

**MINUTES OF THE ORDINARY MEETING OF WOODNESBOROUGH PARISH
COUNCIL HELD ON TUESDAY 26th JUNE 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

3 Members of the public
Dist Cllrs MJ Holloway

1. APOLOGIES

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

2. DECLARATION OF INTERESTS.

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

3. MINUTES OF LAST MEETING

RESOLVED the minutes of the Annual meeting of the Parish Council held on 22nd May 2018 be duly signed, following a small amendment to those present, by the Chairman as a true and correct record of the meeting.

4. ACTIONS OF THE LAST MEETING

Risk Assessment Working Group

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

Action Cllrs Boorman & Smith ongoing

Review of Procedures

Standing orders – New model published in Apr 2018 - Cllr Baker had examined the document and reported that there are some minor differences, such as the gross income or expenditure mentioned in 12 e and also 18f. Section 11 in the new one is substantially different, because of the changes to GDPR. The other major changes are the additions of section 20 about responsibility to provide information and 21 about responsibilities under Data Protection Legislation. These two section need to be added to the Council Standing orders.

RESOLVED the Clerk should produce a new copy of Standing orders as per Cllrs Bakers recommendations. These would be published on the Parish Council web site. **Action Sarah Wells**

Highways

The Clerk had been unable to locate the tool needed to reposition the bracket, she would see if she could get one from the manufacture or KHS. **Action Sarah Wells**

New Village Hall

Hand Dryers – The Clerk had informed the committee of the Council decision.

Action Discharged

Finance

GDPR expenditure - Office 365 - The Clerk reported that the office computer was now running Windows Pro 10 and encryption software. The only thing that now need to be changed is Cllr email service. She would investigate the best way forward on this. **Action Sarah Wells**

5. PLANNING

a) Planning Applications

To discuss and agree comments on any planning applications received prior to the meeting

Seen between meetings – No objections raised.

i) DOV/18/00549

Proposal: Erection of detached garage with storage above

Location: 4 Hammill Farm Cottages, Chalk pit Lane, Woodnesborough

To discuss

ii) DOV/18/00594

Proposal: Plot 18, Phase 2, Hammill Park, Hammill Road, Woodnesborough, T13 0FF

Location: Reserved matters application for a residential dwelling (Plot 18 Phase 2) for alterations to external appearance of dwelling pursuant to outline permission DOV/12/00460 ((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))

The members did not wish to comment on this application.

b) Planning Decisions

None received.

c) Correspondence

None received.

d) Consultation Documents

None received.

6. REPORTS

To receive written or verbal reports from:-

a) District Councillors

Cllr Holloway gave a report including information on the Boundary commission recommendation, the Abbey road housing development, a proposal to start a district lottery, redevelopment of the district CCTV system, and the New Local plan.

b) Council members

Nothing to report.

7. FORTHCOMING EVENTS

a) Council Event

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

i) WW1 Commemoration – 11th Nov 2018

The exact details for the event following the lighting of the Beacon were still being discussed. Cllr Smith and Butcher to put forward the Parish Councils views to the committee.

b) Outside Event

To discuss and agree actions relating to outside events

i) GDPR Conference for Elected members 28th June 2018

ii) KALC Annual Councillors Conference – Tue 10th July West Faversham Community Centre

The above were noted by the members.

8. CORRESPONDENCE

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

a) Consultation Documents

i) The Local Government Boundary Commission

The members were not in favour of this proposal to include Woodnesborough in Eastry Ward. The Parish had no links with the villages of Eastry, Northbourne or Tilmanstone. There were however strong link with Sandwich, the main doctors surgery is in Sandwich, there are church links with Polders gardens and St Barts. The Clerk to respond to the consultation. **Action Sarah Wells**

ii) KCC – Big Conversation

iii) Seafarers – Fly Red Ensign on Merchant Navy Day 3rd September

iv) DDC Statement of Community Involvement Revision

v) Chief executive's bulletin 18th May, 21-25 May

The above were noted by the members.

b) Newsletters and Circular

None received.

c) Other Correspondence

None received.

9. HIGHWAYS

To discuss and agree actions relating to highways issues

a) SID Data

Cllr Charter had been over the data produced by the SID unit and was concerned that it was occasionally producing erroneous readings. It was agreed that the next time the unit was moved it should be returned to the Clerk so she could check the settings.

The Clerk would also contact the manufacturer to ask what could be causing the problems.

Action Sarah Wells

10. NEW VILLAGE HALL

To discuss and agree actions relating to the new village hall

a) Cladding problems.

The Working party had been expanded to include two members of the Village Hall committee. A letter had been sent to the contractor rejecting his proposal to re-fix the cladding. He had offered to meet with the working group W/C 23rd Jul, a number of the working party were unable to meet during that week, it was also felt that an earlier meeting was needed as the area around the hall is still cordoned off for safety reasons and this is having an adverse effect on bookings.

The Clerk to ask for an earlier date.

Action Sarah Wells

b) Hand dryers

The Village Hall committee had identified a more powerful dryer, however the total cost for three would be over the £1000.00 agreed at the last meeting. The Village Hall committee had agreed to fund the extra cost. The Clerk to place the order.

Action Sarah Wells

c) Gate Closing

The members were concerned that the gate is still not being closed at night. There was great concern that unauthorised encampments may occur if the gate is not closed at night. The Clerk to contact the secretary of the Village Hall committee.

Action Sarah Wells

d) Hedge running parallel to the back of Elmwood Park

The members were concern that sections of this hedge had been removed or cut very low. The Clerk to check the status of the hedge.

Action Sarah Wells

e) Boundary Hedge

The hedge had now grown enough to need a trim, Cllr Butcher to make the arrangements.

11. FINANCE

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

a) Audit Form Section 1

i) Consider the findings of the review by the members meeting as a whole
The Annual Governance Statement was examined by the members.

ii) Approve the Annual Governance Statement

RESOLVED the Annual Governance Statement was approved by the Council.

b) Audit Form Section 2

i) Consider the Accounting Statements by the members meeting as a whole;
The Accounting statements were examined by the Council.

ii) Approve the Accounting Statements by resolution; and

RESOLVED the accounting statements was approved by the Council.

iii) The Accounting Statements was signed and dated by the Chairman of the Council.

12. PAYMENTS

RESOLVED the following payments should be made.

a) £65.70 Clerk expenses Apr to Jun	BACS
i) £57.00 Office allowance 3 x 18	
ii) £11.70 25 miles at 45p	
b) £263.06 Clerks Salary Jun	BACS
c) £83.30 KCC Pension payment Jun	BACS
d) £97.03 Environmental Engineer Jun	BACS
e) £76.20 HMRC Jun	BACS
f) £107.00 T OKU – Work to gate area	BACS
g) £345.60 Invicta law – Legal Work	BACS
h) 108.00 PAH Hollingworth & Co – Work to VH Cladding	BACS
i) £124.00 T OKU Ground work Jun	STO

13. DATE OF NEXT MEETING

The next meeting of the Council will be the Ordinary meeting on Tue 24th Jul 2018

Scheduled dates

25th Sept 2018 23rd Oct 2018 11th Dec 2018

The meeting closed at 9.12pm