

**MINUTES OF WOULDHAM PARISH COUNCIL MEETING
TUESDAY 3rd SEPTEMBER, 2024 AT 7.30PM
WOULDHAM VILLAGE HALL**

Present: Cllr Bell, Cllr Marr, Cllr Yard, Cllr Miles, BClIr Dalton, T. Miles (Clerk/RFO)
1 Member of Public

1.	APOLOGIES: BClIrs Davis, McDermott Cllr Britchfield	ACTION
1.a	Cllr Bell presented flowers to Ann-Marie Church on behalf of the council and thanked her for all her hard work over the weekend in making the event a great success.	
2.	<p>MINUTES OF PARISH COUNCIL MEETING</p> <p>The minutes of the Parish Council meeting held on 4th June, 2024 were proposed by Cllr yard and seconded by Cllr Miles. The minutes were duly signed by the Chairman</p> <p>The minutes of the Extra Ordinary Parish Council meeting held on 20th June, 2024 were proposed by Cllr Miles and seconded by Cllr Yard. The minutes were duly signed by the Chairman.</p>	
3.	MATTERS ARISING FROM MINUTES - None	
4.	DECLARATIONS OF INTEREST - None	
5.	<p>EXTERNAL REPORTS</p> <p>5.1 Borough Council: Cllr Bell asked if BClIr Dalton could find out how much the new planning system has costs. BClIr Dalton asked that the question is e-mailed to him for action. Cllr Bell asked if there was any substance to the rumour that there would be an extension to Phoenix surgery. BClIr Dalton advised that this was not correct. He explained that the land on Peters Village estate had been set aside for 24 months for the surgery with an option to purchase. DHSC (Department of Health & Social Care) and the developer could not agree terms.</p> <p>Cllr Bell asked about the role of Borough Councillors as a resident had attended a public meeting and said that 2 officers from Trenport attend PC meetings, therefore there may be some confusion. BClIr Dalton explained that he deals with individual housing issues. BClIr Dalton deals with planning issues. BClIr Dalton explained that he was the only councillor who objected to the parking costs across the area and called it in. Cllr Bell noted that there has been some discussion on the possibility of removing one tier of government. Cllr Bell asked if it was the parishes responsibility to approach the BClIrs or should the BClIrs be giving information to the parishes. BClIr Dalton noted that they did do a surgery every month, but very few people attended, so it stopped many years ago.</p> <p>Cllr Bell noted that KCClIr Kennedy has published his newsletter and Wouldham has quite a few mentions. BClIr Dalton noted that the newsletter only goes out to those who request it.</p> <p>5.2 KCC Warden: Simon White reported that ‘Despite some spots of rain and strong winds the Wouldham Summer Fair went ahead undeterred. With a range of stall including, food, crafts, and local services there was something of interest for everyone. There were also amusements for the youngsters along with music and a visit from Kent Fire & Rescue. Spirits weren’t dampened by the weather and there was a consistent turnout throughout the afternoon. A great example of village spirit, building connections and adding to community cohesion. Thank you and congratulations to all involved in the organisation of this event.’</p>	

