

MINUTES OF ANNUAL PARISH MEETING

5TH May 2026 at 7pm

Venue: Wouldham Village Hall

Attended:

Jane Miles, , Ashley Crowdey, Rosemary BBell, Tina Miles, Tracey Yard Nick Timothy, Luke Church, Louise Martin, Ann-Marie Church, Alex McDermott

1. **Apologies for absence:** Cllr Marr, BCllrs Davis and Dalton
2. Minutes from last year's meeting signed by Chair, Cllr Miles
3. **Chairmans' Report**

Cllr Miles advised that the Chair's reports for the year 25/6 had been included in the report's packs handed to all attendees. She noted that, since writing the report, the Travel Plan had now been provided by All Saints, Wouldham, School and thanked Adam Baker for his efforts in taking this forward. Cllr Yard confirmed that the drop-off point along Hall Road now appears to be open, and hopefully parents will use it more responsibly.

Cllr Miles also thanked all those who had contributed to the reports which will be kept for future generations to see what was happening in the Parish. They will be available on our website.

Tina noted that it was great to see that 95 letters had been sent out due to Speedwatch sessions. Rose advised that there are still a number who receive 2nd 3rd or 4th letters (which includes a visit from the Police), so there are some that still seem not to learn. It is better when the Police attend the sessions as they are able to issue immediate tickets to offenders.

3. **Verbal reports:**

Tina reported that there were a few late reports which came in after the printed copies were produced. She has included these on the reports on the website.

Peters Village Community Centre/Village Hall reported increased use and changes to make the waste area more secure which is for use by the landscaping company.

Wouldham Wellbeing Walk reported that numbers have increased over the 2 years of operation but would like to see more men come along.

Wouldham Book Club reported that, with around 20 members, the group now include social activities such as curry nights, attending literary festivals and are trialling a film night.

5. **Ideas/Priorities for the year:** Ashley reported that the Allotment Association will try to get the allotments registered as a Community Asset.

Ann-Marie reported that the mosaic will be ready to be installed as part of the Village Hall frontage revamp. Tina noted that as it is so heavy, it will need base support. Jane volunteered 6 breeze blocks which could be used, which would last longer than a wooden plinth. She will put them in the back of the Hall.

- 5 Close 7.23 pm

DRAFT UNTIL MAY 2027

ANNUAL GENERAL MEETINGMINUTES OF THE ANNUAL GENERAL MEETING OF WOULDHAM PARISH COUNCILTUESDAY 5th MAY 2026 AT 7.15PMWOULDHAM VILLAGE HALL

Present: Cllr Miles, Cllr Yard, Cllr Church, Cllr Timothy, BCllr McDermott
T Miles (Clerk)

Apologies: BCllr's Dalton and Davis, Cllr Marr, Cllr Collier-Ward

1.	Signing of last year's minutes: Proposed by Cllr Church and seconded by Cllr Signed Yard.	
2.	To receive Chairman's report 2025/6 Cllr Miles noted that the Chairmans' report had been presented as part of the Annual Parish meeting reports. They will all be published on our website. She thanked all Councillors for their hard work and commitment over the year as volunteers. Cllr Miles stood down as Chair.	
3.	Election of Chair for 2026/7 The Clerk thanked all those who had contributed to the annual reports. She then asked for nominations for Chair for this year. Cllr Yard nominated Cllr Miles , Seconded by Cllr Church - All agreed. There are no other nominations. Votes For 4 Against 0 Cllr Miles accepted the nomination and was duly elected Chair of the Parish Council 2026/7	
4.	Election of Vice Chair The Clerk asked for nominations for Vice Chair. Cllr Church nominated Cllr Marr , and seconded by Cllr Yard There are no other nominations. Votes For 4 Against 0 Clerk explained that as Cllr Marr was elected in his absence, his acceptance could not be agreed at this meeting but will be included in the June meeting.	
5.	Declaration of Acceptance of Office: The Chair, prior to continuing the business of the Parish Council, then signed the Declaration of Acceptance, witnessed by Tina Miles being the Proper Officer of the Parish Council. All Councillors to sign the Declaration of Acceptance of Office at the next meeting. She also confirmed that all DPI's are in place with the Monitoring Officer	
6.	To appoint membership for committees/groups	
6.1	Cllr Miles explained that Working Groups are set up to undertake specific tasks. However, as we all get involved it is better to have a lead who can co-ordinate and report suggestions. No decisions can be made unless they have been presented to a full council meeting. Any motions should be notified to the Clerk at least 5 days before the next meeting to be included on the agenda. The Chair went through the working groups required with only minimal changes from last year.	

