

7th March, 2023

WOULDHAM PARISH COUNCIL

**MINUTES OF WOULDHAM PARISH COUNCIL MEETING
TUESDAY 7th MARCH, 2023 AT 7.30PM
WOULDHAM VILLAGE HALL**

Present: Cllr Bell (Chair), Cllr Baker (Vice Chair), Cllr Buchanan, Cllr McDermott, BCllr Dalton
T Miles (Clerk). 6 Members of the Public

1.	APOLOGIES: BCllr Davis Cllr Rimmington Cllr Marr, Cllr Parris	
2.	MINUTES Monthly Parish Council meeting The minutes of the Parish Council meeting held on 7 TH February, 2023 were proposed by Cllr Baker and seconded by Cllr Buchanan. 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 None	
5	EXTERNAL REPORTS	
5.1	Borough Councillor: Nothing to report	
5.2	County Councillor: Not received – no questions raised.	
5.3	Community Warden: Cllr Bell noted the report received from Simon White, the Community Warden. <i>“I have been continuing to engage with local residents in recent weeks, making contacts through visits to local groups within the village. I have also been supporting a local elderly resident with issues around ASB and isolation. This resident is now attending a local group and benefiting from the social interaction. Other potential issues moving forward could be an increase in ASB with the lighter evenings and a possible need for food parcels as the cost of living begins to affect more people. I shall continue to build new connections and have regular contact with the Parish Clerk”.</i> Email: Simon.White@kent.gov.uk Tele: 07813694140. Cllr Buchanan suggested that the Warden should be using that the Household Support Fund which should be available through TMBC. Clerk noted that Warden is part of KCC and can support residents to ensure they have access to support needed and she is able to refer to the service. Cllr Buchanan will research funding available and produce an article for the magazine.	SB
6.	COMMUNITY SAFETY	
6.1	PCSO report: Not received.	
6.2	Neighbourhood Watch: Cllr Rimmington has reported that following the fires at the old cottage, there had also been theft of equipment totalling around £4000 from the compound.	
6.3	Speedwatch: Cllr Bell noted that a risk assessment still needs to be carried out to enable sessions to be done on Worrall Drive. Cllr Rimmington to follow up.	SR
7.	ADMINISTRATIVE AND FINANCE MATTERS	
7.1	Signing of payment request – Done	
7.2	RESOLUTION TO APPROVE NEW RESERVES ACCOUNT - Cllr Bell proposed to go with Unity Trust Bank with 60k transfer, seconded by Cllr Baker. All Agreed.	CLERK
7.3	RESOLUTION TO APPROVE RESERVES ALLOCATION - Cllr Bell noted that reserves have to be allocated but can be re-allocated at an annual review. He proposed that following list is accepted, seconded by Cllr McDermott – ALL AGREED	
7.4	RESERVES RECOMMENDATIONS	2023/4

