

# WROTHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING,  
HELD ON WEDNESDAY 03<sup>rd</sup> April 19 at 7.00pm  
IN THE WROTHAM PAVILION, HIGH STREET, WROTHAM

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

**In Attendance:** Lesley Cox (Clerk), Representatives from Courtyard Gardens & Mrs A Boulden

1. **Apologies for absence:**

Cllr's Beach & Mrs Parker

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 06<sup>th</sup> March 19, were proposed by Cllr Rayner, seconded by Cllr Mills and agreed and signed as a correct record by the Chairman.

4. **Public Question Time**

Mr Bell on behalf of residents of Courtyard Gardens asked if the Council were minded to oppose the removal of the covenant on St George's Court should this be brought forward for a second time by Clarian (Circle Russet). Members advised Mr Bell of the actual cost incurred for funding the legal team to oppose the first application and the fact that the legal argument is weakened by the length of time the facility has been empty and not available for community use and secondly that a planning application for a much-improved development has been granted. It was agreed that Mr Bell be given access to the professional arguments to oppose the first case, he was also advised to obtain legal advice on the current situation.

A Boulden, enquired on the future of the public toilets following the recent fire as a result of an incident of vandalism. Members advised Mrs Boulden that although the freehold of the building belongs to WPC, the actual running of facility is currently the responsibility of T&MBC. T&MBC is currently in the process of reviewing all of the public conveniences within

the Borough with a view to negotiate the transfer of the running of the facilities to local parishes but with no funding to assist. The facility will remain closed until the cost of repairs to the damaged building has been assessed and running costs are provided by T&MBC to allow a full evaluation of the actual cost to each Wrotham parishioner of WPC taking over the facility. This cost needs to be carefully considered against the actual benefit to and use by Wrotham residents.

**5. Re-Adoption of Standing Orders, Risk Assessment, Financial Analysis & Privacy Notice and Retention Policy**

It was proposed by Cllr Rayner, seconded by Cllr Mills and agreed unanimously that the documents be adopted without amendment.

**6. WPC Accounting Software**

*“The price of the upgrade to TAS V6 and the extortionate cost of annual support would indicate that SAGE is trying to discourage use of this particular package with a view to discontinuing in the near future, leaving WPC with another potentially costly upgrade. My recommendation is therefore to go the cloud-based software route”*

The proposal from Cllr Rayner, seconded by Cllr Denton to accept the Clerk’s previously emailed recommendation above was agreed unanimously. The Clerk to purchase Sage 50-Cloud at a cost of £60.00 per month to enable the Council to be Making Tax Digital compliant.

**7. Website – Brief Update**

All the new website content has been finalised and sent to Highscore. The company has an extremely high workload at present but we are expecting at last to have the site up and running within the next few months.

**8. Correspondence Received**

Correspondent	Details	Action
T&MBC	2019 Y2 Crew Youth Scheme – Contribution Request Previous contribution £500.00 Included in 2019 – 2020 S137 precept provision of £3.3K	£500.00 proposed by Cllr Rayner, seconded by Cllr Denton was agreed unanimously
The Counselling Centre	Donation thank you	For Information
Planning Resource	Planning Issues 2088 & 2089	For Information
Planning Resource	Planning Issue 2068	For Information
SLCC	The Clerk Vol 49 No 2 March 18	For Information
CPRE	Countryside Voice Spring 18	For Information

**9. Financial Matters**

**i. Bac payments 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 x 3	30.00	BAC 15/03/19
	Village Bins x 2	20.00	
	Public Toilets – Liaise with emergency services / isolate water supply	55.50	
	Litter Picking	74.00	
	Open Spaces Maintenance – Remove storm debris / associated tree works / dispose/ burn	204.00	

