

6th December, 2022

WOULDHAM PARISH COUNCIL

MINUTES OF WOULDHAM PARISH COUNCIL MEETING
TUESDAY 6th December, 2022 AT 7.30PM
WOULDHAM VILLAGE HALL

Present: Cllr Bell (Chair), Cllr Marr, Cllr Rimmington, Cllr Savaryn, Cllr McDermott.
 T Miles (Clerk). 19 Members of the Public

1.	APOLOGIES: BClr Dalton, BClr Davis, Cllr Parris, Cllr Buchanan, Cllr Baker																			
2.	MINUTES Monthly Parish Council meeting The minutes of the Parish Council meeting held on 1 st November were proposed by Cllr Rimmington and seconded by Cllr Marr. 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 Clerk explained that at the request of Cllr Rimmington, the Monitoring Officer has confirmed that he 'doesn't need to declare that he currently undertakes ad-hoc work for Orchard Landscapes Ltd. He only needs to declare the nature of his own employment e.g. self-employed/ any business name etc but not that he undertakes work in a self-employed capacity for a company that is under contract to the Parish'. Therefore the DPI will be updated to reflect this.		SR																	
5	EXTERNAL REPORTS																			
5.1	Borough Councillor: Nothing to report.																			
5.2	County Councillor: Not received – no questions raised.																			
6.	Community Safety																			
6.1	PCSO: It was noted that Samir was due to attend the meeting. However he has sent through a newsletter for November.																			
6.2	Community Warden: Cllr Bell noted that a new Community Warden has appointed and is currently in training. We are hoping to meet him before Christmas.																			
6.3	Neighbourhood Watch: Cllr Rimmington outlined the crimes reported.																			
6.4	<table border="1"> <tr> <td>7/10</td> <td>High Street</td> <td>Somebody stole the number plate from a Yamaha parked in the road.</td> </tr> <tr> <td>7/10</td> <td>Waterman Way</td> <td>Somebody broke into a vehicle parked in the road and stole several tools.</td> </tr> <tr> <td>27/10</td> <td>Cornwall Crescent</td> <td>Somebody broke into a Ford parked in the road and stole items from it.</td> </tr> <tr> <td>6/11</td> <td>High Street</td> <td>Somebody stole a phone from a customer in a pub.</td> </tr> <tr> <td>11/11</td> <td>High Street</td> <td>Somebody smashed a window of a Kia Rio parked in the road</td> </tr> <tr> <td>18/11</td> <td>Viking Road</td> <td>Somebody broke into a container but took nothing</td> </tr> </table>	7/10	High Street	Somebody stole the number plate from a Yamaha parked in the road.	7/10	Waterman Way	Somebody broke into a vehicle parked in the road and stole several tools.	27/10	Cornwall Crescent	Somebody broke into a Ford parked in the road and stole items from it.	6/11	High Street	Somebody stole a phone from a customer in a pub.	11/11	High Street	Somebody smashed a window of a Kia Rio parked in the road	18/11	Viking Road	Somebody broke into a container but took nothing	
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	<p>He also noted that there is an event on 8/12 with Neighbourhood Watch, Kent Police and My Community Voice to discuss how to move forward with the initiative. Monitoring around PV shows that there is an increase in graffiti on Keepers Cottage Lane and there is an un-MOT'd vehicle on the highway.</p> <p>He advised that Tim Smith has been appointed as the new Chief Constable. His priorities include tackling violence against women and child sexual abuse and exploitation.</p> <p>Cllr Bell noted is currently a consultation Anti-Social behaviour which is available via our website. Cllr Rimmington also noted that TMBC are also running a consultation on Public Space Protections Orders and that he is trying to get rec covered in an attempt to tackle dog fouling.</p>																			
	Speedwatch: Nothing to report																			

