

4th April, 2023

WOULDHAM PARISH COUNCIL
MINUTES OF WOULDHAM PARISH COUNCIL MEETING
TUESDAY 4th APRIL, 2023 AT 7.30PM
WOULDHAM VILLAGE HALL

Present: Cllr Baker (Chair), Cllr Parris, Cllr Marr, Cllr Savaryn, Cllr Rimmington, Cllr McDermott, BCllr Dalton T Miles (Clerk). 3 Members of the Public + 1 mid meeting

1.	<p>APOLOGIES: Cllr Bell (Chair), BCllr Davis</p> <p>Cllr Baker read a statement from Cllr Bell, who wrote: <i>'My apologies for not being here this evening, this being only the second meeting I have missed since joining the Parish Council. My thanks go to all the Parish Councillors for their effort and time over the last 4 years, and for the items we have managed to conclude, and items which did not come to the conclusion which we wanted were mainly due to outside influences beyond the control of the Parish Council. Whilst we have not unanimously agreed on all things we have, I believe, done our best for the local residents. Once again, I offer my apologies, and trust the future is bright for all of you in whatever you endeavour in the future.'</i></p>	
2.	<p>MINUTES <u>Monthly Parish Council meeting</u></p> <p>The minutes of the Parish Council meeting held on 7TH March, 2023 were proposed by Cllr McDermott and seconded by Cllr Baker. The minutes were to be signed by the Chairman.</p>	
3.	<p><u>MATTERS ARISING FROM MINUTES</u></p> <p>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.</p>	
4.	<p><u>DECLARATIONS OF INTEREST</u></p> <p>None</p>	
5	<p><u>EXTERNAL REPORTS</u></p> <p>5.1 Borough Councillor: BCllr Dalton noted that there was little to report as we are in the pre-election period (Purdah). However, he noted that whilst out canvassing, PV 3 families had raised complaints about the noise which appeared to be coming from the paper mill area, across the river in Snodland. Those that brought the subject up stated that it was in the early hours of the morning, one quoting 3.13am. BCllr Dalton advised that he has contacted Environmental Health, (who had also received 3 complaints) who advised that they are investigating and have asked for reports to be compiled. The residents have also been sent logs to record times.</p> <p>5.2 County Councillor: Questions to be raised – Cllr Parris asked if KCllr Kennedy could be asked if he could re-assure residents that when the one-way experiment starts, there will be enforcement for beaches and how this will be applied. She also asked whether he could investigate the use of KCC S106 funding as there are deadlines this year to use the money. Clerk to Contact KCllr Kennedy.</p> <p>5.3 Community Warden: Clerk reported that the Warden had been off with COVID, therefore there has been no report this time. However, she had sent him the PSCO report for reference. Cllr Parris noted that he had attended the 60+ club and said that he will keep all informed about scams etc. The group appreciated his contact.</p>	Clerk
6.	<p><u>COMMUNITY SAFETY</u></p> <p>6.1 PCSO report: Received. (Attached to minutes)</p> <p>6.2 Neighbourhood Watch: Cllr Rimmington reported that there had been a theft of gardening equipment from a store in PV as well as the usual problem with bikes.</p> <p>6.3 Speedwatch: Cllr Rimmington advised that he understood that there could be no Speedwatch during purdah. Also, to set the system up on Worrall Drive may not pass the risk assessment due to the location of the school. Cllr Rimmington will no longer be a coordinator for Speedwatch from the end of April. He was thanked for his efforts over the last few years.</p>	