Signed _____

Date _____

	<p>GENERAL RESERVES (6 months trading) 23852 £47704 pa/12 x 6</p> <p>Village Hall (refurb) 5 years 10000 Play Equipment 5 years 20000 Mens Shed 3 years 15000 Car Park Lighting 2 years 5000 Benches (replacements/new) ongoing 5000 Renew steps on footpath at Black Robbin 1 year 5000 Community Minibus 4 years 3000 Landscaping 2 years 1000 Yellow Lines/Bollards 5000</p> <p>Project reserves 69000 Total 92852</p> <p>Council tax: Cllr Bell noted Council Tax rates have been agreed. It appears that, for a Band D rating, there will be about a £96/year increase. Organisation contributions, again based on Band D, indicates KCC receive around 72%, TMBC 10% Parish 3%, Fire and Rescue 4% and Police 11%</p> <p>ARRANGEMENTS FOR ELECTIONS: Cllr Bell noted that clerk has sent out the forms, but 2 of the pages seem to be merged. He explained that the slides were quite straight forward and there is a number to contact for any help. BCllr Dalton also reminded all that at electors will have to have photo id, people who haven't got them can contact TMBC to get a 'Voter Authority Certificate' the deadline for applications is 25th April. Cllr Buchanan suggested a poster in the coop and on notice boards. Cllr Bell advised that information had been publicised on the Website and FB pages. Clerk to add information to the notice boards.</p>	
7.5		
7.6		
		CLERK
8.	MEMBERS OF THE PUBLIC (MOP)	
8.1	<p>MOP1: Asked whether can we have a dog poo/rubbish bin to the top of the rec in an attempt to stop people throwing bags into the 'piggy field'. Clerk explained that it is unlikely for TMBC to supply any more bins as Wouldham already has the most in the borough. There is also one already at the top of the rec. The MOP also advised that she had cleared bays out along the High Street by the Village Green and it now being used as a dog toilet which is annoying when she is trying to tidy the area and irresponsible dog owners just abuse it. She is also stopping providing poo bags in PV as often there is poo underneath and they are not being used. Cllr Buchanan noted that this is a constant issue and more drastic action needs to be taken. She asked if the dog warden could visit. BCllr Dalton will ask for a dog warden to attend. Clerk noted that there was only one Dog Warden for the borough, but thought that the PCSO had power to issue a fixed penalty notice under the Clean Neighbourhoods and Environment Act 2005. MOP3 noted that the general public could report issues to the Dog Warden individually. It was agreed to put contact details into the newsletter.</p>	RD
8.2	<p>MOP 2: Asked whether PV ever going to get any play equipment as there are very little amenities for the area. Cllr Baker advised that the area behind the coop should have a multi-use games area (MUGA) going in shortly. She also asked if any more gates being allowed in the rec wall as there appears to be an increase of rats in the area. Clerk advised that no further permission would be given as the wall has to be reinstated when the land goes back to Trenport.</p>	CLERK
9.	<u>Planning applications considered and commented upon by the Planning Committee:</u>	
9.1	<p>Formation of a hardstanding to rear with replacement of the rear boundary fence</p> <p>23/00345/LDP 176 High Street</p> <p>EB noted that KCC needs to agree and the fact that the new fence is going to be replaced with the old fence, concerned about the accuracy.</p>	
9.2	<u>Planning applications approved:</u> NONE	
9.3	<u>Planning applications refused/withdrawn:</u>	

