

**MINUTES OF WOULDHAM PARISH COUNCIL MEETING  
TUESDAY 5<sup>th</sup> NOVEMBER, 2024 AT 7.30PM  
WOULDHAM VILLAGE HALL**

**Present:** Cllr Bell, Cllr Marr, Cllr Yard, Cllr Miles, BClr Dalton, BClr Davis, T. Miles (Clerk/RFO)  
7 Member of Public

<b>1.</b>	<b>APOLOGIES:</b> , NONE	ACTION												
<b>2.</b>	<b>MINUTES OF PARISH COUNCIL MEETING</b> The minutes of the Parish Council meeting held on 1 <sup>st</sup> October, 2024 were proposed by Cllr Miles and seconded by Cllr Marr. The minutes were duly signed by the Chairman													
<b>3.</b>	<b>MATTERS ARISING FROM MINUTES</b> - None													
<b>4.</b>	<b>DECLARATIONS OF INTEREST</b> - None													
<b>5.</b>	<b>EXTERNAL REPORTS</b>													
<b>5.1</b>	<b>Borough Council:</b> Cllr Bell outlined the report received which is published on the website. He noted that discussions at PPP meetings still seem to be dominated by Borough Councillors. BClr Dalton highlighted that the PPP currently has a hefty agenda which include an overview on the planning process, Local Plan and the re-structure of the KCC Community Wardens.													
<b>5.2</b>	<b>KCC Warden:</b> Cllr Bell advised that Councillors had received confirmation that the local KCC Warden service would cease and there are 2 option suggestions where it may be possible to maintain the role in the local area. He noted that the options were to pay KCC or to employ as a Parish Council (possibly in partnership with another PC). He asked if there was an appetite to investigate this further. BClr Dalton suggested any decisions could be delayed as the PPP are due to have a presentation to outline ideas for the future. A letter will be sent to Parish Councils for comment. All agreed to put this on a future agenda. <b>All Saints School Governors Report:</b> Cllr Bell advised that the Governors report had been sent to Councillors for information as agreed with Mr Baker (Community Governor). Cllr Marr noted that it took a while to understand the abbreviations etc, but it was good that they seem to be making progress. However, it was noted that there seem to be no reference to the Travel Plan or the problems of parking along Worrall Drive during school times.													
<b>6.</b>	<b>Community Safety</b>													
<b>6.1</b>	<b>Police:</b> Not Received													
<b>6.2</b>	<b>Neighbourhood Watch:</b> <b>7/10</b> , Someone stole cigarettes from a van in a carpark in Laker Road Clerk advised that she had received a message from David Britchfield who is developing a FB page. This will be a closed group for those who sign up to the National NW Scheme and will be an additional way of disseminating information. Mr Britchfield has requested support for NW signs around the area. All agreed to support. Cllr Bell reminded all that ‘My Community Voice’ gives lots of details on scams, fraud etc. and anyone can sign up to receive regular updates.													
<b>6.3</b>	<b>Speedwatch:</b> Our Speedwatch Co-ordinator reported a summary of sessions for the past month: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Date</th> <th style="text-align: left;">Site</th> <th style="text-align: left;">Total No. Of cars</th> <th style="text-align: left;">No. Speeding</th> </tr> </thead> <tbody> <tr> <td>03 Oct</td> <td>Knowle Road (20mph)</td> <td style="text-align: center;">328</td> <td style="text-align: center;">41 (13%)</td> </tr> <tr> <td>22 Oct</td> <td>Knowle Road (20 mph)</td> <td style="text-align: center;">125</td> <td style="text-align: center;">72 (58%)</td> </tr> </tbody> </table> Update: <ul style="list-style-type: none"> <li>• Two sessions were held in Knowle Road, the second session saw 58% of motorists speeding. The highest since the location was approved. It may be that this was higher as it was a different time of day. Therefore, session times will vary in future.</li> <li>• A session has been booked for the 7th November, weather permitting on Knowle Road. The RT Hon Tris Osborne has been invited to attend along with the local beat officer.</li> </ul> It is very noticeable that the presence of the Speedwatch team does slow vehicles down, however sessions cannot be held all the time so KCC highways need to implement a permanent solution as soon as possible.	Date	Site	Total No. Of cars	No. Speeding	03 Oct	Knowle Road (20mph)	328	41 (13%)	22 Oct	Knowle Road (20 mph)	125	72 (58%)	
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Signed \_\_\_\_\_

