

MINUTES OF ANNUAL PARISH MEETING

16TH May 2023 at 7pm

Venue: Wouldham Village Hall

Attended:

Cllr Bell, Cllr Miles, Cllr Yard, Cllr Hopper, Cllr Simmonds, Cllr Britchfield, Cllr Gray, Rosemary Bell, Sarah Briggs, Stella Wingate, Ron Harper, Daphne Parris, Alison Hill, Jenny Day, Shekhar Karande.

1. **Apologies for absence:** KCCLlr Kennedy

2. **Chairmans Report**

Cllr Bell noted that the Chairmans reports for the year 22/23 had been included in the report's packs handed to all attendees. Agenda items 3-5 were also included. Clerk noted that some statutory and voluntary organisations had not included as they had not responded to the request to provide information. Reports will be published on the website.

3. **Verbal reports:** Cllr Gray advised that Wouldham Community Initiative had been inactive over the last year with 6 members who have not been able to deliver anything.

4. **Ideas/Priorities for the year:**

Rosemary Bell suggested friendship benches could be installed around the Village. Perhaps one on Worrall drive and one on the Recreation Ground. They would need to be advertised as a 'friendship bench' and colourful. Sarah suggested that people could sit on it to start with. Tina noted that there had been set aside funding in the precept so this could be implemented quite easily.

Sarah asked about the No entry experiment. Tina explained that this is not under the responsibilities of the Parish Council, but they have been a consultee for KCC. The experiment will mean that there is no entry to the High Street from the Church and if it is adopted, a 'build out' will be installed. The High Street itself will remain unchanged. There will be 2-way traffic from Oldfield to the High Street, but the top part of School Lane will be one-way. This means that anyone traveling to Maidstone would need to travel up School Lane and then return via the High Street. She advised that KCC would publish a website with all the information and every household would get information about the scheme once it starts.

Tracey noted that the Henry Peters charity was set up to help the 'sick and poor' of the Village. She feels that giving money to the school for equipment does not align to this as she understands many of the SEN students in the school do not live in Wouldham. She feels it should revert to the original objectives and be for older Wouldham residents. Clerk to inform the Charity of her views.

Stella noted that traffic barriers were still outside the pub. Cllr Simmonds advised that many residents had already reported them. Tina suggested that they now be reported as 'fly-tipping'.

5 Close 7.22 pm

Signed _____

Date _____

ANNUAL GENERAL MEETINGMINUTES OF THE ANNUAL GENERAL MEETING OF WOULDHAM PARISH COUNCILTUESDAY 16th MAY 2023 AT 7.15PMWOULDHAM VILLAGE HALL

Present: Cllr Bell, Cllr Miles, Cllr Yard, Cllr Hopper, Cllr Marr, Cllr Simmonds, Cllr Britchfield,
Cllr Gray. T Miles (Clerk)

Apologies: KCllr Kennedy, BCllr's Dalton, Davis and McDermott

1.	Signing of last year's minutes: Proposed by Cllr Bell and seconded by Cllr Marr. Signed	
2.	To receive Chairman's report 2022/3 Cllr Bell noted that the Chairmans report had been presented as part of the Annual Parish meeting reports. They will all be published on our website Cllr Bell stood down as Chair.	
3.	Election of Chair for 2022/3 The Clerk thanked all those who had contributed to the annual reports. She then asked for nominations for Chair for this year. Cllr Marr nominated Cllr Bell to maintain consistency. Seconded by Cllr Yard There are no other nominations. Votes For 8 Against 0 Cllr Bell accepted the nomination and was duly elected Chair of the Parish Council 2023/4	
4.	Election of Vice Chair The Clerk asked for nominations for Vice Chair. Cllr Miles nominated Cllr Marr, again to maintain consistency and is seconded by Cllr Yard There are no other nominations. Votes For 8 Against 0 Cllr Marr accepted the nomination and was duly elected Vice Chair of the Parish Council 2023/24	
5.	Declaration of Acceptance of Office: The Chair, Vice 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. She confirmed that all councillors had signed the Declaration of Acceptance of Office prior to the meeting. All DPI's have also been received to be forwarded to the Monitoring Officer.	
6.	To appoint membership for committees/groups	
6.1	Cllr Bell explained that, on the advice of the previous Auditor, committees were now working groups as these can plan, research, and put forward recommendations without the need to hold formal/minuted meetings. However, this means there would be no devolved budget or decisions made. Any ideas/recommendations will need to be brought to full council for decision. For projects to be considered, the Project Initiation form will need to be completed by the Working Groups and passed to the Clerk at least 5 days before the next meeting to be included on the agenda.	

