

**MINUTES OF WOULDHAM PARISH COUNCIL MEETING**  
**TUESDAY 9<sup>th</sup> April, 2024 AT 7.30PM**  
**WOULDHAM VILLAGE HALL**

Present: Cllr Bell, , Cllr Yard, Cllr Miles, Cllr Britchfield, Cllr Parris, Cllr Gray  
T. Miles (Clerk/RFO) 3 Members of Public

1.	<b>APOLOGIES:</b> , Cllr Marr, Cllr Hopper, BCllrs McDermott, Dalton and Davis	ACTION
2.	<b>MINUTES OF PARISH COUNCIL MEETING</b> The minutes of the Parish Council meeting held on 5 <sup>th</sup> March, 2024 were proposed by Cllr Miles and seconded by Cllr Yard. The minutes were duly signed by the Chairman	
3.	<b>MATTERS ARISING FROM MINUTES</b> - None	
4.	<b>DECLARATIONS OF INTEREST</b> - None	
5.	<b>EXTERNAL REPORTS</b>	
5.1	<b>Borough Council:</b> Report received. Copy to be placed on our website Cllr Bell noted that there is a new Chief Executive and wished him well in his new position. Other points of interest were that Tracy Crouch will be standing down as MP and new boundaries are in place for the elections.	CLERK
5.2	<b>Community Warden:</b> No Report	
6.	<b>Community Safety</b>	
6.1	<b>Police:</b> Report received. Copy to be placed on website. Cllr Bell also noted that My Community Voice is very useful information on crimes in the area.	CLERK
6.2	<b>Neighbourhood Watch:</b> On 15/3 in Hall Road. Somebody tried to steal a Mercedes from a business. On 10/3 in Keepers Cottage Lane. Somebody stole a mountain bike from a car port.	
6.3	<b>Speedwatch:</b> Nothing to report. Hoping to start 10/4	
7.	<b>Administrative and Finance</b>	
7.1	Authorisation of payment request. Cllr Bell signed the request. Others to be done later.	CLERK
7.2	Review Annual Accounts and Budget - Cllr Bell advised that the precept was entered into the wrong cost code. Clerk to adjust. Cllr Bell also explained that, although many items were close to budget, there were some amounts that were hugely different. This is mainly due to income amounts which cancel out spend. Clerk explained that an example of this was for the Recreation Ground. Payments had been made for the repair of the zip line, but this cost was recovered through payments from TMBC and VAT.	CLERK
7.3	Review Asset Register - Approved	
	<b>Members of the Public</b>	
8.1	<b>MOP1.</b> Thanked the Clerk for arranging the bike marking in the Community Centre and the continuing education courses. She also thanked Cllr Yard for volunteering to put the Easter Eggs on the tree on the Green.	
8.2	<b>MOP 2.</b> Advised that someone has taken some trees down on the riverbank and has not cleared the lopped branches. She is concerned that this was done during nesting time. Cllr Parris commented that when Andrew Young (TMBC) dealt with the realigning of the path, apart from the picnic table, additional dog poo bin and litter bin, he arranged for the overgrown trees and bushes to be cut back to fence level. Clerk to contact TMBC.	Clerk
8.3	<b>MOP 3:</b> Advised that she had tidied the phone box about 4 times recently and queried if anyone else does it. Cllr Gray noted that she had done it in January, but the problem is that people just 'dump' items in there. MOP2 advised that she had disposed of various, books, bibles and puzzles which were damp, inappropriate, or excessive. She offered to look after it. The Council thanked her for her offer.	CLERK

