

**MINUTES OF THE ANNUAL MEETING OF WOODNESBOROUGH PARISH COUNCIL
HELD ON TUESDAY 23rd MAY 2017 AT 7.30pm IN THE COMMITTEE ROOM AT
WOODNESBOROUGH VILLAGE HALL**

Present: -Councillors B Baker (chair) C Charter G Boorman D Ford
 P Charlesworth L Butcher D Woodward

Sarah Wells Clerk to the Parish Council

1. ELECTION OF CHAIRMAN

RESOLVED that Councillor Baker continue in the role of Chairman. Proposed by Cllr Woodward and seconded by Cllr Boorman. The Chairman signed the declaration of acceptance of office.

2. APOLOGIES

Cllrs A Boniface & D Smith. Dist Cllrs MJ Holloway, B Butcher & P Cater

3. ELECTION OF VICE CHAIRMAN

RESOLVED that Councillor Boniface continue in the role of Vice Chairman, assuming he is willing to do so. Proposed by Cllr Butcher and seconded by Cllr Baker.

4. DECLARATION OF INTERESTS.

Cllrs Baker declared a significant other interest in any items involving the Church as she is member of the PCC.

Cllr Baker declared a significant other interest in the letter ref the application at Hollyoak, Marshborough Rd as they live near the site.

Cllr Butcher declared a significant other interest in anything to do with the Village Hall as she is on the management committee.

5. MINUTES OF LAST MEETING

RESOLVED the minutes of the Ordinary meeting of the Parish Council held on 25th Apr 2017 be duly signed by the Chairman as a true and correct record of the meeting.

RESOLVED the minutes of the Annual Parish meeting held on 9th May 2017 be duly signed by the Chairman as a true and correct record of the meeting.

6. ACTIONS OF THE LAST MEETING

Planning correspondence

Copy of letter from DDC Planning to Applicant ref Hollyoak, Marshborough Rd – A response had been sent to DDC. **Action Discharged**

Council Events

Annual Parish Meeting 9th May 2017 – Cllr Baker and Woodward had arranged for the refreshments. **Action Discharged**

Highways

The street light removed when Elmwood Park had not been replaced, the Clerk had contacted DDC to check the current situation. **Action Discharged**

New Village Hall

Power Cable – The Clerk had contacted UK Power Networks, if the cable is live it will cost £1000 for it to be disconnected, this can only be ascertained with a survey. UK Power Networks would carry out the survey free of charge.

RESOLVED the Clerk should contact UK Power Networks and ask for a survey.

Action Sarah Wells

CCTV for play area – The Clerk had contacted the Village Hall Committee and been informed that they had no plans to install CCTV.

Action Discharged

Letter from VH Committee Trustees - The Clerk had responded to the letter as agreed.

Action Discharged

Letter ref speed of traffic leaving Village hall – The letter had been forwarded to the Village Hall Management Committee.

Action Discharged

7. COMMITTEES SELECTION

a) Committees & Working parties

- i. Risk Assessment Working Group

Gary Boorman and Doug Smith

8. NOMINATION OF ROLES

To nominate Councillor to undertake the following roles

- a) Footpaths Officer - Linda Butcher
- b) Councillor Responsible for Finance - Doug Smith
- c) Affordable Housing Rep – David Ford
- d) Press Officer – Brenda Baker

9. REVIEW OF COUNCIL PROCEDURES

To review and adopt appropriate procedures – All the below can be found on the PC Web Site

- a) Standing orders – Last full March 2016
- b) Financial regulations – Last Full review march 2016
- c) Complaints procedure
- d) Freedom of Information 2000 request handling
- e) Data Protection Act 1998 request handling
- f) Press and Media request handing

RESOLVED the above should be adopted without change.

10. PLANNING

a) Planning Applications

i) DOV/17/00495

Proposal: Mulberry tree - crown reduce by 25% and rebalance by removing growth next to the rear of the building and neighbours Tulip tree - crown thin by 50%, raise crown to 5metres above ground and reduce crown spread to give 2metre clearance from neighbours and the adjacent mulberry tree

Location The Old Vicarage, The Street, Woodnesborough, CT13 OQT

RESOLVED no objections should be raised to this application.

ii) DOV/17/00509

Proposal: Reserved matters application for a residential dwelling (plot 6) for alterations to external appearance, layout and scale of the dwelling pursuant to outline permission DOV/12/460 ((A) Full application for change of use and conversion of two engine sheds to six live/work units and B) Outline application for the erection of nineteen dwellings, 2352m² of B1(c) accommodation, construction of vehicular access, associated car parking and landscaping (existing buildings/structures to be demolished)

Location Site at Plot 6 Hammill Brick Works, Hammill Road, Woodnesborough, CT13 0EJ

RESOLVED no objections should be raised to this application.

