

**MINUTES OF THE ORDINARY MEETING OF WOODNESBOROUGH PARISH COUNCIL  
HELD ON TUESDAY 25<sup>th</sup> SEPTEMBER 2007 AT 7.30pm AT WOODNESBOROUGH VILLAGE  
HALL**

**Present:** -Councillors            D Woodward (Chairman)    B Wiseman    B Baker    D Ford  
   S Hoskins                            D Smith    K Ellen

Sarah Wells Clerk to the Parish Council

### 1. APOLOGIES

Cllrs G Boorman & R Ovenden

### 2. MINUTES OF THE LAST MEETING

It was proposed by Cllr Ellen and seconded by Cllr Smith that the minutes of the Meeting of the Parish Council held on 24<sup>th</sup> July 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 obtained a quote for this work.

**Action Discharged**

#### Village Hall

a) The Clerk had chased the quote for window grills, unfortunately the company that had undertaken the original work no longer operated in this area, and it was not worth their while travelling this far to install one grill. They would only be able to undertake the work if they had another job in the area and they had no idea when that might be. The Clerk was trying to locate another company that did similar work. Cllr Hoskins suggested a company. The Clerk to investigate. **Action Sarah Wells**

b) Cllr Ovenden to chase up the insurance valuation on the Village Hall.

**Action Cllr Ovenden  
Ongoing**

#### Correspondence

#### Other

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

The Clerk had sent copies of the above to Cllr Woodard and he had put an article in the Parish Magazine.

**Action Discharged**

### 11. HIGHWAYS

*Over Hanging Hedge* - The Clerk had written to the occupier of the property and asked that the hedge be cut back. **Action Discharged**

*Beacon Lane* – The Clerk had asked DDC to provide street name plates.

**Action Discharged**

### **Village Green**

*Wicksteed Leisure – Annual Safety Inspection due* - the Clerk had placed an order for unaccompanied inspection at the cost of £40.

**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 – Code of Conduct Register of interest forms
- c) DDC – revised Model Code of Conduct
- d) Cancellation of Standards Board Meeting on 19<sup>th</sup> Sept

The above were discussed and noted by the members

- e) DDC – Parish Council Representative on DDC Standards Committee

None of the members present wished to be nominated to serve on the Standards Committee.

## **5. PLANNING**

### **a) Planning Applications**

#### **Seen between meetings**

#### **i. DOV/07/00448**

**Proposal:** Erection of Storage barn

**Location:** Part of Rosedale farm, Marshborough Road, Woodnesborough

Application positively supported.

### **b) Planning Decisions**

- i. DOV/07/00209 – Granted full planning permission – Erection of outdoor exercise area for existing kennels – Foxborough farm, Foxborough Hill
- ii. DOV/07/00658 – Granted full planning permission – Erection of two storey rear extension – Old Bakery, Sandwich Road, Woodnesborough

Noted by the members

### **c) Correspondence**

- i. DDC – Boot fairs, Land Each End, Woodnesborough – Exceeded permissible number – Enforcement action being taken.
- ii. Regional Spatial Strategy for the South East (the South East Plan) – Publication of Panel Report

Discussed and noted by the members.

**d) Consultation Documents**

- i. Pegwell Bay and Kingsdown Coastal Strategy Consultation Document – By 12 October

After some discussion it was agreed that the Council did not wish to respond to the consultation document.

**6. VILLAGE HALL**

- i. Risk Assessment

Cllr Smith went through the items on the risk assessment report composed by Cllrs Smith, Boorman and Woodward following a site visit at the Village Hall on 5<sup>th</sup> September 2007. See attached Appendix A.

After discussion of the report the members agreed with its recommendations.

The Clerk was asked to carry out the following tasks.

- o Get prices for Powder Fire Extinguishers
  - o Get prices for Fire Blankets
  - o Investigate methods of storing tables with costings.
  - o Contact the VH Chairman to arrange for Cllr Smith to be present when the electrician came to fix the outside light.
- Action Sarah Wells**

It was agreed that Cllr Smith should move the framed copy of the Village Hall deed in the main hall as it was currently situated at head height for small children. He would also arrange for the mirror in the Ladies toilet to be permanently fixed to the wall.

**Action Cllr Smith**

- ii. Car Park Problems

The Chairman of the Village Hall committee had reported that the car park was currently be occupied by at least one and some times two cars belonging to the neighbouring properties. After a lengthy discussion it was agreed that the Clerk should make an appointment for The Chairman and Chairman of the VH committee to meet with the Parish Council's solicitor to discuss the problem.

**Action Sarah Wells**

**7. REPORTS****a) Dist Cllr**

There was no District Councillors present.

**b) Cllr Reports**

Cllr Woodward reported that the Youth club had been suspended for three months. The Youth worker had decided to give up due to overwhelming family commitments. It was agreed that no additional grant payments would be made.

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

Nothing Coming up

**b) Outside Events**

- i. DDC – Annual Liaison Meeting with Town and Parish Councils – Thur 15 Nov DDC Officers 6.00pm for 6.30pm start

Cllrs Smith and Woodward to attend.

**Action Cllrs Woodward and Smith**

- ii. NALC – Annual Conference 5-7 October Bournemouth
- iii. Joint Sandwich and Dover West Neighbourhood Forum – 6-9-07.

Noted

- iv. Police Liaison Meeting Thursday 18<sup>th</sup> October 7.00pm DDC offices

Cllrs Woodward & Wiseman to attend.