Signed _____

Date _____

<p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p>	<p>Administrative and Finance Matters</p> <p>Signing of payment request – Done – Cllr Baker to sign at a later date</p> <p>Terms of reference for working group. Cllr Bell proposed to accept the new TOR en bloc with the amendment that the Planning Group is identified in the heading. Seconded by Cllr Rimmington. ALL AGREED. Cllr Bell also noted that the Village Hall Group has been taken out as Parish Council are affectively appointed reps on the Charities committee.</p> <p>Budget: The budget form was reviewed. Cllr Bell explained that there is still a considerable amount left in the ‘Special Projects’ budget. This is due to receiving unexpected funding from the National Lottery for the Jubilee celebrations and the additional car park spaced and play equipment have not yet been accounted for. He asked if there were any projects that could be completed before the end of the financial year.</p> <p>23/4 precept. Cllr Bell reported that initial workings been done by the admin group. As mentioned at previous meetings any items for inclusions must be fully costed and passed the working group asap. Currently, with the published tax base, there is an anticipated reduction in the Parish part of the Council tax. However, he noted that this will not mean that residents bills will be reduced as there will be increases in other services.</p>	<p>AB</p> <p>ALL</p>
<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p> <p>8.5</p> <p>8.6</p> <p>8.7</p> <p>8.8</p>	<p>MEMBERS OF THE PUBLIC (MOP)</p> <p>19 members of the public attended the meeting primarily to discuss the one-way experiment. Main issues raised were: (responses in blue)</p> <p>1. What is the one-way system - Cllr Bell explained that the scheme has been on the agenda for most meetings in the last year, as well as updates via the minutes. The main issues are that it has been changed 5 times over the year. The latest plan is that it is now an ‘experiment’ with a consultation running alongside it once in place. Clerk explained that the current thinking is that there will be no entry to the High Street (except buses) at School Lane, traffic will be able to travel both ways at the bottom of School Lane to the turn off to Oldfield. It will be one way up the rest of School Lane. Traffic will be able to travel both ways along Pilgrims Way and Knowle Road. Traffic in the High Street will be able to go both ways, but will need to enter the High Street only from the Medway end. There will be ‘no right turns’ at Scarborough Lane and Church Street.</p> <p>2. How will it be policed - This has been raised with KCC who will install monitoring equipment to identify abuse. They are also liaising with the Police.</p> <p>3. How will the process be managed - KCC are producing a document outlining the formal process. This will be publicised before Christmas. Clerk explained that as a formal process, there will be a dedicated website where issues and suggestions can be raised. It is also anticipated that the PC will arrange weekend sessions in the Village Hall for those who do not have access to the internet.</p> <p>4. Why do the plans keep changing - The process has kept changing as there have had to be compromises as to what is wanted and what is allowed.</p> <p>5. What will happen when the roads are icy - KCC are aware of the risk and have arranged for salt bins and road conditions to be checked throughout the experiment.</p> <p>6. We still need to stop HGVs at Peters Bridge as there is legally no through road for them. Could consider signage as ‘Access only’ or ‘no through road for HGV.s’ More emphasis also needs to be placed on enforcement with perhaps cameras. – Clerk to pass suggestions to KCC. Cllr Savaryn noted that there definitely needs to be more enforcement not only for HGVs, but also, ‘Local Traffic’</p> <p>7. What links have been made between Medway, KCC and Borough councils to mitigate any issues on the boundary e.g. access to Gores Farm and waste dump at Borstal. - Cllr Bell noted that he believed there had been some discussions, however he felt that it was limited.</p> <p>8. Residents are getting fed up with the constant aggression in the High Street. It is accepted that the current roadworks elsewhere has made the situation worse, but it has been going on for years now. They noted that it’s no good just to keep posting on Facebook.</p>	<p>ALL</p>

