

4th October, 2022

WOULDHAM PARISH COUNCIL

MINUTES OF WOULDHAM PARISH COUNCIL MEETING
TUESDAY 4th OCTOBER 2022 AT 7.30PM
WOULDHAM VILLAGE HALL

Present: Cllr Bell (Chair), Cllr Baker (Vice Chair), Cllr Parris, Cllr McDermott, BClIr Dalton, BClIr Davis.
 T Miles (Clerk). 5 Members of the Public

1.	APOLOGIES: Cllr Marr, Cllr Buchanan, Cllr Rimmington, Cllr Savaryn	
2.	MINUTES Monthly Parish Council meeting The minutes of the Parish Council meeting held on 6 th September were proposed by Cllr Parris and seconded by Cllr McDermott. The minutes were to be signed by the Chairman.	
3.	MATTERS ARISING FROM MINUTES Members agreed that any other matters arising from the minutes would be dealt with under the appropriate heading, as the meeting progressed through the agenda.	
4.	DECLARATIONS OF INTEREST Cllr Parris noted that a relative has submitted a planning application, but is not part of the planning group and has no opinion regarding the application.	
5	EXTERNAL REPORTS	
5.1	Borough Councillor: BClIr Dalton reported that he had been forwarded an email from the Clerk regarding a letter received from a member of the public enquiring about the state of the dual carriage way in Burham. He has contacted resident to explain that a road closure would be needed to clear the road, but this has not been possible due to the road closure in Aylesford. However, he now has confirmation that the road will be cleaned on early Sunday morning and the road will be closes for around 15 minutes. BClIr Davis advised that there are a number of traffic monitoring cables across roads in the parish. This is because KCC are updating traffic modelling for the area. Cllr Parris noted that the PC were not informed that they were being placed and felt, as a courtesy, it would have been nice to have been informed that this was happening. BClIr Davis advised that he had recently sent an email regarding this, but it is KCC's responsibility. Cllr Bell advised that BClIr Davis had offered to arrange a meeting with housing regarding concerns raised by the Parish Council. He passed an initial list of questions to be addressed and will forward a copy by email to Cllr Davis County Councillor: Not received. Cllr Bell noted that KCCllr Kennedy often has meeting clashes. He asked that any questions are emailed to the Clerk 2 weeks before PC meetings. Cllr Bell will then seek a response, or if there are sufficient queries, will specifically request attendance. Church: Cllr Bell advised that, following discussions with the Rector and others, there is a food bank collection point in All Saints Church Monday evenings to accept gifts from 6.30-7.30 pm which will then be passed to East Malling Community Centre. This is more appropriate than sending it to Medway as the East Malling Centre is our local foodbank. If there are genuine difficulties accessing the foodbank, there are a few volunteers who may be able to deliver. Any further volunteers would be welcome.	EB ALL
6.	Community Safety PCSO report: Not received. Cllr Bell advised that he has been given details of new Inspector. If there are specific issues to be raised, he will email and potentially arrange a meeting. BClIr Dalton noted that the Matthew Scott (Kent Police and Crime Commissioner) will attend the next PPP meeting on 3 rd November. Any questions will need to be submitted 2 weeks prior to the meeting. Community Warden: Not received Neighbourhood Watch: None Speedwatch: No further Speedwatch sessions have been carried out since the first 2.	ALL

