

FOR BANK USE:
Constitution/Signing Rules
included at item 7.5

MINUTES OF WOULDHAM PARISH COUNCIL MEETING
TUESDAY 1st July, 2025 AT 7.30PM
WOULDHAM VILLAGE HALL

Present: Cllr Bell, Cllr Marr, Cllr Collier-Ward, BCllr Davis BCllr Dalton, T. Miles (Clerk/RFO)
4 Members of Public

1.	APOLOGIES: Cllr Yard, Cllr Miles and Cllr Church	ACTION
2.	MINUTES OF PARISH COUNCIL MEETING The minutes of the Parish Council meeting held on 3 rd June, 2025 were proposed by Cllr Marr and seconded by Cllr Collier-Ward. The minutes were duly signed by the Chairman	
3.	MATTERS ARISING FROM MINUTES - None	
4.	DECLARATIONS OF INTEREST - None	
5.	EXTERNAL REPORTS	
5.1	Borough Council: Received. To be published on our website. BCllr Davis reported it has been a quiet month. But some good news is that there is a new Planning Enforcement Manager and an Officer.	
5.2	BCllr Davis also reported that there was an informal consultation on parking in PV. Parking restrictions will only be on adopted roads. Double yellow lines could be put on some of the junctions and next to islands. He identified a serious lack of parking on the estate, similar to the old village. Cllr Bell noted that the old village was built before the use of vehicles whereas PV has been poorly designed and constrained by outdated planning rules which does not consider parking needs in rural areas where there is no infrastructure. BCllr Davis noted that it has been agreed to go ahead to the formal stage to install double yellow lines. Cllr Bell noted that the advice received from KCC and the Police was that double yellow lines would just move the problem to Village Road which will be even more dangerous. BCllr Dalton noted that he had already raised this as an issue/question Cllr Collier-Ward advised BCllr Dalton that she had tried to get into the PPP meeting, which he chairs, but was not let into the meeting after waiting half an hour.	
6.	Community Safety	
6.1	Police: Not received again	
6.2	Neighbourhood Watch: Worrall Drive , Wouldham. Between 30/5 and 2/6. Somebody damaged a lock to the school. <i>Crime Report No. 46/93608/25</i> Laker Road , Wouldham 11/6. Somebody stole metal post guards and two metal container ramps from a goods area. They were in a blue Transit van. <i>Crime Report No. 46/98641/25</i> Brooker Close , Wouldham 14/6. Somebody broke into a vehicle parked in the road and stole bank cards. <i>Crime Report No. 46/100744/25</i>	
6.3	Speedwatch: Clerk reported that the old co-ordinator had advised that there needs to be a minimum of 2 members at any one site, therefore sessions should be able to continue without his presence. Cllr Collier-Ward advised that it is sometimes difficult with only 2 to get the vehicles details, and the previous member had a good knowledge of different makes which made it easier. However, there are plans to do more.	
7.	Administrative and Finance	
7.1	Authorisation of payment request. Cllr Bell and Marr signed the request with Cllr Collier-Ward checking the statement	
7.2	Cllr Marr signed the updated DPI as required by the Auditor. Clerk will forward to TMBC.	
7.3	Devolution: Cllr Bell advised that he had read the various options and asked BCllr Davis if there were 4 areas there would be more councillors. BCllr Davis advised that the issue with the 4 areas is that there needs to be ½ million residents in each area, which could mean a boundary change, but the 3 areas easily reach this criterion. Cllr Bell felt that the 3 seemed good to start with but changed his view to 4 due to the fact that there could be a risk of Wouldham being a 'dumping ground' for more development in an already saturated area. He asked BCllr Davis how	

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	it was understood that horses, bikes and pedestrians were to be excluded from the restrictions. The KCC report to JTB (Joint Transport Board) stated that equestrians would be included once the scheme was made permanent. Cllr Bell objected to the tone of the email received from KCC asking for comment and what appeared to be a threat that if we did not agree to the change the whole system could be removed. MOP 1 advised that this was certainly not their intention and that the PC could not be expected to know the intricacies of highway law. But that KCC should, and should have already made the changes.	
9	<u>Planning</u>	
9.1	<u>Planning applications considered or commented upon by the Planning: NONE</u>	
	<u>Planning Consent Issued:</u> 25/00610/PA 2, NIGHTINGALE DRIVE, Lawful Development Certificate Proposed: Conversion of loft to habitable room incorporating rear dormer and 3 roof light to front roof slope	
9.2		
9.3	<u>Planning applications refused/withdrawn: NONE</u>	
	<u>Other Planning Issues:</u>	
10	<u>Roads, Footpaths & Lighting (RFL)</u>	
10.1	Cllr Collier-Ward reported on actions carried out since the last meeting and noted that she had also re-reported the fly tipped fridge on Pilgrims Way. Clerk reported that she had send a query to KCC regarding the City Fibre works in the High Street, planned for July. Streetworks have confirmed that the works will only be allowed between 8am – 6pm and that access for residents will be maintained.	
10.2	Clerk reported that she had received a call from KCC Highways regarding an update on the HIP. The Officer advised that a 20mph scheme is being looked at for Knowle Road from the gateway at the top. Cllr Marr asked that the gateway be moved as the sight line does not pass our H & S assessment of the road. Cllr Collier-Ward noted that any new scheme should include physical enforcement measures, such as SIDS and speed cushions. However, the local MP had told her 'Humps' could not be installed due to the incline. Cllr Bell noted that Borne Road in Larkfield had them on a steeper incline and there is specific reference to how to install these outlined in the Department of Transport guidance on traffic calming.	
10.3	Clerk also reported that the surveys, to be able to install a full dropped curb opposite the current one near the Medway Pub, had been completed and this should now be able to go ahead.	
10.4	Cllr Collier-Ward noted that tractors are driving too fast down Knowle Road, which is worrying as, if they had to implement an emergency stop, the stopping distance required would be long to avoid an accident. Clerk to speak to the farmer	
11.	<u>Open Spaces (OS)</u>	
11.1	<u>Updates:</u> Cllr Bell reported on actions carried out since the last meeting. He noted that ROSPA is due to do their annual inspection in July and suggested waiting to do any more major work until the new report is received. Cllr Bell advised that he had received the paint to re-touch the bench on Hall Road and will do this once the temperature decreases.	EB
11.2	<u>Recreation Ground:</u> Clerk advised that she had purchased some more wetpour, filler and special tools which should arrive w/c 7/7. Cllr Bell suggested an evening to fill gaps with councillors bringing their 'guns' if they have them. Clerk to ensure there are enough rubber gloves to use.	CLERK
11.3	<u>Common:</u> Cllr Bell reported that he had read the report on the Common from the Wildling Volunteer group and it seemed very comprehensive. It is a 4-year plan, so we could look at putting something into the precept for next year. Cllr Marr questioned their motives for their offer. Clerk advised that the group just seem very passionate about protecting the local area to ensure landscapes and wildlife are not lost. Clerk also advised that she had received a	CLERK

