

# WROTHAM PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING, HELD ON WEDNESDAY 03<sup>rd</sup> October 18 IN THE WROTHAM PAVILION, HIGH STREET, WROTHAM

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

**In Attendance:** Lesley Cox (Clerk), Ben Mills, Tom Sheldon & Polly Falconer.

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

Cllr's Coffin, Mills & 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

Cllr Betts as a director of a Limited Company that owns land adjoining Margaret McMillan House declared an interest in item 6.

### 3. **Minutes**

The minutes of the meeting held on 05<sup>th</sup> September 18, were proposed by Cllr Rayner, seconded by Cllr Beach and agreed and signed as a correct record by the Chairman.

The Chairman revised the order of the agenda for the benefit of members of the public present at the meeting.

### 4. **Public Question Time**

Mr Mills outlined the continuing anti-social behaviour by Motor Bikers experienced on a weekly basis by residents of London Road, and in particular a recent incident resulting in the attendance of the Air Ambulance.

### 5. **Request from KCC**

- Confirmation of transfer of title to Nepicar Layby to WPC
- Letter confirming the intention to grant a 49yr lease on West Street Car Park

Cllr Rayner updated the meeting on a recent meeting with members of WPC and Mark Cheverton, Property Manager of KCC. Following on from the meeting the proposals below from Cllr Rayner, seconded by Cllr Beach were agreed unanimously.

- WPC resolve to purchase for a nominal fee the land as defined by the Land Registry Drawing and previously agreed by KCC Officers the area known as Nepicar Layby.
- WPC resolve to take a 49yr lease on the West Street Car Park to be negotiated once any rights of way over the area have been established.

The clerk to write to Mark Cheverton accordingly.

**6. Margaret McMillan House – Wide Horizons Educational Trust now in Administration.  
Joint arrangement with Stansted Parish Council – Application for Community Asset Status?**

At the request of the Chairman, Tom Sheldon informed the meeting of the background of the site.

The facility was first opened in the 1930's and continued as an outdoor centre until the charity Wide Horizons went into liquidation at the end of July 18. Wide Horizons managed a total of 9 sites. The asset is believed to belong to the London Borough of Greenwich, to be confirmed from Land Registry.

The proposal from Cllr Rayner, seconded by Cllr Betts to make application for an Asset of Community Value in conjunction with Stansted PC was agreed unanimously.

The clerk to liaise with Roxanna Brammer, Tom Sheldon to assist by providing appropriate wording for the application.

**7. Annual Review of Rates of Hire / Charges**

It was proposed by Cllr Gillin, seconded by Cllr Rayner and agreed unanimously to increase rates by 5% for 2018, rates below will apply from April 19.

i. Burial

To Purchase Right of Burial in New Grave

For an earth grave for a period of 99 years, incl of Entry in Register of Grant	£ 625.00
For an earth grave for a child for a period of 99 years	£ NIL
For an earth grave for a stillborn baby or up to 1year old for a period of 99 years	£ NIL

<u>To Purchase Right of Burial in Graves Previously Used for Limited Period Burials</u>	As above
---	----------

Ashes Plots

Single cremated remains plot, incl of certificate of ownership	£172.00
Double cremated remains plot, incl of certificate of ownership	£251.00

Where There is More Than one Interment in a Grave

First interment after 10 years purchase	£103.00
For second interment	£208.00
Ashes in re-opened grave	£ 52.75

For the Right to Erect Memorials etc

		Vat	
Headstone only	£212.00	£42.40	£254.40
Additional inscriptions	£ 53.50	£10.70	£ 64.20
Memorial for ashes	£ 53.50	£10.70	£ 64.20

## ii. Pavilion

It was proposed by Cllr Gillin, seconded by Cllr Rayner and agreed unanimously to increase rates by 5% for 2018, rates below will apply from April 19.

### Main Hall

Cricket Club	per annum	£645.75
Flexi-School	per day	£ 48.00
Non Parish Users	per hour	£ 13.00
Non Parish Users	per hour Fri/Sat Evening	£ 14.40
Parish Users	per hour	£ 10.70
Parish Users	per hour Fri/Sat Evening	£ 11.75
Weekend Rate (Morris Men Only)	per weekend	£187.40

### Ancillary Hall

Youth Groups	per hour	£ 9.80
Youth Groups	per hour bulk bookings	£ 8.95
Non Parish Users	per hour	£ 11.15
Non Parish Users	per hour Fri/Sat Evening	£ 12.40
Parish Users	per hour	£ 9.80
Parish Users	per hour Fri/Sat Evening	£ 10.80
Weekend Rate (Morris Men Only)	per weekend in conjunction with Main Hall	£ 38.85

### Combined Halls

Non Parish Users	per hour	£ 18.10
Non Parish Users	per hour Fri/Sat Evening	£ 20.10
Parish Users	per hour	£ 15.40
Parish Users	per hour Fri/Sat Evening	£ 17.00

### Shower Room Use

£ 12.00

## iii. Allotments

It was proposed by Cllr Gillin, seconded by Cllr Rayner and agreed unanimously to increase rates by 5% for 2018, rates below will apply from April 19.

