

**MINUTES OF WOULDHAM PARISH COUNCIL MEETING****TUESDAY 3<sup>rd</sup> DECEMBER, 2024 AT 7.30PM****WOULDHAM VILLAGE HALL****Present:** Cllr Bell, Cllr Marr, Cllr Yard, Cllr Miles, Cllr Church, T. Miles (Clerk/RFO)

1 Member of Public

1.	<b>APOLOGIES:</b> , BClr Dalton, BClr Davis	ACTION
2.	<b>MINUTES OF PARISH COUNCIL MEETING</b> The minutes of the Parish Council meeting held on 5 <sup>th</sup> November, 2024 were proposed by Cllr Church and seconded by Cllr Yard. The minutes were duly signed by the Chairman	
3.	<b>MATTERS ARISING FROM MINUTES - None</b>	
4.	<b>DECLARATIONS OF INTEREST - None</b>	
5.	<b><u>EXTERNAL REPORTS</u></b>	
5.1	<b>Borough Council:</b> Nothing to report.	
6.	<b><u>Community Safety</u></b>	Clerk
6.1	<b>Police:</b> Not Received. Cllr Miles asked if we could have a police report as we have not had one for quite a while. Clerk to request.	
6.2	<b>Neighbourhood Watch:</b> Nothing to report	
6.3	<b>Speedwatch:</b> Report received from Co-ordinator  Date      Site Total No.                      Of cars No.                      Speeding 07 Nov    Knowle Road (20mph)                      147                      43    (29%)  Updates: • One session was booked for 7th November to which The RT Hon Tris Osborne was invited along with the local beat officer, however they both did not attend. • There was a recent Facebook comment regarding technology on the Wouldham No Entry system, to which Tris Osborne mentioned it was a good idea. I replied that technology was needed on Knowle Road too. He asked if the police and KCC Councillor had been informed, I advised that I had raised the issue a number of times over the past year. He asked me for more details, which I gave him, and I have a case reference number TO01330. As the days are getting shorter and the weather more unpredictable coupled with the lack of action from Highways, the number of sessions over winter will decrease.  Cllr Bell noted that there had been some signs put up at the problem areas and the Speedwatch administrators have have been sent details of the insurance cover ensuring the team are covered whilst running sessions.	
7.	<b><u>Administrative and Finance</u></b>	
7.1	<b>Authorisation of payment request.</b> Cllrs Bell, Marr, and Yard signed the request.	
7.2	<b>Co-option:</b> . None	
7.3	<b>Precept Projects / Budget:</b> Cllr Bell noted that there had been some adjustments to payroll due to the budget and NI burden. There had been a reduction in the Y & C Worker budget as she has been successful in getting additional grants which has reduced the amount needed. He also explained that subs had been increased as KALC subs will increase due to the number of properties in the parish and new councillors will need to attend training sessions. Legal has been increased by £500 to cover the cost of any election, bank charges or legal advice. The new 3-year insurance deal has now been finalised which has increased the cost by £100. Grounds maintenance has been increased by £1000 as the new 3-year tender will be due. Also, 4k has been included into Special projects as reserves for the Y&C Worker. This means the amount requested is £676 up on last year. However, we will not know the actual amount until the tax base is published. It was agreed that 3k be taken from general reserves to keep the costs down.	
7.4	<b>Internal Audit:</b> Cllr Bell explained that the internal audit will be on 18 <sup>th</sup> December, with a new auditor and would appreciate it if councillors keep contact with the Clerk to a minimum during that week.	

