

**MINUTES OF THE ORDINARY MEETING OF WOODNESBOROUGH PARISH COUNCIL  
HELD ON TUESDAY 24<sup>th</sup> JULY 2007 AT 7.30pm AT WOODNESBOROUGH VILLAGE HALL**

**Present:** -Councillors            R Ovenden                    B Wiseman                    D Woodward                    B Baker  
   G Boorman                    S Hoskins                    D Smith                        K Ellen

Sarah Wells Clerk to the Parish Council  
Dist Cllr Butcher (part)

## **1. APOLOGIES**

Cllr D Ford

A change in the agenda order was agreed, Parish Plan to be discussed once Mr Samson had arrived.

## **2. MINUTES OF THE LAST MEETING**

It was proposed by Cllr Baker and seconded by Cllr Boorman that the minutes of the Meeting of the Parish Council held on 26<sup>th</sup> June 2007 be signed as a true and correct record. All agreed and the Chairman signed the minutes.

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

### **Parish Plan**

Flower Planting - Cllr Woodward had spoken to Mr Butcher and identified sites where planting could take place. A verbal quote for the work had been obtained; the members were in favour in principle and asked that a written quote be sent to the Clerk. Cllr Woodward to check with DDC horticultural division that the sites identified would be suitable. **Action Cllr Woodward Ongoing**

### **Highways**

*Finger Post footpath in Marshborough* – Cllr Ellen had spoken to the PROW officer. He reported that the footpath volunteer should be out this week to put up the sign. **Action Discharged**

### **Village Hall**

*Kitchen Window Grills* – The clerk had requested a quote for grills for the kitchen window.

### **Parish Plan**

*G W Finns & Sons Ltd – LDF Site SA24 Sandwich Road, Woodnesborough* – Mr Samson was to attend later in the meeting. **Action Discharged**

### **Correspondence**

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

*KCC – Survey of 20<sup>th</sup> Century military and civil defences* – this had been forwarded to Major Holt.

**Action Discharged**

KCC - Public Rights of Way – parish Liaison Meeting – Wed 18<sup>th</sup> July 7.00pm Eastry Village Hall. – Cllr Ellen had attended.

**Action Discharged**

**Finance**

**c) Other**

*Youth Club – Request for last part of 2007 grant – Cheque to be drawn later in the meeting.*

**Action Discharged**

*Woodnesborough PCC – Grant request for £600 towards upkeep of graveyard – Cheque to be drawn later in the meeting.*

**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.
- b) DDC – Revised Code of Conduct Briefings

The above were noted by the Council

**5. PLANNING**

**a) Planning Applications**

- a. **DOV/07/0658** – The Old Bakery – Revised Plans

Minor changes were noted by the members

**b) Planning Decisions**

- i. DOV/07/00564- Granted listed building consent – Internal alterations to form 2no bathrooms – 2 Manor Barn, Stoney Road, Woodnesborough
- ii. KCC DO/07/179/MR35 – Notification of determination of application of new conditions on old mineral planning permission or mineral planning permission – Rowling Chalk Pit.

Noted

**c) Correspondence**

- i. DOV/07/00209 – Erection of outdoor exercise area for existing kennels – Foxborough Farm – to committee 19-07-07

Noted

**d) Consultation Documents**

None received

**6. VILLAGE HALL**

- a) The Clerk to chase up the quote for window grills
- b) Cllr Ovenden to chase up the insurance valuation on the Village Hall.

**Action Sarah Wells**  
**Action Cllr Ovenden**

## 7. REPORTS

### a) Dist Cllr

Dist Cllr Butcher said he hoped to be able to get more resources spent in the rural parishes over the next few years, he felt that too much of the district council's resources were being targeted in the towns.

### b) Cllr Reports

Cllrs Wiseman and Woodward had met with the community police officer for Sandwich and Woodnesborough. The officer had been to Woodnesborough on several occasions and was eager to meet people in the parish. Cllr Woodward had invited him to attend the September meeting of the Parish Council.

Cllr Woodward had attended the last meeting of the STARR group; he reported that the project manager had resigned from the project.

Cllr Ellen had attended the Public Rights of Way meeting. He informed those present that most of the meeting had been occupied by the Countryside Access Improvement Plan.

## 8. FORTHCOMING EVENTS

### a) Council Events

Nothing coming up

### b) Outside Events

Nothing coming up

## 10. CORRESPONDENCE

### a) Correspondence needing a response/Action

- i. Survey 20<sup>th</sup> Century military and civil defences – Major Holt unable to help with local knowledge.

After some discussion it was agreed that Cllr Ovenden would ask Mr John George to look at the survey.