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9.4	<p>22/02876/FL Erection of a two bedroom detached dwelling with mezzanine and basement, associated curtilage and three parking spaces (Resubmission of TM/22/01210/FL) Downs Farm Pilgrims Way - REFUSED</p> <p>OTHER PLANNING MATTERS: Cllr Bell noted that the appeal to build a house on land adjacent to 204 High Street had been upheld. BCllr Dalton noted that he believed there was a sewer running through the car park which was a reason for past refusals. Medway Green School building. This has been reported to enforcement and we have been advised that it could be allowed under the provisions of Class M of Part 7 of Schedule 2 of The Town and Country Planning (General Permitted Development) (England) Order 2015 which permits the erection, extension or alteration of a school, college, university or hospital building subject to works meeting certain requirements and conditions. Cllr Bell feels that it does not conform to the conditions, but no confirmation of whether it is allowable has been received. BCllr Dalton will follow up Planning. Clerk will send details. Cllr Bell advised that the proposed development in Eccles has changed its name again. It has now gone from Bushey Wood to Land at Eccles is now being called Priory View.</p>	RD CLERK
10. 10.1 10.2 10.3	<p>ROADS, FOOTPATHS & LIGHTING - Updates: Cllr Bell noted that there are still major parking issues around All Saints School, he asked that Cllr Baker request an updated on the school travel plan, as the Parish Council Governor rep. This will enable us to look at possible solutions to the problem. BCllr Dalton asked if the school is oversubscribed. He thought there was provision to extend planning to allowed for a 3-class intake. Cllr Baker explained that only some year groups were oversubscribed but not the whole school. Cllr Buchanan noted that she had been told there were no plans to extend and all areas can be accepted. MOP explained that a child travelling from distance child will have to fulfil a specific criterion to enable them to attend. Cllr Bell noted that at the last meeting with the School, the Head had expected the school to expand from 400 to 700 students. Salt bins: Cllr Baker proposed to purchase 3 standard salt bins for PV, seconded by Cllr McDermott. - ALL AGREED. Clerk to purchase 3 standard bins for delivery to Cllr Baker, he will then arrange for a salt delivery from TMBC. Medway Green School Issues Cllr Bell advised that the parking problems continue and is concerned with the expansion of the school they will getting worse. He believed that, due to pupil needs, 2 teachers are required per child. We have been advised by the Head that numbers are likely to rise to 70'ish. MOP advised that there would only be 56 children attending and that the staff ration would be 7:4. She had also been told that the PC had objected to both a car park and parking on the 'triangle'. Cllr Bell advised that this was not the case. He also felt that the school should have let it be known what they are doing, it appears that the school does not want to interact with the Village. There have been no communications to Oldfield Drive residents or the Parish Council. Cllr Bell asked where do the students come from? MOP advised that they can come from anywhere as they specialise in Social, Emotional and Mental Health (SEMH). The new class room is to be able to provide more life skills training. BCllr Dalton suggested a liaison group/person meet with the school to find out what is going on. Clerk noted that the bollards have now been installed outside the school and the grass been re-laid. MOP noted that a taxi had already driven over the new grass and the Head had put out cones to stop further abuse. Resolution to agree One-Way experiment start date: Cllr Bell prosed to accept start date of 30/5 for works to begin on the experiment, Seconded by Cllr McDermott. ALL AGREED.</p>	AB CLERK AB ?
11. 11.1 11.2 11.3	<p>OPEN SPACES Recreation Ground. Cllr Bell advised that a sign to go on the height barrier would cost £50-60 plus fitting, so would be around £100. Proposed to go ahead with the purchase and call it Wouldham Parish Car park. Seconded by Cllr McDermott. ALL AGREED. Thanks was also given to the resident who has donated 2 oak trees to plant in the rec. This will be done shortly. Letter re ground changes. Cllr Bell noted that a draft sent around but 1 Cllr thought it should be stronger. Cllrs Baker and McDermott also felt it could be firmer as the owner seems to think he can do whatever he wants. All to send revised wording to Clerk to collate</p>	EB CLERK ALL

