

**MINUTES OF THE ORDINARY MEETING OF WOODNESBOROUGH PARISH COUNCIL
HELD ON TUESDAY 26th JUNE 2007 AT 7.30pm AT WOODNESBOROUGH VILLAGE HALL**

Present: -Councillors R Ovenden B Wiseman D Woodward B Baker
 G Boorman D Ford S Hoskins

Sarah Wells Clerk to the Parish Council

1. APOLOGIES

Cllrs K Ellen & D Smith

2. MINUTES OF THE LAST MEETING

It was proposed by Cllr Wiseman and seconded by Cllr Ford that the minutes of the Annual Meeting of the Parish Council held on 10th May 2007 be signed as a true and correct record. All agreed and the Chairman signed the minutes.

3. ACTION FROM THE LAST MEETING

a) Actions from the Ordinary meeting of the Parish Council 24th April 2007

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**

Finance

NALC – Changes to Clerks Model Contract of Employment- Cllr Smith had reviewed the Clerk s Contract

Village Hall

Insurance Valuation – Cllr Ovenden had arranged for a valuation of the Village Hall to take place on Friday 29th June. **Action Discharged**

Correspondence

Other

DDC – Informal advice given by Officers of DDC – The Clerk had written to DDC as agreed **Action Discharged**

Highways

Letter ref car parking opposite entrance to Church Farm Way – The Clerk had written to the owners of Fircrest. **Action Discharged**

b) Actions from the Annual Parish Meeting 24th April 2007.

The Clerk had written to DDC, KCC and three supermarket chains **Action Discharged**

c) **Actions from the Annual Meeting of the Parish Council 10th May 2007****Code of Conduct**

Register of Financial and Other Interests Forms – All forms had been completed. **Action Discharged**

New model code of conduct— to be discussed later in the meeting. **Action Discharged**

Village Hall

Broken Windows - The Clerk had written to the owners of the three properties neighbouring the Village Hall to ask if they could report any unauthorised persons that may be responsible for breaking the windows. **Action Discharged**

The Clerk was still investigating the costs of providing window grills for the kitchen window

Highways

Cllr Baker reported a problem with a footpath in Marshborough. There were no finger posts to let walkers know the route of the path. Cllr Ellen to speak to the PROW officer. **Action Cllr Ellen Ongoing**

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) The Local Authorities (Model Code of Conduct) Order 2007 (SI No 1159)
- c) Standards Board Minutes and Agenda
- d) Briefing – Revised Model Code of Conduct
- e) DDC – Adoption of “Code of Conduct for Members of the Town/Parish Council in Dover District”

As all members had now had the chance to read the Revised Model Code of Conduct and in line with the request from DDC for all Parishes in the district to adopt the same version of the code, it was proposed by Cllr Baker and seconded by Cllr Ford that the “Code of Conduct for Members of the Town/Parish Council in Dover District June 2007” be adopted by the Council. All agreed. See appendix A.

Note: Ref Section 12(2) of the code. Current standing orders state –

At all meetings of the Council the Chairman may at his discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting.

5. PLANNING**a) Planning Applications****Seen Between Meetings****i. DOV/07/00447**

Proposal: Erection Single Storey rear and two storey side extension

Location: 2 Denne Court Cottages, Hammill, Woodnesborough

No objections raised

ii. DOV/07/00447 (amended plans)

Proposal: Erection Single Storey rear and two storey side extension

Location: 2 Denne Court Cottages, Hammill, Woodnesborough

No objections raised

iii. DOV/07/00209

Proposal; Erection of outdoor exercise area for existing kennels

Location: Foxborough Farm, Foxborough Hill, Woodnesborough

Objections raised on noise nuisance grounds

To Deal

iv. DOV/07/00564 (listed Building consent)

Proposal: Internal Alterations to form 2no bathroom

Location: 2 Manor Barns, Stoney Road, The Street, Woodnesborough

After examination of the plans it was agreed that no objections should be raised to this application.

v. DOV/07/00658

Proposal: Erection of two storey rear extension

Location: Old Bakery, The Street, Woodnesborough

After examination of the plans and a lengthy discussion it was agreed that no objections should be raised to this application.

b) Planning Decisions

- i. DOV/07/00427 – Granted full planning permission – Erection of first floor side extension – Little Hammill, Hammill, Woodnesborough
- ii. DOV/07/00350 – Granted full planning permission – Erection of side conservatory – 4 Sunnyside Cottages, Marshborough Road
- iii. DOV/07/00325 – Refused planning permission - Erection two storey extension – Each End House, Each End Lane, Woodnesborough
- iv. DOV/07/00447 – Granted full planning permission - Erection Single Storey rear and two storey side extension - 2 Denne Court Cottages, Hammill, Woodnesborough

Noted by the members

c) Correspondence

- i. Whitfield Action Group – Request for funding

The Members did not wish to make a contribution to this groups activities.

- ii. DDC – Planning for Parish Councils

The above was discussed and noted by the Council.

d) Consultation Documents

- i. KCC – Kent Mineral Development Framework – Site Allocation representation

Noted, no comments were made as the site in question is in north Kent.