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7. 7.1 7.2 7.3 7.4 7.5 7.6	<p><u>ADMINISTRATIVE AND FINANCE MATTERS</u></p> <p>Signing of payment request – Done (Cllr Bell to sign outside of the meeting)</p> <p>RESOLUTION TO APPROVE SCHEME OF DELEGATION: - Proposed by Cllr Baker and seconded by Cllr Savaryn – All agreed</p> <p>REVIEW OF E.O.Y ACCOUNTS AND BUDGET: Councillors have reviewed the accounts and budget - Cllr Baker enquired why the Recreation Ground cost centre was over 800% over budget. Clerk explained that this was due to the repair work being carried out which was paid for by S106, but as we work as cash book system, you have to look at the income line too.</p> <p>REVIEW OF ASSET REGISTER: Councillors reviewed and agreed the asset register as at 31/3/23.</p> <p>QUALIFICATION UPDATE: Clerk advised that she had passed the ILCA which has given her more knowledge of how the Council should be run. Cllr Parris asked if this meant that the salary point should be raised. Clerk noted that the budget had already been set for this year, but it would go forward next year.</p> <p>ELECTIONS UPDATE: Cllr Baker noted that the closing date was 4pm today, Tuesday 4/4 and that the notices of whether an election would be needed should be available by Friday. If there are any spaces left, there will be the possibility to co-opt after the results.</p>	CLERK
8. 8.1 8.2 8.3 8.4	<p><u>MEMBERS OF THE PUBLIC (MOP)</u></p> <p>MOP1: Clerk noted that the 'usual' MOP who attends sent her apologies for being able to come.</p> <p>MOP 2: Asked whether the PC could look at getting a crossing by the co-op as the hording blocks view and many children need to cross the road to get to school. Cllr Baker advised that he and Cllr Rimmington had previously had a meeting with Trenport who said that the island should be sufficient. However, as the estate grows and the speed continues to be an issue along Village Road, this will need to be re-visited as part of the infrastructure review. Clerk noted that a new 'Planning Infrastructure Statement' needs to be submitted to TMBC Planning outlining what the community need. This could be included in that, together with double yellow lines around Worrall Drive.</p> <p>MOP3: Asked if there was any news on the doctors. BCllr Dalton reported that there was an article in Kent Online however it was from 5 years ago! And if further development comes forward, we will need to fight for services before any development starts. He also noted that the S106 system is being looked at which should allow for more input from PC and BCs.</p> <p>Cllr Rimmington asked if there is a cut off when a decision will be made. Cllr Baker noted that in other areas where the option had not been take up, the site have been released for further development. BCllr Dalton noted that trying to appoint doctors is difficult in the area due to the cost when they are paid per patient wherever they live in the country. This means it is more attractive to move to practices where costs of housing are less.</p> <p>Cllr Parris noted that that people can register with Aylesford or the Thorndyke. She asked that it be included in the next magazine. She also noted that she had been advised to call the 999 service in an emergency if you cannot get an appointment.</p> <p>MOP2: Also asked if he could set up artificial cricket pitch in PV. He noted that the League would pay for the pitch to be done, they just need the space and approval. BCllr Dalton noted that Eilish Smearton at Trenport would be the best contact. Clerk to forward details. He also noted that Trenport must provide the MUGA as part of the S106. Cllr Rimmington advised that he had been told it would start withing the next month as the weather gets better.</p>	RD CLERK
9. 9.1	<p><u>Planning applications considered and commented upon by the Planning Committee:</u></p> <p>23/00584/RD Phase 5 Worrall Drive</p> <p>Details pursuant to condition 29 (details of below ground excavation items) of permission TM/15/01485/OAEA in relation to Parcels 3A and 3B of Peters Village</p>	

