

5<sup>th</sup> April, 2022

WOULDHAM PARISH COUNCIL

**MINUTES OF WOULDHAM PARISH COUNCIL MEETING  
TUESDAY 5<sup>th</sup> APRIL 2022 AT 7.30PM  
WOULDHAM VILLAGE HALL**

Present: Cllr Bell, Cllr Buchanan, Cllr Baker, Cllr Rimmington, Cllr Marr Cllr Savaryn, Cllr Parris and 2 members of public

1.	<b>APOLOGIES:</b> Cllr McDermott, BClr Dalton, BClr Davis	
2.	<b>MINUTES – Monthly Parish Council meeting</b> The minutes of the Parish Council meeting held on 1 <sup>st</sup> March were proposed by Cllr Rimmington and seconded by Cllr Parris 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> Nothing to report	
5.2	<b>County Councillor:</b> Nothing to report,	
5.3	<b>PCSO report:</b> Not Received	
5.4	<b>Neighbourhood Watch Scheme:</b> Cllr Rimmington reported that the area seems to be quite quiet at the moment. Cllr Baker noted that he had reported an apparent abandoned car in Peters Village with no tax or mot over a month ago, but no action seems to have been taken. Cllr Rimmington will chase up.	
5.5	Cllr Rimmington has spoken to Alan Watson, Speedwatch Manager who will do training for new team to do training for Speedwatch. He will need to assess new sites to ensure the most appropriate sites are risk assessed. Cllr Savaryn queried whether the High Street is included and Cllr Rimmington confirmed that the new sites will be mainly in Peters Village to ongoing building works causing restrictions. It was noted that the worst areas need to be identified. But also bear in mind the timing of the one-way trial. Cllr Bell commented he hoped to have a clearer picture of the process following his meeting with Ryan at KCC Highways.	
5.6	<b>Community Warden:</b> Viv Hickmott is still off sick. But her work is being undertaken by her Team Leader (Sandra Edmonds) and can be contacted with any concerns: her contact details are: tele: 07969584183, email: <a href="mailto:Sandra.edmonds@kent.gov.uk">Sandra.edmonds@kent.gov.uk</a>	
7.	<b>MEMBERS OF THE PUBLIC.</b> Anne Marr, Trustee of Wouldham Village Hall reported on the current situation. Details are in item 11.1 MOP left hand side of car park a lot of garden rubbish has been dumped by the railings, concerned that it sets a precedent. MOP asked what is being done to stop the horses coming the Recreation Ground. Clerk confirmed that we have 2 horse signs are on order. Cllr Parris also noted that there was a possibility of arch being installed in the concrete roundels which would provide a physical barrier to entering the Ground from the Tramway.	
8.	<b>PLANNING</b>	
8.1	<b>Planning applications considered and/or commented upon by the Planning Committee:</b> a) <b>22/00274/FL</b> 118 High Street Wouldham Rochester Kent ME1 Proposed off road parking, electric vehicle charge points for 2/3 vehicles - electric gates is the only difference from previous application reducing risk to children using the path. Cllr Parris asked if they had permission from KCC to cross their land. Cllr Bell confirmed that KCC had been served the necessary documents	
8.2	<b>Planning Consent Issued</b> a) <b>21/03020/FL</b> Pelican View Business Park Shorts View Road Rochester Kent ME1 3YN. Proposed development of storage cabins, associated infrastructure and landscaping being an alternative to the	

