

11<sup>th</sup> January, 2022

WOULDHAM PARISH COUNCIL

**MINUTES OF WOULDHAM PARISH COUNCIL MEETING  
TUESDAY 11<sup>th</sup> JANUARY 2022 AT 7.30PM  
WOULDHAM VILLAGE HALL**

Present: Cllr Bell, Cllr Parris, Cllr Marr, Cllr Buchanan, Cllr Savaryn and 3 members of public

1.	<b>APOLOGIES:</b> BCllrs Dalton and Davis; KCllr Kennedy; Cllr Baker; Cllr Rimmington	
2.	<b>MINUTES</b> The minutes of the Parish council meeting held on 7 <sup>th</sup> December 2021 were proposed by Cllr Parris and seconded by Cllr Buchanan 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.	<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.	
4.	<b>DECLARATIONS OF INTEREST</b> NONE	
5.	<b>EXTERNAL REPORTS</b>	
5.1	<b>Borough Councillor:</b> Received. Cllr Bell noted that the ward will now be called 'North Downs' which will have 3 members instead of "Aylesford North, with Burham, Eccles and Wouldham". Cllr Buchanan queried the election process for the new member as Maidstone Borough Council elections were every 4 years. Cllr Bell explained that this was the case in Tonbridge and Malling now although it used to be a third of Councils elected every 3 <sup>rd</sup> year with no elections in year 4 year.	
5.2	<b>County Councillor:</b> KCllr Kennedy has circulated his latest newsletter.	
5.3	<b>Garden waste:</b> Cllr Bell advised that there is going to be another garden waste collection within the next few weeks and further details will go out on Facebook when available	
5.4	<b>PCSO report:</b> Received. Cllr Bell noted that the Kent PCC budget shows an increase of approximately £10 per household to cover additional policing. Cllr Buchanan queried why there appears to be no presence in Wouldham. Cllr Bell explained that there was an option for Wouldham, Burham, Eccles and Aylesford to share an Officer, but we currently share with Snodland who have a higher crime rate which take up a lot of his time. It was agreed that with the increase, it would be nice to have a greater presence.	
5.5	<b>Neighbourhood watch scheme:</b> Cllr Buchanan advised that there has been a notice on Facebook and in the newsletter asking for new recruits. Peters Village scheme continues to grow, but roads need to be included in the village.	
5.6	<b>Community Warden.</b> She should be returning shortly, but, in the meantime, her social services work is being carried on with other colleagues.	
6.	<b>MEMBERS OF THE PUBLIC.</b>	
6.1	MOP 1 There is a concern about new play area in PV esplanade. There appears to be no safety matting, it's just a hard rubber base. Cllr Parris noted that equipment providers should have put safety matting as part of the installation. It is not open yet, but needs to be safe and comply with RoSPA regulations before opening. Cllr Parris also noted that safety ROSPA (Royal Society for the Protection of Accidents) check the state play surfaces as part of their annual check. Cllr Buchanan confirmed that the area at the front was Bellway. Cllr Parris suggested we contact Eilish at Trenport to ask clarification. Clerk to contact.  Cllr Buchanan also asked about the larger MUGA. An update had been requested from Trenport, but nothing received yet.	Clerk

