) Consultation Documents**

- i. Street Scene Consultation

Cllr Smith had attended the Sandwich Neighbourhood Forum where this matter had been discussed. He said he would be willing to co-ordinate the Council response to this document. He asked the members to look at the information contained in the e-mail from DDC and send him any comment. He would then forward the Council's response to DDC. **Action Cllr Smith and All Councillors**

## **7. VILLAGE HALL**

*Work to back at rear of the Stage area* - Cllr Ovenden declared a personal and prejudicial interest and left the meeting as his son had tendered for this work.

The quote was discussed, it was felt that two additional quotes should be sort before any decision should be made. The Clerk to contact contractors and Cllr Woodward would meet them on site to discuss the requirements. **Action Sarah Wells & Cllr Woodward.**

## 8. REPORTS

### a) Dist Cllr

No Councillors present and no written reports received.

### b) Cllr Reports

Cllr Smith had attended the Sandwich Neighbourhood Forum on the 9<sup>th</sup> October, he gave a brief report on the meeting.

Cllr Woodward and the Clerk had attended the Kent Highways seminar on the 15<sup>th</sup> Oct, they gave the members a report of the meeting.

## 9. FORTHCOMING EVENTS

### a) Council Events

None planned at this time.

### b) Outside Events

- i. CASE Kent – DDC's 2009/12 Equality Scheme – Consultation meetings Oct 23<sup>rd</sup>
- ii. KCC – South East Plan – Gypsy & Traveller Accommodations – meeting Tuesday 28<sup>th</sup> Oct

The Clerk had e-mailed the details of these meetings to the members.

- iii. DDC – Annual Town and Parish Liaison meeting 3<sup>rd</sup> Dec

Cllrs Woodward and Boorman to attend the meeting, the Clerk to send the RSVP.

- iv. Regeneration event for voluntary and community groups – 5<sup>th</sup> Nov 2008

Noted by the members

- v. Lord Lieutenant of Kent – Civic Service at Rochester Cathedral on Thur 26 March 2009

RSVP not due until January, it was agreed this should be discussed at the next meeting.

**Action Sarah Wells**

## 10. PARISH PLAN

Nothing to discuss at this time, the next stage of the LDF is not due until Dec/Jan.

## 11. CORRESPONDENCE

### a) Correspondence needing a response/Action

- i. Request for dog waste bin near Coombe Lane/ Marshborough Rd junction.

It was agreed that Cllr Boorman would have a look at the area and report back to the next meeting.

**Action Cllr Boorman**

- ii. E-mails ref new Dover Hospital
- iii. KCC – Kent Health Watch
- iv. KCC – Register of Common Land and Town of Village Greens

The above were noted

**b) Consultation Documents**

- i. Communities and Local Government – the making and enforcement of byelaws – A consultation

This document was discussed but no comments were felt necessary.

- ii. Southern Water 2007-2008 Stakeholder Report & questionnaire

It was agreed that Cllr Ford should reply on behalf of the Council.

**Action Cllr Ford**

**c) News letters and Circulars**

- i. Countryside Events
- ii. Kentish Stour
- iii. Dover Health News Issue 1
- iv. NHS Annual Report
- v. Oast to Coast
- vi. Dover Health News
- vii. Close to Home
- viii. Explore Kent
- ix. Green Gang

The above were discussed and noted by the Council.

**d) Other**

No other correspondence received.

**12. WEB –SITE**

Cllr Hoskins had written a short note about Bio Tanks. The Clerk to put on the web site.

**Action Sarah Wells**

**13. HIGHWAYS**

- i. KCC – Definitive Map modification

Noted by the members.

**14. FINANCE****a) Budget**

- i. Receipts and Payments to 30-09-08

The receipts and payments for the first half of the year were discussed and adopted by the Council.

- ii. 2009-2010 Precept

It was agreed that the Clerk should produce a draft budget for discussion at the next meeting. DDC require the precept estimate by early Feb 2009. It was agreed that £3000 should be put in the budget for Village Hall repairs and some money for Street Lighting.

**Action Sarah Wells**

**b) Invoices**

- a) £135.00 + VAT Audit Commission 2008 Audit Fee
- b) £600.00 T C Ovenden – Green Mowing 2008

Noted by the members

## c) Other

## i. Bank mandate

Cllrs Hoskins and Boorman had been to the Bank as new additions to the bank mandate, unfortunately the bank seemed to have lost the original mandate form. A new one was signed, the Clerk to forward to the bank.

**Action Sarah Wells**

**15. PAYMENTS**

			<b>Cheque No</b>
a) £191.09	Clerks Salary Oct	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		967
c) £45.23	KCC LGPS	Council Contribution	28.62
		Clerks Contribution	<u>16.61</u>
			45.23
d) £68.76	Environmental Engineer	20-10-08 to 14-11-08	969
e) £158.63	Audit Commission	2008 Audit Fee	970
f) £600.00	T C Ovenden – Green Mowing	2008	971

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

**16. DATE OF NEXT MEETING**

The Ordinary Meeting of the Parish Council will take place on Tuesday 9<sup>th</sup> December 2008.

**17. VILLAGE GREEN**

Cllr Ovenden declared a personal and prejudicial interest and left the meeting

## a) Tender for mowing the green in 2009

After a short discussion it was proposed by Cllr Smith and seconded by Cllr Baker that the Council should accept this tender, all agreed, the Clerk to write to TC Ovenden.

**Action Sarah Wells**

The meeting closed at 9.00pm