Signed \_\_\_\_\_

Date \_\_\_\_\_

<p>8. 8.1</p>	<p><b><u>Members of the Public</u></b> <b>MOP1.</b> Reported that the Community Coach had a good trip with 7 travellers to the Pantiles last week and at least 7 or more going to Canterbury Christmas markets. She would also like to thank Cllr Church and Lyn Russ for helping with the tree and providing batteries.</p>	
<p>9 9.1 9.2 9.3 9.4</p>	<p><b><u>Planning</u></b> <b><u>Planning Applications Received/Commented on:</u></b> <b>24/01818/PA</b> 23, RAVENS KNOWLE, Single storey rear extension (Resubmission of TM/22/01481/FL) - No comment <b>24/01807/PA</b> 22, RAVENS KNOWLE, Single storey rear extension - No comment <b>24/01796/PA</b> 2, TREVITHICK DRIVE, Retrospective application for enclosure of carport and conversion to a home gym. Cllr Bell noted that this one had just come in and recalled BCllr Dalton advising that it would not be allowed within 10 years. Cllr Miles noted that they would require initial permission from the developer. Agreed that Clerk submit a response reminding TMBC that permission had not been included in the application. <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 10.2 10.3 10.4</p>	<p><b><u>Roads, Footpaths &amp; Lighting (RFL)</u></b> <b>Updates:</b> Clerk to report pothole in the High Street and the collapsed drain cover outside the new Church (again!). Cllr Yard noted that there were 9 HGV from the same company which came through the High Street over 2 days (including back through the No Entry). She contacted the company in Hungary who advised that they will try to find another route. Fermin's have now stopped coming through following her calls to the organisation. She has also spoken to Tom Gore (local farmer), who confirmed that the route he issues for all vehicles using the farm does not include the High Street. He advised that there had been over 40 movements, so these particular drivers are ignoring the route. Cllr Yard has observed that there are still quite a lot of trucks and vans coming through the No Entry in the early mornings. Cllr Miles noted that there was a police car at Rectory Close early one morning and it would be interesting to see how many had been caught. Cllr Church noted that if one comes through, others follow. He also has videoed 3 speeding through yesterday and has also called ASDA to complain about their drivers. Cllr Bell invited Cllr Church to join the working party. Cllr Church agreed. However, it was noted that all councillors can be involved in this working party until new councillors are recruited <b>Camera:</b> Clerk advised that an estimate has been just been received from KCC, which suggests a cost of between 15-30k and potentially 52k over 5 years. Cllr Bell noted that it was agreed that anything over 20k would not be considered. Cllr Yard will speak to KCCllr Kennedy to see if a temporary one could be put up for an amount of time, similar to the 4 already in Aylesford and we shall continue to lobby for a shared cost.</p>	<p>Clerk  Clerk  TY</p>
<p>11. 11.1</p>	<p><b><u>Open Spaces (OS)</u></b> <b>Updates:</b> Cllr Bell advised that 2 benches had been installed on the park in PV with the bases for the others due to be done this week. Clerk reported that she had met the landscaper who covers Oldfield Drive to get a quote for landscaping by the substation. He suggested that raised flower beds would create a lot of extra maintenance and it may be a better (and cheaper) option to turf the area and plant bulbs. This could potentially be done by the Handyman. All agreed to turf the area in the spring. However, Cllr Bell noted that we may require an additional length of metal fencing to stop people cutting through it. Cllr Bell reported that the queries regarding the height of the solar light posts following the last meeting had been put to the contractor who advised that, with shorter ones, an additional one would be needed to cover the area. However, the extra cost is only around £200 over budget (before VAT) and recommends that we go ahead with the extra post. Proposed by Cllr Marr, Seconded by Cllr Miles – ALL AGREED</p>	