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8.3	<p>details of layout, scale and appearance of development for part of the site approved under Condition 3 of permission TM/17/02655/FL.</p> <p><b>Parish Strategy:</b> Cllr Bell advised that although this was not needed until June, he and Cllr Buchanan to start looking at requirements. He asked that Cllrs read the Hildenborough statement and pass any ideas to the Planning Committee</p> <p>Cllr Bell also noted that he understands that Maidstone Borough Council have refused a plan for 1750 houses in Detling because it's an AONB and there was no bus service serving the area. This may be something worth considering when looking at new applications.</p>	ALL
<p>9.</p> <p>9.1</p> <p>9.2</p> <p>9.3</p>	<p><b>Roads, Footpaths &amp; Lighting -</b></p> <p>Cllr Buchanan reported that she has made a list of outstanding issues and most are still 'under investigation'. She has spoken to Kris Rigg, KCC, who has asked her to wait until the new financial year, then chase as the new budgets will have been allocated. She noted that KCC now have new staff things hopefully things will start moving. She has also tried to report the wires hanging off the pole in the High Street, but is having a problem with BT reporting. Clerk will try to report via Openreach.</p> <p>No questions regarding the report.</p> <p><b>One way system:</b> Cllr Bell noted that there is a meeting with Ryan, KCC tomorrow to discuss the details of the trial. He has already warned that he may not have enough information to present the full trial and may need to arrange another meeting. He also suggested that there needs to be a vehicle count before, during and after the trial. Cllr Parris asked it must not be during summer holidays in order to get an accurate picture of its viability. Clerk noted comments made by Mike Hayes, Rector of All Saints Church regarding cyclists and speed. These comments will be included with the others in the design/discussions. Cllr Buchanan suggested that may be better to start during holidays to allow for a gentle lead in. Cllr Parris and Cllr Buchanan's ideas will be put to KCC to advise. Cllr Parris noted that the signs stopping HGVs are facing opposite directions at the Borstal, which only leaves a small area of no access. Cllr Bell noted this was because the only area they are not allowed to go is in between. Clerk to investigate new rules with KCC. (KCC will be able to enforce weight restrictions across the county. However, the current list only applies to Leeds Village weight restriction.</p> <p>Cllr Bell noted that Sam Honey has been contacted about the tree across the steps at the Black Robin footpath. The steps could require some remedial works as the soil forming the steps is washing away. This could be something that is included in the Parish Statement.</p>	Clerk
<p>10.</p> <p>10.1</p> <p>10.2</p> <p>10.3</p>	<p><b>Open Spaces</b></p> <p>Cllr Parris presented check list of visual inspection and noted there are still outstanding items. Originally it was agreed to sort the 3 main items, but then agreed to do the rest. She also noted that Cllr Savaryn had checked the gate to the play area and it is twisted, which is why it will not close properly. Cllr Bell noted that the repairs company we used is no longer in business. Cllr Parris also noted that the grounds maintenance needs to be issued asap as the grass needs cutting and the trees on Nelson Road are still down. She has been approached by Mike Howes (resident) who has offered to do it, she has suggested he contact TBMC to get permission. She also noted that the Tree inspector was due to inspect other 'leaning' trees around Nelson, but doesn't know if this was ever done. She will contact TMBC to arrange a visit. Finally, at the top of the Tramway there was a blockage during the storms and query's whether it's been cleared, Clerk to check.</p> <p><b>PV Park:</b> Cllr Rimmington reported that he and the Clerk had a meeting with Chelsea Honey-Bradfield at TMBC regarding the Section 106 commitments. He was specifically interested in the play equipment for PV. Ms Honey-Bradfield agreed that there appeared to be an undelivered commitment by Trenport and has referred it to their legal department.</p> <p>Cllr Bell noted that item 5.3 of the Planning Protocol, says that the Officer must discuss with the Ward Councillors, but feels the PC should have more input.</p> <p><b>Wouldham Common:</b> Need to arrange for a community litter pick in the spring. Mav Campbell, resident, was happy to put an event on PV Facebook page. Cllr Marr suggested a BBQ and working party. It was also noted that someone with a 4 x 4 would need to support the event as it's difficult for cars to go up Stoney Lane to remove any rubbish. <b>ALL AGREED</b> to arrange an event on a Saturday. Clerk to produce poster and advertise when date has been agreed.</p>	<p>Cllr Parris</p> <p>Clerk</p> <p>Clerk</p>

