

**MINUTES OF WOULDHAM PARISH COUNCIL MEETING
TUESDAY 6TH JANUARY 2015 AT 7.30PM
WOULDHAM VILLAGE HALL**

Present: Cllr R Stone (Chairman)
Cllrs D Adams, K Aspinall, T Fulwell, J Gore, J Head, A Parnell and K Savage
In Attendance: Mrs S Egglesden (Clerk)
10 Members of the Public

		ACTION
1.	APOLOGIES There were apologies from Borough Cllrs Dalton and Davis	
2.	MINUTES The minutes of the Parish Council meeting held on the 2/12/14 were proposed by Cllr Savage and seconded by Cllr Adams to be a true record of proceedings. It was agreed by all other councillors that the minutes were to be signed by the Chairman.	
3.	MATTERS ARISING FROM THE 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 Head declared an interest in any grounds maintenance issues relating to the Parish that may arise. As there were no further declarations to be made at this stage it was agreed that any declarations that Councillors became aware of which were relevant to this meeting would be declared, as appropriate, throughout the meeting.	
5.	EXTERNAL REPORTS 5.1 Borough Councillors: no report. 5.2 County Councillor: no report 5.3 Police Report: no report New crimes reported - Dec. 14 High Street, Wouldham - Theft between 5:30pm on Wednesday 17th of December and 6:30am on Thursday 18th of December. Back lights were removed from a motor vehicle 5.4 Neighbourhood Watch Scheme: Cllr Head reported that Oldfield Drive is now fully covered and more residents are coming forward. A meeting and leaflet drop is planned for end of January/February. 5.5 Youth Club: no report	
6.	PLANNING 6.1 Planning applications considered and commented upon by the Planning Committee: TM/14/003341/FL - Rochester Airport - revised reports received. Cllr Adams did have a concern regarding amount of technical information in the application and that WPC could be missing something. After further discussion, including input from a resident, it was agreed that as far as WPC could see there were not any concerns here. Agreed: No comments TM/14/02635/FL - 7 High Street, Wouldham - demolition of side additions and erection of a two storey house with off street parking. Two more drawings had been added and a flood report . Agreed: no further comments to add to this. 6.2 Planning consents issued: no new consents issued 6.3 Planning applications refused: no applications refused 6.4 Other Planning Issues: TM/13/00772/RD - School Farm - Letter received from TMBC Enforcements that the site has been visited and there is not a breach of the condition on 12/12/14 Agreed: As the owl box has not been put on the pole, as per the planning conditions, the Clerk was asked write to TMBC to seek clarification on when this should be implemented. Land at the end of Ferry Lane - alleged breach of planning control reported to TMBC	 Clerk Clerk Clerk

	<p>Enforcements who will carry out a site visit - no further update received</p> <p>Land adjacent to Pilgrims Way and Hill Road - alleged residential use of stable/office building reported to TMBC enforcements on 11/12/14.</p> <p>TM/14/03387/RD - Peters Pit. A response to the questions had been received. Cllr Aspinall had drafted some further questions in response to this. Agreed: Clerk to forward to Trenport for further a response, copying in BAM and TMBC</p> <p>TM/14/04151/RM - Former Peters Pit And Peters Works Site Hall Road Wouldham Rochester Kent - reserved matters application for phase 1 being appearance, landscaping, layout and scale pursuant to outline application TM/05/00989/OAEA (Formation of development platforms and creation of new community including residential development, mixed-use village centre (including A1; A3 and B1 use), community facilities and primary school and associated highways works) - application received today. An time extension for comments has been confirmed as the 6/2/15. Agreed: Cllrs to informally look at the plans after the Precept Meeting on 13/1/14. This will be on agenda for the February Parish meeting.</p> <p>Community Asset list, Medway Inn. The owner had asked for WPC to retract the application to add the Medway Inn to the register. Cllrs discussed this and the adding the Watermans Arms and the Post Office. Agreed: The Chairman would speak with the landlord of the Medway Inn and the owner of the PO and advise Cllrs of the outcome. Agreed: to still add the Waterman's Arms as this is owned by Shepherd Neame Brewery.</p>	<p>Clerk</p> <p>All</p> <p>Chairman /Clerk</p>