Full Plot	£45.15
Half Plot	£23.85
Third Plot	£18.60
Quarter Plot	£11.95

## iv. St George's Hall

It was proposed by Cllr Gillin, seconded by Cllr Rayner and agreed unanimously to increase rates by 3% for 2018 and to amend the charging structure in line with that of the pavilion, rates below will apply from April 19.

### Parish Users

#### Hourly Rate

Per Hour	£ 12.75
Per Hour Fri/Sat Evening	£ 13.80

### Non Parish Users

#### Hourly Rate

Per Hour	£ 17.00
Per Hour Fri/Sat Evening	£ 18.00

## 8. Allotment Rules and Regulations

This item was request by Cllr Gillin following the expensive clearance cost to the parish of a recently vacated plot.

The proposal by Cllr Rayner, seconded by Cllr Gillin to approach KALC for a suggested set of rules and regulation to adapt, and to retain a deposit of £50 from all new tenants was agreed unanimously.  
The Clerk to progress.

#### **9. Winter Maintenance**

Due to the severity of last winter salt stocks are very low, the proposal from Cllr Rayner, seconded by Cllr Beach to purchase 2x bags of high-grade salt and apply to KCC for 2x bags of brown salt was agreed unanimously.

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

County Councillor Rayner.

Another meeting with Mark Cheverton is to be arranged for mid-January 19.

The issues associated with Tower Industrial Estate with parking, sales and vehicle repairs on the public highway were added to the Joint Transportation Board agenda, and as a result a site visit has been arranged with members from both Borough and County to address the problems.

Borough Councillor Betts

The new waste recycling programme will commence in April, with an opt-in fee of £40/year for green waste. An initial incentive of £35/year for a 2 year up front fee has been agreed. There will be a phased removal of 'Bring Sites' once the new system is deemed to be working efficiently.

Council Tax for empty domestic properties is to be charged immediately, with long-term empty homes being charge at 3x applicable rate.

The annual Festival of Lights is being held on Friday 5<sup>th</sup> October 19, commencing at 5.30pm in the village square.

#### **11. Reports from various Committees**

##### Grounds

Multi-court has been re-surfaced and netball posts purchased. The local netball team to pay the £182.00 and take responsibility for the units. Temporary lines will be added in two weeks once the surface has had time to cure.

Coloured surface and permanent lines will be applied in the spring, when weather conditions are more suitable.

The proposal from Cllr Beach and seconded by Cllr Rayner, that Cllr Mills due to his involvement with the walking football team co-ordinate the next phase of works was agreed unanimously.

##### Buildings

No report

##### Highways

No report.

##### Crime & Disorder

No Report

##### Finance

No Report

##### Planning

No Report

##### Skate Park

No Report

Website

No Report

Youth

No Report

KALC

Next meeting scheduled for the 4<sup>th</sup> October 18.