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Date \_\_\_\_\_

8.4	<p><b>MOP 2</b> Also asked if there was any progress with the crack on the river wall. Cllr Bell noted that he thought funds should be going into a sinking fund for repairs, but it may be coming to an end. He also noted that there was someone inspecting the wall yesterday. Clerk to chase Andrew Young at TMBC</p>	
<p>9 9.1</p> <p>9.2</p> <p>9.3</p>	<p><b><u>Planning</u></b>  <b><u>Planning applications considered or commented upon by the Planning</u></b>  <b>24/00481/PA</b> Details of conditions 3 (construction management plan), 4 (paving to accesses), 10 (one way system management), 13 (drainage scheme), 15 (construction environment management plan) and 18 (biodiversity net gain and enhancement plan) submitted pursuant to planning permission TM/23/00885/FL (Construction of new school car park with associated access and landscaping, alterations to existing school car park and access arrangements) <b>Comments to be made include: construction traffic not allowed onto Oldfield and Emergency Access should not be Oldfield. Cllr Miles asked if we could also ask for a restriction of working hours.</b>  <b>24/00021/PA</b> 46, High Street, first floor extension - time extension to 9/4/24  <b>23/03547</b> PHASE 5, Worrall Drive. Reserved Matters relating to appearance, layout, landscaping and scale pursuant to Outline Permission 15/01485/OAEA for development of 10 homes (8 new) and re-orientation of 2 homes already approved under the 3B consent with associated parking and landscaping - time extension to 3/5/24</p> <p><b><u>Planning Consent Issued:</u></b>  <b>23/03344</b> Haymens Wharf, High Street, Demolish existing workshop and garage and replace with new double garage with room above</p> <p><b><u>Planning applications refused/withdrawn:</u></b>  <b>23/03475</b> Non Material Amendment to planning permission TM/22/02052/FL To create an additional access for 29 Keepers Cottage to form two separate access points to Hall Road - <b>REFUSED</b></p>	<p>EB</p>
<p>10 10.1</p> <p>10.2</p> <p>10.3</p>	<p><b><u>Roads, Footpaths &amp; Lighting (RFL)</u></b></p> <p>Cllr Bell updated that:  Heron Place platform – no action will be taken immediately as there seems to be a sub level issue.  Signpost on School Lane – passed to Cllr Britchfield for action  Give way sign on Knowle Road has been installed  Potholes to Winchester House, are now ‘marked up’  Speed Bumps on Hall Road – A risk assessment has been completed by KCC who have advised that there should be no problems if people drive at 20mph or lower.  ‘Except Buses’ sign has been reported to KCC as it has been moved to the bottom of the post.  Hole by the Masonic Hall – As no action has been made following Cllr Yard reporting the dropped drain, another report has been made as a ‘pot hole’ as there is now quite a deep hole around the drain.</p> <p>Cllr Bell handed Cllr Britchfield the sign advising Oldfield as a dead end/cul de sac. Cllrs Britchfield and Hopper will site the sign at the most appropriate place opposite the School Lane junction.</p> <p>Cllr Gray advised that the double yellow lines in High Street have still not been completed. Clerk to chase again.</p>	<p>DB/ PH</p> <p>CLERK</p>
<p>11. 11.1</p>	<p><b><u>Open Spaces (OS)</u></b></p> <p>Cllr Miles presented the Open Spaces report, copy to be put on the website. Cllr Parris offered to spray dog poo in other areas. Cllrs Miles, Yard and Parris will arrange initially sharing the spray. Clerk to look at purchasing another one if needed.</p> <p>Cllr Miles noted that the footpath at the bottom of the Tramway was getting very churned up by vehicles parking there and is becoming a safety hazard for walkers. Cllr Parris advised that Mr West had written agreed access over the tarmac surface to his property but was unaware how wide his boundary is, ie; the grassed area where Sovereign has been parking. Clerk to check title deeds to see who has liability for maintaining the land.</p>	<p>JM/ TY/DP</p> <p>CLERK</p>

