

ANNUAL GENERAL MEETING

MINUTES OF THE ANNUAL GENERAL MEETING OF WOULDHAM PARISH COUNCIL

TUESDAY 1st MAY 2018 AT 7.00PM

WOULDHAM VILLAGE HALL

Present: Cllr Jenny Head Chairman 2017-2018 Cllr Parris Vice Chair 2017-2018, Cllr Bell, Cllr Jukes, Cllr Harrison, Cllr Adams, Cllr Marr, CCllr Homewood, BCllr Davies, 3 member of public.

1.	Apologies:	
2.	To receive Chairman’s report 2017-2018 Report received. See attached	
3.	Election of Chair for 2017-2018 Cllr Parris nominates Cllr Head, Cllr Adams seconds. No other nominations. Cllr Head was duly elected Chair of the Parish Council 2017-2018	
4.	Election of Vice Chair Cllr Jukes nominates Cllr Parris, Cllr Marr seconds. No other nominations. Cllr Parris was duly elected Vice Chair of the Parish Council 2017-2018	
5.	Declaration of acceptance of Office: The Chair and Vice Chair prior to continuing the business of the Parish Council, then signed the Declaration of Acceptance, witnessed by Nicky Grimes being the Proper Officer of the Parish Council.	
6.	To appoint membership for committees/groups The Chair proceeded to discuss and request that Councillors would carry out responsibilities for 2018-2019. The Chair went through the working groups required and the following Councillors accepted.	Clerk information received from JB
6.1	Planning Committee – Cllrs Adams, Head, Bell, Parris, Jukes	
6.2	Village Hall Committee – Cllr Jukes is Chair of Village Hall Committee. Councillors to join committee as members. Cllrs Parris, Harrison, Head. Check on Trustee situation. Check constitution Jenny Bradbury	
6.3	Henry Peters Charity Trust. The trustees of this charity are Nicky Grimes and Catherine Gore. Currently sorting out Barclays account so we know the balance. Thoughts are use to help residents get to hospital appointments. Helping Hands for trips to hospital	
6.4	Neighbourhood Watch – Cllr Marr.	
6.5	KALC meetings. Cllr Bell	
7.	To appoint Councillors to the following responsibilities:	
7.1	Allotments Association – Cllr Marr	
7.2	Peters Village Construction emergency contact – Cllr Bell/Gray	
7.3	Flooding – PC rep for the EA flood alerts – Cllr Harrison remove Jenny	
7.4	Footpaths – All Councillors	
7.5	Litter/cleaning/bins – All Councillors	
7.6	Highways and verges – All Councillors	

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7.7	Parish website co-ordinator – Cllr Head	
7.8	Recreation Ground and Insurance Risk Assessment check – Cllr Parris Cllr Marr	
7.9	Street Lighting – All Councillors	
7.10	Wouldham Common – All Councillors	
7.11	Wouldham School and pre-school – Cllr Adams	
7.12	REMOVE	
7.13	Emergency Community Support – All Councillors	
8.	Wouldham Parish Council Accounts:	
8.1	Nat West current account – signatories – Cllrs Head, Adams, and Nicky Grimes. Cllr Bell	Clerk ongoing
8.2	Nationwide Building Society – Cllr Jukes, Nicky Grimes. Clerk to remove Tim Fulwell at signatory and add Cllr Jukes	
	7.28 AGM finishes	

Continuing with the Parish Council meeting

Cllr Head, Cllr Parris, Cllr Jukes, Cllr Harrison, Cllr Bell, Cllr Marr, Cllr Gray, Cllr Adams, CCllr Homewood, BCllr Davies, 2 members of public.

1.	APOLOGIES BCllr Dalton.	
2.	MINUTES The minutes of the Parish council meeting held on the 3/04/2018 were proposed by Cllr Parris and seconded by Cllr Jukes to be a true record of proceedings. It was agreed by all other councillors that 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 Cllr Head Grounds maintenance	
5.	EXTERNAL REPORTS Theresa Gray is co-opted onto the Parish Council, signs the Declaration of acceptance witnessed by Clerk	
5.1	Borough Councillor: River Wall meeting 6 th June 11am at TMBC with Robert Styles to go through detail of the survey. Bus complaints to be compiled for last 3 months. Keep complaint posters up until further notice. Cllr Harrison reports that the 155 is much improved.	
5.2	County Councillor: Agreed that the 155 is much improved, has new timetable, Cllr Jukes will put on KWC. Is there a new meeting set after the meeting at Aylesford re: the new bus service? Not yet.	