Signed _____

Date _____

<p>6.</p> <p>6.1</p> <p>6.2</p> <p>6.3</p>	<p><u>Community Safety</u></p> <p>Police: Not Received</p> <p>Neighbourhood Watch: Cllr Bell advised that Cllr Britchfield is moving forward with setting up a new scheme due to the increased crime in the village. Hopefully there will be further details at the next meeting.</p> <p>Batchelor Drive: 7/6. Somebody gained access to a residential property and stole keys. Oldfield Drive: 7-8/7/24. Somebody stole a black BMW motorbike 46/113688/24 and somebody broke into a shed at a residential property. They stole two electric bikes. Oldfield Drive: 9/7. Somebody broke into a shed and garage at a residential property. They do not appear to have taken anything. Ibis Street: 25/7. Somebody pulled out a parking bollard at a residential block of flats. Waterman Way: 2/8. Somebody broke into a lockup at the front of a residential property, nothing appears to have been stolen. Greystone Square: 2/8. Somebody broke into a garden shed, nothing appears to have been stolen. Oldfield Drive: 6/8. Somebody stole a vacuum cleaner from outside a property. Batchelor Drive: 8/8. Somebody put screws in the front tyres of a vehicle parked in the road. Brooker Close: 14/8. Somebody slashed three tyres of a Ford Focus parked in the road. They were in two white vehicles.</p> <p>Speedwatch: A summary of SpeedWatch sessions for the past couple of months is as follows:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Site</th> <th>Total No. Of cars</th> <th>No. Speeding</th> </tr> </thead> <tbody> <tr> <td>13 June</td> <td>Knowle Road (20mph)</td> <td>114</td> <td>41 36%</td> </tr> <tr> <td>10 July</td> <td>Knowle Road (20 mph)</td> <td>186</td> <td>64 35%</td> </tr> <tr> <td>26 July</td> <td>Knowle Road (20 mph)</td> <td>110</td> <td>47 43%</td> </tr> <tr> <td>22 August</td> <td>Knowle Road (30 mph)</td> <td>102</td> <td>0 0</td> </tr> </tbody> </table> <p>Updates:</p> <ul style="list-style-type: none"> • A second session was conducted at the new 30mph site on Knowle Road, although no vehicles were recorded speeding, they reduced their speed significantly when we became visible. • A high number of cars continue to be recorded speeding on the 20mph section of Knowle Road. The session on 26th July was for National SpeedWatch weekend and PC Jason Wright attended. <p>There is a session planned early September for when the schools go back.</p> <p>Cllr Bell reported that the Speedwatch Conference of 26th July was attended and identified that Knowle Road is now one the 4 worst roads for speeding in Kent and has been progressed to KCC and the Police.</p>	Date	Site	Total No. Of cars	No. Speeding	13 June	Knowle Road (20mph)	114	41 36%	10 July	Knowle Road (20 mph)	186	64 35%	26 July	Knowle Road (20 mph)	110	47 43%	22 August	Knowle Road (30 mph)	102	0 0	
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<p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p>	<p><u>Administrative and Finance</u></p> <p>Authorisation of payment request. Cllrs Bell, Marr, and Yard signed the request.</p> <p>Resignation: Cllr Bell noted that Cllrs Parris and Gray have resigned. Cllr Gray’s resignation arrived too late to be include in the previous meeting. Cllr Miles noted that she totally disagreed with the allegations contained in the resignation. Cllr Bell advised that a full investigation had been carried out and this together with a description of past actions have been lodged with the Monitoring Officer. The Monitoring Officer has advised that there is nothing to be done.</p> <p>Co-option: Cllr Bell noted that the 2 vacancies have been advertised for co-option with a closing date of 20th September and would like Cllrs to promote it. The notice for Cllr Parris will go up from 9th September.</p> <p>Insurance: Clerk advised that 3 quotes had been received:</p> <p>Zurich: 1 year = £1597.09 3 years = £1468.76 Clear: 1 year = £1544.10 3 years = £1488.49 Gallagher: 1 year = £2772.08</p> <p>Cllr Miles proposed the 3-year policy with Zurich Cllr Yard seconded. All agreed.</p>																					

