

# WROTHAM PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING, HELD ON WEDNESDAY 3<sup>rd</sup> August 2022. In the Wrotham Pavilion TN15 7AH

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

**In Attendance:** Lesley Cox (Clerk), & Jason Butler

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

Cllr Betts & Beach

### 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's Mrs Jackson & Vick 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 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

Provider of Electrical Services to Wrotham Parish Council – all meetings Cllr S Vick

### 3. **Minutes**

The minutes of the meeting held on 29<sup>th</sup> June 2022, proposed by Cllr Rayner seconded by Cllr Denton, and agreed and signed as a correct record by the Chairman

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

As PCSO's work a 4-week shift pattern, it is not always possible to attend parish council meetings. There has been 2x thefts in the village, 1 of which was a horsebox and 10 reports of assaults, these are ongoing between certain families all of which have received anti-social behaviour cautions and housing letters.

Bilkings (the taking of fuel without payment) are now dealt with through BOSS (British Oil Security Syndicate) scheme, the police only investigate if the theft of numbers plates is involved.

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

No update from Clarion to question raised at the last meeting.

### 6. **CPA CCTV - Remote Interrogation**

Graham Twist of Astra Security Services has attended site and is going to submit a CCTV upgrade proposal for the following areas.

CPA  
Multi-Court  
St George's Hall (External)

Quotation to be separated into individual areas.  
SV Electrical will also provide a quote based on the specification received.

**7. St George's Hall – Revised Hire Rates**

The following additions were agreed unanimously

Non-Charitable – Commercial Events

Per Hour	£ 26.80
Per Hour Fri/Sat Evening	£ 29.00
Minimum Hire Fee (Incl Sunday until 12.00pm)	£220.00

Weddings

Weekend Rate (Friday 2.00pm – Sunday 12.00pm incl)	£400.00
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**8. Nepicar Layby**

Cllr Rayner has been informed by David Brazier that WPC will be contacted in connection with the proposed plans for the layby by a senior KCC officer. The clerk confirmed that WPC is still awaiting further communication.

**9. Replacement Defibrillator**

The proposal by Cllr Rayner, seconded by Cllr Vick to purchase a replacement unit through the charity London Hearts was agreed unanimously.

**10. West Street Car Park**

Cllr Rayner has obtained an indication from Harry Clark that KCC now consider the car park surplus to County Council requirements. The proposal from Cllr Denton, seconded by Cllr Vick that WPC express an interest in acquiring the asset, was agreed unanimously.

**11. October Parish Council Meeting Date**

As both the Clerk and Chairman are unable to make a meeting on the first Wednesday of October, a revised date of the 12<sup>th</sup> October 2022 was proposed, to be formally agreed at the September 2022 meeting.

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

Borough Councillor Martin Coffin

Clarion Housing is in serious chaos following a cyber attack 3 months ago. Apparently no back up system was in place which has resulted in financial difficulties with money receipts and payments, along with increased issues with safe guarding. These problems are being used as an excuse for not dealing with estate issues. At council level the Chief Executive is taking an active role in monitoring Clarion. To date no responses to question of why the case for removal of the covenant on St George's Court has not been prepared for the Land Tribunal, the number of current voids and the rates being paid on empty properties have been received.

T&MBC are now considering taking forward a compulsory purchase on St George's Court. Cllr Rayner requested a meeting with Cllr Coffin and Cllr Kim Tanner, T&MBC Cabinet Member for Housing to discuss the 'No Use Empty' the Kent Empty Property Initiative.

Under the discretionary rebate scheme householders in bands A-D who get council tax reduction because of low incomes have received the £150.00 energy support payments. There will be more payments available in the Autumn.

South East Water come close to running out of water during the recent period of extreme heat. T&MBC played an active role in the securing and organising of local bottled water banks.

No application has been received yet from Panettoni on the proposal to develop the Marley Tiles site on London Road  
T&MBC planning department has been experiencing difficulties for some time, with the appointment of a new head of planning from Maidstone changes will be coming forward to the bring the department back to purpose.

County Councillor Harry Rayner

The loss of bus services due to the significant cut to bus subsidies has resulting in significant issues for children getting to school. Route 222 remains but concerns have been raised around capacity and timetable working with school finishing times. Bus passes have been purchased by parents' dependant on withdrawn services getting their children to school.

