

**MINUTES OF WOULDHAM PARISH COUNCIL MEETING
TUESDAY 4th June, 2024 AT 7.30PM
WOULDHAM VILLAGE HALL**

Present: Cllr Bell, Cllr Marr, Cllr Britchfield, Cllr Yard, Cllr Miles, Cllr Parris,
T. Miles (Clerk/RFO) 3 Members of Public

1.	APOLOGIES: , BCllrs Davis, McDermott and Dalton	ACTION												
2.	<p>MINUTES OF PARISH COUNCIL MEETING</p> <p>The minutes of the Annual Parish Council meeting held on 7th May, 2024 were proposed by Cllr Parris and seconded by Cllr Yard. The minutes were duly signed by the Chairman</p> <p>The minutes of the Parish Council meeting held on 7th May, 2024 were proposed by Cllr Parris and seconded by Cllr Yard. The minutes were duly signed by the Chairman.</p> <p>Cllr Bell advised that the Annual Parish Meeting minutes will be signed at next year's meeting.</p>													
3.	MATTERS ARISING FROM MINUTES - None													
4.	DECLARATIONS OF INTEREST - None													
5.	EXTERNAL REPORTS													
5.1	Borough Council: Report received. Copy to be placed on our website.													
5.2	PPP Meeting: Cllr Bell noted that he had attended the last meeting where the elections took place. His report is attached to the minutes. However, Wouldham seems to be a good example of working towards MS4N (Making Space for Nature) by having set aside wildlife areas and planting trees etc. Cllr Parris asked if the Piggy Field could be considered a wildlife area. Cllr Parris also asked who owned the last piece of land beyond the compound. Clerk to investigate.	CLERK												
	Community Warden: Not received													
6.	Community Safety													
6.1	Police: Not Received													
6.2	Neighbourhood Watch: 16th May in Pilgrims Way. Somebody stole a white Ford Fiesta, AV67***, from the road. 9th May in Worrall Drive. Somebody stole a tyre from school grounds.													
6.3	<p>Speedwatch:</p> <p>2 sessions took place in May. The results are as below:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Date</th> <th style="text-align: left;">Site</th> <th style="text-align: left;">Total number of vehicles</th> <th style="text-align: left;">Numbers speeding</th> </tr> </thead> <tbody> <tr> <td>8/5</td> <td>Knowle Road (top)</td> <td style="text-align: center;">248</td> <td style="text-align: center;">0 (30mph zone)</td> </tr> <tr> <td>22/5</td> <td>Knowle Road (bottom)</td> <td style="text-align: center;">128</td> <td style="text-align: center;">40 (20mph zone)</td> </tr> </tbody> </table> <p>The team are quite despondent that, even though consistent sessions show Knowle Road as being a serious area of concern, the Police have only visited once and no strategy for dealing with this problem is being considered.</p> <p>Cllr Bell has spoken the Area Coordinator who has passed on details of a contact within KCC who may be able to give advice. Cllr Britchfield noted that when it was set up, people caught 3 times, get a visit from the Police. Cllr Bell advised that the difficulty is that there is no feedback to its effectiveness. Cllr Britchfield asked if there would be a discount if we purchased 2 cameras for the Parish and whether they could be linked to the Police Control Centre. Cllr Bell advised that the cameras we are looking to purchase do not record speed. Cllr Yard was concerned that someone could be seriously injured or killed if the situation is not addressed.</p>	Date	Site	Total number of vehicles	Numbers speeding	8/5	Knowle Road (top)	248	0 (30mph zone)	22/5	Knowle Road (bottom)	128	40 (20mph zone)	EB
Date	Site	Total number of vehicles	Numbers speeding											
8/5	Knowle Road (top)	248	0 (30mph zone)											
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Signed _____