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Date _____

7.5	<p>Internal Auditor: Cllr Bell explained that the internal auditor has reduced his work load and will not be available to undertake our internal audit next year. He suggested that the Clerk is delegated to appoint another one based on reviews and part of the SAAA. (Small Authorities Audit Appointments. All agreed.</p> <p>Reserves Review: Cllr Bell explained that reserves need to be reviewed for recommendations to come forward to the next meeting. He asked for a volunteer(s) to go through the projects with him. Cllr Yard agreed to help to look at current projects and reserves</p>	CLERK
8.	<u>Members of the Public</u>	
8.1	<p>MOP1. Advised that she had reported the hedges along Hall Road, the broken bollard, and cracking by the car park on Knowle Road.</p>	
9	<p><u>Planning</u></p> <p>9.1 <u>Planning applications considered or commented upon by the Planning</u></p> <p>24/01310/PA LAND ADJOINING SCARBOROUGH LANE BURHAM AND PETERS PIT, Hall Road, Non-Material amendment to planning permission TM/21/01939/OAEA: To remove condition 2 due to duplication with condition 3.</p> <p>24/01112/PA 228, HIGH STREET Lawful Development Certificate Proposed: For the kerb on School Lane to be dropped where it meets the north boundary of the site. it is planned for the drop to consist of the west half of the north boundary.</p> <p>24/01094/PA BARGE WALK, Quercus ilex 3007 & 3008 - Crown reduction 30%, Reduce height to 10m and reshape to provide clearance to property. Trees to the rear of 8 and 10 Barge Walk standing in group G1 of Tree Preservation Order.</p> <p>24/01180/PA TREE RECORD, Keepers Cottage Lane, 1 x False Acacia (applicants ref. 1) – To reduce back to gain 10m clearance. Standing in Group G6 of Tree Preservation Order. 1 x Sycamore (applicants ref. 2) – Reduce height to clear jumpers by 10m. T6 of Tree Preservation Order (both trees standing on land to east of former Gardeners Cottage 297 Hall Road</p> <p>24/01331/PA 300, CEDAR LODGE, Pilgrims Way: Proposed single-storey extensions to front and rear, to approved new dwelling (app ref: 19/00135/FL)</p> <p>9.2 <u>Planning Consent Issued:</u></p> <p>24/00980/PA LAND ADJOINING SCARBOROUGH LANE BURHAM AND PETERS PIT, Non-Material amendment to planning permission 21/01939/OAEA: To amend the wording of condition 2 and 3 (expiration 24/00655/PA)</p> <p>9.3 <u>Planning applications refused/withdrawn: NONE</u></p> <p>9.4 <u>Other planning issues:</u> Clerk reported that she had queried the Tree Preservation Orders (TPO) and TMBC had confirmed that the trees will not be removed. The only removal will be of scrub around the pylon which is not covered by the order. She had also contacted Vistry regarding their vehicles using the High Street. They have promised to speak to the drivers to ensure the route used is over Peters Bridge. Cllr Bell noted that we had been consulted on the signage for works. As these are temporary information signs, there had been no objection, although our response noted that these yellow signs must be removed as soon as the development is completed. KCC have confirmed that they will only be allowed for the duration of the development or 1 year.</p>	
10	<p><u>Roads, Footpaths & Lighting (RFL)</u></p> <p>With no further business for the Borough Council, Cllr Dalton left the meeting</p> <p>10.1 <u>Updates:</u></p> <p>Cllr Bell thanked MOP for reporting; Hedge along and broken bollard on Hall Road and cracking in the road on Knowle Road.</p> <p>Clerk reported that she had reported the sensors and mis-timings at the traffic lights on Hall Road and chased up yellow lines outside 28 High Street.</p> <p>Cllr Miles reported that she had cleared some of the foliage covering the priority sign on Knowle Road, but there are several areas which need to be cut back</p>	

