

# WROTHAM PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING, HELD ON WEDNESDAY 05<sup>th</sup> April 17 IN THE WROTHAM PAVILION, HIGH STREET, WROTHAM

**Present:** P Gillin (Chairman), H Rayner (late arrival), C Mills, K Denton (late arrival), M Coffin & Cllr Mrs Jackson

**In Attendance:** Lesley Cox (Clerk) & Mr & Mrs Wicker

### 1. Apologies for absence:

Cllr's Beach, Betts & Michael Head (Community Warden)

### 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 Rayner & Cllr Gillin committee members of Tonbridge & Malling branch of the  
Campaign for the Protection of Rural England.

Cllr Coffin firework provider for Wrotham

Cllr Rayner member of KALC Executive and Finance and General Purposes Committee

Cllr Rayner chairman of KALC Tonbridge and Malling Area Committee

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 01<sup>st</sup> March 17, were proposed by Cllr Mills, seconded by Cllr Mrs Jackson and agreed and signed as a correct record by the Chairman.

### 4. Report from Community Police Officer/ Warden

No report

### 5. Public Question Time

Marie Wicker informed the meeting that she believed that her present contract with her new employer had resulted in less working hours, thereby breaching the terms of TUPE transfer. This is a matter for her new employer. A meeting with NKCS has been arranged for Tuesday 11<sup>th</sup> April 17.

### 6. WPC Pension Policy Document

It was proposed by Cllr Mills, seconded by Cllr Mrs Jackson and agreed unanimously that the document be adopted without amendment. Copy to be sent to KCC Pensions Department.

#### **7. Re-Adoption of Standing Orders, Risk Assessment & Financial Analysis**

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

#### **8. June Parish Council Meeting**

To facilitate the Clerks annual holiday, it was proposed by Cllr Mrs Jackson, seconded by Cllr Mills and agreed unanimously to hold the June meeting a week early on Wednesday 31<sup>st</sup> May 17.

#### **9. Correspondence Received**

<b>Correspondent</b>	<b>Details</b>	<b>Action</b>
Wrotham Arts Festival	Request for donation and volunteers to assist with the setting up and taking down of the event equipment. Previously emailed Precept £4,273.00 (£3,773.00 remaining) Previous donation 2015 £400.00	Donation of £420.00 proposed by Cllr Coffin, seconded by Cllr Mills and agreed unanimously
Citizens Advice North & West Kent	Donation Request Previously emailed Precept £4,273.00 (£3,773.00 remaining) Previous donation 2016 £50.00	Donation of £100.00 proposed by Cllr Denton, seconded by Cllr Mills and agreed unanimously
KALC	Battle's Over – A Nations Tribute & WW1 Beacons of Light - 11 <sup>th</sup> November 2018 Previously emailed  Government Housing White Paper – Fixing our broken housing market <a href="https://www.gov.uk/government/news/government-announces-ambitious-plan-to-build-the-homes-britain-needs">https://www.gov.uk/government/news/government-announces-ambitious-plan-to-build-the-homes-britain-needs</a> KALC to copy response to member Councils – still awaited Previously emailed	Participation difficult due to the unavailability of Cllr Coffin to manage the bonfire beacon  Online consultation deadline 2 <sup>nd</sup> May 17 Response in line with KALC guidelines
Adam Starbuck KCC Highway Steward	Update on parish issues raised during recent meeting Previously emailed	For Information / or follow Up
Wendy Palmer	Notification of West Yaldham Farm Infringement of Planning Conditions	For Information
Planning Resource	Planning Issues 2047 & 2048	For Information
SLCC	The Clerk Magazine March 2017 Vol 48 No 2	For Information
CPRE	Kent Voice Spring/Summer 2017 Countryside Voice Spring 2017	For Information

#### **10. Financial Matters**

##### **1. 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	Village Bins CPA Inspections Clean Pavilion Decking Skate Park Repairs ***	8.00 24.00 8.00 132.00	BAC 03/03/17

	Fuel receipt attached * Pavilion Store Shed Shelving / Storage Installation and organise equipment Open Spaces Maintenance Total	7.00 82.50  49.50 £311.00	
Peter Barden	Skate Park Repairs *** Pavilion Store Shed Shelving / Storage Installation and organise equipment Open Spaces Maintenance Total	96.00 60.00  36.00 £192.00	BAC 03/03/17
Tim Powell	CPA Inspections Skate Park Repairs *** Fuel Receipt Attached * Open Spaces Maintenance Total	16.00 239.25 10.00 8.25 £273.50	BAC 10/03/17
Peter Barden	Lych Gate Weeding Downlands Walk Step Repair Open Spaces Maintenance Skate Park Repairs *** Total	36.00 24.00 36.00 102.00 £198.00	BAC 10/03/17
Tim Powell	CPA Inspections Clean Pavilion Decking Village Bins Skate Park Repairs *** Fuel receipt attached * Replacement Grinder * Total	24.00 8.00 8.00 222.75 10.00 34.99 £307.74	BAC 17/03/17
Peter Barden	Skate Park Repairs ***	£192.00	BAC 17/03/17
Peter Barden	Skate Park repair	£96.00	BAC 24/03/17
Tim Powell	CPA Inspections Village Bins Clean Pavilion Decking Skate Park repairs *** Fuel receipt attached * Total	24.00 8.00 8.00 132.00 7.00 £171.00	BAC 24/03/17
Peter Barden	Skate Park repair	£96.00	BAC 24/03/17
Tim Powell	CPA Inspections Village Bins Skate Park Repairs *** Fuel receipt attached * Pavilion Repairs Open Spaces Maintenance Total	24.00 8.00 214.50 14.01 16.50 33.00 £310.01	BAC 31/03/17
Peter Barden	Skate Park Repairs *** Pavilion Repairs Open Spaces Maintenance Total	156.00 12.00 24.00 £192.00	BAC 31/03/17
Lesley Cox	Salary March 17 deductions include pension contribution Telephone Brackets – Pavilion Shed * Skate Park *** Mixed Screws & Drill Bits * 5L Sealant * Multi-Court – Grinding Wheel *	1,246.39  20.00 19.98  104.53 15.49 19.99	BAC