Signed _____

Date _____

7.	Administrative and Finance Matters	
7.1	Signing of payment request – Done (Cllr Rimmington to sign outside of the meeting)	SR
7.2	Budget: Clerk explained that only around 14k of the Special Projects budget has been spent. This includes 8k of Jubilee spend which was covered by Big Lottery funding. (5k allocated for play equipment). So, there is around 15k available for projects to be completed in this financial year. The Finance and Admin team will review this in October, so if there are any projects which Councillors can deliver by March, please let the Clerk know asap.	ALL
7.3	Cllr Bell noted that the Precept is to be set in January. Running costs are likely to increase by c10%. All Councillors are asked to think about the needs of the Parish and its residents and to bring special project ideas together with costs to the November meeting.	ALL
7.4	Clerk noted that currently the balance is over 100k so there is a requirement do an investment strategy, this will be prepared by the Finance and Admin Team to be tabled at the November meeting. She noted that there is usually only a short period of time where the balance exceeds 100k, but it is good practice to ensure a strategy is in place.	Finance & Admin
7.5	Cllr Parris enquired whether lighting of the footpath had been progressed. Cllr Bell advised that this would be covered under the Roads, Footpaths and Lighting update.	
8.	MEMBERS OF THE PUBLIC (MOP)	
8.1	MOP1: Asked for an update with regard to the status of the village carpark. Also if there had been any progress with the parking at the school as congestion has now spread to the village car park. Cllr Baker noted that there had been 2 ‘near misses’ in the carpark which is why he felt the Head has stopped parents using it. The MOP felt that when planning was agreed the carpark was supposed to alleviate parking on local roads. Cllr Baker will email the head to ask if anything can be done.	AB
8.2	MOP 2. Noted that along the river around the Naval estate, the reeds and mud opposite have really built up. She asked that the situation be looked at to see if some dredging could be carried out to create a better flow. She also asked about the state of the flood defence wall. Cllr Parris confirmed that TMBC carry out monthly monitoring and we have recently received the latest figures showing 30mm of movement since 2018. Clerk to investigate.	Clerk
8.3	MOP 3. Reported that she had put up 44 bottles of poo bags but now there are 42 as some have been removed. These will not be replaced. There is also the remains of a post fixed in the grass just past the Co-op which could cause a trip risk. Cllr Baker will contact the ground maintenance contractor to ask for it to be removed.	AB
8.4	MOP 4. Noted that she had queries regarding the one-way trial, but they may be answered under the agenda item. Chair agreed that members of public would be able to speak during this item.	

9.	<p><u>Planning</u></p> <p><u>Planning</u></p> <p><u>Planning applications considered and commented upon by the Planning Committee:</u></p>	
9.1	<p>22/01951/FL 87 Oldfield Drive. Erection of detached garage and vehicle port on existing parking spaces – No objection. However, Cllr Bell noted that he had spoken to the Resident Association rep to advise them of the application in case there were any restrictive covenants.</p>	
9.2	<p>22/0191/OA Outline Application: A later living community comprising up to 180 age-restricted dwellings (Class C3), up to 191 extra care houses and apartments (Class C2) with associated community facilities within a central hub building, an 80 bed care home (Class C2), up to 70 Key Worker apartments, a new facility for the local Scouts and parking, associated green infrastructure including landscaping, public open space, allotments, biodiversity enhancements and associated accesses to Rochester Road and Bull Lane</p> <p>Cllr Bell asked that members look at the above application to identify potential impact on Wouldham.</p>	
9.3	<p>22/02052/FL Gardeners Cottage 29 Keepers Cottage Lane Replace modern garage and workshop with a new 3-bedroom bungalow and demolition of Grade II listed, dilapidated modern kitchen on Gardeners Cottage</p> <p>Cllr Bell noted that this application only came in this morning. But it appears to be in St. Peters Village! The Planning team have yet to respond, so if anyone has any input, please let him know asap. i.e. access/windows/heritage etc.</p>	
9.4	<p><u>Planning applications approved:</u></p> <p>22/01225/L B and 22/01209/F 244 High Street - Listed Building Application: Single storey rear extension, rear elevation door relocated and landscape adjusted to access garden</p>	
9.5	<p><u>Planning applications refused/withdrawn: None</u></p>	
9.6	<p>Note: Area 3 Committee. BCllrs Dalton, Davis and Cllr Bell had teams meeting regarding the Downs Farm application and a site meeting. A local resident noted that it would be seen during winter even though the official report said that it would not. Cllr Bell reported that he attended the Area 3 meeting, but was not allowed to speak. He noted that an Officer presented a photo showing nothing could be seen from the surrounding area. However, from MR6 you can see the workings. Cllr Bell had a photo showing this, but was not allowed to present it to the meeting. He noted that if the new building was to be placed on the mound, it would definitely be able to be seen therefore impinging on the AONB. He also felt that there were no satisfactory responses from the questions posed by BCllr Davis.</p> <p>Cllr Davis reported that a decision would be deferred until a member site visit could be arranged. This will be within the next few weeks. The next meeting will be on 9/11, so any papers would need to be in 2 weeks before.</p>	
10.	<p>Roads, Footpaths & Lighting -</p> <p>Action sheet presented.</p> <p>10.1 Cllr Bell thanked Cllrs Baker and Rimmington for sorting out the lighting problem on Hall Road. It appears that it may have just been a blip and mistakenly turned off as they are linked to the school car park lights. Further discussions will be had with the Head upon his return. Cllr Bell suggested that the amount left over from the budget for the Lollypop lady be given to the PTA as a contribution to the power supply (c£200). ALL AGREED</p>	AB