Question Cllr Coffin

Are bus cuts a red line that shouldn't have been crossed by KCC

Answer Cllr Rayner

Most certainly, Senior management are refusing to accept this debacle and acknowledge the consequences.

South East Water are imposing a hosepipe ban from the 12<sup>th</sup> August 2022. The low rainfall this year has caused significant issues with supply to housing in the area, raising concerns with the justification of bring forward the building of 3000 houses in the Local Plan without an increase in water resources. UK Power Networks also have issues of resources in the local area.

Panatonni don't appear to have made any calculations on how the 4 inline roundabouts from Old Coach Road to Nepicar will affect both the local and national highway networks. National Highways will require this evaluation as part of the planning application for the Marley Tiles site.

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

#### Grounds

Work to the hall roof still needs to be finished.

#### Buildings

No Report

#### Highways

No Report

#### Crime & Disorder

No Report

#### Finance

No Report

#### Planning

No Report

#### Skate Park

To avoid time wasted on transportation the proposal to purchase a storage unit complete with lock box for materials, spares and Heras Fencing components like the heavy feet and shackles, was agreed unanimously. BG & Platt PC's to contribute.

#### Website

No Report

#### Climate Change Strategy

No Report

#### Youth

No Report

#### KALC

Cllr Rayner has had an input in the revision of the T&MBC Parish Charter

#### PPP

New format and chairman are working well.

#### CPRE

No Report

### **14. Correspondence Received**

St George's Primary School	Request for £500.00 towards cost of Festival of Light Celebration <b>Precept remaining £1,076.43</b>	Donation of £500.00 was proposed by Cllr Rayner, seconded by Cllr Denton and agreed unanimously
Wrotham Music Festival	Request to place a banner advertising the event on the Wrotham Village Sign	Agreed unanimously
Alan Tatham	Title No K641323 Land In West Street – Transfer to WPC Previously emailed	Revision of proposed terms required before WPC prepared to consider, agenda item for September 2022
T&MBC	Licensing Services – Tonbridge & Malling Street Trading Consultation 2022 <a href="https://www.tmbc.gov.uk/licensing/street-trading-consultation">https://www.tmbc.gov.uk/licensing/street-trading-consultation</a> Previously emailed  Notification of Recycling Site Removal from Wrotham High Street Jct with Pilgrims Way Previously emailed	Online consultation deadline 29 <sup>th</sup> August 2022 at 11.45pm. Clerk to respond on behalf of WPC  For Information – nearest alternative site Borough Green Station Approach (Co-op)
KALC	NALC Consultation on Short Term Holiday Lets Previously emailed	Responses to <a href="mailto:chris.borg@nalc.gov.uk">chris.borg@nalc.gov.uk</a> by 5pm on Tuesday 30 <sup>th</sup> August
PKF Littlejohn LLP	Wrotham Parish Council Completion of the limited assurance review for the year ended 31 March 2022 Previously emailed Notice of conclusion of audit along with the certified AGAR (Sections 1, 2 & 3) posted in the notice boards and on the website	For Information – No matters giving cause for concerns.
NatWest	Notification of the withdrawal of the Safe Custody Service on 16 <sup>th</sup> January 2023  Metro Bank still provide this service	For Information at this stage, further information promised on the procedure for removal
T&M KALC	Parish Partnership Panel – New Terms of Reference	For Information

	Previously emailed  Questions for the next PPP meeting Previously emailed  KALC Annual General Meeting on 19 <sup>th</sup> November 2022 Previously emailed	For Information  Motions for the event to be submitted before 23 <sup>rd</sup> September 2022
South East Water	Temporary Use (Hosepipe) Ban from Friday 12 August 2022 Previously emailed	For Information
Heart of Kent Hospice	Annual charity Moonlit Walk 1 <sup>st</sup> October 2022 Tickets Adult over 16 £21 Children under 16 £11 Groups of 8 £147 Early Bird Tickets available before 4 <sup>th</sup> September 2022 Previously emailed	For Information
SLCC	The Clerk July 2022	For Information
Clerks & Councils Direct	July 2022 Issue 142	For Information
Planning Resource.Co.UK	Planning Issue 2110 Autumn 2022	For Information