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<p>5.3 5.4 5.5</p>	<p>Has Jamie Watson been in touch yet to discuss a date to meet to follow on from BCllr Davies’ report? CClr Homewood meeting him tomorrow. Asks CClr Homewood if he would consider buying the village a SIDS machine for the Village green? Approx £1500? Reports that speed also a problem through Peters Village. Discussion on 20mph signs are in the wrong place in the village, need to get Jamie Watson to come to village and walk round. Discussion on signs required in the village incl. signs painted on the road for JB in front of the hall. Consider that cars speed up in front of the VH to get past the parked cars. Discussion on another platform out the front of the VH. CClr Homewood comments that he is considering white lines along New Court Road, the PC do not agree this is a good way to spend money. The PC need to remember that whilst speeding is a problem the amount of traffic is also a problem. Try to make the village unattractive to go through. Survey results this week. The School Lane end of the village is very fast, Speedwatch to reassess.</p> <p>Police report: Nothing to report.</p> <p>Neighbourhood Watch Scheme: Cllr Marr to contact Police to ask about publishing crimes that have been reported. What is the criteria?</p> <p>Youth Club: To be removed. Members and volunteers increased. Amazon wish list for the club resulted in a football table being donated.</p>	
<p>6. 6.1 6.2 6.3 6.4</p>	<p>PLANNING</p> <p>Planning applications considered and commented upon by the Planning Committee: 18/00797/FL 39 Oldfield Drive. No comment</p> <p>Planning consents issued: 18/00540/FL Status: Approved 26 Nelson Rd, porch.</p> <p>Planning applications refused: None</p> <p>Other planning issues: None The PC owns the alleyway next to the old school, clerk to find deeds. Check on Land Registry</p>	<p>Clerk couldn't find but not included on school plan</p>
<p>7.</p>	<p>PETERS VILLAGE To be removed. Discussion of position of new noticeboard. Cllr Bell wrote a report on his visits to Peters Village. There are questions on the future of the old building. PP has been sort for offices and a nursery, the nursery permission stands. Send application number to Cllr Bell. Reports on drug users under the bridge, discussion on drug taking in general. Freddie has reported small gas canisters in the car park. Ask PCSO to be aware. Cars have been seen parked outside the new school in the evening in Worrall Drive possible drug use. Discussion on awareness evening for parents. Cllr Adams to ask the school. Complaint about no street lights in PV which were on the plans, Cllr Gray has checked on plans and there weren't any lights due to environment policy preventing "yellow light" There are security lights on houses but they can be turned off indoors. BCllr Dalton has looked at it in some detail. Is it a plan for KCC to adopt the roads? CClr Homewood to find out.</p>	<p>Clerk sent</p> <p>Clerk emailed PCSO</p> <p>Clerk reminded 29/5</p>
<p>8.</p>	<p>MEMBERS OF PUBLIC</p>	

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	Jenny Day. Asks about movement of pathway next to river wall. New position hasn't yet been decided. Inform Jenny when there is a site meeting. Complaint that the PC didn't know about the last meeting on site but BCllr Davies explains that the meeting was only for the engineer to view the wall. The PC will see the engineers report. Cllr Head to go and take more photos of the cracks. Discussion of official reports carried out on the wall, BCllr Davies says we should ask for any previous reports but he does not think there are any.	
9.	STREET LIGHTING: Cllr Parris contacted Trenport, the Baxalls stated that the light on the school lay by would cover the whole path, no-one agrees. Ask KCC about policy on lighting build outs.	Clerk received and forwarded
10.	HIGHWAYS AND VERGES: Tree on School Lane still overhanging. Check with TMBC, reply to Kris. Traffic/walkway discussed under County Councillor Question on cutting grass at the old school. Headland still cutting the area but waiting for KCC go ahead. PC to ask Headland to make the first cut. Pot holes to be reported 230 High St pothole Chicane by Winchester House School Lane and pilgrims Way.	Clerk Headland did work Clerk reported with photos
11.	FOOTPATHS/PROW: Hill Rd/Common Rd fly tipping. We have volunteer to look after CCTV camera on Hill Rd. (Get details from Cllr Parris). TMBC looking at barrier system for Hill Rd but the PC would not agree as it is a byway.	Clerk Ongoing
12.	ALLOTMENTS: Make sure Sue has invoice for allotments. Ask association that we are dissatisfied with the condition on the first allotment. Send agreement to Graham West	Clerk Done
13.	WOULDHAM COMMON: As discussed under footpaths.	
14.	VILLAGE HALL: Do we need to discuss improvement to village hall? Separate meeting to discuss. Get meeting arranged with KCC grant expert. Discussion on spending the Wouldham Project money on PA system etc.	Clerk Ongoing
15.	RECREATION GROUND: Bollards going in. Chase fence man. Fun Day happening at end of May, Cllr Jukes states that the organizing of the Fun Day is not as difficult as raising money to pay for the toilets which are approx. £800. The toilets are required for the camp off but the fees do not cover the costs. He asks the PC to consider paying for the toilets ongoing for all the Fun Days. The PC agree to consider it, it would need to go on the precept for next year. Discussion on free toilet offered to PC, cost of maintaining. Ask developers to sponsor.	Clerk Emailed no response Clerk Ongoing
16. 16.1 16.2	ADMINISTRATIVE AND FINANCIAL MATTERS: Councillors review the Internal Audit report signed by external auditor.	