Signed _____

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Date _____

6.2	<p>Planning: Cllr Miles Village Hall: Cllr Yard Finance: Cllr Timothy Roads, Footpaths and Lighting: Cllr Collier-Ward Open spaces: Cllr Church Health & Safety: Cllr Miles</p>	
7. 7.1 7.3 7.4 7.5 7.6	<p>Councillors were appointed to represent the Parish Council as liaison/contacts for the following groups: 7.1 Flooding – PC rep for the EA flood alerts – Clerk 7.3 Parish Website – Clerk, 7.4 CCTV – Chair/Clerk 7.5 School Governor: Adam Baker has agreed remain as the Parish rep on the Board of School Governors 7.6 KALC/PPP meetings: Cllr Collier-Ward and Cllr Yard</p>	
8. 8.1 8.2	<p>Wouldham Parish Council Accounts: 8.1 Nat West current account – New signatories agreed as Cllr Church, Cllr Timothy, and Clerk. Unity Trust bank same people. Clerk to update mandates. 8.2 2026/7 Meetings: It was agreed to drop February and August meetings. Also, due to holidays and another Bank Holiday, it was agreed to hold the July and September meetings on the 2nd Tuesday of the month. Therefore, the dates will be: 2nd June, 14th July 8th September 6th October 3rd November 1st December 5th January 2nd March 6th April 4th May (AGM) 7.35pm AGM finishes</p>	Clerk

Continuing with the Parish Council meeting. 7.35pm

MINUTES OF WOULDHAM PARISH COUNCIL MEETING
TUESDAY 5th May, 2026 AT 7.30PM
WOULDHAM VILLAGE HALL

Present: Cllr Miles (Chair), Cllr Church, Cllr Timothy, Cllr Yard, BCllr McDermott and BCllr Dalton, PC Brown, T. Miles (Clerk) 3 Members of Public

Action

- 1) Apologies for Absence** BCllr Davis, Cllr Marr and Cllr Collier-Ward
- 2)** The minutes of the Parish Council meeting held on 7th April 2026 were proposed by Cllr Church and seconded by Cllr Yard. The minutes were duly signed by the Chair.
- 3) Matters arising from the Minutes** - None
- 4) To receive Declarations of Interest** - None
- 5) External Reports** BCllr McDermott reported that it had been a quiet month. The Local Plan Regulation 19 consultation should start during the summer, and the outcome of the Government reform should also be known in the summer. BCllr McDermott noted that members may be aware that the Leader of the Council has made representations to Government Ministers regarding the water situation in the southeast and the impact on housing targets. It was also noted that it was not just water, but general infrastructure such as highways who seem not to raise any issues for new planning. An example of this is when Peters Village was built, modelling showed an increase of 35-40% increase in traffic. In fact, the actual figures indicate over a 100% increase. Clerk noted that this had been raised with the Bushy Wood development where the Parish Council suggested any modelling should be doubled.
- BCllr Dalton noted that at the last meeting Cllr Marr asked about the situation with Trenport. BCllr Dalton advised that, although not a definitive answer, Trenport have put in a request for the Bell Lane development to extend the planning for 2 years and he has a Teams meeting with a rep from Trenport on 15/5/26 to discuss the spine road for Bushy Road. So, it seems they are still progressing with developments.
- BCllr Dalton also reported that he had raised policing concerns with Des Keers. It was suggested that if a contribution of 2k is made to the TMBC Safety Team, it would enable:
- A visit to the geographical location by the Team at least once a week unless extenuating circumstances prevent this from happening. This will target hotspot locations in the parish.
 - A weekly 'check in' via the Parish Clerk to identify issues/hotspots to focus on.
 - A monthly report detailing the work of the Team during that period.
 - A comprehensive report at the end of the six-month period setting out the number of visits to the parish and the issues identified and resolved during this time
- This scheme has won a national partnership award. The main priority is to provide familiarity and visibility in the area. Officers are accredited and have been given powers to undertake enforcement. Patrols can be directed by the Parish Council. Chair noted that we had a motion to approve this under agenda item 6.3 but can bring it forward. Proposed to contribute to the scheme by Cllr Yard, Seconded by Cllr Timothy - All Agreed. Clerk to progress.

