

**MINUTES OF WOULDHAM PARISH COUNCIL MEETING
TUESDAY 1st October, 2024 AT 7.30PM
WOULDHAM VILLAGE HALL**

Present: Cllr Bell, Cllr Marr, Cllr Yard, Cllr Miles, BCllrs Davis, BCllr Dalton, T. Miles (Clerk/RFO)
1 Member of Public

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| 1. | <p>APOLOGIES:, BCllr McDermott Cllr Bell advised that we had received a resignation from David Britchfield due to the pressure of work</p> | ACTION |
| 2. | <p>MINUTES OF PARISH COUNCIL MEETING Clerk read a minor amendment to the minutes as requested by BCllr Dalton identifying that he tends to focus on housing issues and BCllr Davis focuses on planning issues. With this amendment, minutes of the Parish Council meeting held on 3rd September, 2024 were proposed by Cllr Yard and seconded by Cllr Marr. The minutes were duly signed by the Chairman</p> | |
| 3. | <p>MATTERS ARISING FROM MINUTES - None</p> | |
| 4. | <p>DECLARATIONS OF INTEREST - None</p> | |
| 5. 5.1 5.2 | <p>EXTERNAL REPORTS Borough Council: Report received and published on the website BCllr Davis advised that the double yellow lines outside 28 High Street have been inspected and will be picked up at the end of October. Cllr Miles noted that the Council are looking to install solar lights along the recreation ground footpath. She had asked planning whether this required planning permission, but had no response and wondered if BCllr Davis could check. Clerk confirmed that she had also asked the question and the response was ‘look at the planning advice website’. Cllr Miles confirmed that the proposal is to have 4 solar streetlights, lighting the footpath spaced at around 20m intervals. BCllr Davis advised that there may be some restrictions on the amount of time they were allowed to be lit, but will investigate and report back. Cllr Bell noted that this is a potential precept project, so we need to ensure any costs are included. KCC Warden: Not received</p> | DD |
| 6. 6.1 6.2 | <p>Community Safety Police: Not Received Neighbourhood Watch: Cllr Bell advised that David Britchfield has started a new Neighbourhood Watch scheme to cover the village and will continue to be the local Co-ordinator. This involves:</p> <ul style="list-style-type: none"> • <i>Acting as a point of contact with residents, the local policing team, other local coordinators and partners to receive and cascade information relevant to scheme members.</i> • <i>Getting to know neighbours, particularly those who are vulnerable or isolated, and ensure information reaches them through their preferred method of communication.</i> • <i>Signposting members with community safety concerns to the most appropriate organisation.</i> • <i>Encouraging members to report suspicious incidents and / or criminal or anti-social behaviour to the police or local authority.</i> • <i>Promoting personal responsibility for community safety by sharing crime reduction information and encouraging members to improve their home, on-line and personal security.</i> • <i>Promoting neighbourliness by encouraging members to keep an eye on each other’s homes and possessions, giving special consideration to supporting vulnerable neighbours.</i> • <i>Supporting local police and other agencies to identify local issues and solve problems where there are community concerns.</i> <p>BCllr Davis asked if the local Beat Officer is often seen around the Parish. Cllr Bell advised that he had recently had a meeting with her, but she is so stretched, that she is rarely seen around the area. Clerk noted that Police cars regularly do a late-night visit to the car park as drug dealing has started to increase again. BCllr Davis reminded all councillors to complete the crime survey which has recently been circulated.</p> | ALL |

