

# WROTHAM PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING, HELD ON WEDNESDAY 4<sup>th</sup> September 19 IN THE WROTHAM PAVILION, HIGH STREET, WROTHAM

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

**In Attendance:** Lesley Cox (Clerk), Roy Barry & Michael Fraser

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

Cllr Coffin (T&MBC commitments)

### 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 8<sup>th</sup> August 19 were proposed by Cllr Rayner, seconded by Cllr Mrs Jackson and agreed and signed as a correct record by the Chairman.

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

**Wrotham**

**August 2019**

**Information**

**provided by:** PCSO Mark Thomas

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### **Crimes of note:**

- 4<sup>th</sup> August, Attempt Criminal Damage, St George's Court, Bricks thrown at empty property

- 4<sup>th</sup> August, Theft, Bull Lane, Number plate stolen
- 7<sup>th</sup> August, Theft, London Road, Number plate stolen

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## Anti-social behaviour and other incidents of note:

- Youths leaving gas canister's and needles by the youth shelter
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## Items of good work:

- Patrolling the recreation ground and road around Wrotham

### 5. Public Question Time

Mr Barry raised another incident of verge encroachment outside The Lodge Yaldham Manor Kemsing Road, Cllr Rayner to raise with KCC officers. Clerk to forward pictures. On another matter concerning the proposed diversion of part of Restricted Byway MR247B, the Barry asked that we include the request that the byway should be reinstated back to the original line once quarrying works are complete.

### 6. Multi-Court Electricity

The proposal from Cllr Rayner, seconded by Cllr Gillin to allow the Clerk the necessary discretion to make a decision on behalf of WPC was agreed unanimously. Indicative cost comparisons previously emailed.

### 7. Pavilion Acoustic Panels

To overcome the sound reverberation in the building Matt Algar owner of the dyslexic school had manufactured at his own cost, 6 boards each consisting of 6 acoustic panels. The proposal from Cllr Gillin to purchase flame retardant material to cover the boards, and to fix the boards in the smaller hall on a 3-month trial basis was agreed unanimously.

### 8. Annual review of hire rates/charges 2020 - 2021

It was proposed by Cllr Gillin, seconded by Cllr Rayner and agreed unanimously to increase rates by 5% for 2020, rates below will apply from April 2020.

#### 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	£656.25
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

##### To Purchase Right of Burial in Graves Previously Used for Limited Period Burials

As above

##### Ashes Plots

Single cremated remains plot, incl of certificate of ownership	£180.00
Double cremated remains plot, incl of certificate of ownership	£263.00

##### Where There is More Than one Interment in a Grave

First interment after 10 years purchase	£108.15
For second interment	£218.40

Ashes in re-opened grave	£55.39
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For the Right to Erect Memorials etc

		Vat	
Headstone only	£222.50	£44.52	£267.00
Additional inscriptions	£ 56.08	£11.22	£ 67.30
Memorial for ashes	£ 56.08	£11.22	£ 67.30

ii. Pavilion

It was proposed by Cllr Gillin, seconded by Cllr Rayner and agreed unanimously to increase rates by 5% for 2020, rates below will apply from April 2020.

**Main Hall**

Cricket Club	per annum	£678.00
Flexi-School	per day	£ 50.40
Non Parish Users	per hour	£ 13.65
Non Parish Users	per hour Fri/Sat Evening	£ 15.10
Parish Users	per hour	£ 11.25
Parish Users	per hour Fri/Sat Evening	£ 12.34
Weekend Rate (Morris Men Only)	per weekend	£196.75

**Ancillary Hall**

Youth Groups	per hour	£ 10.30
Youth Groups	per hour bulk bookings	£ 9.40
Non Parish Users	per hour	£ 11.70
Non Parish Users	per hour Fri/Sat Evening	£ 13.00
Parish Users	per hour	£ 10.30
Parish Users	per hour Fri/Sat Evening	£ 11.35
Weekend Rate (Morris Men Only)	per weekend in conjunction with Main Hall	£ 40.80

**Combined Halls**

Non Parish Users	per hour	£ 19.00
Non Parish Users	per hour Fri/Sat Evening	£ 21.10
Parish Users	per hour	£ 16.15
Parish Users	per hour Fri/Sat Evening	£ 17.85

**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	£47.40
Half Plot	£25.00
Third Plot	£19.50
Quarter Plot	£12.55

iv. St George's Hall

It was proposed by Cllr Gillin, seconded by Cllr Rayner and agreed unanimously to increase rates by 3% for 2020 rates below will apply from April 2020.