PPP

No Report

CPRE

No Report

**12. Correspondence Received**

KCC	<p>Kent Household Waste Recycling Centre Consultation <a href="http://www.kent.gov.uk/wasteconsultation">www.kent.gov.uk/wasteconsultation</a> Previously emailed</p> <p>Parish Seminar Friday 2<sup>nd</sup> November 18 9.00am -12.30pm Oakwood House Oakwood Road, Maidstone ME16 8AE Previous emailed</p> <p>Big Conversation update Bus Summit 30<sup>th</sup> October 18 6.00pm Council's Chamber Sessions House Previously emailed</p>	<p>Online consultation deadline 1<sup>st</sup> November 2018</p> <p>Maximum of 2 delegates per Council. Attendees</p> <p>Available via webcast if unable to attend</p>
T&MBC	<p>Local Plan Events Wednesday 3<sup>rd</sup> October 18 7.00pm -9.00pm Tonbridge Castle Thursday 4<sup>th</sup> October 7.00pm – 9.00pm Previously emailed</p> <p>Local Plan Regulation 19 Consultation 1<sup>st</sup> October 18 to 4.00pm 12<sup>th</sup> November 18 Drop in sessions arranged for 15<sup>th</sup> 9am to 8pm in the Committee Room at the Council Offices at King Hill &amp; 17<sup>th</sup> October 18 9am to 8pm in the Council Chamber at Tonbridge Castle Previously emailed</p> <p>Recycling 'Bring' Sites Once the new improved home recycling services commences next year 'bring site' will be reduce from 47 to 10. Nearest site to Wrotham will be, Station Approach Borough Green Previously emailed</p>	<p>To register attendance email <a href="mailto:localplan@tmbsc.gov.uk">localplan@tmbsc.gov.uk</a></p> <p>Online consultation <a href="http://www.tmbc.gov.uk/localplanreg19">www.tmbc.gov.uk/local planreg19</a></p> <p>For Information</p>
Gatwick Airport	<p>Invitation to Discover Gatwick 2018/19 Available dates Wednesday 24<sup>th</sup> October 18 9.00am to 2.00pm Tuesday 27<sup>th</sup> November 18 9.00am to 2.00pm Previously emailed</p>	<p>Should you wish to attend email <a href="mailto:wendy.crowhurst@gatwickairport.com">wendy.crowhurst@gatwi ckairport.com</a> Cllr Gillin attending on the 27<sup>th</sup> November 18</p>
Planning Resource	<p>Planning Issues 2078</p>	<p>For Information</p>
Clerks and Councils Direct	<p>September 2018 Issue 119</p>	<p>For Information</p>
SLCC	<p>The Clerk Magazine Vol 49 No 5 September 18</p>	<p>For Information</p>

### 13. Financial Matters

#### i. Cheques for approval and signature

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

Payable To	Invoice Details	Amount	Cheque No
Tim Powell	CPA Inspections Village Bins Litter Picking Skate Park Maintenance Generator Fuel – receipt attached * Pavilion Maintenance Open Spaces Maintenance Total	30.00 10.00 37.00 129.50 7.00 129.50  37.00 £380.00	BAC 07/09/18
Tim Powell	CPA Inspections Litter Picking Lychgate weeding / Re-hang Church Gate Cut and remove damaged branches (Youth Shelter) Pavilion Maintenance Skate Park Maintenance Generator Fuel – receipt attached * Total	20.00 27.00 129.50  9.25  14.65 148.00 7.00  £355.40	BAC 14/09/18
Tim Powell	CPA Inspections Village Bins Litter Picking Open Spaces Maintenance Skate Park Repair Material for above – invoice attached * Cut and collect material above  Allotment Plot clearance Total	30.00 10.00 37.00 74.00 74.00 50.89  27.75  148.00 £451.64	BAC 21/09/18
Came & Company	Annual Parish Insurance	£2,516.26	BAC 26/09/18
Tim Powell	CPA Inspection Village Bins Litter Picking Open Spaces Maintenance Burial Ground Maintenance Total	30.00 10.00 37.00 148.00 92.50 £317.50	BAC 28/09/18
Peter Barden	Open Spaces Maintenance Litter Picking Lychgate Weed / Re-Hang Church Gate Remove Cut and Damage Branches (Youth Shelter) Skate Park Maintenance Pavilion Maintenance Total	120.00 24.00 84.00  12.00  168.00 72.00 £480.00	BAC £384.00 28/09/18 £96 01/10/18
Lesley Cox	Salary September 18 deductions include pension contribution Telephone Skate Park ***	1,293.88 20.00	BAC