Signed \_\_\_\_\_

Date \_\_\_\_\_

<p>11.2</p> <p>11.3</p> <p>11.4</p> <p>11.5</p>	<p>Cllr Bell reported that the additional works needed for the recreation ground requires 2 further quotes in line with our financial rules. We are awaiting responses.</p> <p>Cllr Church advised that he had put up the new basketball ring, baby swings and adult swings. Cllr Yard will contact the Handyman for an update on work completed and timescales for the outstanding items. She also noted that she will fill the holes in the recreation ground with ash so that it can settle over winter and promote growth.</p> <p><b>Appointment:</b> It was agreed that Cllr Church replaces Cllr Bell on the Open Spaces Working group.</p> <p><b>Allotments:</b> Cllr Bell reported that he had been told that some of the fireworks being let off behind Oldfield may have been in the allotments, although the association had told us that it was none of their members.</p> <p><b>Grounds maintenance:</b> 3 tenders have been sent out with a deadline of the end of December.</p> <p><b>Common:</b> Nothing to report</p>	<p>TY</p>
<p>12.</p>	<p><b>Village Hall:</b></p> <p>Cllr Bell advised that figures had been received for the year and thanked Sarah Briggs for maintaining them. He noted that general running costs were around £500 per month, however, there may be other costs involved if it is no longer a charity and would suggest that it could be nearer £800/month. The hope is that by January, we will have it back as a statutory capacity.</p>	
<p>13.</p> <p>13.1</p> <p>13.2</p> <p>13.3</p> <p>13.4</p> <p>13.5</p> <p>13.6</p>	<p><b>Health &amp; Safety/Risk Management</b></p> <p><b>Update:</b> Clerk reported that Daphne Parris had contacted Shepherd and Neame again about the defibrillator being put at the Watermans Arms. They now are saying that it could not go on a listed building, even though the toilet block (where it would be sited) is not listed. Cllr Bell suggested that the Watermans be contacted with a deadline. Cllr Yard suggested that the Malthouse joinery may be able to help. She will investigate.</p> <p><b>Emergency Plan:</b> Cllr Bell has been working on the plan and will now seek advice from TMBC on how to take it forward.</p> <p><b>Defibrillators:</b> Cllr Miles confirmed that these had been checked as working, but pads at the Village Hall need to be double checked as they may be out of date.</p> <p><b>Lifebuoys:</b> Cllr Miles confirmed that these are now checked almost weekly.</p> <p><b>Risk Assessments:</b> Cllr Bell reported that a bouncy castle risk assessment for the youth club Christmas party had been received and checked with no issues.</p> <p><b>Other issues:</b> Cllr Miles reported that one of the barriers was missing along the river in Peters Village. This has been reported and is now protected by Heras fencing until it can be replaced. Cllr Bell noted that during the recent storm, a bough from a tree in the rec broke away. Cllr Miles removed the bough and whilst checking the rest of the tree, another one broke away. This will be removed shortly together with the remainder of the vandalised bench. Clerk noted that the Ash tree will need to be checked in the spring for Ash Dieback. However, it is currently looking healthy.</p>	<p>TY</p> <p>CLERK</p> <p>JM</p>
<p>14.</p> <p>14.1</p> <p>14.2</p>	<p><b>General Village Business</b></p> <p><b>Newsletter:</b> Any items for the February newsletter need to be with the clerk by 17/1/25</p> <p><b>Community Bridge website:</b> Cllr Bell advised that <a href="https://www.communitybridge.co.uk">https://www.communitybridge.co.uk</a> is now available enabling residents to find out what groups are delivering in the area with contact details. He noted that KCCllr Kennedy has asked that thanks be given to the Clerk and Rose Bell who dealt with the payment and Wouldham submissions.</p> <p><b>Infrastructure Improvement Plan</b> Cllr Bell explained that this has been completed for 2024 which has been sent to TMBC in June so that planners are aware of parish needs when negotiating any S106 developer funding payments. He outlined the potential improvements put forward and noted that some had been completed, (primarily due the PC) such as the replacement benches for Peters Village (an additional one for the park and one on Hall Road will start to be installed this week), the Zip line has been repaired and S106 monies have been acquired for education courses and youth &amp; community work. However, we still need to lobby for the larger works to be done. Clerk to email copy of the plan to all councillors for consideration/review.</p> <p>Cllr Marr asked whether the road between the to entrances of Gores Farm and the weight limits could be included in the next round. Cllr Bell noted that this may be difficult as part of it is in</p>	<p>ALL</p> <p>CLERK</p>

Signed \_\_\_\_\_

Date \_\_\_\_\_

14.3	<p>Medway. Cllr Marr also proposed a vote of thanks to the Clerk for her hard work over the year. All agreed.</p> <p><b>VE Day planning:</b> Cllr Miles reported that she and Cllr Yard had visited Gores Farm to look at the barn (which is the suggestion as a venue for the Hanger Dance). She suggested that only half would be needed with perhaps a couple of WWII Jeeps and food in the other. She will draw up some plans for further discussion. Clerk noted that the event will need to be supported by committed volunteers to plan and deliver actions such as signage (the toilets are away from the barn), decorations, ticket sales and advertising etc. She also advised that 3 quotes had been received for tables and chairs. The 2 lowest quotes, for 25 x 5'6" tables and 150 chairs were £612 with plastic chairs and £690 for banqueting chairs. Cllr Yard proposed proceeding with the £690 quote as we have similar chairs available from the hall if required. Seconded by Cllr Church - All Agreed. Clerk to place order.</p>	<p><b>JM</b></p> <p>CLERK</p>
<p>15.</p> <p>15.1</p> <p>15.2</p>	<p><b>Correspondence:</b></p> <p>Cllr Bell reported that he had sent an email to the Medway Green School on 19<sup>th</sup> November, following complaints from residents, to discuss parking issues. Unfortunately, to date, there has been no reply. Cllr Bell also noted that there had been some comments regarding people parking on the green abutting the school. However, this land belongs to the school therefore we have no control over it.</p> <p>Cllr Bell reported that an enquiry had been received from 18 High Street to request permission to put a gate in our wall to enable an excavator to get into the garden to remove invasive bamboo. Cllr Church noted that there are micro excavators available. Cllr Miles advised that some were around 690mm wide which would fit into a standard alleyway and queried why this solution had not been looked into and anyone could site a reason for preferential treatment which would make it difficult to appear impartial. Cllr Yard advised that he could also use the alleyway at no 38 as householders have a right of access along the path at the back of all the houses. Cllr Church agreed to check the widths of both alleyways. Cllr Marr also noted that there is a 6-8' drop from the wall, which could be a problem. All agreed that permission would not be granted. Clerk to contact him with an explanation and suggest alternatives.</p>	<p>CLERK</p>
16.	<p><b>DATE OF NEXT MEETINGS:</b> Tuesday <b>7<sup>th</sup> January, 2025 7pm to agree PRECEPT</b> Full Council meeting starts at 7.30pm at the Village Hall</p>	
17.	<p><b>QUESTIONS FROM COUNCILLORS, CHAIRPERSON AND CLERK:</b> To be passed to Clerk 7 days before the next meeting</p>	
	<p><b>Meeting Closed: 9.30pm</b></p>	