Signed _____

Date _____

6.2	<p>The Chair went through the working groups required and the following Councillors accepted.</p> <p>Planning: Cllr Bell, Cllr Gray, Cllr Britchfield</p> <p>Village Hall: Cllr Marr, Cllr Yard</p> <p>Finance: Cllr Bell, Cllr Marr, Cllr Hopper</p> <p>Roads, Footpaths and Lighting: Cllr Hopper, Cllr Gray, Cllr Britchfield.</p> <p>Open spaces: Cllr Miles, Cllr Simmonds, Cllr Yard.</p> <p>Health & Safety: Cllr Simmonds, Cllr Miles</p>	
7. 7.1 7.3 7.4 7.5 7.6 7.7	<p>Councillors were appointed to represent the Parish Council as liaison/contacts for the following groups:</p> <p>Flooding – PC rep for the EA flood alerts – Clerk</p> <p>Parish Website – Clerk, Chair</p> <p>CCTV – Chair/Clerk</p> <p>School Governor: Cllr Bell explained that Adam Baker had asked to continue to be Governor until July. Cllr Gray asked whether this was allowed. Cllr Bell confirmed that he had checked and it is allowed and would be happy for him to continue with conditions about receiving information from each meeting. All agreed</p> <p>KALC/PPP meetings: Cllr Bell and Cllr Gray</p>	
8. 8.1 8.2	<p>Wouldham Parish Council Accounts:</p> <p>Nat West current account – signatories –Cllr Bell, Cllr Marr, Cllr Hopper, Clerk. Unity Trust bank same people. Clerk to update mandates</p> <p>2023/4 Meetings: It was agreed to drop February and August meetings. Therefore, the dates will be:</p> <p>Tues, 6th June; Tues, 4th July; Tues, 5th September; Tues, 3rd October; Tues, 7th November; Tues, 5th December; Tues, 2nd January; Tues, 5th March; Tues, 2nd April; Tues, 7th May (AGM)</p> <p>7.30 AGM finishes</p>	Clerk

Continuing with the Parish Council meeting. 7.30pm

Signed _____

Date _____

MINUTES OF WOULDHAM PARISH COUNCIL MEETING
TUESDAY 16th MAY AT 7.30PM
WOULDHAM VILLAGE HALL

Present: Cllr Bell, Cllr Miles, Cllr Yard, Cllr Hopper, Cllr Marr, Cllr Simmonds,
 Cllr Britchfield, Cllr Gray. T Miles (Clerk)

