

**MINUTES OF WOULDHAM PARISH COUNCIL MEETING
TUESDAY 7TH APRIL 2015 AT 7.30PM
WOULDHAM VILLAGE HALL**

Present: Cllr R Stone (Chairman)
Cllrs D Adams, J Gore, J Head, A Parnell and K Savage
In Attendance: Mrs S Egglesden (Clerk)
Borough Cllr D Davis, County Cllr P Homewood
13 Members of the Public

		ACTION
1.	APOLOGIES There were apologies from Cllrs Aspinall and Fulwell and Borough Cllr Dalton.	
2.	MINUTES The minutes of the Parish Council meeting held on the 3/03/15 were proposed by Cllr Savage and seconded by Cllr Head 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 ground maintenance issues. There were no other declarations. Any declarations that Councillors became aware of which were relevant to this meeting should be declared, as appropriate, throughout the meeting.	
5.	<p>EXTERNAL REPORTS</p> <p>5.1 Borough Councillors: A report had been circulated. Cllr Davis recommended that cllrs read TMBC Area 3 Planning Officers Report on phase 1, Peters Village, as WPC comments were addressed in this.</p> <p>Cllr Head asked if the work for the river wall will be brought forward with regular investigations? Cllr Savage reported that an independent investigation was carried here out about 3 weeks ago.</p> <p>5.2 County Councillor: Cllr Homewood reported that he has spoken to the new KCC Cabinet Member for Highways regarding bringing forward the LED street lighting programme following WPC request and it will be given as much priority as it can be given at this stage.</p> <p>5.3 Police Report: no report received this month.</p> <p>New crimes reported - March 15</p> <ul style="list-style-type: none"> • Laker Road - On Saturday 21st of March around 2:45pm. A Ford Fiesta parked in a shop car park was broken into and a large quantity of cigarettes were stolen. CCTV is being viewed. • Rectory Close - Between 7:30pm on Tuesday 24th of March and 6:30am on Wednesday 25th of March. A garage at a residential property was entered and the offender attempted to steal a motorbike damaging the ignition. <p>5.4 Neighbourhood Watch Scheme: Meeting is scheduled for 21.4.15 Agreed: All cllrs agreed that WPC would pay the hall hire fee for this meeting.</p> <p>5.5 Youth Club: £280 had been paid to the Youth club for a trip out of their funds which WPC are holding. Agreed: Clerk to forward YC starting times to Cllr Head.</p>	Clerk
6.	<p>PLANNING</p> <p>6.1 Planning applications considered and commented upon by the Planning Committee: TM/14/-3341/FL - Rochester Airport - revised acoustic survey follows discussions between the applicants noise consultant and the Council's appointed noise consultant and includes</p>	