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10.4	<b>Grounds Maintenance:</b> Clerk advised that she had circulated a revised analysis of the 2 shortlisted contractors to the Finance Committee. She explained the differences between the contractors to the meeting. Cllr Bell proposed to go with Orchard, Cllr Savaryn seconded. <b>ALL AGREED</b>	Clerk
11.	<b>Village Hall (VH)</b>	
11.1	Trustees of VH are formally asking the Council to take back the Village Hall. They have had 2 parish meetings and have not been able to recruit new Trustees. Current Trustees feel that they were not given sufficient information about the responsibilities of a Trustee and no longer wish to hold office. However, there is a working party who are happy to continue to support the VH, but do not want to be Trustees. Mrs Marr explained that if the Charity is dissolved, the money would have to go to another charity with the same objectives (and there are none). There are outstanding remedial works needed, such as; disabled toilet, moving the gate, electrics etc. She asks for permission to undertake these works. <b>ALL AGREED.</b> Cllr Baker asked who were the trustees: Anne Marr, Martin Dukes, Donna Cook.	Clerk
11.2	Cllr Bell noted that there is a lot of confusion as the Council never issued a lease to occupy the building and the governing documents changed and do not appear to have been checked by the Charity Commission. He believes we have now reached an impasse and need specialised legal advice. He proposed to appoint a Charity law specialist to advise on the best way forward. Seconded by Cllr Parris. <b>ALL AGREED.</b> <b>RESOLVED</b> that it was not possible vote on taking back the VH until legal advice has been obtained and that Mrs Marr be included in the discussions.	Clerk
11.3	<b>Electrics:</b> Clerk has received 2 additional quotes received for £965-00 and £1165 Excluding VAT to cover essential works only. <b>ALL AGREED</b> to accept the £965 quote. However, Village Hall Committee have asked for additional lighting to be included. With the above in mind, the Clerk suggested that the quotes are handed to the VH Committee to progress work to their specification. <b>ALL AGREED.</b> Clerk to pass details to Mrs Marr	Clerk
12.	<b>Health &amp; Safety/Risk Management</b>	
12.1	Terms of Reference: Proposed by Cllr Baker and seconded by Cllr Rimmington. <b>ALL AGREED</b>	
12.2	<b>Defibrillators:</b> Clerk has spoken to the Heartbeat Trust to take over the maintenance of the defibrillators. They will check their condition if we send them to them. The telephone box will need to have electric connected again and needs to be researched how to do this. The alternative would be to have a new unit which does not require any electricity. Cllr Rimmington noted that there is a box on wall with power in PV, but until there is access, the unit won't be put up. <b>Community Centre:</b> general discussion took place regarding recent Facebook posts about the management of the Centre. Clerk had sent a request for clarity to Trenport, but as yet, had no reply. She will forward the email to BCllrs Davis and Dalton to progress. <b>Life Buoys:</b> No issues	Clerk Cllr Rimmington
12.3		Clerk
12.4	Risk Assessments Play Equipment - Visual Inspection Report submitted by Cllr Paris Village Hall - current one done including COVID update, to be updated again once the electrical work has been completed Open Spaces - Completed and approved Litter Picker: - No change. However, Cllr Parris noted that the staff member's husband was still litter picking. It was agreed that he is doing this as a volunteer Picnic in park: - Agreed, But Cllr noted that before the event additional measures need to be reviewed, included around Slips trips and falls, manual handling, fire, crowd management and weather.	Clerk
13.	<b>GENERAL VILLAGE BUSINESS:</b>	
13.1	Community News Items: Any items next couple of days. Tree planting. Cllr Parris suggested including advice on the £150 council tax reduction	Clerk
13.2	<b>Jubilee Update:</b> Clerk reported that the programme of events is due for completion shortly. The Beacon has been ordered for PV and Cllr Rimmington will arrange the event in line with the one in Nelson. Clerk said that she had spoken to Mav Campbell, resident, who is willing to help. She will liaise with Cllr Rimmington so that the 2 lightings are similar. Cllr Bell noted that someone will need	Cllr Rimmington

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13.3	<p>to make a proclamation. Clerk also advised that St Johns has let not been able to provide First Aid cover. Cllr Rimmington will enquire to see if anyone else is available. Cllr Rimmington also queried the TEN requirements. Clerk noted that the Medway Pub has agreed to get the TEN, but Cllr Rimmington felt that it should be done by the Council. Clerk to check. Clerk also noted that the trees planted as part of the Queen's Green Canopy have been uploaded onto the official website and can be seen at: <a href="https://queensgreencanopy.org/map-education-hub/qgc-map/#/">https://queensgreencanopy.org/map-education-hub/qgc-map/#/</a></p> <p><b>Terms of reference:</b> Proposed by Cllr Parris, seconded by Cllr Bell. ALL AGREED, ADOPTED.</p>	<p>Cllr Rimmington</p> <p>Clerk</p>
14.	<p><b>Administrative and Finance Matters</b></p> <ol style="list-style-type: none"> <li>1. Signing of payment request and approval of Jubilee spend - Done</li> <li>2. Training Cllr Buchanan has completed Working Together for Safer. She did mention that we appear to have no policing and what happens if rural areas not being served. Being connected to Snodland, and Halling meant that Wouldham is a low priority. The advice she received was to make complaint to Mathew Scott Clark, Police Commissioner. Cllr Bell noted that this has been done via the Chief Inspector. Cllr Rimmington noted that all crime must be reported. No report = no picture = no action. Also, there were opportunities to join specials, Neighbourhood Watch and PCSO's, but no one has come forward</li> <li>3. Cllr Buchanan also attended the Dynamic Councillor course which she found very useful and would like to do a couple more. Clerk to confirm</li> <li>4. Handyman. Clerk had spoken to a resident about doing specific jobs around the village. Cllr Rimmington noted that it needed to be someone sympathetic to the whole parish. She had not spoken to Burham, but understands that having someone on a retainer was possibly not the best practice.</li> <li>5. Matters to be raised at other meetings PPP - Cllr Baker noted its 26<sup>th</sup> May he will attend dependant on work commitments. He will liaise with Cllr Bell if needed.</li> <li>6. Cllr Bell noted that he would complete the Clerks appraisal over the next few weeks.</li> </ol>	<p>Clerk</p>
15.	<p><b>CORRESPONDENCE:</b></p> <p>Cllr Bell reported that 3 years ago the Council asked TMBC to increase members. This was put on hold due to elections and COVID. They have now asked if this request is still standing. He has spoken to TMBC who have said that 8 is a good number for the parish electorate (most have 6). He mentioned that it has been difficult to get new councillors. He suggested that we keep the same numbers for the time being until PV is finished. ALL AGREED</p> <p>Clerk has received an email from the Church explaining their intention to remove the gates to the Lychgate and ask if there were any comments. The Council could see no reason for this not to be done, but thanks the Church for asking.</p>	
16.	<p><b>DATE OF NEXT MEETING:</b> Tuesday 10<sup>th</sup> May, 2023 in the Village Hall at <b>7.00</b> to start with AGM. Any changes to committees to be notified before</p>	
17.	<p><b>QUESTIONS FROM COUNCILLORS, CHAIRPERSON AND CLERK:</b></p> <p>Cllr Parris noted that brambles gone and chairs gone on the High Street and it looks much better</p> <p>Cllr Rimmington noted that Medway Council Taskforce has lots of funding for safety equipment and wonders if TMBC could apply for the same funding?</p> <p>Cllr Savaryn queried the need for a handyman. Cllr Bell explained that we could contract someone to small jobs around the village, i.e. repair notice boards, re-site posts, prepare the land by the cabin etc. This would save money on appointing individual companies</p>	
18.	<p><b>MEETING CLOSED AT 9.34</b></p>	

