

1<sup>st</sup> February, 2022

WOULDHAM PARISH COUNCIL

**MINUTES OF WOULDHAM PARISH COUNCIL MEETING  
TUESDAY 1<sup>st</sup> February 2022 AT 7.30PM  
WOULDHAM VILLAGE HALL**

Present: Cllr Bell, Cllr Parris, Cllr Buchanan, Cllr Savaryn, Cllr Baker, Cllr Rimmington,  
BCllr Dalton, BCllr Davis and 1 member of public

1.	<b>APOLOGIES: Cllr Marr</b>	
2.	<b>MINUTES – EGM Precept meeting</b> The minutes of the Parish council meeting held on 11 <sup>th</sup> January were proposed by Cllr Savaryn 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.	
2.1	<b>MINUTES – Monthly Parish Council meeting</b> The minutes of the Parish council meeting held on 11 <sup>th</sup> January were proposed by Cllr Parris and seconded by Cllr Savaryn 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. 5.1	<b>EXTERNAL REPORTS</b> <b>Borough Councillor:</b> Verbal: BCllr Davis advised that the Bushy wood application has been validated and is now in the public domain and available for comment for three weeks until 21 <sup>st</sup> February in this case. Cllr Parris queried the process planning would go through. BCllr Davis explained that the application has to be submitted, it's then checked by Officers who validate it and then goes on List B and sent to Parish Clerks. There is then 21 days for it to be potentially 'called in' and for comments can be made. He noted that this application will probably come before area 3 because of its size. Cllr Buchanan queried the fact that closing Bull Lane had been included but Alex Hill has not been mentioned. BCllr Davis explained that this is the first application to see if they can apply for the 950 houses then other applications will be made for specifics. This is the outline permission. Small applications have 56 days, but this scale is supposed to be decided in 13 Weeks, 91 Days (Peters Village took 2 years and this is not abnormal). Cllr Buchanan noted that the link for the road information didn't work on the planning portal. BCllr Davis confirmed that it can now be accessed. Cllr Buchanan also queried whether the roads will be adopted. BCllr Davis suggested that this should be highlighted and included in any comments. However, KCC are responsible for adopting the roads. It was noted that the bridge had not been adopted although roads each side have been. BCllr Dalton also noted that KCC have to agree for the roads to be adopted using a very specific criteria and that unadopted roads will be have to be maintained by the maintenance company who will charge the residents. Cllr Bell noted that parking spaces at Bushy Wood were still only maximum of 2 for a 5-bed house. BCllr Davis noted that with the rejected local plan, the Area 3 Committee had changed the parking from 1.5 maximum to 1.5 minimum spaces. It is hoped that this can be done in the new Plan BCllr Dalton updated on the planning query regarding Murdock Grove. He has asked officers for a meeting as they are currently minded to approve planning for the conversion of a car-port. He sent letter on 28/1 raising concerns with application which may blight the area. He called it in on 12/11. But he understands that it doesn't mean every application would be rejected if off-road parking could be maintained. Cllr Baker felt that it could set a precedent with more being converted, causing increased parking problems. Cllr Dalton advised that each application has to abide by planning law as well as covenants. Cllr Bell was of the opinion that the car ports were too far away from the houses to achieve proper usage.  Cllr Rimmington asked who has responsibility for unadopted roads. BCllr Davis advised that it would be the management company's responsibility and this would be paid for through service charges. Cllr	Note Planning Committee