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<p>11.2</p> <p>11.3</p> <p>11.4</p>	<p>Cllr Yard advised that a meeting has been arranged with Matthew Scott, Police Commissioner to see if the Police can take on the enforcement of the camera to cover the No Entry system and any ASB area within the Parish. This will take place at 10am on Friday, 19<sup>th</sup> April in the Village Hall. She also queried why residents would publicise the fact that there is no permanent enforcement there at the moment and it is in the wrong place unless they were actively breaking the law.</p> <p>Cllr Gray noted that a resident commented that the current camera appeared to be able to look into their property. Cllr Yard confirmed that if the camera has anything other than the road, it must be blocked out of any recording as part of the GDPR assessment. Cllr Parris asked whether the new camera could be sited to cover School Lane and Wouldham Road. Cllr Yard confirmed that the camera would be placed on the Rectory Close side of the road to cover the areas better.</p> <p><b>Allotments:</b> Cllr Bell invited Ashley Crowdey to speak. She noted that the Allotment Association AGM will be on Sunday, 28<sup>th</sup> April at 11am in the Village Hall - all welcome. They will be discussing whether to change the padlock back to key lock as some people forget the code or leave it open. Cllr Bell noted that the accounts have been audited by the Clerk and look quite healthy. He also noted that a member of the Association had complained about having to have insurance. However, it was agreed to have a formal set up, which opens up possibilities for funding to progress developments needed and that the PC did cover the cost of the insurance.</p> <p><b>Dog poo:</b> In the absence of Cllr Marr, Cllr Bell advised that the Council had been looking at official 'poo bag' dispensers. These range from £15 - £50. This is due to the fact that Trenport feel the bottles do not fit with their design requirements of the area. Cllr Gray suggested the bottles could be sprayed the same colour as the 'poo spray'. Cllr Parris suggested to install a purchased one for the Esplanade with bottle ones near the bins. Cllr Bell suggested that Cllr Marr could investigate and report back.</p>	<p>JM DB</p> <p>AM</p>
<p>12.</p>	<p><b>Village Hall:</b></p> <p>Clerk read report from the Village Hall Charity outlining works carried out by them prior to handing back to the PC. Cllr Parris asked that thanks be recorded for the committee's hard work over the past years.</p> <p>Clerk noted that a new set up needs to be agreed. Cllr Parris asked for a meeting to find out how they want to proceed. Cllrs Parris and Yard agreed to represent the Council. Clerk to arrange a scoping meeting to identify recommendations.</p>	<p>CLERK</p>
<p>13.</p> <p>13.1</p> <p>13.2</p> <p>13.3</p>	<p><b>Health &amp; Safety/Risk Management</b></p> <p><b>Emergency Plan &amp; Flood Resilience:</b> Cllr Bell suggested that a meeting is needed with TMBC emergency planning together with the working group to find out what is needed. He has started to draft a plan, but now we are a much bigger area, we need to look at refuge areas i.e. school etc. He will contact TMBC to find out who is leading the planning. Cllr Miles suggested this could be a Teams meeting. Cllr Parris asked that she link with the Clerk as she has technology issues from home. Cllr Bell to contact TMBC</p> <p><b>Defibrillators:</b> Both have been checked. Cllr Parris advised that she has spoken to a local electrician and will ask him to dismantle the box and re-install at the pub as we have still not heard back from Shepherd and Neame although all the paperwork has been completed.</p> <p><b>Lifebuoys:</b> All checked and form signed off.</p>	<p>EB</p> <p>DP</p>
<p>14.</p> <p>14.1</p> <p>14.2</p>	<p><b>General Village Business</b></p> <p><b>PPP Meeting:</b> Cllr Bell reminded councillors to give him any questions to put forward</p> <p><b>Project update:</b> Clerk advised that the new round of courses had been published with employment courses being held in the Community Centre and Wellbeing Courses in the Village Hall. Current courses include: H &amp; S at Work, Allergen Awareness, Food Safety, Chair Exercise, Line Dancing and Crafting. There is also an offer to run another Cooking on a Budget, but there has been no further interest at the moment. Clerk also noted that she had again investigated the availability of evening courses, however, Adult Education have very few tutors for evening courses. Cllr Yard noted that the one put on was very</p>	<p>ALL</p>