Signed _____

Date _____

<p>10.2</p> <p>10.3</p> <p>10.4</p> <p>10.5</p> <p>10.6</p> <p>10.7</p> <p>10.8</p>	<p>Updates:</p> <p>Cllr Bell has contacted the contractor again re the lights in Oldfield and is awaiting a response. Clerk has asked the electrician to quote for a light to be put on the CCTV pole to be plugged into the cabin to provide additional lighting in the car park.</p> <p>Cllr Bell reported that he had look at lights for the pathway in the rec. He feels that to have electricity supplied lighting would be too expensive and that solar lights may not be sturdy enough. It could be that one solar bollard is concreted in to see if it stays there. As this is Cllrs Marrs project, he is asked to make the final decision to proceed or not.</p> <p>Clerk updated that the bollard had been fixed on Hall Road, but KCC have replaced it with the same ones that keep getting knocked over. She suggested that additional reflective tape could be put on them. The cost is around £7 for 3 mtrs. All agreed to purchase.</p> <p>Cllr Bell updated on resident car parking. He advised that the cost could be around £100 each bay with an annual rental. However, the size of the bays are too big, which would allow cars to park between the bollards. This means that all the lines will need to be burnt off and relined. There is budget available for this, and costs are currently being sought.</p> <p>One way trial: Cllr Bell advised that another meeting had taken place this morning to look at the experiment. He explained that the proposal had changed again with people from Borstal having to turn up School Lane as there would be no entry to the High Street. One way would be up School Lane from the Oldfield junction with 2-way below. Pilgrims Way and Knowle Road would remain 2-way. He read the notes of the meeting (attached). Cllr Dalton asked if he could have a copy of the notes in preparation for the meeting with Burham Parish Council. MOP noted that people already move signs and ignore road closure signs and asked how a new system would be policed. Cllr Bell advised that KCC have given assurances that there will be intermittent policing of the scheme. Ground monitoring will also identify abuse. The MOP felt the Police would not have enough resources to police it and that the only way it would work is to have a camera. This will be suggested to KCC if they are unable to secure regular police presence.</p> <p>Light in Scarborough: Cllr Bell advised that Burham Parish Council are to discontinue the light in Scarborough Lane and want to know if Wouldham take it over. Cllr Dalton explained that the resident of the property where it is placed thought it was in Burham as he voted in Burham. But in fact it is in Wouldham. We have previously paid an amount to Burham PC to cover the cost, this agreement will now cease. As there are very few other lights on the lanes around the villages, it was felt this was an anomaly. Resolution: Cllr Bell proposed not take back the light. Seconded by Cllr Baker. ALL AGREED. Clerk to inform Burham PC.</p> <p>Cllr Parris noted that there are 2 dropped gully's in the High Street, but only one on the action sheet. Clerk confirmed that she had spoken to KCC about it and they are aware of other dropped gully and they are planning to do the whole lot in one go.</p> <p>Cllr Parris also updated on the water leak outside 73 High Street. She has been informed that it will be done on 7/10. However, there have been no road closure notices, so we will wait and see.</p>	<p>EB Clerk</p> <p>AM</p> <p>Clerk</p> <p>EB / CLERK</p> <p>CLERK</p>
<p>11.</p> <p>11.1</p> <p>11.2</p>	<p><u>Open Spaces Update on the Actions list</u></p> <p>Reviewed the monthly actions list.</p> <p>Cllr Parris updated on the TMBC land along the river. The bench hasn't been painted yet. The damaged tree has been felled and the suckers have been cut. She advised that life buoy inspections do not have to be done as it is done by TMBC monthly. She noted that vehicles are parking on the northern end of the green between Nelson Road and Nelson Close and asked if wooden posts could be installed there as the posts on the southern end had worked by stopping vehicles parking there. She also advised that she had contacted Waste Services regarding the dog poo bins not being emptied.</p> <p>Cllr Parris also noted that a car in the village car park seems to have been abandoned on the grass verge. She will provide details to see if it is taxed and insured. Clerk noted that the other car is still in there and attempts for the PCSO's to get it removed have failed. She will pass on detail to BCllr Dalton to progress.</p>	<p>CLERK RD</p>