6. VILLAGE HALL

a) Kitchen Window Grills – The Clerk had spoken to the Chairman of the Village Hall committee, an additional window had been broken and as the Clerk had not received a response to her letter ref unauthorised activities in the car park it was agreed that she should go ahead and get quotes for window grills over the Kitchen window.

Action Sarah Wells

7. REPORTS**a) Dist Cllr**

No district Councillor's present.

b) Cllr Reports

Cllrs Boorman and Wiseman had attended the launch of the Fast response unit at Eastry Fire Station.

Cllr Hoskins had been unable to attend the Sandwich neighbourhood forum, however he had spoken to a representative from Stagecoach to ask about getting a bus service between Eastry and Woodnesborough reinstated. Unfortunately he had no success.

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

None coming up

b) Outside Events

- i. ACRK – Strawberries and Cream – Council Meeting – Mon 9th July 2007 6-8pm
- ii. ACRK – Parish Plan Workshop – 30th Jun and 12 July
- iii. KAPC Training Days

The above were noted by the members

9. PARISH PLAN

- a) G W Finns & Sons Ltd – LDF Site SA24 Sandwich Road, Woodnesborough

It was agreed that a copy of the letter and proposals should be sent to all Councillors so they could read it

and make any comments. Mr J Samson should be asked to attend the next meeting of the Council to discuss the proposals.

Action Sarah Wells

10. CORRESPONDENCE

a) Correspondence needing a response/Action

- i. KCC – Survey of 20th Century military and civil defences

It was agreed that Major Holt should be asked if he could help with completion of the survey.

Action Sarah Wells

b) Consultation Documents

None received.

c) News letters and Circulars

- i. ACRK – News
- ii. Copy Letter from Sandwich Town Council Ref Pegwell Bay to Kingsdown Coastal Defence Strategy
- iii. KCC – Safer Kent Awards

The above were discussed and noted by the Council

d) Other

- i. Sainsbury – Acknowledgement of PC letter ref recycling
- ii. KCC - Acknowledgement of PC letter ref recycling

Noted by the Council

11. HIGHWAYS

- i. KCC - Public Rights of Way – parish Liaison Meeting – Wed 18th July 7.00pm Eastry Village Hall.

The Clerk to copy to Cllr Ellen as footpaths officer.

Action Sarah Wells

- ii. KCC – Changes to definitive map - Noted.

12. FINANCE

a) Budget

b) Invoices

- i. £5935.63 (inc VAT) KCC – Village Hall Driveway

c) Other

- i. Audit Form – Annual Governance Statement

The Clerk read out the questions from the annual governance statement section of the audit form. All members were agreed that all necessary action had been taken. The Chairman signed the form.

- ii. Youth Club – Request for last part of 2007 grant

It was proposed by Cllr Wiseman and seconded by Cllr Baker that the final instalment of £250 of the 2006/07 grant should be made. All agreed. The cheque to be signed next month.

- iii. Woodnesborough PCC – Grant request for £600 towards upkeep of graveyard - Cllrs Woodward & Baker declared personal interests in this item. **Action Sarah Wells**

It was proposed by Cllr Boorman and seconded by Cllr Wiseman that a grant of £600 is made to the PCC towards the upkeep of the graveyard. All agreed. The cheque to be signed next month. **Action S Wells**

- iv. Bank Mandate

It was proposed by Cllr Baker and seconded by Cllr Wiseman that the resolution contained on the bank mandate see attached appendix B was passed by the Council, all agreed. Those members present signed the bank mandate. The Clerk asked Cllrs Boorman and Hoskins to take a new persons nominated form and two forms of identification into Nat West bank to allow them to be placed on the mandate.

13. PAYMENTS

		Cheque No
a) £64.20 Mr Newport	4 th June to 29 th June	000855
b) Clerks Salary June	£249.31	
	<u>-£14.96</u> LGPS	
	£234.35 Taxable pay	
	£ 51.48 Inland Rev	000856
	<u>£182.86</u>	000857
	£234.35	
c) £40.64 Local Government Pension Scheme Nov	£14.96 + £25.68 Employer	000858
d) £96.97 Clerks Expenses Jan – Mar (forgot to claim mar)		000859
	£57.00 Office Allowance	
	£10.50 Broad Band	
	£10.50 Telephone	
	£18.97 36 Miles at 52.7p	
e) £100.66 Clerks Expenses Apr – Jun		000860
	£57.00 Office Allowance	
	£10.50 Broad Band	
	£10.50 Telephone	
	£22.66 43 Miles at 52.7p	
f) £5935.63 KCC Commercial Services – Village Hall Drive		000861

It was proposed by Cllr Baker and seconded by Cllr Ford 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 27th July 2007 at 7.30pm

Cllr Ovenden declared a prejudicial interest and left the meeting.

15. VILLAGE GREEN

Nothing to discuss

The Chairman closed the meeting at 8.52pm