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11.4	response from the Woodland Trust, who will survey our Ancient Woodland towards the end of the summer and produce a maintenance plan for us. Allotments: Clerk to advise the Allotment Association that the hedgerow could not be cut back until October due to the number of birds using the area for nesting and food. This means that there is currently very little risk of anyone being able to access the allotments where barbed wire is broken as it is covered with brambles and Cllr Miles could not get anywhere near it to re-thread it.	CLERK
11.5	Grounds Maintenance: Cllr Bell advised that the GM team have a list of cuts during the year and work with the weather to carry them out. Cllr Marr noted that the pathway between School Lane and Oldfield is very much reduced due to weed encroachment. Clerk to chase.	Clerk
11.6	General: Cllr Bell reported that all had received quotes for new picnic benches and recommended that we purchase a resin one with wheelchair access for the Rec and 2 of the cheaper metal ones for the Common. Cllr Marr asked if there had been any response from the lady who wanted to donate a bench and was concerned that the wheelchair access one could pose a risk to those who don't know what a table is for. Clerk confirmed that there had not received a proposal for a donation, so we have to assume she did not want to proceed and by having the extended table, we are enabling for those in a wheelchair or need a backed chair to be included around table, although there is a risk of misuse. Cllr Marr also noted that to new benches on the Common will involve removing the old ones and getting the new ones up there and installed. Clerk suggested she ask our contractor for a price to do this work. Proposed by Cllr Bell, seconded by Cllr Marr - ALL AGREED.	CLERK
12.	Village Hall: Cllr Marr reported actions completed and that the Charity just has to file its' final accounts, then it can be dissolved. Clerk updated that she had spoken to the user with the bad debt and he had promised to pay 1k by 16 th July to enable him to use the hall on the 17 th . Once this has been received, weekly payment with a portion of the back amount could be collected weekly when he is let into the hall. She has also offered to publicise his sessions and suggested that he review the viability of running them. Clerk also noted that Cllr Miles had looked at the possibility of putting a cupboard in the hallway and suggested that a purpose-built unit may be easier to keep in line with the width allowance for a fire exit.	
13.	Health & Safety/Risk Management	
13.1	Defibrillators: All have been checked and The Circuit updated.	
13.2	Lifebuoys: All the PC's lifebuoys along the Esplanade in Peters Village have been checked with no issues	
13.3	Village Hall: Gas safety cert completed for the Village Hall	
13.4	Open Spaces: ROSPA are inspecting during July.0	
13.5	Risk assessments: Cllr Bell noted that there has been no RA for the Summer Fayre yet and as this is in August with no meeting until September, this will need to be approved via email.	H & S
14.	General Village Business	
14.1	Items for the Newsletter: Any items for inclusion need to be with the Clerk by 12 th July.	ALL
14.2	PPP Meeting: Cllr Bell apologised to Cllr Collier-Ward for wasting her time with the PPP meeting as she was not admitted by the organiser. He noted that he had experienced similar problems in the past.	
14.3	General: It was agreed that Cllrs Bell and Collier-Ward will attend the KALC/TMBC meeting on the 17 th July.	
14.4	Cllr Collier-Ward advised that her partner has a volunteer scheme and he would like to volunteer for the Council. He just needs a letter from the PC outlining what we want him to do.	CLERK
15.	Correspondence: Clerk reported that the .gov emails were now live and will forward the logon details to councillors.	CLERK
16.	DATE OF NEXT MEETINGS: Tuesday 2ND SEPTEMBER , 2025. 7.30pm at the Village Hall	
17.	QUESTIONS FROM COUNCILLORS, CHAIRPERSON AND CLERK: To be passed to Clerk 7 days before the next meeting	
18.	Meeting Closed: 9.30pm	

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