

MINUTES OF WOULDHAM PARISH COUNCIL MEETING
TUESDAY 5th DECEMBER, 2023 AT 7.30PM
WOULDHAM VILLAGE HALL

Present: Cllr Bell, Cllr Marr, Cllr Yard, Cllr Hopper, Cllr Miles, Cllr Britchfield, Cllr Parris
 BCllr Davis, T Miles (Clerk/RFO) 2 Members of Public

1.	APOLOGIES: Cllr Gray, BCllr Dalton, BCllr McDermott	ACTION
2.	MINUTES The minutes of the Parish Council meeting held on 7 th November, 2023 were proposed by Cllr Britchfield and seconded by Cllr Miles. The minutes were duly 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 - None	
5.	EXTERNAL REPORTS	
5.1	Borough Council: Report received. Cllr Bell noted that the appeal for Downs Farm has been granted. However, there are several conditions which will need to be monitored. He also noted that the Agile planning system is not great for parish councillors. It is alphabetical so it can be difficult to find applications. BCllr Davis suggested that the easiest way to find applications is to go to the planning portal and search an area. He also noted that it was good to see the conditions for Downs Farm. Sometimes the conditions can make the application more acceptable. Although with only 3 enforcement officers, residents and Parish Councils are the eyes and ears to report suspected breaches. This can be done easily on the TMBC website https://www.tmbc.gov.uk/planning/planning-enforcement . Cllr Britchfield asked if more conditions could be added to the appeal. BCllr Davis explained that it was final and could have no additional conditions applied. BCllr Davis thanked the Council for all their hard work over the year and wished everyone a Merry Christmas.	
5.2	Cllr Bell noted that the Council had asked the BCllrs to arrange a meeting with Trenport which has not happened. However, some actions had been actioned. BCllr Davis advised that BCllr Dalton was the link with Trenport,	
5.3	Cllr Bell noted that the KCC member newsletter was available and it was good to see quite a bit from Wouldham. Including the donation to the over 60's Christmas lunch and the first Girlguiding Remembrance Parade.	
5.4	Other TMBC information included <ul style="list-style-type: none"> • Brown bin annual cost is now £53 and £36 for a second one. • Christmas Trees can be put out alongside brown bins. People without brown bins will need to take them to the recycling centre at Allington. (not dumped on open spaces!) • TMBC consultation on car parks. BCllr Davis indicated that there was an identified problem with commuters using free car parks all day. Cllr Parris thought that there was no station in Aylesford now. BCllr Davis explained that the station was still open, but the problem is also with those car sharing. • There is a current consultation running for Violence Against Women and Girls and Cllr Bell is concerned that the lack of lighting in Peters Village creates a risk. • From 31st October 2023, anyone applying for a postal or proxy vote, must include their National Insurance Number, so that they can be verified against the Department of Works & Pensions, the same as when you register to vote. 	
5.5	Community Warden: NOT RECEIVED	
6.	Community Safety	
6.1	Police: NOT RECEIVED	
6.2	Speedwatch: Cllr Britchfield noted that there had been a speed check on Knowle Road, which recorded 248 cars with 61 found speeding which = 25% were speeding. Cllr Bell reported that	