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Date _____

<p>10.2</p> <p>10.2a</p> <p>10.2b</p>	<p>Cllr Bell noted, following investigations, Open Reach had illegally diverted traffic though the High Street when working on School Lane. KCC have dealt with it.</p> <p>Cllr Bell also reported that a resident has written to the Police Commissioner regarding the No Entry enforcement. KCCLr Kennedy followed up an email to the Police and KCC. Subsequently, a police vehicle caught 5 going through it in just 30 minutes. Whilst the Police will continue to monitor the situation, further emails are moving forward with the placement of a camera at the junction.</p> <p>Current issues:</p> <p>Cllr Bell reported that he had passed a letter to the Church regarding inconsiderate parking as we had resident complaints. However, he also noted that there are a few residents who also park inconsiderately and everyone has a responsibility to ensure they do not park on park on double yellow lines, at junctions or cause obstructions.</p> <p>Cllr Bell reported that he and the Clerk had met the new KCC Officer (via Teams) for an update on the Highways Improvement Plan (HIP). Item 8 on the Summer Actions list the main areas of discussion. Clerk to send around updated HIP.</p> <p>Cllr Marr asked if we could chase up hedge cutting across the parish. Particularly Pilgrims Way to Burham, but the whole area needs doing. He noted that at Knowle Road by the top pinch point, although it has been cut, still encroaches well beyond the bollard/edge of the highway. Cllr Yard noted that there were also a lot of front gardens which are not looked after and encroach onto footpaths.</p>	<p>Clerk</p> <p>Clerk</p>
<p>11.</p> <p>11.1</p> <p>11.2</p> <p>11.2a</p> <p>11.2b</p> <p>11.3</p> <p>11.4</p>	<p><u>Open Spaces (OS)</u></p> <p>Updates:</p> <p>Cllr Miles referred to the Summer Actions list which details much of the work done over the summer. But asked if the ‘death steps’ could be repaired by the payback scheme. Clerk noted they had been reported to PROWs as a H & S issue and they would need to liaise with the landowner as the lead. She will chase them up. Cllr Miles reported that following information from Cllr Britchfield, she had walked the footpath along the river towards Borstal. She noted that it not only needs cutting, but that there are lots of breaks in the path which need reporting to Environment Agency. Clerk to report</p> <p>Cllr Miles noted that the metal detector seems to not be so prevalent at the moment, but has left a lot of damage.</p> <p>Current Issues:</p> <p>Cllr Miles felt that the village signs previously done by the children are now looking tatty and really need re-doing. Clerk to speak to School and Y & C Worker to see if they would like do some more designs.</p> <p>ROSPA Report and Actions: Clerk advised that the report and proposed actions had been sent to the Open Spaces team and to the Handyman. She is meeting a local playground company next week to look at actions with company not able to be completed by ourselves.</p> <p>Recreation Ground: Cllr Yard noted that residents are still complaining that they cannot get parking spaces and non-residents are totally disregarding the signage. So, it may be time to put barriers for residents who would be willing to pay. Cllr Miles asked how it would be managed and how many people would want one. Cllr Marr noted that it would be difficult to ensure people did not go behind the bollards. Cllr Marr also suggested that it would be worth exploring what criteria/rules need to be implemented e.g. only properties with no parking qualify. Cllr Yard will undertake further consultation and submit a proposal at a future meeting.</p> <p>Allotments: Cllr Bell reported that the signed lease by the Allotment Association had been received. Also, the Open Day was quite a success and some good ideas are coming forward. Cllr Bell advised that Trenport had arranged for an environmental survey to be done of all the land we lease which raises a red flag for future development and we need to think about a plan of action for any future building. Cllr Miles suggested that the PC commission their own environmental study to ensure we have independent analysis of the flora and fora. All agreed. Clerk to research</p>	<p>CLERK</p> <p>CLERK</p> <p>CLERK</p> <p>TY</p> <p>Clerk</p>