b) Planning Decisions

To note any planning decisions

- i) DOV/16/01374 – Granted Permission – Erection of a first floor infill extension – Tramonto, Sandwich Rd
- ii) DOV/17/00234 – Granted permission – Land adj Fairways Beacon Lane – Removal of condition 16 and variation of condition 3.
- iii) DOV/17/00362 plot 13 former Hammill brickwork – Granted permission
- iv) DOV/17/00356 plot 12 former Hammill brickwork – granted permission

Noted by the members.

c) Correspondence

To discuss any correspondence related to planning

i) DOV/16/01026 – Hybrid planning application: (i) Outline planning permission (with all matters reserved except access) for the erection of 18 dwellings, accesses/roads, parking, associated services, infrastructure, groundworks and landscaping; and (ii) Full application for the change of use of two engine sheds to office accommodation and 5no. residential dwellings, associated parking, services, infrastructure, sub-station, landscaping, groundworks, attenuation features and earthworks - Land SW at Hammill Brickworks, Hammill Road, Woodnesborough, CT13 0FF – This application is going to the May DDC Planning committee meeting.

d) Consultation Documents

None received.

11. REPORTS

To receive written or verbal reports from:-

- a) **County Councillor**
- b) **District Councillors**
- c) **Council members**

None received.

12. FORTHCOMING EVENTS**a) Council Event**

To discuss and agree actions relating to events organised by the Council.

- i) Battle's Over – A Nations Tribute 11-11-2018

Cllr Smith to speak to the owners of the beacon and the site next door to see if they were willing for a Beacon lighting ceremony to take place. **Action Cllr Smith Ongoing**

b) Outside Event

Noting to discuss.

13. CORRESPONDENCE

To discuss and agree actions relating to correspondence received by the Council.

a) Consultation Documents

- i) South East Rail Franchise Consultation
- ii) East Kent Environmental change - request for items to be included

Noted by the members, no responses required.

b) Newsletters and Circular

- i) Clerks and Council direct

Noted by the members.

c) Other Correspondence

- i) Invicta law – Kent Legal Services

RESOLVED the Council account should be transferred from Kent Legal Services to Invicta Law

- ii) Police update – PCSO Ian Norton
- iii) Rural Policing updates 29th April 2017
- iv) Rural Policing update 13th May 2017

Noted by the members

14. HIGHWAYS

To discuss and agree actions relating to highways issues

The Clerk reported that the SID posts had not been installed yet, even though KHS were under the impression that had been. The Clerk to forward the map showing the locations to the members.

Action Sarah Wells

15. NEW VILLAGE HALL

To discuss and agree actions relating to the new village hall

- a) CCTV

After a lengthy discussion it was agreed this matter should be reviewed at a later date.

- b) Car Park

Gate – The Clerk had found several gate designs, these were discussed and the exact location agreed. The Clerk to place an order.

Action Sarah Wells

- c) Request for additional tree planting

The request for additional tree planting was discussed, however the members felt that the original plans for tree and hedge planting agreed when the hall was designed were more than adequate, the Clerk to respond.

Action Sarah Wells

- d) MCS Certificate

The Clerk reported that despite many emails, she had still not been provided with a MCS certificate by the heating engineers, this certificate is needed for the RHI claim. It was agreed the Clerk should contact the regulator for advice.

Action Sarah Wells

- e) Lease

Cllr Woodward reported that he had at last heard from the solicitor and the lease is being progressed.

16. FINANCE

To discuss and agree actions relating to any financial correspondence presented to the Council.

- a) Approve Annual Audit form Section 1 Annual Governance Statement 2016/17

RESOLVED the annual governance statement should be approved.

- b) Certify year end accounts Annual Audit form Section 2 Accounting Statement 2016/17

RESOLVED the Accounting Statement should be certified

- c) Receipts and Payment V Budget to 31st March 2017

RESOLVED the receipts and payments to 31st March 2017 be adopted by the Council.

- d) Adopt Budget for 2017/18

RESOLVED the budget for 2017/18 should be adopted.

- e) Quotes for Parish Council Insurance

Zurich	£271.36	1Year	£265.49	3 year	£259.63	5 year
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Come& Co Broker	£294.74	1 Year	£280.00	3 year	undertaking
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RESOLVED the quote for a 5 year undertaking at the cost of £259.63 a year should be accepted.

- f) £50.00 ACRK membership

RESOLVED the membership should be renewed.

17. PAYMENTS

To resolve the approval of payments presented at this meeting

Paid between meetings

- a) 134.04 BT Hall phone and Broadband BACS

To pay

- b) £240.45 Clerks Salary May BACS
 c) £93.60 Environmental Engineer May BACS
 d) £46.80 HMRC BACS
 e) £69.81 KCC Pension Fund BACS
 f) £124.00 Ground Work BACS
 g) £21.75 Annual Parish Meeting refreshments - drinks 300016
 h) £259.63 Zurich 300017
 i) £50.00 ACRK 300018
 j) £10.30 APM refreshments - Food 300019

18. DATE OF NEXT MEETING

To confirm the date and time of the next meeting of the Parish Council

27th June 2017 25th Jul 2017 26th Sept 2017 24th Oct 2017 12th Dec 2017

The meeting closed at 9.10pm