	<p>amended noise contour modelling - no comments. TM/15/00533/RD - Former Peters Pit and Peters Works site, Hall Road - details of Travel Plan pursuant to condition 37 of planning permission TM/05/00989/OAEA Agreed: to respond with an objection to the travel plan as the monitoring of traffic for Peters Village including Hall Road should be carried out every 6 months as stated in the travel plan framework of the decision notice. The existing proposal does not do this.</p> <p>Cllr Adams congratulated Cllr Fulwell on the work he has put into Peters Village and suggested we should be utilizing cllrs more for Peters Village work in a sub-committee Agreed: to elect cllrs to a Peters Village sub-committee at the next AGM</p> <p>TM/15/00926/FL - Conversion of 3 of the 4 barns on the site into residential accommodation and associated landscaping and parking facilities with changes to the previously approved designs of A and B at School Farm, School Lane Wouldham - new application received. The Planning Committee would decide if a meeting is required to discuss this application further.</p> <p>6.2 Planning consents issued: Area 3 Committee meeting on 19.3.15 - Cllr Fulwell spoke on behalf of WPC on TM/14/04151, phase 1, Peters Village. The application was granted permission.</p> <p>6.3 Planning applications refused: None</p> <p>6.4 Other Planning Issues: TM/14/02635/FL- Demolition of side additions and erection of 2 storey house with off street parking at 7 High Street, Wouldham. Application withdrawn.</p> <p>Outstanding Actions</p> <ul style="list-style-type: none"> • Land at the end of Ferry Lane - alleged breach of planning control reported to TMBC Enforcements who will carry out a site visit - 1.12.14. No further update received. • Land adjacent to Pilgrims Way and Hill Road - alleged residential use of stable/office building reported to TMBC enforcements on 11.12.14. Further site visit to take place after Easter holidays. • Wouldham Primary School to be listed on an historical register - further investigation required into what criteria would the school fit into. • Flood Plan - Registered Cllr Head with the EA for flood alerts. Waiting for TMBC's assistance with the flood plan. <p>Actioned:-</p> <ul style="list-style-type: none"> • TM/13/00772/RD - School Farm - Email sent to Richard Edmonds, TMBC enforcement. The owl boxes are not required to be in place until work commences. He is monitoring the site 1.4.15 • TM/14/04151/RM - Former Peters Pit And Peters Works - additional comments emailed to TMBC on 5.3.15. Request made to Borough Cllrs to ask TMBC to send out an engineer to look at the sea wall off the open space - see BC report. 	<p>Clerk</p> <p>Clerk/ WPC</p> <p>Planning Committee</p> <p>Clerk</p> <p>Clerk</p>
<p>7.</p>	<p>PETERS VILLAGE The Schools Art competition posters had been displayed in the village. Outstanding Action:</p> <ul style="list-style-type: none"> • Further questions had been sent to Trenport regarding decontamination on 12.1.15. Cllrs Head, Savage and the Chairman reported that they felt sufficient information on how they deal with contaminated materials had been obtained from BAMN at the site meeting held in January and therefore WPC should not chase Trenport for a response on the above. Agreed: All cllrs agreed that no further action is to be taken with this. <p>Actioned:</p> <ul style="list-style-type: none"> • TMBC has agreed to place a dog bin in the Peters Village site. WPC to advise TMBC of exact location. Agreed: Cllr Head will speak with BAMN regarding a suitable site for the bin and advise the clerk. 	<p>Cllr Head/ Clerk</p>

<p>8.</p>	<p>MEMBERS OF THE PUBLIC <i>Could some of gravel for the car park pot holes be used for the path leading the allotments?</i> Agreed : yes Cllr Parnell asked when the car park pot holes will be done? Agreed: Chairman will order the materials, Cllrs Gore, Head and the Chairman will look at levelling out the car park first and then a date can be set for filling in the holes.</p> <p><i>A resident had a complaint to make to WPC regarding Cllr Head. He proceeded to read out a verbatim report of the incident from his daughter. The resident offered cllrs and members of the public, with the exclusion of Cllr Head, to visit School Farm to view the site.</i> The Chairman advised the resident that WPC can look at the complaint through its own internal complaints procedure and the resident advised that would be acceptable. Agreed: WPC to look at the complaint through its internal complaints procedure.</p> <p><i>A resident asked if WPC is going to consider liaising with Borstal PC with regard to Peters Village traffic?</i> After discussion it was agreed that at this stage there is little to discuss.</p> <p><i>A resident asked if BAMN had been monitoring the high tides now the cofferdams are installed?</i> Cllrs were not sure that the cofferdams had been installed as yet. Agreed: WPC to ask BAMN if they have installed the cofferdams and has it affected the height of tides.</p> <p><i>A resident asked if anything can be done regarding the horse manure left in Oldfield Drive</i> The Chairman advised that horses are legally allowed to use the road and riders do not have to pick up any manure. There are not any legal powers to enforce riders to clear up after their horse.</p> <p><i>A resident asked if WPC can do anything about the parking on pavements in Oldfield Drive.</i> The Chairman informed the resident that when he visited Oldfield Drive, it appeared that residents were not using their allocated spaces but choosing to park on the road instead. Agreed: to include in the parish news letter again.</p> <p><i>Another resident asked if Borough Cllr Davis could put forward to TMBC that they should fine vehicles parked on the pavements as is carried out in the Borough of Westminster.</i> Cllr Davis advised that TMBC are not responsible for an obstruction on the pavement, this is a Police matter. Discussion followed on this issue Agreed : Cllr Davis agreed to take this TMBC</p> <p><i>A resident asked on behalf of Jellybeans Committee if WPC could consider funding first aid training at a cost of £55 per member of staff?</i> Cllr Adams advised, as a school governor, that Jellybeans Committee needs to speak Wouldham Primary School about training first as they will be able to help out with this.</p>	<p>Chairman</p> <p>Chairman</p> <p>Clerk</p> <p>Cllr Davis</p>
<p>9.</p>	<p>STREET LIGHTING: Portal Items reported this month/still outstanding:- 121061 - High Street - JHBT014 -not working - enquiry attended and more work required. Contacted KCC on 24.3.15 and awaiting response on reasons for problem here. Russet Homes Lights reported : JHAR003 - Hall Road. Repair scheduled for 7/4/15 Cornwall Crescent - 2 external garage lights. Repair scheduled for 8/4/15 WPC street lights: Ravens Knowle, light at the end of the road not working. PSR Lighting instructed to carry out repair Portal items - work completed @ 2/4/15 146861 - Knowle Road next to - JKAS010 - dayburner 133961 - linked to 17144583 - JHBT023 junction of Knowle Rd/Hall Rd</p>	

