

**MINUTES OF THE MEETING OF THE PARISH COUNCIL
TUESDAY 2nd June 2015 AT 7.30PM
WOULDHAM VILLAGE HALL**

Present: Cllr J Head - Chairperson
Cllrs D Adams, K Aspinall, T Fulwell, G Goode, A Marr and D Parris

In Attendance: Borough Cllrs R Dalton and D Davis
10 members of public

		ACTION	
1.	APOLOGIES There were apologies from Cllr Fitzwater		
2.	MINUTES The minutes of the Annual Council Meeting held on the 19/05/15 were proposed by Cllr Goode and seconded by Cllr Marr to be a true record of proceedings. It was agreed by all other councillors that the minutes were to be signed by the Chairperson. The minutes of the Parish Council meeting held on the 19/05/15 were proposed by Cllr Parris and seconded by Cllr Goode to be a true record of proceedings. It was agreed by all other councillors that the minutes were to be signed by the Chairperson.		
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, as normal. 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: Report Received on 1 June 2015</p> <ul style="list-style-type: none"> • Peter Homewood requested that we met him on 27 May 2015 on a number of matters in Burham and Wouldham Ward because he is no longer chairman of KCC and wanted to ensure eh was fully up to date on KCC issues in the ward. A KCC engineer was in attendance in case there were any technical issues that Peter needed advise on. • Cllr Head's e-mail to us suggested that Arriva representative were in attendance, they were not. • If WPC wish to have a meeting with TMBC officers or external advisers on TMBC matters we are happy to discuss this with you and we are sure Peter Homewood would do the same for KCC matters <p>WPC made it clear that they felt a member of WPC should have been invited to this meeting and asked to be invited in all future meetings regarding issues effecting Wouldham</p> <p>5.2 County Councillor: No Report Received</p> <p>5.3 Police Report: No report received this month.</p> <p>New crimes reported – May 15</p> <table border="1" style="width: 100%;"> <tr> <td>• No crimes reported in Wouldham since last meeting on 19 May.</td> </tr> </table> <p>5.4 Neighbourhood Watch Scheme:</p>	• No crimes reported in Wouldham since last meeting on 19 May.	Cllr Aspinall
• No crimes reported in Wouldham since last meeting on 19 May.			

	<p>Cllr Aspinall is still to contact the PSCO and Neighbourhood Watch Team for an update. Two signs have been received to install in the village, we ideally need two more to cover the entrances to the village. Cllr Aspinall will ask PCSO.</p> <p>5.5 Youth Club: No updates from CATS but Cllr Marr has been to see them for a chat and they are keen to get involved and wish to have a stall or activity at the Fun Day.</p> <p>It was AGREED not to pursue the Chairman's report from Richard Stone for 2014-15</p>	
<p>6.</p>	<p>PLANNING</p> <p>6.1 Planning applications considered and commented upon by the Planning Committee: No planning applications submitted this month for comment by WPC.</p> <p>Actioned:</p> <ul style="list-style-type: none"> • TM/15/00533/RD - Travel Plan - Peters Pit - deadline for response extended until Friday 5th June 2015 – <i>Comments compiled by Cllr Goode, and submitted by Cllr Head.</i> <p>6.2 Planning consents issued: None 6.3 Planning applications refused: None 6.4 Other Planning Issues: None</p>	
<p>7.</p>	<p>PETERS VILLAGE</p> <p>No issues or actions regarding Peters Village this month</p>	
<p>8.</p>	<p>MEMBERS OF THE PUBLIC</p> <p>There are new signs stating 40mph leading up to Alex Hill at Burham, is this too fast to be approaching the bend. BCllr Dalton responded stating that this speed limit will be reduced to 30mph; this work was already contracted before the 30mph limit was agreed. The 40mph signage to be re-used from the junction at the dual carriage way to just after Hayle Farm where it will drop to 30mph via Alex Hill through Burham. Requests have been made to make Pilgrims Way/Rochester Road from Burham to Borstal 40mph.</p> <p>As there are new members of the Parish Council will the Facebook page for information only be up and running. Administrators to be added to allow this to be launched and maintained by Councillors</p> <p>Is there an update regarding the Rec Carpark and the surface repairs – Cllr Fulwell explained that he has discussed the issues with Rex from BAM Nuttall and he is happy to have a look at the site but has not offered any promises.</p> <p>Concerns raised with the issues at the Forresters – looks like excellent bodging going on, if we are concerned with safety issues on site who do we contact? The site has been visited by TMBC Building Officer but if it is a safety issue, BCllr Davis explained that you can call the main switchboard at TMBC and ask for the H&S team – call 01732 844 522</p> <p>Still ongoing issues with the High Street, incidents and issues with the road construction – Michael Heath from KCC is hard to get hold off. A resident has sent him a video of the movement in the road surface when used by HGV's and Buses but no response has been issued.</p> <p>Are we getting a plastic recycling bank – WPC are in communication with TMBC as the banks based at Sainsbury's at Larkfield need to be re-located and there may be a possibility that Wouldham could receive one. Cllr Aspinall to chase TMBC for an update.</p> <p>Could we also look into a cardboard bank to raise money for the village like Burham – Cllr Head explained that it was not getting used enough so it was taken away many years ago, there is no chance of getting it back as it is not financial viable.</p> <p>Issues reported with the gap between the river wall and the path, large enough for a bike, small child or dog to slip down. BCllr Davis explained that issues like this need to be reported to TMBC, he</p>	