Signed _____

Date _____

<p>11.5</p> <p>11.6</p> <p>11.7</p>	<p>Cllr Bell advised that a letter of formal complaint received from an allotment holder requesting that offensive language and behaviour of other plot holders be challenged. Clerk to speak to the Allotment Association</p> <p>Ground Maintenance: Cllr Yard reported that the Village Green and recreation ground have been cut</p> <p>Playing field update: Clerk reported that she has contacted Trenport and Orchard about installing the benches and is awaiting a date.</p> <p>Common: Cllr Miles reported that she had checked the boundaries of the Common where undergrowth allowed. She also noted that there was a lot of fly tipping on Hill Road and asked if we could look at providing bollards to stop unauthorised vehicles using the road. Clerk to progress with PROWS.</p>	<p>Clerk</p> <p>Clerk</p>
<p>12.</p>	<p>Village Hall: Cllr Marr noted that the Trustees have done all they can and would like a date to transfer bills and deposits etc to the PC. A few jobs have not been completed; garden, toilet floor and kitchen has not been completed. The cleaner could also be transferred and is paid on a self-employed basis. Cllr Bell was concerned about the residual funding. Cllr Marr confirmed that Trustees had been liaising the Charity Commission who have advised on the process. He also confirmed that the committee are prepared to continue on a voluntary basis. Clerk asked if a separate account be started in the name of the Village Hall. Cllr Miles suggested that it may be worth checking with KALC see if it would be better to become a committee as they can make decisions by the next meeting. Clerk to set up a new bank account and seek advice from KALC</p>	<p>CLERK</p>
<p>13.</p> <p>13.1</p> <p>13.2</p> <p>13.3</p> <p>13.4</p> <p>13.5</p>	<p>Health & Safety/Risk Management Update:</p> <p>Defibrillators: Both have been checked and The Circuit updated, but there had been no movement on the one for the Watermans Arms.</p> <p>Lifebuoys: Cllr Miles had attempted to check the lifebuoys, but it is difficult as they are still not accessible. She noted that one was showing that it had been opened, however the contractors have also put another 2 up as part of their own H & S.</p> <p>Flood plan: Cllr Bell reported that this would not be progressed until he has attended the course in October.</p> <p>Risk Assessments: Clerk noted that the RA for the new Youth clubs had been reviewed by the H & S team. The amendment to include details of the age groups had been made.</p> <p>Safeguarding Policy: Cllr Bell noted that the new Safeguarding policy had been circulated to all Councillors. With no amendments suggested, he proposed that it is formally approved. All Agreed.</p>	
<p>14.</p> <p>14.1</p> <p>14.2</p> <p>14.3</p> <p>14.4</p>	<p>General Village Business</p> <p>Newsletter: Cllr Bell asked that a request for considerate parking be included. Cllr Yard asked that something about the state of High Street, front gardens also be included. Cllr Bell suggested it may be worth adding something about the new Neighbourhood Watch.</p> <p>PPP Meeting: Cllr Bell reported that as he was unable to attend. We had no representation at this month's meeting.</p> <p>Infrastructure Plan/Neighbourhood Plan – Clerk reported that the Infrastructure Plan has been submitted to TMBC, but the improvements to Village Road to mitigate the impact of the Bushy Wood do not appear to have been considered. She also noted that, whilst there is funding available, Neighbourhood Plans are not quite onerous and would require a committed approach. But it would appear to be the only way to protect the parish from further building.</p> <p>Youth & Community Worker: Cllr Bell congratulated Ann-Marie on organising a very successful Summer Fayre with a lot of stalls and good attendance throughout the day. There is some learning that could be taken forward i.e. invite a charity to have buckets for parking and move the parking to the top of the Rec. Pitches could be paid for next time although understood that as this was a new event, there was a risk to stall holders. Also, it was agreed that if the wind is more than 20mph marquees would be banned with only small gazebos being allowed.</p>	<p>Clerk</p>