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11.4	Allotments : .Cllr Bell advised that a SE Water engineer has attended and suggested that stand pipes need to be lagged. The leak has been mended and needs to be checked and covered with shingle. BCllr Dalton suggested that Armaflex lagging would be the best. It was agreed that this would be provided by PC	CLERK
11.5	Ground Maintenance: Cllr Bell and the Clerk met with Orchard to review work schedule for next year and Work Report has been submitted to KCC.	
11.6	PV Play Equipment: Cllr Baker advised that the MUGA should be started next month.	EB
11.7	Common: Nothing to report	
11.8	High Street Bays: Cllr Bell proposed to create flower beds to stop it being used as a dog toilet. Cllr McDermott seconded – ALL AGREED.	
11.9	Cllr Bell advised that the fly tipping along top road is in Medway. The PSCO has been informed, but advised that it is on private land so will be the landowners responsibility.	
12.	<u>VILLAGE HALL</u>	
12.1	Fabric: A lot of the work has been completed, but the back door needs to be rehung so that it can be opened onto the fire exit and the fire exit signs changed. However, the intention is still to have an exit at the bottom of the garden.	
12.2	Accounts were circulated showing around 16k left to spend which is needed for the disabled toilet and kitchen. To be added to minutes. Currently, general running costs are being covered by user income.	
13.	<u>HEALTH & SAFETY/RISK MANAGEMENT</u>	
13.1	Defibrillators: Still waiting for the quote for the one in the church. Both the Village Hall and Community Centre have been checked.	CLERK
13.2	Lifebuoys: Cllr Baker advised that he and Cllr Rimmington check the ones in PV. Cllr Bell advised that the ones in old village have been checked by TMBC.	CLERK
13.3	Play equipment: Cllr Bell reported that the Clerk has found a contractor who could potentially carry out repairs on the Zip Line and is arranging a meeting for them to quote.	
13.4	Village Hall: As above	
13.5	Black robin steps: The wood on the steps and hand rails has rotted need renewing. Suggestion that either the 'Working out' team could do it again or a volunteer group arranged. It was agreed to look at this when the weather gets better.	
14.	<u>GENERAL VILLAGE BUSINESS:</u>	
14.1	Community News. Likely to be ready April/May. If anyone wants to include anything, the email address is: editorwouldhamparishmagazine@gmail.com .	CLERK
14.2	Community transport application: Cllr Bell advised that the application has gone to KCC for a community minibus, there has been interview with the funders, which was positive, but we will not hear until the end of March if we have been successful.	
14.3	Coronation event planning: Cllr Bell advised that there had been a meeting to agree what could be done. It was decided that there would be a children's tea party in the village hall for children under 11 plus adult/carer. There will also be an afternoon tea for older residents and a colouring competition leading up to the day. He proposed to purchase 100 spoons and 100 pens for the older people which comes to around £430 from the 1k budget. Seconded by Cllr McDermott. ALL AGREED	
15.	CORRESPONDENCE: A letter has been sent to KCC thanking for the highways work they have done around the village.	
16.	DATE OF NEXT MEETING: Tuesday, 4th APRIL , 2023 in the Village Hall at 7.30PM Noted that this is the last meeting of the current pc. All nominations must be in by 4pm on that day. FOR NOTE: Clerk will be unavailable from 10 – 20 th March and Cllr Bell will be unavailable from 22-29 th March.	
17.	QUESTIONS FROM COUNCILLORS, CHAIRPERSON AND CLERK: NONE	
18.	MEETING CLOSED AT : 9.25	

Signed _____

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Finances up to February 2023		March Meeting		
Opening Balance Nat West 22/2/23				£92,986.53
RINGFENCED TOTALS				
Monies from car park donations			£ 1,935.00	
Monies from membership grant			£ 1,700.00	
Monies from Big Lottery			£ 93.99	
Current available monies ringfenced			£ 3,728.99	
Receipts made up to 22/2/23				
15-Feb-23	KCC	Devolved Maint & PROW		1683.98
TOTAL INCOME				
Payments made up to 22/2/23				£ 1,683.98
Jan	Staffing Costs		BAC	1455.96
Jan	Nest		DD	39.50
Jan	Office		BAC	216.66
Jan	April Skies	Interim Audit	BAC	227.60
Jan	Giffgaff	Mobile	DD	6.00
Jan	Gmail	Email (est)	DD	5.52
Jan	EDF	CCTV	DD	18.00
Jan	N Power	Streetlights		29.00
TOTAL EXPENDITURE				
	P & L for period		-£	314.26
	Balance (inc ringfenced)		£	88,943.28
	Pending/cleared		-£	35.00
	Closing Bank Balance @ 22/2/23			£ 92,707.27
Payments to be agreed at March meeting				
Feb	Staffing Costs		BAC	1456.16
Feb	Nest		DD	39.5
Feb	PAYE		BAC	62.15
Feb	Office		BAC	216.66
Feb	Giffgaff		DD	6
Feb	Gmail (est)		DD	5.52
Feb	EDF		DD	18
Feb	N Power (est)		DD	29
09-Feb	Parish Online	Subscription	BAC	96.00
Mar	Expenses		BAC	139.12
TOTAL COMMITTED SPEND @ 22/2				£ 2,068.11
ESTIMATED BALANCES				
Estimated Bank total		£	90,639.16	
RINGFENCED TOTALS		£	3,728.99	
TOTAL AVAILABLE		£	86,910.17	

Signed _____

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