	<p>offered to raise it at TMBC to action the work to fill the gaps.</p>	
<p>9.</p>	<p>STREET LIGHTING: Portal Items reported this month/still outstanding:- 121061 now under 17234686 - High Street - JHBT014 -not working - enquiry attended and more work required by UK Power Network. Need to find out if this has been actioned by UKPN.</p>	
<p>10.</p>	<p>HIGHWAYS AND VERGES Actioned: Reports of issues with sightlines at the junction of School Lane and Rochester Road – this has been actioned by John Head and the hedgerows along School Lane cut by the farmer.</p> <p>Reports of issues at the Tram Way have been received; this land is owned by the Maths School, Cllr Head agreed to contact Mark Healy who manages the land.</p> <p>Issues with KCC Highways can be reported by any resident by calling 03000 418181 or online via http://www.kent.gov.uk/roads-and-travel/report-a-problem</p> <p>Cllr Head reported that KCC have agreed to undertake repairs to the road surface between 52-57 High Street – to scrap the surface and re-level/resurface the tarmac. This should be carried out by September – Date to be confirmed.</p> <p>Cllr Adams raised an issue regarding the highway maintained footpath up to and passed Winchester House; it is overgrown and needs to be cleared, could the PAYBACK Team be used to clear it? Cllr Head stated that it could be looked into.</p> <p>10.1 to report and update on current highway issues concerning Wouldham High Street and Arriva issues Cllr Fulwell is trying to set up a meeting with Arriva and members from all three villages including TMBC and KCC to discuss Arriva Bus Service provision in relation to the section 106 for Peters Village but to also tackle any issues with the existing and proposed service.</p> <p>10.2 to report and update on the proposed TMBC site visit to view areas with parking concerns around the village Cllr Fulwell is trying to set up a meeting with Arriva and members from all three villages including TMBC and KCC to discuss Arriva Bus Service provision in relation to the section 106 for Peters Village but to also tackle any issues with the existing and proposed service Still to be actioned and contacted. WPC to compile a list of areas to address and options to help resolve issues</p> <p>Outstanding Actions:</p> <ul style="list-style-type: none"> • Andy Bracey, TMBC agreed to hold a site meeting with parish Cllrs & Borough Cllrs after the election to look at the parking issues in the village. Still Outstanding – See 10.1 and 10.2 • Boundary Sign on Pilgrims Way. KCC have stated that we can only use the Invicta Logo on the sign – this needs to be looked at again as we have the funding from TMBC. • Village sign - Cllr Head have provided RBL with details and we are awaiting the designs. Solar lighting would be looked at. Cllr head would prefer an enamel sign to protect it against the weather long term. TBA <p>Portal Items reported this month/still outstanding:- None</p>	<p>Cllr Fulwell</p> <p>Cllr Fulwell</p> <p>Cllr Head</p>

