

**MINUTES OF THE ORDINARY MEETING OF WOODNESBOROUGH PARISH
COUNCIL HELD ON TUESDAY 22nd MAY 2018 AT 7.30pm IN THE COMMITTEE ROOM
AT WOODNESBOROUGH VILLAGE HALL**

Present: -Councillors D Woodward C Charter B Baker (chair)
 P Charlesworth L Butcher A Boniface D Smith

Sarah Wells Clerk to the Parish Council

1 Members of the public

1. ELECTION OF CHAIRMAN

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

2. APOLOGIES

G Boorman. Cllrs D Ford was still ill and the members accepted this as a reason for absence.
Dist Cllrs MJ Holloway Dist Cllr P Carter

3. ELECTION OF VICE CHAIRMAN

RESOLVED that Councillor Boniface continue in the role of Vice Chairman. Proposed by Cllr Smith and seconded by Cllr Woodward.

4. DECLARATION OF INTERESTS.

Cllr Baker declared a prejudicial interest in matters related to the Church as she is on the PCC.

5. MINUTES OF LAST MEETING

RESOLVED the minutes of the Ordinary meeting of the Parish Council held on 24th Apr 2018 be duly signed, following a small amendment to those present, by the Chairman as a true and correct record of the meeting.

RESOLVED the minutes of the Annual Parish meeting held on Tue 1st May should be signed by the Chairman as a true and correct record of the meeting.

6. ACTIONS OF THE LAST MEETING

New Village Hall

- a) Play area quotes - The Clerk had submitted the plans to DDC for approval.

Action Discharged

- b) Signage

The Elmwood Committee were happy with the proposed signage, the Clerk had ordered the signs.

Action Discharged

- c) Cladding Problems

The Clerk had contacted the contractor as agreed.

Action Discharged

Finance

Environmental engineers wages – The Clerk had informed environmental engineer.

Action Discharged

7. COMMITTEES SELECTION

- a) **Committees & Working parties**

- i. Risk Assessment Working Group

Gary Boorman and Doug Smith

Cllrs Boorman and Smith to review the draft risk assessment produced by the Clerk.

Action Cllrs Boorman & Smith

8. NOMINATION OF ROLES

To nominate Councillor to undertake the following roles

- a) Footpaths Officer - C Charter
- b) Councillor Responsible for Finance - Doug Smith
- c) Affordable Housing Rep – David Ford
- d) Press Officer – Brenda Baker
- e) Village Hall Representatives – Cllrs Butcher and Smith

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 – New model published in Apr 2018, Cllr Baker to examine and report back to the next meeting. **Action Cllr Baker**
- b) Financial regulations – Last Full review march 2016
- c) Complaints procedure
- d) Freedom of Information 2000 request handling
- e) Data Protection Act 1998 – Replaced by GDPR 25th May 2018
- f) Press and Media request handing

RESOLVED the above should be adopted without change.

10. PLANNING**a) Planning Applications**

None received.

b) Planning Decisions

To note any planning decisions

- i) DOV/17/01161 – Granted permission – Outline application, funeral parlour and Chapel of rest – Nursery, The Larch, Beacon Lane

Noted by the members.

c) Correspondence

To discuss any correspondence related to planning

- i) DOV/18/00119 – Erection of two storey and single storey rear extension and front porch extension – 1 Claremont Terrace – Application withdrawn.

Noted by the members.

d) Consultation Documents

None received.

11. REPORTS

To receive written or verbal reports from:-

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

No reports 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

The poster had been agreed and the arrangements are in hand.

b) Outside Event

None received.

13. CORRESPONDENCE

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

i) Consultation Documents

None received.

ii) Newsletters and Circular

- i) Clerks and Council direct
- ii) KALC News

Noted by the members.

iii) Other Correspondence

- i) Kent Police Rural liaison team report
- ii) Rural Matters
- iii) Air ambulance request for funds

Noted by the members no action required.

14. HIGHWAYS

Cllr Charter is concerned that the SID unit is not functioning properly. The bracket on the post at Sandwich Road had been moved, the Clerk to find the tool needed to reposition the bracket.

Action Sarah Wells

15. NEW VILLAGE HALL

To discuss and agree actions relating to the new village hall

a) Cladding problems

The contractor had offered a solution, however the members did not feel it was a proper solution to the problem.

RESOLVED Cllrs Smith, Boorman and Butcher should be given delegated powers to pursue this issue with the contractor and if necessary take legal advice.

RESOLVED the Clerk should ask DDC for a copy of the building regulations plans.

b) Hand dryers

The Village Hall committee had obtained quotes for replacement hand dryers, the members were concerned that there was no technical data about the proposed dryers, they were unsure if the dryers would be suitable.

RESOLVED the committee should be asked to ensure the proposed dryers were powerful enough, the Council were willing to pay up to £1000 for three dryers provided they were fit for purpose. The Clerk to inform the Village Hall committee.

Action Sarah Wells

c) Gate planning permission granted

The members hoped the gate would now be closed when the hall is not in use. Cllr Butcher to bring up at the next Village Hall committee meeting.

16. FINANCE

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

a) Audit form

The Clerk had asked for an extension to the deadline and the forms would be signed at the next meeting.

b) GDPR expenditure - Office 365 - £9.40 a month + Domain name for email (£10-20 a year)

The Clerk explained that using Office 365 would meet the criteria of GDPR if only the online storage is used for documents contain personal data, also the package gave the use of personal email addresses that were access online and did not save to hard drives meaning that Councillors would not need to encrypt emails. Office 365 gave a 30 day free trial, the Clerk to see how the system worked before a final decision is made.

Action Sarah Wells

c) Parish Magazine

The Chairman was concerned that a grant had been given to the magazine group to help with productions costs, however it had been some months since magazine had been published. It was agreed that the situation should be monitored.

17. PAYMENTS

RESOLVED the following payments should be made.

a) £263.06 Clerks Salary May	B/P
b) £83.30 KCC Pension payment May	B/P
c) £100.86 Environmental Engineer May and Back pay Apr	B/P
d) £76.80 HMRC May	B/P
e) £249.96 – Safety Tape and fencing	300026
f) £12.32 – Annual Meeting refreshments (Cllr Baker)	300027

Authorised between meetings

g) £124.00 T OKU Apr – Ground work	B/P
h) £124.00 T OKU STO – May to Oct 2018 – Ground work	B/P

18. DATE OF NEXT MEETING

The next meeting of the Council will be the Ordinary meeting on Tue 26th Jun 2018

Scheduled

24 th Jul 2018	25 th Sept 2018	23 rd Oct 2018	11 th Dec 2018
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The meeting closed at 9.09pm