

**MINUTES OF THE ANNUAL MEETING OF WOODNESBOROUGH PARISH COUNCIL  
HELD ON THURSDAY 10<sup>th</sup> MAY 2007 AT 7.30pm AT WOODNESBOROUGH VILLAGE HALL**

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

Sarah Wells Clerk to the Parish Council

**Those members present signed the declaration of acceptance of office.**

## **1. ELECTION OF CHAIRMAN**

Cllr Ovenden asked for nominations for Chairman, It was proposed by Cllr Smith and Seconded by Cllr Ellen that Cllr Woodward should be elected chairman. There being no other nominations this was put to the vote all agreed. Cllr Woodward took the chair and signed the declaration of acceptance of office.

## **2. APOLOGIES**

Mr Hoskins would be late arriving at the meeting.

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

It was proposed by Cllr Smith and seconded by Cllr Ellen that Cllr Baker should act as Vice Chairman, there being no other nominations this was put to the vote, all agreed.

## **4. COMMITTEES AND DELEGATES**

### **Committees**

- i. Risk Assessment Committee

It was agreed that Cllrs Smith, Woodward, Boorman and Wiseman to form the risk assessment committee.

- ii. Village Hall Committee – All Councillors are members of the village hall committee. It was agreed that Cllrs Woodward, Baker, and Ovenden would endeavour to attend the committee meetings.

### **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

## 5. MINUTES OF THE LAST MEETING

It was proposed by Cllr Ellen and seconded by Cllr Wiseman that the minutes of the last Ordinary Meeting of the 24<sup>th</sup> April 2007 be signed as a true and correct record. All agreed and the Chairman signed the minutes.

It was proposed by Cllr Boorman and seconded by Cllr Baker that the minutes of the Annual Parish Meeting of the 24<sup>th</sup> April 2007 be signed as a true and correct record. All agreed and the Chairman signed the minutes.

Mr Hoskins joined the meeting at 7.45pm; he signed the declaration of acceptance of office.

The Chairman asked Cllr Hoskins if he would be willing to take on the roll of Transportation/Highways Officer. Cllr Hoskins agreed.

## 6. ACTION FROM THE LAST MEETING

- a) Actions from the Ordinary meeting of the Parish Council 24<sup>th</sup> 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**

### Finance

*NALC – Changes to Clerks Model Contract of Employment*- The Clerk had been unable to locate an electronic copy of her contract. Cllr Smith thought he may have it. Cllr Smith to review the Clerk's contract in light of the changes from NALC. **Action Cllr Smith ongoing**

### Code of Conduct

*The Local Authorities (Model Code of Conduct) Order 2007 (SI No 1159)* – The Clerk provided a copy for each Councillor. **Action Discharged**

### Village Hall

*Insurance Valuation* – The Clerk had contacted G W Finns in Sandwich, however they had been unable to undertake the work. Cllr Ovenden said he would contact the Canterbury Office. **Action Cllr Ovenden**

## REPORTS

*Village Hall Conference* – The Clerk provided copies of the slides to the members present.

**Action Discharged**

### Correspondence

#### Other

*DDC – Informal advice given by Officers of DDC* – The Clerk had not written to DDC yet.

**Action Sarah Wells**

**HIGHWAYS**

*Letter ref car parking opposite entrance to Church Farm Way* – The Clerk had not written to the owners of Fircrest yet.

**Action Sarah Wells  
Ongoing**

**Village Green**

*Sign Quotes* – The Clerk had accepted the quote for signs

**Action Discharged**

b) Actions from the Annual parish Meeting 24<sup>th</sup> April 2007.

The Clerk had not written to DDC, KCC or the supermarkets yet.

