

# WROTHAM PARISH COUNCIL

## MINUTES OF THE ANNUAL PARISH COUNCIL MEETING, HELD ON WEDNESDAY 02<sup>nd</sup> May 18 IN THE WROTHAM PAVILION, HIGH STREET, WROTHAM

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

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

**1. Apologies for absence:**

Cllr Denton

**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. Election of Chairman**

In the absence of the Vice Chairman, Cllr Rayner took the chair for this item. Cllr Gillin was proposed by Cllr Rayner and seconded by Cllr Beach for the position of Chairman. Cllr Gillin was unanimously elected as Chairman. Cllr Gillin abstained from voting.

**4. Chairman's Declaration of Acceptance of Office**

The declaration was made to the meeting and duly signed by Cllr Gillin.

**5. Election of Vice-Chairman**

Cllr Denton was proposed by Cllr Gillin and seconded by Cllr Rayner for the position of Vice-Chairman. Cllr Denton was unanimously elected as Vice-Chairman.

**6. Vice Chairman's Declaration of Acceptance of Office**

Declaration of acceptance to be signed at a later date.

**7. Minutes**

The minutes of the meeting held on 04<sup>th</sup> April 18, were proposed by Cllr Rayner, seconded by Cllr Gillin and agreed and signed as a correct record by the Chairman. The minutes of Annual Parish Meeting also held on the 04<sup>th</sup> April 18, were proposed by Cllr Rayner, seconded by Cllr Mills and agreed and signed as a correct record by the Chairman.

## 8. **Appointment of Committees**

The Council approved the following committee memberships

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/ Pavilion	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 D Beach (Chairman) Cllr H Rayner 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	
KALC	Cllr H Rayner 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 H Rayner  
Cllr Mrs P Parker

CPRE

Cllr P Gillin

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

**9. Public Question Time**

No Public in attendance

**10. Revised Standing Orders**

The proposal by Cllr Rayner, seconded by Cllr Mrs Parker to adopt the NALC revised Standing Orders without amendment was agreed unanimously.

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

Borough Councillor Martin Coffin:

T&MBC is in the process of acquiring 6 flats in Tonbridge using S106 monies at a cost of £400K to help with housing of homeless people.  
At a recent meeting attended by Tom Tugendhat MP the suggestion that St George's Court could be utilised to relieve bed blocking in local hospitals was broached, unfortunately the immediate reaction from stakeholders was concern at the distance from Penbury Hospital.

Borough Council Robin Betts:

With the revision of the NPPF earlier in 2018, T&MBC still has an opportunity to take forward the Local Plan on original figures, avoiding a potential 23% increase in housing need. The proposed plan will be circulated 5 working days in advance of 5<sup>th</sup> June, the date set for discussion by members.  
Ian Bailey is making presentations to the JPCTCG on the 21<sup>st</sup> May and PPP on the 14<sup>th</sup> June 18 to discuss the Local Plan planning process.  
The final proposal will be decided by full Council on the 12<sup>th</sup> September, after which there will be a 6 weeks public consultation in the Autumn.  
The village stores Initiative will continue for another 12 months.  
The renewal of the Waste Services Contract is still under discussion but is likely to result in an increase in the borough recycling rate, and a small charge per household for garden waste removal.  
Vegetation clearance has commenced in advance of the proposed improvements to the M20 junctions 3-5. Completion of works is scheduled for 2020. Please visit Highways England website for details of Public Information Exhibitions.  
Tonbridge Swimming Pool and Larkfield Leisure Centre have again received a Crest rating of outstanding. This accreditation has only been awarded to 12 facilities out of 706 around the country, 2 of which are within the Borough of Tonbridge and Malling.  
Larkfield Leisure Centre has invested £1M into a new fitness centre opening in summer 2018.

County Councillor Harry Rayner:

Cllr Rayner suggested that the T&M KALC meeting would be a preferred forum for a presentation by Ian Bailey, as not all local parishes are members of JPCTCG.  
Ms King of BT Outreach has confirmed an agreement with St Clere Estate to facilitate fibre optic broadband to the edge of West Yaldham Farm. Cllr Rayner is proposing to discuss with the Estate the cost of bringing the cable across estate land to Howlands Old London Road, and will seek to ensure that T&MBC consider this as part of any S106 agreement for housing development on the Downlands Walk site.  
Pothole and roads repairs are ongoing but problems have been exacerbated by the harsh winter conditions.

