

# WROTHAM PARISH COUNCIL

## MINUTES OF THE ANNUAL PARISH COUNCIL MEETING, HELD ON WEDNESDAY 4<sup>th</sup> May 2022. In the Wrotham Pavilion TN15 7AH

**Present:** P Gillin (Chairman) H Rayner, D Beach, M Coffin, K Denton, R Betts, C Mills & S Vick

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

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

Cllr Mrs Jackson

### 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. **Election of Chairman**

Cllr Denton as Vice-Chairman took the chair for this item. Cllr Gillin was proposed by Cllr Rayner and seconded by Cllr Beach for the position of Chairman. Cllr Gillin was unanimously elected as Chairman. Cllr Gillin abstained from voting.

### 4. **Chairman's Declaration of Acceptance of Office**

The declaration was made to the meeting and duly signed by Cllr Gillin.

### 5. **Election of Vice-Chairman**

Cllr Denton was proposed by Cllr Gillin and seconded by Cllr Rayner for the position of Vice-Chairman. Cllr Denton was unanimously elected as Vice-Chairman.

### 6. **Vice Chairman's Declaration of Acceptance of Office**

The declaration was made to the meeting and duly signed by Cllr Denton.

### 7. **Minutes**

The minutes of the meeting held on 6<sup>th</sup> April 2022, proposed by Cllr Rayner, seconded by Cllr Mills, duly ratified and agreed and signed as a correct record by the Chairman. The minutes of Annual Parish Meeting also held on the 6<sup>th</sup> April 2022, were proposed by Cllr Rayner, seconded by Cllr Mills and agreed and signed as a correct record by the Chairman.

## 8. Appointment of Committees

The Council approved the following committee memberships.

Grounds	Cllr P Gillin (Chairman) Cllr Mrs B Jackson Cllr R Betts Cllr S Vick M Howard (co-opted) Burial Clerk B Saunders (co-opted) Allotment Committee
Buildings/ Property	Cllr K Denton (Chairman) Cllr P Gillin (St George's Hall Committee) Cllr D Beach Cllr C Mills Cllr S Vick Cllr Mrs B Jackson Cllr M Coffin Cllr R Betts
Highways	Cllr D Beach (Chairman) Cllr H Rayner Cllr K Denton Cllr C Mills Cllr P Gillin
Crime & Disorder	Cllr P Gillin (Chairman) Cllr D Beach Cllr K Denton Cllr H Rayner Cllr R Betts
Finance	Cllr D Beach (Chairman) Cllr H Rayner Cllr M Coffin Cllr K Denton Cllr P Gillin
Planning	Cllr P Gillin (Chairman) Cllr H Rayner Cllr D Beach Cllr C Mills Cllr K Denton Cllr S Vick
Joint Parish Skate Park	Cllr K Denton Cllr Mrs B Jackson
Youth	Cllr C Mills M Taylor (co-opted) Youth Worker
External Bodies	
KALC	Cllr H Rayner Cllr P Gillin Cllr C Mills Cllr D Beach Cllr K Denton

Parish Partnership Panel Cllr C Mills  
Cllr P Gillin  
Cllr D Beach  
Cllr K Denton  
Cllr H Rayner

CPRE Cllr P Gillin

TMBC/KCC Joint Transportation Board  
Cllr H Rayner

**9. Public Question Time**

No Questions Raised

**10. Re-adoption of the Code of Conduct, Standing Orders, Financial Regulations, Risk Assessment Policy in conjunction with the Financial and Administration Risk Assessment document and Data Protection Privacy Notice and Retention Policy.**

The proposal by Cllr Rayner, seconded by Cllr Denton to re-adopt all documents without amendment was agreed unanimously.

**11. Venue Hire Waste Disposal**

Waste collection from in particular the pavilion due to the location and at times St George's Hall is at best sporadic and the moving of the resulting excess rubbish bags is an escalating expense to the parish council. To avoid the problem continuing the proposal from Cllr Gillin seconded by Cllr Denton to extend the no rubbish policy to all facility users was agreed unanimously.

**12. WPC Bonfire Beacon**

Councillors to source pallet providers and the Clerk to check out field access.

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

Borough Councillor Martin Coffin:

The £150.00 payment for households in council tax bands A-D is now being made, it has been difficult and time consuming for finance staff to administer, even with extra staff working full time the payments are still be made late. Payments to resident's who pay their bills by direct debit have been easy to administer but 1,500 accounts are paid by individuals not resident in the property to which the council tax relates, letters have had to be sent to all these account holders to confirm details of whom should receive the payment.

