

MINUTES OF WOULDHAM PARISH COUNCIL MEETING
TUESDAY 2nd SEPTEMBER, 2025 AT 7.30PM
WOULDHAM VILLAGE HALL

Present: Cllr Miles, Cllr Marr, Cllr Collier-Ward, Cllr Church, Cllr Yard BClr Davis BClr Dalton,
T. Miles (Clerk/RFO) **10** Members of Public

1.	APOLOGIES: NONE	ACTION
2.	RESIGNATION: Clerk advised she had received a letter of resignation from Cllr Bell. This means that a new Chair needs to be elected.	
3.	ELECTION OF CHAIR : Cllr Yard proposed Cllr Miles, seconded by Cllr Church Cllr Miles accepted the Chair and signed the Acceptance book. Clerk confirmed that she had checked with KALC and the Monitoring Officer who confirmed that this is allowed under the rules. The restrictions only apply to partners or civil relationships living at the same address ALL AGREED.	
2.	MINUTES OF PARISH COUNCIL MEETING The minutes of the Parish Council meeting held on 3 rd June 2025 were proposed by Cllr Marr and seconded by Cllr Collier-Ward. The minutes were duly signed by the Chairman	
3.	MATTERS ARISING FROM MINUTES - None	
4.	DECLARATIONS OF INTEREST - None - Clerk reported that, as she is related to the Chair, it may be prudent for Cllr Miles not to be included on the bank mandate and would have to declare an interest for pay discussions etc. All Agreed.	
5.	EXTERNAL REPORTS	ALL
5.1 5.2	Borough Council: Received. To be published on our website. BClr Davis reported that, at the last PPP meeting, there was an excellent presentation on devolution and the ramifications; he suggested that all have a look on Youtube for the detail. BClr Dalton advised that the November meeting will have further details and that all meetings are now in person.	
6.	Community Safety	CLERK
6.1 6.2 6.3	Police: PC Brown introduced himself as the new Beat Police Officer and advised that he, and his colleague PC Warner, had visited the Summer Fair and already met a number of residents. He will try to attend as many meetings as allows with the caveat that he may get called away to deal with issues. Neighbourhood Watch: Waterman Way: 2/8/25 Somebody stole both number plates from a Mercedes C220 parked in the road. <i>Crime Report No. 46/134050/25</i> Laker Road: 26/8/25. Somebody broke into a commercial property and stole security items School Lane: 30/8 Somebody stole a Rangerover VX62 parked on the drive Speedwatch: Clerk reported that the following report had been received from the new Co-ordinator: 2 x 1 hour Speedwatch sessions took place during August. The results are as follows: Site 1: Knowle Road, approximately 15 metres away from the school crossing patrol site. Total cars recorded during the session: 171 with 33 speeding which equates to 20% Site 2: High Street, heading North only. Total cars recorded during the session: 210 with 10 speeding which equate to 5% Whilst at the Village Green, 18 cars came past from the No Entry end of the High Street. It was noted at least 4 turned down into Walter Burke Avenue meaning these must be residents who are not observing the No Entry. Also, a Kent-wide report has been received covering all Community Speedwatch over the same week. The results were: Kent had 335 volunteer hours, 71 sessions undertaken, 14,264 vehicles passed the teams during the session in the direction of travel for detection, 959 vehicles were observed speeding. This equates to 6.7% of vehicles recorded as speeding. So, whilst the High Street is in line with the county average, at 5% in 1 hour, Knowle Road at 20% continues to be excessively high and still poses a serious risk of injury. Cllr Collier-Ward asked that we advertise in the magazine to try to recruit more volunteers. Clerk to create a specific advert.	