	<p>148452 - Oldfield Drive - JOBO001 reported as flickering 148891 - Trafalgar Close - JTFF009 reported as on 24hrs 148892 - Nelson Road - JNAB010 reported as on 24hrs 148895 - Nelson Road - JNAB008 reported as not on</p> <p>Actioned:</p> <ul style="list-style-type: none"> • D Brazier emailed regarding turning on 4 agreed street lights in Oldfield Drive after midnight. This has been forwarded to Cllr Homewood now. • Emailed Cllr Homewood advising of WPC support to get street lights turned back on after midnight and to bring forward the LED programme when repairs are being made. <p>The Clerk asked councillors if they wanted her to find out a cheaper alternative to E.ON for the unmetered street lighting as the charge would be increasing from 1st May from approximately £18.00 pcm to £21.50.</p> <p>Agreed: Cllrs agreed that the Clerk would ask Cllr Aspinall to obtain a couple of quotes from the list that E.ON had provided. Clerk to forward the information to Cllr Aspinall.</p>	<p>Clerk/Cllr Aspinall</p>
<p>10.</p>	<p>HIGHWAYS AND VERGES</p> <p>10.1 - to receive report from JPCTCG meeting In Cllr Aspinall's absence, Cllr Head reported on this meeting. They talked about the new high speed train and parking issues at Snodland train station. Other than this, she felt that they did not gain a lot to assist Wouldham from this meeting currently.</p> <p>10.2 - agree to arrange TMBC site visit to view areas with parking concerns Concerns have been raised with the High Street opposite Ferry Lane, Hall Road junction with Knowle Road and Oldfield Drive opposite the school.</p> <p>Agreed: Clerk to contact Andy Bracey to arrange a site meeting. Either Cllrs Head, Savage or the Chairman would attend depending on the date.</p> <p>Outstanding Action:</p> <ul style="list-style-type: none"> • Boundary Sign on Pilgrims Way – forwarded to M. Heath, KCC for approval. WPC cannot use the KCC logo, only the Invicta logo. Agreed: All cllrs agreed to take off the KCC logo and the TMBC logo. • Village sign - quote received from RBL but need to check on materials to be used for suitability. Agreed: Clerk to speak to RBL regarding sample materials and Cllr Head to investigate into solar lighting. • Request for site meeting with KCC regarding issues in the High Street - Emails forwarded to Cllr Homewood along with a residents emails. Cllr Homewood reported that this is being dealt with and he will come back to WPC on this. <p>Portal Items reported this month/still outstanding:- 150440 - gas board van parking on verge in High Street and causing damage. Portal items - work completed @ 2.4.15 138368 - vegetation/tree branches to be cleared around street light JHBT025 in Hall Road 17143720 - blocked drain/gully at 53-57 High Street. <i>Cllr Homewood left the meeting at 8.50pm</i></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk/Cllr Head</p> <p>Cllr Homewood</p>
<p>11.</p>	<p>FOOTPATHS/PROW</p> <p>Outstanding Action</p> <ul style="list-style-type: none"> • Blocked drain on old allotment footpath still requires looking into although not currently causing an issue. • Hill Road - cutting back of the side vegetation. The payback people had cut the sides. Cllrs were more concerned about the surface work. A quote had been received by PROW for £13500 which had been forwarded to VOV. Agreed: to pursue PROW and VOV on getting the resurfacing work done. • MR6 footpath - damaged area has been reinstated. Agreed: no further action to take on this. • MR9 - new dog bin request made to TMBC. They will not pay for a bin or installation here but will service the bin if WPC pay to have it installed. Agreed: Clerk to ask Cllr Fulwell to ask the property next this location if they would 	<p>Clerk</p> <p>Clerk/Cllr</p>

