

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

WOULDHAM PARISH COUNCIL

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

Present: Cllr Bell, Cllr Buchanan, Cllr Baker, Cllr Rimmington, Cllr Marr, Cllr Savaryn, Cllr Parris,  
1 members of public. Clerk: T Miles

1.	<b>APOLOGIES:</b> BCllr Dalton, BCllr Davis, Cllr McDermott	
2.	<p><b>MINUTES</b> <b><u>Monthly Parish Council meeting</u></b> The minutes of the Parish Council meeting held on 10<sup>th</sup> May 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.</p> <p><b><u>AGM</u></b> The minutes of the AGM held on 10<sup>th</sup> May 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.</p>	
3.	<p><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.</p>	
4.	<p><b>DECLARATIONS OF INTEREST</b> NONE</p>	
5	<b>EXTERNAL REPORTS</b>	
5.1	<p><b>Borough Councillor:</b> Received. Cllr Rimmington raised a concern that we do not appear to have regular representation from the Borough or the County. Cllr Bell explained that Cllr Davis has recently become a Cabinet Member and Cllr Dalton is on holiday. Cllr Buchanan noted that the Levelling up agenda suggests that there should be good representation through all tiers of government, this is obviously difficult if communication is only via emails, which is less transparent. Clerk will send the year schedule to Borough and County Councillors with the minutes so that they can indicate which meetings they can attend.</p> <p>Cllr Bell noted that the Local Plan will not be ready until 2025. He feels this will mean that we will have to ensure any planning objections are robust, but it makes it easier for developers to get applications approved.</p>	Clerk
5.2	<p><b>County Councillor:</b> Noted that a newsletter had been circulated, Cllr Rimmington asked that KCllr Kennedy could be asked to attend the August meeting</p>	Clerk
5.3	<p><b>PCSO report: Report from Kim McGowan, PCSO.</b> <i>"We have a couple of active investigations including intimidation of a witness to arson at Keepers Cottage Road. Youths setting fires will be dealt with and the report will be filed under Arson not criminal damage. The nuisance youths are also responsible for riding the scooter and mini motor bike seen at the Rec. WOA and 3XS59 verbal warnings given so far, as they have not been caught on the bikes but have not been seen since. Schools officers are also working with the youths. Parking issues reported to TMBC planning enforcement to review at Worrall Drive. Please advise for parking on any part of Peters Village to be considerate towards neighbours. Finally it has been brought to our attention the need to be aware of new residents who are moving in to the area with diagnosed and undiagnosed mental health issues. The Community Safety Unit is here to support a wide range of issues and can make referrals to the right departments for support"</i></p>	
5.4	<p><b>Neighbourhood Watch Scheme:</b> Cllr Rimmington asked that the agenda item is changed to read 'Community Safety' as this will cover all areas of crime. He referred to Kim's report and is in discussions with the victim regarding intimidation. A motorbike registration has been reported to the police for riding around the recreation ground. Various issues around Tram Way have been raised</p>	