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## WOULDHAM PARISH COUNCIL

<b>Finances up to March</b>					
Opening Balance Nat West 20/2					74185.23
<b>RINGFENCED TOTALS</b>					
Monies from car park donations					£ 870.00
Monies for Village in Bloom					£ 100.00
Monies from membership grant					£ 1,900.00
Monies from Big Lottery					£ 4,506.02
<b>Current available monies ringfenced</b>					<b>£ 7,376.02</b>
<b>Receipts made up to</b>					
S. Albert - Horse field					
L Townend Bar Of Chocolate					£ 15.00
Sloan Garidragchaa F&C					£ 75.00
KCC Urban Cut					£ 723.05
Nest Refund					£ 92.46
<b>TOTAL INCOME</b>					<b>£ 905.51</b>
<b>Payments made up to</b>					
09-Feb	Geosphere Ltd	Parish online Sub	BAC	96.00	
March	T Miles	Salary	BAC	815.07	
March	Liz Phillips	Salary	BAC	387.59	
March	T Miles	Office rental	BAC	216.66	
02-Mar-22	GOOGLE	Email	DD	5.52	
02-Mar-22	EDF ENERGY	CCTV	DD	12.00	
March	NEST	Pension	BAC	123.28	
02-Mar-22	EE TOPUP	Phone	DD	15.00	
25-Feb-22	Eventbrite	Completing AGAR™	BAC	60.00	
10-Feb-22	Eventbrite	Dynamic Councillor	BAC	60.00	
14-Feb-22	Eventbrite	Planning Conference	BAC	60.00	
02-Feb	Recycle 4 Rehoming	removal of Horse	BAC	275.00	
March	Ringfenced Itemised purchases for Village Hall/Jubilee (separate sheet)			3,693.98	
<b>TOTAL EXPENDITURE</b>					<b>£ 5,820.10</b>
P & L for period					-£ 4,914.59
Balance (inc ringfenced)					<b>£ 61,894.62</b>
Pending					
Closing Bank Balance @ 24/3					<b>£ 69,270.64</b>
<b>Payments to be agreed at April meeting</b>					
Oct-March	T Miles	Expenses	BACS	269.88	
11-Mar	Thompson Elphick	Payroll to March 22	BACS	180.00	
29-Mar	SJS	Allotment Rent	BACS	330.00	
01-Apr	21CC	Beacon (spec proj)	BACS	588.00	
15-Mar	TMBC	Carpark rates & relief		0.00	
Apr	T Miles	Salary	BAC	904.51	
Apr	Liz Phillips	Salary	BAC	387.59	
Apr	T Miles	Office rental	BAC	216.66	
25-Apr	Npower	Streetlights	DD	33.15	
02-Apr	GOOGLE	Email	DD	5.52	
02-Apr	EDF ENERGY	CCTV	DD	12.00	
02-Apr	NEST	Pension	BAC	30.82	
02-Apr	EE TOPUP	Phone	DD	15.00	2,973.13
<b>TOTAL COMMITTED SPEND @</b>					<b>£ 2,973.13</b>
<b>ESTIMATED BALANCES</b>					
Estimated Bank total					£ 66,297.51
<b>RINGFENCED TOTALS</b>					<b>£ 7,376.02</b>
<b>TOTAL AVAILABLE</b>					<b>£ 58,921.49</b>

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