

MINUTES OF WOULDHAM PARISH COUNCIL MEETING**TUESDAY 7th October, 2025 AT 7.30PM****WOULDHAM VILLAGE HALL**

Present: Cllr Miles, Cllr Marr, Cllr Collier-Ward, Cllr Church, Cllr Yard BCllr Davis BCllr Dalton,
T. Miles (Clerk/RFO) **7** Members of Public

1.	APOLOGIES: NONE	ACTION
2.	MINUTES OF PARISH COUNCIL MEETING The minutes of the Parish Council meeting held on 2 nd September 2025 were proposed by Cllr Collier-Ward and seconded by Cllr Church. The minutes were duly signed by the Chair	
3.	MATTERS ARISING FROM MINUTES - None	
4.	DECLARATIONS OF INTEREST - None -	
5.	EXTERNAL REPORTS	
5.1	Borough Council: Received. To be published on our website. No questions raised.	
6.	Community Safety	
6.1	Police: PC Brown had sent apologies, but advised that he has issued a number of tickets for speeding and going through the No Entry and will endeavour to do more over the coming months.	
6.2	Neighbourhood Watch:	
6.3	Wouldham Church: 10/9/25. Somebody gained entry to a church and stole multiple items.	
	Speedwatch: Speedwatch Report Received as below: The Speedwatch team carried out the following sessions since the last Parish Council Meeting. The sessions were held, as before, at the entrance to the car park on Knowle Road, where the speed limit is 20mph	
	22nd September 388 cars passed the team and there were 71 cars speeding. This equated to 18% of which 9 cars travelled at 30 + mph. The highest speed recorded was 37mph.	
	1st October 321 cars passed the team and there were 49 cars speeding. This equated to 15%. Although the percentage was lower on 1st October, the number of cars travelling at 30 + mph increased to 14. With the highest speed being 35mph. Stella, our crossing patrol guard, thanked the team and mentioned that the speed was much improved when the Speedwatch team was out. To highlight the issue, last week in the whole of Kent, 498 vehicles were recorded as speeding. Wouldham recorded 49 in just 1 1/4hrs. That was 10% of the weekly figure in the whole of Kent.	
7.	Administrative and Finance	
7.1	Authorisation of payment request. Cllrs Yard, Church and Marr signed the request.	
7.2	Review of External Audit: Clerk reported that councillors have received the completed AGAR report which confirmed that all relevant legislation and regulations have been followed last year. She confirmed that the Notice of Completion and report had been put on the website on 17 th September, meeting the deadline of 30 th September.	Clerk AM
7.3	Co-option: Chair advised that there had been one application for the Councillor Vacancy and asked if there were any questions to the applicant. With no questions raised, a vote took place and Nicky Timothy was duly appointed to the post, signed the Acceptance Book and joined the team. Clerk to arrange for the DPI to be completed and sent to TMBC and set up his e-mail. Budget 1/2 Year Review: Councillors reviewed the budget. Clerk explained that although costs for the recreation ground exceeded budget by 422%, this was because of vandalism and replacement of aged equipment. The majority will be able to be re-charged to TMBC from the Oldfield S106 pot. She also noted that the Minibus was just slightly over budget, but is still awaiting any additional costs which may have been incurred regarding the condition, although it is hoped this will not be excessive. Precept Projects: Cllr Church advised that he had been asked by young people if there could be new goals and nets for the 5-a-side pitch. Cllr Church also suggested that the front garden of the Hall could be paved and better access installed, he will get some idea of the cost involved. Cllr Miles suggested that funding could be set aside to enable using the area adjacent to the allotments, perhaps matchfunding a grant application with the Allotment Association.	