KCC is also involved in the West Kent Waste Partnership, and the new contract should result in more recycling of plastics.  
The large item bulk freighter will continue with the new contract.  
Cllr Rayner is now a member of the following committees:  
Property Sub-Committee  
Governance and Audit Committee  
Policy and Resources Cabinet Committee  
Planning Committee  
Growth, Economic Development and Communities Committee.  
Night closures are planned to repair the road surface at M20 J2A.

## **12. Reports from various Committees**

### Grounds

Cllr Beach has received quotations for the re-surfaces of the Multi-Court, lighting yet to be costed. The netball team are using the netball court at Borough Green Primary School during the summer months. Borough Green Parish Council is looking at the cost of providing lighting for this facility. The proposal by Cllr Gillin, seconded by Cllr Beach to fund the resurfacing of the multi-court, and to utilise the remainder of Cllr Rayner's KCC members grant was agreed unanimously.  
Cllr Mills thanked Cllr Rayner on behalf of the walking football team, for his support

### Buildings

No Report

### Highways

Revised rates for the re-paving of the High Street have eventually been received from Mark Simmonds. Cllr's Beach and Gillin to work out the total project cost.

### Crime & Disorder

The surface of the tunnel in the CPA has again been targeted by vandals. Although we are aware of the likely perpetrators, no CCTV coverage of the incident is available.

### Finance

No Report

### Planning

The minutes of the planning meeting held on the 26<sup>th</sup> April 18 were proposed by Cllr Rayner, seconded by Cllr Mrs Parker, agreed and adopted as part of the proceedings of this Council.

### Skate Park

The operational inspection report of 27<sup>th</sup> April 18 has been circulated.

### Website

Cllr Gillin and the Clerk have fallen behind with content material for the new site.

### Youth

No Report

### KALC

The next meeting of the T&M KALC committee is scheduled for the 10<sup>th</sup> May 18

### PPP

No Report

CPRE

No Report

### 13. Correspondence Received

Kent Surrey Sussex Air Ambulance	Request for £100.00 Remaining precept £2.6K Previously emailed	No Donation
West Kent Mediation	Donation request Previously emailed	£50.00 proposed by Cllr Gillin, seconded by Cllr Mills and agreed unanimously
Planning Resource	Planning Issue 2070	For Information
CPRE	Kent Voice Spring/Summer 2018	For Information

### 14. Financial Matters

#### i. Cheques for approval and signature

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

Payable To	Invoice Details	Amount	Cheque No
Tim Powell	CPA Inspections Litter Picking Open Spaces Maintenance Machinery Fuel – receipt attached Total	20.00 37.00 296.00 7.00 £360.00	BAC 06/04/18
Peter Barden	Open Spaces Maintenances	£192.00	BAC 06/04/18
Tim Powell	Village Bins CPA Inspections Litter Picking Pavilion Maintenance Open Spaces Maintenance Machinery Fuel – receipt attached Total	10.00 30.00 37.00 148.00 203.50 7.16 £435.66	BAC 13/04/18
Peter Barden	Open Spaces Maintenance Pavilion Maintenance Total	132.00 60.00 £192.00	BAC 13/04/18
Tim Powell	CPA Inspections Litter Picking Village Bins Skate Park Repairs *** Generator Fuel - receipt attached * Open Spaces Maintenance Total Payment Overpayment c/fwd	30.00 37.00 10.00 259.00 7.00 55.50 £398.50 £491.00 (92.50)	BAC 20/04/18
Peter Barden	Skate Park Repairs *** Open Spaces Maintenance Total	168.00 24.00 £192.00	BAC 20/04/18
Tim Powell	CPA Inspections Village Bins Litter Picking Skate Park Metal Preparation *** Open Spaces Maintenance Total	30.00 10.00 37.00 113.25 222.00 £402.25	BAC 27/04/18