Signed _____

Date _____

4th October, 2022

WOULDHAM PARISH COUNCIL

12.	Village Hall Action list reviewed.	
12.1	Resolution: Cllr Bell proposed that 1k be set aside to cover the Insurance excess to repair the crack in the toilet block. Seconded by Cllr McDermott. ALL AGREED	
12.2	Resolution: Cllr McDermott proposed to give permission for the Village Hall Charity to proceed with obtaining quotes for the installation of a new accessible toilet. To be presented at full council before proceeding. Also, that quotes are sought to undertake conveyancing for the change of right of way to the bottom of the neighbour's garden. Seconded by Cllr Baker. ALL AGREED	
13.	Health & Safety/Risk Management Defibrillators:	
13.1	Resolution: Cllr Bell proposed allow the spare defibrillator to be placed in the porch of the Church once they have a key safe and to look at covering the costs of re-siting it. The cabinet will need to be removed from the shop and should be able to be re-used. Seconded by Cllr Parris. ALL AGREED.	
13.2	Clerk advised that she had checked the unit at the Village Hall and it was not used, therefore can be re-registered with The Circuit.	CLERK
14.	GENERAL VILLAGE BUSINESS:	
14.1	Community News Items: Any items to be sent to the Clerk by 8 th October.	
14.2	PPP: Any questions to be raised at the PPP need to be with Cllr Baker by 23/10. This includes any crime and disorder questions for Matthew Scott. He will then lodge them with Democratic Services before the deadline for submissions. Cllr Parris asked whether more than one question could be submitted. BCllr Dalton noted that there are no restrictions, but with 27 councillors attending, if there are too many questions they may be filtered and the most appropriate raised.	ALL
14.3	Regulations 18 and 19 (Local Plan). Cllr Bell thanked Cllrs Parris and McDermott for responding and reminded that all members need to have an input, both personally and as a council. Cllr Bell asked BCllr Davis how 4005 households could be made up of 1764 houses. This is for sub area rural north, all other areas have more houses than households which could misleading when assessing sites. BCllr Davis noted the discrepancy and will report back. BCllr Davis noted that this consultation is really important to shape the way the borough looks in the future. The only thing dictated by central government is that the borough must build nearly 16000 homes by 2039. He feels question 49 is important as you have to list your 5 most important things. He thinks many are essential so it is a difficult question. However, this is the only place to identify parking, so there is only one chance to have it counted. Residents may want to mark it as essential if it is important to them. There are also questions to determine whether all the homes are put in one place (New Town) or should it be spread around. He presented a map of the land status categories and suggested everyone looks at options 3,4,5 for where building priority should be. He offered to run a session to go through the document if needed. He also noted that the targets won't be met if green belt is not used to some extent.	ALL DD
14.4	Clerk noted that she has put the links on the web site and it is also on Facebook. Wreath: Cllr Parris proposed £100 donation to RBLI get a wreath for Remembrance Sunday which BCllr Dalton will arrange. Seconded by Cllr McDermott. ALL AGREED. Cllr Parris will present the wreath on behalf of the Council at the Remembrance Day Service. Cllr Bell noted that he has 48 poppies to be put up around the village. Cllrs McDermott, Baker and Rimmington will put them up 2 weeks before Remembrance which means they need to be collected by 23 rd October. Cllr Bell noted that the bus timetable has changed slightly due to the re-opening of Aylesford High Street.	RD/ CLERK AMc/ AB/SR
15.	CORRESPONDENCE: None	
16.	DATE OF NEXT MEETING: Tuesday 1 November , 2022 in the Village Hall at 7.30	
17.	QUESTIONS FROM COUNCILLORS, CHAIRPERSON AND CLERK: None	
18.	MEETING CLOSED AT : 9.45	

Signed _____

Date _____

Notes from Meeting with KCC Highways – 5/10/22

Thanks for meeting us this morning and going through all the details for this scheme.