Parish Users

	Hourly Rate
Per Hour	£ 13.40
Per Hour Fri/Sat Evening	£ 14.50

Non Parish Users

	Hourly Rate
Per Hour	£ 17.85

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

Borough Councillor Robin Betts

The new waste collection regime which includes kerbside collection of recyclable items will commence as planned on the 30<sup>th</sup> September 19. 80% of households will find that their collection day will change, but a calendar will be posted through every letterbox informing householders of the change. The current bottles bank sites with the exception of the few designated to remain will be cleared during January / February next year. T&MBC is developing a new Climate Change Strategy with the aim to be carbon neutral by 2030, the consultation on the proposals is scheduled for early 2020.

County Councillor Harry Rayner

The application from Borough Green Quarry to significantly increase HGV movements per day to and from the site has been removed from the Mineral Planning Agenda for next week, following in my opinion the response submitted by WPC as the matters raised within the response are outside of the scope officers expected. Attention was drawn to the lack of recycling onsite therefore the result of increased HGV movements would increase the rate of backfill which requires a new revised restoration plan, along with a proposed change to the final restoration level which again requires a new revised restoration plan. TM/02/2663/MR97/R (KCC/TM/0017/2019) - Park Farm Quarry Maidstone Road Platt is on the agenda for the 11<sup>th</sup> September 19, my intention is to push for a site visit to inspect the sub-standard site access arrangements. The matter of the excess HGV movements from Borough Green Sandpits is still being pursued. KCC are working to a 2024 New Strategic Plan.

**10. Reports from various Committees****Grounds**

The large Yew tree in the Churchyard adjacent to Bishops Lodge requires work. Cllr Gillin to contact our approved Tree Surgeon and arrange a site visit.

**Buildings**

The toilet security doors have been delivered, members were asked to provide suggestions to Cllr Gillin for an experienced local carpenter to construct new framework and install.

**Highways**

Amey are currently undertaking the cellar surveys of properties on the High Street, the blocks WPC has selected may have a 24-week lead time. Neil Tree to investigate in advance of a progress meeting.

Cllr Beach is awaiting quotes on the new multi-court lighting proposal.

Ken Bonner of Streetlights has been instructed to progress the damaged lighting column in the High Street with UK Power Networks.

**Crime & Disorder**

No Report

**Finance**

No Report

**Planning**

The minutes of the planning meeting held on the 23<sup>rd</sup> August 19 were proposed by Cllr Rayner, seconded by Cllr Beech, agreed and adopted as part of the proceedings of this Council.

**Skate Park**

No Report

Website

Additional works have been undertaken to the site to ensure that it is WCAG 2.1 AA compliant.

