

# WROTHAM PARISH COUNCIL

## MINUTES OF THE ANNUAL PARISH COUNCIL MEETING, HELD ON WEDNESDAY 05<sup>th</sup> July 17 IN THE WROTHAM PAVILION, HIGH STREET, WROTHAM

**Present:** K Denton (Chairman), P Gillin (Late Arrival) H Rayner, C Mills, D Beach, Mrs P Parker & Mrs B Jackson

**In Attendance:** Lesley Cox (Clerk) & John Parker

1. **Apologies for absence:**

Cllr's Coffin & Betts & Michael Head (Community Warden)

2. **Attendance Register**

The register was signed and the following declarations of interests noted.

All Meetings

Cllr's Gillin, Rayner, Betts, Beach, Denton & Mrs Jackson members of Keep Borough's Green

Cllr Beach member of the St George's Bell Ringers

Cllr Gillin member of Friends of Wrotham & Wrotham Xmas Lights

Cllr Mills chairman of Friends of Wrotham

Cllr's Rayner, Gillin & Mrs Jackson (committee member) members of Friends of St George's

Cllr Rayner member of St George's Church of England Wrotham

Cllr Rayner retired member of the Baltic Exchange Ltd

Cllr Rayner life member of the National Trust

Cllr's Rayner & Beach members of Kent Association of Change Ringers

Cllr Rayner assistant Village Magazine Deliverer

Cllr Rayner life member of the Royal National Lifeboat Institute

Cllr Mrs Jackson member of Wrotham Fireworks

Cllr's Rayner, Gillin, Beach, Denton & Mrs Jackson members of the Campaign for the

Protection of Rural England – WPC corporate member

Cllr Gillin committee member of Tonbridge & Malling branch of the Campaign for the Protection of Rural England.

Cllr Coffin firework provider for Wrotham

Cllr Mills Village Magazine Editor

Cllr Betts trustee of Tonbridge & Malling Leisure Trust

Cllr Mills committee member of Wrotham Music Festival

Cllr Mills director of charity, Good Food Matters.

Cllr Rayner Conservative Party Member

Cllr Rayner Member of Tonbridge & Malling Conservative Party Executive & Management Committees

3. **Minutes**

The minutes of the meeting held on 31<sup>st</sup> May 17, were proposed by Cllr Rayner, seconded by Cllr Beach and agreed and signed as a correct record by the Chairman.

4. **Report from Community Police Officer / Community Warden**

No Report

5. **Public Question Time**

No Questions

6. **WPC Website**

Cllr Mrs Parker gave a brief summary of her initial investigations. After evaluating 3 companies all based in Kent with Cllr Gillin and the Clerk (Website working party), the package proposed by a Gravesend based company far exceeded anything offered by the other 2 companies.

Initial thoughts were to arrange a meeting with this organisation to obtain more details on the package on offer. The proposal by Cllr Rayner to mandate the working party to proceed was seconded by Cllr Beach and agreed unanimously. The Council will be updated at the August meeting.

**7. Kemsing Road – Speeding Lorries**

Following the attendance of Mrs Stratten at the previous meeting: The Clerk had established that Kemsing Road, didn't meet the safety criteria for the SpeedWatch Initiative. The feed-back from Les Henry was that undertaking a survey of vehicle speed in the area was outside of his remit and would involve a company specialising in this field with the necessary equipment. Mr Henry was not aware of any housing numbers to distance ratio dictating speed limits and so was unable to provide any advice on the matter.

The Clerk has provided Mrs Stratten with details of the Lorry Watch initiative to which any group of more than 2 individuals can register to join.

The Council endorsed the actions of the Clerk

Cllr Beach agreed to investigate the Quiet Lane Scheme to evaluate whether it would be applicable in this instance.

Cllr Mrs Parker had contacted KCC and as a result has received a commitment from the organisation to erect Unsuitable for HGV signage for Fen Pond Road.

**8. Standards Hearing Panel Decision**

The decision of the panel to find Cllr Rayner & Cllr Betts not guilty of any of the charges made by Wrotham School was fully endorsed by the Council.

Council members thought the decision of the panel in finding Cllr Taylor of Borough Green PC guilty of impeding the Head Teacher's car unfair.

**9. Reports if any from County Cllr and or Borough Cllr**

County Councillor Rayner gave the following report:

During the course of the last month I have met with Sharon Thompson, KCC Head of Planning and in line with my manifesto outlined my views on preserving the AONB and Metropolitan Green Belt and protective arrangements surrounding Listed Buildings in respect of mineral planning.

I continue to attend regular training sessions.

H+H Ltd is looking to re-open the Eastern Quarry, which has an old planning consent dating back to the early 1950's with no restoration conditions. Representative of the 6 parish alliance have a meeting with the organisation arranged for tomorrow Thursday 6<sup>th</sup> July 17. It was agreed unanimously that Cllr's Rayner & Mrs Parker would represent WPC at the meeting.