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Date _____

| <p>6.3</p> | <p>Speedwatch: A summary of SpeedWatch sessions for the past month is as follows:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Site Total</th> <th>No. Of cars</th> <th>No. Speeding</th> </tr> </thead> <tbody> <tr> <td>05 Sept</td> <td>Knowle Road (20mph)</td> <td>253</td> <td>32 13%</td> </tr> <tr> <td>10 Sept</td> <td>Knowle Road (20 mph)</td> <td>113</td> <td>21 19%</td> </tr> <tr> <td>26 Sept</td> <td>Knowle Road (20 mph)</td> <td>336</td> <td>38 11%</td> </tr> </tbody> </table> <p>Updates:</p> <ul style="list-style-type: none"> • Knowle Road 20mph section remains the focus of the SpeedWatch sessions as large numbers of speeding vehicles continue to be recorded. • For the 26th September session PC Alan Watson attended. We were given a few pointers on the height and position of the display and how best to record nuisance drivers. He commented that the number of speeding vehicles had increased significantly since the No Entry system had been put in place. He also agreed the 20mph speed limit should be moved further up Knowle Road, with a 30mph limit at the top of the road and speed calming measures should also be adopted. • PC Alan Watson noted that Highways should be following the ‘NPCC SOP’ once a significant speeding hot spot has been identified. Knowle Road is one such spot. Highways should be actively considering further engineering intervention. • PC Alan Watson also mentioned the majority of speeding vehicles were locally registered. • PC Alan Watson informed us that we can now use a camera to record sessions, this will assist with nuisance drivers. <p>Cllr Bell advised that letters are sent for first to third offences with a police visit on the 4th offence and a court summons on the fifth one. There have been a few court summons issued for speeding in the area.</p> <p>BCLlr Dalton thought that when the 20mph was installed, it was as a health feature but was not enforceable. Cllr Bell advised that he was under the same impression, but this is incorrect. Rose (Speedwatch Member) confirmed that if the signage is round and, on the road, it is enforceable, only those in triangles i.e. around schools are advisable. BCLlr Dalton asked if this could be confirmed in writing. Clerk to email Alan Watson.</p> | Date | Site Total | No. Of cars | No. Speeding | 05 Sept | Knowle Road (20mph) | 253 | 32 13% | 10 Sept | Knowle Road (20 mph) | 113 | 21 19% | 26 Sept | Knowle Road (20 mph) | 336 | 38 11% | <p>CLERK</p> |
|--|---|---|--------------|-------------|--------------|---------|---------------------|-----|--------|---------|----------------------|-----|--------|---------|----------------------|-----|--------|--------------|
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| <p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p> <p>7.6</p> | <p><u>Administrative and Finance</u></p> <p>Authorisation of payment request. Cllrs Bell, Marr, and Yard signed the request.</p> <p>Co-option: No applications have yet been received, but Clerk advised that 3 application forms have been requested and sent out (2 from PV and 1 from the Village)</p> <p>Precept Projects : Cllr Miles reported that she had passed on a quote for solar lights to the Clerk which is around 5k to supply and install. Cllr Bell requested that the Finance and Admin team meet in Oct/Nov to prepare the precept budget.</p> <p>Reserves Review: Cllr Bell reported that he is currently working through the reserves and will present at the next meeting a report at the next meeting.</p> <p>Bank Accounts: Cllr Bell explained that the bank has reviewed our account and we have exceeded the amount to qualify for free banking so now we have to pay charges. He suggested that a new account be obtained for ‘funded projects’. This would enable the youth worker, minibus, education and village hall transactions to be separated out from the normal current account. All agreed</p> <p>Youth Worker: Cllr Bell explained that Ann-Marie has now completed her 3 months’ probation, and the Clerk has requested that members consider confirming her appointment as per her report.. – All agreed. Clerk to confirm</p> | <p>FINANCE TEAM</p> <p>CLERK</p> <p>CLERK</p> | | | | | | | | | | | | | | | | |
| <p>8.</p> <p>8.1</p> | <p><u>Members of the Public</u></p> <p>MOP1. Advised that the Chess Club is starting to build up and they have decided to hold a fundraising ‘chess exhibition/fundraising’ event on Friday 15th November, from 7-10pm in aid of Children in Need. All are welcome.</p> | | | | | | | | | | | | | | | | | |