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Date \_\_\_\_\_

14.3	poorly attended, so there appears to be a lack of commitment to attend evening courses. Cllr Gray will look at arranging some courses on patient choice and other health bases courses which could be run in the evenings <b>Youth Worker:</b> Clerk reported that although there had been some interest, no applications had been received. She confirmed that it was now with Indeed and the Job Centre and reminded councillors to circulate the position using their networks i.e. LinkedIn. Cllr Gray asked what qualifications were needed. Clerk advised that whilst an NVQ in Youth or Community Development were desirable, there were no essential qualifications needed, just experience, passion and flexibility. The hourly rate was also higher than the norm	TG ALL
14.4	<b>Handyperson:</b> Cllr Bell advised that applications had been shortlisted to a local resident who has experience in all forms of general maintenance and outlined his details. It was agreed to offer the post to the applicant.	CLERK
14.5	<b>D Day 80:</b> Clerk advised that following Cllr Parris's suggestion to hold the event in the Recreation ground, she had produced a programme where there will be the lantern parade, followed by the proclamation, sing-a-long and Beacon lighting at 9.15pm on Thursday 6 <sup>th</sup> June. As it is also National Fish and Chip Day, Rose Bell is liaising with Brolly to see if they can come along on the day. The plan now allows for people to bring their own refreshments/gazeboes etc and enjoy the evening.	CLERK
14.6	<b>Grant:</b> Cllr Parris reported that she was sponsoring the grant application from Girlguiding to purchase materials to make the lanterns for the D Day Parade. She felt that the £120 was reasonable and recommended its approval. Cllr Yard seconded - all agreed.	CLERK
14.7	<b>Infrastructure Plan.</b> Cllr Bell noted that Cllr Parris had made 2 suggestions regarding additional parking and traffic calming, which will be added to the list. Some items from the previous plan have been completed, therefore will be removed	EB
14.8	A query was raised questioning whether the Masonic Hall needed to apply for change of use as it now appears to be a Christian Church, particularly regarding parking. Cllr Bell will find out if a change of use is needed and how they intend to deal with parking. <b>Parish Meeting:</b> Cllr Bell explained that this is a requirement of the Local Government Act 1972, but is not necessarily led by councillors as it is not a Council meeting. He will collate information from groups to present at a meeting on 7 <sup>th</sup> May at 7.pm. This will precede the AGM at 7.15pm and Full Council meeting at 7.30pm. Any groups wishing to promote their activities can email: ebellwpc@gmail.com.	EB
14.9	<b>Items for the Newsletter:</b> April/May issue has now been published and can be found in the Co-op, Church, Pubs and website: <a href="https://wouldhampc.com/media/Community-Magazine/2025/april-may%202024%20magazine%20web.pdf">https://wouldhampc.com/media/Community-Magazine/2025/april-may%202024%20magazine%20web.pdf</a> Items for the June Newsletter to be passed to the Clerk by 25 <sup>th</sup> May.	
14.10	<b>TMBC Grant:</b> Cllr Bell confirmed that KCllr Kennedy and the Clerk had now submitted a £3000 grant request to produce a Community Group Directory of local groups.	
14.11	Finally, the Parish Council would like to thank Fireaway Pizza for their donation of pizzas for those attending the meeting.	
15.	<b>Correspondence: None</b>	
16.	<b>DATE OF NEXT MEETINGS:</b> <b>Parish Meeting:</b> Tuesday 7 <sup>th</sup> May, 2024. 7.00pm at the Village Hall followed by the Councils <b>AGM</b> and <b>Full Council Meeting</b> at 7.30pm. Clerk to update website.	
17.	<b>QUESTIONS FROM COUNCILLORS, CHAIRPERSON AND CLERK:</b> To be passed to Clerk 7 days before the next meeting	
18.	<b>Meeting Closed: 9.45m</b>	

