

**MINUTES OF ANNUAL PARISH MEETING**

7<sup>TH</sup> May 2024 at 7pm

Venue: Wouldham Village Hall

**Attended:**

Cllr Bell, Cllr Marr, Cllr Miles, Cllr Parris, Cllr Yard, BCllr Davis, Ashley Crowdey, Rosemary Bell, Patricia Ingham, Tina Miles

1. **Apologies for absence:** KCllr Kennedy, BCllrs, Dalton and McDermott, Cllr Hopper Cllr Britchfield, Cllr Gray,

2. Minutes from last year's meeting signed by Chair, Cllr Bell

**3. Chairmans' Report**

Cllr Bell noted that the Chairmans reports for the year 23/24 had been included in the report's packs handed to all attendees. He thanked those that had contributed, 14 local groups took the opportunity to be included which is much better than previous years. Cllr Bell also advised that some who were asked did not respond. We may need to identify and support others to enable them to contribute to future Parish Meetings. He noted that at some Parish Meetings groups have stands and speakers which could be something to think about in the future. However, it does go to show that there is a lot going on in the Parish.

4. **Verbal reports:** Cllr Parris reported for the 60+ Group. The Group has been running for 12 years, with the ethos that all money collected is spent - £2.5 per week for members and guests. Together with funding raised from raffles, this enables trip out i.e. Theatre etc.

KCllr Kennedy has agreed to contribute £300 towards Christmas lunch again. Any outing is paid for by membership funds, but guests must contribute the full cost. 2 outings are being planned for this year. One to Fenn Bell Zoo and one to the 'seaside'. Cllr Parris noted that carers are welcome, but they are there to care, not to take part in activities.

Ashley Crowdey added to the end of season report for the Allotment Association. She advised that, following their AGM, she is now the new Chair. Also, plans to develop a Wellbeing Garden are progressing well which will be open to the local community by arrangement throughout the year. Now they are a formal group, they intend to submit a lottery fund bid to contribute to road/pathway improvements. This will enable less mobile people to visit the Wellbeing Garden.

**5. Ideas/Priorities for the year:**

Cllr Parris suggested that the Annual Parish Meeting could be on a different day and could be made more of an event. Clerk noted that any event would have to run after 6pm, which is a condition of the Meeting.

Cllr Bell suggested that one of the notice boards could just have information about 'what's on', with contact details, venue and times. It was agreed that this is something that could go at the front of the Village Hall.

5 Close 7.23 pm

Signed \_\_\_\_\_

Date \_\_\_\_\_

ANNUAL GENERAL MEETING

MINUTES OF THE ANNUAL GENERAL MEETING OF WOULDHAM PARISH COUNCIL

TUESDAY 7<sup>th</sup> MAY 2024 AT 7.15PM

WOULDHAM VILLAGE HALL

Present: Cllr Bell, Cllr Miles, Cllr Yard, Cllr Marr, Cllr Parris, BCllr Davis,  
T Miles (Clerk)

Apologies: BCllr’s Dalton and McDermott Cllrs Hopper, Britchfield and Gray.  
Cllr Bell noted that the Clerk finishes work at 1.30 so any apologies should be received by then.  
Alternatively, an attending councillor can be asked to pass on their apologies on their behalf

1.	<b>Signing of last year’s minutes:</b> Proposed by Cllr Miles and seconded by Cllr Marr. Signed	
2.	<b>To receive Chairman’s report 2023/4</b> Cllr Bell noted that the Chairmans’ report had been presented as part of the Annual Parish meeting reports. They will all be published on our website Cllr Bell stood down as Chair.	
3.	<b>Election of Chair for 2022/3</b> The Clerk thanked all those who had contributed to the annual reports. She then asked for nominations for Chair for this year. Cllr Parris nominated Cllr Bell, Seconded by Cllr Yard There are no other nominations. Votes For 5 Against 0 Cllr Bell accepted the nomination and was duly elected Chair of the Parish Council 2024/5	
4.	<b>Election of Vice Chair</b> The Clerk asked for nominations for Vice Chair. Cllr Parris nominated Cllr Marr, and seconded by Cllr Yard There are no other nominations. Votes For 5 Against 0 Cllr Marr accepted the nomination and was duly elected Vice Chair of the Parish Council 2024/25	
5.	<b>Declaration of Acceptance of Office:</b> The Chair, Vice Chair, prior to continuing the business of the Parish Council, then signed the Declaration of Acceptance, witnessed by Tina Miles being the Proper Officer of the Parish Council. All councillors present also signed the Declaration of Acceptance of Office prior to the meeting, the remaining councillors will be invited to sign them at the next meeting. She also confirmed that all DPI’s are in place with the Monitoring Officer	
6. 6.1	<b>To appoint membership for committees/groups</b> Cllr Bell explained that now we have Working Groups, no decisions can be made unless they have been presented to a full council meeting. Any motions should be notified to the Clerk at least 5 days before the next meeting to be included on the agenda.	