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5.5	<p>with Orbit and TMBC. Cllr Buchanan advised that Orbit are currently doing home visits to residents causing problems and suggested that Borough Councillors are asked to investigate the allocations policy with regard to conditions to provide housing for local people. Cllr Parris asked that a letter is written to Orbit outlining tenancy breaches and anti-social behaviour and copied in to the BCllr's and KCllr. Cllr Buchanan also noted that 'needles' are now being found around the estate, which is indicative of a change from Class C to Class A drugs being used in the area. Clerk to contact the ASB team at TMBC and Orbit to determine what actions are being taken. Cllr Rimmington advised that 2 regular rough sleepers have been identified in the area which appear to be substance misuse related. He also noted that all the lifebuoy seals have been broken and graffiti is on the increase. (This has been reported to Trenport for removal). He noted that My Community Voice is a good app for Neighbourhood Watch, but it feels information is getting out which should remain within the Neighbourhood Watch regarding operations etc. It appears that the police are using the app as a means of remote policing which was not its purpose. A meeting is taking place to see if it is worth continuing with it. It was agreed that 'desk based' policing is no substitute for actual policing. There is a worry that with the increased presence around Leybourne lakes they are just moving the problems here.</p> <p><b>Community Warden:</b> None received</p>	DD/RD Clerk  Clerk
6. 6.1 6.2	<p><b>Administrative and Finance Matters</b></p> <p><b>Signing of payment request - Done</b></p> <p><b>Equipment:</b> Cllr Bell presented some options for grounds maintenance equipment. Cllr Rimmington has put forward a Stihl strimmer/brush cutter, the other option would be 5 in 1 tool. It was noted that the Stihl is better quality but there is a greater range of use with the 5 in 1. Cllr Savaryn suggested that as the equipment would not be used regularly and primarily for emergencies, it may be better to have more options. He would be willing to maintain the equipment and provide 'jerrycans' for the fuel. Cllr Savaryn proposed to purchase the 5 in one. Cllr Rimmington Seconded with the proviso that personal protection equipment (PPE) would also need to be purchased. ALL AGREED</p> <p><b>Matters to be raised at other meetings:</b> Cllr Baker noted that the next PPP meeting was on the 1/9</p>	Clerk  ALL
7. 7.1  7.2	<p><b>MEMBERS OF THE PUBLIC.</b></p> <p>A member of the public presented photos of the dray wagon delivering barrels to the Medway Inn today which caused a lot of problems on the High Street today. They were unloading on double yellow lines; you couldn't see behind it and cars had difficulties getting through and the barrels were blocking the pavement. She asked if they could be approached to request that they park on Knowle Road to reduce the risk of damage to cars and property trying to pass on the narrow part of the High Street. Cllr Parris also noted that she had also spoken to a driver of a van who was parked on the pavement which meant that a mother with a child in a pram had to go into the road and the oncoming traffic, but he was unhelpful. Cllr Baker also noted that the skip on the corner is also blocking the pathway as it overhangs the footprint of the pub. Cllr Buchanan will report to KCC.</p> <p>All the white lines have disappeared along Hall Road. Cllr Buchanan noted that it has already been reported but will chase up again.</p>	SB  SB
8. 8.1	<p><b>PLANNING</b></p> <p><b><u>Planning applications considered and commented upon by the Planning Committee:</u></b></p> <p>22/01209/FL            244 High Street Wouldham</p> <p>Single storey rear extension, rear elevation door re-located and landscape adjusted to access garden</p> <p>22/01210/FL            Downs Farm, Pilgrims Way</p> <p>Erection of a two-bedroom detached dwelling with mezzanine and basement, associated curtilage and three parking spaces. PC has asked that this is moved to area 3 Committee if Officers are minded to approve.</p>	  

