

**MINUTES OF WOULDHAM PARISH COUNCIL MEETING**  
**TUESDAY 5<sup>th</sup> JANUARY, 2024 AT 7.30PM**  
**WOULDHAM VILLAGE HALL**

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

<b>1.</b>	<b>APOLOGIES:</b> BCllr Davis, BCllr McDermott	ACTION
<b>2.</b>	<b>MINUTES</b> The minutes of the Parish Council meeting held on 5 <sup>th</sup> December, 2023 were proposed by Cllr Britchfield and seconded by Cllr Miles. The minutes were duly signed by the Chairman	
<b>3.</b>	<b>MATTERS ARISING FROM MINUTES</b> 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. However, Cllr Gray stated that, under point 10.2, she did not have the contact numbers of councillors. Clerk will send them out again. Cllr Gray also asked for them to be given to the Medway Inn. The Clerk stated that this would breach data protection. Cllr Bell's and Cllr Marr's phone numbers were already in the public domain, so can be passed on. However, no other Cllrs numbers are allowed to be passed on without express permission. Also, under point 12, she asserted that there was a constitution for Wouldham Community Initiative. Clerk reminded her that it had been requested for at least the last 6 months and it could not be backdated at which point Cllr Gray raised her hand to the Clerk to stop further discussion	
<b>4.</b>	<b>DECLARATIONS OF INTEREST</b> - None	
<b>5.</b>	<b>EXTERNAL REPORTS</b>	
<b>5.1</b>	Borough Council: Report received. Cllr Yard explained that she had reported the water meter cover at the top of Portland Road, on the High Street is dangerously damaged, but is having no luck in getting it fixed and asked if any support could be given. BCllr Dalton asked her to email the details and he would chase up KCC. Cllr Gray showed a photo of the damage taken by a resident who apparently tripped and fell over it. Cllr Yard asked for the details to be passed to her for inclusion in her email. Cllr Gray said that the person did not wish to be named, but she would forward the photo. BCllr Dalton asked how long this had been outstanding. Cllr Gray advised that the works have been marked with white lines around area to be repaired with blue lines added later for at least a few months.	RD TY
<b>5.2</b>	Community Warden: The Community Warden has reported that he, and the Police Beat Officer will be holding a monthly surgery in the Community Centre starting on Friday 26 <sup>th</sup> January. ( <a href="#">update: times will be from 10am -12</a> )	
<b>6.</b>	<b>Community Safety</b>	
<b>6.1</b>	<b>Police:</b> NOT RECEIVED	
<b>6.2</b>	<b>Neighbourhood Watch:</b> <ul style="list-style-type: none"> <li>• Tolhurst Close - on 14/12 22:30 - 22:50. Somebody stole a digger from a building site.</li> <li>• Waterman Way - on 4/12/23 around 05:00. Somebody broke into a bin shed at a residential property. They stole a bicycle.</li> <li>• Waterman Way - From 25<sup>th</sup> to 27<sup>th</sup> of December. Somebody broke into a bin shed at a residential property. They stole two bicycles</li> <li>• Mason Road - Between 31/12 and 2/1. Somebody tried to break into a Vauxhall Astra parked in the road.</li> <li>• Greystone Square – on 4/1. Two men tried to steal a bicycle from where it was secured to a rack on a driveway.</li> <li>• Village Road - Between 28/12 and 6/1. Somebody stole a bicycle.</li> </ul>	
<b>6.3</b>	Cllr Bell noted that there seems to be a spate of thefts, many from car ports which could be an issue. He felt car ports are not as good as garages and this needs to be looked at through the planning process. BCllr Dalton agreed to raise the issue at the next	RD