Date _____

7.	Administrative and Finance	
7.1	Authorisation of payment request. Cllr Bell and Marr signed the request. An additional councillor is needed to sign off the statement.	
7.2	EGM: Cllr Bell proposed to meet on 20/6 to sign off the Audit documents following the audit on 17/6/24. Seconded by Cllr Miles. All agreed. Clerk to issue notice.	
7.3	Motion to approve the Statement of Internal Control: proposed by Cllr Bell, Seconded by Cllr Britchfield. All Agreed – Chair and Clerk to sign	
7.4	Cllr Bell explained that with no meetings until August, payments still need to be processed. Therefore, he proposed to delegate payments up to £1,500 to the Clerk following authorisation of 2 members from the Finance Team. Seconded by Cllr Yard. All Agreed	
	Members of the Public	
8.1	MOP1. Queried whether the little cabin on School Lane is to do with the substation. Cllr Britchfield advised that he thought there was no excavation, it appears to be preparing to do the muck spreading. Clerk to check and advise	Clerk
8.2	MOP 2. Advised that the traffic lights are constantly getting stuck due to people not getting close enough to the sensor and wondered if there was anything the Council could do i.e. putting a sign on the traffic lights. Clerk to speak to KCC	Clerk
9	Planning	
9.1	Planning applications considered or commented upon by the Planning 24/00601/PA PHASE 5, Worrall Drive, Section 73 Minor Material Amendment: To vary the drainage strategy of planning permission TM/22/01119/RM Reserved Matters application pursuant to outline application ref TM/15/01485/OAE relating to appearance, layout, landscaping and scale Cllr Yard advised that she has looked at the fig tree and feels that it could just be pollarded rather than cut down. Clerk to comment on the Planning Portal.	Clerk
9.2	Planning Consent Issued: NONE	
9.3	Planning applications refused/withdrawn: NONE	
10	Roads, Footpaths & Lighting (RFL)	
10.1	Updates: Clerk reported that: <ol style="list-style-type: none"> 1. She had spoken to KCC about the Flecta bollards which should be installed in Hall Road. The Liaison Officer confirmed that he had raised an order for the broken one to be replaced with a Flecta and he will raise a defect order. 2. Cllr Parris reported that: the grid at the top of Ferry Lane has been repaired but is still lower than the rest of the road 3. Cllr Bell noted that the lamppost in Hall Road has been replaced. 	
10.2	Current issues: Cllr Bell noted that following a meeting with the school, the Council had agreed to pay for a crossing patrol officer (as agreed in the precept). The area had been approved by KCC and the school were going to recruit for the position. As there seems to have been no progress, he contacted chair of governors to ask for an update. An email was then received from Mrs Baldwin (Head) who denied all knowledge of it although a member of her own staff attended the meeting on behalf of the school.	
10.3	Cllr Bell advised that the Traffic Survey has been received. He is currently analysing the data, but initial results show that the traffic is horrendous. Cllr Britchfield asked if we could insist that we were consulted for Bushy Wood as this development will make the situation even worse. Cllr Bell advised that the Clerk had been in contact with TMBC who reported that Highways have raised no comments or concerns and that the S106 items seem to have all been sorted with nothing for Wouldham.	EB
11.	Open Spaces (OS)	
11.1	Updates: <ol style="list-style-type: none"> 1. Cllr Yard reported that: the area around the roundels have been cleared so that Ashley can decorate them again. Also, she has fed the trees planted last year and they seem to be doing well. 	