T&MBC are set to make changes to their governance procedure from advisory boards to overview and scrutiny boards to direct full cabinet on their decision making. Overview and scrutiny boards have more clout and will result in quicker decision making by the council.

Borough Councillor Robin Betts

The new Household Waste Recycling Centre at Allington is due to open on the 9<sup>th</sup> May 2022 and Matt Broughton has been invited to the opening ceremony. This state of art facility is carbon neutrally run and located next to Allington incinerator. Now the borough of Tonbridge and Malling has a HWRC the funding subsidy from KCC for the Bulk Freight Service will cease. There is currently a review into whether the services should continue. Focus going forward should be on recycling which is not achieved by the Bulk Freight service. However, how to accommodate households with no means of transporting bulky items will be part of this review.

County Councillor Harry Rayner

Now that T&MBC planning department has refused the application from Moto for the HGV lorry park at Nepicar, Claire Veneer from KCC is moving forward the necessary legislation to permanently close the Nepicar Layby. The cost of this closure will be met by Wrotham Parish Council. Since the lighter evenings there has been no significant anti-social behaviour by bikers and no incursion into the layby. Cllr Rayner is of the opinion that MOTO will not appeal the decision as their traffic analysis was inadequate and would not stand up at appeal. Cllr Rayner on behalf of Wrotham Parish Council has expressed an interest in acquiring the layby once the closure is in place

Cllr Rayner has been elected as KCC representative at KALC & Chairman of Joint Transportation Board.

The bus consultation has now closed, and a team are analysing the 28,000 responses received, the outcome is likely to be known around the 2<sup>nd</sup> to 3<sup>rd</sup> week of June. Cllr Rayner is more optimistic that services local to Wrotham will not be significantly affected.

KCC are dealing with a huge increase in child asylum seekers.

KCC Plan BEE to assist pollinators everyone should have a 'No Mow May'

#### **14. Reports from various Committees**

##### Blacksole Field Committee

Committee members have returned the amended Heads of Terms to St Clere Estate

##### Grounds

The damaged wall at the rear of the churchyard has been repaired,

##### Buildings

After 3 years of waiting, works by T&MBC are currently underway on the repair of the fire damaged public toilets.

Cllr's Denton & Beach have repaired the fibre glass flashing around the vent pipe on St George's Hall. Additional work is required to areas of flashing on the tiled roof.

##### Highways

Members have had a meeting with St George's Primary School in connection with traffic issues in Old London Road, the ideas from this meeting will be passed to Claire Veneer. Cllr Rayner offered to assist if necessary with any proposed traffic calming initiative from his members funding.

UK Power Networks is preparing a quote for chargeable repairs to bring the supply to all our street lighting columns up to standard. Once agreed and works completed by UK Power Networks WPC will be able to move forward the LED Streetlighting Project.

##### Crime & Disorder

No Report

##### Finance

No Report

##### Planning

No Report

##### Skate Park

The skatepark committee has been badly let down by Cullum O'Leary who promised to commence work in April and who is now not replying to any form of communication. As an

alternative, members to approach Barry Cox of KAS Engineering based in Gasoline Alley, London Road, Wrotham.

#### Website

No Report

#### Climate Change Strategy

WPC has been awarded a grant up to a maximum of £5K to install renewable energy powered heating in the pavilion.

#### Youth

No Report

#### KALC

No Report

#### PPP

No Report

#### CPRE

No Report

### **15. Correspondence Received**

Tracker.co.uk	Gritter replacement tracker & subscription Previously emailed	Cllr Betts to research alternative comparable options – to be an agenda item for the June meeting
TM KALC	Comments on Parish Charter Previously emailed  T&MBC Proposal – Area Planning Committees Previous emailed	Additional comments if any to be sent to M Taylor – No comments put forward  Cllr Coffin confirmed that T&MBC had not put forward any proposal to combine the 3 Area Planning Committees
T&MBC	Green Business Grant Approval -WPC Pavilion Previously emailed	For Information
CPRE	Kent Countryside Voice	For Information

