

**MINUTES OF WOULDHAM PARISH COUNCIL MEETING****TUESDAY 7<sup>th</sup> January, 2025 AT 7.30PM****WOULDHAM VILLAGE HALL****Present:** Cllr Bell, Cllr Marr, Cllr Yard, Cllr Miles, Cllr Church, T. Miles (Clerk/RFO)

2 Members of Public

1.	<b>APOLOGIES:</b> None	ACTION
2.	<b>MINUTES OF PARISH COUNCIL MEETING</b> The minutes of the Parish Council meeting held on 3 <sup>rd</sup> December, 2024 were proposed by Cllr Miles and seconded by Cllr Church. The minutes were duly signed by the Chairman	
3.	<b>MATTERS ARISING FROM MINUTES - None</b>	
4.	<b>DECLARATIONS OF INTEREST - None</b>	
5. 5.1	<p><b><u>EXTERNAL REPORTS</u></b></p> <p><b>Borough Council:</b> BCllr Davis advised that the Housing Planning Scrutiny Committee met and agreed a consultation process for the 18b consultation for the local plan, based on the new planning policy framework. He noted that the last local plan was in 2007, as a result anyone can apply for planning unless it is in AONB, conservation area etc. Therefore, to have no Local Plan means there is little protection from opportunistic development. As a result, the southern extension has had to go through. There are areas that can be put forward for development into the local plan then there is some protection for anything not there. The main target in our area is Eccles, but this doesn't mean other developments cannot come forward. Government Planning Policy was issued on 18<sup>th</sup> December, but finer details are being currently checked by Officers. Labour is saying that brownfield sites within the Green Belt can be built on.</p> <p>As an example, there was a massive response for not building on the Green Belt due to councillors lobbying residents, which would mean most development would be concentrated in the small number of areas not in the Green Belt. BCllr Davis also explained that the previous calculations identified builds of 834 houses pa for 24 years, this has now gone up to 1076 until 2042. Cllr Miles asked what are councillors doing about property re-use. BCllr Davis suggested this is a question for the MP. Cllr Miles also noted that a lot of people are coming from London borough, so how is the local need being met. Again, BCllr Davis suggested that this should be raised with MP Tris Osbourne. Cllr Bell felt that developments are being instigated based on profits rather than need. Cllr Bell also noted that concreting over the landscape could cause further floods as there is nowhere for water to run off</p> <p>BCllr Davis suggested that the next Local Plan consultation will need to be really pushed. West Kent is in predominately Green Belt but will be linked to the Maidstone housing area too. He suggested a prepared statement is circulated to residents to send in to the consultation. Also, councillors need to prepare to look through the consultation on day one to understand the impact of the document. Then have a public meeting and circulate statements. Cllr Miles asked if the housing formula was known. BCllr Davis advised that there is a lot of dissent as it is based on census information which is out of date. He suggested that it could be found on line.</p> <p>As per his report, BCllr Davis noted that the devolution bill will need to look at the council restructure. There could be 4 unitary authorities for Kent with an elected mayor. Currently Kent may be in the fast track for change which will mean no May elections. BCllr Dalton noted that there could be 500,000 people in the council area. One councillor could have up to 10,000 people in their patch and he is totally against the change.</p> <p>Cllr Bell noted that KCCllr Andrew Kennedy has put out some information on his personal thoughts. Also there have been newsletters from Andrew Kennedy and Tris Osbourne MP. BCllrs Davis and Dalton asked to be excused at this point and left the meeting.</p>	Clerk

