

# WROTHAM PARISH COUNCIL

## MINUTES OF THE ANNUAL PARISH COUNCIL MEETING, HELD ON WEDNESDAY 02<sup>nd</sup> August 17 IN THE WROTHAM PAVILION, HIGH STREET, WROTHAM

**Present:** P Gillin, M Coffin, Mrs P Parker & Mrs B Jackson

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

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

Cllr's Betts, Rayner, Beach, Mills, Denton & Michael Head (Community Warden)

### 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. **Minutes**

The minutes of the meeting held on 05<sup>th</sup> July 17, were proposed by Cllr Mrs Parker, seconded by Cllr Mrs Jackson and agreed and signed as a correct record by the Chairman.

### 4. **Report from Community Police Officer / Community Warden**

No Report

### 5. **Public Question Time**

No Questions

### 6. **Reports if any from County Cllr and or Borough Cllr**

Due to the time of year Borough Councillor had little to report, other than T&MBC were following up on enforcement cases in the area.

### 7. **Reports from various Committees**

### Grounds

Youths are continuing to remove screws from the Children's Play Equipment; in an effort to prevent this, screws are now being glued in and the screw heads filled with silicone. Hedges affecting the CPA and Multi-court highlighted in the recent Rospa report have been cut back.

### Buildings

The handle to the crockery cupboard requested by Cllr Mrs Jackson has been installed. Areas affected by water ingress in the toilets have been repainted

### Highways

No Report

### Crime & Disorder

No Report

### Finance

No Report

### Planning

No decision has been received from the Planning Inspectorate on St George's Court.

### Skate Park

As with the CPA youths continue to remove screws. All maintenance work unless deemed urgent has stopped due to the school summer holidays; to be resumed in September.

### Youth

No Report

### KALC

Next meeting scheduled for 10<sup>th</sup> August 17

### PPP

No Report

### CPRE

No Report

## **8. Correspondence Received**

Correspondent	Details	Action
KCC	Traffic Regulation Order consultation documents for the 30mph Speed Limit in Borough Green/Platt. <a href="http://www.kent.gov.uk/highwaysconsultations">www.kent.gov.uk/highwaysconsultations</a> Previously emailed	Support for or objections to the proposal email to TRO@kent.gov.uk by 12 noon Monday 21st August 2017. Clerk to email in support of the order
	Changes to the 58 Bus Service – Briefing note Previously emailed	Comments by 11 <sup>th</sup> August 17 <a href="mailto:Public.transport@kent.gov.uk">Public.transport@kent.gov.uk</a>

KALC	Legal Topic Note 54 – Protection of Ownerless Common Land Previously emailed	For Information
H+H Ltd	Low Frequency Noise investigate report Previously emailed	For Information
Old Chalk New Downs Project	Newsletter July 17 & Events List Previously emailed	For Information
Planning Resource	Planning Issue 2056	For Information
SLCC	The Clerk Magazine Vol 48 No 4	For Information

## 9. Financial Matters

### i. Cheques for approval and signature

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

Payable To	Invoice Details	Amount	Cheque No
Tim Powell	CPA Inspections Village Bins Open Spaces General Maintenance Skate Park Maintenance *** Generator Fuel Receipt Attached * Pavilion Door Lock Total	24.00 8.00 123.75  115.50 7.00 24.75 £303.00	BAC 07/07/17
Peter Barden	Open Spaces General Maintenance Skate Park Maintenance Total	108.00  84.00 £192.00	BAC 07/07/17
Tim Powell	CPA Inspections Village Bins CPA Repairs St George's Hall Tap Repair /Cupboard Handle Skate Park Maintenance *** Generator Fuel Receipt Attached * Total	24.00 8.00 49.50 33.00  132.00 7.00 £253.50	BAC 14/07/17
Peter Barden	Skate Park Maintenance ***	£96.00	BAC 14/07/17
Tim Powell	CPA Inspections Village Bins Open Spaces General Maintenance Skate Park Maintenance *** Generator Fuel Receipt Attached * Total	24.00 8.00 99.00  132.00 7.03 £270.03	BAC 21/07/17
Peter Barden	Open Spaces General Maintenance Skate Park Maintenance *** Total	72.00  96.00 £168.00	BAC 21/07/17
Tim Powell	CPA Inspections Open Spaces / CPA General Maintenance Total Underpayment £24.00 C/fwd	24.00  330.00 £354.00	BAC 28/07/17 £330.00
Peter Barden	Open Spaces General Maintenance	£96.00	BAC 28/07/17
Lesley Cox	Salary July 17 deductions include pension contribution Telephone	1,255.75  20.00	BAC

	Open Spaces *		
	Bosch 115mm Diamond Blade	8.49	
	Stub Auger	4.66	
	Wood Filler	11.99	
	Skate Park ***		
	Sanding Sheet 60 Grit Pk 5 *	9.92	
	Silicone Clear x2 Black x1 *	6.00	
	Pz3x25mm Bits Pk10 *	5.18	
	Solvented Grab Adhesive *	6.27	
	Pavilion *		
	Yale Door Security Bolts Pk2 *	3.99	
	Office Allowance Quarterly	150.00	
	Total	£1,482.05	
HM Revenue & Customs	PAYE / NI July 17	£324.94	BAC
KCC Pension Fund	Pension Contribution July 17	£423.24	BAC
Borough Green PC **	Skate Park Weekdays – Saturday Inspections July 17	£101.92	BAC
Four Seasons Gardens Ltd *	Grounds Maintenance Contract 1 3 <sup>rd</sup> Instalment	£374.20	BAC
NKCS *	Hall / Pavilion Cleaning St George's Hall to contribute	£1,373.75	BAC
Kent Aluminium (DIY) Ltd *	Skate Park Materials ***	13.62	BAC
	Open Spaces Maintenance Materials	3.60	
	Total	£17.22	
Viking *	Stationery / Printer Paper / Toilet Rolls	£187.52	BAC
Commercial Services Trading Ltd *	Grounds Maintenance Contract 1 1 <sup>st</sup> Half Yearly Instalment	£1,670.39	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 05<sup>th</sup> July 17