**10. Reports from various Committees**

Grounds

The new LED light has yet to be installed at the CPA, on inspection it is apparent that one of the original flood lights has failed. It was agreed unanimously to replace both of the original flood lights with higher specification units at the same time the new LED is installed. Cllr's Gillin & Denton to specify the units, price range between £50-£70 each unit. A cherry picker will be required for the installation Cllr Gillin to talk to Star Platforms.

Buildings

Cllr Mrs Jackson requested a handle on the crockery cupboard in St George's Hall. The clerk to arrange.

Highways

The Clerk was asked by Cllr Beach to write to Highways England, requesting confirmation that the boundaries in respect of the Nepicar Layby have been clarified and the date the transfer of land to Kent County Council completed.

Crime & Disorder

No Report

Finance

No Report

Planning

No Report

Skate Park

Next Meeting scheduled for Thursday 13<sup>th</sup> July 17. Cllr Denton is unable to attend. Cllr Mrs Jackson to represent WPC.

Youth

No Report

KALC

No Report

PPP

No Report

CPRE

No Report

**11. Correspondence Received**

<b>Correspondent</b>	<b>Details</b>	<b>Action</b>
KALC	Important Questionnaire for Town and Parish Council's Previously emailed  KFRS/KALC Fire Hydrant Initiative Previously emailed	Online Survey Deadline 21 <sup>st</sup> July 17 Clerk & Cllr Gillin mandated to complete on behalf of WPC  Participation agreed, Clerk to request map showing fire hydrant locations. Cllr Rayner to approach John Gillespie
David Buckett	Year-end Internal Audit Report 2016-17 Points for consideration Corporate bank card – agreed 31/05/17 Website review – on going  Publication of minutes of meetings Previously emailed  The Clerk was congratulated on the report	Clerk to progress Cllr Mrs Parker  Clerk to address  The proposal to adopt the recommendations of the Internal Auditor by Cllr Rayner, seconded by Cllr Beach was agreed unanimously.
Planning Resource	Planning Issue 2055	For Information
Clerks & Councils	July 2017 Issue 112	For Information

## 12. Financial Matters

### i. Cheques for approval and signature

It was proposed by Cllr Denton, seconded by Cllr Rayner and resolved that the following accounts be passed for payment:

Payable To	Invoice Details	Amount	Cheque No
Peter Barden	Open Spaces General Maintenance Re-Vanish Parish Notice Board Total	48.00 48.00 £96.00	BAC 05/06/17
Tim Powell	CPA Inspections Village Bins Open Spaces General Maintenance Skate Park Maintenance Generator Fuel Receipt Attached * Pavilion Decking Anti-Slip Alterations Total	24.00 8.00 33.00 99.00 7.00 132.00 £303.00	BAC 09/06/17
Peter Barden	Open Spaces General Maintenance Repair Pavilion Internal Door Latch Skate Park Maintenance Pavilion Decking Anti-Slip Alterations Total	18.00 6.00 72.00 96.00 £192.00	BAC 09/06/17
Tim Powell	CPA Inspections Village Bins CPA Repairs Open Spaces General Maintenance Skate Park Maintenance *** Generator Fuel Receipt Attached * Burial Ground Maintenance Cricket Ground Pedestrian Entrance Cut Back Hedge Pavilion Decking Anti-Slip Alterations Total	24.00 8.00 16.50 16.50 115.50 7.00 33.00 16.50 66.00 £303.00	BAC 16/06/17
Peter Barden	CPA Repairs Open Spaces General Maintenance Skate Park Maintenance *** Burial Ground Maintenance Cricket Ground Pedestrian Entrance Cut Back Hedge Pavilion Decking Anti-Slip Alterations Total	12.00 12.00 84.00 24.00 12.00 48.00 £192.00	BAC 16/06/17
Tim Powell	CPA Inspections Village Bins Open Spaces General Maintenance Skate Park Maintenance *** Generator Fuel Receipt Attached * Trailer Maintenance Total	16.00 8.00 66.00 57.75 7.00 8.25 £163.00	BAC 23/06/17

Peter Barden	Open Spaces General Maintenance Skate Park Maintenance *** Trailer Maintenance Total	48.00 42.00 6.00 £96.00	BAC 23/06/17
Wilberforce Chambers *	Professional Fees of Julian Greenhill St George's Court Covenant	£900.00	BAC 23/06/17
Tim Powell	CPA Inspections Village Bins Skate Park Maintenance Cricket Ground Tree Protection Measures Total £1 underpayment carried forward	32.00 8.00 115.50 16.50 £172.00	BAC 30/06/17 £171.00
Peter Barden	Skate Park Maintenance Cricket Ground Tree Protection Measures Total	84.00 12.00 £96.00	BAC 30/06/17
Lesley Cox	Salary June 17 deductions include pension contribution Telephone Underpayment May (Incorrect Addition) Total	1,255.75 20.00 73.38 £1,321.77	BAC
HM Revenue & Customs	PAYE / NI June 17	£324.74	BAC
KCC Pension Fund	Pension Contribution June 17	£423.24	BAC
Borough Green PC **	Skate Park Weekdays – Saturday Inspections June 17	£101.92	BAC
Four Seasons Gardens Ltd *	Grounds Maintenance Contract 1 3 <sup>rd</sup> Instalment	£374.20	BAC
NKCS *	Hall / Pavilion Cleaning St George's Hall to contribute	£1,180.10	BAC
Sevenoaks Water Softeners	Pavilion Salt x 10 Pavilion Salt x 10 Total	100.00 100.00 £200.00	BAC
KALC *	Dynamic Councillor Training Course	£72.00	BAC
Kent Aluminium (DIY) Ltd *	Materials	£53.27	BAC
Green Balance *	St George's Court Planning Appeal Hearing	£8,100.00	BAC
Wrotham Music Festival	Donation agreed 31/05/17	£175.00	BAC
David Buckett	Year-end Internal Audit for 2016-17	£274.30	BAC