<p>7.</p>	<p>PETERS VILLAGE: Actioned:</p> <ul style="list-style-type: none"> • 2 lorries reported to BAM/Trenport as travelling on the High Street to site on 1/12/14 and 8/12/14 • Complaints had been received regarding the bridge piling. A site visit was carried out by BAM & TMBC on 9/12/14 and work practises are to be amended by BAM. Further complaints from Cllrs were passed onto Steve Humphrey TMBC who advised that all complaints should be made to the Environmental Protection Team. An email was also received from Peter Thomason (EPT) on 12/12/14. WPC is aware that 3 complaints have been forwarded to EPT on 5/1/15. • Emailed Simon Collard, TMBC. TMBC will collect the bins. Emailed Trenport and they will only provide bins to be paid out of the fine collected money. Agreed: Cllrs did not want to pay for dog bins out of the fine money. • Emailed BAM Nuttall regarding local apprenticeship schemes on 20/11/14. No response received to date. <p>Cllrs discussed Trenport's December newsletter where it stated that WPC had been consulted on phase 1 plans. Agreed: Cllrs approved the draft letter that the clerk had circulated prior to the meeting. This advised Trenport that WPC had not been consulted as yet but had a presentation and they would like them to add an amendment to the newsletter via their website correcting this fact to avoid any confusion on this.</p> <p>Both the Chairman and Cllr Head had spoken with BAM Nuttall regarding the piling. Cllr Head had concerns that BAM has been passing information onto the Borough Cllrs but this had not been passed onto the Parish Council. Cllr Head confirmed that the piling work hours are 8am to 6pm, Monday to Friday. Piling work had started today at 7.30pm. Agreed: Clerk to inform Trenport.</p> <p>An specialist engineer is visiting the site on Monday to test the vibrations from the piling. BAM are confident that they are working within their method statement. WPC has been</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>invited to send representatives to a site meeting with BAM on 14/1/15 to discuss the piling. Cllr Head advised that BAM were willing to hold a public presentation on the piling work. Trenport had said there would not be a public meeting. Cllr Head had obtained a drawing of the bridge work from BAM. BAM had confirmed to her that the work will not alter the tidal flow.</p> <p>Agreed: Chairman, Cllrs Savage and Head to attend. It was also agreed that cllrs could speak with BAM/Trenport regarding providing a dog bin as a gesture of goodwill at this meeting. One bin is now installed at Hall Road, so only 1 more bin is required here.</p>	<p>Chairman, Cllrs Head + Savage</p>
<p>8.</p>	<p>REAR ACCESS ROAD 8.1 Agree draft consultation letter to send to High Street residents Agreed: all councillors approved the letter and this would be sent to resident affected with a SAE to ensure return.</p>	<p>Clerk</p>
<p>9.</p>	<p>MEMBERS OF THE PUBLIC <i>Are Burham residents complaining about the piling noise?</i> There has not been any complaints from Burham residents but Halling/Cuxton residents have been affected.</p> <p><i>Have Burham PC been receiving different information from the Borough Cllrs than WPC?</i> Cllr Head confirmed that she had attended 2 recent Burham PC meetings and they had not received any different information.</p> <p><i>A resident asked for it to be minuted that members of the community should decide what information is important to it and not the Borough Councillors.</i></p> <p><i>A resident informed WPC that there are people willing to get a working party together for the rear access road. Another resident felt that we should wait and see what money is available and if not, then go down the working party route.