

ANNUAL GENERAL MEETING**MINUTES OF THE ANNUAL GENERAL MEETING OF WOULDHAM PARISH COUNCIL**
THURSDAY 9TH MAY 2019 AT 7.00PM
WOULDHAM VILLAGE HALL

Present: Cllr Jenny Head, Cllr Parris, Cllr Bell, Cllr Jukes, Cllr Harrison, Cllr Baker, BCllr Davies, BCllr Dalton, Vivien Hickmott Community Warden, 9 members of public.

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| 1. | The Clerk welcomes everyone to the meeting and congratulates those elected and re-elected. Apologies: Cllr Gray and Cllr Marr | |
| 2. | To receive Chairman's report 2018-2019 Report received. This will be on our website | |
| 3. | Election of Chair for 2019-2020 The Clerk asks if there are any nominations. Cllr Jukes nominates Cllr Head, Cllr Harrison seconds. There are no other nominations. Votes For 5 Against 0 Cllr Head was duly elected Chair of the Parish Council 2019-2020 | |
| 4. | Election of Vice Chair Cllr Head nominates Cllr Bell, Cllr Baker seconds. There are no other nominations. Votes For 5 Against 0 Cllr Bell was duly elected Vice Chair of the Parish Council 2019-2020 | |
| 5. | Declaration of acceptance of Office: The Chair, Vice Chair and the other members of the PC present, prior to continuing the business of the Parish Council, then sign the Declaration of Acceptance, witnessed by Nicky Grimes being the Proper Officer of the Parish Council. | |
| 6. | To appoint membership for committees/groups The Chair proceeded to discuss and request that Councillors would carry out responsibilities for 2019-2020. The Chair went through the working groups required and the following Councillors accepted. 6.1 Planning Committee – Cllrs Head, Bell, Parris. 6.2 Village Hall Committee – Cllr Jukes is Chair of Village Hall Committee. Councillors to join committee as members. Cllrs Parris, Harrison, Head. 6.3 Finance Committee – In future there will be quarterly meetings. Cllrs Baker, Bell + 1 | |
| 7. | To appoint Councillors to the following responsibilities: | |
| 7.1 | Neighbourhood Watch – Wouldham North Cllr Marr, Wouldham South: Resident Stephen Rimmington has started a NHW in Wouldham South and will report to the PC. | |
| 7.2 | Allotments Association – Cllr Marr | |

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| 7.3 | Wouldham South Liaison – Cllr Bell with reports from Cllrs Gray and Baker. | |
| 7.4 | Flooding – PC rep for the EA flood alerts – Clerk | |
| 7.5 | Footpaths – Cllr Jukes | |
| 7.6 | Parish Website – Cllr Head | |
| 7.7 | CCTV – Cllr Head | |
| 7.8 | Recreation Ground and Insurance Risk Assessment check Cllr Parris Litter bins – Wouldham North Cllr Parris Wouldham South Cllr Baker Life buoy check – Cllr Baker | |
| 7.9 | Wouldham Common – Cllr Jukes | |
| 7.10 | Wouldham School Governor – Cllr Baker | |
| 7.11 | Youth club no longer associated with the PC | |
| 7.12 | Attendance at KALC/PPP meetings – Cllrs Head, Parris, Bell & Clerk Highways and verges – All Councillors Street Lighting – Cllr Harrison Grant applications – Cllr Harrison Emergency Community Support – To be discussed in future meetings | |
| 8. | Wouldham Parish Council Accounts: | |
| 8.1 | Nat West current account – signatories – Cllrs Head, Bell and Baker Nicky Grimes. | Clerk |
| 8.2 | Nationwide Building Society – Nicky Grimes. Clerk to investigate other signatories To agree future full council meeting dates. Received. These will be on our website 7.22 AGM finishes | |

Continuing with the Parish Council meeting. 7.30pm

Cllr Head, Cllr Parris, Cllr Jukes, Cllr Harrison, Cllr Bell, Cllr Baker, BCllr Davies, BCllr Dalton, Community Warden 9 members of public.