1.	APOLOGIES: BCllr McDermott, BCllr Dalton, BCllr Davis, KCllr Kennedy	ACTION
2.	MINUTES The minutes of the Parish council meeting held on 4/4/23 were proposed by Cllr Marr, and seconded by Cllr Bell to be a true record of proceedings. Clerk advised that she had checked with the Monitoring Officer that they could be signed even though other Councillors were not in attendance.	
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	Most reports were included in the AGM reports and will be available on the website.	CLERK
5.1	Cllr Bell noted that we had received the Borough Councillors report earlier in the day. It highlighted that a planning application had been submitted to create a carpark for the Medway Green School. They also reported that the Bushey Wood development had gone to appeal for non-determination.	
6.	Community Safety Speedwatch. Cllr Britchfield will find out where the equipment is. He noted that there had been a request to join via Facebook, but has had little response yet. Clerk asked if a Speedwatch could get a risk assessment done to enable a session to run by the church once the new road layout has been installed. Cllr Gray noted that the area had not passed the risk assessment previously. Cllr Britchfield noted that a new layout would mean it could be re-visited and he will investigate.	TG/DB
7.	Administrative and Finance	
7.1	Authorisation of payment request. Cllrs Bell, Marr and Hopper signed	
7.2	Introductions : Cllr Bell invited the new councillors to introduce themselves and their motivation for wanting to be on the Council. Tracey Yard. Is a 5 th generation Wouldamer and has previously been a Councillor. She has a passion for creating a better community Jane Miles. Is also a 5 th generation Wouldamer with past family members being parish and county councillors. She wants the parish to look better and for people to enjoy where they live. David Britchfield. Has lived in the parish for 20 years. He is an Archaeologist and was involved in the PV excavations before the houses were built. He wants to make a difference for everyone living in the parish. Lin Simmonds. Has only been in the parish for a year and is keen to get involved in community. Paul Hopper. Has lived in the parish for 18 years and is looking to make a difference. Theresa Gray. Has lived in the parish, both in Peters Village and the Village for around 5 years. Her priority are the roads.	
7.4	KALC/NALC subscription. Cllr Bell advised that Kent Association of Local Councils (KALC) and National Association of Local Councils) provide advice, guidance and training for councils. The subscription is based on per capita and has increased due to the increase in residents. The cost is £1021.66. Cllr Bell has tried to get it reduced, but was told that by giving a reduction would set a precedent for other councils. He noted that, as part of the subscription, we can get legal advice as well as subsidised training for councillors. Cllr Gray asked if the commitment would be just for the year. Clerk confirmed that it needs to be reviewed on an annual basis. Cllr Bell proposed to subscribe to both KALC and NALC, seconded Cllr Gray. All agreed	CLERK

Signed _____

Date _____

8	Members of the Public	
8.1	MOP 1 understood from residents in Burham that the 29 bus service is only running until June and if it is lost so many are isolated. Road closures have meant that people have been left waiting for a bus. However, she noted that only about 6 people are using the service from Wouldham on a regular basis. Clerk to check as the council had not been informed of any stop in service. Cllr Bell noted that NuVentur have had discussions with KCC to see how the new funding obtained by the parish council could support service extensions to e.g. Chatham/Rochester etc. Cllr Miles suggested asking Farleigh for input. MOP suggested asking different bus companies to ensure the best service.	CLERK CLERK
8.2	MOP2 asked about S106 money. Clerk explained KCC had said that they were not part of the Unilateral Undertaking therefore would need to negotiate any provision. TMBC are now looking at delivering themselves. It is currently with their legal department for advice. Information had also been given to KCCllr Kennedy to see if he could push things along. Ideally, we are looking to have a dedicated/part time youth worker, a summer scheme and some adult education courses starting before the deadline. MOP 2 also asked whether there would be cameras at the No Entry point. Clerk advised that this was not currently planned. But there will be monitoring at each junction to see if it is abused and hope to have the Speedwatch Team to run a session as it starts. She also noted that signage in Peters Village shows Wouldham going to old village, but Peters Village IS in Wouldham! Cllr Bell explained that he had requested a meeting with KCC to discuss signage issues around the parish, but they are unwilling to meet, he will follow up.	CLERK EB
8.3	MOP3 Noted that the bollard is still broken along hall road. Clerk advised that this had been reported. Also, as part of the Highways Improvement Plan (HIP) we are asking for the 'Flecta' bollards, which are more easily seen. MOP3 suggested including humped mini roundabout at Medway Inn as the build out causes cars to have restricted sight along the High Street. This could be investigated, but some councillors felt this could speed up traffic and it is unclear whether there is enough room for it to be installed.	CLERK
8.4	MOP4 would like to set up a football club in Peters Village. Cllr Gray suggested he contact Liam Wotton for support who was also looking to start a 'Wouldham' club. MOP4 also asked if the drop off point along Hall Road be and the car park be used better. Cllr Bell advised that he hoped to have discussions when the new Head is in post. He noted that the travel plan issued in 2018 showed there were no parking issues. We have asked for an updated one considering the constant problems. This has yet to be received.	EB
9	<u>Planning</u>	
9.1	Planning applications considered and commented upon: <i>23/00824/LDP 9 Nelson Road, Loft conversion (Lawful Development Certificate)</i> <i>23/00768/LDE To confirm material operations have been carried out at the Medical Centre, PV</i> <i>23/00660/LRD condition 3 (method statement) for 22/02347/FL Gardeners Cottage kitchen demolition</i> <i>23/00594/FL 22 Oldfield Drive, Loft conversion with 2 dormers, rear window and side roof light</i>	
	<u>Planning Consent Issued:</u>	
	<i>23/00683/NMA Non -material amendment to planning to 22/02052/FL Gardeners Cottage</i>	
9.2	<u>Planning applications refused/withdrawn:</u>	
	<i>23/00345/LDP 176 High Street, formation of hardstanding and replace fence – WITHDRAWN</i>	
9.3	<u>Other Planning Matters:</u>	
	<i>Cllr Bell noted that 2 additional applications had been received in May due to the date of the meeting and will be included in next month's agenda</i>	
9.4	<i>3 Nelson Road, Dropped curb and hardstanding</i>	
9.41	<i>Car park on playing field of Medway Green School. To accommodate 44 cars. Questions to be asked if the lighting to be on a timed system. Will the car park be gated.</i>	
9.42	<i>Cllr Hopper asked if a gate could be put in the wall along the high street. Clerk explained that Trenport had advised that no gates should be allowed in the Wall, so no further installations will be allowed and previous permissions will be withdrawn. Cllr Gray stated her deeds showed that she owned the wall. Cllr Yard noted that both her houses show that the wall is not hers and could not understand why Cllr Gray's would be different. Clerk also noted that the original lease indicates that the PC are responsible for the wall and on expiry of the lease, it must be returned in the same condition as taken over.</i>	