## 15. 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
E Bournat	Pavilion Security Deposit Refund	£50.00	BAC 04/07/22
Phoenix Fireworks	2022 Firework Display Deposit Wrotham Fireworks to contribute	£2,145.00	04/07/22
L Abbot	Pavilion Security Deposit Refund	£100.00	BAC 04/07/22
S Kitt	Pavilion Window Cleaning	£30.00	25/07/22
PKF Littlejohn LLP	External Audit Fee 2022	£480.00	28/07/22
Peter Barden	Litter Pick Open Spaces Maintenance – CPA Inspection/Repairs/Prepare wood for CPA Sign and Trim Trail - Pavilion Decking/Steps Repair/Shrub Pruning/ Weed Paving –General Clearance Hall Maintenance – Rehang Curtain -check toilet rolls etc Pavilion Maintenance – check toilets rolls etc Skatepark Repairs Total	307.50 622.50      22.50 7.50  105.00 £1,065.00	BAC 29/07/22
Lesley Cox	Salary July 22 deductions include pension contribution. Telephone Quarterly Office Allowance Total	2,148.60  20.00 150.00 £2,318.60	BAC
HM Revenue & Custom	PAYE / NI July 22	£911.90	BAC
KCC Pension Fund	Pension Contribution July 22	£1,038.22	BAC

Borough Green PC **	Skate Park Weekdays – Saturday Inspections July 22	£101.92	BAC
Kevin Holt	Ground Maintenance Works July 2022	£650.00	BAC
Four Seasons Gardens Ltd *	Grounds Maintenance Contract 5 <sup>th</sup> Instalment 2022/23	£416.93	BAC
Assured Water Hygiene *	Pavilion Salt x 10 delivered on 1 <sup>st</sup> July 22	£115.00	BAC
Commercial Services Trading Ltd *	Grounds Maintenance Contract 2 April – June 2022	£1,798.79	BAC
Viking *	Toilet Rolls	£95.92	BAC
J Blewer & Son Ltd *	Materials for repair of CPA Sign & Trim Trail	£326.75	BAC
Metro Bank Account Transfer	Fasthosts – Generic Email * Account Fee Total	12.00 8.70 £20.70	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 29<sup>th</sup> June 22

Eon Next	Pavilion Electricity	£128.55	20/07/22
Npower	Unmetered Streetlight Supply	£303.77	
T&MBC	Burial Ground Rates	£52.00	
BT Group	Parish Email	£7.50	22/07/22
Water Plus	Pavilion Metered Water	£49.30	27/07/22
Water Plus	Allotment Metered Water	£10.17	
Water Plus	Burial Ground Metered Water	£5.50	
T&MBC	West Street Car Park Rates	£127.00	01/08/22

ii. Bank Reconciliation for sign off

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

**BANK ACCOUNT BALANCES as at 05<sup>th</sup> July 2022**

ACCOUNT	BALANCE
Current	£50.00
Business Reserve	£8,884.18
Business Savings	£33,234.91
Community Skate Park	£1.00
CCLA Parish Fund	£40,341.69
CCLA Community Fund	£121,182.99
Metro Account	£239.96
<b>TOTAL</b>	<b>£203,934.73</b>

iii. Financial Analysis 18<sup>th</sup> July 2022 for sign off

The Financial Analysis for 18<sup>th</sup> July 2022 was agreed and signed by Cllr Rayner – attachment refers

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

The date for the next meeting was proposed for the 7<sup>th</sup> September 2022 to be held in the Wrotham Pavilion at 7.30pm, with 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/22/01601/RD	Wrotham Hill Park Fairseat Lane	Details of condition 03 (external materials) and condition 05 (joinery) submitted pursuant to planning application TM/22/00484/FL (Two storey extension to north west corner and construction of additional storey to north west corner along with associated works; construction new entrance portico and basement access stair; repair of existing roof and reinstate chimney; internal alterations including the lowering of existing basement area with associated works; reconfigured driveway with associated landscaping)	No Objections
TM/22/01605/FL	Wrotham Hill Park Fairseat Lane	Two storey extension to north west corner and construction of additional storey to north west corner along with associated works; Single storey extension to front entrance; construction new entrance portico and basement access stair; repair of existing roof and reinstate chimney; internal alterations including the lowering and extension of existing basement area with associated works; reconfigured driveway with associated landscaping (Revision to 22/00484/FL)	No Objections
TM/22/01615/LB	4 Workhouse Cottages St Marys Road	Listed Building Application: Installation of secondary glazing to improve the thermal efficiency of the property's eight existing (single-glazed) windows	No Objections