**Action Cllrs Wiseman & Woodward**

**9. PARISH PLAN**

- a) G W Finn – Dover LDF Site SA24

It was agreed that the Working Party made up of Cllrs Smith, Woodward and Hoskins would meet to discuss the contents of this letter. They would then either come back to full Council if they needed anything clarified, if not they would call a meeting with G W Finns.

**Action Parish Plan WP**

**10. CORRESPONDENCE****a) Correspondence needing a response/Action**

- i. Request for a motion to be carried by the PC ref “Reform Treaty”

There followed a lengthy debate on this request. The majority of the members felt that Woodnesborough Parish Council should be concerned with dealing with local issues only. They felt that getting involved with such large national issues was party political and this was something the members wished to avoid.

Cllr Wiseman proposed that the PC should support a local referendum on the Reform Treaty. In the mean time the PC should write to Gordon Brown asking for a national referendum on the subject. There was no seconded for the motion.

The Clerk to write back to the author of the letter.

**Action Sarah Wells**

- ii. DDC – Possible transfer of Play areas to Parish Council control

This had been answered between meetings after conferring with the Chairman.

- iii. DDC – Review of Customer Services provision at Sandwich – response by 28<sup>th</sup> Sept

The members were in favour of the plans for the Sandwich Office; however they would like to see the opening hours extended. The Clerk to respond.

**Action Sarah Wells**

**b) Consultation Documents**

None received.

**c) News letters and Circulars**

- i. Shepway & Dover Mediation Service
- ii. Green Gang Activities
- iii. Explore Kent
- iv. NHS Expert Patients Programme
- v. Policing Kent
- vi. CHIK – Open afternoon (arrived to late to do anything with)
- vii. Oast to Coast
- viii. Southern Water Update
- ix. Close to Home
- x. ACRK News & Rural Opinion Survey 2007

**d) Other**

- i. Cre8ive – Touring Pantomime Group
- ii. DDC – Recycling Canvassing for the Dover District
- iii. Application to put on Local Needs Housing List
- iv. DDC – Tenant Election 2007
- v. DDC – Weekend Bulk waste Collection
- vi. Your Dover – E-mail introducing local reporter
- vii. DDC – Local Government Ombudsman Annual Letter 2006/07

The items in c and d above were noted by the members.

**11. HIGHWAYS****a) Provision of Bus Shelter near Post Office**

Cllr Woodward had been in contact with Kent Highways, Stagecoach and grant funders for this project. He hoped to get Kent Highways out for a site visit soon. He would then put together a complete package for consideration by the Parish Council

**b) Quote for Road Side planting**

Cllr Woodward had obtained a quote for work to create and plant a flower bed at the top of Fir Tree Hill, the work would cost £150 plus the cost of the plants. It was proposed by Cllr Baker and seconded by Cllr Hoskins that the Council accept this quote and the work precede. All agreed. Cllr Woodward to make the arrangements.

- c) Kent Highway – Acknowledgment Request for warning White Line – Beacon Lane
- d) DDC – Letters Ref request for Street nameplates Beacon Lane
- e) KCC - Countryside Access Improvement plan
- f) KCC – Definitive Map Modification

c to f were discussed and noted by the Council.

- g) Cllr Woodward requested that the banks be trimmed back along the top end of The Street. The Clerk to write to the owner of the land. **Action Sarah Wells**

**12. FINANCE****a) Budget**

The Clerk reminded the members that the timetable for 2008/09 budget preparation was as follows. Draft budget prepared for the October meeting. Final budget and Precept to be agreed at the December meeting.

She asked that if members wished to put forward any projects for consideration in the next financial year they inform her by 8<sup>th</sup> October.

#### b) Invoices

- i. £95.64 DDC Election expenses
- ii. £40 + VAT Wicksteed leisure – Playground Inspection

Noted by the members

#### c) Other

- i. KCC – Small Capital Grant Project
- ii. Thank you letter from PCC ref Churchyard Grant
- iii. Thank you letter from Youth Club ref grant
- iv. Pension News Letter
- v. DDC – neighbourhood Forums – Grant Allocation process

The above were noted by the members.

- vi. Nation Minimum Wage due for increase from 1-10-07

It was agreed that Mr Newports money be increased in line with the new minimum wage.

### 13. PAYMENTS

		Cheque No
a) £65.73 Mr Newport	24-09-07 to 19-10-07	
	24-09-07 to 28-09-07 = 3 x 5.35 = £16.05	
	1-10-07 to 19-10-07 = 9 x 5.52 = <u>£49.68</u>	
	£65.73	875
b) Clerks Salary Sept	£249.31	
	<u>-£14.96</u> LGPS	
	£234.35 Taxable pay	
	£ 51.70 Inland Rev	876
	<u>£182.65</u>	877
	£234.35	
c) £40.64 Local Government Pension Scheme Nov	£14.96 + £25.68 Employer	878
d) £95.64 DDC Election expenses		879
e) £47 Wicksteed leisure – Playground Inspection		880

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

### 14. DATE OF NEXT MEETING

The next Ordinary meeting of the Parish Council will take place on Tues 23<sup>rd</sup> October 2007 at 7.30pm

### 15. VILLAGE GREEN

- a) Safety inspection Report from Wicksteed

The risk assessment committee to discuss the findings of the report.

**Action Risk Assessment**