Signed _____

Date _____

11.2	<p>2. Cllr Miles reported that: she had filled the rabbit hole in the middle of the rec. The Tramway has been cut, but it needs maintaining as it is growing quickly</p> <p>3. Cllr Parris apologised for not getting out with more dog poo signs, but she had been unwell.</p> <p>4. Cllr Miles reported that people seem to have been camping on the Common. Their rubbish/camp has been cleared/burnt and the area tidied a little. However, we still need to beat the boundary and plan what needs to happen to protect the area. All agreed to save Sunday 21st July to spend at the Common. Cllr Miles asked if the padlock could be removed from the entrance before that date.</p> <p>Current Issues</p>	ALL CLERK
11.2a	<p>Cllr Parris noted that when the rec was cut last week, the gate was left open for over two hours and had spoken to the contractor about it. Clerk to send a letter reminding them to close gates. Cllr Bell noted that all dogs need to be under control as there are other areas of the Rec that have no gates.</p>	CLERK CLERK
11.2b	<p>Cllr Parris reported that there are a great deal of runners/suckers on the trees around the river. Clerk to advise TMBC</p>	CLERK
11.3	<p>Cllr Parris also advised that she had seen a lifebuoy in the water and we need to check to see if it is from the riverside housing. Clerk advised that these lifebuoys are checked monthly by TMBC, but will have a look to see if it has been missed.</p>	CLERK
11.4	<p>Allotments: Cllr Bell advised that he and the Clerk are due to meet with the Allotment Association to finalise the lease in line with their constitution. This will be done before the next PC meeting</p>	EB
11.5	<p>Ground Maintenance: Cllr Bell noted that all councillors had been asked for areas to be included and 3 companies to be invited to tender for the work. Cllr Marr noted that a management company looked after Oldfield, but GI Landscapes may be interested.</p> <p>Playing field update: Cllr Bell noted that although indications from Trenport suggested the area would be open on the 18th May, it appears to still not be open. However, children are playing there and the Clerk had reported that fencing had been pulled down on several occasions. The current update is that the area has not been signed off due to the grass not embedding sufficiently to pass their safety inspection. Cllr Bell noted that the benches for the PV park have been purchased and we are awaiting delivery.</p>	ALL
12.	<p>Village Hall:</p> <p>Clerk reported that: Trustees and PC Reps had met to discuss a way forward. The Trustees indicated their desire to dissolve the charity by the end of July to remove their personal liability. They are currently working through the governing document to comply with Charity Commission rules which includes an asset audit and disposal, utility transfers to the PC and passing any unspent funds to an organisation(s) with similar aims and objectives, possibly in the form of a grant. Once this has been completed, the responsibility for the Hall will be with the Parish Council as a statutory body. However, the team are willing to set up an Unincorporated Community Association which could run the hall with a Service Level Agreement/Licence to Occupy from the Parish Council. The recommendation is to support the development of a new group to continue to run the Hall, events and activities. Proposed by Cllr Parris, Seconded by Cllr Bell. Cllr Marr declared an interest as having a connection to one of the Trustees, therefore did not vote. All others Agreed. .</p>	CLERK
13. 13.1	<p>Health & Safety/Risk Management Update: Cllr Bell reported that he is still working through emergency planning/flooding and has signed up to a training course in October to gain further insight.</p>	EB
13.2 13.3	<p>Defibrillators: Both have been checked and The Circuit updated.</p> <p>Cllr Parris has spoken to Mr Millet about taking the cabinet down and relocating it onto the Watermans pub wall. However, the current landlady is leaving, potentially by the end of June. There should be a new tenant quickly as there has been a lot of interest. Cllr Parris will chase to try to get it re-sited before the Landlady leaves.</p> <p>Lifebuoys: All checked and form signed off.</p>	DP
14. 14.1	<p>General Village Business</p>	ALL

Signed _____

Date _____

14.2	Newsletter: The next issue will be for August/September. Any suggestions to be with the Clerk by 12 th July.	ALL
14.3	PPP Meeting: Cllr Bell reminded councillors to give him any questions to put forward and asked if anyone else would like to attend on the 29 th August.	CLERK
14.4	Youth & Community Worker: Cllr Bell welcomed Anne-Marie as the new Y & C worker. She thanked the council for appointing her and looks forward to get more children involved and contributing to making the village a better place to live as well as supporting other local groups and delivering events and activities for the whole village.	
14.5	Handyman: Cllr Parris asked if Iain (Handyman) could look to remove the defib cabinet so that it can be cleaned etc, before it is re-sited.	
14.6	Project update: Clerk reported that the current courses are advertised in the Parish Newsletter. Line Dancing is looking to become self-sufficient as it develops. Chair Exercise continues to grow and will continue with funding until September. One lady reported that she was now able to get out of a chair without additional support! The next Sign Language session is due tomorrow with both the original groups being condensed into one. Qualification courses are being delivered from the Community Centre, with the more 'social' classes being run from the Village Hall. The next Textile course is due to start on 14 th June which will initially be via Kent Adult Education (KAE), but will also work to become self-sufficient. She is due to meet with KAE to discuss the next round of courses. Cllr Parris asked whether Ti Chi could be considered. Clerk reported that KAE have looked at this, but have difficulty in finding a local tutor.	
14.7	D Day 80 : Cllr Marr presented the attachment he had created for the beacon and noted that the plaque purchased was too heavy for the fitting, so would be used elsewhere. Ann-Marie advised that she is arranging refreshments to raise funds for the new youth clubs and has invited the Cookie Hut in order to offer cakes etc. Ashley Crowdey asked if a councillor could help marshal the children from the Medway pub to the Rec at around 6.45pm. Clerk noted that support for setting up was needed from 3pm onwards and asked when councillors could attend. Cllrs Bell and Yard will be there from 3pm, Cllr Marr will be there around 6.30pm, Cllr Miles will be there around 5pm and Cllrs Britchfield and Parris were not sure if they could make it due to other commitments.	ALL
14.8	Cllr Parris asked about the resignation procedure and asked how we advertise. Cllr Bell advised that the resignation is accepted by the Chair who instructs the Clerk to inform TMBC who will deal with the initial process, we are then informed when it can be advertised to co-opt.	
15.	Correspondence: None	
16.	DATE OF NEXT MEETINGS: Tuesday 3rd September , 2024. 7.30pm at the Village Hall	
17.	QUESTIONS FROM COUNCILLORS, CHAIRPERSON AND CLERK: To be passed to Clerk 7 days before the next meeting	
	Meeting Closed: 9.05m	