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9.2		Details of planning condition 1 (Detailed planting scheme)	
9.3	23/00585/RD Phase 5 Worrall Drive	condition 2 (Refuse and recycling storage and collection) Pursuant to planning permission TM/22/01119/RM Reserved Matters application pursuant to outline application ref TM/15/01485/OAE relating to appearance, layout, landscaping and scale Open for comment icon	
9.4		<u>Planning applications approved:</u>	
	23/00024/FL 2 Nelson Road	Dropped kerb and introduction of hardstanding parking area on land outside 2 Nelson Road	
	22/02337/RD 19 Laker Road	Details of Conditions 4 (arboricultural survey, constraints and tree protection) submitted pursuant to planning permission TM/22/00836/FL (Construction of a rear extension at 19 Laker Road to expand the storage area of the warehouse)	
	22/02559/RD Phase 5 Worrall Drive	Details of condition 31 (materials) submitted pursuant to planning permission TM/15/01485/OAEA (Grant of replacement planning permission for TM/05/00989/OAEA (Formation of development platforms and creation of new community including residential development, mixed use village centre (including A1, A3 and B1 use) community facilities and primary school and associated highway works) subject to a new time limit to allow a further period within which to submit applications for the approval of reserved matters)	
		<u>Planning applications refused/withdrawn: None</u> <u>OTHER PLANNING MATTERS:</u> Medway Green School building. Cllr Baker reported that Enforcement had finalised their investigation and determined that it is within the provisions of Class M of Part 7 of Schedule 2 of The Town and Country Planning (General Permitted Development) (England) Order 2015 which permits the erection, extension or alteration of a school, college, university or hospital building subject to works meeting certain requirements and conditions. BCllr Dalton advised that he is planning to speak to the head about the parking situation. Cllr Parris asked whether the triangle could be used. BCllr Dalton noted that they were going to take some of the playing field. Cllr Marr advised that the school had decided not to use the triangle as it was a place where local people walked their dogs, but felt that if it was fenced off, they would walk around it.	RD
10.		<u>ROADS, FOOTPATHS & LIGHTING -</u>	
		<u>Updates:</u>	
10.1		Clerk noted that the High Street is due to be closed 8-16 th April for gas works. Cllr Baker advised that cones had been put on Keepers Cottage Lane, but is unsure when works to the speed pillows will start. Cllr Parris reported that there are a some quite deep potholes outside number 94 and 100 High Street and there is a general strip that is breaking down and will shortly become a problem. Clerk to report to Highways.	CLERK
10.2		Clerk advised that the new sign for the carpark has been done. However, she is not sure whether it could go on the height barrier as the it would have to go above the height restriction notice. Cllr Baker proposed to position it on the fence at the entrance of the carpark. Seconded by Cllr McDermott. All Agreed.	CLERK
10.3		Cllr McDermott noted that there appears to continual runoff from Stoney Lane down School Lane which is quite dangerous with debris flowing across the road. Clerk to get photos and report to Highways.	CLERK
11.		<u>OPEN SPACES</u>	
11.1		<u>Recreation Ground.</u> Noted that new fruit trees had been planted along the pathway, these are plum, cherry, apple and pear. Clerk thanked the Brownies for offering to look after them by watering etc. Cllr Marr noted that Graham West had not done any of the work he promised to do in September and asked for an update. Cllr Parris asked when the new lease came into force. Clerk explained that she could not get	