11.	<p>FOOTPATHS/PROW Outstanding Action</p> <ul style="list-style-type: none"> Blocked drain on old allotment footpath - outstanding but currently not causing an issue Hill Road - chased both PROW and VOV on the proposed work – No response Hand Rail next to the kissing gate at Knowle Rd – is now on the schedule for repair by the PROW. Now actioned – Cllr Adams also reported that the handrail has been repaired at the stairs along the footpath from the Black Robin MR9 - dog bin request made to TMBC. Cllr Fulwell explained that the resident is happy with the location and TMBC re happy to empty the bin – prices now need to be obtained and a bin ordered. Dog Bin now sited at BAM Nuttall site along footpath at Hall Road. 	Cllr Fulwell
12.	<p>ALLOTMENTS Are there any allotments available – Cllr Marr explains that the allotment association have vacant plots – full, half or quarter plots are available. WPC website is incorrect and needs updating with details regarding availability and who to contact. Actioned: Nothing to report</p>	
13.	<p>WOULDHAM COMMON</p> <ul style="list-style-type: none"> Nothing to report 	
14.	<p>VILLAGE HALL 14.1 Existing Hall: Outstanding Actions:</p> <ul style="list-style-type: none"> Have repairs been undertaken? There are a couple of repairs outstanding. Proposed Next Meeting is 9/06/2015 – Cllr Head asked if this should this be an AGM due to Terms of Reference? No information available. <p>14.2 Village Hall Fundraising Committee –</p> <ul style="list-style-type: none"> Lottery Grant submitted; Cllr Fulwell has now received a response, unfortunately it was unsuccessful due to a couple of areas – guidance provided and the committee will be working on the areas to re-submit another application. 	Cllr Fulwell
15	<p>RECREATION GROUND Actioned: Outstanding Actions:</p> <ul style="list-style-type: none"> New Seesaw to be looked into – as per last meeting. Work on carpark – Cllr Fulwell has asked BAM NUTTALL to look at the carpark with a view to helping us rectify issues, Rex Burgess has not made any promises but has offered to have a look and advise us. Plastic Recycling – No update from Lesley Letts at TMBC since 13/5/16 – Cllr Aspinall to chase (advise to try Denis Gardener) Cllr Head - to check social club deeds – still outstanding Cllr Parris has reported issues with the bins not being emptied and will check every Wednesday and report back. Cllr Parris has asked if the bin located within the children’s play area could be replaced with one to deter foxes from entering and scattering rubbish. Cllr Parris stated that there are very few waste bins throughout the High Street Cllr Head will make an inventory of all waste bins around the village Cllr Parris contacted the dog warden and a stencil is on order Cllr Parris discussed the issues with the gate not closing that is accessed via Knowle Road, a resident has offered to fit a soft closer free of charge. Motorbikes have been seen driving road the rec, this should be reported to the police if residents witness this. <p>Fun day Update: 16 August 2015 This is to take place on the same day as the TMBC Dog Show, who requires a large enough space</p>	Cllr Fulwell Cllr Aspinall Cllr Head Cllr Parris