Signed \_\_\_\_\_

Date \_\_\_\_\_

	<p>planning group. Cllr Bell also noted that electrical charging points will be put in garages but not in car ports due to security issues. BCllr Dalton advised that providing a garage does not qualify as a car parking space, whereas car ports do. Cllr Gray noted that, when she had her house in Peters Village, the bays do not necessarily correlate to the house. Cllr Miles advised that this is a standard security measure, as if the car is out, it could mean there was no one at home. BCllr Dalton explained that parking is designated in the Kent Plan. Under building regulations, the council can only demand 1.5 spaces which is not sufficient. Cllr Bell noted that this figure had not changed in 30 years even though the amount of car ownership has raised considerably. BCllr Dalton advised that the new local plan will identify it as a minimum. Cllr Gray asked if this could be challenged by the developer. BCllr Dalton advised that if the local plan is approved it can be agreed as a condition of planning. Cllr Gray also asked if it was right that there is only a requirement for 1 electric car space per 10 spaces i.e. where you have 1500 car park spaces only 100 must be electric. BCllr Dalton confirmed that this was correct. Cllr Bell apologised that the conversation had veered from community safety to parking issues and noted that he just wanted to ensure planners were aware that car ports seem to increase theft risk.</p> <p><b>6.4 Speedwatch:</b> Ian Hosking has taken over from Pamela as Co-ordinator, who was unable to continue for personal reasons. He sent the following report:</p> <p>During December, there were 3 sessions planned, one was cancelled due to bad weather. Results for the other two are as follows:          6/12 - Knowle Road - 201 cars counted with 58 reported as speeding = 29%          9/12 - Knowle Road - 112 cars counted with 50 reported as speeding = 45%</p> <p>The 6/12 session was joined by KCCllr Kennedy and PC Jason Wright (who was able to issue speeding fines).</p> <p>January sessions are now being arranged, with the first one booked for 10<sup>th</sup>.</p> <p>Update on the Speedwatch Team:</p> <ul style="list-style-type: none"> <li>• A few members have left the group, the remaining members have been asked if they still wish to participate in future sessions</li> <li>• The Peters Village (PV) group have four approved sites which are under review. A request has been made to amalgamate the two groups as, to date, no sessions have been run in PV and the active co-ordinators have agreed to cover the whole parish. Hopefully some residents from PV will become more involved.</li> <li>• The old equipment, borrowed from Snodland, on loan to PV will be collected by Alan Watson (Kent Co-ordinator) to hold for them until they are able to re-start.</li> </ul> <p>Cllr Bell asked for Cllr Britchfield to pass on our thanks, on behalf of the community, for all the work Pamla has done over the past years.</p>	<p>DB</p>
<p><b>7. Administrative and Finance</b></p> <p><b>7.1</b></p> <p><b>7.2</b></p> <p><b>7.3</b></p>	<p>Authorisation of payment request. Cllrs Marr, Hopper, and Bell signed the request. Cllr Bell noted that team would need to meet in February to sign off payments as there is no meeting.</p> <p>Agreed Precept: Cllr Bell confirmed that at the Extra Ordinary meeting, the Council had agreed DECREASE of 10.05% for the parish part of the council tax to support residents with cost of living rises. Clerk was instructed to submit the request.</p> <p>S106 discussion for Bushy Wood: Cllr Bell explained that now Bushy Wood has been approved for outline planning, the parish need to identify where we will be affected and how it could be mitigated with S106 funding. Cllr Bell suggested a crossing by the Co-op as most of the traffic will use Village Road. BCllr Dalton advised that there is an action group in Eccles and need to get a reasonable wish list from them as they will be most affected. He noted that KCC Highways had withdrew their complaint at the last moment which was the main objection. However, Wouldham should look at making a good business case to cover issues where the development could have a negative impact on the community and highlight concerns. Cllr Parris noted that we were misled over the impact of the traffic with PV so we need to ensure travel plans and modelling is scrutinised fully. Cllr Bell noted that the construction traffic needs to have planning</p>	<p>EB/ AM/ PH</p>