Signed \_\_\_\_\_

Date \_\_\_\_\_

6.2	<p>The Chair went through the working groups required with only minimal changes from last year.</p> <p><b>Planning:</b> Cllr Bell, Cllr Miles, Cllr Britchfield</p> <p><b>Village Hall:</b> Cllr Parris, Cllr Yard</p> <p><b>Finance:</b> Cllr Bell, Cllr Marr, Cllr Hopper</p> <p><b>Roads, Footpaths and Lighting:</b> Cllr Hopper, Cllr Gray, Cllr Britchfield.</p> <p><b>Open spaces:</b> Cllr Miles, Cllr Parris, Cllr Yard.</p> <p><b>Health &amp; Safety:</b> Cllr Parris, Cllr Miles</p>	
7. 7.1 7.3 7.4 7.5 7.6 7.7	<p><b>Councillors were appointed to represent the Parish Council as liaison/contacts for the following groups:</b></p> <p><b>Flooding</b> – PC rep for the EA flood alerts – Clerk</p> <p><b>Parish Website</b> – Clerk,</p> <p><b>CCTV</b> – Chair/Clerk</p> <p><b>School Governor:</b> Cllr Bell explained he had spoken to the Chair of Governors who has said that Adam Baker is very useful to the school as he can help during the day. She would be very happy for him to continue. Cllr Yard asked if we had any reports. Cllr Bell noted that there had been very little information passed on, but he had mentioned this to the Chair who speak to Adam Baker about forwarding reports. It was agreed that Adam Baker would remain as the Parish rep on the Board of School Governors</p> <p><b>KALC/PPP meetings:</b> Cllr Bell</p>	
8. 8.1 8.2	<p><b>Wouldham Parish Council Accounts:</b></p> <p>Nat West current account – signatories –Cllr Bell, Cllr Marr, Cllr Hopper, Clerk. Unity Trust bank same people. Clerk to update mandates</p> <p>2023/4 Meetings: It was agreed to drop July, February and August meetings. Therefore, the dates will be:</p> <p>Tues, 4<sup>th</sup> June; Tues, 3<sup>th</sup> September; Tues, 3<sup>rd</sup> October; Tues, 7<sup>th</sup> November; Tues, 5<sup>th</sup> December; Tues, 7<sup>nd</sup> January; Tues, 4<sup>th</sup> March; Tues, 1<sup>st</sup> April; Tues, 7<sup>th</sup> May (AGM)</p> <p>7.41 AGM finishes</p>	Clerk

Continuing with the Parish Council meeting. 7.45pm

Signed \_\_\_\_\_

Date \_\_\_\_\_

**MINUTES OF WOULDHAM PARISH COUNCIL MEETING  
TUESDAY 7<sup>th</sup> May, 2024 AT 7.30PM  
WOULDHAM VILLAGE HALL**

Present: Cllr Bell, Cllr Marr, Cllr Yard, Cllr Miles, Cllr Parris, BCllr Davis  
T. Miles (Clerk/RFO) 3 Members of Public