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Date _____

7. 7.1 7.2	Administrative and Finance Authorisation of payment request. Cllrs Yard, Church and Marr signed the request. New signatory: Cllr Miles proposed from the Chair, that Cllr Yard be a new bank signatory. All Agreed Cllr Marr noted that he had still not attended the bank with his details, but will asap.	Clerk AM
8.1	Members of the Public MOP1: As a decendent of a local resident, he was under the impression that the Rec was given to the Parish and all residents should be allowed to put gates in the wall. This would ensure small children's safety as it is dangerous having to use the High Street path. Clerk explained that it was investigated in the '80's, where Blue Circle were identified as the owners, so the PC entered into a lease with them, they then purchased the freehold in 2002. However, currently the PC are seeking legal advice on how to allow additional access into the Rec as paperwork says this is not allowed. If this can be resolved, we will look at issueing licences with conditions to enable gates to be put in. MOP 2/3 (2)Felt that as others have gates, she should be allowed to have one now and not wait 3 years. (3) Also, if the structural survey was done on 11/8 has the report been received. Clerk explained that the company had been chased, but nothing has yet been received. However, the surveyor had identified some areas where the foundations had been dug out causing the wall to lean, this will need to have a buttress built to secure it and in some areas structures had been build onto the wall which has caused degeneration. (2) although the Speedwatch showed traffic not speeding during the day, there is a lot of speeding in the evenings and it is dangerous for small children to use the High Street footpath. Clerk suggested that if small children were out without adult supervision, it could be seen as neglect and reported as a child protection issue to social services. (2) interpreted this as an accusation of bad parenting. Clerk, Councillors and other MOP's assured her that this was not the case and was a generic comment, but the Clerk apologised for any misunderstanding explaining that she had previously reported a 4 year old wandering around an estate alone and is fully aware that (2) would never allow this. MOP 4 Asked is it fair for her to have a gate whilst others are not allowed as it means they can park in the carpark. Cllr Yard explained that previous councils seemed to allow gates without checking the legalities. There have been no gates allowed since 2022 as we have had to confirm ownership and now have to check the conditions of purchase. (3) noted that a gate had been put in around 2023, but no action had been taken against them. MOP 5 Handed new Chair the Chain of Office, keys, ownership of Tommy, passcodes and original receipt for brown bin. She also advised that she had reported to KCC that build out signs along Wouldham Road cannot be seen (8987200) and that concrete being put into the drain at 115 High Street (894692). MOP 6 Asked whether the PC would support a Remembrance Parade in the afternoon of Remembrance Day. Clerk noted that Burham also do their in the afternoon and asked if it would clash and the service is in the morning. Cllr Collier-Ward noted that the service was very long for some children, so it may be an idea to just have a parade to lay wreaths. There was no objections, so (5) will liaise with the Church to look at the possibility of parading from the Village Hall to the Church which will come under the 15 minute road closure rule. MOP 7 Asked if anything can be done about the parking in Oldfield Drive as her mother often has problems exiting her home due to cars blocking the path. Cllr Marr advised that it is a KCC/TMBC matter as the PC has no powers. Cllr Marr also reported that the Residents Association regularly sends out letters regarding works vehicles being parked on the estate which is another big problem. Cllr Yard will contact TMBC to see what can be done.	TY
9 9.1 9.2	Planning Planning applications considered or commented upon by the Planning: 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 25/01348/PA: PETERS VILLAGE. Vary S106 Agreement to allow extended time to submit applications for Reserved Matters. 25/01207/PA: 8 WALTER BURKE. Dropped kerb and conversion of the front garden into driveway area for car parking No comments required Planning Consent Issued: 25/01170/PA: DOWNS FARM. Non-Material Amendment to planning permission TM/22/02876/FL to alter and enlarge the basement with internal changes	