	<p>for two arenas for the dog shows throughout the day. They bring along around seventeen stalls including a burger van.</p> <p>Cllr Parris stated that a meeting will be needed to gather volunteers and other groups who would like to have stalls on the day – Several residents have expressed an interest which is positive.</p>	<p>Cllr Parris</p>											
<p>16.</p>	<p>ADMINISTRATIVE AND FINANCE MATTERS</p> <p>16.1 Approval of accounts for payment – list circulated of cheques to be signed – x 3</p> <table border="1" data-bbox="161 427 1356 595"> <tr> <td>£34.98</td> <td>Staples</td> </tr> <tr> <td>£112.00</td> <td>Cllr Head for S.Egglesdens Leaving Gift</td> </tr> <tr> <td>£329.97</td> <td>Cllr Fullwell for the Parish Laptop</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>Current Account £100</td> <td>Business Reserve Account £41,961.73</td> <td>Building Society £10,323.52</td> </tr> </table> <p>Actioned:-</p> <ul style="list-style-type: none"> Internal audit carried out and report circulated. Clerk has completed annual audit form which needs final signing by Chairperson – All agreed that the audit can be accepted. Cllr Head signed and Cllr Aspinall countersigned/witnessed. <p>16.1 Approval of Accounts for payment:</p> <ul style="list-style-type: none"> Delayed due to the Parish Clerk Vacancy and limited time that the Parish Council has been appointed. - Possibility of using Arcadia (in Burham) until a clerk is appointed and trained – dependant on a start date for a new clerk and experience. Cllr Head provided a list of cheques and payments issued. <p>16.2 To discuss and approve items for the Church News - Cllr Parris agreed to write about items for Parish News</p> <p>16.3 advertisement for new clerk – Five possible applicants have approached the council – two have submitted their CV and two more have informed the PC that they will be applying and will be forwarding their CV's in due course. Received a quote from KM to advertise the position but nearly £500 – All agreed this was too expensive. Already advertised on Facebook groups, noticeboards, KALC, Local shops – closing date 12 June. So far we have received a positive response and interviews will be arranged after this date.</p> <p>16.4 Re-consider donation request received from Jellybeans Pre-School to help towards their First Aid Training. Cllr Aspinall explained that Jellybeans have approached the school, but the school cannot support them as a separate entity. The School have offered a free training room for their course. They have also agreed to include Jellybeans staff with training course they are undertaking if spaces available, they have also been to see Jellybeans to discuss how they can work closely to help with any support needed. All seven Cllrs present agreed that Jellybeans had worked hard to work with the school and to look at ways to promote the playgroup and to raise funds, all Cllrs agreed to the donation towards their first aid training.</p> <p>16.5 Website and Mailbox – new e-mail address now running – Clerk@wouldhampc.co.uk and website has been updated but is a work in progress.</p>	£34.98	Staples	£112.00	Cllr Head for S.Egglesdens Leaving Gift	£329.97	Cllr Fullwell for the Parish Laptop			Current Account £100	Business Reserve Account £41,961.73	Building Society £10,323.52	
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<p>17.</p>	<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 April 2015</p> <ul style="list-style-type: none"> Brochure from Glasdon – Street Furniture 												

	<ul style="list-style-type: none"> • Letter from SLCC – Society of Local Clerks • Invoice from Staples – receipt received from Sarah • Brochure from Play Cubed • Letter from the ;local boundaries commission • Thank You card from Sarah Eggesden 	
<p>18.</p>	<p>DATE OF THE NEXT MEETING The next Parish Council meeting will be held on Tuesday 7th July 2015 starting at 7.30pm.</p>	
<p>19.</p>	<p>QUESTIONS FROM COUNCILLORS, CHAIRMAN AND CLERK/FUTURE AGENDA ITEMS Cllr Goode UPDATE on the Supermarket Bus – Looking into Tesco at Larkfield to resume the service but this request has to also come from KCC, Cllr Goode to investigate and contact KCC.</p> <p>Cllr Head mentioned the review of the License at The Medway Inn – E-mail issued in support of the Medway Inn – and a positive result was given from the hearing today at TMBC offices – The Licensee has agreed to implement some changes that should reduce noise especially at the weekends.</p> <p>Cllr Parris – Stencil for footpaths ‘clean up after your dog’ on order from the dog warden.</p> <p>Cllr Parris Cornwall Crescent to add to list for TMBC actions, yellow lines in place but they now need enforcing. Apparently the parking officers attend Wouldham once a month.</p> <p>Cllr Adams and Cllr Head to attend Wouldham School on 17th June for the 150 years celebration.</p> <p>Cllr Adams disappointed that Peter Homewood has not attended our meetings recently, can we ask for a little more support and presence? Cllr Good offered to compile an e-mail to be issued.</p> <p>Cllr Fulwell asked Cllr Adams why the two of the three meetings he attended between the WPC, Borough Councillors and Trenport were not passed on to the whole council? Cllr Adams reply was that WPC were aware of the discussion with Trenport to which Cllr Fulwell stated, that all members of the PC at the time were not kept informed or passed the notes from two of these meetings and that there was key information discussed at those meetings that was important to the parish;</p> <ul style="list-style-type: none"> • The borough councillors were in favour of the scheme. • The most likely access was through Oldfield drive • The possibility of buying the five houses leading to the allotments under a CPO • Confirmation of the scale of the development with TMBC involvement, TMBC requesting 30% for social housing (subsequently denied). • The denial that some members of the PC knew of the purpose for the traffic counter placed in Oldfield Drive to assess the current levels of traffic. <p>Cllr Fulwell stated that given the scale of importance of these issues, he felt that the people of the parish needed to know this information. Cllr Head stated that there would be no further secret meetings held and it is important that the current and future parish council is transparent.</p> <p>The Parish Meeting closed 9.32pm</p>	<p>Cllr Goode</p>