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| 1. | APOLOGIES Cllr Marr Cllr Gray | |
| 2. | MINUTES The minutes of the Parish council meeting held on 2/4/19, were proposed by Cllr Harrison and seconded by Cllr Jukes 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 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 Grounds maintenance | |
| 5. | EXTERNAL REPORTS | |
| 5.1 | Borough Councillor: Report received. This will appear on our website | |

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| <p>5.2</p> <p>5.3</p> <p>5.4</p> | <p>Borough Councillors would like to confirm a meeting between them and the PC to agree decisions going forward.</p> <p>County Councillor: Absent. No report</p> <p>Police report: Reported via ewatch this month</p> <p>Laker Road On Friday 15th of March between 6:00pm and 10:15pm. A white Swift tourer caravan was stolen from a yard.</p> <p>Laker Road. On Tuesday 9th of April between 12:01am and 6:30am. The curtain sides were cut on a Polish lorry parked in the road and footwear was stolen.</p> <p>Laker Road. On Wednesday 17th of April between 12:00pm and 12:20pm. A van loading at a cash and carry was entered by an unknown person who stole a package of cigarettes. They drove off in an Audi.</p> <p>Oldfield Drive. Between 10:30pm on Saturday 20th of April and 8:30am on Sunday 21st of April. Plant pots have been stolen from a front garden. X 2</p> <p>Barge Walk. On 28th April between 4am and 4.21am a residential property was broken into.</p> <p>The new Community Warden – Viv Hickmott introduces herself, she is looking forward to getting to know the villages and will be structuring her time to get round meetings in the villages. Clerk to get contact details</p> <p>Neighbourhood Watch Scheme: As discussed in AGM 7.1</p> | <p>Clerk</p> <p>Clerk</p> |
| <p>6.</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> | <p>PLANNING</p> <p>Planning applications considered and commented upon by the Planning Committee:</p> <p>Cllr Bell lists applications: TM/19/00671/FL 100 High St TM/19/00473/FL Laker Rd change of use TM/19/00734/FL 60 Oldfield Drive TM/19/00736/RD Pelican View, Rochester Rd Reserved matter for Drainage TM/19/00950/AT Advertising in Pelican View. TM/19/00908/FL Remodelling along slope/Knowle Rd.</p> <p>Cllr Bell reads out the PC objections to 00908, this will be on our website.</p> <p>Planning consents issued:</p> <p>Planning applications refused: TM/19/00135/FL Stables on Pilgrims Way. This went to Area 3 and Cllr Bell thanks BCllr Davis for his help with this.</p> <p>Other planning issues: None</p> | |
| <p>7.</p> <p>7.1</p> | <p>WOULDHAM SOUTH</p> <p>Request to pay £99 for the license to put NHW signs on posts: Stephen Rimmington has asked KCC for permission and they have asked for £99 for investigatory work on the posts. The PC to investigate this. The break in in Wouldham South is under investigation. Mr Rimmington to report to Cllr Baker who will report to the PC SR to send over information from KCC</p> | <p>Clerk</p> |
| <p>8.</p> | <p>MEMBERS OF PUBLIC</p> <p>Rosemary – thanks clerk for fixing the glass in the noticeboard who in turn thanks her husband.</p> <p>Sandra – The bushes along Hall Road are too high and a danger to traffic as you cannot see vehicles coming towards you.</p> <p>Jane Tyson and Sue Saunders – Jane delivers a letter to the PC</p> | <p>Clerk</p> |