Signed _____

Date _____

<p>14.5</p> <p>14.6</p> <p>14.7</p>	<p>Project update: Clerk reported that there have been a few more members signed up and that the Leeds Castle trip fully booked and Rochester Cathedral almost full. She thanked Rose Bell for co-ordinating the trips and asked for permission to purchase tickets for venues in advance. All agreed</p> <p>VE Day 80 : Cllr Bell requested that a decision needs to be made on whether/what we want to do for VE Day as a Council. Clerk noted that the actual National Day is on a Thursday and members would need to consider whether to hold something small on the Thursday and a larger event on the Friday/Saturday. Cllr Miles suggested that we should look having something in the Community, maybe the beacon lighting along the river and a dance in the Community Centre. Cllr Yard felt that Peters Village seem to not want to get involved in anything and that the acoustics in the Centre are not good for music. All agreed to have beacon on the river and a hanger dance on Saturday night with band. Clerk to support Ann-Marie to bring the events forward.</p> <p>Precept: Cllr Bell reminded members that project ideas for next year will be discussed at the next meeting. Any suggestions presented should have a rough outline of cost required.</p>	<p>ALL</p>
<p>15.</p>	<p>Correspondence: None</p>	
<p>16.</p>	<p>DATE OF NEXT MEETINGS: Tuesday 1st October, 2024. 7.30pm at the Village Hall</p>	
<p>17.</p>	<p>QUESTIONS FROM COUNCILLORS, CHAIRPERSON AND CLERK: To be passed to Clerk 7 days before the next meeting</p>	
	<p>Meeting Closed: 10pm</p>	

Signed _____

Date _____

Finances up to August 27th			Sept Meeting	
Opening Balance Nat West 24/7				£128,093.19
RINGFENCED TOTALS				
Monies from car park donations			£ 1,058.00	
Monies from membership grant			£ 1,700.00	
KCC Community Transport Grant			£ 10,725.34	
TMBC Education Courses S106 funds			£ 14,500.00	
TMBC Y & C Worker S106 funds			£ 55,745.82	
Current available monies ringfenced			£ 83,729.16	
Receipts made up to August 27th				
27-Aug-24	Minibus membership		£10.00	
21-Aug-24	KCC Grant for youth		300	
TOTAL INCOME				£ 310.00
Payments made up to August 27th				
July	Minibus Lease	Aldermore	1128	
July	Maint	Jurni Limited	66	
July	Email	Google	14.4	
July	Mobile phone	Giffgaff	6	
Aug	Mobile Y & CW	Giffgaff	6	
July	Payroll	Staffing	2760.09	
July	Beats Working	Y & C Fair	350	
June	Thompson Elphick	Payroll	102	
June	Streetlights	N Power	47.21	
June	Office	Wouldham PC	216.66	
June	CCTV	EDF	18	
June	Pension	NEST	95.43	
July	Loos for Fair	Four Jays	774	
Aug	Pension	NEST	95.43	
July	Streetlights	N Power	48.75	
July	Mobile phone		6	
TOTAL EXPENDITURE				£ 5,733.97
	P & L for period		-£ 5,423.97	
	Balance (inc ringfenced)		£ 38,940.06	
	Pending		-£ 774.00	
	Closing Bank Balance @ 24/8			£ 123,443.22
Payments to be agreed at Sept meeting				
Aug	Minibus Lease	Aldermore	1128	
Aug	Maint	Jurni Limited	66	
Aug	Email	Google	14.4	
Sept	Mobile phone	Giffgaff	6	
Aug	Mobile Y & CW	Giffgaff	6	
Jan-July	Line Dancing	Pony Express	776.00	
Aug	Payroll		2759.89	
Aug	Pension	Nest	95.43	
Aug	CCTV	EDF	18	
Aug	Community Directory	Onimo Web Design 50% of grant	1250	
Aug	Office	T Miles	£216.66	
Aug	Equipment for Youth Club (Grant/Budget)	Amazon	389.21	
02/08/2024	Newsletter	Hadlum Printing	75.00	
TOTAL COMMITTED SPEND @				£ 6,800.59
ESTIMATED BALANCES				
Estimated Bank total			£ 116,642.63	
RINGFENCED TOTALS			£ 83,729.16	
TOTAL AVAILABLE			£ 32,913.47	

Signed _____

Date _____