Signed \_\_\_\_\_

Date \_\_\_\_\_

<b>Finances up to November 2024</b>			Dec Meeting	
Opening Balance Nat West 23/10				£141,881.46
<b>RINGFENCED TOTALS</b>				
Monies from car park donations			£ 1,208.00	
Monies from membership grant			£ 1,700.00	
KCC Community Transport Grant			£ 4,097.54	
TMBC Education Courses S106 funds			£ 13,124.00	
TMBC Y & C Worker S106 funds			£ 51,247.83	
<b>Current available monies ringfenced</b>			<b>£ 71,377.37</b>	
<b>Receipts made up to 28/10</b>				
#####	Co-op grant	Youth Club	£150.00	<b>£ 150.00</b>
<b>Payments made up to 20/11</b>				
Oct	Jurni Limited	Maint	66	
Oct	Aldermore	Minibus Lease	1128	
Oct	Age UK	Chair exercise S106	600.00	
June	SE Water	Allotments	260.82	
18-Nov	Giffgaff	Mobile	6.00	
Nov	Nest	Pensions	95.43	
Oct	Staffing	Payroll	2,759.89	
Nov	ICO	Data Protection	35.00	
Oct	AKC	Com. Website TMBC grant	408	
Oct	Thompson Elphick	Payroll	102	
Oct	Hadlum Printing	Newsletter	75	
oct	Y Energy	CCTV	27.5	
Oct	Staffing	Office	216.66	
	Google	Emails	14.4	
31-Oct	Quattro	Wetpour	128.4	
13-Nov	TEG Live	Leeds Castle Tickets (minute approval Sept item 14.5)	281.7	
<b>TOTAL EXPENDITURE</b>				<b>£ 6,204.80</b>
P & L for period			(£6,054.80)	
Balance (inc ringfenced)			<b>£ 64,449.29</b>	
Cleared previous month				
Pending				
Closing Bank Balance @ 22/11				<b>£ 135,826.66</b>
<b>Payments to be agreed at Dec meeting</b>				
15-Oct	Omino Web Design	Community Bridge (final)	1250	
Nov	Aldermore	Minibus Lease	1128	
Nov	Giffgaff	Mobile YCW	6.00	
Dec	Giffgaff	Mobile Clerk	6.00	
Nov	Nest	Pensions	95.43	
Oct	Staffing	Payroll	3074.55	
oct	Y Energy	CCTV	27.5	
Oct	Staffing	Office	216.66	
Nov	Google	Emails	14.4	
05-Nov	N Power	Streetlights	56.45	
14-Nov	Online Playgrounds	Swings	571.40	
	Bellyflops	Bouncy Castle (YC)	100	
29-Nov	Hadlum Printing	Newsletter	75	
<b>TOTAL COMMITTED SPEND @</b>			<b>28-Dec</b>	<b>ESTIMATED BALANCES</b>
Estimated Bank total			<b>£ 129,205.27</b>	<b>£ 6,621.39</b>
<b>RINGFENCED TOTALS</b>			<b>£ 71,377.37</b>	<b>TOTAL AVAILABLE</b>
				<b>£ 57,827.90</b>

Signed

Date