1.	<b>APOLOGIES:</b> Cllr Britchfield, Cllr Hopper, Cllr Gray, BCllrs McDermott and Dalton	ACTION																
2.	<b>MINUTES OF PARISH COUNCIL MEETING</b> The minutes of the Parish Council meeting held on 9 <sup>th</sup> April, 2024 were proposed by Cllr Yard and seconded by Cllr Parris. The minutes were duly signed by the Chairman																	
3.	<b>MATTERS ARISING FROM MINUTES</b> - None																	
4.	<b>DECLARATIONS OF INTEREST</b> - None																	
5.	<b>EXTERNAL REPORTS</b>																	
5.1	<b>Borough Council:</b> Report received. Copy to be placed on our website. Cllr Bell asked whether both Aylesford carparks will charge residents. BCllr Davis explained that they will be charged £120 per year, per car. Cllr Parris asked if there were still Traffic Wardens, BCllr Davis explained that they are now Enforcement Officers. Cllr Parris asked if there would be any free parking for St Martins Square. BCllr Davis confirmed there will be 1-hour free parking which allows for people just doing their shopping.																	
5.2	<b>Community Warden:</b> Report included in Annual Parish reports																	
6.	<b>Community Safety</b>																	
6.1	<b>Police:</b> Report received. Included in Parish Reports																	
6.2	<b>Neighbourhood Watch:</b> Nothing to report																	
6.3	<b>Speedwatch:</b> 1 session took place in March and 2 in April. The results are as below: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Date</th> <th style="text-align: left;">Site</th> <th style="text-align: left;">Total number of vehicles</th> <th style="text-align: left;">Numbers speeding</th> </tr> </thead> <tbody> <tr> <td>13/3</td> <td>Knowle Road</td> <td>438</td> <td>64</td> </tr> <tr> <td>10/4</td> <td>Village Road</td> <td>266</td> <td>14</td> </tr> <tr> <td>16/4</td> <td>Knowle Road</td> <td>512</td> <td>83</td> </tr> </tbody> </table> Of the three new sites requested, two have been approved. One at the bottom of Scarborough Lane and the other one on Knowle Road in the 30mph zone above Cornwall Crescent. One site on Peters Bridge was rejected due to safety concerns, so we are currently looking for another site. Sessions will continue and increase during May and the summer months as the weather improves.	Date	Site	Total number of vehicles	Numbers speeding	13/3	Knowle Road	438	64	10/4	Village Road	266	14	16/4	Knowle Road	512	83	
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13/3	Knowle Road	438	64															
10/4	Village Road	266	14															
16/4	Knowle Road	512	83															
7.	<b>Administrative and Finance</b>																	
7.1	Authorisation of payment request. Cllr Bell and Marr signed the request.																	
7.2	Subscription for KALC and NALC. All agreed to continue																	
	<b>Members of the Public</b>																	
8.1	<b>MOP1.</b> Advised that she had done a litter pick from the Church to Winchester House when the road was closed, there is more there now, but it is too dangerous to do it again. She had also reported the pothole by the Joinery and has put poo bags in bottles around the village, with other volunteers.																	
8.2	<b>MOP 2.</b> Advised that she had been appointed as the Allotment Association Chair and asked that another meeting be arranged to sign the allotment lease with the parish council. She also advised that the Brownies have designed a D-D 80 badge which will be available £2 each to raise funds for the troupe. Finally, she noted that she has agreed to take over organising the Little Pickers who do litter picking around PV monthly on a Sunday morning.	Clerk																
9	<b>Planning</b>																	
9.1	<b>Planning applications considered or commented upon by the Planning</b> <b>24/00601/PA</b> PHASE 5, Worrall Drive, Section 73 Minor Material Amendment: To vary the drainage strategy of planning permission TM/22/01119/RM Reserved Matters application																	