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Date \_\_\_\_\_

<p>6. 6.1 6.2</p>	<p><b><u>Community Safety</u></b></p> <p><b>Police:</b> Not Received. Cllr Bell suggested invitation be sent to attend the March meeting</p> <p><b>Neighbourhood Watch:</b></p> <ul style="list-style-type: none"> <li>• Pilgrims Way 22/12. Somebody tried to steal a vehicle from the road. They were disturbed. Crime Report No. 46/218186/24</li> <li>• Viking Road 27/12. Somebody broke into a communal bike shed, nothing appears to have been stolen. Crime Report No. 46/219099/24</li> <li>• Common Road, Burham - 19/12. Somebody drove across farmland, damaging livestock. Crime Report No. 46/215665/24</li> <li>• Heron Place, Wouldham - 17/12. Somebody stole a recently delivered parcel from a doorstep. Crime Report No. 46/214345/24</li> <li>• Worrall Drive, Wouldham - 17/12. Somebody broke into a Mercedes parked in the road. Items stolen. Crime Report No. 46/214486/24</li> </ul> <p>6.3 <b>Speedwatch:</b> Co-ordinator update:</p> <p>No SpeedWatch sessions were held in December</p> <p>There is a session booked for 8th January to which The RT Hon Tris Osborne is invited along with the local beat officer, however Tris Osborne has already sent his apologies.</p> <p>No updates have been received from the MP for case reference No TO01330 regarding the speeding issue on Knowle Road. However, KCC have been contacted about providing mobile flashing signage to be installed on Knowle Road.</p> <p>Cllr Bell added that 2 of the Speedwatch Police Officers have changed.</p>	Clerk
<p>7. 7.1 7.2 7.3 7.4</p>	<p><b><u>Administrative and Finance</u></b></p> <p>7.1 <b>Authorisation of payment request.</b> Cllrs Bell, Marr, and Yard signed the request.</p> <p>7.2 <b>Co-option:</b> Cllr Bell advised that an application had been circulated and called for a vote to accept the candidate. All agreed. Clerk then witnessed the signing of the declaration and Caroline Collier-Ward was duly appointed as Councillor.</p> <p>7.3 <b>Audit Report:</b> Cllr Bell advised that the final External Audit had not been minuted at a meeting although it had been circulated to councillors and is on the website. He noted that the interest had been left out of the initial figures, this was addressed and the Auditors confirmed that relevant legislation and regulatory requirements have been met. Cllr Bell proposed to accept report, seconded by Cllr Marr. All agreed.</p> <p>7.4 <b>Internal Audit Report</b></p> <p>Cllr Bell advised that the interim internal audit had been circulated and actions have started to be addressed.</p> <p><b>DPIs</b> have been given to Cllr Bell and Cllr Marr as these have not been updated since 2015</p> <p><b>Privacy notice:</b> updated on the website</p> <p><b>Dates on agendas:</b> have now been included on template.</p> <p><b>VAT Schedule</b> - This will be submitted 3 times per year ending 31 March each year.</p> <p><b>Fidelity Insurance:</b> As funds are more than the amount on the insurance schedule Cllr Bell proposed the amount should be raised, Cllr Marr seconded. Clerk to increase with Zurich.</p> <p><b>Consider new bank account.</b> Cllr Bell noted that the FSCS bank protection scheme only goes to 85k therefore another account is needed. He noted that we were going to use the Village Hall Account, but this needs to be done asap. He proposed to open a new bank account, seconded Cllr Marr. All agreed</p>	
<p>8. 8.1</p>	<p><b><u>Members of the Public</u></b></p> <p><b>MOP1.</b> Advised that she had reported pothole outside 177 high Street and thanked Cllr Church for helping with the Christmas tree. She had also contacted KCC about providing a flashing speed sign for Knowle Road and circulated information she had received.</p>	