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| <p>9 9.1 9.2 9.3 9.4</p> | <p><u>Planning</u> <u>Planning applications considered or commented upon by the Planning - None</u> <u>Planning Consent Issued:</u> 24/01310/PA LAND ADJOINING SCARBOROUGH LANE BURHAM AND PETERS PIT, Hall Road, Non-Material amendment to planning permission TM/21/01939/OAEA: To remove condition 2 due to duplication with condition 3 <u>Planning applications refused/withdrawn: NONE</u> <u>Other planning issues:</u> Clerk noted that there were a number of applications with outstanding decisions on the system. BCllr Davis advised that the Planning dept is now much better organised so new applications are being processed quicker, but there are some issues with outstanding applications which may involve the Enforcement and Planning teams working together.</p> | |
| <p>10 10.1 10.2 10.2b</p> | <p><u>Roads, Footpaths & Lighting (RFL)</u> Updates: Clerk reported that she had a meeting with KCC regarding various issues as per her report. Cllr Miles reported that the gravel emitting from the footpath in PV has been swept but no remedial corbeling (retaining feature) has been installed. Clerk has also reported the hedges encroaching onto the pathway at the beginning of Hall Road. Cllr Yard asked if a letter could be sent to the school to ensure the lights are checked regularly. Clerk advised that she had already sent an email regarding this, but the issue is that if the lights are out one evening, the message will not be picked up until the following day. Clerk advised that she will liaise with the school with any issues. Highways Improvement (HIP): Clerk advised that barriers/bollards to stop people driving on the pavement outside Ravens Knowle will be added to the HIP following photos of vehicles driving very close to the front door a property on Knowle Road which was deemed a health and safety issue. BCllr Davis asked for a copy of the current HIP. Clerk to forward. Current issues: Cllr Bell noted that whilst he appreciated that road closure emergencies are needed, the information forwarded is somewhat intermittent. i.e. the recent closure of the High Street notice did not come in until 5.30pm when works had started in the afternoon and the diversion route was not clear or appropriate. The Clerk has spoken to KCllr Kennedy about the information being issued who will take up the issue with KCC. BCllr Dalton noted that one had been issued for Castle Street, Rochester, but it is not clear if it was in Rochester or Wouldham. He has asked KCC for the postcode be noted on the notice in future. Cllr Yard noted that she was annoyed that Aylesford seem to have been easily able to obtain cameras, but we are still experiencing delays, when the case for safety is clear. BCllr Dalton advised that KCllr Kennedy was instrumental in liaising with developers to progress the ones in Aylesford. They were temporary cameras and the local police officer, who attended a council meeting also supported action taken against the HGV's. BCllr Dalton suggested that KCllr Kennedy is chased to keep it as a priority. Clerk reported that KCC highways have been in touch and are currently getting a quote for a camera to be installed, so a little progress is being made.</p> | <p>Clerk</p> |
| <p>11. 11.1 11.2 11.3</p> | <p><u>Open Spaces (OS)</u> Updates: Cllr Yard reported that benches for PV and Hall Road will be installed w/c 7th oct. Cllr Miles reported that she had walked the river bund and confirmed that it was very overgrown along the exposed areas. She had also noticed a great deal of cracks which could affect the stability of the defence. This has been reported to the Environmental Agency who advised that their inspectors regularly visit the site, but that with current funding restrictions, they focus more on firefighting issues rather than preventative measures. Cllr Yard noted the condition of the river wall along Trafalgar has been also raised. Clerk advised that this is regularly monitored by TMBC and that she had attended the inspection in the summer. Movement details are usually issued around January. She had also been advised by the previous</p> | |