i. Notifications of Decisions

Application Number	Address	Details	Decision
TM/22/00806/FL	Lea Croft Pilgrims Way	Demolition of garden room and erection of single storey garage and garden room	Application withdrawn 15 <sup>th</sup> July 2022
TM/22/01202/FL	Butts Hill Cottage Pilgrims Way	Proposed alterations to boundary wall and fence fronting onto Pilgrims Way	Approved 18 <sup>th</sup> July 2022
TM/22/00136/RD	West View Blacksole Lane	Details of Condition 3 (archaeological watching brief) submitted pursuant to planning permission TM/21/03000/FL (Erection of a 4 bed two storey house)	Approved 18 <sup>th</sup> July 2022
TM/22/01152/FL	Pilgrims St Marys Road	Demolition of the existing single storey extension to the rear. Replace with two-storey extension to the rear of the property and single storey extension to the existing utility.	Approved 21 <sup>st</sup> July 2022

		New single storey porch to the front of the property. Minor fenestration amendments. Associated hard and soft landscaping	
TM/22/00884/RD	Land At Potters Mead Borough Green Road	Details of conditions 2 (landscaping and boundary treatments) 3, (materials), 5 (electric vehicle charging point), 7, (demolition and construction working arrangements), 8, (noise mitigation) and 9, (foul and surface water drainage) submitted pursuant to planning permission TM/21/03372/FL (Erection of a single new dwelling and associated works)	Approved 21 <sup>st</sup> July 2022
TM/22/01038/RD	Unit 1 Gasoline Alley	Part details of condition 5(a) and (b) submitted pursuant to planning permission TM/20/1982/FL (Demolition of existing motor vehicle workshop, erection of new motor vehicle workshop and MOT Test Centre, provision of associated signage at site entrance and on new building, retention/replacement/addition to existing car and van parking spaces, provision of cycle spaces, provision of internal and external storage for waste materials, refuse and recycling, modifications to existing retaining wall and access road, removal of existing hedge and fencing, provision of new boundary fencing, gate and steps, and minor modifications/repair of existing hard landscaping and associated utility services)	Approved 27 <sup>th</sup> July 2022
TM/22/01275/FL	Owls Lodge 7 Court Meadow	Part first floor side extension/two storey rear extension, conversion of garage to habitable room. Including alterations to fenestration	Approved 28th July 2022
TM/22/00253/RD	Oakdene Cafe London Road	Details of Condition 19 (drainage verification report) submitted pursuant to planning permission TM/20/00085/FL (Demolition of existing building, erection of 7no. units for use within Classes B1c/B2/B8, access, car parking, a new electricity substation, refuse storage and associated works)	Refuse 29th July 2022

