

**MINUTES OF THE ORDINARY MEETING OF WOODNESBOROUGH PARISH
COUNCIL HELD ON TUESDAY 23rd OCTOBER 2018 AT 7.30pm IN THE COMMITTEE
ROOM AT WOODNESBOROUGH VILLAGE HALL**

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

Sarah Wells Clerk to the Parish Council Dist Cllr Carter

1. APOLOGIES

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

2. DECLARATION OF INTERESTS.

Cllr Baker declared a prejudicial interest in matters related to the Church as she is on the PCC. Cllr Woodward declared an interest in the grant application from the PCC as his wife is the secretary.

3. MINUTES OF LAST MEETING

RESOLVED the minutes of the Ordinary meeting of the Parish Council held on 25th Sept 2018 be duly signed, 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

Highways

The Clerk had asked stagecoach to remove the timetable and put up a notice to say the bus stop is no longer in use. **Action Discharged**

Forthcoming Events

Council Event

WWI Commemoration – 11th Nov 2018 - The Clerk had completed the grant application.

Action Discharged

The Clerk had contacted the insurance company and asked what details they needed to know and what precautions needed to be put in place. She had passed this information to Cllr Smith.

Action Discharged

Correspondence

Thanet Community Transport Scheme – The Clerk had joined the scheme and advertised the scheme.

Action Discharged

KALC Community Awards 2019 – The Clerk had forwarded the information to the Village News.

Action Discharged

Highways

Hedge Cutting – Highways report “Does not meet intervention criteria” – This had been forwarded to Cllr Chandler for investigation. **Action Discharged**

Blocked drain – Opposite Church – This had been reported.

Action Discharged

New Village Hall

Gate locking and unlocking – Cllr Baker had spoken to members of the Village Hall committee.

Action Discharged

Big Lottery Fund – £10,000 Grant received - Cllr Butcher had asked the Village Hall Committee if they would be willing to make a donation of £5k towards the project. **Action Discharged**

Finance

Request from PCC for grant towards Church Yard mowing costs - The Clerk had the bank details for the PCC and had set up this payment. **Action Discharged**

Request from PCC for funds towards War Memorial restoration – The Clerk had set up the payment to the Stone mason. **Action Discharged**

5. PLANNING

a) Planning Applications

To discuss and agree a response to any planning application received before the meeting.

i) DOV/18/01116

Proposal: Erection of a 1.8m fence, installation of 1.8m x 1.8M double gate, 1.8m x 1.3m single gate

Location: Woodnesborough Village Hall, Elmwood Park, The Street, Woodnesborough, CT13 0FB

The members were concerned by the scale of the application and asked the Clerk to contact the Village Hall Committee. **Action Sarah Wells**

b) Planning Decisions

None received.

c) Correspondence

None received.

d) Consultation Documents

None received.

6. REPORTS

To receive written or verbal reports from:-

a) County Councillor

No report received

b) District Councillors

Cllr Carted gave a report including information on planning applications and the boundary review.

c) Council members

None received.

7. FORTHCOMING EVENTS

a) Council Event

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

i) WW1 Commemoration – 11th Nov 2018

All the plans were in place, the KCC members grant had been approved. The Clerk to order torches and HiVis vests. **Action Sarah Wells**

b) Outside Event

To discuss and agree actions relating to outside events

i) KALC – Dover area committee meeting – 31st Oct, Phoenix Centre 7.30pm

ii) KALC Annual General Meeting – Sat 17th Nov 2018

iii) KALC Chairmanship conference – 13 Dec – 9.30am The Orchard Event Venue

The above were noted by the members.

8. CORRESPONDENCE

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

i) Consultation Documents

- i) Local Government Boundary Commission – Final Recommendations
- ii) Notice of Review of Polling District and Polling Places

The above were noted by the members.

ii) Newsletters and Circular

None received.

iii) Other Correspondence

None received.

9. HIGHWAYS

Nothing to discuss.

10. NEW VILLAGE HALL

To discuss and agree actions relating to the new village hall

a) Lease

RESOLVED Cllr Charter and Baker to read through the lease and highlight any concerns.

Action Cllr Baker and Charter.

b) Gate locking and unlocking.

Cllr Baker had discussed the gate with the Village Hall committee, it was thought that a solar light and a pin to lock the gate in the open position would make it easier to lock and open the gate. The Clerk to investigate.

Action Sarah Wells

c) Play area – Agree placement of order

The Village Hall Committee had agreed to make a contribution of £5000.00 towards the project. The Clerk to place the order.