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| | <p>Clerk that there is a large amount available for repairs sitting with TMBC, so if work is needed, it should be covered.</p> <p>Clerk advised that a quote for the extra PROWs cut along the 'bund' footpath would be £195 and asked if this work should be undertaken now or left until the spring. All agreed for the work to be done now. Clerk to confirm with contractor.</p> | Clerk |
| 11.4 | Current Issues: | |
| 11.5 | ROSPA Report and Actions: Cllr Bell noted that the quote sheet (presented) needs to be reviewed and asked that Cllrs identify what is needed as priority, and what work could be undertaken by ourselves and volunteers, before the next meeting. Cllr Miles volunteered to go through the information and will come up with some cost savings. Cllr Marr will investigate how the barrier can be extended on the Teen Village. Clerk to check with Ian to see what he can take on. | JM AM |
| 11.6 | Allotments: Cllr Bell reported that there had been 2 complaints by tenants on the allotments. It had been suggested that there seems to be a lack of friendliness and cliques developing. Cllr Marr was also aware of these cliques which need to be challenged. Cllr Bell also reported that there was an issue relating to maintaining plots. He, and the Clerk, will mediate/arbitrate between the tenant and committee to try to resolve the issue. Cllr Yard asked if they could share or split plots. Cllr Marr explained that there are rules governing the distribution of plots and this would have to go through the committee. | EB / Clerk |
| 11.7 | Ground Maintenance: Clerk explained that a resident had contacted her regarding the condition of the area around the flats by the bridge. She had contacted Vistry to ask them to maintain the area, but they said it has been transferred to Trenport. Trenport have confirmed that this transfer has yet to be completed, so therefore it is still Vistry's responsibility. Trenport have now contacted Vistry directly to try to get the work done. Cllr Miles noted that the turf along the esplanade bank seems not to have taken and has died. She will provide a photo for the Clerk to report. | Clerk |
| 11.8 | Common: Cllr Bell reported that contact had been made with the land owner of the area and relevant TMBC/KCC departments about installing bollards on hill road, the land owner has requested a meeting with all parties to move it forward. Cllr Miles has identified a bollard with extended bars so that large vehicles will not be able to go around them, but pedestrians will. However, she was not clear on the legalities of installing these, therefore the project has to be led by TMBC/KCC. | |
| 12. | <p><u>Village Hall:</u></p> <p>Clerk reported that she had tried to link a new VH account to the current account. But this would only be covered by the 85k for all accounts with Nat West. She is currently drafting final document for the Trustees to submit to the Charity Commission.</p> <p>With reference to the building works, we are awaiting final sign-off for building control, and the new electrical certificate. Cllr Marr advised that these had been chased with the contractor and should be received shortly.</p> | CLERK |
| 13. | <u>Health & Safety/Risk Management</u> | |
| 13.1 | Update: Cllr Yard asked if anyone had heard anything about the defib since Daphne Parris had left. Clerk advised that the last she had heard was that the landlord was following up with the brewery. Cllr Yard will follow up to find out what is happening. | TY |
| 13.2 | Defibrillators: Checked at the beginning of September. | |
| 13.3 | Lifebuoys: Cllr Miles noted that there is still no access along the esplanade. Cllr Marr has observed that there seemed to be more movement now, which could signal the end of the work. | |
| 13.4 | Car Park Barriers: Cllr Yard advised that she had currently spoken to 29 people in the village to ask if barriered parking bays should be considered in the car park. The majority have supported the installation and have asked to be considered if the project goes ahead. | |
| 13.5 | Cllr Yard had received a query regarding vehicles parking on the grass on the Tramway. Clerk confirmed that she had previously checked with land registry and it is not owned by the PC. She had spoken to the vehicle owners, who confirmed that they had received permission to park there and will fill the ruts to reduce the risk of people tripping over. Cllr Yard to follow up. Cllr Miles noted that the vehicles do not appear to impede the footpath, but it can be tight. | TY |

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| 13.6 | Clerk noted that an incident had been reported to her regarding a child falling from a slide in PV. The resident firmly believed that the barrier needed to be extended, but had not been able to discuss with Trenport. Further investigations will identify the appropriateness of the equipment. | |
| 14. | <p>General Village Business</p> <p>14.1 Newsletter: October/November newsletter is now available. Any items for Dec/Jan should be with the Clerk by the November meeting</p> <p>14.2 PPP Meeting: Cllr Bell reported that the next meeting will be in February.</p> <p>14.3 Poppies: Cllr Bell proposed to purchase a wreath for £50 for the Council and one for £20 for the Girlguiding units. Cllr Miles will lay the wreath on behalf of the Council. All agreed</p> <p>Clerk advised that Liz and Russell would not be able to put up the poppies in PV this year, but Ashley Crowdey has kindly volunteered to cover the route. However, we need volunteers to put up the rest. Cllr Miles volunteered to help</p> <p>Cllr Bell advised that a grant application had been sent to All Saints Wouldham PTA who were looking for a funding contribution towards their firework display. He had agreed to be sponsor, but unfortunately, no application has been received.</p> | <p>ALL</p> <p>Clerk</p> <p>JM</p> |
| 15. | Correspondence: None | |
| 16. | DATE OF NEXT MEETINGS: Tuesday 5th November , 2024. 7.30pm at the Village Hall | |
| 17. | <p>QUESTIONS FROM COUNCILLORS, CHAIRPERSON AND CLERK:</p> <p>To be passed to Clerk 7 days before the next meeting</p> | |
| | Meeting Closed: 9.30pm | |