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6.3	<p>there had also been another 2 sessions which recorded 231 cars with 41 speeding and 220 with 44 cars speeding. The proves that, on average, 21% of cars were speeding on Knowle Road. For comparison, during the same week across the whole of the Kent Speedwatch area 584 vehicles were caught speeding, with 146 (25%) being in Wouldham. Other statistics identified that 12 cars were caught twice over the 3 days with 5 of these already caught in previous sessions. The Police have also been in attendance and have issued fines and are dealing with an illegal registration (false number plate). All records are passed to the DVLA to follow up as necessary. Cllr Parris asked what time the sessions were. Cllr Bell explained that these were between 8-9am when crossing control lady was there. Cllr Britchfield noted that they can be anytime during daylight hours and at different points around the village.</p> <p>Neighbourhood Watch:</p> <ul style="list-style-type: none"> • 29-30th of October in Ferry Lane. Somebody stole the front number plate from a vehicle parked in the road. • 29th of November. Mason Lane. Somebody stole materials, equipment and fuel from an excavator parked in the road. 	
7.	<p>Administrative and Finance</p> <p>7.1 Authorisation of payment request. Cllrs Marr, Hopper and Bell signed the request.</p> <p>7.2 Precept Projects: Cllr Bell advised finance had met and finalised recommendations which were disseminated to Councillors in attendance. He noted that the tax base used was for last year as this years has not yet been received. This means there could be a further decrease on the Parish Council element of the Council Tax. Cllr Bell also noted that although some costs have gone up, the reduction is mainly due to the PWLB car par loan only having one instalment left saving £5k.</p> <p>7.3 Clerk explained that it has been very difficult to get a quote for the Minibus insurance as two organisations need to be insured. The only one to have come back with anything has been QBE however, there is still an issue with one clause which needs to be clarified. Cllr Bell proposed to purchase insurance if the terms and conditions are resolved. Seconded by Cllr Parris. All Agreed</p> <p>7.4 Cllr Bell explained that monies for 106 projects have allocated budgets and proposed to allow the clerk to spend up to £1k from these budgets under delegated powers to set up and run projects Seconded by Cllr Parris. All agreed</p>	Clerk Clerk
8.1	<p>Members of the Public</p> <p>MOP1. Advised that parking around the Medway Green School is consistently dangerous with cars parked around the junction and on the verges along School Lane. She felt that staff continually park on the road and not in their car park which means that parents etc park both sides of the road, reducing visibility of the junction and travel down School Lane. It is an accident waiting to happen and feels the school is not fit for purpose if they need so many spaces. BCllr Davis advised that there was an application to TMBC to create a new car park and will check on its progress. Cllr Bell agreed to speak to KCC and the police again. <i>(update: BCllr Davis confirmed that the application is outstanding due to queries on the layout by KCC. It is hoped to have a decision early in the New Year)</i></p>	DD EB
9	<p>Planning</p> <p>9.1 Planning applications considered and commented upon by the Planning</p> <p>23/03137 Unit 3 Tolhurst Close New shop front and extraction to rear elevation in connection with new pizza oven</p> <p>23/03047 Ringshill Farm Consultation by Medway Council (Reference MC/23/2158) Retrospective application for change of use and conversion of existing agricultural buildings to commercial use with stationing of 2 mobile homes for seasonal worker accommodation</p> <p>23/03048 Ringshill Farm Consultation by Medway Council (reference MC/23/2159) Retrospective application to enable sui generis uses including open storage and the stationing of 30 self-storage containers together with proposed landscaping</p> <p>23/03056 6, Pooh Corner, Trafalgar Close Demolition of existing side extension and construction of a two-storey annex providing accommodation for elderly relative.</p>	