Signed _____

Date _____

<p>10</p> <p><u>Roads, Footpaths & Lighting</u></p> <p>Cllr Bell noted that as working groups had just been appointed, they were not expected to report. However, to update he noted that:</p> <p>10.1 Medway Green school parking/Oldfield – Planning has been submitted for a car park and we will look at including double yellow lines as part of the HIP</p> <p>10.2 All Saints, Wouldham school parking. A meeting with the new Head is to be arranged to discuss the problems and double yellow lines will be included in the HIP.</p> <p>10.3 No Entry experiment preparation: Every household will receive info and be able to give constructive and relevant comments.</p> <p>10.4 Highway improvement Plan. He advised that up to 5 priorities could be put into the plan, but there was no guarantee of delivery. Cllr Gray asked what appetite is there for 20mph. Cllr Bell asked that she consult residents in PV to find out, and present at a later meeting. Cllr Bell noted that the PC had agreed to buy 3 salt bins. However, we require permission to place them on Trenport land. Clerk noted that she has emailed them twice, but are still awaiting a response.</p>		<p>TG</p>
<p>11.</p> <p><u>Open Spaces</u></p> <p>11.1 Recreation Ground – Cllr Bell thanked Anne Marr and Sarah Briggs for planting up the roundels. It was noted that the rec would be cut even though it was No Mow May. Cllr Miles noted that it needed to be done as we seem to have had a No Mow April! Cllr Bell noted that he has the new Car Park sign to put up. It was also noted that gates had been put across PC land at no. 6 which needs following up.</p> <p>11.2 Allotments – Cllr Bell attended a meeting of the Association who have formed a new committee and will look at joining other associations if there are no costs. They are looking to open a bank account so that they can get funding and it will safeguard members. There needs to be an improvement in the appearance of the allotments in order to protect them from development. Cllr Britchfield felt that there were some that were vacant. Cllr Simmonds suggested record keeping may need to be updated. Cllrs Britchfield and Simmonds will find out the current situation</p> <p>11.3 Grounds maintenance – Cllr Bell advised that he had cleared one bay in the High Street, behind the Village Green and once the other has been cleared, we need to decide what to do with them.</p> <p>11.4 PV Playing fields/equipment update. The issue is now being delt with by TMBC legal department and information has been passed to KCCllr Kennedy for additional support.</p> <p>11.5 Common: Cllr Bell noted that the BBQ built last year as a control measure to stop fires being set all over the Common, was vandalised. It will be re-built by volunteers; he is grateful that they are willing to do it again.</p>		<p>CLERK</p> <p>DB/LS</p>
<p>12.</p> <p><u>Village Hall</u></p> <p>12.1 Update on current situation – Sarah Briggs was invited to speak as the Treasurer of the VHC. She noted that there were now regular bookings every evening, except Fridays and weekends. Tuesday evenings have recently been booked by a Karate club, although they understand that they will not be able to use it on the first Tuesday of the month. She also noted that the Hall was just breaking even, but it could benefit from additional ad hoc bookings. It should be more attractive to run community events, parties etc once the disabled toilet has been installed.</p> <p>12.2 Mens Shed project - Cllr Bell explained that this is an idea brought by Cllr Marr to provide a space for men to come together to engage, mend things, socialise etc. This is a national project designed to support men’s health. He aims to run a pilot project on alternate Friday morning or evenings from the Coffee Club. Cllr Gray asked if the Coffee Club was ladies only. Cllr Bell confirmed that there were 3-4 men who regularly attend and it is open to all. Clerk advised that it is well documented that men do not generally attend coffee mornings, this is why the Mens Shed project was set up.</p>		<p>EB/AM</p>

