

# WROTHAM PARISH COUNCIL

## MINUTES OF THE ANNUAL PARISH COUNCIL MEETING, HELD ON WEDNESDAY 01<sup>st</sup> May 19 IN THE WROTHAM PAVILION, HIGH STREET, WROTHAM

**Present:** P Gillin (Chairman) H Rayner, K Denton R Betts, M Coffin, C Mills, Mrs P Parker & Mrs B Jackson

**In Attendance:** Lesley Cox (Clerk)

### 1. **Apologies for absence:**

Cllr Beach

### 2. **Attendance Register**

The register was signed and the following declarations of interests noted.

All Meetings

Cllr's Gillin, Rayner, Betts, Beach, Denton & Mrs Jackson members of Keep Borough's Green

Cllr Beach member of the St George's Bell Ringers

Cllr Gillin member of Friends of Wrotham & Wrotham Xmas Lights

Cllr Mills chairman of Friends of Wrotham

Cllr's Rayner, Gillin & Mrs Jackson (committee member) members of Friends of St George's

Cllr Rayner member of St George's Church of England Wrotham

Cllr Rayner retired member of the Baltic Exchange Ltd

Cllr Rayner life member of the National Trust

Cllr's Rayner & Beach members of Kent Association of Change Ringers

Cllr Rayner assistant Village Magazine Deliverer

Cllr Rayner life member of the Royal National Lifeboat Institute

Cllr Mrs Jackson member of Wrotham Fireworks

Cllr's Rayner, Gillin, Beach, Denton & Mrs Jackson members of the Campaign for the Protection of Rural England – WPC corporate member

Cllr Gillin committee member of Tonbridge & Malling branch of the Campaign for the Protection of Rural England.

Cllr Coffin firework provider for Wrotham

Cllr Mills Village Magazine Editor

Cllr Betts trustee of Tonbridge & Malling Leisure Trust

Cllr Mills committee member of Wrotham Music Festival

Cllr Mills director of charity, Good Food Matters.

Cllr Rayner Conservative Party Member

Cllr Rayner Member of Tonbridge & Malling Conservative Party Executive & Management Committees

### 3. **Elected Members Declaration of Acceptance of Office – to commence on 8<sup>th</sup> May 2019**

All members present duly signed their declaration of acceptance of office, post-dated to the 8<sup>th</sup> May 19. This position will commence on the 8<sup>th</sup> May 2019 and will be ratified at an Extraordinary Wrotham Parish Council Meeting to be held on the same date.

### 4. **Election of Chairman**

Vice- Chairman Cllr Denton took the chair for this item. Cllr Gillin was proposed by Cllr Rayner and seconded by Cllr Betts for the position of Chairman, this appointment to commence on the 8<sup>th</sup> May 2019 and will be ratified at an Extraordinary Wrotham Parish Council Meeting to be held on the same date. Cllr Gillin was unanimously elected as Chairman. Cllr Gillin abstained from voting.

### 5. **Chairman's Declaration of Acceptance of Office**

The declaration was made to the meeting and duly signed by Cllr Gillin, post-dated 8<sup>th</sup> May 19

### 6. **Election of Vice-Chairman**

Cllr Denton was proposed by Cllr Rayner and seconded by Cllr Gillin for the position of Vice-Chairman, this appointment to commence on the 8<sup>th</sup> May 2019 and will be ratified at an Extraordinary Wrotham Parish Council Meeting to be held on the same date. Cllr Denton was unanimously elected as Vice-Chairman. Cllr Denton abstained from voting

## 7. Vice Chairman's Declaration of Acceptance of Office

The declaration was made to the meeting and duly signed by Cllr Denton, post-dated to the 8<sup>th</sup> May 19

## 8. Minutes

The minutes of the meeting held on 03<sup>rd</sup> April 19 were proposed by Cllr Rayner, seconded by Cllr Mills and agreed and signed as a correct record by the Chairman. The minutes of Annual Parish Meeting also held on the 03<sup>rd</sup> April 19, were proposed by Cllr Rayner, seconded by Cllr Mills and agreed and signed as a correct record by the Chairman.

## 9. Appointment of Committees

The Council approved the following committee memberships – to commence on the 8<sup>th</sup> May 2019 and will be ratified at an Extraordinary Wrotham Parish Council Meeting to be held on the same date.