Signed \_\_\_\_\_

Date \_\_\_\_\_



7.2	<p>trees, the integrity of the bank could have been maintained. Her also suggested a clause to indemnify against any damage or injury caused by future landslides. The Planning Committee to review and confirm comments with Clerk to send to TMBC Planning.</p> <p>b) 21/02606/FL 118 High Street - withdrawn as the buddleia needs to be removed. Resident noted that another property has been given permission under permitted development and there seems to be a general inconsistency regarding planning permissions around the Parish.</p> <p><b>Planning Consent Issued</b></p> <p>a) 20/03038/FL School Lane Energy reserve, consent given with conditions. Cllr Parris noted that some people park at the current entrance, Cllr Bell advised that it looks as if the current entrance would stay with an additional entrance further up.</p>	Planning Committee /Clerk
<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>8.9</p>	<p><b>Roads, Footpaths &amp; Lighting</b></p> <p><b>Street light on Hall Road.</b> As Clarion has dealt with the request from KCC to prune the trees, contact has been made directly with them and they have advised it is on their schedule to complete before the leaves start forming.</p> <p><b>Substation:</b> Cllr Bell has spoken to UK Power again. They advise that green fencing will start next week and as soon as that is done, we can get someone to fix the light. Cllr Rimmington noted that the bulb had fallen out and a cherry picker will be needed to replace. Clerk reminded all that there was already agreement to replace if the unit is beyond repair.</p> <p><b>Poo Bin, Hall Road:</b> Cllr Bell has spoken to TMBC who will schedule it to be fixed. Cllr Parris has also spoken with the people who clear the bins who confirmed it was being dealt with.</p> <p><b>Sign post by Bridge:</b> KCC are aware of this and are getting it replaced.</p> <p><b>Bus stop:</b> The grant application was not successful this year. A request for it to be carried forward with adjustments was agreed by Council. The response KCC Public Transport is as follows '<i>KCC policy is to consider the relocation of existing bus stops when there are identified safety concerns. As there are concerns with the current established bus stop location, we wouldn't look to relocate the bus stop to accommodate a bus shelter. If an alternative type of shelter can be found that is suitable for the location the Council would look to support this by way of a bus shelter grant</i>'.</p> <p><b>Sleeping policeman:</b> bricks by Keepers Cottage Lane and Village Road are lifting. Cllr Baker to send photos to clerk to report. He noted that contractors have said that they were not meant for high traffic volumes along the roads and that parking on one side causes all traffic to travel on the other side. He wondered whether double yellow lines could be introduced. BCllr Davis advised that there is a 2-year rolling programme to consider double yellow lines.</p> <p><b>Bus service:</b> KCllr Kennedy has been investigating the rumour that the 155 service would be withdrawn. His response from KCC is that they have had no notification but understand that it could be unviable, but Arriva have to give 70 days' notice. If that does happen KCC are obliged to go to tender for another service. Cllr Parris asked if notice is given could a new service is sourced whilst notice is being worked rather than at the end of the period to maintain continuity. Cllr Buchanan queried whether there could be an improved service. BCllr Davis noted that there is money available for a second service on a different route. However, Trenport are finding it difficult to progress. Clerk to ask KCC Andrew Kennedy to investigate.</p> <p><b>Broken fence by the school.</b> Mr Fitter, Headmaster has agreed to repair it.</p> <p><b>Portland Parking:</b> Cllr Baker has been communicating with Ann Marie Church (resident) who asked to have parking bays in Portland, Cllr Parris advised that it could be a private road owned by the residents. Need to know the status of the road. Clerk to find out if it has been adopted and who owns it.</p> <p><b>Graffiti:</b> Graffiti on the light in Hall Road has been removed.</p>	<p>Cllr AB /Clerk</p> <p>Cllr AB/Clerk</p>
<p>9.</p> <p>9.1</p> <p>9.2</p>	<p><b>Open Spaces</b></p> <p><b>Allotments:</b> Cllr Parris noted that Andy Marr is the only Committee member to have a key. Clerk advised that she also has a set if needed. Cllr Parris understands that many people are giving their allotment up due to Trenports proposal to build on part of the allotments and also some allotment holders have received letters saying that they need to clear them up or they will be taken back by the Allotment Association.</p>	

Signed \_\_\_\_\_

Date \_\_\_\_\_

1<sup>st</sup> February, 2022

WOULDHAM PARISH COUNCIL

<p>9.3</p> <p>9.4</p> <p>9.5</p> <p>9.6</p> <p>9.7</p> <p>9.8</p>	<p><b>Recreation Ground:</b> Cllr Parris reported that more people are driving to walk dogs in the recreation ground and 'poo' situation is getting bad. Cllr Rimmington had previously contacted TMBC about the possibility of training NHW to issue Fixed Penalty Notices for dog fouling, as previously suggested by TMBC. Unfortunately, this had been put on hold. The Rocking Horse has been removed. The Car Park sign still needs to be re-sited next to the Car Park entrance to ensure it is readable for people using the Car Park. Cllrs Parris and Bell to agree best site placement and cost. Cllr Parris also noted that there is a post laying by the substation which could be used, also a post in the ground near the small Rec gate that has nothing on it.</p> <p>Gate on north side of play area needs adjusting as it doesn't shut. Cllr Savaryn will have a look and adjust if possible.</p> <p><b>PV Park:</b> There has been reported vandalism to goal posts and benches as well as glass and dog poo. There is a concern from Councillors and residents that maintenance is being charged but little appears to be done. Cllr Rimmington has requested statement of account for maintenance breakdown from the developers.</p> <p>Cllr Rimmington queried the progress of the MUGA. It is understood that there is a problem with the money transfers. Until adoption of the Bridge is sorted, they will not start the MUGA. KCC are holding money until they are happy with the bridge, when that happens the MUGA can start, but there are no timescales as of yet.</p> <p>Cllr Baker has spoken to Simon from Orchard Landscapes regarding the fixings from the damaged benched. He will cut them flush to make safe</p> <p><b>Wouldham Common</b> Need to arrange for a community litter pick in the spring.</p> <p><b>Village Green</b> - Discussions are taking place with Community Heartbeat Trust who the Parish Council adopted the Telephone box from in 2015. If we can confirm electric supply, we can put the defibrillator on or in there and also use the supply to light up the village sign.</p> <p><b>Nelson Road Green;</b> Cllr Parris has spoken to TMBC about putting bollards on the grass to stop cars driving over grass.</p> <p><b>Rectory Close:</b> Cllr Parris suggested that dog poo bin by Rectory Close needs to be added to TMBC schedule</p> <p><b>Grounds Maintenance:</b> 3 quotes have been received, but more expensive than expected as additional requirements were added. The Admin and Finance Committee will review and present at the next meeting for decision.</p>	<p>Cllrs EB and DP</p> <p>Cllr MS</p> <p>Cllr SR</p> <p>Clerk</p> <p>Cllr DP</p> <p>Finance Committee</p>
<p>10.</p>	<p><b>Village Hall</b></p> <p>Cllr Bell advised that the clerk is supporting the Trustees to develop the Hall, but will not take on any official position.</p> <p>Members discussed the Finance report received. Items queried were:</p> <p>What is Zen? clerk confirmed its internet.</p> <p>Container payment – is this for the container in the Rec?</p> <p>'Other' - what does this cover?</p> <p>Fundraising for new hall money approximately 4k, was this included in the income or is it separate? Cllr Parris believes it is in a different account as advised by Mrs Anne Marr and that it has to be spent on specific capital items.</p> <p>Cllr Buchanan will ask Nicky for further information to clarify the situation and report back.</p> <p><b>Electrics:</b> Cllr Rimmington reported that another electrician has visited the Hall and produced a proper report on main items needing attention. Clerk confirmed that she has asked him and another company for a further quotation</p>	<p>Cllr SB</p> <p>Clerk</p>
<p>11.</p> <p>11.1</p>	<p><b>Health &amp; Safety/Risk Management</b></p> <p><b>Defibrillators</b> Cllr Bell has replaced the battery in the one on the Village Hall. Cllr Rimmington noted that pads need to be checked and purchased as the unit is useless without them. Cllr Bell referred to Cllr Parris's request to register the units with the Heart foundation schedule. He confirmed that they were registered with SECAMB, but he has withdrawn them until they have been passed as usable.</p>	