	<p>object to a dog bin being installed. Cllr Head reported that Headland had now cut MR9.</p>	Fulwell
12.	<p>ALLOTMENTS Actioned:</p> <ul style="list-style-type: none"> Allotment fence by footpath MR6 - Agreed: no further action required at this time Allotment Rent - Invoices sent out. Rent received from J.Head. The Clerk is still waiting for payment from S.Albert and the Allotment Association. <p>Headland had cut back the weeds on the allotment fence on MR6. Agreed: Clerk to contact the Allotment Association to ask if they can ask allotment holders to cut back the weeds on their side of the fence.</p>	Clerk
13.	<p>WOULDHAM COMMON Cllr Head advised that Headland would cut the Common shortly.</p>	
14.	<p>VILLAGE HALL 14.1 Existing Hall: Report from Chairman A meeting was held on 24.3.15 and minutes had been circulated. New trustees are now in place to administer the hall until the first AGM. The Charity Commission and WPC's insurance policy has been updated with the change. Outstanding Actions</p> <ul style="list-style-type: none"> there are a few outstanding maintenance jobs in the hall to be carried out Agreed: Trustees R Stone and K Savage to address these There were further cupboards to be cleared outside the front of the hall. Agreed: Trustee A Smith volunteered to get these removed. <p>14.2 Proposed New Hall: Report from the Sub Committee Chairman In Cllr Fulwell's absence, A Smith, Sub Committee member reported that the lottery grant application had been submitted. They had already come back with a few amendments which she is addressing and will be resubmitting the form tomorrow. Cllrs thanks A Smith for her work so far on the application.</p>	VHC
15.	<p>RECREATION GROUND 15.1 - access from the High Street gardens into Wouldham Recreation Ground - agree to investigate into the possibilities for this. Agreed: We need to wait for the resident to formally approach WPC before pursuing this further. It was agreed that WPC would need to check on ownership of the wall and Cllr Head agreed to check the social club deeds regarding this.</p> <p>A sofa has been dumped in car park which needs removing. Agreed: Cllr Fulwell had offered to remove this at the next TMBC bulky waste on 18 April.</p> <p>The fence is damaged by the recycling area. Agreed: To wait for the outcome on the plastic recycling container possibility as the fence would have to be removed to accommodate this. The fence belongs to TMBC as part of the recycling area.</p> <p>Outstanding Actions:</p> <ul style="list-style-type: none"> Parts ordered for repairs. This has been chased and delivery is due this week. look at prices/grants for new seesaw - agreed 4 spring design would be a better design. filling of car park potholes and entrance into the recreation ground from Oldfield Drive. Agreed: schedule of work agreed under item 8 TMBC may have a plastic recycling bin available for Wouldham. Clerk has confirmed that WPC would be interested in this and is waiting to hear from TMBC on this. 	<p>Cllr Head</p> <p>Cllr Fulwell</p> <p>Clerk</p>
16.	<p>ADMINISTRATIVE AND FINANCE MATTERS 16.1 Approval of accounts for payment TMBC Outturn Statement - confirmation of money spent as allocated by TMBC. Agreed: clerk to sign this. Financial Statement – March 2015: This had been circulated to councillors prior to the</p>	Clerk

meeting.

Bank Position as at 25/03/15

Current Account £100.00
 Reserve Account £29,777.16
 Building Society £10,323.52

Parish Council cheques signed

2978	S. Eggesden	Salary & O/T - Mar 15	
2979	F. Rance	Salary - Mar 15	
2980	HM Revenue & Customs	NI/PAYE	832.26
2981	KALC	Membership subs	386.26
2982	E.ON	Unmetered street lighting	16.81
2983	KCPFA	Membership subs	10.00

Income received

31/12/14	Nationwide	Interest	12.99
27/02/15	Natwest	Interest	1.01
27/02/15	TMBC	Commuted sum - repairs	2238.00
13/03/15	HMRC	VAT Return	2336.90

16.2 Items for the Church Newsletter:

Agreed: Cllr Parnell agreed to write the May edition due in by 13/4/15 due to the clerk's holiday. Items for inclusion: parking on footpaths, horse manure issues, filling in potholes in the car park and the pathway to the allotments and a request for tool donations still wanted for the community payback work, especially shovels and loppers.