2. Correspondence Received

T&MBC Planning B Lists

The meeting closed at 9.25pm

.....Chairman



.....Date

		<u>Precept</u>	<u>Income Received To Date</u>	<u>Budgeted Income Outstanding</u>	<u>% of Budget Outstanding</u>
4001	Local Plan Contribution	£ -	£ 7.78	£ (7.78)	-778.00
4004	MOTO A20 HGV Lorry Park Contribution	£ -	£ 7,279.00	£ (7,279.00)	-7279.00
4010	Pavilion Rental Income (was 3200-100)	£ 12,000.00	£ 5,120.65		
4012	Pavilion Refundable Hire Deposit (was 3225-100)	£ -	£ 550.00		
	<b>Pavilion</b>	<b>£ 12,000.00</b>	<b>£ 5,670.65</b>	<b>£ 6,329.35</b>	<b>52.74</b>
4020	Burial Ground Income (was 3300-100)		£ 2,423.59		
	<b>Burial Ground</b>	<b>£ 2,000.00</b>	<b>£ 2,425.59</b>	<b>£ (425.59)</b>	<b>-21.28</b>
4030	Skate Park Income (was 3500 - 100)	£ 6,000.00	£ 250.65		
	<b>Skate Park</b>	<b>£ 6,330.00</b>	<b>£ 250.65</b>	<b>£ 6,079.35</b>	<b>96.04</b>
4035	Allotment Income (was 3600 - 100)	£ 700.00	£ 886.05		
4036	Allotment Water (Hose Use) (was 3610 -100)	£ 250.00	£ 234.50		
4037	Allotment Refundable Deposit	£ -	£ 100.00		
	<b>Allotments</b>	<b>£ 950.00</b>	<b>£ 1,020.55</b>	<b>£ (70.55)</b>	<b>-7.43</b>
4046	St George's Hall Contribution	£ 1,000.00	£ -	£ 1,000.00	100.00
4100	Precept & General Income (was 3950 - 100)		£ 57,135.50		
	<b>Precept</b>	<b>£ 114,871.00</b>	<b>£ 57,135.50</b>	<b>£ 57,735.50</b>	<b>50.26</b>
4101	Bank Interest Receivable	£ 40.00	£ 276.17		
	Wayleave	£ 1.15			
	<b>Bank Interest</b>	<b>£ 41.15</b>	<b>£ 276.17</b>	<b>£ (236.17)</b>	<b>-590.43</b>
	<b>Total Income</b>	<b>£ 136,192.15</b>	<b>£ 74,065.89</b>	<b>£ 62,126.26</b>	<b>45.62</b>

		<u>Precept</u>	<u>Expenditure To Date</u>	<u>Budgeted Expenditure Remaining</u>	<u>% of Budget Remaining</u>
7110	Pavilion Cleaning (was 4200-100)	£ 7,000.00	£ 1,267.00		
7112	Pavilion Window Cleaning (was 4205-100)	£ 80.00	£ -		
7113	Pavilion Maintenance (was 4210-100)	£ 5,000.00	£ 541.89		
7114	Pavilion Rates (was 4220-100)	£ -			
7115	Pavilion Deposit Refunds (was 4210-100)	£ -	£ 400.00		
7116	Pavilion Electricity (was 4230-100)	£ 1,700.00	£ 333.15		
7117	Pavilion Gas (was 4235-100)	£ 1,000.00	£ 213.46		
7118	Pavilion Metered Water (was 4240-100)	£ 800.00	£ 66.88		
	<b>Pavilion</b>	<b>£ 15,360.00</b>	<b>£ 2,822.38</b>	<b>£ 12,537.62</b>	<b>81.63</b>
7125	Burial Ground Maintenance (was 4300-100)	£ 11,000.00	£ 7,005.01		
7126	Burial Ground Metered Water (was 4330-100)	£ 90.00	£ 32.56		
7127	Burial Ground Rates (was 4320-100)	£ 680.00	£ 157.06		
	<b>Burial Ground</b>	<b>£ 11,750.00</b>	<b>£ 7,194.63</b>	<b>£ 4,555.37</b>	<b>38.77</b>
7130	Open Spaces - Maintenance (was 4410-100)	£ 15,000.00	£ 2,846.75		
7132	Open Spaces Electricity (was 4420-100)	£ 200.00	£ 24.73		
7133	CPA Equipment Inspections (was 4405-100)	£ 1,000.00			
7134	Open Spaces Litter Pick (was 4400-100)	£ 2,500.00	£ 455.50		
7135	Open Spaces Trailer	£ 150.00	£ 193.22		
7136	CCTV Maintenance	£ 200.00	£ -		
7137	Defibrillator	£ 100.00	£ -		
7140	Skate Park Inspection (was 4500-100)	£ 1,400.00	£ 297.92		
7141	Skate Park Oper/Annual Insp (was 4510-100)	£ 550.00	£ -		
7142	Skate Park Insurance (was 4515-100)	£ 1,250.00	£ -		
7143	Skate Park Maintenance (was 4520-100)	£ 6,000.00	£ 91.00		
	<b>Open Spaces</b>	<b>£ 28,350.00</b>	<b>£ 3,909.12</b>	<b>£ 24,440.88</b>	<b>86.21</b>
7145	Allotment Maintenance (was 4600-100)	£ 1,000.00	£ 111.20		
7146	Allotment Metered Water (was 4610-100)	£ 210.00	£ 34.53		
7147	Allotment Deposit Refunds	£ 350.00	£ -		
	<b>Allotments</b>	<b>£ 1,560.00</b>	<b>£ 145.73</b>	<b>£ 1,414.27</b>	<b>90.66</b>
7155	Street Light Quoted Repairs (was 4920-100)	£ 500.00	£ -		
7156	Street Lighting Supply Charge (was 4910-100)	£ 4,000.00	£ 1,578.85		
	<b>Street Lighting</b>	<b>£ 4,500.00</b>	<b>£ 1,578.85</b>	<b>£ 2,921.15</b>	<b>64.91</b>
7158	Street Light Replacement Project (Ear Marked Reserves)	£ 34,320.00	£ -		
7165	West Street Car Park	£ 7,000.00	£ 1,635.45	£ 5,364.55	76.64
7160	Purchases / Incl Salt Bins	£ 150.00	£ -		
7161	Winter Maintenance	£ 1,000.00	£ 540.00		
	<b>Highways</b>	<b>£ 1,150.00</b>	<b>£ 540.00</b>	<b>£ 610.00</b>	<b>53.04</b>
7178	<b>S137 (was 5660-100)</b>	<b>£ 2,500.00</b>	<b>£ 2,863.93</b>	<b>£ (363.93)</b>	<b>-14.56</b>
	Note: Wrotham Fireworks to contribute £1,478.50 to fund				
7102	Local Plan Legal Expenses	£ 5,000.00			
7105	Moto A20 HGV Lorry Park	£ 15,000.00	£ 2,000.00		
7150	St George's Hall Maintenance (was 4750-100)	£ 2,000.00	£ 746.05		
7168	Annual Subscriptions	£ 1,830.00	£ 791.50		
7169	Stationery (was 5500-100)	£ 250.00	£ 31.57		
7170	Software (was 5510-100)	£ 1,500.00	£ 1,050.56		
7171	PC/Printer Consumables (was 5520-100)	£ 300.00	£ -		
7172	Other Office Costs (was 5530-100)	£ 1,000.00	£ 83.33		
7173	Website (was 5535-100)	£ 400.00	£ -		
7175	Telephone (was 5600-100)	£ 240.00	£ 80.00		

