

**MINUTES OF WOULDHAM PARISH COUNCIL MEETING****TUESDAY 1<sup>st</sup> April, 2025 AT 7.30PM****WOULDHAM VILLAGE HALL**

**Present:** Cllr Marr (Chair), Cllr Miles, Cllr Church, Cllr Collier-Ward, BCllr Davis  
T. Miles (Clerk/RFO) 1 Members of Public

1.	<b>APOLOGIES:</b> Cllr Bell, BCllr Dalton, Cllr Yard	<b>ACTION</b>
2.	<b>MINUTES OF PARISH COUNCIL MEETING</b> The minutes of the Full Parish Council meeting held on 4 <sup>th</sup> March, 2025 were proposed by Cllr Miles and seconded by Cllr Collier Ward. The minutes were duly signed by the Chairman	
3.	<b>MATTERS ARISING FROM MINUTES - None</b>	
4.	<b>DECLARATIONS OF INTEREST - None</b>	
5.	<b><u>EXTERNAL REPORTS</u></b>	
5.1	<p><b>Borough Council:</b> Report received. BCllr Davis explained that TMBC increased Council Tax by 3%. He was also pleased to advise that RBLI has been given the title of Freeman of the Borough which was very well deserved. BCllr Davis noted that there has been a reduction in ASB (anti-social behaviour) across the county and pleased to announce that they have come 7<sup>th</sup> in the Country for tackling ASB.</p> <p>BCllr Davis reported that land along Common Road has been issued a section 4 notice which means that nothing can be done on the land and anything put on the land can be removed and recharged to the owners. This follows plots of land being sold to prospective developers.</p> <p>BCllr Davis reported that there had been two successful meetings in Eccles to gauge feeling of the village to the 950 houses and what they hope to get in return. Clerk noted the traffic issue will have a huge impact on Wouldham, but there has been no consideration of this. BCllr Davis explained that KCC continually say that there are no highway issues on planning applications. This could cause a problem if an application goes to appeal.</p> <p>Cllr Miles noted that there is a caravan on Hill Road, opposite Keepers Lodge, appears to be being used as a residential property and drainage seems to be putting in. BCllr Davis suggested that she report it and copy him in with photos and location (what-3 -words). Cllr Miles noted that enforcement do not seem to progress concerns adequately. For example, the quarry behind Cornwall Crescent is being cleared even though it is a Priority Habitat. It has an increased number of storage containers there, with works going on into the evening and Sundays. BCllr Davis advised that enforcement cases are being relooked at due to the lack of actions and asked for details. Cllr Miles to forward reference numbers.</p>	
6.	<b><u>Community Safety</u></b>	
6.1	<p><b>Police:</b> PC Georgia Marshall reports that:</p> <p>Below are the relevant reports from Wouldham in March 2025.</p> <ul style="list-style-type: none"> <li>• Theft of Motor Vehicle – Mason Lane</li> <li>• Criminal damage to vehicle – Murdock Grove</li> <li>• Indecent exposure – Hill Road (3<sup>rd</sup> party report)</li> <li>• Criminal damage to business – Village Road</li> <li>• Public order incident – Worrall Drive</li> </ul> <p>“We have also conducted weekly speed checks across Wouldham/ Peters Village this month as well as enforcement at the no entry sign- both in marked and unmarked police vehicles. The speed checks have been between 15 -45 minutes each time (unfortunately a few times we have been called away to emergencies across the district). Numerous drivers have been stopped and given words of advice or traffic offence reports (which have been sent to the traffic summons team who determine the outcome – i.e. fines/ points on licence). “</p>	