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Date \_\_\_\_\_

<p>6.2</p> <p>6.3</p> <p>6.4</p>	<p>MOP 2 . As new residents, the couple have not received any information about the one-way consultation, but are on the electoral role so should have been included. They asked for clarification of the scheme. The Clerk explained that the proposal is for a one-way system to be created around the village. Traffic flow would be along the High Street from Hall Road to School Lane, up School Lane, along Pilgrims Way and back down the Knowle Road. All those that had contacted the Parish Council about not receiving a letter had been dealt with but as this was only an informal consultation, if it goes forward, there will be another opportunity for everyone to have their say before any scheme is progressed. Cllr Bell added there would be speed bumps along the High Street and a change of priority at the top of School Lane. It would be two-way into Burham and one-way into Wouldham at the top of Knowle Road. At the junction of Knowle Road and Hall Road, there would be 2 sets of traffic lights to allow busses to get around and a pelican crossing. If this informal consultation shows an appetite for the scheme, the next stage would be for KCC to arrange a formal consultation with open evenings showing plans etc. This would be further reaching than the informal one.</p> <p>Cllr Parris also noted that the ‘No HGV’s’ signs in Wouldham Road were a complete waste of time as no one takes any notice and HGVs are still cause issues in the village. Cllr Bell said that Gore’s Farm created a new access to the farm which falls between the HGV signs which is the reason some HGVs are ignoring them.</p> <p>Now that the consultation period is over, Cllr Bell has arranged to meet Andrew Kennedy to determine the outcome and find out what his next plans and timescales are which should be within the next 48 hours.</p> <p>Cllr Buchanan asked if there is an opportunity to appeal any decisions. Clerk noted that it would need to go through the full planning process which could be objected to.</p> <p>Cllr Marr noted there was an opportunity to make suggestions on the consultation. But Andrew Kennedy has said that if this doesn’t go through there may not be an alternative for a few years.</p> <p>MOP 3 There are lose bags of rubbish being left on the footpath to the river by the Church. Would it be possible to have a bin installed here? Clerk will investigate, but noted that it is not the cost of the bins, but the emptying them that is the issue. Cllr Parris suggested one could be installed that the emptying included on the Litter Pickers schedule.</p> <p>MOP 2 They had not received any notification about the recent flood warnings and wondered if they need to register somewhere. Cllr Buchanan gave the website to sign up. (<a href="http://www.gov.uk/sign-up-for-flood-warnings">www.gov.uk/sign-up-for-flood-warnings</a>)</p>	<p>Clerk</p>
<p>7.</p> <p>7.1</p> <p>7.2</p>	<p><b>PLANNING</b></p> <p><b>Planning applications considered and commented upon by the Planning Committee:</b></p> <p>a) TM/21/03331/FL Two storey rear extension. 100 High Street. Comment made that there is no objection although there was a concern that the footpath/right of way at the rear of the should be maintained.</p> <p>b) TM/21/03213/FL Planning for temporary sales area, low level fencing bollard lighting and 6 parking bays at phase 6 Cala Parcel 1F Peters Pit - No comment</p> <p>c) TM/21/02187/RD Details of condition 3 (noise measures) regarding retail units and associated service yard at Village Centre Parcel, Peters Pit, Hall Road. Comment made that a request is considered to ensure lorry movements are limited to the hours of 8am -5.30pm</p> <p><b>Planning Consent Issued</b></p> <p>a) TM/21/-3163 Non material amendment to side elevations. The addition of 5 no. vent grilles. Village Centre Parcel LC Peters Pit, Hall Road</p>	

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Date \_\_\_\_\_

	b) TM/21/02625/NMA Non material amendment. Alteration to windows on Blocks 1,2 and 3, minor landscaping alteration, minor alteration to position of plots 3 and 4 at phase 6 Cala Parcel 1F Peters Pit, Hall Road	
8.	<p><b>HIGHWAYS AND VERGES, FOOTPATHS/PROW:</b></p> <p>Sign is up on Tramway to try to stop cars going across the land. A resident asked why there can't be a bollard. This is because the PC does not own the land and that there has to be enough room to get a double buggy through.</p> <p>The leak at pumping/sewage station has been reported and now fixed although the footpath is still quite boggy. A kindly resident has put boarding down as a temporary measure whilst it dries out although traditionally it is always muddy along there during the winter months.</p> <p>The leaks in the High Street have been reported numerous times by many residents as well as the Council. We understand that the road closure needs to align with other closures to ensure continued traffic flow. The utility company is liaising with KCC to sort this asap.</p> <p>The build-out damaged along Hall Road has been reported to KCC and they have been out to clear debris. Cllr Parris noted the sun does cause dazzle which is a danger for those not knowing the road. Cllr Bell noted that the damage indicated that the vehicle was travelling at speed. The 20mph limit is there to help with safety.</p> <p>Cllr Bell and Cllr Parris had reported the dog poo bin post on Hall Road as being broken. Cllr Parris confirmed that TMBC had cleared the bags beside the bin and it's on their schedule to repair.</p> <p>Cllr Parris noted that service trench has been left open on Hall Road. Cllr Bell advised that it had been reported a week ago and that it has been passed to the utility company so hopefully it will be fixed shortly.</p> <p>Damaged fencing along Hall Road: Cllr Bell has written to Mr Fitter at the School who has agreed to get it fixed.</p>	
9.	<p><b>STREET LIGHTING/CCTV:</b></p> <p>Cllr Parris queried the progress with the Scarborough Lane streetlight: Cllr Bell confirmed that following an email received from Burham Parish Council offering to share costs, it was agreed that Wouldham will pay £36/year for Burham to look after it rather than replace it.</p> <p>Car Park Streetlight: Both Clerk and Cllr Bell have contacted UK Power on numerous occasions. They have confirmed that they have contacted the Forman of the site and he has contacted Cllr Bell to explain that he is awaiting quotes for remedial works. At the moment they can't touch the light until the works have been secured, but it is being given priority. They will check that there is electric to the post, if not they will connect. If it's live, it's the light, and we will arrange for it to be fixed/replaced.</p> <p>Cllr Parris questioned whether the issue in Knowle Road had been resolved as she was told that the sub=station work couldn't be completed until the problem in/off Knowle Road had been addressed. Clerk noted that there appeared to be no power problems along the Ravens Knowle, Cornwall Crescent or Pilgrims Way at the moment.</p>	
10.	<p><b>ALLOTMENTS:</b></p> <p>Cllr Bell has written to Sue Durrani of the Allotment Association asking how many allotments taken up, how many are unused and could they be cleared up. Cllr Parris asked if they had been informed that it would be 3-4 years before any potential building would start. Cllr Marr advised that Sue Durrani had put the request on their Facebook page and is monitoring responses.</p>	