To confirm what we discussed, the proposal we are taking forward is to introduce a 'no entry' point for all vehicles travelling southbound from Borstal, forcing them to turn left into School Lane. There will be an exemption for buses, meaning those services are unaffected by the scheme. All other traffic wishing to access the High Street, including residents, will need to follow the diversion up School Lane, along Pilgrims Way and down Knowle Lane (if they are able to make the turn), or via Burham. To give the scheme as much chance of success as possible, we agreed to make School Lane one-way from Oakfield Drive to Pilgrims Way in an eastbound direction, removing the potential issue with passing places not being available. We agreed that Pilgrims Way will remain two-way, but have an option to make this one-way southbound from School Lane to Knowle Road, if that became necessary during the trial. All other routes around Wouldham will continue to operate as they do now.

We discussed an HGV ban from Peters Bridge to Wouldham, however, this was discounted due to the potential impact on Church Street and Margetts Lane/Scarborough Lane, Burham. As you are aware, Burham has a proposal to make Church Street one-way, which was planned to operate southbound. However, due to traffic from Borstal now being directed along School Lane and Pilgrims Way, and larger vehicles not being able to turn into Knowle Road, there is the potential for those drivers to utilise Church Street to cut through to Court Road. Therefore, we are proposing to Burham Parish Council that the one-way be reversed, cutting off this opportunity. If this is implemented, and HGVs are also banned from Hall Road, it is likely that those vehicles will use Church Street northbound to access Rochester Road/Pilgrims Way, which we agreed was not suitable. We discussed implementing an HGV ban on this road as well, but that is not possible due to the need to service properties and businesses on Church Street. As such, the HGV ban from Hall Road has been ruled out.

As discussed, I will contact Burham Parish Council and arrange a meeting between them and yourselves to agree the way forward with Church Street and also Scarborough Lane/Margetts Lane. Following that meeting my team will finalise the design and consultation documents, with a target installation date of January 2023.

Chris

Signed _____

Date _____

4th October, 2022

WOULDHAM PARISH COUNCIL

Finances up to September 2022		Oct Meeting		
Opening Balance Nat West 11/8				£80,625.96
RINGFENCED TOTALS				
Monies from car park donations			£ 1,830.00	
Monies from membership grant			£ 1,700.00	
Monies from Big Lottery			£ 1,083.11	
Current available monies ringfenced			£ 4,613.11	
Receipts made up to 16/9				
	L TOWNEND			
	Salt Beef Shack			
	SLOAN GARIDRAGCHAA		£120.00	
	VAT		£1,561.33	
	Precept		£35,986.02	
TOTAL INCOME				£ 37,667.35
Payments made up to 16/9				
03-Aug	N Power		23.89	
Sept	Staff Costs		1267.18	
Sept	Rent		216.66	
Sept	Nest	Pension	33.18	
Sept	EDF	cctv	12.00	
Sept	Gmail	email	5.52	
24-Aug	PKF Littlejohn	Audit	360.00	
05-Aug	Streetlights	Ferry Lane Shield	163.50	
01-Sep	St James Street	Allotments	330.00	
TOTAL EXPENDITURE				£ 2,411.93
	P & L for period		£ 35,255.42	
	Balance (inc ringfenced)		£ 111,268.27	
	Pending			
	Closing Bank Balance @ 16/9			£ 115,881.38
Payments to be agreed at Oct meeting				
03-Aug	N Power		23.95	
Sept	Staff Costs		1267.38	
Sept	Rent		216.66	
Sept	Nest	Pension	33.18	
Sept	EDF	cctv	12.00	
Sept	Gmail	email	5.52	
Sept	E Bell (expenses)	Camera for Speedwatch	77.98	
Sept	Signs&Imaging	Signs for Rec and Common	120.00	
Sept	PAYE		464.99	
				2,221.66
				£ 2,221.66
TOTAL COMMITTED SPEND @				
ESTIMATED BALANCES				
Estimated Bank total		£	113,659.72	
RINGFENCED TOTALS		£	4,613.11	
TOTAL AVAILABLE		£	109,046.61	

Signed _____

Date _____