Signed \_\_\_\_\_

Date \_\_\_\_\_



9.3	<b><u>Planning applications refused/withdrawn: None</u></b>	
10	<b><u>Roads, Footpaths &amp; Lighting (RFL)</u></b>	
10.1	Cllr Hopper noted that he had a conversation with a resident of Oldfields saying people are still driving onto the estate, could we look at additional signage. Clerk to liaise with KCC	CLERK
10.2	Cllr Gray asked if anyone knew about the camera. She had received a complaint suggesting that the camera is looking into their window. She asked that a definitive response is sought as she feels it is in the wrong place to enable enforcement. Cllr Yard advised that the cameras she has been looking at have to have a GDPR check to ensure any windows are obscured whilst recording, and that the lens is able to cover a wide area. Cllr Bell queried why anyone would complain about a camera at the No Entry unless they were breaking the law.	
10.3	Cllr Bell noted that parking around PV and Oldfield is very bad with many of the pavements blocked with parked cars. Clerk suggested councillors visit and promote the surgery in PV on 26/1 to keep highlighting these problems.	EB
10.4	School Patrols. Cllr Bell advised that he would be attending a meeting with KCC and the school to look at the possibility of adding another officer for Worrall Drive.	
10.5	Traffic monitoring: Cllr Bell felt that the PC should do some traffic monitoring on Hall Road, at the base of the bridge and start of New Court Road. Cllr Marr asked where the demarcation was for adopted roads as it may be better the Snodland side of the bridge Cllr Gray suggested one could be put by first speed bump from Burham, by the Co-op and Hall Road so numbers visiting the Village Centre could be identified. Cllr Marr suggested from Burham and at the roundabout at Hall Road, and the Bridge. Cllr Britchfield felt it would be a good idea to identify traffic before Bushy Wood starts. Cllr Bell proposed to get costs to install monitoring. Seconded by Cllr Parris. All agreed. Clerk to send a plan for councillors to markup suggestions.	CLERK ALL
11.	<b><u>Open Spaces (OS)</u></b>	
11.1	Dog Poo: Cllr Parris noted that she had now been given paint and a couple of signs. She is looking at producing a variety of different signs to present to the council. She also noted that signs vary on fines which need to be standardised and old ones removed.	
11.2	Cllr Parris also noted that the grass verge at the top of Ferry Lane has been ruined by heavy vehicles going over it. When works were completed, it was re-seeded but has been ruined again. Cllr Miles said that it needs to be reported to KCC. Clerk to report.	CLERK
11.3	Cllr Yard asked if there were any updates on gates in the rec. Clerk confirmed that no.58 had been given notice to clear the rubble outside. The resident has promised to clear it by the end of January.	AM
11.4	Cllr Gray noted that there were some stones at a corner in Oldfield which are causing an obstruction and need to be moved. Cllr Marr will refer it to the Residents Association	
11.5	Cllr Miles asked for councillors to join a working party to clear the common one weekend during the spring. Cllrs Yard and Britchfield volunteered, with Cllr Parris offering to make some cakes. Cllr Miles will propose a couple of dates, which will be weather dependant.	JM
11.6	Cllr Bell advised that we were looking at arranging 'one-off' bulk rubbish collection to try to tidy up the area. TMBC were not interested, Biffa would not do it either. He noted that there had been quite a few complaints regarding the state of people's gardens. Whilst we do not have powers to get them to clear up, there is an increased risk of vermin infestations. Cllr Parris noted that there was a scrap man around who could take metal.	
11.7	<b>Allotments:</b> Nothing to report	
11.8	<b>Common/footpaths:</b> nothing to report	

