

WROTHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING, HELD ON WEDNESDAY 2nd December 2020 VIA ZOOM VIDEO CONFERENCE

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

In Attendance: Lesley Cox (Clerk) & Mrs A Boulden.

1. **Apologies for absence:**

Cllr Mrs Parker

2. **Attendance Register**

Conference participation deemed as being present, the following declarations of interests were 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 Betts trustee of Tonbridge & Malling Leisure Trust

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 4th November 20 were proposed by Cllr Rayner, seconded by Cllr Mills, and agreed and signed as a correct record by the Chairman.

4. **Reports from PCSO and or Community Warden**

No report received

5. **Public Question Time**

Mrs Boulden raised the question of the horses abandoned in the field adjacent to The Old Palace.

With incidents of Fly Grazing, landowners cannot do anything about the animals for at least 14 days, during which time they have a duty of care. If they break the duty of care, or act otherwise (such as moving the animals off their land) they themselves break the law.

Only if nobody comes forward after 14 days, and the animal has been reported to the authorities can the landowner take ownership. The landowner then has the problem of an unwanted animal which is difficult to sell on without a confirm history or passport.

6. **Woolbro Homes Section 111 Agreement – Oakdene Trade Park**

The proposal by Cllr Rayner seconded by Cllr Mills to mandate the Clerk to sign on behalf of Wrotham Parish Council the agreement with Woolbro Homes, to contribute £30K to enhance local amenities, including a contribution to the programme to upgrade village lighting and to provide a village bus shelter, was agreed unanimously.

7. Reports if any from County Cllr and or Borough Cllr

County Councilor, H Rayner

There has been significant discussion amongst Kent MP's who favor a more district by district approach to the announcement that the whole of Kent will be put into Tier 3. However, the decision will prevail due to the current pressure on Kent hospitals.

If the UK reaches the Brexit deadline of the 31st December 20 without an agreement even with all the following measure in place, we could be facing severe traffic disruption in Kent.

A20 Dover TAP (Traffic Assessment Project)

Traffic system which holds lorries until space becomes available at the port.

M20 moveable barrier.

A concrete barrier that can be deployed quickly between junctions 8 and 9 of the M20 to install a contraflow. HGVs bound for Dover and/or Eurotunnel will be held on the coastbound carriageway.

Manston Airfield.

An off-road site designed to hold traffic heading for the Port of Dover. Border readiness checks will take place here to ensure hauliers have the correct paperwork.

Ashford Sevington inland border facility

An off-road site designed to hold traffic heading for the Port of Dover. Border readiness checks with also take place here.

Borough Councilor, Martin Coffin

Central Government is providing money to put marshals into High Streets to maintain social distancing. They can only give out advice as they will not have any power of enforcement.

Grants are available and being administered by Local Councils under the Local Restriction Support Grant (Closed) for business that have been required to close under the 2nd lockdown, regional restrictions or who remained closed throughout the pandemic. T&MBC will be contacting all businesses they consider could be eligible.

Central Government has also announced a one-off Christmas grant of a £1K for wet-led pubs in tiers 2 and 3 who will miss out on much needed business during the festive season.

T&MBC is eligible for funding under the Additional Restrictions Grant due to the widespread national restrictions coming into force on 5 November 2020 and for being put into Tier 3. Under the Additional Restrictions Grant, T&MBC will receive a one-off lump sum payment amounting to £20 per head. This funding will be used for business support activities.

An appeal has been lodged by Rosador, London against both the enforcement notice 16/00300/USEM and the non-issue of the LDC TM/19/02690/LDE
T&MBC intends to robustly defend both decisions at the appeal hearing.

Borough Councilor, Robin Betts

The national average for COVID infections by area is 155, T&MBC is currently 212 which is above the average but the rates in Swale & Thanet have impacted heavily on the decision to put the whole of Kent into Tier 3.

Shop Local – The Government's Shop Local Week and other community-focused campaigns are encouraging shoppers to hit their High Streets.

Waste collection completion figures are now on target. The Christmas collection dates will be available on the website.

https://www.tmbc.gov.uk/_data/assets/pdf_file/0008/1072718/Xmas-bin-A5-2021-2-FINAL.pdf

The bin hanger will not be placed on the wheelie bins this year.

At the last Parish Partnership Panel guidance was requested on how to report incidents of fly tipping. All Parish Council should have received the following information.

Members and Parish & Town Councils can use our online report form. If they tick the box to say they witnessed the dumping occurring, it asks them for all the relevant details:

<https://www.tmbc.gov.uk/services/environment-and-planning/recycling-rubbish-and-waste/refuse-flytipping> (or they can just put "Fly tipping" into the search bar on the main web page).

FLY TIPPING – TMBC

What is the issue?

Fly tipping can include anything from a sack of rubbish to a large scale lorry load of waste. Fly tipping also includes the dumping of individual or mixed special wastes such as chemical drums, asbestos and gas cylinders.

What will TMBC do?