Eon	Street Lighting Supply	£333.58	17/07/17
T&MBC	Burial Ground Rates	£54.00	20/07/17
BT Group	Parish Email	£5.00	24/07/17
EoN	Pavilion Electricity	£371.03	31/07/17
EoN	Pavilion Gas	£15.71	
EoN	Multi-Court Electricity	£13.62	
T&MBC	West Street Car Park Rates	£109.00	01/08/17
Vodafone	Pavilion CCTV Data Simm	£17.49	02/08/17

ii. Bank Reconciliation for sign off

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

**BANK ACCOUNT BALANCES as at 05<sup>th</sup> July 17**

ACCOUNT	BALANCE
Current	£50.00
Business Reserve	£5,407.60
Business Savings	£20,604.80
Community Skate Park	£1.00
CCLA Parish Fund	£49,524.07
CCLA Community Fund	£41,680.99
<b>TOTAL</b>	<b>£118,656.40</b>

iii. Financial Analysis 30<sup>th</sup> June 17 for sign off

Although previously emailed; due to low attendance item deferred until next meeting.

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

The date for the next meeting was proposed for the 6<sup>th</sup> September 17, at 7.30pm with the date for the interim planning meeting to be advised.

**11. Planning Committee to Consider:** Planning Committee Not Quorate Item deferred. Clerk to convene a separate meeting of the planning committee.

1. Applications received

<b>Application Number</b>	<b>Address</b>	<b>Details</b>	<b>Parish Council Recommendation</b>
KCC/TM/0142/2017 TM/17/01807/MIN	Celcon Blocks Limited The Ightham Sandpits Borough Green Road Ightham	Application for determination of New Conditions pursuant to the Environment Act 1995: Section 96 and Schedule 14	
TM/17/01501/FL	Little Hockenden Labour In Vain Road	Construction of a single stable together with equipment store, storage for feed, hay and bedding and covered area for grooming, shoeing etc. Change of use of land to equestrian and new access to Labour In Vain Road	
TM/17/01845/TNCA	Conservation Area Wrotham Forthview Kemsing Road	G1 Group of Sycamores to remove all secondary branches extending over the fence line from neighbours trees aiming to leave clear trunks up to apex of the Forthview being approximately 10 meters from ground level	
TM/17/01924/TNCA	Conservation Area Wrotham Bowyers St Mary's Road	Remove diseased Ash tree. Pollard another tree(fouling electricity lines)	
TM/17/01605/FL	The Bull Hotel Bull Lane	Change of se of existing store room to form kitchen and proposed conservatory to existing seating area and veranda	
TM/17/01834/AT	George and Dragon High Street	New fascia signs, hanging sign, blackboard and sign to beer garden shelter and associated external lighting	
TM/17/01951/RD	West Yaldham Farm Kemsing Road	Details of condition 41 (materials) submitted pursuant to TM/15/02819/FL	
TM/17/01793/FL	Rosador London Road	Demolition of the residential bungalow and the erection of 6x B1/B8 units and a 2	

		storey office building with new estate road and associated parking	
TM/17/01453/FL	Ashurst West Street	Retrospective: Erection of boundary wall and gates to rear driveway	
KCC/TM/0196/2017	Wrotham Quarry Trottiscliffe Road Addington	Section 73 application to vary condition 2 of planning permission TM/07/2545 to allow for completion of extraction and restoration work not later than 21 July 2022	

i. Notifications of Decisions

Application Number	Address	Details	Decision
TM/17/01396/FL	Oakfield Wrotham Hill Road	Demolition of existing conservatory extension and first floor rear dormer windows. Construction of single storey rear and side extension and first floor roof extension with some re-cladding of existing elevations.	Refuse on 17 <sup>th</sup> July 17

2. Correspondence Received

T&MBC Planning List 'B' No's 17/27, 17/28, 17/29 & 17/30

Part 2

**12. Website Proposal**

Following the mandate from the July meeting, the website working party met with Highscore Web Design. The company gave an impressive comprehensive presentation on their proposal for a new WPC website. Highscore is a small company made up of 4 individuals with a mixture of technical and graphic design skills.

The proposal from Cllr Gillin, seconded by Cllr Coffin to appoint the company to design the site was agreed unanimously. The budget for the project was set at 2K.

Attendees of the KALC Councillors Conference in July were given an opportunity to evaluate 'Parish Online' a mapping device which is set up to be unique to individual parishes and has standard built in mapping layers which show listed buildings, places, allotments etc.

The proposal from Cllr Gillin, seconded by Cllr Coffin to purchase Parish Online as a plug-in to the new website was agreed unanimously. The cost of the package is £76.00 + Vat with a 20% discount for attendees of the conference.

The meeting closed at 8.05pm

.....:Chairman

.....:Date