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Date _____

<p>16.3</p> <p>16.4</p> <p>16.5</p> <p>16.6</p> <p>16.7</p>	<p>Councillors approve Annual Governance statement for 2017/18. Chair and clerk sign.</p> <p>Councillors approve the Accounting Statement for 2017/18. Clerk explains variance in section 3. Chair signs.</p> <p>Councillors Adams and Bell approve BACS payments for May</p> <p>Clerk to forward Village Hall accounts to Councillors</p> <p>Councillors agree to KALC membership</p> <p>Mandates agreed for Nat West to remove Cllr Fulwell and add Cllr Bell to bank account. Cllr Bell signs form.</p> <p>Cllr Gray agrees to check payments against bank statement each meeting.</p> <p>Discuss and approve matters for Parish Magazine:</p> <p>Drug taking in area, dog poo, another proposal gone in – traffic, river wall, old house in PV, old school meeting thank Carl and Mandy, caretaker, new Councillor thank Ken</p>	<p>Clerk Done</p>
<p>17.</p>	<p>CORRESPONDENCE:</p> <p>9/4/18 Arkadia Payroll end and payroll services to be rolled over to 2018/19</p> <p>11/4/18 S. Humphry acknowledging receipt of letter re: playing field.</p> <p>28/3/18 Request from CAB for funds</p>	
<p>18.</p>	<p>DATE OF NEXT MEETING:</p> <p>June 5th 2018</p>	
<p>19.</p>	<p>QUESTIONS FROM COUNCILLORS, CHAIRPERSON AND CLERK:</p> <p>Cllr Bell, thinks a sign should be put up by Pegasus crossing warning horse riders there are pedestrians on the same path, ask Shirley</p> <p>Cllr Jukes asks about money from CG for Youth Club. Has been banked in Village Hall bank account.</p> <p>Telephone box. Need electrician to fix up power. Volunteers to put shelves in</p> <p>Cllr Parris welcome to Parish of Wouldham signs. Order them.</p> <p>Cllr Gray asks about boundary in PV.</p> <p>Meeting ends 21.50</p>	<p>Clerk Emailed request</p> <p>Clerk Done</p>

Wouldham Parish Council- cashflow to end of financial year 2018-2019				
for the May meeting				
Bank balance at 25.4.18				
Current account Nat West			£ 31,186.36	
Savings account Nationwide			£ 30,402.96	
Monies belonging to Youth Club			£ 417.94	
Monies belonging to Fun Day			£ 1,499.28	£ 63,506.54
Receipts up to April 24th				
13/04/2018	KCC members grant		£ 2,500.00	
13/04/2018	Precept		£ 19,711.50	£ 22,211.50
Payments made up to April 24th				
03/04/2018	Google	Email	£ 3.96	
03/04/2018	E On	CCTV	£ 12.50	
04/04/2018	Streetlights	Ravensknowle	£ 701.10	
04/04/2018	KCS	VH supplies	£ 54.11	
04/04/2018	F Rance	Litter warden	£ 183.80	
04/04/2018	Gleam Clean	VH cleaning	£ 180.00	
04/04/2018	Bathroom boy	VH repair	£ 80.00	
04/04/2018	N Grimes	Salary and expenses	£ 1,064.09	
04/04/2018	HMRC	PAYE	£ 690.42	
23/04/2018	EDF	Streetlights	£ 15.85	£ 2,985.83
Payments to be agreed at May meeting				
BACS	N Grimes	Salary & expenses	£ 1,093.00	
BACS	F Rance	Litter warden	£ 192.84	
DD	E On	April	£ 20.55	
BACS	KALC	Subscription	£ 433.92	
DD	Google	gmail	£ 3.96	
BACS	Arkadia	Accounts	£ 190.00	
BACS	KALC	training	£ 60.00	£ 1,994.27
Estimated balances				
Nat West	Current a/c		£ 29,192.09	
Nationwide	Building Soc		£ 30,402.96	
Youth club			£ 417.94	
Fun Day			£ 1,499.28	£ 61,512.27

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Date _____