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9.2	<p>Planning Consent Issued: Approved 23/01854/AT Unit 3 Tolhurst Close - Retrospective application for signage to front of shop</p>	
9.3	<p>Planning applications refused/withdrawn: 23/01847/NMA Village Centre Parcel - Non-Material Amendment to planning permission TM/19/01949/FL to allow amendments to the entrance, landscaping. REFUSED</p>	
10	<p><u>Roads, Footpaths & Lighting (RFL)</u></p> <p>10.1 Cllr Hopper reported that the leak in Cornwall Crescent has now been fixed, after nearly 3 months! Cllr Yard has reported pot hole on the High Street, outside Portland. KCC have advised that it is the responsibility of SE Water and have reported it directly to them. She will chase them up as it is gradually getting worse.</p> <p>10.2 Cllr Hopper reported that he had been asked to enquire if all councillors should have the code to the barrier in the car park. Cllr Parris did not want the code as she felt she would not be able to help with any incidents. Cllr Miles was concerned that monitoring use may be difficult, but suggested Open Spaces should have it. Cllr Britchfield noted that Councillors have each other telephone numbers so there should be no need for all to have it. All agreed for Clerk to give the code to the Open Spaces team.</p> <p>10.3 Clerk explained that last time the barrier was hit, it would not meet the catch to close. She sleeved the catch to make it longer, but this has now been bent. Cllr Marr suggested it may be possible to heat the bar and re-shape. He and Cllr Hopper will investigate if this would be possible,</p>	<p>TY</p> <p>Clerk</p> <p>AM / PH</p>
11.	<p><u>Open Spaces (OS)</u></p> <p>11.1 Cllr Yard reported that 58 High Street have still not removed the dumped rubble outside the wall on the rec and also has a concern that 74a has a step into the rec, which is not allowed. Agreed for Clerk to write to no. 58 to give them a deadline to remove or we will do it and back charge as they had previously agreed to get it moved in the summer.</p> <p>11.2 Cllr Bell noted that many of the items on the worksheet had been completed. But the main one outstanding was the area by the substation which will be done in the spring. Cllr Miles asked if we were going to do it as a work party or pay to have it done. Cllr Bell confirmed that the plan is to have a work party and the cost for materials had already been approved</p> <p>11.3 Cllr Bell noted that Grounds Maintenance contract is due for renewal next year and asked whether we should renew. Cllr Yard reported that, any time she has called him, he acts quickly and has done extra, uncharged work. Cllr Miles felt that it would be good practice to re-tender for the next 3-year contract to check costs. The Open Spaces team will look at the schedule to provide works to be tendered for.</p> <p>11.4 Allotments: Cllr Bell explained that the Allotment Association are looking for public liability insurance and have been quoted £270. He proposed to reimburse it for this year only as a donation. As they are a new group, it will give them time to plan for next year. Cllr Yard felt that it was a good idea to show the Councils support as they are progressing well. Cllr Parris was concerned that it only benefits a few in the parish. Cllr Marr observed that other funding works in a similar way i.e the car park is only used by a few too.</p> <p>Cllr Bell reminded Cllrs Marr and Britchfield that they would be unable to vote as they had an interest. Agreed to donate a maximum of £270 to the Association.</p> <p>11.5 Dog Poo signs. Cllr Parris noted that there are signs around the village, but felt they are not direct/forceful enough. The area along the river is getting quite bad as well as the rec and Tramway. She reported that bins are being emptied on a Tuesday and has asked for the dog warden to visit. Cllr Bell asked how many signs are needed? Cllr Parris suggested lots. Cllr Bell circulated some examples of signs and noted that there were now some with spikes. Cllr Parris queried whether these would just be pulled up, so may not be useful. She asked that a piece be put in the parish magazine. Cllr Britchfield thought that there was quite a large piece already in the magazine. Clerk confirmed that this was more on dog attacks which have been on the rise, but can add additional information. Cllr Bell suggested a dog owner working party could be set up and look at starting again with all new signs. Cllr Parris didn't think a working</p>	<p>CLERK</p> <p>OPEN SPACES</p> <p>CLERK</p>

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	party would make any difference, there just needs to be more signage, and transfers. Cllr Bell felt that all the different signs is an issue. Cllr Parris suggested that the Litter Picker could help identify problem areas. Cllr Parris will identify how many signs are needed, which one will work best and where they should be placed. Clerk suggested fluorescent degradable paint could be used to spray the offending item.	DP
11.6	Cllr Parris reported that the bin on the riverside behind Nelson Road had not been emptied and both she and Cllr Yard had reported it. Cllr Bell noted that there is also a standard bin on Village Road and 3 dog poo bins in PV that are not being emptied regularly enough. He has reported to Waste Services as they are TMBC's responsibility.	
11.7	Common/footpaths: nothing to report	
12.	Village Hall: Chair invited the Village Hall to give an update. Sarah (Treasurer) reported that at the EGM in October no one came forward, therefore Trustees are looking to close charity and pass back to the PC. There is £2100 left in the Wouldham project to repair the window, and the toilet. There is £1600 in the current account but the Charity does not break even. Costs are around 600/month. Clerk noted that she had received a request to identify any ringfenced amounts held by the Council for Wouldham Community Initiative. She confirmed that the PC held no monies ringfenced for other groups and will advise the sender that she had been mis-informed. Clerk reported that she had sought legal advice regarding the original group and had been advised that as there was no constitution or bank account, it was not a legal entity, therefore did not legally exist. Only those who raised the funds could use the money which would have to be in line with the reasons they collected it from the public. Sarah confirmed that the Village Hall had received funds from an individual on behalf of Wouldham Initiative. She had obtained permission from the majority of the original, known members of the group that the funds should be used to maintain the hall for the benefit of the community to ensure events and activities could continue. She also noted that any remaining funds can pass to an incorporated group or charity with similar aims and with a relevant legal status at the discretion of the trustees.	
13.	Health & Safety/Risk Management	
13.1	Defibrillators: Community Centre and Village Hall units are ready for use and the inspection form was passed to Clerk for filing. Cllr Parris asked whether the other unit had been sorted. Cllr Bell advised that he had called Shepherd and Neame several times but had no agreement yet. Cllr Parris will ask the landlady at the Watermans to chase them from her end.	DP
13.2	Lifebuoys: .Cllr Bell reported that he had checked the lifebuoys.	
13.3	Village Hall – Clerk advised that the vermin issue has been resolved for the moment and that the Village Hall have agreed to pay for the gas safety check which will be done within the next few weeks. Risk assessments: None	Clerk
14.	General Village Business	
14.1	Items for the Community Magazine: Please let Clerk know with any items for inclusion. Oct/Nov is available on https://wouldhampc.com/media/Community-Magazine/2023/dec.jan%2023-24%20web%20(1).pdf	ALL
14.2	Project update: Project update report was reviewed. No issues raised.	
14.3	Cllr Yard passed around technical details on the mobile CCTV cameras for the parish.	
15.	Correspondence: Cllr Bell advised that an email received from KCllr Andrew Kenedy asking for reps to attend a meeting to review the needs of community group. He suggested Anne Marr and Ashley Crowdey could possibly attend. Cllr Parris will attend on behalf of the Parish Council and Over 60's group.	DP
16.	DATE OF NEXT MEETING Tuesday 9 th January, 2024. 7.00pm (PRECEPT MEETING) 7.30pm (FULL COUNCIL MEETING) 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: 9.30	