Signed _____

Date _____

13.	Health & Safety/Risk Management	
13.1	Defibrillators : Cllr bell explained that there were 3 for the village. One at the Village Hall, one at the Community Centre and one will be in the Church once agreed with the Diocesan Office. These need to be checked monthly and reported back at each meeting. Clerk advised that the May check had been done.	LS/JM
13.2	Lifebuys: The ones along the river in PV are the responsibility of the PC, the ones along Trafalgar are done by TMBC. Clerk to check with S Rimmington what is involved as she is aware that most monthly reports included 'replaced seals'	LS/JM
13.3	Zip line, Repair works due to start in June at a cost of around 13k. Cllr Bell noted that as we have it repaired, we can claim back the money from held S106. However, to buy a new one would have only cost a few thousand more, but it would have had to come out of the precept.	
13.4	ROSPA: The play equipment inspection is due to take place during July.	
13.5	Risk assessments. Coronation events received for information, no additional comments made.	
14.	General Village Business	
14.1	Cllr Bell noted that the new magazine is now only for Wouldham (quarterly). It will also include an article on the history of the area. Cllr Britchfield could help as he was involved in the PV excavations. Clerk to pass on his details to the volunteers.	CLERK
14.2	Questions for PPP meeting. All to let Clerk know any questions.	ALL
14.3	Action Plan. Cllr Bell presented a draft action plan template for discussion. No additional suggestions were tabled. Cllr Gray asked that the template could be emailed to councillors.	CLERK
15.	Correspondence: Cllr Bell noted that there had been a request to hold meetings via Zoom. Cllr Bell felt that we did not have the right equipment and it would be very expensive would be out of proportion to the benefit. Cllr Gray noted that the acoustics and the internet connection were also not conducive either. Clerk noted that all members of the parish were welcome including children and that there are only 10 meetings a year. Agreed not to proceed at this point in time. 2 members of public offered support with lending equipment which might work if it is looked at in the future	
16.	DATE OF NEXT MEETING 6th June, 2023 at 7.30 – Venue: Village Hall	
17.	QUESTIONS FROM COUNCILLORS, CHAIRPERSON AND CLERK:	
17.1	Cllr Miles asked that the maintenance of footpaths be added to the next agenda as they tend to get to critical stage before getting cut.	CLERK
18.	Meeting Closed: 9.30pm	

Signed _____

Date _____