We arrange for dumped material to be cleared from borough council and public land within 48 hours. Specialist waste such as asbestos and large scale dumping may take longer to clear whilst we arrange for appropriate collection vehicles and disposal facilities. Fly tipped material causing an obstruction on the highway will be reported to the highway authority so that it can be made safe for road users until it can be removed.

TMBC is not responsible for removal of fly tipped waste from privately owned land (such as housing associations) but we are happy to offer advice to the landowner on clearance and disposal.

Where evidence of who dumped the waste is found, enforcement action is taken. A fly tipping prosecution can result in a maximum fine of £50,000 and/or up to 12 months in prison.

What information do TMBC need?

So that we can process the report as quickly as possible, please provide us with as much information as you can, such as:

- o Exact location
- o Date and time the incident was noticed
- o Description of the items fly tipped (note potential hazards)
- o Details of offender and their routine if known
- o Registration plate, make and colour of any vehicles involved
- o If it is crime in progress report to Kent Police on 101

How to report:

www.tmbc.gov.uk/do-it-online

waste.services@tmbc.gov.uk

01732 876147

Cllr Gillin raised the lack of road sweeping in areas of the village. Cllr Betts to follow up.

8. Reports from various Committees

Grounds

The Horse Chestnut in the cricket ground has now been pollarded and made safe. Tim Powell has finished the Chalk Scarp Project and the footpath is now useable again.

Buildings

The faulty key safe on St George's Hall has been replaced.

A faulty motor valve on the pavilion heating system has been repaired by Samsian, our preferred contractor. The system was repaired, and heating restored to the building within 4hrs.

Highways

Neil Tree has checked the area of tarmac outside of Bank House and agrees that this is not according to specification. This will be rectified and changed to pavers during the snagging process at the end of the works.

Cllr Beach utilizing Cllr Gillin's database of parish owned streetlights is building up a schedule of works for each light. This will be used to identify all the necessary work to repair and upgrade the lighting stock to LED, and will form the basis of a tender document.

Crime & Disorder

No Report

Finance

No Report

Planning

The minutes of the planning meeting held on the 26th November 20 were proposed by Cllr Mills, seconded by Cllr Beach, agreed, and adopted as part of the proceedings of this Council.

Skate Park

No Report

Website

No Report

Youth

No Report

KALC

No Report

PPP

No Report

CPRE

No Report

9. Correspondence Received

KALC	KALC Community Awards Scheme Previously emailed	No participation
West Kent Mediation	Donation Request – Previous donation £50 £3,050 of precept remaining Previously emailed	A donation of £100.00 proposed by Cllr Gillin, seconded by Cllr Denton was agreed unanimously
Kent Community Rail Partnership	Donation Request – No previous donation Previously email	A donation of £100.00 proposed by Cllr Denton, seconded by Cllr Beach was agreed unanimously
Kent Police	Automatic Number Plate Recognition (ANPR) – installation of new cameras in the Wrotham area. Previously emailed	Feedback if any on the use of this technology to ANPRDPIA.Response@Ke

		nt.police.uk by 15 th December 2020 Clerk to response in support of the technology and implementation in the local area.
Office for National Statistics	Harjit Goraya Census Engagement Manager Previously emailed	Request to identify groups and areas which may need information about the census, and those who may need additional support to understand and complete the census. Clerk to response with suggested groups.
CPRE	Countryside Voices Autumn/Winter 2020	For Information
SLCC	The Clerk Magazine November 2020 Vol51 No.6	For Information

10. Financial Matters

i. Cheques for approval and signature

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

Payable To	Invoice Details	Amount	Cheque No
Ellis & Sons Ltd *	Skate Park Materials Chalk Scarp Materials Total	419.70 204.12 £623.82	05/11/20
Tim Powell	Village Bins CPA Inspections x 2 Skate Park Maintenance *** Generator Fuel – receipt attached * Open Spaces Maintenance - Chalk Scarp Project Total	10.00 20.00 148.00 7.00 148.00 £333.00	BAC 06/11/20
Tim Powell	Village Bins CPA Inspections x 3 Pavilion – Top Up Toilet Rolls / Soap Dispensers etc Open Spaces Maintenance - Chalk Scarp Project Materials – receipts attached * Open Spaces Maintenance – Leaf Clearance Total	10.00 30.00 9.25 148.00 19.32 296.00 £512.57	BAC 13/11/20
Peter Barden	Litter Pick Open Spaces Maintenance – CPA Inspection – General/Leaf Clearance All Areas Burial Ground Maintenance – Leaf Clearance – Grave Clearance Project Total	132.00 311.00 234.00 £ 677.00	BAC 27/11/20
Tim Powell	Village Bins CPA Inspection x 3 Open Spaces Maintenance – General/Leaf Clearance Chalk Scarp Project	10.00 30.00 148.00 55.50	BAC 27/11/20