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<p>11.2</p> <p>11.3</p> <p>11.4</p> <p>11.5</p>	<p>hold of him sign it and she thought he had moved. Cllr Savaryn advised that he had not moved and he would pass on the contact details.</p> <p>Allotments: Cllr Marr reported that one of the stand pipes had burst and been repaired during the cold snap. The meter had been checked and when seemingly all the taps were off the meter was still slowly going around. SE Water have now changed the meter and checked for any further leaks. And they have given a rebate which will be passed on to the allotment association. We are awaiting confirmation of the diameter of the pipes in order to purchase the necessary lagging.</p> <p>Grounds Maintenance: Clerk advised that she had met with the contractor and that the rec should be cut next Tuesday followed by the complete contract cut. They are also going to create a retaining feature by the substation next week (additional works). Monitoring/scheduling meeting will be carried out following the first completed stage.</p> <p>PV Play Equipment: Cllr Rimmington advised, as previously noted, that works on the play equipment (MUGA) should happen within the next month and that the current hold-up was due to the weather.</p> <p>Common: Nothing to report</p>	MS
<p>12.</p> <p>12.1</p> <p>12.2</p>	<p><u>VILLAGE HALL</u></p> <p>Fabric: Clerk reported that the new door has been completed and that the painting of the outside and ceiling should be completed before the end of the Easter Holidays. She also advised that the main Trustee has arranged for a local volunteer to paint the new sign with the addition of a nesting box to promote local wildlife. Another quote has been received for the kitchen re-furb. This one suggested installing a macerator rather than installing new pipework. This is being considered. This quote does not include the kitchen units, electrics or flooring which would need to be purchased separately. Cllr Rimmington suggested contacting Screwfix for donations as he thinks they are within the parish.</p> <p>Clerk noted that Coffee Club numbers are growing, with more people attending from PV. The NHS have also arranged to do a drop-in service to do individual health checks. This will be from 9.30 – 12.30 on 19th April. As well as Coffee Club, other groups using the hall include Rainbows and Brownies, Yoga and Karate.</p>	
<p>13.</p> <p>13.1</p> <p>13.2</p> <p>13.3</p> <p>13.4</p> <p>13.5</p> <p>13.6</p>	<p><u>HEALTH & SAFETY/RISK MANAGEMENT</u></p> <p>Defibrillators: Cllr Baker reported that a quote had been received for £390 to move defib to church. Cllr Parris asked the codes be the same as the key code to save confusion in an emergency. Proposed to accept the quote by Cllr Marr, seconded by Cllr Rimmington. All Agreed.</p> <p>Lifebuoys: Cllr Baker reported that the PV ones had been checked. Cllr Rimmington advised that it is usual for people open the cabinet, so they need to be re-set each time they are checked. Cllr Baker noted that he has a spare line.</p> <p>Play equipment: Cllr Baker advised that after 6 months of trying to find someone to carry out repairs as needed to satisfy the S106 rules, we have found one supplier who is willing to replace the damaged parts of the zip line. The cost will be £8982.95 + VAT but it has been agreed with TMBC that the net can be claimed and the VAT will be claimed through normal channels. Cllr Rimmington proposed to go ahead with the order/works, seconded by Cllr McDermott. Cllr Parris suggested that a similar process could be looked at to get the 5-a-side goal posts and a net that fits, as it is very well used. Alternatively, it could come from the special projects budget and moved to give the grass a chance to recover. She noted that Mark Grimes had donated the original posts, but no net which could be because it is an odd size. Cllr Marr noted that the big ones were moved each year by the football club. Cllr Marr proposed to look at getting new posts, seconded by Cllr Parris. All agreed.</p> <p>Village Hall: Nothing to report</p> <p>Car lining : Clerk noted that there had been a request to use field. It was agreed that the as the works would not take long, this would not be offered.</p>	<p>CLERK</p> <p>CLERK</p> <p>CLERK</p>

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14.	<u>GENERAL VILLAGE BUSINESS:</u>	
14.1	Community News Cllr Baker thanked Ashely, Steve and Shekhar for volunteering to take on the parish magazine there Ashley noted that it was a team of volunteers working to get it published quarterly with copies left at the Medway and Watermans pubs and the Co-op. There will be an option to request a hard copy, and it will be available on the website. If anyone wants to include anything, the email address is: editorwouldhamparishmagazine@gmail.com .	
14.2	Community transport application: Clerk advised that the parish were successful in getting a grant for 59k to run a community minibus. Further details will become available after the pre-election period.	
14.3	PPP: BCllr Dalton noted that the meeting should have been 14 th May. However, subject to re-election, he is looking to put back the date to allow new councillors to settle in.	
14.4	Coronation event planning: Clerk advised that the 'low key' events as advised by the Palace include a children's tea party and an adults afternoon tea. Due to the weather risk early May, both events will take place in the Village Hall. A group of volunteers are taking this forward. Posters have produced and are in the parish magazine and will be put on Facebook shortly. Commemoration gifts will only be available for attendees and will consist of spoons for the children and pens for adults under Section 137 from the special project budget.	CLERK
15.	CORRESPONDENCE: None	
16.	DATE OF NEXT MEETINGS: - AGM and Parish Meeting: Tuesday, 16 May, 2023 - 7pm Full Council Meeting: Tuesday, 16th May, 2023 - 7.30pm Venue: Village Hall	
17.	QUESTIONS FROM COUNCILLORS, CHAIRPERSON AND CLERK:	
17.1	Cllr Rimmington asked if there were any formal updates on the retail units? Cllr Baker advised that the dentist is due to open shortly and Fireaway Pizza, a coffee shop and hairdressers are supposed to be moving in, but this information has only come from local sources.	
17.2	Cllr Parris asked what the procedure was for the change-over of councillors. <i>Update: that existing councillors would remain in post until 11.59 on 9th May with new councillors in post from 00.00 on 10th May.</i> Although the public session had ended, the chair allowed the following comments from the floor.	
17.3	Ashley advised that she was arranging a litter pick with Brownies and Rainbows as part of the 'Big Help Out'. On 24 th April, the meeting place will be in the Rec between 5-6pm and 3 rd May, the meeting place will be by the river, behind Trafalgar Close, from 5.30 – 7. Cllr Rimmington offered to supply additional high vis and equipment.	
17.4	A MOP asked if the rules had changed about bins being left on the high street on collection day. She understood that bin men would collect from front garden, but some are not being collected and others are being left on the path/road. She noted that she had contacted TMBC numerous times but it is still unclear. BCllr Dalton asked to be copied to her correspondence provide clarity and he will follow it up.	RD
18.	MEETING CLOSED AT : 9.30	