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Date \_\_\_\_\_

11.	<p><b>VILLAGE HALL: PROPOSAL:</b></p> <p>A meeting between the Parish Council and Trustees of the Hall, (notes attached) was held to discuss the future of the Hall. It was agreed to look for new Trustees and create a separate Management Committee who do not need to be Trustees. The Parish Council will continue to support any new governance.</p> <p>Another electrician has completed a survey of actual needs against the original survey. This has provided details of what is needed to secure the necessary certificate. Clerk is using this information to obtain new quotes which should be significantly lower than a full re-wire.</p> <p>Clerk noted that an income and expenditure statement had been received from the previous Secretary/Treasurer. This shows that Jelly Beans just cover the day-to-day costs, but hirers are needed to ensure viability. Grant income has meant that the current position is quite healthy.</p> <p>Cllr Buchanan noted that some comments had been made about the 4k for a new VH. Some had said it could be spent on new equipment in play area with others saying it should go into running the Village Hall. But majority agreed it should be spent in the Village Hall. Cllr Marr explained that it was raised with a view to getting something for a new hall. Now that the new Hall is not going ahead, they would like something similar in the old hall, but wanted other ideas. It needs to be capital items such as a new kitchen, PA equipment etc so there is a specifically identified item paid for by the fund. Cllr Parris explained that the Parish Council own the Village Hall but that the Village Hall Management Committee are responsible for running the Hall and day to day repairs, consumables and services. These are paid for from monies received from hirings.</p>	Clerk
12.	<p><b>RECREATION GROUND:</b></p> <p>Councillors are still looking for ideas for equipment to be put in the play area. Cllr Parris looked into having a tennis court or volley ball installed and marked out, but the problem with this is that she has been unable to find permanently installed posts for these. Portable ones could get damaged or stolen. Cllr Bell looked at purchasing a new rocking horse to replace the one agreed to be taken out. But although the equipment only costs £1200, the surface works would be nearer £5000. He has also looked at putting in hopscotch etc on matting but it needs to be installed as a complete unit. He is getting a quote for getting a safety surface. Cllr Parris advised that everything must be in line with Health and Safety to ensure it passes the ROSPA annual checks.</p>	
13.	<p><b>GENERAL VILLAGE BUSINESS:</b></p> <p>13.1 <b>Community News Items:</b> Newsletter has been submitted for February as the deadline was 10/1. She has asked that it is placed next to Burham Parish Council so that residents can easily read what's going on across both parishes.</p> <p>13.2 <b>Jubilee Update:</b> Clerk advised that another meeting had taken place with more residents showing an interest in doing something. The initial framework was agreed, but now hoping to have a parade through the Village. She is looking for a marching band to lead, but many have already had commitments to their local areas. Cllr Marr is investigating having classic car display. Cllr Parris enquired about Mr Cato's classic cars at which time Cllr Savaryn stated that they had been sold to a restorer. Rosemary Bell (resident) is arranging a colouring competition and has rosettes and certificates for winners. A 'Save the Date' and programme will be advertised once more things are in place.</p> <p>13.3 <b>Speedwatch:</b> Following discussions with the Co-ordinators for Peters Village and the Village, Speedwatch will start again in the spring with additional training with the new equipment. Clerk has now completed training so that details can be shared.</p>	Clerk