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	<p>Cllr Bell advised that RT Hon Tris Osbourne had commented on FB following comments regarding the issues on Knowle Road. He felt that Mr Osbourne did not have sufficient information for him to engage, therefore emailed him to advise that a KCC Member and Police have visited the site and already identified the area needs Highways Engineering to relook at the road. Changes have also been identified in our Highways Improvement Plan (HIP) where the whole of Pilgrims way is 40mph which will enable the 20mph to be moved up to where the landscape changes from rural to residential. Cllr Miles asked how many high percentages of speeding vehicles need to be collected before action is taken? She is concerned that the longer it is left, someone will get killed. She asked if there is anything that TMBC can do. BCllr Davis advised that the only way there was a change in Eccles was due to a recommendation from the coroner following a death. He feels that reduced speed limits need to be enforced by the police and safety is KCC. Cllr Miles asked if the PC could pay for bumps. BCllr Davis advised that KCllr Kennedy is the person to speak to help move things forward. Cllr Yard, noted that it would be nice to see the Beat Officer around as there is no visibility.</p>	
<p><b>7.</b> <b>7.1</b> <b>7.2</b> <b>7.3</b> <b>7.4</b> <b>7.5</b> <b>7.6</b> <b>7.7</b> <b>7.8</b></p>	<p><b><u>Administrative and Finance</u></b>  <b>Authorisation of payment request.</b> Cllrs Bell, Marr, and Yard signed the request.  <b>Co-option:</b> Cllr Bell reported that Councillors had received an application and asked if there were any questions for the applicant. No questions being tabled, Cllr Bell called a vote by show of hands. Luke Church was duly elected by a unanimous vote. Clerk then invited Mr Church to sign the declaration and join the meeting.  <b>Precept Projects / Budget:</b> Cllr Bell reported that the Admin Working Group had met to review budgets and plan projects for next year. He advised that the NI had been increased due to the Government’s budget. To keep the amount requested via the precept as low as possible, £3000 has been taken out of general reserves. We will be able to finalise the figures once the tax base has been received from TMBC which usually comes out in December.  <b>Reserves Review:</b> The reserves were reviewed with the additional release of 3k. Cllr Marr proposed their acceptance, seconded by Cllr Miles – <b>All agreed</b>  <b>WCGA 2.2 compliance:</b> Clerk explained that there are new rules about accessibility of our website. TEEC, who manage the site, have confirmed that they are working to make sure it is compliant. However, we may need to test the usability to ensure is it accessible to all. She has already spoken to the company to change the pronunciation of ‘Wouldham’ as it was sounding like ‘Woodam’  <b>Review of Standing Orders and Financial Regulations:</b> Changes to the Standing Orders were proposed by Cllr Miles, seconded by Cllr Yard – <b>All agreed</b>  <b>Appointment of new Auditor:</b> Cllr Bell explained that we had received only one quote from an auditor approved by the Auditor Forum which has been circulated. He proposed the appointment of Mullbury Local Authority Services for the next 3 years, seconded by Cllr Church – All agreed.  <b>New Power Supply for Security Cabin:</b> Clerk explained that the 3-year contract for the CCTV power supply had come to an end and that Bionic has negotiated a new contract with Yu Energy who will lock in 48p standing charge and 28p unit charge. Although this is higher than the previous contract, it seems a good rate in the current climate. Motion to approve proposed by Cllr Yard, seconded by Cllr Bell – <b>All agreed</b></p>	
<p><b>8.</b> <b>8.1</b></p>	<p><b><u>Members of the Public</u></b>  <b>MOP1.</b> Advised that his cat had been killed on Ravens Knowle, his wife saw the person speeding and tried to slow him down but received abuse. He asked why no speed measures were incorporated into the No Entry scheme as the situation has got far more dangerous with the increased traffic. Cllr Bell advised that he had 3 meetings with the Police Commissioner to ask why we cannot have a police office in the village. Rural areas of Kent are not receiving an adequate service as the money is spend on the larger towns. Clerk explained that there have also been many discussions with KCC about the speeding down Knowle Road and improvements have been included in the Highways Improvement Plan. MOP1 asked if The RT Hon Tris Osbourne and Andrew Kennedy to attend a parish council meeting to explain why it is taking so long to make improvements when there is such a high risk of a serious accident. Cllr Bell to investigate. MOP 1 also noted that whilst</p>	<p>EB</p>