Grounds	Cllr P Gillin (Chairman) Cllr Mrs B Jackson Cllr R Betts M Howard (co-opted) Burial Clerk B Saunders (co-opted) Allotment Committee
Buildings/ Property	Cllr K Denton (Chairman) Cllr P Gillin (St George's Hall Committee) Cllr D Beach Cllr C Mills Cllr Mrs B Jackson Cllr M Coffin Cllr R Betts
Highways	Cllr D Beach (Chairman) Cllr H Rayner Cllr K Denton Cllr C Mills Cllr P Gillin
Crime & Disorder	Cllr P Gillin (Chairman) Cllr D Beach Cllr K Denton Cllr H Rayner Cllr R Betts
Finance	Cllr H Rayner (Chairman) Cllr D Beach Cllr M Coffin Cllr K Denton Cllr P Gillin
Planning	Cllr P Gillin (Chairman) Cllr H Rayner Cllr D Beach Cllr C Mills Cllr K Denton Cllr Mrs P Parker
Joint Parish Skate Park	Cllr K Denton Cllr Mrs B Jackson

Youth Cllr C Mills  
M Taylor (co-opted) Youth Worker

External Bodies

Joint Standards Board Cllr D Beach

KALC Cllr P Gillin  
Cllr C Mills  
Cllr D Beach  
Cllr K Denton  
Cllr Mrs P Parker

Parish Partnership Panel Cllr C Mills  
Cllr P Gillin  
Cllr D Beach  
Cllr K Denton  
Cllr Mrs P Parker

CPRE Cllr P Gillin

TMBC/KCC Joint Transportation Board  
Cllr H Rayner  
Cllr Mrs P Parker

**10. Public Question Time**

No Public in attendance

**11. Southbeats Festival – Licence Application Consultation Response**

Due to the proximity to the local elections and the deadline of the Licensing Consultation for the above festival, Keep Boroughs Green has agreed to underwrite the cost of appointing Magdalena Gray of Harrison Grant Solicitors to produce a response. Local parishes will be asked to contribute to the cost once they are fully mandated to make this decision.

The current licensing policy on T&MBC's website expired in 2018. The new policy running from 2019 to 2024 is not yet available to download, this is contrary to legislation. Quite a few of the reports that form critical parts of the application are still unavailable. WPC is of the opinion that this is unreasonable for the public and Parish Councils to make submissions without all of the evidence. Following a conversation between Magdalena Gray and Anthony Garnett it appears that T&MBC themselves don't have all the reports from the applicant.

Our solicitor advised us that she should apply for an extension of the consultation period of 1 week from a date after all documents are available and the website has the correct documentation, this has been agreed.

It has been impossible to appoint Highways Consultants due to the deadline of the 9<sup>th</sup> May 19, should a time extension be granted then this may be possible.

In defence of T&MBC, Cllr Coffin pointed out that it is flaws in the current licensing legislation and not T&MBC being obstructive that has resulted in the public and Parish Councils being unable to obtain these reports. Within the legislation as it stands T&MBC as the licensing authority cannot release any documentation submitted with an application without the permission of the event applicant.

Cllr Coffin was unsure within the current legislative guidelines that T&MBC can grant this extension but advised the meeting that any reports obtained would be very useful to the Safety Advisory Group and can be submitted in advance of the hearing date for this license application of the 28<sup>th</sup> May 2019.

WPC to look into obtaining a highways report.

**12. Reports if any from County Cllr and or Borough Cllr**

County Councillor: Harry Rayner

Age Concern in West Malling has closed due to insolvency. KCC has provided money to the organisation to ensure that staff was paid up until the date of closure. The organisation is attributing the closure on the 1.4% cut in funding from KCC, but this isn't the case, the

failure of the organisation was due to inefficient management and the disproportionate amounts of income spent on transport costs. This was one of the main reasons Age UK didn't take over Age Concern West Malling. The organisation provided day care for dementia sufferers; KCC Adult Services are working to make provision elsewhere in the area to accommodate everyone affected by the closure.

Borough Council: Martin Coffin

To following on from Harry's report Age Concern West Malling has been in trouble since January, and T&MC is working with KCC in connection with the closure. The organisation received a grant of £1M only 5 years ago.

### **13. Reports from various Committees**

#### Grounds

Nothing new to report other than the usual on-going maintenance of all areas.

#### Buildings

Since the closure of the toilets due to fire damage, the area has been experiencing the anti-social behaviour of individuals urinating in the lobby up against the locked door to the gent's toilet. Cllr Gillin is looking at options of a security door / gate to prevent access to the lobby.