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Date _____

8.9	9. Have the press be involved - Other members of the public noted that the situation had been in the press and on the local TV news.	
8.10	10. The roads are already in a bad state of repair, will they be improved - Question to be raised with KCC	CLERK
8.11	11. How will KCC ensure everyone has the consultation as previously there were people missed. Cllr Bell noted that this consultation will be put out by KCC themselves who have strict rules on the process and there will be more than one way to have your say. However, he and Cllr Savaryn noted the comment that some hadn't received the last one could be misleading as councillors had personally delivered the majority of surveys and the admission of one resident who said that they did not receive it, when challenged, said that they thought it was 'junk mail'. It is hoped that, as this consultation will run alongside the experiment for at least 6 – 18 months, everyone will have a chance to respond. Cllr Savaryn also noted that Andrew Kennedy had done his best to gauge the needs of the village and was very disheartened about the level of response and the abuse he received.	
8.12	12. Why have traffic lights been dismissed as the main issue is people travelling along the narrow part of the High Street when they can see they can't get out. – Clerk explained that this was discounted by KCC as the rules about lights outside residential properties do not allow them due to increased pollution levels.	
8.13	13. Could pollution be monitored Cllr Bell advised that this had already been done with monitoring equipment at Portland and the end of the High Street. The results were that it was half of the national average	
8.14	14. There used to be a priority sign outside the Foresters pub, which has gone. But there is still one at the Medway pub which is not an official KCC sign. This means that 'rat runners' who do not know the area, think they can just go. - Clerk to make sure the sign is removed.	CLERK
8.15	15. Would there be traffic calming as obviously a one-way system will potentially increase speeds. Already the narrow part is dangerous as people speed through when it's clear, in order not to get stuck and there is a real fear that there will be a fatality. - Cllr Bell advised that there would be no calming put in place during the experiment. However, if it proceeds, there will be 'speed pillows' along the High Street and potentially Knowle Road as well as changes to junctions. If the scheme does not proceed, it is still something we could look at through the 'Road Improvement Plan'	
8.16	16. Would there be any loss of parking along the High Street - Clerk explained that currently there will be no loss of parking. However, dependent on responses from Rectory, there could be a build out at the junction of School Lane which would mean losing one space.	
8.17	17. White lines. The ones by the Crossing Patrol had been requested twice by the School (first time around 4 months ago) and now told that they wouldn't be done until the spring. Also the lines by the traffic lights are gone and regularly people do not go far enough to activate the lights. - Cllr Marr advised that this is a constant for the Roads, Footpaths and Lighting Working group. The Clerk and a councillor have also been told that the whole lot will be done in the spring as it is not worth doing during the winter months.	
8.18	18. If there are new yellow lines going onto worn ones, does this mean that the worn ones are no longer enforceable - Cllr Marr advised that even worn lines are still enforceable . A member of the public noted that there needed to be a definite edge to the lines to indicate the end. Again, this is something that could be looked at going forward.	CLERK
8.19	19. Could any new councillors 'pull' the scheme - Cllr Bell advised that this is a KCC scheme and the KCC member is not up for election. The Parish Council are just the consultee, and any changes should not affect the experiment going ahead.	
8.20	20. The curb stones at the Watermans Arms are very damaged where cars continually mount the pavement to get through. This is causing a real risk to pedestrians waiting for buses or exiting the pub. Could this be fixed or bollards put in. – Clerk to ask KCC what can be done.	CLERK
8.21	21. When will the experiment start - Clerk explained that following a conversation with KCC earlier in the day, due to Purdah rules (not being able to consult 6 weeks before an election), the start date will now be May.	
8.22	22. Could the start date be moved to January to get around Purdah regulations. - Clerk to raise with KCC. Update: KCC have said that the process needs to be approved internally before obtaining quotes and appointing contractors. Then Road Traffic Orders then need to be applied for which can take 12	CLERK

Signed _____

Date _____

<p>8.23</p> <p>8.24</p> <p>8.25</p> <p>8.26</p> <p>8.27</p>	<p>weeks. This would mean that the earliest it could start would be just a few weeks before Purdah then it would have to stop.</p> <p>23. Could bollards be put around the corner at the Medway pub as many cars mount the pavement to get through with complete disregard to pedestrians (especially at school time with small children) A member of the public noted that she felt they couldn't be put there because of the dray parking there. Clerk to investigate as the dray causes a problem parking there anyway.</p> <p>24. Could meetings be put on Zoom - Item to be put on the next meeting's agenda for discussion.</p> <p>25. Could agendas be put on Facebook. - Cllr McDermott proposed for this to be done, seconded by Cllr Bell. Clerk to post when she puts them on the notice boards and website.</p> <p>Clerk advised that although she will forward all the above points to KCC, it is vital that people complete the consultation when it comes out. The responses for the Regulation 18 consultation showed only 3% wanting to build in Green Belt which means that, as a non-Green Belt area we are now at greater risk of building. A member of the public noted that, even with a degree, it was a very difficult document to wade through. This has been fed back to TMBC.</p> <p>With no further questions regarding the traffic, members who came for that specific purpose were invited to leave if they wish. 4 members of the public remained.</p> <p>MOP 1 passed photos of rubbish dumped in the car park, by the substation. Clerk to contact supplier to see where they came from and ask for it to be moved as works are planned to take place there shortly.</p>	<p>CLERK</p> <p>CLERK</p> <p>CLERK</p>
<p>9.</p> <p>9.1</p> <p>9.2</p> <p>9.3</p>	<p><u>Planning</u></p> <p><u>Planning applications considered and commented upon by the Planning Committee:</u></p> <p>22/02413/FL 3 Keepers Cottage Lane, Single Storey extension. NEUTRAL COMMENT 22/02389/LDP 2 Nelson Road Lawful Development Certificate Proposed: Dropped kerb</p> <p><u>Planning applications approved:</u></p> <p>22/01119/RM Phase 5 Parcels 3A And 3B Worrall Drive. Reserved Matters application pursuant to outline application ref TM/15/01485/OAE relating to appearance, layout, landscaping and scale.</p> <p>22/02347/LB & 22/02052/FL Gardeners Cottage 29 Keepers Cottage Lane, Replace modern garage and workshop with a new 3 bedroom bungalow & demolition of Grade II listed, dilapidated modern kitchen on Gardeners Cottage</p> <p>22/02355/FL 8 Heron Place 22/02550/AGN Ringshill Farm, Erection of fertilizer store</p> <p><u>Planning applications refused/withdrawn: None</u></p> <p>Noted that Downs Farm is pending, not refused. Area 3 committee had decided to refuse. Cllr Bell to investigate with Dave Davis</p>	
<p>10.</p> <p>10.1</p> <p>10.2</p>	<p>Roads, Footpaths & Lighting - Action sheet presented.</p> <p><u>Updates:</u> Clerk explained that the Council had agreed to discontinue the light on Scarborough Lane. However, on investigation, this light is in-fact on Rochester Road, on the corner where there have been accidents. If there is no light and there is an accident, it is possible that insurers could site this as a reason. So although there has not been the 6-month period for review, she asked whether members feel that the light should be maintained and/or upgraded to LED. Cllr Savaryn proposed to keep it and upgrade it to LED in order to save ongoing costs. Seconded by Cllr McDermott. ALL AGREED. Clerk to ask Burham Parish Council to transfer the light to Wouldham.</p> <p>Salt bins: 7 bins in the Village have been checked. It was noted that there is one in Greystone, however, it does not appear to be from KCC and is only ¼ full and had peat in it too. Clerk advised that she was told</p>	<p>CLERK</p>