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	<p>the Speedwatch Team did a great job reducing the speeds at the bottom of the Knowle, sessions were needed nearer the top.</p> <p><b>MOP 2</b> reported that the signage is very poor when you come down the Knowle and suggested some form of flashing sign could slow traffic. MOP1 asked if the one in Burham works. The consensus was that it did. PC to look at additional signage with KCC.</p> <p><b>MOP3</b> Advised that the Crashmap data showed 6 accidents over the last few years along Knowle Road. Clerk reported that the PC had been told that there have been no incidents, and any data would be really useful. MOP 3 will forward the link for the crash data site.</p> <p><b>MOP4:</b> Advised that the Speedwatch Team have run 3 sessions at the top of the Knowle. But no speeding was recorded. This could have been because they were seen before they entered the recording area and slowed down, and the speed limit is still 30mph at that point. They also must concentrate on the bottom of the road as that’s where there is the greatest risk due the number of children crossing, the entrance to the carpark and the junction of Hall Road/High Street. She also reported that they have spoken to the police about putting additional signage.</p> <p><b>MOP 5</b> reminded everyone that the Remembrance Parade will meet at the village hall at 9am to walk to the Church.</p>	<p>ALL</p>
<p><b>9</b> <b>9.1</b> <b>9.2</b>  <b>9.3</b> <b>9.4</b></p>	<p><b>Planning</b></p> <p><b>Planning applications considered or commented upon by the Planning</b></p> <p><b>24/01612/PA</b> 35 High Street - Proposed two storey rear extension. Cllr Yard noted that she was unable to get into the application and was concerned that it may encroach onto the permitted pathway along the back of the houses. Clerk to send proposed plans for comment.</p> <p><b>Planning Consent Issued:</b></p> <p><b>24/01331/PA</b> Proposed single-storey extensions to front and rear, to approved new dwelling (app ref: 19/00135/FL) 300, CEDAR LODGE, Pilgrims Way,</p> <p><b>24/01310/PA</b> Non-Material amendment to planning permission TM/21/01939/OAEA: To remove condition 2 due to duplication with condition 3. LAND ADJOINING SCARBOROUGH LANE BURHAM AND PETERS PIT, Hall Road,</p> <p><b>24/01112/PA</b> Lawful Development Certificate Proposed: Kerb on School Lane to be dropped where it meets the north boundary of the site and for the drop to consist of the west half of the north boundary 228, HIGH STREET,</p> <p><b>Planning applications refused/withdrawn: NONE</b></p>	<p>Clerk</p>
<p><b>10</b> <b>10.1</b>  <b>10.2</b> <b>10.2b</b></p>	<p><b>Roads, Footpaths &amp; Lighting (RFL)</b></p> <p><b>Updates:</b> Cllr Bell updated on the No Entry. KCC are getting a quote to install the electrics and camera for enforcement. They have already planned for additional signage/lights including a sign showing camera enforcement. Cllr Yard asked if there could be some at the top of Knowle Road. Cllr Bell will ask KCC if this is possible. BCllr Davis asked about the hedge cutting on the Knowle, Cllr Bell advised that it had been cut back. Cllr Marr noted that although cut back as far as possible, but still restricts the sight line coming down the hill.</p> <p><b>Highways Improvement (HIP)</b> Cllr Bell noted that this had been covered in previous items. However, it is hoped that it can be progressed once the Officer returns to the office.</p> <p><b>Road Closures:</b> Cllr Bell noted that KCllr Kennedy has instigated a petition to make utility companies work more efficiently on the highways and not to allow so may emergency closures without good reason. He encourages everyone to sign the petition. Cllr Marr asked about the 17th November closure. Clerk advised that it is closed from the Church to Gores Farm for telegraph pole testing. Therefore, traffic will need to travel up School Lane to get to Borstal.</p>	<p>ALL</p>
<p><b>11.</b> <b>11.1</b> <b>11.2</b></p>	<p><b>Open Spaces (OS)</b></p> <p><b>Updates:</b> Cllr Bell reported that 2 of the benches have been installed in PV and the other one, along with the one in Road will be installed next week.</p> <p><b>Motion to purchase new picnic bench.</b> Cllr Bell reported that although he had tried to fix the vandalised bench in the rec, it had been damaged again and cannot now be mended. He proposed to purchase a new picnic bench, the same as the ones the other side. Cllrs Miles and Yard felt that until people start respecting the equipment, it should not be replaced as local residents have to pay for this mindless vandalism. Cllrs Marr and Church felt that one more chance should be given with</p>	