**Action Cllr Ovenden**

### b) Consultation Documents

None received

### c) News letters and Circulars

- i. The Bulletin – erha
- ii. Clerks and Councils Direct
- iii. Oast to Coast

Noted by the members

### d) Other

- i. DDC – Dover District Performance Plan

- ii. DDC – Informal advice given by Officer of the Dover District

The above were discussed and noted by the members.

- iii. Response from Somerfield ref annual meeting questions
- iv. Response from KCC ref annual meeting questions
- v. Response from Sainsbury's ref annual meeting questions
- vi. Response from DDC ref annual meeting questions
- vii. Response from Tesco ref annual meeting questions

It was agreed that Cllr Woodward would put an article in the Parish News informing the people that these letters had been received. The Clerk provided Cllr Woodward with Copies of the letters.

**Action Cllr Woodward and Sarah Wells**

## 11. HIGHWAYS

Cllr Ellen informed the meeting that he had arranged to meet the PROW officer later this week to discuss footpaths in the parish.

Cllr Wiseman reported a hedge overhanging the footpath, the Clerk to write to the occupier of the property and ask that the hedge be cut back.

**Action Sarah Wells**

Beacon Lane – It was reported that there were no street name plates up in Beacon Lane, this was causing problems as people trying to find the industrial units at Birnam Mushrooms were having difficulty in finding their way around. It was agreed that the Clerk would ask DDC about name plates.

**Action Sarah Wells**

## 12. FINANCE

### a) Budget

- i. Receipts and payments to 30-6-07

The accounts had been inspected by Cllr Smith as Councillor responsible for finance; the Clerk went through the receipts and payments for the first quarter. It was proposed by Cllr Wiseman and seconded by Cllr Baker that the accounts be adopted by the Council, all agreed

### b) Invoices

### d) Other

- i. Small Community Capital Projects Fund – Application pack 2007/08

## 13. PAYMENTS

		<b>Cheque No</b>
a) £64.20 Mr Newport	2-07-07 to 27-07-07	862
b) £64.20 Mr Newport	30-07-09 to 24-08-07	863
c) £64.20 Mr Newport	27-08-07 to 21-09-07	864
d) Clerks Salary July	£249.31	
	<u>-£14.96</u> LGPS	
	£234.35 Taxable pay	
	£ 51.48 Inland Rev	865
Note mistake made on Cheques for Mar to Jun pay	<u>£182.87</u> + 0.04=£182.91	866
Cheques should have been for £182.87 not £182.86	£234.35	

The Clerk is owed 4p for these months.

e) £40.64 Local Government Pension Scheme Nov £14.96 + £25.68 Employer		867
f) £250 Woodnesborough Young Peoples Club – 2006/07 grant final payment		868
g) £600 Woodnesborough PCC – Grant towards upkeep of Churchyard		869
h) £20.50 Independent Auditors Fee – Cllr Woodward to be reimbursed		870
i) £40.00 Petty Cash		871
j) Clerks Salary Aug	£249.31	
	<u>-£14.96</u> LGPS	
	£234.35 Taxable pay	
	£ 51.70 Inland Rev	872
	<u>£182.65</u> Clerk	873
	£234.35	
k) £40.64 Local Government Pension Scheme Nov £14.96 + £25.68 Employer		874

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

#### 14. DATE OF NEXT MEETING

The next Ordinary meeting of the Parish Council will take place on Tues 25<sup>th</sup> September 2007 at 7.30pm

Dist Cllr Butcher left the meeting at 8.30pm

#### 9. PARISH PLAN

Mr Julian Samson from J W Finns joined the meeting, there followed a detailed discussion about the Sandwich Road site; these discussions covered DDC forward planning LDF policy SA 24 that stipulates

Planning permission for residential development on the frontage of Sandwich Road Woodnesborough will be permitted subject to

1. the provision of a village hall
2. the creation of a landscape buffer to the south

Mr Samson had produced draft proposals on how this planning policy could be fulfilled with the best interest of his client and the parish in mind. It was these proposals that were discussed in great detail.

It was proposed by Cllr Ovenden and seconded by Cllr Baker that Cllrs Woodward, Smith and Hoskins form a Parish Plan Working party. The working party would be responsible for liaising with J W Finns and Sons and DDC forward planning about the proposals for Site SA24 Sandwich Road, in future.

Mr Samson left the meeting at 9.30pm

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

#### 15. VILLAGE GREEN

- a) DDC – Access to new Woodnesborough village Green – Insurance check - Noted
- b) Wicksteed Leisure – Annual Safety Inspection due

It was agreed that the clerk should place an order for an unaccompanied inspection at the cost of £40.

**Action Sarah Wells**

The meeting closed at 9.35pm