Signed _____

Date _____

	that KCC would not put bins in Peters Village as it is too flat, so it could be Trenport or another developer. Clerk to investigate and advise that it needs topping up.	CLERK
10.3	Lights in Oldfield: Cllr McDermott noted that main ones are on. Cllr Marr noted that he has reported one off around one of the Squares. Light number is JOB 0312, reference 665709. Cllrs McDermott and Marr to check for any others not working and report.	AM/AMc
10.4	White lines in car park: Clerk reported that only one quote has been received which totalled £1235 net. We are still awaiting other quotes, but advised that there is around £1900 ringfenced for the carpark from the donations for the food vans. Cllr Savaryn suggested Sovereign could be approached. Clerk to invite them to quote.	CLERK
11.	<u>Open Spaces Update on the Actions list</u> Reviewed the monthly actions list.	
11.1	<u>Updates:</u> Clerk advised that she had just received the invoice for the landscape contract which less than budget, so we can ask him to do more around the village. i.e. area by the substation, roundels, ivy etc. Clerk to liaise with contractor.	
11.2	Signage: Clerk to put signs into the security cabin with some postcrete for Cllr Rimmington to arrange for fitting. Clerk to also ask landscape contractor is he has any posts.	CLERK
12.	Village Hall Action list reviewed.	
12.1	<u>Updates:</u> Clerk updated that the works for the toilet block has been received. However, the only items covered under insurance are to fill the crack, brace the wall and re-decorate. The tree removal (which is the main cost) is not covered. So the VH Committee suggest Parish Council do not go ahead with the claim and volunteers will do the work and pay for the trees to be removed. Proposed not to go ahead with the claim by Cllr Bell and seconded by Cllr Rimmington. ALL AGREED Clerk to inform insurers.	CLERK
12.2	Clerk explained that the repairs are being paid for by the charity. However, as these are fabric costs, the Committee would like to ask for funds to be set aside for future costs to ensure the Hall continues to be available for residents. They still anticipate paying for capital works to provide a new kitchen and disabled toilet and may need to come to the Council to support the cost. Sarah Briggs (VH Finance Officer) noted that normal running costs are estimates at 9k income and £8760 expenditure p.a. so it just breaks even. Clerk to circulate accounts.	CLERK
13.	Health & Safety/Risk Management Defibrillators:	
13.1	Risk summary for approval: Cllr Rimmington proposed to accept the Risk Management Summary with the amendment that the asset list is added as an appendix. Seconded by Cllr McDermott. ALL AGREED	
13.2	Clerk reported that the urgent repair works to the play equipment has been completed and that gate to the children's play area has also now been fixed.	
13.3	Cllr Bell will look at the gate at the top of the Rec to see if a 'soft' closing spring can be attached. It was noted that it had previously been removed as it sprang closed too quickly. Cllr Parris noted that as people seem to be unable to close the gate, it causes a risk of children and dogs running into the road.	EB
14.	GENERAL VILLAGE BUSINESS:	
14.1	Community News Items: Any items to be sent to the Clerk by 5 th January. Clerk suggested adding Thanks to Ashley Eldred for his support in painting and repairing the hall ceiling and Mick Stevens for clearing the mud on the footpath along the river.	ALL