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8.2	<p><b>Planning Consent Issued:</b></p> <p>22/00553/RM Landscaping of platforms in Peters Village</p> <p>22/00274/FL 118 High Street, Wouldham. Off Road parking.</p> <p>21/03365/FL Phase 5 Worrall Drive Wouldham. Erection of containment fencing</p>	
8.3	<p><b>Planning applications refused/withdrawn:</b></p> <p>22/00698/FL 1 Heron Place, Wouldham. Retrospective door to car port. REFUSED. Cllr Baker asked that this is followed up. Clerk to write to planning to confirm the process to ensure rectification</p> <p>Cllr Baker queried the status of 204 High Street. Cllr Bell advised that this application was refused on appeal 3 times but it has gone to appeal again and we have not yet heard and outcome.</p>	Clerk
8.4	<p><b>Parish Infrastructure Strategy:</b> Cllr Bell advised that he and Cllr Buchanan had looked at it. Although there are some reservations as current 106's are not being delivered, we have been told it should be done. He had spoken to TMBC who confirm that it is for projects i.e. allotments, parking. We can ask for affordable housing as a condition. We have 3 weeks to prepare a report. If anyone has anything in the village that they feel is needed, he needs to know asap. Cllr Rimmington noted there was some land in PV that could be allocated for allotments. Cllr Parris also noted land along Hall Road was previously allotments which could be re-instated. Cllr Buchanan asked that 'affordable' be changed to 'social and affordable'.</p>	EB
9.	<p><b>Roads, Footpaths &amp; Lighting -</b> Please refer to item 7.</p> <p>9.1 Cllr Buchanan reported that she has been chasing the outstanding highways issues. She has been told there are delays due to holidays/sickness etc. She will continue to chase. SB</p> <p>9.2 Cllr Parris noted that signs were put up on the High Street stating that the road would be closed on 18<sup>th</sup> then 26<sup>th</sup> June, but it had not closed. Then Knowle Road was closed with no notice. Cllr Bell advised that this was an emergency water issue. Cllr Parris asked that the signs are removed from previous works. Clerk</p> <p>9.3 Cllr Baker noted that the road Keepers Cottage Lane is collapsing by the entrance from Village Road. It has been reported to KCC who came to have a look at it. However as there are 2-3 weeks more of truck movement, this will be left until they have finished then there needs to be investigation as to the reason it is collapsing as there is a suspicion that there is water ingress at the sub level. He also noted yellow lines are fading along the road and will report to KCC for renewal. AB</p> <p>9.4 Cllr Bell advised that he had spoken to Ryan Shiel, KCC Highways to progress the one-way system trial. There have been a number of staff changes, but Ryan has confirmed he will oversee the scheme. However he is aiming to have the scheme running from October rather than September although current changes could affect timings.</p> <p>9.5 <b>Footpaths</b></p> <p>9.5.1 <b>MR6:</b> Clerk has chased the fallen tree across the steps at the Black Robin. The contact at KCC PROW's has not responded for around 3 months. She will find out if he is still in post. Clerk</p> <p>9.5.2 <b>MR1:</b> The path along the river remains closed although people are still walking it The damaged gate to the entrance has been reported. KCC has indicated that it is the Landowners responsibility and will contact them. Cllr Parris noted that she thought it was Trenport. She will confirm a local resident and contact them. DP</p> <p>9.5.3 <b>MR9:</b> Has been cleared</p> <p>9.5.4 <b>MR6:</b> Still needs clearing – Due to be done this week</p> <p>9.5.5 <b>MR5:</b> Needs investigating as it has been reported that it is unpassable down to the old ferry steps.</p> <p>9.5.6 <b>MR615/15 and 16:</b> These are the only bridleways in the parish and are all located in PV. Horses should not be on any other footpaths.</p>	