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| | <p>requesting help for horses to traverse one side of the village to the other. Hall Road, Chair requests that they ask KCC themselves for permission to use the right hand side of the road and arrange the entrance and exit themselves. They agree to look into this.</p> <p>Jane says the horse riders face a lot of abuse for using the Pegasus crossing. Discuss that the pathway was originally a bridleway, there is a debate on this. The school being built in a strategic gap has left the bridleways unconnected.</p> <p>They ask for a permissive pathway across the Rec. (Chair moves 15.1)</p> <p>VOTE: Do the PC agree that horses can have a permissive pathway across the Recreation Ground?</p> <p>Proposer. No-one wishes to propose this vote. Chair has asked for more time to discuss but this cannot be revisited for 6 months.</p> | |
| 9. | <p>STREET LIGHTING:</p> <p>This should have appeared on the list of responsibilities. Chair asks Cllr Harrison is she can check the lights, clerk to send list of PC owned lights. One of the lights on Wouldham South has been knocked down by a tipper lorry. Clerk to report.</p> | <p>Clerk</p> <p>Clerk</p> |
| 10. | <p>HIGHWAYS AND VERGES:</p> <p>At the roundabout there is a 40mph sign but no sign when you turn right onto Village Rd to say it is now 30mph.</p> <p>Discussion on speed strips between platforms, there is not enough space and the noise and vibration are too high.</p> <p>Discussion on pedestrian crossings. We would like to see crossings on Village Rd, Worrall Drive and Knowle Road. Cllr Baker to make a list of requirements for the meeting with the BC's.</p> <p>Give Way sign by the church build outs is very faded, request new signs here.</p> | <p>Clerk</p> <p>Cllr Baker</p> <p>Clerk</p> |
| 10.1 | <p>2 Reps to attend 155 meeting on May 24th 2.30-4.30</p> <p>Cllr Baker and Cllr Bell volunteer.</p> | |
| 10.2 | <p>Letter to KCC re: Hall Road This will be on our website</p> <p>Cllr Parris has requested that this be sent. She would like Tracey Crouch to be more involved. Tracey has approved the wording. Discussion on the build out opposite the Medway being removed as discussed in 2015 for buses. Witnesses say buses have no option but to go on the pavement at the Medway because of the way cars exit Hall Road.</p> <p>Cllr Dalton reminds the PC that this option appeared on KCC's recommendations for this corner in 2016 but the PC did not think this would make the corner safer and this would have come with a right of way change.</p> <p>PC to revisit this list and discuss at meeting with BC's</p> | |
| 11. | <p>FOOTPATHS/PROW</p> <p>The handrail and steps on MR6 have still not been repaired</p> | <p>Clerk</p> |
| 12. | <p>ALLOTMENTS:</p> | |
| 12.1 | <p>Message from allotment committee re: uncontrolled dogs</p> <p>Cllr Jukes to discuss with dog owner</p> | |
| 13. | <p>WOULDHAM COMMON:</p> <p>Cllr Jukes has been litter picking and removing fly tips. Complaint about rubbish being thrown into hedges instead of being left at entrance (or better still taking it with them)</p> | |

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| 14. | VILLAGE HALL: No report | |
| 15. | RECREATION GROUND: | |
| 15.1 | Allowing horses access across the Rec. Discussed in 8. | |
| 15.2 | FC Wouldham and the removal of the cabin FC Wouldham are no longer playing on the Rec, they cannot afford to remove cabin. It has been passed to the PC. An informal quote from CW Surfacing to do this area was £7000. Suggest we keep the cabin for possible meetings. Discussion on plumbing and electricity, visit to the cabin tomorrow. Medway Inn did not respond to letter asking if they wanted to cover some of cost of resurfacing the corner. | |
| 16. | ADMINISTRATIVE AND FINANCIAL MATTERS: | |
| 16.1 | To read the external auditors report and comment. The PC received this in the pack and it will be on our website. Clerk reads it out. External auditor has signed | |
| 16.2 | To review the effectiveness of the system of Internal Control. Councillors are asked to consider the attached Statement of Internal Control in support of the Annual Governance Statement. The Chair of the meeting and the Clerk to sign. The PC received this in the pack and it will be on our website. Clerk reads it out. Chair and clerk sign | |
| 16.3 | To approve the Annual Governance Statement for 2018/19, Section 1 of the Annual Return for the year ending 31 March 2019. The Chair of the meeting and the Clerk to sign. The PC received this in the pack and it will be on our website. Clerk reads it out. Chair and clerk sign | |
| 16.4 | To approve the Accounting Statements for 2018/19. Section 2 of the Annual Return for the year ending 31 March 2019 and the supporting Bank Reconciliation as at 31 March 2019 and if necessary the explanation of the significant variations from last year (2017/18) to this year (2018/19) and the explanation of any difference between Box 7 and Box 8 in Section 2 to be sent to the External Auditor. The Chair of the meeting to sign. | |
| 16.5 | Approval of accounts for payment: Parish Council Cllrs Baker and Bell agree BACS payments Cllr yet to be decided to sign off bank statement Cllr Bell asks that we look into putting a charge on the house in School Lane that the PC paid to have the garden made safe. | Clerk |
| 16.6 | Change of Payroll accountant. Discussed by the PC but agree to keep with Thompson Elphick | |