\* denotes items including VAT

\*\* denotes 22.3% to be reimbursed

\*\*\* denotes 73.3% to be reimbursed

Payments made by Direct Debit / Standing Order Since Previous Meeting 31st May 17

T&MBC	West Street Car Park Rates	£109.00	01/06/17
Eon	Street Lighting Supply	£308.58	16/06/17
T&MBC	Burial Ground Rates	£54.00	20/06/17
BT Group	Parish Email	£5.00	22/06/17
EoN	Pavilion Electricity	£43.97	27/06/17
EoN	Pavilion Gas	£15.35	
EoN	Multi-Court Electricity	£12.44	28/06/17
T&MBC	West Street Car Park Rates	£109.00	03/07/17
Vodafone	Pavilion CCTV Data Simm	£19.35	05/07/17

ii. Bank Reconciliation for sign off

The following account balances were checked, agreed and signed by Cllr Denton

**BANK ACCOUNT BALANCES as at 05<sup>th</sup> May 17**

ACCOUNT	BALANCE
Current	£50.00
Business Reserve	£6,804.92
Business Savings	£20,604.80
Community Skate Park	£1.00
CCLA Parish Fund	£49,514.69
CCLA Community Fund	£41,680.99
<b>TOTAL</b>	<b>£118,656.40</b>

iii. Financial Analysis 30<sup>th</sup> June 17 for sign off

Item deferred until next meeting

**13. Date of next Parish Council Meeting**

The date for the next meeting was proposed for the 2<sup>nd</sup> August 17, at 7.30pm with the date for the interim planning meeting to be advised.

**14. Planning Committee to Consider**

1. Applications received

Application Number	Address	Details	Parish Council Recommendation
TM/17/01396/FL	Oakfield Wrotham Hill Road	Demolition of existing conservatory extension and first floor rear dormer windows. Construction of single storey rear and side extension and first floor roof extension with some re-cladding of existing elevations.	No Objections
TM/17/01536/CRD	Tower Garage London Road	Report of validation of decontamination of building footprint pursuant to condition 2 of TM/16/00712/FL (Exact replacement commercial vehicle garage after destruction by fire (Class B2)	No Objections
TM/17/01536/CRD	Tower Garage London Road	Report of validation of decontamination of building footprint pursuant to condition 2 of TM/16/00712/FL (Exact replacement commercial vehicle garage after destruction by fire (Class B2)	No Objections
TM/01616/FL	Town House and East Lodge Kemsing Road	Removal of the partitioning between East Lodge and Town House to reinstate the Town House as one dwelling, removal of both existing rear lean-to and stair core extensions	No Objections

		to East Lodge and replace with a two storey rear extension connected to a single storey kitchen extension. Minor amendments to existing fenestration, rear cladding and internal layout are also proposed.	
TM/17/01617/LB		LBA: As above	No Objections

i. Notifications of Decisions

Application Number	Address	Details	Decision
TM/16/03744/FL	The Bull Hotel Bull Lane	Shipping containers for micro restaurant, storage and kitchen	Application Withdrawn 30 <sup>th</sup> May 17
TM/17/01008/RD	Trift Cottage Kemsing Road	Details of conditions 3 (materials), 6 (landscaping), 13 (refuse) and 16 (slab levels) submitted pursuant to TM/16/01422/FL	Approved 01 <sup>st</sup> June 17
TM/17/01088/AGN	Field Part of Orchard Hill Farm of Fen Pond Road	Prior Agricultural Notification: construction of a road	Requires Permission 09 <sup>th</sup> June 17
TM/17/01217/TNCA	Conservation Area Wrotham Goring Meadow and Goring Lodge	Goring Meadow, Mature Beech Tree to crown reduce by approximately 25% in height and carry out a proportional width reduction, cutting back to appropriate growth points and leaving a balanced shape. Court Lodge, Weeping Ash to remove major deadwood and carry out a light crown reduction by pruning back selective smaller end branches by approximately 10% to improve the general shape. Yew - remove 1 lower branch from over footpath and remove dead wood in lower crown	No Objection 20 <sup>th</sup> June 17
TM/17/01054/FL	The Granary 9 Yaldham Manor Drive	New garage with pitched roof to replace that granted under TM/15/03358/FL	Approved 30 <sup>th</sup> June 17

2. Correspondence Received

T&MBC Planning List 'B' No's 17/22, 17/23, 17/24, 17/25 & 17/26

The meeting closed at 8.30pm

.....:Chairman

.....:Date