Signed _____

Date _____

Current available monies ringfenced			£ 89,703.12	
Receipts made up to June 19th				
TOTAL INCOME				£ -
Payments made up to June 19th				
13-Jun	Aldermore	Minibus Lease		1128.00
17-Jun	Jurni Limited	Maint		66.00
03-Jun	Google	Email		14.86
	Giffgaff	Mobile phone		6.00
	Staffing	Payroll		1642.42
	Staffing	Expenses		145.74
	N Power	Streetlights		56.40
	Wouldham PC	Office		216.66
	Holbrook Engineering	Streetlight rep		1652.30
	EDF	CCTV		18.00
	NEST	Pension		51.26
	Compaid	10 week check		239.40
	PWLB			5224.01
	SPY Alarms	CCTV Maint+ call out		231.60
	Hadlum printing	Programme		140.00
	Broxap	Benches PV		3616.80
	Hadlum printing	Newsletter		75.00
TOTAL EXPENDITURE				£ 14,524.45
	P & L for period		-£ 14,524.45	
	Balance (inc ringfenced)		£ 43,198.94	
	Pending/cleared	TEEC	-£51.26	
	Closing Bank Balance @ 19/6			£ 132,953.32
Payments to be agreed at extra June meeting				
July	Minibus Lease	Aldermore		1128.00
July	Maint	Jurni Limited		66.00
July	Email	Google		14.86
July	Mobile phone	Giffgaff		6.00
July	Mobile Y & CW	Giffgaff		6.00
June	Payroll	Staffing		2759.89
July	PAYE	Staffing		795.96
June	Expenses	Staffing		229.86
June	Streetlights	N Power		53.22
June	Office	Wouldham PC		216.66
June	CCTV	EDF		18.00
June	Pension	NEST		95.43
June	Grounds Maint	Orchard		3048.24
June	Internal Audit	April Skies		365.00
				£ 8,803.12
TOTAL COMMITTED SPEND @				
ESTIMATED BALANCES				
Estimated Bank total	£	124,150.20		
RINGFENCED TOTALS	£	89,703.12		
TOTAL AVAILABLE	£	34,447.08		

Signed _____

Date _____

PPP MEETING HELD ON 30TH MAY 2024 - FEEDBACK REPORT

The Chairman and Vice Chairladies were re-elected.

Dawn, from the Election department, gave a brief talk on the arrangements for the forthcoming elections with the usual plea for volunteers. Parish Councils are being sent publicity for the election, and are asked to display this prominently.

The next item was a speech on MS4N (Make Space For Nature) areas to be made available for wildlife to flourish. Wouldham Parish seemed to be ahead of the game with SSSI sites, the Rec and River Walk.

The next speaker gave us a list of where TMBC were spending money, such as the up-date to the Larkfield Leisure Centre. The majority of other schemes seem to be in Tonbridge.

TMBC is the 7th best Council for recycling waste material in England, but obviously we do not make enough money from that to re-instate our Bulk Collection Service.

The next meeting will be on 29th August, 2024 and is online. Other Councillors are invited to represent the Parish at these meetings so that it does not consistently fall on one person.

Cllr Eddy Bell

Signed _____

Date _____