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<p>10.</p> <p>10.1</p> <p>10.2</p> <p>10.3</p> <p>10.4</p> <p>10.5</p> <p>10.6</p>	<p><b>Open Spaces</b></p> <p><b>Wouldham Common</b> : Fire pit will be completed by next meeting</p> <p><b>Grounds Maintenance:</b> Cllr Bell reported that he had produced a schedule to help the new contractor fulfil his tasks and had met him to agree work needed. He had been assured that Hall Road would be done Monday/Tues, but now it's Wednesday. Clerk confirmed that we are currently under budget. Cllr Rimmington noted that it will take some time to bed in, but the schedule should help. Cllr Buchanan asked that the schedule is sent to the Open Spaces team for them to monitor.</p> <p>Cllr Parris noted that the grassed area outside the Graham Wests farm on the Tramway is his responsibility and he will ensure it is cut.</p> <p><b>Recreation Ground:</b> Cllr Bell had been in contact with a company regarding some play equipment for the children's play area. Supply and fit would be a minimum of 3k for 2 items or 5k for 4 as a quotation. He explained that the area is used extensively after school. He noted that 3k was allowed in the precept and there is underspend from other cost centres. Cllr Marr noted that S106 could possibly cover it. Clerk noted that this would be first point of call. The S106 is for maintenance, it could be argued that as the items removed could not be repaired, replacement costs should be accepted. The worst-case scenario would be around 5k cost, best-case would-be nil. Cllr Parris proposed to go for the 4 items as nothing has been bought for years. Cllr Baker seconded. ALL AGREED. However, Cllr Rimmington noted that there is still nothing for PV. Cllr Bell confirmed that we are still working hard to get the funding released for play equipment in PV which will create extensive facilities and that benches that were installed had been vandalised within a few months.</p> <p><b>Repairs:</b> Clerk had got a quote from RPM to repair some parts of the play equipment and surfacing. Totalling £2300. This was the only company to come back with a quote and appears to be one of the few local companies to do such work. Cllr Buchanan will investigate with Maidstone BC to see who they use. Although it was felt that most Borough Councils have their own in-house team. Cllr Baker proposed to proceed with the emergency repairs, Cllr Rimmington seconded. ALL AGREED.</p> <p><b>Nets:</b> Cllr Bell handed basketball nets to Cllr Parris for her to arrange for them to be fitted. He reported that the football nets are discontinued so difficult to obtain, the standard ones are too big and could cause a trip hazard. Cllr Parris stated that they need to be installed as it is a well-used pitch. Cllr Rimmington mentioned that this could be something we would ask the Cuxton Football team to do if they use our pitch. Clerk to contact Cuxton to arrange a meeting.</p> <p><b>Signage:</b> Cllr Parris noted that signs still need to be installed. Cllrs Rimmington and Baker will liaise with her and put it up. Clerk noted that the post in question was also requested for the 'No Horse' sign. Cllr Parris mentioned that there was also a blank post on the Knowle which could be relocated. Cllr Bell agreed will go and have a look.</p> <p><b>11. Village Hall</b></p> <p>Cllr Bell noted that Jellybeans were having a clear out, but advised that the items left outside should not be there for long. The grass has been cut by Ashley, Rose and Tina and the working party have agreed to have a clear out day on 24<sup>th</sup> July. All Councillors are invited to attend.</p> <p>Clerk noted that she had chased the electrician, but it had been noticed that there was no emergency lighting in the toilet block. She has added this onto the order under instruction from the Trustee.</p> <p>Cllr Marr noted that the Fire escape route should be along the back of the properties is not passable. Clerk to write to all properties in the first instance to ask that they remain clear.</p> <p>Clerk noted that there was no H &amp; S at work poster displayed in the Hall. She will liaise with the Trustee to get one.</p> <p>Cllr Savaryn noted that there is a broken socket on the hand dryer in the men's toilets which was still live. He disconnected it to make safe. Clerk to ensure this is on the electricians list to replace.</p>	<p>EB</p> <p>EB/ Clerk</p> <p>SB Clerk</p> <p>DP  Clerk</p> <p>SR/AB  EB</p> <p>ALL   Clerk Clerk</p>
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12.	<b>Health &amp; Safety/Risk Management</b>	
12.1	<b>Defibrillators:</b> Clerk has 2 quotes for servicing. Cllr Rimmington reported that the PV is ready. It was agreed to register the one in PV and the one at the Village Hall, removing the one outside the old shop as there had been no electricity to it for over a year. Cllr Rimmington noted that the one in PV did not need a service contract as the battery just had to be replaced every 5 years. If there are issues with the one at the Hall, it may be an idea to purchase the same one to ensure consistency. New pads need to be purchased for the Hall one and a check on the ancillary items needed to ensure the right equipment is available. There is a question regarding the confirmation of the address for the one in PV as it says 'Village Hall', which could be confusing. Cllr Bell noted that we had always been told that it was the 'Community Centre' and should remain as such. Clerk to contact the BCllrs for assistance.	Clerk
12.2	<b>Life Buoys:</b> All need new seals. Cllr Parris queried why the Buoy had been removed from the run off area (pond). Cllr Rimmington confirmed that it had been removed whilst there was no water there to save it from being vandalised.	
12.3	<b>Pub open spaces:</b> The Salt Beef van has requested further use for Sundays. Clerk confirmed that she had seen her food certificates and had agreement that there would be a donation to the PC for use. The only point outstanding was that her Public Liability Insurance certificate was not displayed. She will ensure this is there for next time. Cllr Baker asked if both them and the Waffle van wanted to be there would it be possible. It was agreed that there was sufficient space, outside of the parking bays for both to be on site. ALL AGREED to allow the van to continue	
13.	<b>GENERAL VILLAGE BUSINESS:</b>	
13.1	<b>Community News Items:</b> it was noted that the next deadline is 10 <sup>th</sup> August all to let Clerk know of any items to be included before then. Cllr Parris asked that something be included about where defibs are.	
13.2	<b>Jubilee Update:</b> received and approved	
13.3	<b>Summer holidays:</b> Clerk is in discussions with KCC to try to provide something for young people during the holidays. She has also asked Kent Wildlife Trust if they can do any activities/walks etc in the Nature Reserve.	
13.4	<b>Action Planning:</b> Clerk asked that Councillors consider allocating around 3 hours to plan what needs to be done in the parish. She suggested a Saturday morning. This effectively would be identifying want needs doing, someone taking the responsibility for it and the support team. This plan could then be monitored at monthly meetings. All councillors to let the Clerk know when they are available in August/September.	ALL
15.	<b>CORRESPONDENCE:</b> <b>NONE</b>	
16.	<b>DATE OF NEXT MEETING:</b> Tuesday <b>9th August</b> , 2022 in the Village Hall at <b>7.30</b>	
17.	<b>QUESTIONS FROM COUNCILLORS, CHAIRPERSON AND CLERK:</b>	
17.1	Cllr Rimmington asked if we could put up the 'Welcome to Wouldham' signs New Court Road.	?
17.2	Cllr Parris reminded councillors that she had sent an email out to them suggesting that Rosemary and Tina be put forward for a community award, can all reply to her.	ALL
17.3	Cllr Bell will remove the net in the rec as the balls that had been kindly donated had all now been stollen. He will also dispose of the tyre which has suddenly appeared in the roundel.	EB
17.4	Cllr Parris suggest that the Open Spaces team look at installing a bin by the picnic area outside the play area in the rec.	Open Spaces
18.	<b>MEETING CLOSED AT : 9.45</b>	