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4th April, 2023**WOULDHAM PARISH COUNCIL****Parish Council Monthly Update****Parish council****Wouldham****Crimes of note**

A suspicious person was reported near school lane, Wouldham. No one recognised the male and he was only there for a short while. Description taken.

High street, Wouldham. A white Skoda was badly damaged near the high street and was causing an obstruction. The other vehicle owner left the scene.

Cornwall crescent, Wouldham. A distressed female called police to report someone breaking into her house. It appears this was mental health related as there was no one around. The female has daily carers.

A suspicious black Kia was reported near Worrall drive, Wouldham. The vehicle was driving up and down the road for a while but later left. Details were taken for a report.

Near Church street, Wouldham four vehicle were in a farmers field doing doughnuts and being noisy. Area was monitored for further. No other reports.

High street, Wouldham. A vehicle had its number plates stolen. Believed this was done to commit crime with another vehicle.

All saints church, Wouldham. An alarm was sounding. Police attended and there was no one around.

Signed _____

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			April Meeting	
Finances up to March 2023				
Opening Balance Nat West 22/2/23				£92,672.27
RINGFENCED TOTALS				
Monies from car park donations			£	2,085.00
Monies from membership grant			£	1,700.00
Monies from Big Lottery			£	93.99
Current available monies ringfenced			£	3,878.99
Receipts made up to 22/3/23				
14-Mar-23	F & C Van			150
08-Mar-23	EDF Rebate for non gas use in Security Cabin			150.00
TOTAL INCOME				
Payments made up to 22/2/23				£ 300.00
Feb	Staffing Costs		BAC	1456.16
Feb	PAYE		BAC	62.15
Feb	Office		BAC	216.66
Feb	Giffgaff		DD	6
Feb	Gmail (est)		DD	5.52
Feb	EDF		DD	18
Feb	N Power		DD	25.64
Feb	Parish Online	Subscription	BAC	96.00
Feb	T Miles	Expenses	BAC	139.12
Feb	Nest	Pension	BAC	39.5
TOTAL EXPENDITURE				£ 2,064.75
	P & L for period			-£ 1,764.75
	Balance (inc ringfenced)			£ 87,028.53
	Pending/cleared			
	Closing Bank Balance @ 22/3/23			£ 90,907.52
Payments to be agreed at April meeting				
March	Staffing Costs			1455.96
March	Nest	Pension	BAC	39.50
March	PAYE		BAC	62.35
April	Office		BAC	216.66
April	Giffgaff		DD	6
April	Gmail (est)		DD	5.52
April	EDF		DD	18
April	N Power (est) Mar		DD	30
23-Feb	Streetlights	Scarborough	BAC	115.5
April	SE Water	Allotments RC	BAC	499.18
April	T Miles	Expenses	BAC	72.05
TOTAL COMMITTED SPEND @ 22/4				£ 2,520.72
ESTIMATED BALANCES				
Estimated Bank total		£	88,386.80	
RINGFENCED TOTALS		£	3,878.99	
TOTAL AVAILABLE		£	84,507.81	

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Date _____