



WOULDHAM PARISH COUNCIL

To all members of the Council

**YOU ARE SUMMONED TO ATTEND THE MEETING
OF THE PARISH COUNCIL TO BE HELD ON
TUESDAY 10TH MAY 2022, AT 7.00PM
AT WOULDHAM VILLAGE HALL**

Members of the Public and Press were not able to attend.

AGENDA – ANNUAL COUNCIL MEETING

1. To receive apologies for absence
2. Notes from 2021 AGM for acceptance.
3. To receive Chairman's annual report for 2021/22
4. To receive reports from other organisations in the Parish
5. Election of Chairman for 2022/23
6. Election of Vice Chairman 2022/23
7. Signing of Declaration of Acceptance of Office by Chairman, Vice Chairman and Councillors.

8. To appoint membership for Working Groups:

- | | | |
|-----|-------------------------------|-------------------------|
| 8.1 | Planning | - appoint 4 Councillors |
| 8.2 | Village Hall | - appoint 3 Councillors |
| 8.3 | Finance & Admin | - appoint 3 Councillors |
| 8.4 | Roads, Footpaths and Lighting | - appoint 4 Councillors |
| 8.5 | Open Spaces | - appoint 4 Councillors |
| 8.6 | Health & Safety | - appoint 3 Councillors |

9. To appoint Councillors to individual responsibilities not covered in Working Groups

- 8.1 Neighbourhood Watch
- 8.2 Parish Website
- 8.4 CCTV
- 8.5 Wouldham School governor
- 8.6 Attendance at KALC/PPP meetings

9. Wouldham Parish Council Bank Accounts

To confirm signatories; Nat West Current Account

- 9.1 Appoint additional signatory on advice from Internal Auditor

10. To Confirm Future Full Council Meeting Dates



WOULDHAM PARISH COUNCIL

To all members of the Council

YOU ARE SUMMONED TO ATTEND THE MEETING OF THE **PARISH COUNCIL** TO BE HELD ON **TUESDAY 10 MAY, 2022**, TO FOLLOW AGM AT WOULDHAM VILLAGE HALL

Members of the Public and Press are welcome to attend

AGENDA

Lead

7.30pm

1. **Apologies for Absence**
2. **Approval of the Minutes Monthly Meeting held on 5th April, 2022**
3. **Matters arising from the Minutes (if not covered in agenda)**
4. **To receive Declarations of Interest**
5. **External Reports – Received at the AGM**

8.00pm

6. **Members of the Public** (The Parish Council meeting is open to members of the public for questions for 30 minutes. One question per person will be allowed initially and only if time permits further questions will be allowed. Members of the public will not be allowed to speak during the Council's formal business unless invited to do so by the Chairperson).

8.30pm

7. **Planning**
 - 7.1 Planning applications considered and commented upon by the Planning Committee:
22/00553/RM Landscaping - Former Peters Pit And Peters Works Site Hall Road Wouldham Rochester
 - 7.2 Planning Consent Issued:
 - 7.2.1.1 **21/02296/CNA** BAE Marconi Avionics Marconi Way Rochester Medway ME1 Consultation for demolition by Medway Council.
 - 7.2.1.2 **21/02297/CAN** BAE Marconi Avionics Marconi Way Rochester Medway ME1 Consultation for landscaping by Medway Council.
 - 7.2.1.3 **20/00368/CAN** Land Adjacent Royal Mail Depot Maidstone Road Blue Bell Hill Chatham Kent
 - 7.3 Planning applications refused/withdrawn: **NONE**

8.35pm

8. **Roads, Footpaths & Lighting**
 - 8.1 To receive report
 - 8.2 Matters arising from report
 - 8.3 Update on one-way system trial. Minutes from meeting attached
 - 8.4 Footpaths/PROW's (Closure of MR1)
 - 8.5 Motion to approve CCTV contractor for Village car park
 - 8.6 Discussion on car park lighting

8.45pm

9. **Open Spaces**
 - 9.1 To receive report
 - 9.2 Matters arising from report
 - 9.3 Wouldham Common grounds maintenance
 - 9.4 Grounds maintenance, appointment of contractor
 - 9.5 Play equipment

8.50pm

10. **Village Hall**
 - 10.1 Update on current situation

9.00pm

11. Health & Safety/Risk Management - Concerns Raised

- 11.1 Defibrillators Update
- 11.2 Life Buoys
- 11.3 Play Equipment
- 11.4 Village Hall – Electric contract
- 11.5 Public outdoor space – Fire pits on Wouldham Common
- 11.6 Risk Assessments –

9.10pm

12. General Village business

- 12.1 Discuss and approve items for the Community News.
- 12.2 Update on Platinum Jubilee Celebrations
- 12.3 Crimes
 - a) *High Street - Tuesday 19th of April. Somebody broke into a shop and stole cash and coins. Crime Report No. 46/72741/22*
 - b) *Keepers Cottage Lane - On Sunday 17th of April around 18:58. Somebody set fire in a garden causing damage. Crime Report No. 46/73773/22*
 - c) *High Street - Sunday 17th of April around 22:19. Somebody damaged a CCTV camera at a shop. Crime Report No. 46/72979/22*
 - d) *Car Park: Catalytic converter stolen and criminal damage to a vehicle.*
 - e) *Car Park: Theft of head lights and criminal damage to a vehicle*

9.20pm

13. Administrative and Finance Matters

- 13.1 Signing of payment request
- 13.2 To review the effectiveness of the system of Internal Control. Councillors are asked to consider the attached statement of Internal Control in support of the Annual Governance Statement. The Chair and Clerk to sign.
- 13.3 To approve the Annual Governance Statement for 2021-22, Section 2 of the AGAR for the year ending 31 March 2022 and the supporting Bank Reconciliation as at 31 March 2022 and if necessary, the explanation of the significant variations from the last year (2021-22). The Chair to sign and date, PLUS minute reference.
- 13.4 To note the proposed dates for the Exercise of Public Rights as selected by the Council's Responsible Finance Officer. From Monday 13 June to Friday 22 July.
- 13.5 Change order of agenda item to item 5
- 13.6 Matters to be raised at other meetings
 - 13.6.1.1 PPP

14. Correspondence Received - KALC subscription

15. Date of Next Meeting Tuesday 5th July 2022

16. Questions from Councillors, Chairperson and Clerk for inclusion on future Agenda.

9.30pm

17. Close