</i> Agreed: consultation letter needs to go out first.</p> <p><i>A resident informed WPC of the problems he is having with Arriva buses hitting the wall of his High Street property. On further investigation, he had found out the High Street is not a legal width for vehicles at this point and asked if WPC could support looking into width restrictions here.</i> Agreed: resident to forward his notes on this to the Clerk. WPC would contact KCC and TMBC to carry out a review of this area, looking at width restriction and double yellow lines. Agreed: Clerk to contact the fire service to ask them to assess the village for emergency access.</p> <p><i>A resident raised concerns about the parking around Ferry Lane junction and could WPC look at making parking bays on the grass verge in the High Street area.</i> WPC advised that the land is KCC owned and it is a service strip for the utilities, plus KCC do not have the money for this work. WPC can look at this area when they have a review of the parking along the High Street.</p> <p><i>A resident asked if the recreation car park could be extended as more parking will be needed for the new hall eg. move the posts up to the old green teen shelter to create more parking and can the road stone work for car park pot holes and Oldfield drive footpath entrance be purchased as soon as possible?</i> WPC can look at the possibilities of extending the car park. Agreed: to look into getting the car park done as soon as possible.</p> <p><i>Who checks on the posts in the recreation ground?</i> Cllr Fulwell checks on them and re-concretes any that become loose as they need doing.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>10.</p>	<p>STREET LIGHTING:</p>	

	<p>Portal Items reported this month/still outstanding:- 17030162 - JKAS010 - Knowle Road next to notice board, not working - work being programmed 17144584 - outside 12 Trafalgar Close, JTFF009, on 24/7 - work being programmed 133899 - opp 8 Nelson Road, JNAB008 on 24/7 - 9/12/14, reported on 19/12/14 that light is now off. 133961 - linked to 17144583 - junction of Knowle Rd/Hall Rd - JHBT023, not on at night at all. Showing on portal that work was completed on 19/11/14 but reported on 9/12/14 as still not on. - more work required here. 134738 - o/s 7 Nelson Rd, JNAB010 - on 24/7 - 15/12/14 134839 - School Lane, outside school playground, on during the daytime - 16/12/14 134840 - 1st light from junction with School Lane, JOBO001, not on - 16/12/14 135114 - 1st light on LHS in Rectory Close, JRDC001, on during the daytime - 17/12/14 136679 - Wouldham Rd, light on build out closest to Winchester House, JHBT001A, not working - 2/1/15</p> <p>Portal items - work completed @ 5/1/15 17144347 - 25 Nelson Road - JNAB003 - on all day 17345804 - opp. 12 Hall Road, JHBT025 - not working 17345806 - opp. Ravens Knowle - 828943 not working - linked to report job no. 123679 as previously reported as not working last month. Fault reported as intermittent - 28/11/14 17032264 - opp 16 Trafalgar Close - delivery lorry hit lamp post JTFF004 and it is now leaning. KCC to check this safe - 1/12/14 133280 - opp 2 Trafalgar Close, JTFF001, on 24/7 - 4/12/14</p> <p>Actioned:</p> <ul style="list-style-type: none"> • Castle Street - WPC owned Street light on during the day time. Contractor supplied and installed a new electronic photocell. • Contacted KCC to check that all WPC street lights were turned back on at night time. Portland Road and Ravens Knowle were turned back on 23/12/14 • Email received to David Brazier regarding part time night lighting. Response received and circulated to cllrs on 18/12/14 <p>Agreed: to forward details to David Brazier on the street lights to be taken off part time night lighting in Oldfield Drive</p> <p>The Clerk reported that a resident had advised that JHBT025 Hall Road streetlight was not working despite KCC advising that work is complete. Agreed: Cllr Head to check on the street lights not working here before reporting again to KCC. Clerk to then report to KCC. <i>5 members of the public left at 9pm.</i></p>	<p>Clerk</p> <p>Cllr Head /Clerk</p>