**Action Sarah Wells  
Ongoing**

**7. CODE OF CONDUCT**

a) Register of Financial and Other Interests Forms – The Clerk explained that re-elected Councillors Could sign an A4 declaration saying nothing had changed on their form or complete a new form. Either has to be completed within 28 days of taking Office. The Clerk distributed the appropriate forms. New Councillors need to complete the Register of Financial and Other Interests Forms. All forms to be completed and returned to the Clerk.

**Action Councillors**

b) New model code of conduct- to be adopted by 1 October 2007

It was agreed this should be discussed at the next meeting when Councillors had had time to read the new Code and any advice given by DDC.

**Action Sarah Wells**

**8. PLANNING****a) Planning Applications**

None Received

**b) Planning Decisions**

None Received

**c) Correspondence**

i. DDC \_ LDF update

Noted

**d) Consultation Documents**

i. KCC – Kent Minerals Development Framework – Regulation 32: Site Allocation representations consultations

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

## 9. VILLAGE HALL

Cllr Baker reported that a number of panes of glass in the Kitchen window had been broken over the past few months; it had cost the Village Hall Committee £50/£60 a time to get them replaced. The Village Hall committee had asked if Window grills similar to those at the front and side of the building could be fitted. After some discussion it was agreed that the Clerk would investigate the costs of this work. She would also write 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 Sarah Wells**

## 10. REPORTS

### a) Dist Cllr

None present

### b) Cllr Reports

Cllr Smith reported that he had received a copy of the Fire Safety Folder that had been ordered at the Village Halls Conference.

## 11. FORTHCOMING EVENTS

### a) Council Events

### b) Outside Events

- i. DDC – waste management forum – Monday 21<sup>st</sup> May at 1.00pm – DDC offices

Cllr Smith to attend

- ii. Sandwich Neighbourhood Forum

Cllr Hoskins to attend.

## 12. PARISH PLAN

No change since the last meeting.

## 13. CORRESPONDENCE

### a) Correspondence needing a response/Action

- i. Kent on Sunday Grant Award

Noted, no action felt necessary.

### b) Consultation Documents

None received

### c) News letters and Circulars

- i. Clerks and Councils Direct
- ii. Sandwich United Charity
- iii. DDC Close to Home

The above were discussed and noted by the Council

#### d) Other

No other Correspondence received

### 14. HIGHWAYS

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

### 15. FINANCE

#### a) Budget

- i. Receipt and Payment to 31-3-07
- ii. Revised Budget for 2007/08

The above documents were discussed in detail. Following the discussion it was proposed by Cllr Smith and seconded by Cllr Baker that the year end accounts be adopted by the Council. All agreed. See appendix A

It was then proposed by Cllr Smith and seconded by Cllr Baker that the revised budget be adopted by the Council, All agreed. See appendix B

The Accounts had been inspected by Cllr Smith, the Chairman to take them to Mr Kilbee for inspection as the Councils Independent Auditor.

- iii. Audit form

Noted.

#### b) Invoices

- i. £9.78 Wine for Annual Meeting
- ii. £15.00 ACRK Fire Safety Folder

#### c) Other

### 16. PAYMENTS

	<b>Cheque No</b>
a) £9.78 Cllr Woodward – Wine Annual meeting	000849
b) Clerks Salary May           £249.31	
-£14.96 LGPS	
£234.35 Taxable pay	
	£ 51.48 Inland Rev           000851
	<u>£182.86</u> 000850
	£234.35
c) £64.20 Mr Newport           7 <sup>th</sup> May to 1 <sup>st</sup> June	000852
d) £40.64 Local Government Pension Scheme Nov £14.96 + £25.68 Employer	000853
e) £15.00 Action with Communities in Rural Kent	000854

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

**17. DATE OF NEXT MEETING**

The next Ordinary meeting of the Parish Council will take place on 26<sup>th</sup> June 2007 at 7.30pm

Cllr Ovenden declared a prejudicial interest and left the meeting at 8.53pm

**18. VILLAGE GREEN**

There was nothing to discuss on Village Green. The meeting closed at 8.55pm