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11.3	an understanding damaged equipment will not be replaced. With the casting vote by the Chair, it was determined to purchase a new bench. <b>Motion to appoint landscaper to do the substation.</b> Cllr Miles proposed to source a local contractor to complete this work as the Handyman had not yet started and it would be good to have it ready for spring planting. Seconded by Cllr Marr – <b>All Agreed.</b> Cllr Marr will forward details of the contractor who does Oldfield.	Clerk  A/M CLERK
11.4	<b>ROSPA Report and Actions:</b> Cllr Bell noted that only one quote had been received and suggested that everything on the quote could be done, except for the wet pour and the baby swings and flat swing. Cllr Yard suggested a stronger basketball hoop could also be purchased and installed by the Council, as the cost on the quote was very high. Therefore, Cllr Bell proposed to proceed with quote to a maximum limit £10145 as this could be claimed back from TMBC. All Agreed.	Clerk
11.5	<b>Motion to approve quote for solar lights for the recreation ground.</b> All Councillors had received quotes from 3 companies. Cllr Marr noted that Holbrook Engineering was the cheapest, local and have previously done work for us. Cllr Yard suggested the 15watt may be better with a shorter pole, but wasn't sure how this would affect its effectiveness. Cllr Bell proposed for the Clerk to discuss best options with Holbrook and place the order, seconded by Cllr Miles – All agreed	CLERK
11.6	<b>Grounds maintenance tenders:</b> Cllr Bell reported that the final requirements have been circulated to Councillors with no further comments made. Therefore, suggested they can now be sent to potential companies – <b>All Agreed</b>	Clerk
11.7	<b>Bollards on Hill Road:</b> Clerk reported that she had chased the parties involved and that the land owner is keen to progress, but we need KCC/TMBC to advise on next steps as we don't know the classification of the road. Cllr Marr believed it was a BOAT (By-way Open to All Traffic), this may cause a problem with having bollards installed. Cllr Miles volunteered to follow up.	JM
11.8	<b>Ground Maintenance:</b> Clerk advised that there is one more full cut before the winter, so we have been trying to leave it as late as possible, but should be by mid-November. Although, the Village Green should be cut today so that the Poppy display can be put up.	
12.	<b>Village Hall:</b> Final sign-off for building control has been received. Cllr Bell asked for a meeting between the PC and the Trustee to finalise.	CLERK
13.	<b>Health &amp; Safety/Risk Management</b>	
13.1	<b>Update:</b> Cllr Bell reported that he had attended emergency planning training, which was very useful and will now look at creating a basic plan. Although there may need to be 2 separate plans for each side of the village due to access and different needs	EB
13.2	<b>Defibrillators:</b> Checked by Cllr Miles for October. Cllr Yard advised that Daphne Parris is still trying to progress the one for the Watermans, they are currently arguing about the listed building status although it would be installed on the toilet block which is not listed.	
13.3	<b>Lifebuoys:</b> Cllr Miles checked for October and reported that they are all now accessible as the works have been completed	
14.	<b>General Village Business</b>	
14.1	<b>Newsletter:</b> Any items for the December newsletter need to be with the clerk by 17 <sup>th</sup> November	ALL
14.2	<b>PPP Meeting:</b> Councillors are again asked to consider attending these meetings on a rotating basis	
14.3	<b>Remembrance:</b> Clerk reported that Ann-Marie had been working with her groups to produce a poppy display which will go up tomorrow. Cllr Bell thanked Cllr Marr for re-purposing the D Day Plaque and installing it on the village sign and advised that the post box toppers for outside the old shop and in PV will be put on shortly.	
15.	<b>Correspondence:</b> An invitation has been received for all Councillors to attend the launch of the new community website on Tuesday 12 <sup>th</sup> November at Burham Village Hall.	
16.	<b>DATE OF NEXT MEETINGS:</b> Tuesday <b>3<sup>rd</sup> December</b> , 2024. 7.30pm at the Village Hall	
17.	<b>QUESTIONS FROM COUNCILLORS, CHAIRPERSON AND CLERK:</b> To be passed to Clerk 7 days before the next meeting	
	<b>Meeting Closed: 9.45pm</b>	