#### Highways

Cllr's Gillin & Rayner met with Neil Tree, Julie Emmett and Mark Simmons of KCC with a view to reducing the cost to WPC of repaving the High Street. Neil Tree indicated that he was uncomfortable from a public money investment view to reducing the specification of materials. Neil Tree has agreed that KCC will now undertake surveys of the area and work out costings to a higher specification. The project will then be undertaken by KCC with a contribution of in the region of up to £60K from WPC, with an additional contribution from Cllr Rayner through his KCC Members Grant.

The repaving project would provide an opportunity for service companies such as BT Open Reach to invest in infrastructure. Cllr Coffin suggested Wessex Internet who is also looking at expanding their horizons. Cllr Mills agreed to approach the company.

#### Crime & Disorder

No Report

#### Finance

No Report

#### Planning

The minutes of the planning meeting held on the 23<sup>rd</sup> April 19 were proposed by Cllr Mills, seconded by Cllr Mrs Parker, agreed and adopted as part of the proceedings of this Council.

#### Skate Park

The recent operational inspection was again very good.

#### Website

No report

#### Youth

No Report

KALC

The next meeting of the T&M KALC committee is scheduled for the 23<sup>rd</sup> May 19

PPP

No Report

CPRE

No Report

**14. Correspondence Received**

Wrotham Arts Festival	Donation Request 2017 – 2018 Donation £420.00 Included in 2019 – 2020 S137 precept remaining £3.8K	The proposal to donation £450.00 from Cllr Rayner, seconded by Cllr Coffin was agreed unanimously
T&MBC	Notification of Disclosable Pecuniary Interest Clerk to liaise with monitoring officer Previously emailed	Confirmation of no change / completion of forms
KCC	Education Consultation Oakley School Proposed changes to increase the age range from 2-18 years to 2-19 years and increase the Designated Number from 242 to 252 places from September 2020 Previously emailed	No participation
Planning Resource	Planning Issue 2090	For Information
CPRE	Kent Voice Spring – Summer 2019 Countryside Voice Spring 2019 Discover Your Countryside 2019 Members Guide to Attractions, Gardens, House and Museums	For Information

**15. Financial Matters**

i. Cheques for approval and signature

It was proposed by Cllr Gillin, seconded by Cllr Denton and resolved that the following accounts be passed for payment:

Payable To	Invoice Details	Amount	Cheque No
Tim Powell	CPA Inspections x 3 Village Bins Litter Picking Multi-Court Cut Back Encroaching Vegetation Open Spaces Maintenance Skate Park Maintenance *** Generator Fuel – receipt attached * Total	30.00 10.00 55.50 148.00  18.50 111.00 7.00 £380.00	BAC 05/04/19
Tim Powell	CPA Inspections x 3 Village Bins Litter Picking Skate Park *** Emergency Closure of Damaged Ramp Damaged Ramp Repair Generator Fuel – receipt attached * Maintenance following discussion with James Wood (KCC Safety Inspector)	30.00 10.00 37.00  18.50 148.00 7.00 148.00	BAC 12/04/19

	Generator Fuel – receipt attached *	9.00	
	Multi-Construction Drill Bits x 5 *	14.95	
	Total	£422.45	
Stuart Kitt	Pavilion Window Cleaning	£30.00	BAC 12/04/19
A Holt	Pavilion Deposit Refund	£100.00	BAC 15/04/19
Tim Powell	CPA Inspections x 2	20.00	BAC
	Village Bins	10.00	17/04/19
	Litter Picking	27.75	
	Skate Park Maintenance ***	148.00	
	Total	£205.75	
Peter Barden	Open Spaces Maintenance / Litter Pick / Multi-Court Vegetation	156.00	BAC
	Skate Park Maintenance ***	432.00	26/04/19
	St George's Hall High Level Maintenance	84.00	
	Total	£672.00	
Tim Powell	CPA Inspections x2	20.00	BAC
	Litter Picking	27.75	26/04/19
	St George's Hall High Level Maintenance	129.50	
	Skate Park ***	129.50	
	Generator Fuel x 2 receipts attached (1 omitted from previous invoice)	14.79	
	Open Spaces Maintenance	55.50	
	Total	£377.04	
Socotec UK Ltd *	Local Plan – Air Quality Analysis Supply and Analysis of diffusion tubes 6 tubes per month for 2 months	£93.96	BAC 01/05/19
Lesley Cox	Salary April 19 deductions include pension contribution Telephone Pavilion Floor Lamps LED Bulbs x 2 Office Allowance Quarterly Total	1,356.14 20.00 9.00 150.00 £1,535.14	BAC
HM Revenue & Customs	PAYE / NI April 19	£353.65	BAC
KCC Pension Fund	Pension Contribution April 19	£457.28	BAC
Borough Green PC **	Skate Park Weekdays – Saturday Inspections April 19	£101.92	BAC
Four Seasons Gardens Ltd *	Grounds Maintenance Contract 1 1st Instalment 2019/20	£379.81	BAC
Assured Water Hygiene *	Pavilion Salt x 7 02/04/19 Pavilion Salt x 7 29/04/19 Total	80.50 80.50 £161.00	BAC
Sovereign Sports Ltd *	Multi-Court Resurfacing Final 10% for Colour Spray	£1,188.00	BAC
Keiron Denton	B Jackson Bouquet	£50.00	BAC
Metro Bank Account Transfer	St George's Hall Curtain Hooks Track Accessories Skate Park Materials * File Dividers Account Charges Total	5.99 3.25 37.23 5.30 3.98 £55.75	BAC