Signed \_\_\_\_\_

Date \_\_\_\_\_

12.	<b>Village Hall:</b> Clerk reported that the leak has still not been fixed after many attempts to solve the problem. Cllr Miles suggested it just needs replacing. Clerk also noted that the vermin problem is now clear (for the moment) and that one of the Trustees has contacted the Charity Commission regarding various issues. Cllr Gray left the meeting stating that she had an emergency which had to be dealt with	
13. 13.1  13.2 13.3	<b>Health &amp; Safety/Risk Management</b> <b>Defibrillators:</b> Community Centre and Village Hall units are ready for use and the inspection form was passed to Clerk for filing. Cllr Parris noted that at the Over 60's lunch, she spoke to Andrew Kennedy about the defib and that Shepherd and Neame had been contacted but not heard from, he offered to chase up. Also, at the club, Sue Jarvis (Church Warden) had said that it could go on the Lytch gate. Cllr Bell noted that it had been previously agreed to provide it to whichever organisation confirmed first.  BCllr Dalton asked the Chair if he could be excused as there was nothing remaining that he could contribute to. Chair thanked him for attending and BCllr Dalton left the meeting. <b>Lifebuoys:</b> .Cllr Miles reported that she had checked the lifebuoys and signed off the form <b>Risk assessments:</b> The WPC Risk Assessment Schedule has been reviewed by councillors with no comments or changes.	
14. 14.1  14.2 14.3	<b>General Village Business</b> <b>Project update:</b> Clerk reported that around 30 people dropped into the launch event in December, unfortunately only 2 councillors attended, but some good connections were made and residents have signed up for different courses. The next Adult Education course is a textiles social group starting on 15/1. The Minibus now had 35 members. Cllr Parris noted that some older people thought that it was too expensive as they have bus passes. Cllr Bell reminded her that it was not just for older people, but the whole community and it must be able to cover costs otherwise it will have to be covered from the precept. However, discussion took place as to offering an 'introductory' price. It was agreed to offer a family membership of £20 to make it more affordable for families. The Youth & Community Worker advert, consisting of job description and specification has been written and is currently with TMBC and it is hoped that it will be circulated shortly. The Clerk asked that if anyone has any suggestions for advertising, other than TMBC and KCC, would they let her know. Cllr Bell will forward it to KCCllr Kennedy to promote at his meeting. <b>14.2</b> Cllr Bell advised that the upcoming community meeting with KCCllr Kennedy, on 18/1, will be attended by Anne Marr, Cllr Parris and Ashley Crowdey who will represent groups and the Parish Council. <i>(update: Cllr Bell will now also attend)</i> <b>14.3</b> Items for the Community Magazine: Please let Clerk know with any items for inclusion by Thursday 11/1/24. Dec/Jan is available on <a href="https://wouldhampc.com/media/Community-Magazine/2023/dec.jan%2023-24%20web%20(1).pdf">https://wouldhampc.com/media/Community-Magazine/2023/dec.jan%2023-24%20web%20(1).pdf</a>	CLERK  ALL EB
15.	<b>Correspondence:</b> Clerk noted that there had been an offer of a Pear tree, to be put alongside the other fruit trees in the rec. Cllrs Britchfield and Yard noted that if it was the one they thought it might be, it may be too big to relocate, but if the resident is prepared to plant it, as long as it is at least 7' away from the wall and path there would be no problem and it was a nice gesture. All agreed for Clerk to contact resident to give permission.	CLERK
16.	<b>DATE OF NEXT MEETING</b> Tuesday 5 <sup>th</sup> March, 2024. 7.30pm at the Village Hall <b>(NO MEETING IN FEBRUARY)</b>	
17.	<b>QUESTIONS FROM COUNCILLORS, CHAIRPERSON AND CLERK:</b> To be passed to Clerk 7 days before the next meeting	
18.	<b>Meeting Closed: 9.30</b>	

Signed \_\_\_\_\_

Date \_\_\_\_\_

<b>Finances up to December 2022</b>		Jan Meeting		
Opening Balance Nat West 24/11				£191,784.30
<b>RINGFENCED TOTALS</b>				
Monies from car park donations			648.00	
Monies from membership grant			1,700.00	
Monies from Big Lottery			93.99	
KCC Transport grant			24,724.00	
TMBC Education Courses S106 funds			14,500.00	
TMBC Y & C Worker S106 finds			58,203.13	
<b>Current available monies ringfenced</b>			<b>£ 99,869.12</b>	
<b>Receipts made up to 20/12</b>				
Minibus payments			230	
Allotments			880.38	
Wayleave			81.33	
<b>TOTAL INCOME</b>				<b>£ 1,191.71</b>
<b>Payments made up to 20//12</b>				
Aug	Play Safety	Rospa Report	132	
21-Nov	Orchard Landscapes	Grounds Maint	6734.28	
	Staffing costs		1887.71	
	Office		216.66	
Nov	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 Patrol BAC	3939.26	
	Pony Line Dance	S106 exercise course	500	
	Aldermore Minibus Lease Initial +1 mth		4512.00	
15.12.23	Nest		48.35	
	Bridle (minibus maint. Initial + 1 mth)		264.00	
<b>TOTAL EXPENDITURE</b>				<b>£ 73,699.24</b>
	P & L for period		-£ 72,507.53	
	Pending/cleared			
	Closing Bank Balance @ 20/12			<b>£ 119,276.77</b>
<b>Payments to be agreed at Jan meeting</b>				
	Staffing Costs		1492.31	
	PAYE	BAC	768.79	
	Office	BAC	216.66	
	Giffgaff	DD	6	
	Gmail (est)	DD	5.52	
	EDF	DD	18	
	N Power	Streetlights DD	63.03	
	T Miles	Expenses BAC	79.29	
	Nest	Pension DD	48.35	
	Thompson Elphick	Payroll BAC	90.00	
	Aldermore	Minibus DD	1,128.00	
	Bridle	Maint DD	66.00	
<b>TOTAL COMMITTED SPEND @ 20/1</b>				<b>£ 3,981.95</b>
<b>ESTIMATED BALANCES</b>				
Estimated Bank total		£115,294.82		
<b>RINGFENCED TOTALS</b>		<b>£ 99,869.12</b>		
<b>TOTAL AVAILABLE</b>		<b>£ 15,425.70</b>		

Signed

Date