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Date \_\_\_\_\_

Finances up to October 2023		Nov Meeting		
Opening Balance Nat West 23/9				£151,631.85
<b>RINGFENCED TOTALS</b>				
Monies from car park donations			£ 1,208.00	
Monies from membership grant			£ 1,700.00	
KCC Community Transport Grant			£ 4,097.54	
TMBC Education Courses S106 funds			£ 13,124.00	
TMBC Y & C Worker S106 funds			£ 52,422.87	
Current available monies ringfenced			£ 72,552.41	
<b>Receipts made up to 28/10</b>				
	Minibus		£120.00	
02-Oct-24	F & C Van donation		£150.00	
24-Sep-24	Newsletter donation		£45.00	£ 315.00
<b>Payments made up to 17/10</b>				
	Aldermore	Minibus		1128
	Jurni	Minibus		66
	Sharrocks Insurance	Minibus Ins	BAC	2,286.07
	Staffing Costs			2759.89
	RBLI Wreaths		del	70.00
	PAYE		BAC	920.86
23-Sep	Pensions		BAC	95.43
15-Oct	Pensions		BAC	95.43
	Office		BAC	216.66
	St Johns Ambulance	Event	BAC	171.6
	All Saints School	Youth Clubs Term	BAC	180.52
	Zurich Insurance	PC Insurance		1468.76
	St James Street	Allotment rent	BAC	330
	Giffgaff	£6x2	DD	12
	Gmail		DD	14.4
	EDF		DD	18
	Playsafety	ROSPA Rep		£141.60
25-Sep	N Power	Streetlights	DD	49.38
24-Oct	N Power	Streetlights	DD	52.79
<b>TOTAL EXPENDITURE</b>				£ 10,077.39
	P & L for period		-£ 9,762.39	
	Balance (inc ringfenced)		£ 69,317.05	
	Cleared previous month		£ 6.00	
	Pending		-£ 18.00	
Closing Bank Balance @ 28/10				£ 141,881.46
<b>Payments to be agreed at Nov meeting</b>				
Oct	Age UK	Chair exercise S106		600.00
June	SE Water	Allotments		260.82
Oct	Giffgaff	Mobile		6.00
Nov	Nest	Pensions		95.43
Oct	Staffing	Payroll		2,759.89
Nov	ICO	Data Protection		40.00
Oct	AKC	Com. Website TMBC grant		408
Oct	Thompson Elphick	Payroll		102
Oct	Hadlum Printing	Newsletter		75
Oct	Aldermore	Minibus Lease		1128
oct	Y Energy	CCTV		27.5
Oct	Jurni Limited	Maint		66
Oct	Staffing	Office		216.66
	Google	Emails		14.4
31-Oct	Quattro	Wetpour		128.4
TOTAL COMMITTED SPEND @ 28-Oct				ESTIMATED BALANCES
Estimated Bank total		£ 135,953.36		
RINGFENCED TOTALS		£ 72,552.41	TOTAL AVAILABLE	£ 63,400.95

Signed \_\_\_\_\_

Date \_\_\_\_\_