	Concrete Screws x 300 *	28.37	
	Sanding Sheet 120 Grit pk 5 80 Grit pk 6 *	6.58	
	Silicone pk 12 *	34.99	
	Sealant 310ml x 2 *	11.18	
	Zinc Galvanising Spray 400ml x 9 *	45.00	
	Ext Frame Sealant Brown 310ml *	4.45	
	Open Spaces		
	Heavy Duty Knife Blades pk 10 *	2.99	
	Pavilion		
	Ball Valve 15mm and Level Ball Valve *	18.58	
	St George's Hall		
	8-Key Combination Key Safe *	28.99	
	Replacement Keyboard and Mouse *	24.99	
	Replacement Telephone System *	70.00	
	Total	£1,590.00	
HM Revenue & Customs	PAYE / NI September 18	£334.14	BAC
KCC Pension Fund	Pension Contribution September 18	£436.01	BAC
Borough Green PC **	Skate Park Weekdays – Saturday Inspections September 18	£98.00	BAC
Four Seasons Gardens Ltd *	Grounds Maintenance Contract 1 6 <sup>th</sup> Instalment 2018-19	£379.81	BAC
Streetlights *	Column 34 Replaced 70W Son-t lamp / Column 35 Replaced 70W Son-t lamp	282.30	BAC
	Column 5 Replaced 70W Son-t lamp / Column 6 Loose connection	115.50	
	CPA CCTV Camera quarterly clean	49.50	
	Total	£447.30	
T&MBC	Y2 Crew 2018 Contribution £500 received from Wrotham Fireworks	£1000.00	BAC
Assured Water Hygiene Ltd *	Pavilion salt x 8	£80.00	BAC
Kent Aluminium (DIY) Ltd *	Materials	£35.46	BAC
Harrison Grant *	Local Plan Expert Advice to 5 <sup>th</sup> September 18	6,471.48	BAC
	Less payment on account	2,000.00	
	Total	£4,471.40	
	Other parishes to contribute		
OTS Ltd *	Emergency work to remove hung up scaffold limb from mature Horse Chestnut	£180.00	BAC
Mike Taylor	Local Plan Banners	300.00	BAC
	Leaflets x 4000 *	239.40	
	Other parishes to contribute	£539.40	
Sovereign Sports Ltd *	Multi-Court Resurfacing	£10,692.00	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 05<sup>th</sup> September 18

Eon	Street Lighting Supply	£345.04	17/09/18
T&MBC	Burial Ground Rates	£50.00	20/09/18
EoN	Multi-Court Electricity	£11.28	21/09/18
Eon	Pavilion Electricity	£74.99	
BT Group	Parish Email	£9.19	24/09/18
Castle Water	Burial Ground Metered Water	£28.65	27/09/18
Castle Water	Pavilion Metered Water	£344.86	
Castle Water	Allotment Metered Water	£145.78	
T&MBC	West Street Car Park Rates	£121.00	01/10/18

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> September 18**

ACCOUNT	BALANCE
Current	£50.00
Business Reserve	£2,379.06
Business Savings	£19,112.68
Community Skate Park	£1.00
CCLA Parish Fund	£39,706.94
CCLA Community Fund	£83,638.46
<b>TOTAL</b>	<b>£144,888.14</b>

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

The date for the next meeting was proposed for the 07<sup>th</sup> November 18 at 7.30pm with the date for the interim planning meeting to be advised.

**15. Planning Committee to Consider**

1. Applications received

Application Number	Address	Details	Parish Council Recommendation
TM/18/02227/FL	Archersmead Pilgrims Way	Part first / part two storey side extension	No Objections

i. Notifications of Decisions

Application Number	Address	Details	Decision
TM/18/01151/FL	Lea Croft Pilgrims Way	Demolition of existing garage to create new single storey side extension to form enlarged living space to ground floor, alteration of existing window opening to rear elevation and creation of new window to side elevation	Approved on 5 <sup>th</sup> September 18
TM/18/02158/NMA	Owlsmere Gables Park Gravesend Road	Non-Material Amendment to TM/17/02817/FL: move swimming pool and plant room	Approved on 25 <sup>th</sup> September 18



TM/18/02069/TNCA	The Old Vicarage Borough Green Road	G1 3x Damsons and 1x Cherry to reduce by approx 40%; T1 Goat Willow to reduce by approx 40%; T2 Magnolia to prune away from building to give 2-3 feet clearance. Reduce neighbours side by 1m and crown lift to approx 2m over path; T3 Holly to crown reduce by approx 30%; T4 Cherry to crown reduce by approx 2- 3m; T5 Apple to crown reduce by approx 1.5m and sever Virginia Creeper; T6 Cornus to reduce height by 3ft and trim sides; T7 & T8 Purple Plum to crown reduce by approx 3m; and T9 Lime to dismantle to near ground level	No Objection on 25 <sup>th</sup> September 18
TM/18/01876/FL	Keys Cottage Kemsing Road	Change of use from agricultural to garden land	Approved on 27th September 18
TM/18/00341/FL	The Bull Hotel Bull Lane	Erection of detached function room and rearrangement and formalisation of car park	Approved on 28th September 18
TM/18/00342/LB	The Bull Hotel Bull Lane	LBA: Altering a window opening to a door.	Approved on 28th September 18

2. Correspondence Received

T&MBC Planning List 'B' No 18/36, 18/37, 18/38 & 18/39

The meeting closed at 9.00pm

..... :Chairman

..... :Date