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Date _____

| Finances up to September 2024 | | | Oct Meeting | | |
|---|---|----------------------------------|-------------|-------------|---------------------|
| Opening Balance Nat West 24/8 | | | | | £123,443.22 |
| RINGFENCED TOTALS | | | | | |
| Monies from car park donations | | | £ | 1,058.00 | |
| Monies from membership grant | | | £ | 1,700.00 | |
| KCC Community Transport Grant | | | £ | 7,577.61 | |
| TMBC Education Courses S106 funds | | | £ | 13,724.00 | |
| TMBC Y & C Worker S106 funds | | | £ | 53,778.43 | |
| Current available monies ringfenced | | | £ | 77,838.04 | |
| Receipts made up to 16/9 | | | | | |
| | TMBC | Precept | | £34,927.85 | |
| | Youth club | | | £450.92 | |
| | Minibus (Ringfenced trips) | | | £440.00 | |
| TOTAL INCOME | | | | | £ 35,818.77 |
| Payments made up to 25/9 | | | | | |
| Aug | Minibus Lease | Aldermore | | 1128 | |
| Aug | Maint | Jurni Limited | | 66 | |
| Aug | Email | Google | | 14.4 | |
| Sept | Mobile phone | Giffgaff | | 6 | |
| Aug | Mobile Y & CW | Giffgaff | | 6 | |
| Jan-July | Line Dancing | Pony Express | | 776.00 | |
| Aug | Payroll | | | 2759.89 | |
| Aug | Pension | Nest | | 95.43 | |
| Aug | CCTV | EDF | | 18 | |
| Aug | Community Directory | Onimo Web Design 50% of grant | | 1250 | |
| Aug | Office | | | £216.66 | |
| Aug | Equipment for Youth Club (Grant/Budget) | Amazon | | 389.21 | |
| Aug | Rochester Castle | Tickets (minibus) | | 107.00 | |
| Aug | Pump & Lazer equip | Amazon | Del YC | 49.98 | |
| 02/08/2024 | Newsletter | Hadlum Printing | | 75.00 | |
| TOTAL EXPENDITURE | | | | | £ 6,957.57 |
| | P & L for period | | | £ 28,861.20 | |
| | Balance (inc ringfenced) | | | £ 74,466.38 | |
| | Pending | | | -£ 101.43 | |
| | Cleared previous month payment | | | 774.00 | |
| | Closing Bank Balance @ 23/9 | | | | £ 151,631.85 |
| Payments to be agreed at Oct meeting | | | | | |
| | Sharrocks Insurance | Minibus Ins | BAC | 2,286.07 | |
| | Staffing Costs | | | 2759.89 | |
| | PAYE | | BAC | 920.86 | |
| | Pensions | | | 95.43 | |
| | Office | | BAC | 216.66 | |
| | St Johns Ambulance | Event | BAC | 171.6 | |
| | All Saints School | Youth Clubs Term | BAC | 180.52 | |
| | Zurich Insurance | PC Insurance | | 1468.76 | |
| | St James Street | Allotment rent | BAC | 330 | |
| | Giffgaff | £6x2 | DD | 12 | |
| | Gmail (est) | | DD | 14.4 | |
| | EDF | | DD | 18 | |
| | N Power (est) | Streetlights | DD | 50.00 | |
| | Playsafety | ROSPA Rep | | £141.60 | 8,665.79 |
| TOTAL COMMITTED SPEND @ | | | | | £ 8,665.79 |
| ESTIMATED BALANCES | | | | | |
| | Estimated Bank total | £ | 142,966.06 | | |
| | RINGFENCED TOTALS | £ | 77,838.04 | | |
| | TOTAL AVAILABLE | £ | 65,128.02 | | |

Signed _____

Date _____