Wrotham Parish Council  
Financial Analysis 18th July 2022

7176	Email (was 5610-100)	£	250.00	£	52.50			
7177	Post and Packing (was 5640-100)	£	150.00	£	-			
7179	Training Costs	£	300.00	£	-			
7180	Bank Charges (was 5680-100)	£	85.00	£	23.70			
7181	Insurance (was 5690-100)	£	3,500.00	£	-			
7182	Mileage	£	10.00	£	-			
7198	Internal / External Audit Fee (was 6970-100)	£	900.00	£	349.30			
7200	Staff Salaries (was 5000-100)	£	26,000.00	£	8,722.39			
7201	NI / PAYE (was 5030-100)	£	10,400.00	£	3,874.62			
7202	Superannuation Contribution (was 5080-100)	£	13,000.00	£	4,278.84			
7203	Office Allowance (was 5020-100)	£	600.00	£	150.00			
	Contingency	£	1,000.00	£	-			
	<b>Other Parish Expenditure</b>	<b>£</b>	<b>83,715.00</b>	<b>£</b>	<b>20,234.36</b>	<b>£</b>	<b>63,480.64</b>	<b>75.83</b>
	<b>Total Expenditure</b>	<b>£</b>	<b>155,995.00</b>	<b>£</b>	<b>40,924.45</b>	<b>£</b>	<b>114,060.55</b>	<b>73.75</b>
	<b>WPC Reserves</b>	<b>£</b>	<b>40,341.69</b>			<b>£</b>	<b>40,341.69</b>	<b>100.00</b>
	<b>Ear Marked Reserves</b>	<b>£</b>	<b>121,182.99</b>	<b>£</b>	<b>-</b>	<b>£</b>	<b>121,182.99</b>	<b>100.00</b>