### **16. 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:

<b>Payable To</b>	<b>Invoice Details</b>	<b>Amount</b>	<b>Cheque No</b>
C Devenish	Pavilion Security Deposit Refund	£50.00	BAC 19/04/22
CPRE	Annual Subscription	£50.00	D D 21/02/22
BGPC	Harrison Grant – Apportioned Refund	£16.55	BAC 26/04/22
Ightham PC	Harrison Grant – Apportioned Refund	£8.51	BAC 26/04/22

Platt PC	Harrison Grant – Apportioned Refund	£7.16	BAC 26/04/22
Stansted PC	Harrison Grant – Apportioned Refund	£2.27	BAC 26/04/22
Peter Barden	Litter Pick Open Spaces Maintenance – CPA Inspections / Repairs - General Clearance Tree Works – Cricket Hedge – Rubbish Burning Burial Ground Maintenance – General Clearance Tree Works Total	156.00 422.50    208.00  £786.50	BAC 29/04/22 Paid £785.50 unpymt £1.00 C/FWD
Lesley Cox	Salary April 22 deductions includes pension contribution Telephone Office Allowance Quarterly Total	2,043.61  20.00 150.00 £2,213.61	BAC
HM Revenue & Custom	PAYE / NI April 22	£884.37	BAC
KCC Pension Fund	Pension Contribution April 22	£994.87	BAC
Borough Green PC **	Skate Park Weekdays – Saturday Inspections April 22	£94.08	BAC
Kevin Holt	Ground Maintenance Works April 2022 Includes £17.97 number plate for trailer	£667.97	BAC
Four Seasons Gardens Ltd *	Grounds Maintenance Contract 2 <sup>nd</sup> Instalment 2022/23	£416.93	BAC
Assured Water Hygiene *	Pavilion Salt x 10 delivered on 11 <sup>th</sup> April 22	£115.00	BAC
David Bucket	Year-end Internal Audit 2021-22 incl mileage	£349.30	BAC
KALC *	Annual Subscription yr ending 31 3 23	£889.80	BAC
Viking *	Files, Binders, File Dividers & Marker Pens	£37.88	BAC
NKCS*	Contract Cleaning March 2022 St George's Hall to contribute	£927.64	BAC
Commercial Services	Quarterly Grounds Maintenance Contract 2 2021-22 4thPayment	£892.39	BAC
KSS Air Ambulance Charity	Donation agreed 6 <sup>th</sup> April 2022	£200.00	BAC
PNH Construction	St George's Church Wall Repair	£730.00	BAC
Sage (UK) Ltd *	Annual Subscription	£1,036.80	BAC
Metro Bank Account Transfer	Chainsaw Oil / Single Rivet Guide Bar * Zoom Software Subscription Annual Renewal * St George's Roof Repair Tootstation Flashband and Primer * RKD Fibreglass Roof Repair Kit * Fasthosts – Generic Email * Wilko Burial Ground Watering Cans x3 Account Fee Total	65.79 143.88   46.87 72.76 12.00 18.50  7.50 £367.30	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> April 22

Npower	Street Lighting Supply x3 mths	£1,207.28	19/04/22
Eon Next	Pavilion Gas	£107.81	20/04/22
Eon Next	Pavilion Electricity	£136.50	
T&MBC	Burial Ground Rates	£53.06	
EDF	Multi-Court Electricity	£10.33	21/04/22
CPRE	Annual Subscription	£50.00	
BT Group	Parish Email	£7.50	26/04/22
T&MBC	West Street Car Park Rates	£127.00	03/05/22

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> April 2022**

ACCOUNT	BALANCE
Current	£50.00
Business Reserve	£4,351.68
Business Savings	£13,219.65
Community Skate Park	£1.00
CCLA Parish Fund	£40,275.85
CCLA Community Fund	£120,986.06
Metro Account	£810.21
<b>TOTAL</b>	<b>£179,694.45</b>

iii. Annual Governance Statement 2021-22 for approval

Proposed by Cllr Rayner, seconded by Cllr Mills and agreed unanimously and signed by Cllr Gillin as Chairman.

iv. Annual Return for 31<sup>st</sup> March 2022 for approval and sign off

The Annual Return for the year ended 31 March 2022 proposed by Cllr Rayner, seconded by Cllr Mills was agreed unanimously and signed by Cllr Gillin as Chairman.

v. Continued use of BAC as preferred payment method – resolution to continue

Resolution to continue agreement unanimous.

vi. Continued use of Direct Debit as preferred payment method for utilities – resolution to continue

Resolution to continue agreement unanimous.