Signed _____

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Date _____

6) Community Safety

Action

Speedwatch/Road Surveys: Chair advised that the Speedwatch has reported as follows:

On 21st April the Speedwatch team was deployed at the gates of the recreational ground in Knowle Road. Out of the 294 vehicles passing the team, 27 were found to be exceeding the 20mph limit. This equates to 9.2% speeding.

It should also be noted that PC Brown and his partner were in attendance and issued 5 speeding tickets and 1 ticket for non-seatbelt wearing.

The breakdown for the speeds on this session were:

25mph 2	28mph 6	33mph 1
26mph 5	29mph 3	42mph 1
27mph 4	30mph 5	

On 28th April the Speedwatch team again deployed at the same site. Out of 265 vehicles passing the team only 14 were found to be exceeding the 20mph limit. This equates to 5%.

HOWEVER, IT MUST BE NOTED that there was a 'Road Closed' notice and diversion sign up at the junction of Hall Road/Knowle Road/High Street due to a water leak. This meant the flow of traffic was considerably changed. The vehicles being diverted blocked the SID signal so a number of vehicles who were speeding could not be noted, and also due to the chicane being blocked the traffic sometimes came to a standstill,

The breakdown for the speeds of this session were:

25mph 3	28mph 2	33mph 1
26mph 2	30mph 1	34mph 1
27mph 3	32mph 1	

We hope to continue trying to educate drivers in reducing their speed, especially as this site is so close to the crossing guard for the children. Co-Ordinator

BCllr Dalton asked a log of road closures due to water issues be kept as this could be used to identify issues when any planning applications are made. BCllr McDermott advised that he regularly uses Wouldham High Street as an example of the impact of deficient infrastructure at meetings about Highways.

Neighbourhood Watch/Police

PC Brown referred to his annual report which explained the issues around the area during the year. He is aware that speeding is major problem and that he is meeting with Traffic Officer on 13/5 to look at siting the speed check van to park on Knowle road. Cllr Timothy noted that there are currently no camera signs but confirmed there are many places they could be placed. PC Brown will raise this at his meeting.

Cllr Miles asked if there had been any development with the quad bikes on the Common. PC Brown confirmed that he had spoken to the Rural Team who have reported that they do patrol. However, this information had not been passed on, so he has asked for regular updates on patrols etc. PC Brown advised that he had attended once the area with dog handlers and the Rural Team where they identified people on quads were shooting pigeons and using the dead bird as a football! However, once uniforms were seen, the offenders fled. Priorities are speeding at the moment, but noted other issues are on the radar including shoplifting from the Co-op. Unfortunately, they do not regularly report and they need to be encouraged to report every event. He noted that a prolific shoplifter got charged and sent to court for stealing low valued goods. Cllr Church noted that all the low-level crime can escalate if it is not reported. I.e. shoplifting, drug dealing, speeding and everyone must do their bit to stop this.

Signed _____

Date _____

7) Administrative and Finance Matters

1. **Payment request and reconciliation:** Were reviewed by members and approved. Signed by Cllrs Timothy Cllr Church and Cllr Yard
2. Members reviewed the **Internal Auditors Report** – Councillors had received the report via e-mail, and it will be on our website. The Internal Auditor has signed off the accounts. Chair Proposed to change Financial Regulations to 2k All Agreed. Clerk to update the regulations on the website.
3. **Statement of Internal Control** - Agreed - Chair and Clerk signed.
4. The Council considered and approved the **Annual Governance Statement**, Section 1 of the AGAR for 2025/6. The Chair and Clerk signed and dated the Statement on behalf of the Council. It will be published on our website.
5. The Council considered and approved the **Accounting Statements** and supporting documents as provided by the Responsible Financial Officer who had, prior to the meeting, signed and dated section 2 of the AGAR for 2025/6. The Clerk explained the variances, which will be sent to the External Auditor. Cllr Miles then signed and dated the Accounting Statement on behalf of the Council.
6. The Council were asked to note the proposed dates for the Exercise of Public Rights as selected by the Council's Responsible Finance Officer. From Thursday 4th June to Wednesday 15th July, 2025. - Agreed

8. Planning Applications:**Planning Consent Issued/Approved:**

TM/26/00470/LDP - 22 Corliss Vale - Lawful Development Certificate Proposed: Single storey rear extension - Now certified.

TM/26/00442/LDE - Ivy Cottage 740 Pilgrims Way - Lawful Development Certificate Existing: Use of former agricultural land as residential garden - Clerk noted that this is the 3rd application for the site and we need to be mindful of 'creeping' changes to fundamentally change the site. Cllr Timothy also noted that the PROW still goes through the land and this is checked regularly.