Signed _____

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6th December, 2022

WOULDHAM PARISH COUNCIL

14.2	<p>PPP. Cllr Bell reported that Cllr Baker has attended meeting and had some replies to his questions. He noted that from 27 parish councils there were only 3 parishes put forward questions.</p> <ol style="list-style-type: none"> 1. Why are clear-up rates so low? What actions are being taken to target violence and sexual offences <i>Kent Police are working with children and women in the community to raise awareness.</i> 2. With the additional income through the precept, equating to >40k pa. How is additional policing needs going to be dealt with to cover the increased population. How will the S106 be applied? <i>This has been passed to BCllr Dave Davis for comment/investigation</i> 3. What actions are being taken to educate about the dangers of inhaling nitrous oxide? <i>Police are visiting schools and youth clubs giving information on the dangers, but it is a nationwide issue.</i> 4. With the potential of a one-way trial in the High Street, how will the Police deal with potential road traffic offences i.e speeding down Knowle Road and going through no-entry signs. <i>Look at having more support from Speedwatch.</i> 5. What actions are being taken to reduce the speed of bikes and cars along New Court Road? <i>Could use mobile units, but there are no laybys.</i> 	
14.3	<p>Donation to Rainbows and Brownies: Cllr Bell reported that he had met with the Group Leader and at the moment, they don't have a bank account and as such cannot support. Clerk has offered to help set one up. He also noted that the Girl Guide Association do not advocate getting accounts until there is certainty that the clubs will continue which leaves her in a difficult position.</p>	
15.	<p>CORRESPONDENCE: Cllr Bell advised that a FOI had been received. The Clerk has been liaising with the ICO who have advised that the subject was too vast and could be refused unless it is re-defined. Clerk has informed the applicant of the situation and is awaiting a new request.</p>	
16.	<p>DATE OF NEXT MEETING: Tuesday 10 January, 2023 in the Village Hall at 7.30 (Precept Meeting at 7.00pm)</p>	
17.	<p>QUESTIONS FROM COUNCILLORS, CHAIRPERSON AND CLERK:</p> <p>Zoom/Teams meetings to be added to the January agenda</p> <p>Cllr Bell thanked all Councillors for their work during the year and wished everyone a VERY HAPPY CHRISTMAS!</p>	CLERK
18.	<p>MEETING CLOSED AT : 9.45</p>	

Signed _____

Date _____

Finances up to November 2022			Dec Meeting	
Opening Balance Nat West 17/10				£113,645.20
RINGFENCED TOTALS				
Monies from car park donations			£	1,830.00
Monies from membership grant			£	1,700.00
Monies from Big Lottery			£	93.99
Current available monies ringfenced			£	3,623.99
Receipts made up to 20/11				
	L TOWNEND			
	Salt Beef Shack			
	SLOAN GARIDRAGCHAA			
	EDF refund			
TOTAL INCOME				£ -
Payments made up to 20/11				
07-Oct	Thompson Elphick	Payroll		90.00
	ILCA Training	Clerk training		144.00
Oct	Nest	Pension		33.18
Oct	Staff Costs			2070.98
Oct	Rent			216.66
Oct	Gmail	Email		5.52
Nov	Giffgaff	Phone		6.00
Nov	Npower	Streetlights		24.53
	EDF	CCTV		18.00
Nov	PWLB	Car Park Load		5,224.04
Sept	Zurich	Insurance		1295.05
TOTAL EXPENDITURE				£ 9,127.96
	P & L for period		-£	9,127.96
	Balance (inc ringfenced)		£	100,893.25
	Pending		-£	5,224.04
	Closing Bank Balance @ 20/11			£ 109,741.28
Payments to be agreed at Dec meeting				
16-Nov	Reids Playgrounds		BAC	2238
23-Nov	Reids Playgrounds		BAC	1800
Nov	Nest	Pension	DD	83.74
Nov	Staff Costs		BAC	1929.53
Nov	Rent		BAC	216.66
Nov	Gmail	Email	DD	5.52
Nov	Giffgaff	Phone	DD	6.00
03-Nov	Npower	Streetlights	DD	26.62
Nov	EDF	CCTV	DD	18.00
Nov	ICO		DD	35
Jul-Nov	T Miles	Expences	BAC	203.36
Nov	RBLI	Wreath	CHQ	100
Dec	PAYE	to 30/11/22	BAC	32.74
				6,695.17
				£ 6,695.17
TOTAL COMMITTED SPEND @				
ESTIMATED BALANCES				
Estimated Bank total		£	103,046.11	
RINGFENCED TOTALS		£	3,623.99	
Pending		£	5,224.04	
TOTAL AVAILABLE		£	94,198.08	