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

The date for the next meeting was proposed for the 1<sup>st</sup> June 2022 to be held in the Wrotham Pavilion at 7.30pm, with the date for the interim planning meeting to be advised.

**18. Planning Committee to Consider**

1. Applications received

Application Number	Address	Details	Parish Council Recommendation
TM/22/00729/FL	Butts Hill Cottage Pilgrims Way	Proposed alterations to boundary wall and fence fronting onto Pilgrims Way	No Objections

TM/22/00442/FL	The Hollies Borough Green Road	Placing of a summer house measuring 3m by 3m in The Hollies southern/front garden towards The Hollies southern boundary facing St Mary's Road	Attached refers
TM/22/00792/TNCA	Malt House Borough Green Road	Removal of 2 x Sycamore adjacent to an old wall which they are endangering	No Objections
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)	No Objections
TM/22/00909/FL	109 West Street	Construction of new end of terrace, two storey property on land adjacent to 109 West Street, Wrotham TN15 7BB	As this development was previously approved under application number TM/18/01976/FL, Wrotham Parish Council has no further comment.
TM/22/00869/FL	The Cottage 16 West Street	Single storey rear extension and first floor rear extension	No Objections

i. Notifications of Decisions

Application Number	Address	Details	Decision
TM/22/00105/FL	Allingham House Park Drive	Variation of condition 2 (approved plans) submitted pursuant to planning permission TM/21/02066/FL (Demolition of existing rear conservatory and replacement with rear/side garden room extension)	Approved 7 <sup>th</sup> April 2022
TM/22/00484/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; construction new entrance portico and basement access stair; repair of existing roof and reinstate chimney;	Approved 8 <sup>th</sup> April 2022



		internal alterations including the lowering of existing basement area with associated works; reconfigured driveway with associated landscaping	
TM/22/00242/FL	81 West Street	Sub-division of plot and construction of a two storey extension to form a 2 bedroom dwelling (Resubmission of TM/21/02877/FL)	Refused 27 <sup>th</sup> April 2022
TM/22/00623/TNCA	The Old Farm House St Marys Road	T1 Spindle Tree - Crown reduce whole crown by approximately 2m, T2 Bay - Crown reduce whole crown to gutter height, trim sides, T3 Ash - Dismantle to near ground level as tree is diseased and will become unsafe, T4 Elder - Dismantle to near ground level, tree is unstable and leaning further into the garden, T5 Copper Beech - Crown reduce whole crown to approximately 2-3m all round	No Objection 27 <sup>th</sup> April 2022

2. Correspondence Received

T&MBC Planning B Lists

The meeting closed at 9.05pm

.....Chairman

.....Date

# Wrotham Parish Council

Lesley Cox  
Clerk

PO Box 228  
Sevenoaks  
Kent  
TN13 9BY

Telephone – 01732 886139  
Email – wrothampc@btinternet.com

Ref: 220404/001  
Date: 4<sup>th</sup> May 2022

Planning Application Ref.	TM/22/00442/FL
Address	The Hollies, Borough Green Road, TN15 7RA
Proposal	Installation of a summer house measuring 3m by 3m in The Hollies southern, front garden
Decision	No objection
Comments :	

The proposed Summerhouse is to be located in the front garden of the Hollies. In Figure 1 the building would be located behind the hedgerow and to the west of Stone Cottage.

It is to 3m x 3m in size with shiplap cladding elevations and double glazed windows. The roof is of shallow pitch and clad in slate. The paint finish is to be a pleasant sea green colour.

The proposed summerhouse is 3.2m to the roof ridge and sympathetic in design to the surrounding architecture within the Conservation Area. It can be seen from Figure 1 that the building is well screened by the high hedgerow above a ragstone wall.



**Figure 1: Stone Cottage to the front with 'The Hollies' nestled in the background**

The Parish Council is supportive of the application in principal.

It is apparent from the comments online that a neighbour has an arboreal report that articulates some concerns regarding the large laurel to the left of Figure 1. It is

acknowledged that this is not a planning matter directly but may require some consideration between the two parties in the future, by way of a reduction of the Laurel to hedgerow height.

WPC is of the opinion that the high hedgerows are more than enough screening to mitigate the impact of additional built development in that location. The quality of the design and the chosen materials are sympathetic in any event.