	Less overpayment b/fwd Payment <b>Underpayment c/fwd</b>	£309.75 £234.25 <b>£75.50</b>	
Peter Barden	Open Spaces Maintenance Litter Pick Total	72.00 24.00 £96.00	BAC 27/04/18
Direct 365 *	Baby Changing Table x 2 Sanitary Bins x 4	£429.60	BAC 27/04/18
Lesley Cox	Salary April 18 deductions include pension contribution Telephone Skate Park *** Welding Electrodes 4mm pk50 * Welding Electrodes 2.5mm pk 50 * Zirconium Flap Discs 115mm Metal Cutting Discs 115mm Bouquet JH agreed 04/04/18 Pavilion 2 Button remote fob x3 Office Allowance Quarterly Total	1,264.19  20.00  19.99 12.99 9.99 8.98 33.50  52.45 150.00 £1,572.09	BAC
HM Revenue & Customs	PAYE / NI April 18	£313.27	BAC
KCC Pension Fund	Pension Contribution April 18	£423.24	BAC
Borough Green PC **	Skate Park Weekdays – Saturday Inspections April 18	£98.00	BAC
Four Seasons Gardens Ltd *	Grounds Maintenance Contract 1 2 <sup>nd</sup> Instalment 2018-19	£379.81	BAC
NKCS *	Hall / Pavilion Cleaning St George's Hall to contribute	£1,290.24	BAC
Viking *	Toilet Paper / Copy Paper / Staples	£142.69	BAC
KALC	Planning Event 13/06/18	£36.00	BAC
KALC *	Annual Subscription 2018-19	£724.15	BAC
Assured Water Hygiene Ltd *	Pavilion water softener repair / service Salt x 9 Total	186.00  90.00 £276.00	BAC
KCC *	Fire Extinguisher Annual Maintenance	£36.00	BAC
Citizens Advice	Donation agreed 04/04/18	£200.00	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 04<sup>th</sup> April 18

Eon	Street Lighting Supply	£344.69	16/04/18
Eon	Pavilion Electricity	£129.93	17/04/18
T&MBC	Burial Ground Rates	£51.20	20/04/18
CPRE	Annual Subscription	£50.00	23/04/18
BT Group	Parish Email	£5.00	
EoN	Pavilion Gas	£69.72	30/04/18
EoN	Multi-Court Electricity	£17.63	
Vodafone Ltd	Pavilion CCTV Data Sim	£3.99	
T&MBC	West Street Car Park Rates	£121.00	01/05/18

ii. Bank Reconciliation for sign off

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

**BANK ACCOUNT BALANCES as at 04<sup>th</sup> April 18**

ACCOUNT	BALANCE
Current	£50.00
Business Reserve	£1,281.66
Business Savings	£106.92
Community Skate Park	£1.00
CCLA Parish Fund	£39,621.79
CCLA Community Fund	£83,460.12
<b>TOTAL</b>	<b>£124,521.49</b>

iii. Annual Governance Statement 2017/18 for approval

Proposed by Cllr Rayner, seconded by Cllr Gillin and agreed unanimously and signed by Cllr Gillin as Chairman.

iv. Annual Return for 31<sup>st</sup> March 2018 for approval and sign off

The Annual Return for the year ended 31 March 2018 proposed by Cllr Coffin, seconded by Cllr Mills was agreed unanimously and signed by Cllr Gillin as Chairman

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

The date for the next meeting was proposed for the 06<sup>th</sup> June 18, at 7.30pm with the date for the interim planning meeting to be advised.

**16. Planning Committee to Consider**1. Applications received

Application Number	Address	Details	Parish Council Recommendation
TM/18/00929/FL	The Tea Shed Coney Shaw Farm Kemsing Road	To fit solar panels plus 3 roof lights to the south side only of The Tea Shed and solar panels to the south side only of The Grain Barn Store	

i. Notifications of Decisions

Application Number	Address	Details	Decision
TM/18/00058/FL	Giles Cottage Park Drive	Erection of an oak framed garden room replacing existing tiled overhang	Approved on 20 <sup>th</sup> April 18
TM/18/00632/TNCA	Ivy Hall Farmhouse St Mary's Road	T1 Holm Oak to crown reduce by up to 25%; T2 Spruce to reduce by 20%; G3 Hazel coppice to fell and T4 Hawthorn to reduce by 30%	No Objection 24 <sup>th</sup> April 18
TM/18/00443/FL	95 West Street	Enclosure of existing porch and new pitched roof	Approved on 25 <sup>th</sup> April 18
TM/18/00534/LRD	Town House And East Lodge Kemsing Road	Details of conditions 2 (drawings), 3 (sections), 4 (joinery), 5 (cladding), 6 (roof tiles) and 7 (brickwork) submitted pursuant to planning	Approved on 27 <sup>th</sup> April 18

		permission TM/17/01617/LB (Listed Building Application: Removal the partitioning between East Lodge and the Town House to reinstate the Town House as one dwelling, removal of both existing rear lean-to and stair core extensions to East Lodge and replace with a two storey rear extension connected to a single storey kitchen extension. Minor amendments to the existing fenestration, rear cladding and internal layout are also proposed)	
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2. Correspondence Received

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

**PART 2**

**17. Clerks Salary Review 2018**

The clerk was awarded a two-part remuneration package.

2018 increase as per the NJC recommendations to be back dated to 1<sup>st</sup> April 18

2019 LC2-37 payable from 1<sup>st</sup> April 19

The meeting closed at 8.56pm

.....Chairman

.....Date