	Total	£383.50	
S Hills	Pavilion Deposit Refund	£50.00	BAC 18/03/19
Tim Powell	CPA Inspections x 4 Village Bins Litter Picking CPA Replace Springy Horse Open Spaces Maintenance – Glass Clearance / Multi-Court Cut back encroaching vegetation St George’s Hall – Toilet lock repair Total	40.00 10.00 74.00 37.00 203.50  18.50 £383.00	BAC 22/03/19
Nikki Waite	Pavilion Deposit Refund	£50.00	BAC 25/03/19
K Bell	Pavilion Deposit Refund	£50.00	BAC 25/03/19
N Townley St George’s School	D Jones Retirement Collection Contribution	£100.00	3238 25/05/19
Tim Powell	CPA Inspections x 3 Village Bins Litter Picking Open Spaces Maintenance Glass Clearance CPA Finish Springy Horse West Street Car Park – Repair Overhead Height Restriction / Paint Barrier / Replacement signage Generator Fuel – receipt attached * Skate Park Maintenance Total	30.00 10.00 37.00 18.50  18.50 148.00   7.02 111.00 £380.02	BAC 29/03/19
Peter Barden	Open Spaces Maintenance / Litter Pick / Leaf Clearance / Leaf Burning CPA Springy Horse Manufacture / Paint 2x primer 1x Top Coat / Replace Paint Facial Features CPA Inspections Burial Ground – Storm Debris removal burn Multi-Court – Cut back encroaching vegetation West Street Car Park – Repair Overhead Height Restriction / Paint Barrier / Replacement signage Skate Park Maintenance Total	168.00 192.00   24.00 96.00 96.00 96.00  168.00 £840.00	BAC 29/03/19
Lesley Cox	Salary March 19 deductions include pension contribution Telephone Total	1,293.88 20.00 £1,313.88	BAC
HM Revenue & Customs	PAYE / NI March 19	£334.14	BAC
KCC Pension Fund	Pension Contribution March 19	£436.01	BAC
Borough Green PC **	Skate Park Weekdays – Saturday Inspections March 19	£101.92	BAC
Four Seasons Gardens Ltd *	Grounds Maintenance Contract 1 12 <sup>th</sup> Instalment 2018-19	£379.81	BAC
Assured Water Hygiene *	Pavilion Salt x 9	£103.50	BAC
Viking *	Ink Cartridge back order Paper x 10 reams / Level Arch Files /	29.99 87.28	BAC

	Sellotape Total	£117.27	
Kent Aluminium (DIY) Ltd *	St George's Hall Materials CPA Materials Total	24.03 18.27 £42.30	BAC
Streetlights *	CPA Quarterly Camera Clean	£49.50	BAC
KALC *	Annual Subscription 2019 - 2020	£739.46	BAC
KCC *	Pavilion Fire Extinguisher Maintenance	£36.00	BAC
Phoenix Fireworks *	2019 Display Deposit	£1,512.00	BAC
Action with Communities in Rural Kent	Membership Renewal 2019 – 2020	£75.00	BAC
Highscore *	Website balance of payment <i>If authorised to be paid once site is live and training provided</i>	£900.00	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 06<sup>th</sup> March19

Haymarket Publishing	Planning Resources Subscription	£250.00	06/03/19
Eon	Parish Street Lighting	£311.63	15/03/19
Castle Water	Burial Ground Metered Water	£28.70	18/03/19
Castle Water	Pavilion Metered Water	£347.11	
Castle Water	Allotment Metered Water	£146.64	
Eon	Pavilion Electricity	£95.33	
BT Group	Parish Email	£7.50	22/03/19
Eon	Pavilion Gas	£122.59	25/03/19
Eon	Multi-Court Electricity	£19.44	
T&MBC	West Street Car Park	£127.05	01/04/19

ii. Bank Reconciliation for sign off

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

**BANK ACCOUNT BALANCES as at 31<sup>st</sup> March 19**

ACCOUNT	BALANCE
Current	£50.00
Business Reserve	£3,383.63
Business Savings	£5,133.27
Community Skate Park	£1.00
CCLA Parish Fund	£39,873.34
CCLA Community Fund	£125,749.47
Metro Bank Debit Card	£1,000.00
<b>TOTAL</b>	<b>£175,190.71</b>

10. Date of next Parish Council Meeting

The date for the next meeting was proposed for the 01<sup>st</sup> May 19, at 7.30pm, with the date for the interim planning meeting to be advised.

11. Planning Committee to Consider:

1. Applications received

Application Number	Address	Details	Parish Council Recommendation
TM/19/00493/FL	Highwood Fairseat Lane	Proposed outbuilding to front garden and formation of single courtyard	No Objections

i. Notifications of Decisions

Application Number	Address	Details	Decision
TM/19/00447/MIN	Park Farm Quarry Maidstone Road Platt	Details of Interim Restoration (conditions 2b and 22), Working, Restoration and Aftercare Scheme for the area marked in yellow on drawing P1/1782/2 (Condition 8), a Woodland Management Scheme (Condition 24), Aftercare Scheme (Condition 27) and an Archaeological Watching Brief (Condition 30) pursuant to TM/02/2663/MR97 KCC Ref KCC/TM/0017/2019	Approved 13 <sup>th</sup> March 2019
TM/19/00456/RD	Wrotham Secondary School Borough Green Road	Details of conditions 2 (floor level), 3 (materials) and 9 (foundation designs) pursuant to TM/18/01830/FL (Proposed new sports hall)	Approved 3 <sup>rd</sup> April 2019

2. Correspondence Received

T&MBC Planning List 'B' No's 19/10, 19/11, 19/12 & 19/13

The meeting closed at 7.45pm

.....:Chairman

.....:Date