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Date _____

9.3	<u>Planning applications refused/withdrawn: NONE</u> <u>Other Planning Issues:</u> Enforcement enquiry sent regarding the structure and parking opposite the entrance to the battery storage area on School Lane	
10	<u>Roads, Footpaths & Lighting (RFL)</u> 10.1 Cllr Collier-Ward reported on actions carried out since the last meeting which are available on our website. In addition, she noted that the Speed limit in Knowle Road is still being lobbied for with KCC Highways and there some work scheduled for Pilgrims Way to be done this month to tackle the remaining potholes. She also noted that the hedge has been cut at the top of Knowle Road, but is still not back far enough. Cllr Marr noted that they had cut around the bollards, but nearest the pinch point it has not been taken back to the bollard line. Clerk to enquire with KCC 10.2 Cllr Collier-Ward has again reported more fly tipping along Pilgrims Way. However, there is some confusion where the boundary with Medway lies, so will check and report to both if needed. 10.3 Clerk reported that she had contacted the Land managers for Tarmac on behalf of residents from Wouldham Court regarding clearing the footpath behind the church, who will inspect the area.	CLERK CCW
11.	<u>Open Spaces (OS)</u> 11.1 <u>Updates:</u> Cllr Church reported on actions carried out since the last meeting which will be on the website and apologised not being around much during August. Cllr Yard advised that she had filled holes and will continue as they occur. It was noted that they are mainly being caused by animals so is very difficult to stop them. Cllr Yard also noted that nappies keep being left by the benches and doesn't understand why people do this. 11.2 <u>Recreation Ground:</u> Clerk advised that the wetpour filler and gloves have arrived and suggested getting together Saturday to fill some of the gaps around the equipment. She has also ordered an additional security key to tighten some of the loose bolts and a new chain sleeve for the zip line. 11.3 <u>Allotments:</u> Chair congratulated the Ashly and the Allotment Association for there recent Open Day, which seemed very successful and hopes the Wellbeing Garden continues to develop. 11.4 <u>Grounds Maintenance:</u> Clerk reported that we had received a request to clear shrubs along Meadow Way, but when checked, there were 2 shrubs overhanging the footpath by 2-4", She had taken them back to the path line, but has reported back that it is more the tree the other side of the path which is blocking it far more. 11.5 <u>General:</u> Clerk reported that the new bin had been installed along the Rec path and on Hall Road. Whilst TMBC have agreed to add the one in the Rec onto their schedule, she has asked our GM contractor to empty the one on Hall Road twice under delegated powers. For this to continue, there would be an additional cost of around £10 per week as it contains contaminated waste (dog poo) and has to be disposed of in line with regulations. Cllr Yard proposed to have 40 empties per year, which could cover more in the summer and less in the winter as and when needed. Seconded by Cllr Church - All AGREED 11.6 Clerk reported that we are gradually getting damaged road name plates replaced. New ones have now been installed at Ferry Lane, Cornwall Crescent and Walter Burke. Rectory Close is still fine, but just needs cleaning.	CLERK CLERK
12.	<u>Village Hall:</u> Cllr Marr reported actions for the month are on the website. Clerk reported that a film licence had been purchased for the Hall so Ann-Marie, Youth & Community Worker can take forward a new 'Film Club'. Funding for this is from the Y & C S106 funding. Clerk noted that due to recent issues at the Hall, new conditions had been drafted to include a fine for not following the exit procedures and to cancel regular bookings if they are not paid within 30 days of the invoice. Cllr Collier-Ward requested an amendment to include any damage to others property to be deducted from deposits. Cllr Yard noted that she is now checking the Hall after bookings. Proposed to accept new terms with the amendment by Cllr Yard, seconded by Cllr Collier-Ward. ALL AGREED Clerk explained that she had received an email regarding the bad dept. The user explained that he was meeting a debt advisor and will provide a payment plan after this. Cllr Miles suggested a deadline be given of Friday for him to agree a plan, if this is not received to proceed to Small Claims Court without bringing it back to council. ALL AGREED.	CLERK CLERK

Signed _____

Date _____

13.	Health & Safety/Risk Management	
13.1	Defibrillators: All have been checked and The Circuit updated.	
13.2	Lifebuoys: All the PC's lifebuoys along the Esplanade in Peters Village have been checked with no issues. Clerk reported that Trenport also check them weekly, which could explain why the taper setting need re-doing at each check.	
13.3	Village Hall: None	
13.4	Open Spaces: Cllr Miles advised that a company has been approached to complete the outstanding yellow actions on the ROSPA and we are awaiting their quote. This company seems to be one of a very small number who actually deliver locally, so it may be difficult to get comparison quotes.	
13.5	Risk assessments: Cllr Miles reported that she had received the risk assessment for the Summer Fair and made a couple of suggestions which were included and approved. .	
14.	General Village Business	
14.1	Items for the Newsletter: Any items for inclusion need to be with the Clerk by 12 th August Cllr Collier-Ward suggested a separate Speedwatch recruitment advert.	
14.2	PPP Meeting: It was noted that attending an in-person meeting is less attractive, but Cllr Yard will consider going if times allow.	
14.3	Chair presented a small gift to the outgoing chairs representative (not paid for by the Council) as a thank you for all his hard work in the Parish and support to new Councillors over the years which was very much appreciated.	
14.4	Chair presented a bouquet of flowers for Ann-Marie as a thank you from the Parish Council for all her hard work in making the Wild West Summer Fair such a success. And thanked all those who had helped on the day.	
14.5	Clerk reminded councillors that they need to think about Precept planning. Any ideas for projects or budget inclusion will be on next months agenda for discussion. So any ideas/costs can be presented at this meeting.	
15.	Correspondence: Clerk reported that an email had been received from the Allotment Association inviting members to carry out the inspection within the next few weeks. Cllr Collier-Ward and Cllr Yard will liaise with the Chair of the Allotment Association. Clerk also reported that she had received a request from another Parish Council for support regarding the restriction of public participation at planning meetings. It was agreed that, whilst we would support open meetings, in terms of planning, it may be better to ensure different points are recorded rather than having many people repeating the same point. Perhaps there could be a spokesperson recording that they represent X amount of people with evidence behind it.	TY CCW
16.	DATE OF NEXT MEETINGS: Tuesday 7TH OCTOBER , 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	
18.	Meeting Closed: 9.20pm	