Signed \_\_\_\_\_

Date \_\_\_\_\_



<p>11.2</p>	<p>6. She has checked the footpaths by the allotments and top of the Knowle and they do not need doing at the moment.                  7. She has continued to spray ‘dogs’ poo’ and passed on the can to Cllr Parris to enable great coverage.                  Cllr Parris reported that:                  8. She has put up various signs around the village to encourage a minority of dog owners to be more responsible and clean up their dogs’ faeces.                  9. She has checked on the dog poo bins; one appears to have been missed. She will continue to report to make sure they are emptied.</p> <p><b>Current Issues</b>                  Cllr Parris enquired whether the Medway Green School still want their sports netting as they are building the new carpark. Perhaps it could be re-located to the Rec? Cllr Bell will ask the school.</p> <p>11.3 <b>Allotments:</b> Cllr Bell noted that the Allotment Association has had their AGM and has appointed a new Chair, Ashley Crowdey. They have lots of plans for the upcoming year and hope to obtain some grants for capital work now that they have formalised their structure.</p> <p>11.4 <b>Ground Maintenance:</b> Cllr Bell noted that the current contract is up for renewal in November, to start in April 2025 (No maintenance runs between November and March), but we need to put out tenders by September to give us time to review them. So, any areas needing attention need to be reported to the Clerk asap. Cllr Parris asked that the smaller areas around the play equipment need to be cut more regularly, preferably at the same time as the Rec.</p>	<p>DP</p> <p>DP</p> <p>EB</p> <p>ALL</p>
<p>12.</p>	<p><b>Village Hall:</b>                  Clerk reported that SE Water have surveyed the property to see where we could save money. They had identified the toilet as an issue, so have fixed it. They have also fitted ‘pressure reducers’ to the kitchen tap, stop valves on the back toilet sinks and provided a water butt for the garden. This was all done free of charge.                  She has been unable to set up a meeting to agree a way forward due to member commitments, but this should take place shortly. The Charity is still in the process of winding up, but has not yet been completed.</p>	<p>CLERK</p>
<p>13. 13.1 13.2 13.3</p>	<p><b>Health &amp; Safety/Risk Management</b></p> <p><b>Defibrillators:</b> Both have been checked and The Circuit updated. Cllr Parris had spoken to the electrician and Landlady about re-siting the housing unit and has left it with them to liaise with each other.</p> <p><b>Lifebuoys:</b> All checked and form signed off.</p> <p><b>Risk assessments:</b> The risk assessment for the D Day 80 event has been checked by Cllr Parris who changed the muster point due to the additional risk with cars in the car park.</p>	
<p>14. 14.1 14.2 14.3</p>	<p><b>General Village Business</b></p> <p><b>PPP Meeting:</b> Cllr Bell reminded councillors to give him any questions to put forward</p> <p><b>Handyman:</b> The new Handyman contract is due to start at the beginning of June. Clerk noted that there will be some additional costs for PPE etc. Cllr Bell suggested to purchase a few more High-Viz Vests with WPC on the back if we need more. He also clarified that ALL jobs for the Handyman need to go the clerk who will arrange and monitor the workplan. Discussion also took place on whether any Councillor employing the Handyman on a personal basis, should declare an interest at the beginning of the meeting, to maintain transparency.</p> <p><b>Youth &amp; Community Worker:</b> Clerk reported that she and Cllr Bell had interviewed the applicant and, as there had been no concerns raised from Councillors, the interview was made up of standard questions. Cllr Bell’s main concern was that there was only one candidate, but he believed the candidate is very capable of carrying out the position. Cllr Yard was concerned that if we did not appoint and waited for more candidates, we could lose the funding. Cllr Parris suggested that the 6-month probation should be able to identify any issues. Cllr Bell proposed to appoint, seconded by Cllr Parris – ALL AGREED. Clerk to arrange the contract and meet prior to the start date of 3/6</p>	<p>CLERK</p>