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Date \_\_\_\_\_

<p>9 9.1</p>	<p><b><u>Planning</u></b> <b><u>Planning Applications Received/Commented on:</u></b> 24/02018/PA 146, High Street, Wouldham. Demolition of existing conservatory and construction of new single storey rear extension, conversion of garage to habitable room with main entrance porch relocated to the front elevation, conversion of loft space with dormers to front and rear. Outbuilding to rear garden comprising of a gym/games room with shower facility</p> <p>9.2 9.3 9.4</p> <p><b><u>Planning Consent Issued:</u> NONE</b> <b><u>Planning applications refused/withdrawn:</u> NONE</b> <b><u>Other Planning issues:</u></b></p>	
<p>10 10.1</p>	<p><b><u>Roads, Footpaths &amp; Lighting (RFL)</u></b> <b><u>Updates:</u></b> Potholes have been reported in the High Street and 177 High Street. Cllr Yard has written to Tris Osbourne MP about the signage for HGV's and is awaiting a response. She has yet to speak to KCCllr Andrew Kennedy about getting temporary cameras once they have finished in Aylesford, but will progress with him and Tris Osbourne MP. Cllr Bell noted that we are still getting many complaints about people coming through the No Entry. We continue to liaise with the Police, but understand that when they recently stopped vehicles, 4 out of 5 were residents who think they do not have to abide by the law. Cllr Yard asked if they are being fined. Cllr Bell advised that we have asked how many people have been fined, but have had no response. Cllr Church asked if there were others not wanting cameras. Clerk advised that there had been representation from one resident who has requested a consultation be carried out before any installation. Cllr Yard noted that he should come to a council meeting to put his case. Cllr Bell noted that the initial camera was to be mobile and be able to tackle other forms of ASB around the parish and that as the elected body, we should not consult on measures to prevent crime as it could encourage further law breaking. All agreed.</p> <p>10.2</p> <p>Cllr Bell advised that Speedwatch have put some 'Slow Down' signs on Knowle Road. Cllr Collier-Ward noted that they were very small and will have limited impact and hopefully the flashing signs can also be installed.</p>	TY
<p>11. 11.1</p>	<p><b><u>Open Spaces (OS)</u></b> <b><u>Updates:</u></b> Solar lights are due to be installed next week. Cllr Yard will monitor them to ensure they are facing fully to the ground and into the Rec. Cllr Bell thanked Cllr Church and the Clerk for installing the new swings which look much better. Cllr Miles advised that the surfacing repairs cannot be done until the weather improves as it must be completely dry, but that the new benches in Peters Village look good. Cllr Yard noted that the other 2 have still not been installed, which was promised for before Christmas. Clerk to chase again.</p> <p>Cllr Miles noted that metal detecting is still happening in the Rec. Cllr Bell advised that if he belonged to an official group, he would have material to make sure no damage is caused and get permission. Cllr Miles felt he was not legitimate and photos have been previously sent to the police of the perpetrator for action, but no response has been received.</p> <p>Cllr Bell advised that 3 telegraph poles are due to be replaced at the top of the Rec in February which may cause a little disruption. Clerk will liaise with UK Power Networks.</p> <p><b><u>Allotments:</u></b> Nothing to report. <b><u>Grounds maintenance:</u></b> No tenders have been received to date, 2 have indicated interest and one has pulled out of the process. Cllr Bell noted that the Open Spaces team will need to meet to review tenders before the March meeting to be able to put forward a recommendation. <b><u>Common:</u></b> Nothing to report.</p>	
<p>12.</p>	<p><b><u>Village Hall:</u></b> Cllr Bell noted that the latest accounts have been received for the village hall showing a profit for the year of £640 for the year. The Auditor has suggested that the handover should happen in April, as we can then start managing from the new financial year and it may take that long to finalise the charity with the Charity Commission. Cllr Bell also noted that there was a large amount of electricity surplus, so that will need to be looked at. Clerk noted that it is difficult to predict cost as it is dependent on use and users making sure the heating is turned off.</p>	

Signed \_\_\_\_\_

Date \_\_\_\_\_

	For example, heating was left on today and only noticed when Youth Club arrived. Cllr Yard suggested that each user (individual or group) sign a handover checklist when leaving as part of their agreement. Cllr Marr advised that currently, if users continually leave heating/lights etc on, they could be charged. These issues can be reviewed by the new committee.	
<b>13.</b>	<b><u>Health &amp; Safety/Risk Management</u></b>	<b>TY</b>
<b>13.1</b>	<b>Update:</b> . Cllr Yard advised that she had spoken to Malthouse Joinery who have said that the defib could possibly be put on their wall. She appreciated that a lot of work had been done for it to go into the Watermans, but we seem to be getting nowhere. Cllr Miles agreed that as agreement was around 18 months ago an alternative should be found, if the Watermans is having problems with the installation, the Malthouse is a good alternative. Cllr Marr noted that if it was sited on the wall by the layby, it would still be easily accessible. Cllr Yard will progress.	
<b>13.2</b>	<b>Defibrillators:</b> Cllr Miles reported that the units on the Community Centre and Village Hall have been checked. Clerk reported that she has ordered another pad for the Village Hall as it is now out of date.	
<b>13.3</b>	<b>Lifebuoys:</b> Cllr Miles confirmed that these are now checked almost weekly. <b>Other issues:</b> None	
<b>14.</b>	<b><u>General Village Business</u></b>	
<b>14.1</b>	<b>Newsletter:</b> Any items for the February newsletter need to be with the clerk by 17/1/25 Cllr Collier-Ward asked if the dates for the Book club could be checked, they are on the 3 <sup>rd</sup> Tuesday of the month. Cllr Bell suggested the Rec rules could be included again.	
<b>14.2</b>	<b>PPP</b> Cllr Bell noted that the next meeting will discuss the devolved powers, any comments/ideas should be forwarded to him.	
<b>14.3</b>	<b>VE Day planning:</b> Clerk confirmed that there had been a site visit to the farm, Cllr Miles will draw up a layout plan. The group has been booked and the deposit for the tables and chairs has been paid. An initial meeting is planned to create an outline, then volunteers will be invited to join the team later in the month,  Cllr Bell welcomed Cllr Collier-Ward to the council and will contact her to discuss which groups she would like to included in. Clerk will issue an email and forward the Standing Orders etc.	
<b>15.</b>	<b>Correspondence: None</b>	
<b>16.</b>	<b>DATE OF NEXT MEETINGS:</b> Tuesday <b>4<sup>th</sup> March, 2025</b> at 7.30pm at the Village Hall - NO MEETING IN FEBRUARY	
<b>17.</b>	<b>QUESTIONS FROM COUNCILLORS, CHAIRPERSON AND CLERK:</b> To be passed to Clerk 7 days before the next meeting	
	<b>Meeting Closed: 9.30pm</b>	