COMMITMENTS - expenditure	Description of work	Contractor	Anticipated Payment Date	payable pre 15 Sept	payable post 15 Sept
				ex VAT	ex VAT
				(estimate)	(estimate)
	Pavilion Maintenance & Cleaning	Various		£4,500.00	£7,500.00
	Burial Ground Maintenance incl arboreal works			£1,000.00	£3,500.00
	Open Spaces Maintenance incl CCTV, Defibrillator & Street Furniture			£4,000.00	£12,000.00
	Childrens Play Area Safety Inspection	RoSPA / KCC		150.00	500.00
	Village Trailers				100.00
	Skate Park Maintenance	G Cox/ P Barden		1,000.00	5,000.00
	Skate Park Safety Inspection	RoSPA / KCC		100.00	450.00
	Skate Park Insurance				1,250.00
	Allotment Maintenance			140.00	700.00
	Street Light Repairs			150.00	350.00
	West Street Car Park Lease				3,375.00
	Winter Maintenance Provision				600.00
	S137 Donation			300.00	900.00
	St George's Hall Financial Assistance				1,250.00
	Subscriptions / Training / PO Box No / Software / Consumables / Postage etc			1,200.00	2,300.00
	Website & Email			45.00	550.00
	Insurance				3,500.00
	Internal and External Audit	D Bucket / PKF Littlejohn			600.00
	Street Lighting Project				34,320.00
	Local Plan Legal Expenses				5,000.00
	MOTO HGV Lorry Park - Appeal Provision				13,000.00
	Contingency				1,000.00
				£12,585.00	£97,745.00
				<b>Total £110,330.00</b>	

Other Regular payments				payable pre 15 Sept	payable post 15 Sept
	Energy charges - Street Lighting	Npower	monthly	£760.00	£2,280.00
	Energy charges - pavilion / electricity	EonNext	monthly	£300.00	£900.00
	Energy charges - pavilion / gas	Eon/Next	monthly	£150.00	£550.00
	Energy charges - multi-court	EDF	monthly	£45.00	£200.00
	Water supply - burial ground	Water Plus	half yearly		£60.00
	Water supply - allotments	Water Plus	half yearly		£100.00
	Water Supply - pavilion	Water Plus	half yearly		£300.00
	Rates - pavilion	Tonbridge + Malling BC	monthly		
	Rates - burial ground	Tonbridge + Malling BC	monthly	£105.00	£210.00
	Rates - West Street	Tonbridge + Malling BC	monthly	£380.00	£510.00
	Salary	Ms L Cox	monthly	£4,237.48	£12,712.44
	Pension	KCC Pension Fund	monthly	£2,076.00	£6,228.00
	Office Allowance	Ms L Cox	quarterly	£150.00	£300.00
	Telephone Allowance	Ms L Cox	monthly	£40.00	£120.00
	Mileage	Ms L Cox	business trips		£10.00
	Inland Revenue	Tax and National Insurance	monthly	£1,883.40	£5,650.20
	Metro Bank	Bank Charges	monthly	£15.00	£45.00
	Village Litter Picking	P Barden	monthly	£350.00	£1,650.00
	Skate Park Daily Inspection	BGPC	monthly	£300.00	£900.00
				£10,791.88	£32,725.64
				<b>Total £43,517.52</b>	

COMMITMENTS - Income				payable pre 15 Sept	payable post 15 Sept
	Precept	Half Yearly		£57,135.50	
	Rechargeable Accounts - Skate Park Project			£800.00	£4,900.00
	St George's Hall Repayment				£1,000.00
	Flexi-School			£1,694.00	£6,066.70
	Allotment Rental			£20.20	
	VAT - Refund Due as at 30th June 22			£1,759.77	
				£61,409.47	£11,966.70
				<b>Total £73,376.17</b>	

PROJECTED - Income				payable pre 15 Sept	payable post 15 Sept
	Pavilion			300.00	1,000.00
	Burial Ground				500.00
	Local Plan / MOTO contribution				14,000.00
				300.00	15,500.00
				<b>Total £15,800.00</b>	

**BANK BALANCES**

Bank Balance as at 18th July 2022	£211,558.18
Committed expenditure to 31 March 2023	£153,847.52
Anticipated income before 15 Sept 2022	£61,709.47
Anticipated income after 15 Sept 2022	£27,466.70
Estimated balance at 01 April 2023	£146,886.83

Notes \*\*\*

No allowance has been made for items such as light bulbs, keys and other adhoc expenditure i.e, uninsured losses, additional insurance premium costs etc