

NORTHBOURNE PARISH COUNCIL

MINUTES

Meeting held on Thursday 9th April 2026 at 7pm
At Parish Hall, Northbourne

1. PRESENT AND APOLOGIES

In attendance: Cllrs Steve Morgan (Chair), Eileen Rowbotham, Mark Pays and Cllr Manion
Clerk: Steph Woods

Apologies: Cllrs Brian Butcher, Michaela Hubble and Bridget Porter (KCC)

4 members of the public

2. DECLARATIONS OF INTEREST:

There were none.

3. MINUTES OF THE PREVIOUS MEETING

To approve the minutes of the ordinary meeting held on 19th March 2026
It was agreed that the minutes were an accurate representation of the meeting, proposed by Cllr Rowbotham, seconded by Cllr Morgan. ALL AGREED.

4. PUBLIC CONTRIBUTION TIME – limited to items on the agenda, maximum of 15 minutes in total.

The pavilion was raised and discussed during this item but is under item 8c in these minutes due to financial implications and decisions.

5. DISTRICT/COUNTY reports

None.

6. PLANNING

- a). To consider any applications received by the date of this meeting.
None.

8. FINANCE

- a). Payments and receipts
The balance as of 9th April 2026 is £47,536.85 (with £18,656.27 in savings account and £28,880.58 in current account).
Receipts:
Unity Trust – Credit Interest - £67.03

Dover District Council – Precept - £27,360.00

Payments:

Hugo Fox – Monthly Website Costs (Mar 2026) - £11.99

Stephanie Woods – Salary (Apr 2026)

Unity Trust – Monthly Service Fee (Mar 2026) - £7.00

Cloud Next – Domain Hosting (Inv 262029) - £60.00

EDF – £92.92 (the invoice agreed at last meeting wasn't paid so includes £48.87)

Defib Warehouse – Inv DW-184657 (Pads) - £164.40

Parish Hall – Hire for meeting 09/04/26 - £12.00

Stephanie Woods – 33% reimbursement for Printer Toner - £31.99

The above payments and a transfer of £26,000 from the current account to savings account was proposed by Cllr Pays, seconded by Cllr Rowbotham. AGREED BY ALL.

b. Standing order – Clerks Wages

Cllr Pays proposed that the PC pay the Clerk by monthly standing order and this seconded by Cllr Rowbotham. AGREED BY ALL.

8. PARISH COUNCIL/COMMUNITY MATTERS

- a. Bus shelter – this project is still ongoing.
- b. Defibrillator at Crown – pads have been ordered and sent direct to caretaker of the defib. It was confirmed that the battery is still within warranty and has 50% charge so the PC will wait to replace this.
- c. Pavilion – item moved to earlier in meeting to engage with community group but minute here due to agenda. It was agreed that:
 - The PC will contribute financially towards refurbishment of the pavilion which was proposed by Cllr Pays and seconded by Cllr Rowbotham. AGREED BY ALL.
 - It was proposed by Cllr Rowbotham, that the PC allocates £5,000 towards refurbishment this financial year and £5,000 the following year, which was seconded by Cllr Morgan. AGREED BY ALL.
- d. Community Groups – an update was given on the fete preparations.

9. AGM and PARISH MEETING

Clerk to arrange refreshments for meeting up to £100 which was proposed by Cllr Rowbotham and seconded by Cllr Morgan.

10. ITEMS FOR FUTURE DISCUSSION

None.

11. CLOSE

There being no further business, the meeting closed at 19:57.

Date of Next Meeting – Thursday 13th May 2026 at 7pm (AGM)