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| 16.7 | Approval of Accounts for Village Hall: PC received. This will appear on our website | |
| 16.8 | Agreement to KALC subscription All agree | |
| 16.9 | To discuss and agree items for the Community News Care in the Community. Do not leave food waste on the Rec, Postal votes, car park | |
| 16.10 | To review standing orders and financial regulations of the PC The PC (apart from Cllr Baker) have all received the SO and financial regs, social media policy, risk assessment and terms of reference in an email. The ToR for the Planning Committee, Cllr Head suggests removing 1.4 that the Chair should be on every committee. All agree A ToR for a Finance Committee to be set up All agree All agree all other regulations Clerk to print out and provide the PC with a copy. Then put on website | |
| 16.11 | Paying Arthur Rose for jobs around village and hall To be discussed at end of meeting | |
| 17. | Resolution to draw down the money applied for from the PWLB The Parish Council to vote on the clerk drawing down £50000 from Public Works Loan Board to pay for the resurfacing of the car park: VOTE: Proposer: Cllr Parris Second Cllr Harrison All agree Clerk to call tomorrow to arrange | Clerk |
| 18. | GENERAL VILLAGE BUSINESS: | |
| 18.1 | The PC to investigate Tree preservation orders in and around the village. Cllr Harrison to look into the procedure. List of possible trees to be drawn up and discussed at next meeting. | Cllr Harrison |
| 19. | CORRESPONDENCE RECEIVED: None received | |
| 20. | DATE OF NEXT MEETING June 3rd 2019 | |
| 21. | QUESTIONS FROM COUNCILLORS, CHAIR AND CLERK/FUTURE AGENDA ITEMS: Cllr Baker: Asks how many post boxes there are in Wouldham? Answer 3 Cllr Bell has asked for some in Wouldham South but was told would have to wait for the shops to open. The post office say there should be 2 Send official letter head to Cllr Bell to send to post office. Clerk: Hedge on High St next to Watermans Arms. Residents have contacted the PC to say it is too dangerous to cut the hedge without barriers. PC to give it some thought and can provide barriers from the Rec. Peters Village planning applications Clerk has very large box and asks if they can be destroyed as everything is online now. PC would like to keep them, they are to go in the small cabin on the Rec. Clerk informs the PC that Councillors Marr and Gray will sign the | Clerk |

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Date _____

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| | Acceptance of Office on her return on May 27 th . | |
| 22. | Meeting ends 21.30 Extraordinary meeting to discuss payment for odd jobs around village. Meeting ends 21.35 | |

| Wouldham Parish Council- cashflow to end of financial year 2018-2019 | | | | |
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| for the May meeting | | | | |
| Bank balance at 25.4.18 | | | | |
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| | Current account Nat West | | £ 31,186.36 | |
| | Savings account Nationwide | | £ 30,402.96 | |
| | Monies belonging to Youth Club | | £ 417.94 | |
| | Monies belonging to Fun Day | | £ 1,499.28 | £ 63,506.54 |
| Receipts up to April 24th | | | | |
| 13/04/2018 | KCC members grant | | £ 2,500.00 | |
| 13/04/2018 | Precept | | £ 19,711.50 | £ 22,211.50 |
| Payments made up to April 24th | | | | |
| 03/04/2018 | Google | Email | £ 3.96 | |
| 03/04/2018 | E On | CCTV | £ 12.50 | |
| 04/04/2018 | Streetlights | Ravensknowle | £ 701.10 | |
| 04/04/2018 | KCS | VH supplies | £ 54.11 | |
| 04/04/2018 | F Rance | Litter warden | £ 183.80 | |
| 04/04/2018 | Gleam Clean | VH cleaning | £ 180.00 | |
| 04/04/2018 | Bathroom boy | VH repair | £ 80.00 | |
| 04/04/2018 | N Grimes | Salary and expenses | £ 1,064.09 | |
| 04/04/2018 | HMRC | PAYE | £ 690.42 | |
| 23/04/2018 | EDF | Streetlights | £ 15.85 | £ 2,985.83 |
| Payments to be agreed at May meeting | | | | |
| BACS | N Grimes | Salary & expenses | £ 1,093.00 | |
| BACS | F Rance | Litter warden | £ 192.84 | |
| DD | E On | April | £ 20.55 | |
| BACS | KALC | Subscription | £ 433.92 | |
| DD | Google | gmail | £ 3.96 | |
| BACS | Arkadia | Accounts | £ 190.00 | |
| BACS | KALC | training | £ 60.00 | £ 1,994.27 |
| Estimated balances | | | | |
| Nat West | Current a/c | | £ 29,192.09 | |
| Nationwide | Building Soc | | £ 30,402.96 | |
| Youth club | | | £ 417.94 | |
| Fun Day | | | £ 1,499.28 | £ 61,512.27 |

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Date _____