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Date \_\_\_\_\_

<b>Finances up to March 2023</b>		April Meeting		
Opening Balance Nat West 22/2/23				£124,716.43
<b>RINGFENCED TOTALS</b>				
Monies from car park donations			778	
Monies from membership grant			1700	
Monies from Big Lottery			93.99	
KCC Transport grant			16676.00	
TMBC Education Courses S106 funds			14500	
TMBC Y & C Worker S106 finds			58203.13	
<b>Current available monies ringfenced</b>			<b>£ 91,951.12</b>	
<b>Receipts made up to 31/3/23</b>				
Minibus			60.00	
KCC Prows			1015.13	
<b>TOTAL INCOME</b>			<b>£ 1,075.13</b>	
<b>Payments made up to 28/3/23</b>				
	Aldermore	Minibus lease		1128.00
	Jurni (Bridle)	Minibus maint		66
	Giffgaff Feb			6
	Giffgaff March	mobile		6.00
	EDF	CCTV		18.00
	N Power	Street lights Feb		70.35
	N Power	Streetlights March		60.34
	Salaries			1495.57
	Office			216.66
	Nest	Pensions		48.35
	Parish Online			96.00
	Gmail	Email		5.52
<b>TOTAL EXPENDITURE</b>				<b>£ 3,216.79</b>
	P & L for period		-£ 2,141.66	
	Balance (inc ringfenced)		<b>£ 30,623.65</b>	
	Pending/cleared Giffgaff			
	Closing Bank Balance @ 31/3/24			<b>£122,574.77</b>
<b>Payments to be agreed at April meeting</b>				
	Aldermore	Minibus lease		1128.00
	Jurni (Bridle)	Minibus maint		66
	Giffgaff	mobile		6.00
	EDF	CCTV		18.00
	Salaries			1495.77
	HMRC	PAYE		604.25
	St James	Allotments		330
	Office			216.66
	Google			5.72
	Thompson Elphick	Payroll		90
	Hadlum Printing			65
	Satswana	Data Protection		180
	N Power	Street Lights April		61.81
<b>TOTAL COMMITTED SPEND @ 31/3/24</b>				<b>£ 4,267.21</b>
<b>ESTIMATED BALANCES</b>				
Estimated Bank total			<b>£ 118,307.56</b>	
<b>RINGFENCED TOTALS</b>			<b>£ 91,951.12</b>	
<b>TOTAL AVAILABLE</b>			<b>£ 26,356.44</b>	
Signed _____		Date _____		