Youth

No Report

KALC

No Report

PPP

No Report

CPRE

No Report

**11. Correspondence Received**

KCC	Proposed diversion of part of Restricted Byway MR247B Wrotham Previously emailed	Comments to <a href="mailto:William.barfoot@kent.gov.uk">William.barfoot@kent.gov.uk</a> by 9 <sup>th</sup> September 19 Clerk to submit agreed response
KALC	Draft Kent and Medway Housing Strategy 2019-23 <a href="https://www.kenthousinggroup.org.uk/draft-kent-medway-housing-strategy-consultation/">https://www.kenthousinggroup.org.uk/draft-kent-medway-housing-strategy-consultation/</a> . Previously emailed  KCC Draft Drainage and Planning Policy Statement Previously emailed <a href="https://consultations.kent.gov.uk/consult.ti/DrainageandPlanningPolicy/consultationHome">https://consultations.kent.gov.uk/consult.ti/DrainageandPlanningPolicy/consultationHome</a> .	Online consultation deadline 12 Noon Monday 9 <sup>th</sup> September 19  Online consultation deadline 30 <sup>th</sup> September 19. Cllr Gillin to take a look
David Buckett	Internal Audit Report 2018-19 Previously emailed  Points to Action New website; <ul style="list-style-type: none"><li>• Add invoice link to GDPR policies</li><li>• Consider a log-in facility for Cllrs to access confidential documents to reduce the need to email</li><li>• Consider the provision of generic style email address for all Councillors for use in connection with WPC business</li></ul> General <ul style="list-style-type: none"><li>• Update Financial Regulations in line with new recently released NALC model</li><li>• Also check whether the above requires amendment as a result of the Metro Card debit card arrangement</li><li>• GDPR ensure all regular hirers etc are aware of information held</li></ul>	Implemented Clerk to discuss with website design team  Clerk to discuss with website design team  Actioned and adopted at the August meeting. Clerk to progress  Letter sent with 2018-19 invoices and to all subsequent new contacts. Details on clerk email signature
Planning Resource	Planning Issue 2097	For Information

CPRE	Countryside Voice Summer 2019	For Information
SLCC	The Clerk July 2019 Vol 50 No 4	For Information
Clerks & Councils Direct	July 2019 Issue 124	For Information

## 12. 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>
Tim Powell	CPA Inspections x 2 Village Bins Litter Picking St George's Hall – Remove new toilet packaging and dispose CPA Repairs / Cricket Ground Hedgerow Burial Ground Hedgerow Equipment Fuel – receipt attached * Total	20.00 10.00 24.67 18.50 74.00 74.00 7.00 £228.17	BAC 09/08/19
H Seabrook	Pavilion Deposit Refund	£50.00	BAC 12/08/19
Tim Powell	CPA Inspections x 3 Village Bins Litter Picking St George's Hall - Lighting Pavilion Loft – Clean & Reorganise / New key cut Total	30.00 10.00 75.54 37.00 115.63 £268.17	BAC 16/08/19
H Woodland	Pavilion Deposit Refund	£50.00	BAC 19/08/19
Tim Powell	CPA Inspections x 3 Village Bins Litter Picking Burial Ground Hedging / Removal / Burn Equipment Fuel – receipt attached * Total	30.00 10.00 37.00 296.00 7.00 £380.00	BAC 22/08/19
Peter Barden	Open Spaces Maintenance / Litter Pick / rubbish burning / general clearance all areas / CPA equipment repair / CPA equipment Inspection / Cricket Ground Hedgerow Allotment Tap Repair St George's Hall – Paint toilet areas Burial Ground Hedgerow / Lych gate Pavilion / Clean & Re-organise loft area Total	348.00 24.00 72.00 252.00 72.00 £768.00	BAC 30/08/19
Tim Powell	CPA Inspections x 2 Village Bins Litter Picking Opens Spaces Maintenance – Cricket Ground Hedgerow Cut &	20.00 10.00 27.75 55.50	BAC 30/08/19

	Clear Burial Ground Hedgerow Cut & Clear Equipment Fuel – receipt attached *	240.50  7.00  £360.75	
Lesley Cox	Salary August 19 deductions include pension contribution Telephone Total	1,921.37 20.00 £1,941.37	BAC
HM Revenue & Customs	PAYE / NI August 19	£758.79	BAC
KCC Pension Fund	Pension Contribution August 19	£725.28	BAC
Borough Green PC **	Skate Park Weekdays – Saturday Inspections August 19	£105.84	BAC
Four Seasons Gardens Ltd *	Grounds Maintenance Contract 4 <sup>th</sup> Instalment 2019/20	£385.51	BAC
Streetlights *	Quarterly CPA September camera clean Undertaken early due to annual holiday	£49.50	BAC
Highscore Web Design Ltd *	Additional works undertaken to make the website WCAG 2.1 AA compliant at the request of the clerk. 1 day with 50% reduction as agreed	£216.00	BAC
Viking *	Toilet Rolls / Black Ink Cartridge / Desk Diary	£47.26	BAC
S V Electrical *	Electrical connection to WC heaters in St George's Hall Hall to contribute	£462.00	BAC
David Buckett	Year End Internal Audit 2018 – 19	£274.30	BAC
Online GeoXphere Ltd *	Parish Online annual fee	£84.00	BAC
T&MBC	Y2 Crew 2019 agreed contribution £500.00 received from Wrotham Fireworks	£1,000.00	BAC
Came & Co	Annual Parish Insurance	£2,590.25	BAC
Metro Bank Account Transfer	Payment in error – refunded plus transaction charge .30p Public toilets – Latham Security Doors * Account Charges Total	45.00  555.98  7.10 £608.08	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 7<sup>th</sup> August 19