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6.2	<b>Neighbourhood Watch:</b> <ul style="list-style-type: none"> <li>Mason Lane - Between 27/2/25 and 3/3/25. Somebody stole a red BMW from a driveway.</li> <li>Laker Road – 13/3/25. Somebody stole items from a truck.</li> </ul>	
6.3	<b>Speedwatch:</b> Co-ordinator update:  There have been no sessions for March due to holidays. However, the Co-ordinator has reported an increased presence of mobile Police units in the area and sessions will re-commence in April	
7.	<b><u>Administrative and Finance</u></b>	
7.1	<b>Authorisation of payment request.</b> Cllrs Marr and Church signed the request.	Clerk
7.2	<b>Review and adopt new NALC Financial Regulations</b> – Proposed by Cllr Miles, seconded by Cllr Collier-Ward with the proviso that the Clerk update the areas not in bold to align with the specific needs for Wouldham	
7.3	<b>Review of Annual Accounts and Budgets</b> – Noted. Cllr Marr explained there were a few areas are over budget. PAYE = 279% this was due to the contributions of Youth and Community Worker, but comes from the S106 funding. Subscriptions = 199%, this is due to the Scribe which was recommended by the Auditor after last year's budgets had been set. Allotment = 181%, this is due to rents and water not being paid yet. CCTV = 158%, this is because the 3-year fixed contract had ended and we have now entered a new 3-year contract. Recreation Ground = 562%, this is due to new swings/equipment being purchase. However, most of this can be reclaimed from S106 funds. Grounds maintenance = 128%, this is due to extra work being carried out in addition to the contract.	
7.4	<b>Review of Asset Register</b> – Noted and agreed	
8.	<b><u>Members of the Public</u></b>	
8.1	<b>MOP1.</b> MOP1 advised that the bottom plot on the allotments have not taken down sockets but have confirmed that there is no power. Cllr Miles asked if there is a consequence of not clearing the site and suggest holding a deposit. MOP1 advised that there is a deposit for the keys and there has been discussions on plot deposits. Cllrs Marr and Church suggested that the PC could send a letter to the offending plot holder to ask them to clear the site effectively. MOP1 will pass details to the Clerk. MOP1 also advised that the Allotment AGM is on 13 <sup>th</sup> April at 11am in the Village Hall.	
9	<b><u>Planning</u></b>	
9.1	<b><u>Planning Applications Received/Commented on:</u></b>	
9.2	<b>25/00420/PA</b> DOWNS FARM, PILGRIMS WAY Non Material Amendment to planning permission TM/22/02876/FL to vary condition 2 (Approved plans) to extend the approved basement to encompass the entire underground level <b>25/00086/PA</b> 223, High Street, Section 73 application to Vary Condition 4 (ancillary use) of planning permission TM/22/02637/FL (Proposed single storey extension to provide annex accommodation) to allow renting out of annex and removal of wording South View together with works to remove link door	
9.3	<b>Planning Consent Issued:</b> <b>24/02018/PA 146, High Street, Wouldham.</b> Demolition of existing conservatory and construction of new single storey rear extension, conversion of garage to habitable room with main entrance porch relocated to the front elevation, conversion of loft space with dormers to front and rear. Outbuilding to rear garden comprising of a Gym/games room with shower facility	
9.4	<b>Planning applications refused/withdrawn:</b> <b>MC/23/2159 Ringshill Farm, Wouldham Road,</b> Retrospective application to enable sui generis uses including open storage and stationing of 30 self-storage containers together with proposed landscaping. It is assumed that this will now go to appeal <b>Other Planning issues: None</b>	Clerk