- \* denotes items including VAT  
 \*\* denotes 22.3% to be reimbursed  
 \*\*\* denotes 73.3% to be reimbursed

Payments made by Direct Debit / Standing Order Since Previous Meeting 03<sup>rd</sup> April 19

Eon	Pavilion Gas	£98.86	15/04/19
Eon	Multi-Court Electricity	£10.80	16/04/19
EoN	Street Lighting Supply	£345.04	17/04/19
EoN	Pavilion Electricity	£123.41	
T&MBC	Burial Ground Rates	£53.54	23/04/19
CPRE	Annual Subscription	£50.00	
BT Group	Parish Email	£7.50	25/04/19
T&MBC	West Street Car Park Rates	£125.00	01/05/19

ii. Bank Reconciliation for sign off

The following account balances were checked, agreed and signed by Cllr Denton

**BANK ACCOUNT BALANCES as at 03<sup>rd</sup> April 19**

ACCOUNT	BALANCE
Current	£50.00
Business Reserve	£1,748.99
Business Savings	£4,133.27
Community Skate Park	£1.00
CCLA Parish Fund	£39,621.79
CCLA Community Fund	£83,460.12
<b>TOTAL</b>	<b>£129,015.17</b>

iii. Annual Governance Statement 2018/19 for approval and sign-off by Chairman and Clerk

Proposed by Cllr Rayner, seconded by Cllr Mills was agreed unanimously and signed by Cllr Gillin as Chairman and Lesley Cox as Clerk

iv. Account Statement for 31<sup>st</sup> March 2019 for approval and sign-off by Chairman

The Account Statement for the year ended 31 March 2019 proposed by Cllr Rayner, seconded by Cllr Mills was agreed unanimously and signed by Cllr Gillin as Chairman

**16. Date of next Parish Council Meeting**

The date for the next meeting was proposed for the 05<sup>th</sup> June 19, at 7.30pm with an Extraordinary Parish Council meeting on the 8<sup>th</sup> May 19 to ratify acceptance of office, appointments to positions, and committee membership, the date for the interim planning meeting to be advised.

**17. Planning Committee to Consider**

1. Applications received

Application Number	Address	Details	Parish Council Recommendation
TM/19/00956/TNCA	Tall Trees St Mary's Road	T1 Lime tree – re-pollard and T2 Lime tree - reduce by 20%	No Objections
TM/19/00760/FC	The Pot House Gravesend Road	Felling Licence Consultation: The Pot House Gravesend Road	Site visit to be undertaken, Cllr Rayner mandated to make the response on behalf of WPC
TM/17/01793/FL	Rosador London Road	Demolition of the residential bungalow and the erection of 5x	WPC Highways Consultant to evaluate the new

		B1/B8 units and a 2 storey office building with new estate road and associated parking Transport Technical Note received 24.4.19	documentation
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i. Notifications of Decisions

Application Number	Address	Details	Decision
TM/19/00493/FL	Highwood Fairseat Lane	Proposed outbuilding to front garden and formation of single courtyard	Refused on 23 <sup>rd</sup> April 19

2. Correspondence Received

T&MBC Planning List 'B' No 19/17

The meeting closed at 8.56pm

.....Chairman

.....Date