INCOME & EXPENDITURE 2023/4	% of budget	YTD	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
<b>INCOME</b>														
Football		285.00		0.00		40.00	80.00		165.00					
Fish & Chip Van		265.00	0.00	0.00		135.00						130.00		
Precept		71,828.85	35,914.43	0.00				35,914.42						
Alloiments		1,455.38					575.00				880.38			
Minibus Grant & Membership		59,310.00	59,000.00								230.00	20.00		60.00
Section 106 Adult Ed		65,010.00								65,010.00				
S106 Y & C Worker		58,203.13								58,203.13				
KCC Devolved Maintenance		1,869.45											854.32	1,015.13
Other Income		15,558.07	2,370.08	0.00					30.00		81.33	4,093.71	8,982.95	
<b>TOTAL INCOME</b>		<b>273,784.88</b>	<b>97,284.51</b>	<b>0.00</b>	<b>0.00</b>	<b>175.00</b>	<b>655.00</b>	<b>35,914.42</b>	<b>195.00</b>	<b>123,213.13</b>	<b>1,191.71</b>	<b>4,243.71</b>	<b>9,837.27</b>	<b>1,075.13</b>
<b>EXPENDITURE</b>														
Staff Costs	102%	20,363.91	1,518.31	1,598.27	1555.79	1,820.94	1,513.31	1,598.07	1,821.34	1,513.51	2,026.88	2,309.45	1,544.12	1,543.92
Clerk Exps	0%	0.00	0.00	0.00										
Litter Warden Exp		125.88		87.98					32.95	4.95				
Office rental	100%	2,599.92	216.66	216.66	216.66	216.66	216.66	216.66	216.66	216.66	216.66	216.66	216.66	216.66
PWLB	100%	10,448.08	0.00	0.00	5,224.04					0.00	5,224.04			
Councillor expenses	0%	0.00	0.00	0.00										
Audit	79%	1,038.60	0.00	0.00	227.60				0.00	426.00			385.00	
Data Protection	16%	215.00	0.00	180.00						35.00				
Electron/Payroll costs	75%	990.73	0.00	0.00			990.73							
Admin	87%	872.11	19.97	135.24	88.95	24.72	191.52	11.52	39.51	116.51	11.52	180.81	40.32	11.52
Subs/training	136%	1,357.66	0.00	0.00	0.00	1,021.66		240.00						96.00
Insurance	106%	1,358.94	0.00	0.00			1,358.94							
Alloiments	240%	1,586.75	499.18	330.00			137.03		330.00				290.54	
Street lighting	85%	680.71	115.50	27.96	38.68	36.13	66.18	0.00	81.69	0.00	55.60	128.28	0.00	130.69
CCTV	170%	339.60	18.00	18.00	18.00	18.00	18.00	18.00	18.00	141.60	18.00	18.00	18.00	18.00
Grounds Maint/Urban Cut	123%	6,734.28	0.00	0.00							6,734.28			
Rec	2182%	10,911.54	0.00	5,389.78		5,389.76			132.00					
Donations	0%	0.00	0.00	0.00										
Funded Projects		88,923.14												
Special Projects	33%	8,570.78	400.19	282.32	1,777.40	11.99	65.00	548.70	919.60	29,500.00	55,276.00	1,194.00	1,759.14	1,194.00
Transfer to reserves		85,000.00	0.00	60,000.00		25,000.00	0.00	0.00	0.00	0.00	4,004.26		340.34	
<b>TOTAL EXPENDITURE</b>	213%	<b>157,117.63</b>	<b>2,787.81</b>	<b>8,266.21</b>	<b>9,147.12</b>	<b>8,539.86</b>	<b>4,557.37</b>	<b>2,632.95</b>	<b>3,459.75</b>	<b>32,175.21</b>	<b>73,699.24</b>	<b>4,047.20</b>	<b>4,594.12</b>	<b>3,210.79</b>
<b>PROFIT/LOSS FOR PERIOD</b>		<b>116,667.25</b>	<b>94,496.70</b>	<b>-8,266.21</b>	<b>-9,147.12</b>	<b>-8,364.86</b>	<b>-3,902.37</b>	<b>33,281.47</b>	<b>-3,264.75</b>	<b>91,037.92</b>	<b>-72,507.53</b>	<b>196.51</b>	<b>5,243.15</b>	<b>-2,135.66</b>
<b>RECONCILIATION YEAR ENDING 31/3/24</b>														
<b>ASSETS</b>		<b>YTD</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>
ACCUM. FUND b/f		90,907.52	90,907.52	185,404.22	117,166.81	107,990.89	74,626.03	70,723.66	104,005.13	100,740.38	191,784.30	119,276.77	119,467.28	124,716.43
INCOME		273,784.88	97,284.51	0.00	0.00	175.00	655.00	35,914.42	195.00	123,213.13	1,191.71	4,243.71	9,837.27	1,075.13
EXPENDITURE		157,117.63	2,787.81	8,266.21	9,147.12	8,539.86	4,557.37	2,632.95	3,459.75	32,175.21	73,699.24	4,047.20	4,594.12	3,210.79
TRANSFER TO UNITY		85,000.00		60,000.00	0.00	25,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UNCLEARED				28.80	-28.80							-6.00	6.00	
BALANCE		122,574.77	185,404.22	117,166.81	107,990.89	74,626.03	70,723.66	104,005.13	100,740.38	191,784.30	119,276.77	119,467.28	124,716.43	122,580.77
<b>LIABILITIES</b>														
BANK STATEMENT		90,907.52	90,907.52	185,404.22	117,166.81	107,990.89	74,626.03	70,723.66	104,005.13	100,740.38	191,784.30	119,276.77	119,467.28	124,716.43
PROFIT/LOSS		116,667.25	94,496.70	-8,266.21	-9,147.12	-8,364.86	-3,902.37	33,281.47	-3,264.75	91,037.92	-72,507.53	196.51	5,243.15	-2,135.66
TRANSFER TO UNITY		85,000.00		60,000.00	0.00	25,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UNCLEARED				28.80	-28.80							-6.00	6.00	-6.00
<b>TOTAL LIABILITIES</b>		<b>122,574.77</b>	<b>185,404.22</b>	<b>117,166.81</b>	<b>107,990.89</b>	<b>74,626.03</b>	<b>70,723.66</b>	<b>104,005.13</b>	<b>100,740.38</b>	<b>191,784.30</b>	<b>119,276.77</b>	<b>119,467.28</b>	<b>124,716.43</b>	<b>122,574.77</b>
Unity Bank														
Transfers		85,000.00			Current Account	122,574.77								
Interest Income		1,877.01			Savings Account	86,877.01								
Closing Balance 31/3/24		86,877.01			<b>Total Cash</b>	<b>209,451.78</b>								

Signed \_\_\_\_\_

Date \_\_\_\_\_