	Refuse Sacks *	9.35	
	Lever Arch Files x 10 *	11.99	
	Ring Binders x 10*	6.95	
	Total	£1,454.67	
HM Revenue & Customs	PAYE / NI March 17	£334.65	BAC
KCC Pension Fund	Pension Contribution March 17	£368.98	BAC
Borough Green PC **	Skate Park Weekdays – Saturday Inspections March 17	£105.84	BAC
Four Seasons Gardens Ltd *	Grounds Maintenance Contract 1 1 <sup>st</sup> Instalment	£374.20	BAC
NKCS *	Hall / Pavilion Cleaning February 17 Hall / Pavilion Deep Clean Total St George's Hall to contribute	801.36 261.00 £1,062.36	BAC
Sevenoaks Water Softeners	Pavilion Salt x 7	£70.00	BAC
J Blewer & Son Ltd *	Skate Park *** Phenolic Ply x 10	£626.40	BAC
Commercial Services Trading Ltd *	Operational Inspections CPA x3 *** Operational Inspections Skate Park x 3 Total	412.50 307.50 £720.00	BAC
KCC Inspection Services *	Fire Extinguisher Maintenance	£36.00	BAC
KALC *	Annual Subscription 2017 -18	£701.18	BAC
Tracker Network (UK) Ltd *	Tracker Retrieve 3-year subscription (Alfred the Grit)	£239.00	BAC
J C Brooker *	Village Tractor Flail Contract	£378.00	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 01<sup>st</sup> March 17

Haymarket	Planning Magazine Subscription	£150.00	07/03/17
South East Water	Burial Ground Metered Water	£26.99	15/03/17
South East Water	Allotment Metered Water	£73.27	
Eon	Street Lighting Supply	£278.53	17/03/17
British Gas Bus	Pavilion Electricity	£65.98	
British Gas Bus	Pavilion Gas	£47.57	21/03/17
BT	Parish Email Charge	£5.00	22/03/17
Eon	Pavilion Electricity	£45.54	28/03/17
Eon	Multi-Court Electricity	£13.08	29/03/17

**ii. Bank Reconciliation for sign off**

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

**BANK ACCOUNT BALANCES as at 03<sup>rd</sup> March 17**

ACCOUNT	BALANCE
Current	£50.00
Business Reserve	£1,493.66
Premium 10 Day	£0.00
Business Savings	£2,604.08
Community Fund	£0.40
Community Skate Park	£0.00
CCLA Parish Fund	£34,500.00

CCLA Community Fund	£41,655.83
<b>TOTAL</b>	<b>£80,303.97</b>

iii. WPC Debit Card

The application for a WPC debit card was agreed in principle, subject to the Clerk seeking advice on the financial implications from David Buckett (WPC Internal Auditor)

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

The date for the next meeting was proposed for the 03<sup>rd</sup> May 17, at 7.30pm. The date for the interim planning meeting to be advised.

**12. Planning Committee to Consider**

i. Applications received

Application Number	Address	Details	Parish Council Recommendation
TM/17/00712/FL	Unit 5 & 6 Tower Industrial Estate London Road	Redevelopment of existing industrial site (M1) following the damage to one of the existing units	No Objections, on the proviso that through access for vehicles is maintained at all times, and is conditioned to ensure that under no circumstances shall vehicles from the premises reverse exit onto the A20
TM/17/00673/TNCA	The Old Vicarage Borough Green Road	T1 Magnolia – Dismantle to wall height, tree has died, trunk to be left standing for habitat and T3 Conifer – reduce by approximately 1m, trim sides	No Objections
TM/17/00653/RD	West Yaldham Farm Kemsing Road	Details of condition 4 (watching brief) pursuant to TM/16/00374/FL (Construction of new replacement grain barn with Biomass boiler)	No Objections

The matter of infringement of conditions by St Clere Estate in connection with the West Yaldham Farm development was raised as an issue by the Planning Committee. The Clerk was asked to request that T&MBC address these infringements as a matter of urgency and that WPC be kept informed of the outcome of investigations.

i. Notifications of Decisions

Application Number	Address	Details	Decision
TM/16/02746/RD	West Yaldham Farm Kemsing Road	Details of condition 19 (plant, machinery and equipment) submitted pursuant to TM/15/02819/FL	Approved on 23 <sup>rd</sup> March 17
TM/16/03473/RD		Details of condition 40	Approved on 23 <sup>rd</sup>

		(appearance) and 42 (landscaping) pursuant to TM/15/02819/FL	March 17
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2. Correspondence Received

T&MBC Planning List 'B' No's 17/09, 17/10, 07/11, 07/12 & 17/13

The meeting closed at 7.53pm

..... Chairman

..... Date