Planning Consent Issued:

25/02116/FL - Ivy Cottage, 740 Pilgrims Way - Section 73 application to vary condition 2 (Approved plans) of planning permission TM/25/01476/PA for Proposed barn conversion to a residential 1 x 2-bed dwelling and associated landscaping alterations. Proposed changes include internal changes to layout, along with new/ altered windows and fenestration, amendments to front garden and removal of shipping container.

26/00205/LDP - 7 Nelson Road - Dropped kerb to access existing hard standing

Planning applications refused/withdrawn: NONE**Other Planning Issues:**

Cllr Miles advised that an additional application had been approved since the papers were issued: **23/03201/FL** Ringshill Farm, change of use and 2 mobile homes for workers.

9. Roads, Footpaths & Lighting

- 9.1 Cllr Miles reported that the new 20mph sign has been put on Knowle Road and the foliage around the other signs had been cut back. This will need doing further as the trees are growing quickly. Clerk advised that KCC have changed contractors which could mean a few delays whilst they bed in. She had reported the fallen sign at the top of the Knowle, and it should be removed within a month.
- 9.2 Cllr Yard reported that she and the Clerk had attended the KCC Road Safety Seminar. There was a lot of useful information on how data is collected and used. It was particularly good to speak to Schools Officers about Travel Plans and their safety campaigns which provide leaflets on parking and safety for parents and children. It was also good to meet Ryan, who developed the No Entry scheme. He seems far more receptive to installing cameras within the next couple of years if there is sufficient evidence for the need.

Signed _____

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Date _____

Action

10. Open Spaces

Updates: Cllr Timothy reported that the height barrier had been hit again. The person forgot he had ladders on his roof and was apologetic for the damage. Cllr Miles suggested that we could claim on his insurance, but as there was already damage, it may be better to get a price to replace the cross bar and as we now have number recognition cameras, we could claim in future. - All agreed. Clerk to get prices to a new fabricated arm.

Common: Cllr Miles reported that more rubbish left in bags which have been ripped open and we need to build dead hedges to stop quads and bikes getting onto the Common. We could look at the second Saturday in July to have a working party and possibly open it up to the wider community.

Allotments: Ashley (Chair of Association) reported that the compost toilet is now in operation. Also, there will be a plant sale on 17th May 11-3 at the allotments. She is also pleased to report that there are now 9 members on the committee, so a good team. Cllr Timothy asked if there are bats Bat boxes. Ashley reported that there are signs in one box, but no others. However, one of the boxes is being used as a blue tits nest. Ashley also reported that the horse field fence has been done and their next project is to build a shelter. But the tap is being left on/dripping again. Clerk to remind horse user. Cllr Timothy will investigate if a cut-off valve can be introduced as a safeguard measure.

11. Village Hall

Cllr Miles congratulated the Clerk for securing 18 k funding and advised that we now must place the order for the works. Clerk advised that she had received 3 quotes. She will check the start dates and circulate results so a final decision can be made at the next meeting. Cllr Timothy will confirm whether the other local contractor wishes to quote.

12. Health & Safety/Risk Management - Concerns Raised

- 12.1 **Defibrillators Update** – Cllrs Miles and Church have checked all 3 units. Clerk to purchase new pad for peters village.
- 12.2 **Life Buoys** – Cllr Miles checked.
- 12.3 **Village Hall:** Clerk reported that the smoke alarm and handrail still need to be put up and the door needs changing so that it opens the other way. Cllr Timothy noted that these could be done by the contractor doing the other works.
- 12.4 **Open spaces:** Cllr Timothy asked about quarry clearance as there seems to a lot of working there. Clerk reported that she had chased the Woodland Trust and the Chair had reported the anti-social working to Environmental Services who have raised a new case.

13. Members of the Public

MOP1 - Asked whether it is possible for KCC to paint NO ENTRY on the road. Cllr Yard noted that it may not be possible as the TTRO is No Motorised Vehicles. Clerk to check with KCC.

14. General Village business

- 14.1 Discuss and approve items for the Community News: Suggestions are to include: the illegal use of E-scooters; dialling 999 then 55 if you are unable to speak and need assistance and What-3-words.
- 14.2 Feedback from external meetings - KALC/PPP: nothing to report.

15. Date of Next Meeting Tuesday 2nd June, 2026 at 7.30pm in the Village Hall

16. Items from Councillors, Chairperson and Clerk for NEXT Agenda.

17. Meeting closed at 9.25pm