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Date \_\_\_\_\_

Finances up to December 2024		Jan Meeting		
Opening Balance Nat West 22/11				£135,826.66
<b>RINGFENCED TOTALS</b>				
Monies from car park donations			£ 1,208.00	
Monies from membership grant			£ 1,700.00	
KCC Community Transport Grant			£ 2,903.54	
TMBC Education Courses S106 funds			£ 12,524.00	
TMBC Y & C Worker S106 funds			£ 50,972.79	
Current available monies ringfenced			£ 69,308.33	
<b>Receipts made up to 30/12</b>				
Payments made up to 30/12				
15-Oct	Omino Web Design	Community Bridge (final)		1250
13-Dec	Aldermore	Minibus Lease		1128
16-Dec	Jurni	Minibus maintenance		66
Nov	Giffgaff	Mobile YCW		6.00
Dec	Giffgaff	Mobile Clerk		6.00
Dec	Giffgaff	Mobile CYCW		6.00
Oct	Staffing	Payroll		3074.55
Oct	Staffing	Office		216.66
Nov	Google	Emails		14.4
26-Nov	N Power	Streetlights		56.45
27-Dec	N Power	Streetlights		64.5
14-Nov	Online Playgrounds	Swings		571.40
	Bellyflops	Bouncy Castle (YC)		100
29-Nov	Hadlum Printing	Newsletter		75
18-Dec	Yu Energy	CCTV		30.23
13-Dec	Nest	Pensions		129.83
TOTAL EXPENDITURE				£ 6,795.02
P & L for period			(£6,795.02)	
Balance (inc ringfenced)			£ 59,723.31	
Cleared previous month				
Pending				
Closing Bank Balance @ 30/12				£ 129,031.64
<b>Payments to be agreed at Jan meeting</b>				
Jan	Jurni	Minibus maintenance		66
Jan	Aldermore	Minibus Lease		1128
Jan	Giffgaff	Mobile YCW		6.00
Jan	Giffgaff	Mobile Clerk		6.00
Dec	Nest	Pensions (Pd Dec)		129.83
Dec	Staffing	Payroll		2779.47
Dec	HMRC	PAYE		1126.36
oct	Y Energy	CCTV		30.23
Oct	Office	Rent		216.66
13-Dec	All Saints School	Crossing Patrol		4913.52
27-Nov	TEEC (3 yrs)	Web site hosting		475.2
Jan	Google	Emails		14.4
18-Dec	Mulberry LA	Audit (internal 1)		327
05-Dec	Ya Hire	Chairs deposit		150.00
18-Dec	SE Water	Allotments (Jun-Dec)		261.48
30-Dec	Mazars	Audit (external 23-24)		804
18-Dec	Cook For Life	Cooking course		115.5
04-Jan	N Power	Streetlights		68.2
EST COMMITTED SPEND @		23/01/2025	ESTIMATED BALANCES	£ 12,617.85
Estimated Bank total		£ 116,413.79		
RINGFENCED TOTALS		£ 69,308.33	TOTAL AVAILABLE	£ 47,105.46

Signed \_\_\_\_\_

Date \_\_\_\_\_