Signed \_\_\_\_\_

Date \_\_\_\_\_

14.4	<b>Project update:</b>	
14.5	<b>D Day 80:</b> Clerk reported that TMBC have confirmed that a Temporary Event Notice is not required and posters have been produced. She needs to arrange for the gas canisters to be refilled and chase Cllr Hopper for the top of the beacon. However, she will need help to set up, i.e check the area for area for dog poo/glass etc, put up the stage, beacon and section off the 'no public' area. Cllr Parris suggested black sacks could be handed to attendees to try to keep the area tidy. Cllr Yard suggested that all councillors should help with something on the day. Cllr Yard reminded Clerk to ensure the grass is cut just before the event.	<b>PH</b>  <b>ALL</b>
14.6	<b>Items for the Newsletter:</b> Cllr Parris noted that she would like to advertise the over 60's club. April/May issue has now been published and can be found in the Co-op, Church, Pubs and website: <a href="https://wouldhampc.com/media/Community-Magazine/2025/april-may%202024%20magazine%20web.pdf">https://wouldhampc.com/media/Community-Magazine/2025/april-may%202024%20magazine%20web.pdf</a> Items for the Newsletter to be passed to the Clerk by 10 <sup>th</sup> of the month.	
14.7	Cllr Parris asked if there had been any decision on whether a change of use was needed for the Christian Church, as it is now in operation. Cllr Bell advised that he had spoken to TMBC who confirmed that a change of use is not required.	
14.8	Cllr Parris reported that a push bike has been abandoned at the top of the Ferry Lane, Clerk to advise Police.	<b>CLERK</b>
14.9	Cllr Parris asked if there had been any news regarding the crack in the river wall. Clerk to chase.	<b>CLERK</b>
15.	<b>Correspondence: None</b>	
16.	<b>DATE OF NEXT MEETINGS:</b> Tuesday <b>4<sup>th</sup> June</b> , 2024. 7.30pm at the Village Hall	
17.	<b>QUESTIONS FROM COUNCILLORS, CHAIRPERSON AND CLERK:</b> To be passed to Clerk 7 days before the next meeting	
18.	<b>Meeting Closed: 9.45m</b>	

Signed \_\_\_\_\_

Date \_\_\_\_\_

<b>Finances up to April 2023</b>		May Meeting	
Opening Balance Nat West 31/3/24			£122,574.77
<b>RINGFENCED TOTALS</b>			
Monies from car park donations			908
Monies from membership grant			1700
Monies from Big Lottery			93.99
KCC Transport grant			16686.00
TMBC Education Courses S106 funds			14500
TMBC Y & C Worker S106 finds			58203.13
<b>Current available monies ringfenced</b>		<b>£</b>	<b>92,091.12</b>
<b>Receipts made up to 31/3/23</b>			
Newsletter Donation			30.00
Car park donations			130.00
VAT Refund			1460.95
Minibus			10.00
Precept			34927.85
<b>TOTAL INCOME</b>		<b>£</b>	<b>36,558.80</b>
<b>Payments made up to 28/3/23</b>			
	Aldermore	Minibus lease	1128.00
	Jurni (Bridle)	Minibus maint	66.00
	Giffgaff	mobile	6.00
	EDF	CCTV	18.00
	Salaries		1495.77
	HMRC	PAYE	604.25
	St James	Allotments	330.00
	Office		216.66
	Google		5.72
	Thompson Elphick	Payroll	90.00
	Hadlum Printing		75.00
	Satswana	Data Protection	180.00
	N Power	Street Lights April	61.81
	Nest (April)		51.26
	Scribe		1366.80
<b>TOTAL EXPENDITURE</b>			<b>£ 5,695.27</b>
	P & L for period	£	30,863.53
	Balance (inc ringfenced)	<b>£</b>	<b>61,347.18</b>
	Pending/cleared Giffgaff		
	Closing Bank Balance @ 28/4/24/24		<b>£ 153,438.30</b>
<b>Payments to be agreed at May meeting</b>			
	Aldermore	Minibus Lease	1128
	Jurni Limited	Maint	66
	Google	Email	7.2
	Giffgaff	Mobile phone	6
	Staffing	Payroll	1642.62
	Staffing	Expenses	67.58
	KALC	Subscription	1092.85
	Wouldham PC	Office	216.66
	Age Concern	Chair Exercise	600
	Raydor Signs	Sign for Oldfield	62.4
	KM Traffic Surveys		900
	NEST	Pension	51.26
		<b>£</b>	<b>5,840.57</b>
<b>ESTIMATED BALANCES</b>		<b>147,597.73</b>	
Estimated Bank total		<b>£ 147,597.73</b>	
<b>RINGFENCED TOTALS</b>	<b>£ 92,091.12</b>	<b>TOTAL AVAILABLE</b>	<b>£ 55,506.61</b>

Signed \_\_\_\_\_

Date \_\_\_\_\_