Eon	Pavilion Electricity	£93.6	13/08/19
Eon	Pavilion Gas	£35.19	
Eon	Multi-Court Electricity	£21.36	14/08/19
Eon	Street Lighting Supply	£351.05	15/08/19
T&MBC	Burial Ground Rates	£51.00	20/08/19
BT Group	Parish Email	£7.50	22/08/19
T&MBC	West Street Car Park Rates	£125.00	02/09/19

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> August 19**

ACCOUNT	BALANCE
Current	£50.00
Business Reserve	£6,441.62
Business Savings	£18,156.17
Community Skate Park	£1.00
CCLA Parish Fund	£39,974.60
CCLA Community Fund	£126,068.69
<b>TOTAL</b>	<b>£190,692.08</b>

13. Date of next Parish Council Meeting

The date for the next meeting was proposed for the 2<sup>nd</sup> October 19 at 7.30pm, the date for the interim planning meeting to be advised.

14. Planning Committee to Consider

1. Applications received

Application Number	Address	Details	Parish Council Recommendation
TM/19/01984/TNCA	2 Greenwood Place	T1 remove to ground Ash tree 2 elder bushes and brambles, T2 & T3 cut back to fence overhang from 2 Field Maples, T4 side back to boundary overhang from neighbours mixed shrub and T5 reduce overhang from neighbours Yew Tree	Attachment refers

i. Notifications of Decisions

Application Number	Address	Details	Decision
TM/19/01711/FL	Sudbury House West Street	Construction of new conservatory to rear, new car port to side of existing property and associated minor alterations	Approved 4 <sup>th</sup> September 19
TM/19/01712/LB		LBA: As above	Approved 4 <sup>th</sup> September 19
TM/19/01619/FL	9 Childs Way	Single storey rear extension and associated alterations	Approved 4 <sup>th</sup> September 19

2. Correspondence Received

T&MBC Planning List 'B' No's 19/34 & 19/35



The meeting closed at 8.45pm

.....Chairman

.....Date

## **Comments on TM/19/01560, Old Bank House - Objection**

In a 1955 planning application the barn was converted to an upstairs office with two parking garages beneath which remained ancillary to the house, so in effect a Live - Work environment. This allowed the residents of Old Bank House to park below and use the upstairs for storage and office use. Indeed the last owner-occupier, Mr R Keys, used the space upstairs as his studio with parking in the garage beneath.

The current proposal is to break up the Live – Work relationship to create two separate dwellings. The studio and parking bays would become a separate residential dwelling and parking would be moved out into the garden area of Old Bank House.

This proposal is detrimental to the listed building in a number of ways.

1. It loses the benefit of ancillary office / studio use.
2. It loses two parking bays.
3. The amenity area of a relatively small listed building is more than halved.
4. The overall effect is very cramped accommodation for both the resulting dwellings to the detriment of the listed building.
5. The listed building is left with no parking at all contrary to KCC parking guidelines.

In common with most ancient village centres few dwellings benefit from off street parking and the High Street uses double yellow lines to provide very restricted parking bays on a time limited basis for those seeking to use the shops. Residents are left with a small car park in West Street, some distance away and often full on a nightly basis. St Mary's Road is similarly restricted in parking due to the ancient narrow hill that lives up to its previous name of Donkey Lane, where it is too narrow to park a single vehicle in parts close to the access of this proposal.

The applicant has separated the curtilage of the original site into two distinct areas. This appears to be in an attempt to pre-empt the planning process. Legally this cannot take precedence on the existing integrity of the curtilage of the listed building and consequently is not materially relevant to this planning decision.