Action Sarah Wells

11. FINANCE

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

a) Accounts to 30th Sept 18

RESOLVED the accounts should be adopted by the Council.

b) Results of 2017/18 Audit

No areas of concern raised.

c) Reimbursement of Audit fee from DDC due to premature payment of Precept

DDC had reimbursed the audit fee incurred due to the premature payment of the Precept.

d) 2019/2020 Budget Talks

It was agreed that the Clerk should produce a draft budget including improvements to the grassed area of the Village Green and the costs of benches and picnic benches.

e) Grant Village News letter

RESOLVED the Parish Council would give a grant of £750.00 towards the production costs of the Village News Letter.

Action Sarah Wells

12. PAYMENTS

RESOLVED the following payments should be made.

Oct Payments

a) £263.06 Clerks Salary Oct	BACS
b) £83.30 KCC Pension payment Oct	BACS
c) £97.03 Environmental Engineer Oct	BACS
d) £76.20 HMRC Oct	BACS
e) £124.00 T OKU Ground work Oct	STO
f) £750.00 Woodnesborough PCC – Churchyard grant	BACS
g) £240.00 PKF Littlejohn – Audit Fee	BACS
h) £553.35 Cleverly and spencer – War memorial Work	BACS
i) £11.00 WW1 Refreshments	300029
j) £20.00 Remembrance Day Wreath	300028
k) £750.00 Woodnesborough PCC – Village News Letter	BACS

Nov Payments

a) £263.06 Clerks Salary Nov	BACS
b) £83.30 KCC Pension payment Nov	BACS
c) £97.23 Environmental Engineer Nov	BACS
d) £76.00 HMRC Nov	BACS

13. DATE OF NEXT MEETINGThe next meeting of the Council will be the Ordinary meeting on Tuesday 11th Dec 2018.**Scheduled**

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

22 nd Jan 2019	26 th Feb 2019	26 th Mar 2019	23 rd Apr 2019
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The meeting closed at 8.50pm

Woodnesborough Parish Council Accounts 2018/19
Budget v Actual to 30th Sept 2018

RECEIPTS	Actual to 31-03-18	Budget 2018/19	Actual to 30-9-18
Carried Forward			
Village Hall Project	7,654.67	3,613.22	3,613.22
General funds and reserves	16,902.97	44,909.86	41,296.64
Precept	37,214.00	0.00	0.00
Council Tax Support Grant	228.77	0.00	0.00
VAT	2,009.19	692.00	851.03
Interest	1.81	1.00	1.95
Heating system payback	0.00	5,000.00	1,896.79
Other	132.84	0.00	0.00
Grant	0.00	0.00	10,000.00
Section 106 Planning contributions	0.00	0.00	0.00
Total	64,144.25	54,216.08	57,659.63

PAYMENTS	Actual to 31-03-18	Budget 2018/19	Actual to 30-9-18
Salaries Clerk	3,827.80	3,920.00	1,977.00
Environment Engineer	1,404.00	1,500.00	727.78
Employer Pension Contribution	724.42	765.00	386.50
	5,956.22	6,185.00	3,091.28
Admin Costs General	397.99	500.00	132.30
Postage, stationery, consumables	70.86	200.00	26.30
Insurance	259.63	300.00	261.00
Bank Charges	72.00	72.00	36.00
Audit Fees	300.00	400.00	16.00
Annual Meeting	32.05	50.00	12.32
Hall Hire	164.00	160.00	64.00
Village Hall other	266.88	500.00	0.00
Village Green Mowing	1,086.00	1,500.00	744.00
Safety Inspection/Maintenance	0.00	180.00	0.00
Councillors Expenses	0.00	250.00	0.00
Training	120.00	250.00	0.00
Church Yard Grant LGA 1972 Sect 214/215	750.00	750.00	0.00
Grants	1,180.00	200.00	0.00
Section 137	0.00	200.00	0.00
Equip Handyman	0.00	50.00	0.00
Flower Beds	42.99	100.00	0.00
Membership	141.25	450.00	348.84
VAT	851.03	0.00	1,084.36
Election Costs (saving for 2019)	0.00	1,500.00	0.00
Contingency	104.50	5,488.86	0.00
Loan Repayment scheduled	3,397.54	3,417.00	1,698.77
New Play Area	0.00	15,500.00	58.00
Reserves	0.00	8,600.00	0.00
Completion of Village Hall Project	4,041.45	3,613.22	2,503.31
Speed Indicator Device	0.00	3,500.00	2,650.40
WWI Event		300.00	0.00
Total	19,234.39	54,216.08	12,726.88

Bank Reconciliation to 30-09-18			
NW Current Account	60.00		
NW Current Card Account	377.15		
NW Reserve Account 539	7,887.83		
NW Community Hall Account	104.87	Open Bal	44,909.86
Unity Trust Bank	36,502.90	Receipts	12,749.77
	44,932.75	Payments	-12,726.88
Unpresented Cheques	0.00		44,932.75
	44,932.75		