<p>11.</p>	<p>HIGHWAYS AND VERGES</p> <p>Actioned:</p> <ul style="list-style-type: none"> • Boundary Sign on Pilgrims Way – Amended sign design sent to RBL on 10/12/14. Chairman to look into posts and Headland will be able to install the sign. • Village sign - waiting for size before completing quotation form with RBL. <p>Agreed: to look into solar lighting for the sign</p> <ul style="list-style-type: none"> • Flood Plan - Maps and template now received from TMBC. <p>Agreed: Clerk to work on this.</p> <ul style="list-style-type: none"> • Cable hanging from BT pole at the entrance to the sewage works, Wouldham Rd - Clerk had reported this to BT on 5/1/15 <p>Portal Items reported this month/still outstanding:- 17143720 - blocked drain/gully at 53-57 High Street - Contractor visited site in December and a temporary repair has been made with a follow up assessment/work in January as the work required is more extensive - 19/12/14</p> <p>Portal items - work completed @ 5/1/15</p>	<p>Clerk Cllr Head/ Chairman</p> <p>Clerk</p>

	<p>135122 - Knowle Rd, near to recreation ground car park entrance. Pothole surrounding manhole cover, 17/12/14 - completed.</p> <p>133310 - Tree branch overhanging the road between School Lane & Ivy Cottage, 4/12/14 - inspected but no fault found</p> <p>17144348 - Dairy Cottage, 227 High Street - hedge encroaching onto the Highway. K.Rigg has written to resident and they have 28 days to cut back the hedge, 14/11/14 - completed.</p> <p>Outstanding Actions:</p> <ul style="list-style-type: none"> The Clerk contacted K. Rigg for a site meeting by the church regarding bus problems. He advised that KCC doesn't have any budget to move any bollards/make alterations and suggested contacting TMBC as a parking issue. Details have been received from Arriva on recent bus problems in the High Street. The Clerk has emailed Andy Bracey at TMBC suggesting a site meeting with Councillors on 27/11/14. No response received to date. 	Clerk
12.	<p>FOOTPATHS/PROW</p> <p>Outstanding Action</p> <ul style="list-style-type: none"> Blocked drain on old allotment footpath Agreed: Cllr Head will still look into this. Common Road - PROW are getting a price for resurfacing work but they will not carry out the work this year. VOV may be able to help with funding for some of the work. Tree reported to TMBC on open space by the river - TMBC have confirmed that they have inspected the tree and it will be felled. Resident who reported this to WPC has been informed of this by TMBC. The work has not been carried as to date. <p>Actioned</p> <ul style="list-style-type: none"> Life rings on open space - Chris Fox at TMBC has confirmed that they have replaced the 2 life rings and they will be assessing these in the future. Cllr Head reported that the payback team had cleared the footpath from the Church to the nursing home. <p>The handrail has not been repaired on the black robin footpath steps Agreed: Clerk to contact PROW to see if this can be put in the budget for April.</p> <p>The Clerk was asked to write to RS Skip Hire about securing their boundary in Hill Road to prevent fly tipping and to write to remind Wildfowlers about their land and the Japanese knotweed. Agreed: Clerk to write to RS Skip Hire and Wildfowlers.</p>	<p>Cllr Head</p> <p>Clerk</p> <p>Clerk</p>
13.	<p>ALLOTMENTS</p> <p>It was reported that the residents outstanding deposit had now been returned.</p> <p>Outstanding Action: Cllr Fulwell to speak to the Allotment Association regarding allowing bee keeping on the allotments.</p>	Cllr Fulwell
14.	<p>WOULDHAM COMMON</p> <p>Actioned :</p> <ul style="list-style-type: none"> The new picnic bench had been installed in December. The final cut of the common took place on 3/12/14. 	
15.	<p>VILLAGE HALL</p> <p>15.1 Existing Hall:</p> <p>Actioned:</p> <ul style="list-style-type: none"> Cllr Savage has updated the Clerk with the notes from the Trustees meeting. repair complete on kitchen window and light in storage area. contract complete with British Gas as the gas supplier and gas central heating now fully operational. 	