	Village Trailer Repairs	18.50	
	Skate Park Maintenance ***	129.50	
	Generator Fuel – receipt attached *	7.00	
	Burial Ground Maintenance – Leaf/General Clearance	92.50	
	Total	£491.00	
Lesley Cox	Salary October 20 deductions includes pension contribution Telephone Office Allowance Quarterly Total	2,018.08 20.00 150.00 £2,188.08	BAC
HM Revenue & Customs	PAYE / NI November 20	£810.37	BAC
KCC Pension Fund	Pension Contribution November 20	£969.27	BAC
Borough Green PC **	Skate Park Weekdays – Saturday Inspections November 20	£98.00	BAC
Four Seasons Gardens Ltd *	Grounds Maintenance Contract 9 th Instalment 2020/21	£404.70	BAC
Assured Water Hygiene Ltd *	Pavilion Salt x 6 delivery 6/11/20	£69.00	BAC
Kent Aluminium (DIY) Ltd *	Open Spaces Maintenance – Materials	£41.22	BAC
Came & Co	Skate Park Annual Insurance ***	£1,166.26	BAC
Commercial Services Trading Ltd *	Ground Maintenance Contract 2 (Quarterly Payment)	£1,567.74	BAC
OTS *	Pollard Horse Chestnut – Cricket Ground	£1,170.00	BAC
Samsian Ltd *	Pavilion Boiler Repair (Parts & Labour)	£105.00	BAC
Streetlights*	CPA Camera Quarterly Clean Column 11 West Street (Replace 50W Son-t lamp) Total	49.50 115.50 £165.00	BAC
SLCC	Annual Membership 2021	£262.00	BAC
Metro Bank Account Transfer	Chalk Scarp Project – Steel Screws * CPA Repair – Rubber Mulch Kits * Epson ET-3750 Printer * Burial Ground Garden Waste Annual Renewal Burial Ground Maintenance – Rodent Trap Kits * General Maintenance Leaf Blower * (Advance Payment Transfer) Account Charges Total	2.20 138.00 342.99 60.00 82.78 259.00 (259.00) 8.00 £633.97	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 4th November 20

Eon	Multi-Court Electricity Final Payment	£1.11	06/11/20
Eon	Street Lighting Supply	£378.07	16/11/20
Castle Water	Burial Ground Metered	£25.56	17/11/20

	Water		
Eon	Pavilion Electricity	£139.74	18/11/20
T&MBC	Burial Ground Rates	£52.00	20/11/20
Eon	Pavilion Gas	£88.61	23/11/20
BT Group	Parish Email	£7.50	
Castle Water	Allotment Metered Water	£33.16	30/11/20
T&MBC	West Street Car Park Rates	£127.00	01/12/20

ii. Bank Reconciliation for sign off

BANK ACCOUNT BALANCES as at 05th November 20

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

ACCOUNT	BALANCE
Current	£50.00
Business Reserve	£4,513.88
Business Savings	£29,214.58
Community Skate Park	£1.00
CCLA Parish Fund	£40,238.27
CCLA Community Fund	£90,898.19
Metro Bank	£570.34
TOTAL	£165,486.26

11. Date of next Parish Council Meeting

The date for the next meeting was proposed for the 6th January 2021, the date for the interim planning meeting to be advised.

12. Planning Committee to Consider

i. Applications received

Application Number	Address	Details	Parish Council Recommendation

ii. Notifications of Decisions

Application Number	Address	Details	Decision
TM/20/02265/TEN	Telecomms Site London Road	Proposed 20m high APPOLO ARV1S Streetpole on root foundation, proposed no.3 antennas enclosed within a shroud, proposed 2 no. equipment cabinets and proposed meter cabinet	Prior Approval Not Required 1 st December 2020

iii. Correspondence Received

T&MBC Planning List 'B' No 20/48

T&MBC Enforcement Reference 16/00300/USEM

Planning Inspectorate Reference APP/H2265/C/20/3263193 Rosador London Road

Appeal by Mr D Fitness against the enforcement notice issued by the Council alleging a breach of planning control on the above mentioned land.

The appeal has been on the ground(s) (a) (b) (c) (d) (f) and (g) of the Town and Country Planning Act 1990

- a. the planning permission should be granted for what is alleged in the notice
- b. that the breach of control alleged in the enforcement notice has not occurred as a matter of fact
- c. that there has not been a breach of planning control
- d. that, at the time the enforcement notice was issued, it was too late to take enforcement action against the matters stated in the notice
- e. .
- f. the steps required to comply with the requirements of the notice are excessive, and lesser steps would overcome the objections and
- g. that the time given to comply with the notice is too short

An Informal Hearing will be held into the appeal, date to be arranged. Written comments on the appeal to <https://acp.planninginspectorate.gov.uk> quoting the appeal reference, by 28th December 2020.

This appeal will also deal with the related Lawful Development Existing appeal TM/19/02690/LDE (appeal reference APP/H2265?X20/3257618)

The meeting closed at 8.35pm

.....Chairman

.....Date