Signed \_\_\_\_\_

Date \_\_\_\_\_

<p>14.</p> <p>14.1</p> <p>14.2</p> <p>14.3</p> <p>4.4</p>	<p><b>HEALTH &amp; SAFETY/RISK MANAGEMENT:</b></p> <p><b>Defibrillators:</b> Cllrs Bell and Rimmington have checked the equipment. The one outside the shop has mould due to the electricity supply being cut off in the Shop, so, it may not be any good. The one at the Village Hall appears not to be heated but is OK and the one for Peters Village has not yet been installed. Cllr Parris suggested we could contact Anna (Publican and or Shepherd &amp; Neame Brewery - owners of The Watermans), to ask if the shop one could be relocated to the Watermans Pub/shop, and if it needs replacing, a new one is purchased to ensure that each part of the Village is covered. Cllr Savaryn noted that there would also be a cost for installation and on-going electric supply.</p> <p><b>Life Buoys:</b> All checked now, Cllr Rimmington was not aware that there was one at Rectory Close which he will now make sure there is a seal.</p> <p><b>Village Hall:</b> Cllr Parris will update the building Risk Assessment once the electrical work has been completed. The Clerk has put up the Public Liability certificate and the Trustees have purchased new safety signs.</p> <p><b>Recreation Ground</b> As discussed in item 12. The new Recreation policy was previously deferred but needs to be reviewed and approved at the next meeting. If anyone needs a copy. contact clerk. Cllr Buchanan noted that she wasn't appointed at the time so does not have a copy. Clerk will send her one. Clerk noted that the only change made to the one previously presented was to omit 'no overnight parking'</p>	<p>Clerk</p>
<p>15.</p> <p>15.1</p> <p>15.2</p> <p>15.3</p> <p>15.4</p> <p>15.5</p>	<p><b>ADMINISTRATIVE AND FINANCIAL MATTERS:</b></p> <p><b>Approval of accounts</b> signed by Cllr Bell, to be signed by Cllrs Baker and Rimmington outside of the meeting.</p> <p><b>Introduction meeting with Trenport:</b> Meeting has taken place notes attached to minutes. Comments from Trenport were included to ensure transparency. The meeting was an opportunity to discuss opportunities and current positions as well as relaying issues raised by residents in Peters Village.</p> <p><b>PPP Matters to be presented at next meeting:</b> Cllr Bell will not represent the PC in future. He felt that Parish Councillors who were also KCC members still dominate the meeting. Cllr Baker could be the future rep.</p> <p><b>Income and expenditure.</b> Year to date review noted</p> <p><b>Restructure of committees</b> Cllr Bell proposed a new structure of sub meetings to enable each committee to make decisions and take responsibility for actions then bring them to the PC meeting.</p> <p><b>Suggested committees</b></p> <ol style="list-style-type: none"> <li>1. <b>Planning:</b> deals with plans and other enforcement issues. Members to be Cllrs Baker, Savaryn, Bell and Buchanan</li> <li>2. <b>Roads/footpaths/lighting:</b> to monitor verges, overhanging trees, streetlights, PROW, highways and footpaths. Responsible for reporting potholes, water leaks etc. Also, to instigate actions for work needing to be done by residents i.e. overhanging trees at Church Place and the pathway from School Lane to Oldfield. Members: Cllrs Buchanan, Marr, Savaryn and another</li> <li>3. <b>Open spaces: Rec/ Allotments/ Green/Common:</b> dealing with play equipment, liaising with Allotment Association, litter, trees, play equipment and street furniture. Members Cllrs Marr, Parris, Savaryn and another</li> <li>4. <b>Village Hall Committee:</b> to report back on progress, development, income/issues etc. Members: Cllrs Parris, Marr and Buchanan</li> </ol>	