	<p>The glass has cracked on the cupboard in the hall Agreed: Chairman to remove the glass</p> <p>One curtain is hanging off the track on the middle front window. Agreed: clerk to purchase a new track as the old track is now brittle.</p> <p>15.2 Proposed New Hall: report from the Chair The sale of the calendars had covered the printing costs. There are about 30 left, which are for sale in the shop. The fun run was a success and residents would like this to become an annual event.</p> <p>The next fundraising committee meeting is at the end of the month where it is hoped that they can finalise the lottery grant application to send off the Lottery for comments before finally submitting this.</p>	<p>Chairman</p> <p>Clerk</p>																																																
<p>16.</p>	<p>RECREATION GROUND Actioned:</p> <ul style="list-style-type: none"> Inspection of BMX track arranged with PI safety inspections on 3/11/14, to be carried out within 6 weeks. Report now received and this is low risk. Agreed: Cllr Head to look into the removal of the tree. 2 x picnic benches now installed. Abandoned boat - notice placed on the boat, in the notice boards, on WPC website on 5/12/14. To be included in the KM column on 9/1/15. Agreed: if the boat is not removed by the owner by 16/1/15, cllrs will agree by email on the removal of the boat. <p>Outstanding Action:</p> <ul style="list-style-type: none"> organise play equipment repairs look at prices/grants for new seesaw. Agreed: Cllr Fulwell and Clerk to continue to look into these filling of car park potholes and entrance into the recreation ground from Oldfield Drive Agreed: as agreed earlier, chairman to look into getting this work done as soon as possible. <p><i>5 members of public left</i></p>	<p>Cllr Head</p> <p>All</p> <p>Cllr Fulwell / Clerk</p> <p>Chairman</p>																																																
<p>17.</p>	<p>ADMINISTRATIVE AND FINANCE MATTERS 17.1 Approval of accounts for payment Financial Statement – December 2014: This had been circulated to councillors prior to the meeting. Bank Position as at 25/12/14 Current Account £100.00 Reserve Account £31,699.71 Building Society £10,310.53 Parish Council cheques signed</p> <table border="1" data-bbox="204 1518 1257 1888"> <tr><td>2954</td><td>S. Eggesden</td><td>Salary, O/T, Expenses</td><td></td></tr> <tr><td>2955</td><td>F. Rance</td><td>Salary</td><td></td></tr> <tr><td>2956</td><td>HMRC</td><td>Tax & NI - Oct to Dec</td><td>936.94</td></tr> <tr><td>2957</td><td>E.ON</td><td>Unmetered street lighting</td><td>18.02</td></tr> <tr><td>2958</td><td>SE Water</td><td>Allotment supply</td><td>239.25</td></tr> <tr><td>2959</td><td>B&W Church Fund</td><td>Parish mag - oct to dec 14</td><td>50.00</td></tr> <tr><td>2960</td><td>JB Westwood</td><td>Grounds Maintenance</td><td>158.40</td></tr> <tr><td>2961</td><td>PSI Lighting</td><td>Repair Castle Street</td><td>140.40</td></tr> <tr><td>2962</td><td>Glasdon UK Limited</td><td>3 x picnic benches</td><td>1585.62</td></tr> <tr><td>2963</td><td>MCL Mechanical Handling</td><td>Installation 3 x picnic benches</td><td>1020.00</td></tr> <tr><td>2964</td><td>The PI Company</td><td>BMX Track Inspection</td><td>75.00</td></tr> </table> <p>Income received</p> <table border="1" data-bbox="204 1921 1257 1955"> <tr><td>28/11/14</td><td>Natwest</td><td>Interest</td><td>1.36</td></tr> </table>	2954	S. Eggesden	Salary, O/T, Expenses		2955	F. Rance	Salary		2956	HMRC	Tax & NI - Oct to Dec	936.94	2957	E.ON	Unmetered street lighting	18.02	2958	SE Water	Allotment supply	239.25	2959	B&W Church Fund	Parish mag - oct to dec 14	50.00	2960	JB Westwood	Grounds Maintenance	158.40	2961	PSI Lighting	Repair Castle Street	140.40	2962	Glasdon UK Limited	3 x picnic benches	1585.62	2963	MCL Mechanical Handling	Installation 3 x picnic benches	1020.00	2964	The PI Company	BMX Track Inspection	75.00	28/11/14	Natwest	Interest	1.36	