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Date _____

Finances up to November 2023		Dec Meeting		
Opening Balance Nat West 17/10				£100,740.38
RINGFENCED TOTALS				
Monies from car park donations			£ 648.00	
Monies from membership grant			£ 1,700.00	
Monies from Big Lottery			£ 93.99	
KCC Community Transport Grant			£ 29,500.00	
TMBC Education Courses S106 funds			£ 14,500.00	
TMBC Y & C Worker S106 finds			£ 58,203.13	
Current available monies ringfenced			£ 104,645.12	
Receipts made up to 24/11				
TMBC S106 Education			£15,000.00	
TMBC S106 Y & C Worker			£58,203.13	
TMBC S106 Education			£50,000.00	
Minibus Membership			£10.00	
TOTAL INCOME				£ 123,213.13
Payments made up to 20/11				
Mazars		External Audit	426.00	
Staffing Costs			1513.51	
Nest		Pension	42.28	
Office			216.66	
Hadlum Printing		Newsletter	65.00	
Compaid		Minibus SLA	29,500.00	
Spy Alarms		CCTV maint	123.6	
Raydor Signs		VH Sign	72	
Thompson Elphick		Payroll	90	
EDF		CCTV	18	
T Miles		Expenses	103.92	
Google		Gmail	5.52	
Giffgaff		Mobile	6	
ICO		Data Protection Officer	35	
TOTAL EXPENDITURE				£ 32,217.49
	P & L for period		£ 90,995.64	
	Balance (inc ringfenced)		£ 87,090.90	
	Pending (NEST & Giffgaff)		-£ 48.28	
	Closing Bank Balance @ 24/11			£ 191,784.30
Payments to be agreed at Dec meeting				
Aug	Play Safety	Rospa Report	132	
21-Nov	Orchard Landscapes	Grounds Maint	6734.28	
	Staffing costs		1887.71	
	Office		216.66	
	Nest	Pensions	90.82	
	PWLB	Car Park loan	5224.04	
	Kent Adult Education	S106 Courses 2 years	50000.00	
	Hadlum Printing	Newsletter	65.00	
	Google	Gmail	5.52	
	Giffgaff	Mobile	6	
	EDF		DD 18	
	N Power	Streetlights	DD 55.60	
	All Saints School	Crossing Patrole	BAC 3939.26	
	Pony Line Dance	S106 exercise course	500	68,874.89
TOTAL COMMITTED SPEND @				£ 68,874.89
ESTIMATED BALANCES				
Estimated Bank total		£	122,909.41	
RINGFENCED TOTALS		£	104,645.12	
TOTAL AVAILABLE		£	18,264.29	

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Date _____