Signed \_\_\_\_\_

Date \_\_\_\_\_

11<sup>th</sup> January, 2022

WOULDHAM PARISH COUNCIL

	<p><b>5. Finance and Admin:</b> to monitor, develop and scrutinise finances, contracts, policy and HR. Members: Cllrs Baker, Bell and Rimmington.</p> <p><b>6. Health &amp; Safety:</b> to include Emergency planning/ Flood planning/ Risk assessments linking all sub groups. Members: Cllrs Parris, Rimmington and Bell. Cllr Parris advised that she held the IOSH qualification and Cllr Rimmington held the higher NEBOSH qualification and therefore Cllr Rimmington should lead on the Health and Safety aspect. Equipment checks will be signed off in line with the Terms of Reference.</p> <p>Cllr Bell stated that it was the intention that monies allocated in the budget will be devolved to the committees to enable swift action.</p> <p>Cllr Parris clarified that each committee needed to appoint their own chair and suggested that the groups meet at least 2 weeks before the PC meeting so that notes can be included in the papers. Cllr Savaryn noted it needs to be decided how communication is made i.e meetings/email/virtual/phone. This will be included in the Terms of Reference</p> <p>Cllr Buchanan proposed to move forward with restructure, seconded by Cllr Marr – All Agreed.</p>	Cllr Bell/ Clerk																
16.	<p><b>2022 Full Council Meetings</b></p> <p><b>Meeting dates up to the next election agreed as follows:</b></p> <table border="1" data-bbox="169 916 1257 1066"> <tr> <td>11<sup>th</sup> JANUARY</td> <td>1<sup>st</sup> FEBRUARY</td> <td>1<sup>st</sup> MARCH</td> <td>5<sup>th</sup> APRIL</td> </tr> <tr> <td>10<sup>th</sup> MAY</td> <td>5<sup>th</sup> JULY</td> <td>9<sup>th</sup> AUGUST</td> <td>6<sup>th</sup> SEPTEMBER</td> </tr> <tr> <td>4<sup>th</sup> OCTOBER</td> <td>1<sup>st</sup> NOVEMBER</td> <td>6<sup>th</sup> DECEMBER</td> <td>10<sup>th</sup> JANUARY 2023</td> </tr> <tr> <td>7<sup>th</sup> FEBRUARY 2023</td> <td>7<sup>th</sup> MARCH 2023</td> <td>4<sup>th</sup> APRIL 2023</td> <td>2<sup>nd</sup> MAY 2023</td> </tr> </table> <p><b>Training:</b> Clerk asked for confirmation of whether Cllrs Buchanan and Savaryn are available to do the Planning training on 19<sup>th</sup> January. Both should be able to do it so the Clerk will book them on.</p> <p><b>CORRESPONDENCE:</b> Clerk noted that she had just received an email from Theresa Gray asking for items to be discussed. These have all been covered under the agenda items with the exception of the tree in Hall Road. Clerk confirmed that it had been reported to KCC and she has spoken to the Officer about it who has confirmed that he has contacted the owner to pollard, but that it is not a priority as it does not impede the light as there is currently no foliage.</p>	11 <sup>th</sup> JANUARY	1 <sup>st</sup> FEBRUARY	1 <sup>st</sup> MARCH	5 <sup>th</sup> APRIL	10 <sup>th</sup> MAY	5 <sup>th</sup> JULY	9 <sup>th</sup> AUGUST	6 <sup>th</sup> SEPTEMBER	4 <sup>th</sup> OCTOBER	1 <sup>st</sup> NOVEMBER	6 <sup>th</sup> DECEMBER	10 <sup>th</sup> JANUARY 2023	7 <sup>th</sup> FEBRUARY 2023	7 <sup>th</sup> MARCH 2023	4 <sup>th</sup> APRIL 2023	2 <sup>nd</sup> MAY 2023	Clerk
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17.	<p><b>DATE OF NEXT MEETING:</b> Tuesday 1<sup>st</sup> February, 2023 in the Village Hall at 7.30pm</p>																	
18.	<p><b>QUESTIONS FROM COUNCILLORS, CHAIRPERSON AND CLERK:</b></p> <p>18.1 Cllr Marr reported that 52 high street has brambles coming into the street. Letter to be sent to the occupier to tidy the area.</p> <p>18.2 Cllr Parris reported that a property on the High Street still has a chair etc encroaching onto the footpath and explained that there are some background issues around the condition of the building and this particular resident may need some extra support. Clerk to investigate the situation and refer as necessary.</p>	Clerk  Clerk																
20.	<p><b>CLOSE 10pm</b></p>																	

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Date \_\_\_\_\_