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8.1 8.2	Planning Planning applications considered or commented upon by the Planning: 25/01476/PA IVY COTTAGE, 740, PILGRIMS WAY. Proposed barn conversion to a residential 1 x 2-bed dwelling and associated landscaping alterations - No comments required Planning Consent Issued: 25/01321/PA POOH CORNER, 6, TRAFALGAR CLOSE Construction of a first-floor balcony on the annex 25/01379/PA: KEEPERS LODGE, COMMON ROAD. Proposed change of use of existing building 7 and the redevelopment of the Site to provide 1 x 3- bedroom residential self-build dwelling 25/01207/PA: 8 WALTER BURKE. Dropped kerb and conversion of the front garden into driveway area for car parking Planning applications refused/withdrawn: NONE Other Planning Issues: Clerk advised that she had submitted 2 enforcement enquiries received from residents and confirmed that they had been registered. However, it will be a while before we know any outcome.	
9 9.1 9.2	Roads, Footpaths & Lighting (RFL) 9.1 Cllr Collier-Ward reported on actions carried out since the last meeting which are available on our website. In addition, she noted that the budlia on PV bridge has been reported to Medway Council as it is in their district. Also, hedges alongside the allotments, Hall Road and Knowle Road have been cut. Although the area around the gateway is still causing a sight obstruction. Cllr Collier-Ward also advised that a resident has asked for lights to be put along a dark pathway in the village as someone had fallen over. She checked the area and felt that solar lights would not get enough sunlight to charge due to the large overhanging trees. Clerk to ask KCC to polard the trees as they have protection orders on them. Further reports have been made for flytipping, the 20mph sign on Knowle has been obscured and twisted priority sign. Cllr Collier-Ward asked if there could be another 'school crossing' sign further up Knowle Road to give more notice of the crossing. 9.2 BCllr Dalton advised that following discussions regarding cars parking on footpath in Oldfield drive at the last meeting, he has spoken to the resident. He confirmed that it is not illegal to park on a footpath, but the Police could approach the person who parks there. He has been in touch with TMBC who say that the Borough Council does not have powers to deal with obstructive parking, this is an offence that the police can deal with under the Road Traffic Act. The property could possibly be put on the Parking Action Plan, however this could have a knock-on effect across the estate. BCllr Davis advised that the Parking Engineer could look at it, but would have to overcome potential objections. He also noted that as the obstruction is an offence under the Road Traffic Act, it should be reported every time via 101. Clerk enquired whether a bollard could be put there. Cllr Yard explained that she had been dealing with the Enforcement Offer and KCllr Kennedy who had been very helpful in getting advice. She will speak to KCllr again to see if a bollard could be a solution.	
10 10.1 10.2	Open Spaces (OS) 10.1 Updates: Cllr Church reported on actions carried out since the last meeting which will be on the website . Recreation Ground: Cllr Church also advised that he had removed the fallen tree, but found the broken branch had caused the rest of the tree to be unsafe. So the Clerk had arranged for a local tree surgeon to remove broken under delegated powers. The zip line has been repaired and new signage put up identifying a weight limit of 10 stone. The wetpour filler has been done around the swings to test it and appears to be ok, although someone has still picked part of it out which will need to be replaced and we can continue with the filler around the other equipment. The new bench installed, which is accessible for wheelchairs etc and the childrens bin has been put back in the babies play area. Finally, Cllr Church noted that dog poo is still being put in the new bin on the footpath, which is unacceptable. Clerk noted that she had initially put a sign on it, which had been remove, so she has now written on it. But this will cause a problem in the summer as the smell will make it unpleasant for anyone using the footpath. 10.2 Structural survey: Chair reported that the survey had been circulated and suggested action plan for way forward. She noted that the first recommendation was to prevent further alterations and take remedial action in the short term on the damaged sections. Cllr Marr suggested that before works start we still need clarify the legal position regarding recharging and access. It was agreed that legal first was determined first, then send out notices for the repairs historic gates to be brought up to standard. Cllrs Miles and Marr will produce a schedule of works to enable the Clerk to get quotes. Chair noted that issuing licences will be	