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Date \_\_\_\_\_

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

WOULDHAM PARISH COUNCIL

<b>Finances up to June 27th</b>		<b>July Meeting</b>		
Opening Balance Nat West 6/6				£99,037.40
<b>RINGFENCED TOTALS</b>				
Monies from car park donations		£ 1,710.00		
Monies from membership grant		£ 1,700.00		
Monies from Big Lottery		£ 3,155.99		
<b>Current available monies ringfenced</b>		<b>£ 6,565.99</b>		
<b>Receipts made up to June 27th</b>				
06-Jun-22	L TOWNEND			£30.00
08-Jun-22	SLOAN GARIDRAGCHAA			£45.00
<b>TOTAL INCOME</b>				<b>£ 75.00</b>
<b>Payments made up to April 24th</b>				
06-Jun-22	EDF	CCTV	£12.00	
06-Jun-22	GSUITE WOUL	Email	£12.72	
30-May	Nest (May)	Pension	33.18	
30-May-22	Public Works Loan	Car Park	£5,224.04	
06-Jun	Staff Costs		1,244.71	
Jun-86	Rent		216.66	
22-Feb	Streetlights	Repair	115.5	
10-May	TMBC	Hire of land for Beacon lighting	25	
06-Jun	ACRE	Membership	90	
01-Jun	Master Alarms	CCTV first payment	1152	
30-Jun	Nest (June)	Pension	33.18	
06-Jun	Expenses	T Miles	796.70	
<b>TOTAL EXPENDITURE</b>				
				<b>£ 8,955.69</b>
	P & L for period			-£ 8,880.69
	Balance (inc ringfenced)			<b>£ 83,590.72</b>
	Pending			
	Closing Bank Balance @ 24/7			<b>£ 90,156.71</b>
<b>Payments to be agreed at July meeting</b>				
27-Jun-22	EE TOPUP VESTA			£15.00
30-Jun	NPOWER (March)	Streetlights	26.08	
21-Jun-22	South East Water	Allotments	£229.97	
31/6	Google	email	5.52	
13-Jul	Nest	Pension	33.18	
30-Jun	HMRC	PAYE	528.40	
05-Jul	Staff Costs		1,244.51	
05-Jul	Rent	Office	216.66	
09-Jun	Wouldham School	Crossing Patrol	3,327.61	
				5,626.93
				<b>£ 5,626.93</b>
<b>TOTAL COMMITTED SPEND @</b>				
<b>ESTIMATED BALANCES</b>				
Estimated Bank total		<b>£ 84,529.78</b>		
<b>RINGFENCED TOTALS</b>		<b>£ 6,565.99</b>		
<b>TOTAL AVAILABLE</b>		<b>£ 77,963.79</b>		

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Date \_\_\_\_\_