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<b>10</b>	<b><u>Roads, Footpaths &amp; Lighting (RFL)</u></b>	
<b>10.1</b>	<b>Updates.</b> Clerk reported that the potholes in the High Street have still not been filled even though there had now been 2 scheduled closures to complete the work. She will chase KCC again. She noted that the KCC Inspector had completed an emergency fill of the very dangerous one, but this should have only been temporary whilst waiting for SE Water to come out. It was also noted that when the High Street was closed and the No Entry suspended, the signs were not covered/turned by the contractor, this has also been reported to KCC. Clerk also noted that speed signage for the Knowle is being dealt with by MP Tris Osbourne and he is holding a doing coffee afternoon on Friday which may be worth going along to.	
<b>10.2</b>	<b>Approval for separate circuit for the school lights:</b> Cllr Marr explained that the contractor had suggested installing a separate circuit for the Hall Road lights so that the school could turn off the car park lights without affecting Hall Road. The cost for this is £585 + VAT. Proposed by Cllr Miles, Seconded by Cllr Church. All agreed.	Clerk
<b>11.</b>	<b><u>Open Spaces (OS)</u></b>	
<b>11.1</b>	<b>Updates:</b> Clerk explained that rubbish is being accumulated around the bin in Hall Road and she has spoken to our GM Contractor who have offered to install one at cost, which will be around £150. Cllr Miles proposed, Cllr Collier-Ward seconded. All Agreed	Clerk
<b>11.2</b>	Cllr Miles reported that someone had buried their pet in the Rec. It was agreed that Clerk will remove the artificial flowers and let the area foxes/nature recover the area.	Clerk
<b>11.3</b>	Clerk reported that there is a bolt missing from one of the new swings. Clerk to arrange replacement. She also noted that the surfacing under the play equipment is failing to a point where it may all need to be replaced. Cllr Miles suggested fill in the big holes first and then budget for next year.	Clerk O/S
<b>11.4</b>	Clerk reported that the notice board for the Hall is due to be put up shortly and will follow up with Cllr Yard to get a date as KCC want an A3 poster to go in there next week.	Clerk/ TY
<b>11.5</b>	<b>Landscaping</b> - Clerk reported that the landscaping around the sub-station should be carried out on 17 <sup>th</sup> April, then we can plant it up. She will meet them on site, but if anyone else wants to pop down and see what they are doing, they would be welcome.	Clerk
<b>11.6</b>	<b>Allotments:</b> Discussed under point 8	
<b>11.7</b>	<b>Common:</b> Nothing to report	
<b>12.</b>	<b><u>Village Hall:</u></b>  Cllr Marr reported that a handover meeting had taken place and we are still working towards the April transfer. Cllrs Church, Bell and Yard need to complete bank details for the new account. The fixed EDF contract is also coming to an end and will need renewing. Clerk to do a comparison to ensure best value. Cllr Marr asked when the next bill as this could impact on a new contract. Clerk to check. Clerk noted that a budget had been done for 25/6 which forecasts a small profit, so there may not be an immediate impact on PC funds, however she may need professional help ensure all the H & S areas are covered.	
<b>13.</b>	<b><u>Health &amp; Safety/Risk Management</u></b>	
<b>13.1</b>	<b>Update:</b> Cllr Church advised that he is waiting for the cabinet to be passed over, he will then fit it. Cllr Miles suggested the purchase of a new cabinet if the old one is difficult to get hold of and will look at costs.	LC TY
<b>13.2</b>	<b>Defibrillators:</b> Cllr Miles has carried out the months check	
<b>13.3</b>	<b>Lifebuoys:</b> Cllr Miles has carried out the months check, but will do another one shortly.	
<b>13.4</b>	<b>Village Hall:</b> Nothing to report <b>Other issues:</b> None	

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<b>14.</b>	<b><u>General Village Business</u></b>	
<b>14.1</b>	<b>Newsletter:</b> Clerk presented a mock-up for the bench plaque. All agreed design which will need to be sized to fit the slats.	Clerk
<b>14.2</b>	<b>PPP</b> . Nothing to report	
<b>14.3</b>	<b>Events:</b> Cllr Marr noted that there will be a litter pick on 6 <sup>th</sup> April as part of the 'Great British Spring Clean' the BIG Lunch is planned for the 8 <sup>th</sup> June, in rec. Family Advice Day with Adult Education and other agencies will be on 28 <sup>th</sup> May in Peters village. Clerk reported that there will be a volunteer meeting for VE Dance on Wednesday 9 <sup>th</sup> April to finalise what is needed in the leadup to the day. Cllr Miles suggested starting a WhatsApp group to keep volunteers updated. So far there had been around 65 tickets sold and we need 80 to break even. She has therefore now put it on Kent Events Online to offer them to a wider audience.	
<b>14.4</b>	<b>Minibus:</b> Cllr Marr reported that the minibus is still being under-used and volunteer drivers needed to enable trips out on Tuesday/Thursday/Frid-Sat. Cllr Church suggested he could do the occasional weekend over the summer to the coast etc.	
<b>15.</b>	<b>Correspondence:</b> Clerk reported that letters had been sent to the High Street residents giving notice to remove the matting on PC land.	
<b>16.</b>	<b>DATE OF NEXT MEETINGS:</b> Tuesday 6 <sup>th</sup> May, 2025 at 7.30pm at the Village Hall, preceded by Annual Parish Meeting and Annual General Meeting from 7pm.	
<b>17.</b>	<b>QUESTIONS FROM COUNCILLORS, CHAIRPERSON AND CLERK:</b> To be passed to Clerk 7 days before the next meeting	
	<b>Meeting Closed: 9.30pm</b>	

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