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10.3 10.4	quite indepth and that the Council need to make sure these costs are offset so that residents who do not benefit, do not have to carry the cost. Allotments: Cllr Yard advised that she and Cllr Collier-Ward had completed an inspection of the allotments and was pleased to report a great improvement only. There are only 1.5 plots left and there are so many initiatives for improving wellbeing and community. Cllr Collier-Ward noted that they had also checked the perimeter fencing, which is mainly in good condition, with the exception of the barb wire at the top which needed re-attaching. Cllr Miles reported that the majority had now been done, which the exception of one small length where brambles on the allotment side were stopping it being pulled through. She will speak to the Association about releasing the blockage and then re-attach. Grounds Maintenance: Clerk reported that the Urban Cut, MR9, recreation ground and the entrance to MR1 are all due to be cut next week. She has also arranged for the remainder of the felled tree to be removed by the GM team.	
11. 11.1 11.2	Village Hall: Cllr Marr reported actions for the month are on the website and noted that we need to accept the conditions of grant from the Village Hall Charity. They are basically that the money can only be used for improvements to the Hall for the benefit of the Parish. Proposed by Cllr Yard, seconded by Cllr Collier-ward. ALL AGREED Clerk advised that, as we now have a film licence, there will be a 'Horror genre' film showing on 1st November, anyone who can do the 'Time Warp' are invited to attend with their own drink and nibbles.	
12. 12.1 12.2 12.3 12.4 12.5 12.6	Health & Safety/Risk Management Defibrillators: All have been checked and The Circuit updated. Lifebuoys: All the PC's lifebuoys along the Esplanade in Peters Village have been checked with no issues although they still always need re-setting. Recreation Ground: Chair reported that the loose legs on swings still need to be tightened, the additional tool has been received, but it was too windy to do at the weekend. A resident has offered to fix the cargo net, if he has the right tools and will let us know. There are still a number of animal holes appearing. The Clerk suggested purchasing a tone bag of topsoil to be used when needed. It was agreed that this much is not needed. But the Chair of the Allotment Association offered to arrange for a large bag to be delivered, which can be kept in the container. Clerk reported that she has requested quotes for the outstanding actions required by the ROSPA report, although these are mainly green with a few yellow (low risk). However, she is having trouble getting quotes to come back. Chair will pass on details of companies she knows. Village Hall: None Youth Club: Clerk reported that most of the volunteers have now been DBS checked and the couple remaining either have one already or do not have 1:1 access to children. All volunteers will be given a copy of our Safeguarding Policy. Risk assessments: Clerk reported that the PV football team have forwarded their insurance details and will send the Risk Assesment shortly. They will use rec on Tuesdays evenings using floodlights above the adult goal posts and have accepted the conditions agreed at the last meeting.	
13. 13.1 13.2 13.3	Members of the Public MOP1: Advised that she had reported the obsured signs from the Church to Borstal, KCC are speaking to farmer to lower the hedges and the diversion sign abandoned at the entrance to the car park. Although Hall Road has been cut, she still thinks more needs to be taken off. Also the salt bins need to be looked at as we come to the winter months. Clerk reported that she has arranged for a tone bag to be delivered to our grounds maintenance team, but needs to confirm the current levels in the bins with KCC. MOP2: Advised that the Remembrance Day Parade will meet at the Hall and walk to the Church Service on Sunday 9th November. There will be the usual 15min road closure from 10.10am and will need marshals. She also noted that there seems to be a lot of barb wire in the horse field and only one trough for water. Councillors agreed that the Clerk sends gentle reminder to sort it out. Finally, she advised that the annual Firework display at the school will be on 6th November - tickets are £5.50 under 3 free. MOP 3: Reported that 18 cars went on the curb on Saturday whilst he was in the pub and it is even moe dangerous when the dray lorry delivers which tends to be during school runs, and asked what can be done Cllr Yard will contact the pub to see if the dray lorry can come after school runs. Cllr Marr reminded all that the Councillors are all volunteers doing their best with limited resources and powers. As previously advised by the Borough Councillors, obstructions on the path should be reported to the Police.	

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13.4	MOP 4: Complained that the grounds maintenance contractor does not back to back to the boundary wall in the Rec and there is ivy/brambles growing up the wall. Cllr Yard advised that this area is a registered 'wildlife' area with TMBC and is only cut twice a year, but will liaise with contractor to ensure it is cleared as it is due the autumn cut shortly.	
14.	General Village Business	
14.1	Items for the Newsletter: Clerk advised that the Oct/Nov edition was currently out and the next deadline will be 13 th November for the December one.	
14.2	Other Meetings: Cllr Collier-Ward will attend the the KALC meeting on Thursday.	
14.3	Purchase of Poppy Wreath: All agreed the cost of the wreath to be around £50. Cllr Miles will represent the Council	
14.4	Other Business: Chair congratulated Anne-Marie and Ashley for organising a fantastic Scarecrow competition. It was great to see them around the parish.	
15.	Correspondence: Clerk reported that a letter had been received from RBLI, thanking us for the £450 donation which was the profit from the VE Day Dance. As copy is currently on our website.	
16.	DATE OF NEXT MEETINGS: Tuesday 4th November , 2025. 7.30pm at the Village Hall	
17.	QUESTIONS FROM COUNCILLORS, CHAIRPERSON AND CLERK: To be passed to Clerk 7 days before the next meeting Cllr Collier-Ward asked how we could advise event more widely. Clerk advised that posters are usually put in notice boards as well as on social media, as well as in the parish magazine. Ann-Marie (Y&C Worker) suggested that if anyone says they don't know about an event, they are asked best way for them to receive information, bearing in mind individual letter drops are not practicable due to the size of the parish now.	
18.	Meeting Closed: 9.00pm	