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	1/12/14	Nationwide	Interest	17.97	
	1/12/14	D. Hooker	Youth Club funds	40.00	
	9/12/14	UK Power Network	Wayleave	75.19	
	Village Hall cheques for signing				
	100807	KCC	Paper Towels	35.98	
	100808	Maid 4 cleaning	Cleaning - Dec 14	126.00	
	100809	SE Water	Water Bill	77.15	
	100810	P Stacey Electrical	Electric work on boiler	169.12	
	17.2 Items for the Church Newsletter:				Clerk
	<p>Agreed: Clerk to include the following for the February edition due in by 10/1/15:-</p> <ul style="list-style-type: none"> • piling work - WPC are finding out what they can • neighbourhood watch scheme • rear access road - consultation coming out soon • success of santa fun run and the calendar 				
	<p>17.3 Approve of Financial Regulations - this had been circulated to cllrs prior to the meeting.</p> <p>Agreed: all councillors approved adoption of this document and it was signed by the Chairman.</p>				
	<p>17.4 Pension - Automatic enrolment, agree a key contact.</p> <p>Agreed: chairman to be the key contact. Clerk to inform.</p>				Clerk
18.	<p>CORRESPONDENCE LIST</p> <p>The list of correspondence received and letters sent during the last month had been circulated to all councillors prior to the meeting (not including emails):-</p> <p>List of Correspondence received in December 2014</p> <ol style="list-style-type: none"> 1. Letter from TMBC Financial Services with the Parish Council Precept information for 2015-16 (emailed to Cllrs 5/12/14) 2. Letter from TMBC Planning Enforcements regarding School Farm confirming there is not any breach of the planning conditions occurring. 3. Signed contract for Grounds Maintenance for 2015 and copy of insurance liability from Headlands Garden Services. 4. NALC - 2014-2016 National Salary Award 5. Letter from Gatwick Airport Ltd regarding the expansion and its plans to talk to local Town and Parish Councils (emailed to Cllrs 12/12/14) 6. Letter from TMBC regarding Community Assets - Wouldham Recreation Ground and the Open space off Trafalgar Close have been added to the list. The landowner of the Medway Inn has been informed with the option to withdraw. 7. Letter from the Pension regulator regarding Pension legal duties. (emailed to cllrs - 17/12/14) Mid Kent Astronomical Society - invite to their observing evenings and posters for notice boards 8. The Local Government Boundary Commission - Electoral review of KCC, public consultation period until 2/3/15 (emailed to cllrs - 2/1/15) 9. NALC - 2014-2016 national salary awards (emailed to cllrs - 5/1/15). 				
20.	<p>DATE OF THE NEXT MEETING</p> <p>The next Parish Council meeting will be held on Tuesday 3rd February 2015 starting at 7.30pm and the Precept meeting will be held on Tuesday 13th January 2015 starting at 7.00pm for Parish Councillors only.</p>				
21.	<p>QUESTIONS FROM COUNCILLORS, CHAIRMAN AND CLERK/FUTURE AGENDA ITEMS</p> <p>Cllr Fulwell advised that he would be dropping his objections to the Peters Pit Stopping up</p>				

	<p>Order as the phase 1 application addressed his concerns.</p> <p>Cllr Adams asked if the school, as now 150 years old could be place on an historical listing. Agreed: clerk to investigate into this.</p> <p>The meeting closed at 9.35pm.</p>	<p>Clerk</p>
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