Signed \_\_\_\_\_

Date \_\_\_\_\_

1<sup>st</sup> February, 2022

WOULDHAM PARISH COUNCIL

11.2	Both have green lights, but neither are heated. By having heated it prolongs the life of the unit. ALL AGREED to purchase necessary items and repairs if necessary. <b>Life Buoys:</b> The two on Nelson Road belong TMBC and are checked monthly by them. PV Life Buoys are checked by Cllr Rimmington who confirmed they are still sealed. The one at back of Rectory Close could have been put there by Trenport who own the land. Clerk to contact Trenport to ask about maintenance and suggest that if they update it, the PC will put it on their schedule for future maintenance.	Clerk
11.3	Risk Assessments Play Equipment - ROSPA already carried out Village Hall - current one done including COVID update, to be updated again once the electrical work has been completed. new committee Open Spaces - Cllr Parris to draft a generic risk assessment to cover open spaces.	Cllr DP
13.1	<b>GENERAL VILLAGE BUSINESS:</b> Community News Items: Recognition of people volunteering for the benefit of the Village. Benches on recreation ground and any information to stop mindless vandalism. Jubilee, save the dates. Jubilee Update: 8.2k funding has been granted to support the Big Community Picnic so now full planning can go ahead to make a great day.	Clerk
15.	<b>Administrative and Finance Matters</b> 1. Signing of payment request - Done 2. Training Cllr Buchanan has completed 2 training courses in January. Levelling up and Community Safety with KALC. Cllr Savaryn and Cllr Buchanan will be booked on Planning Training in March. 3. Matters to be raised at other meetings PPP - Either Cllr Baker or Bell will attend the next meeting. KLC - 24 <sup>th</sup> Feb Cllr Bell will attend. He has asked for flood emergency information discussions to be extended to all emergencies to help with our emergency planning.	Cllrs SB & MS  Cllrs EB or AB  Cllr EB
16.	<b>CORRESPONDENCE: NONE</b>	
17.	<b>DATE OF NEXT MEETING:</b> Tuesday 1 <sup>st</sup> March, 2023 in the Village Hall at 7.30pm	
18.	<b>QUESTIONS FROM COUNCILLORS, CHAIRPERSON AND CLERK:</b>	
18.1	There seems to be a large number of cones around the village. Suggest collection and put into the container for future use.	All
18.2	Entrance to car park: 6 cars parked opposite increasing the difficulty of getting in and out. Cllr Bell noted 3 were workers on the substation who couldn't get into the carpark. He advised them to call him for access when needed.	Cllr EB
18.3	Cllr Parris noted that when she notices something around the Parish, she lets all Councillors know, but is unhappy to receive some curt responses saying that 'it's been dealt with'. She would like all reported issues sent around to all councillors and email correspondence could be more friendly. Cllr Bell felt that if every issue completed/reported was circulated there would be too many and important ones could get missed. We need to agree acceptable levels of communication.	ALL
18.4	Cllr Baker enquired whether we had any more Co-option applications. Clerk confirmed that it was just the one and he will be invited to the next meeting.	Clerk
18.5	Cllr Baker asked about the Post boxes for PV. One has been installed, but thought a second one was agreed with Kaleb Carter at Post Office Distribution. Cllr Bell to investigate to see if there is an email trail confirming agreement to supply. Cllr Rimmington advised that he has requested for 1 day off a month with his employers to support the PC	Cllr EB
20.	<b>MEETING CLOSED AT 10pm</b>	

Signed \_\_\_\_\_

Date \_\_\_\_\_