16.3 Review the Clerks work load

The chairman addressed the issue of the increase in emails on dealing with issues between meetings which are then impacting on the clerks time.

Agreed: review council procedure as per standing orders

16.4 Clerks contract

Agreed: all cllrs approved the new contract with the amendment to item 19 to include a reference to WPC insurance policy. Clerk to amend the contract and Chairman to sign this.

16.5 Consider donation requests received from Jellybeans Pre-school, Wouldham Guides and the Heart of Kent Hospice.

Jellybeans Pre-school:- A request had been received for £192 to pay the hire of the Village Hall for extra sessions on Monday afternoon from September to December 2015. Cllr Head proposed paying this amount, seconded by Cllr Savage.

Agreed: All cllrs agreed to this request. The money would be paid direct to the VHC.

A donation request had been received towards £500 first aid training costs. Cllr Adams advised that Wouldham School would probably be able assist with training, therefore reducing the costs.

Agreed: Clerk to ask Jellybeans to pursue this with the school first and if this is not possible then WPC will assist them.

Jellybeans Chairperson had advised the clerk that they were looking for a overall rent reduction from £16.00 per session to £15.75 per session. Cllr Adams had a concern that that Jellybeans had not fully investigated any financial assistance from Wouldham School and they should ask the questions about financial help to them first.

Agreed: to consider this request only after the Wouldham School option had been fully investigated. Clerk to inform Jellybeans Chairperson on the above agreements.

Wouldham Guides:- a donation request had been received for the guides towards 3 guiding activities. Cllr Adams declared an interest in this item and therefore did not take part in the discussion or voting. Cllr Head proposed we paid the Guides the same amount as agreed for the Pre-school, rounding it up to £200, seconded by the Chairman.

Agreed: All cllrs agreed to donate £200 to the Guides.

The Heart of Kent Hospice - a donation letter had been received.

Agreed: All cllrs agreed that it would decline this request as it currently would be donating to causes in the village.

Cllr Parnell

Clerk

Clerk

Clerk

Clerk

Clerk

Clerk

Clerk

<p>17.</p>	<p>CORRESPONDENCE LIST List of Correspondence received in March 2015</p> <ol style="list-style-type: none"> 1. BAM Nuttall - donation cheque with acknowledgement slip to complete. 2. Kent Downs - Management Plan 2014-2019 for Kent Downs Area of Outstanding Natural Beauty. 3. Oast to Coast Magazine - Spring 2015 4. Donation request letter - Heart of Kent Hospice 5. Email donation request - Jellybeans Pre-school 6. Email donation request - Wouldham Guides 7. Environment Agency - confirmation of registering with their Floodline Warnings Direct Service 8. PKF Littlejohn - External audit forms 9. E.ON - changing deemed contract rate from 1 May 2015 10. ACRK - Annual Summary 2013-14 11. Clerks and Councils direct magazine - March 2015 12. Amended Insurance Schedule for WPC and WVHC 13. TMBC - Draft Economic Regeneration Strategy for T&M - consultation comment due by 1st June <p>Letters sent during March 2015</p> <ol style="list-style-type: none"> 1. Letter to BAM Nuttall thanking them for the donation plus inclusion of completed acknowledgment slip. 	
<p>18.</p>	<p>DATE OF THE NEXT MEETING The next Parish Council meeting will be held after the Parish Council Elections and will be on Tuesday 19th May 2015 starting at 7.00pm as this would include the AGM.</p>	
<p>19.</p>	<p>QUESTIONS FROM COUNCILLORS, CHAIRMAN AND CLERK/FUTURE AGENDA ITEMS Cllr Head suggested that cllrs, if not re-elected, may like to do a hand over of areas they are responsible for to a new council. Agreed: to review this once we know the election results.</p> <p>The Clerk requested approval for cheques to signed for May, such as salaries, to be agreed by email as some payments would not wait until the 19th May. Agreed: All cllrs approved this request.</p> <p>The meeting closed at 9.45pm.</p>	