

WROTHAM PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING,
HELD ON WEDNESDAY 05th April 2023 at 7.00pm
IN THE WROTHAM PAVILION, HIGH STREET. TN15 7AH**

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

In Attendance: Lesley Cox (Clerk) & Angela Boulden

1. Apologies for absence:

Cllr's 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 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 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 1st March were proposed by Cllr Denton, seconded by Cllr Mills and agreed and signed as a correct record by the Chairman.

The minutes of the Planning Committee Meeting held on the 30th March 2023 were proposed by Cllr Mills, seconded by Cllr Rayner and agreed and signed as a correct record by the Chairman.

4. Public Question Time

No public questions raised.

5. Support for the erection of an Armco barrier on Kemsing Road – in front of East Lodge, St Clere Estate

Support for the above on safety grounds was agreed unanimously – Clerk to contact Emma Tilbury KCC Highways Community Engagement Team for West Kent.

6. Parish Alliance Buses Draft Agreement

The proposal from Cllr Gillin, seconded by Cllr Vick to fully support the initiative and sign the agreement without amendment was agreed unanimously.

7. WPC Membership

After nearly 18 years as a Wrotham Parish Councillor, Brenda Jackson announced her intention to retire and her decision not to put in her nomination for the 4th May 2023 election.

Cllr Gillin on behalf of WPC thanked Cllr Jackson for her steadfast service and support over her time in office.

8. Correspondence Received

George Kirby Kent Men of the Trees	Kent Tree Plan – Tree outside of woodland Looking for areas of land for tree planting from the size of a tennis court up to around half a football pitch. Previously emailed	Possible suggestions to be sent to the Clerk
KSS Air Ambulance Charity	Donation Request £200.00 included in 2023-24 precept. Previously emailed	A donation of £200.00 was agreed unanimously. An increased donation of £300.00 to be considered in 2024-25 precept
SLCC	The Clerk Magazine March 2023	For Information
CPRE	Kent Countryside Voice Spring/Summer 2023 Countryside Voices Spring/Summer 2023 Discover our Countryside The 2023 Members' Guide	For Information

9. Financial Matters

i. BAC payments for approval and signature

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

Payable To	Invoice Details	Amount	Cheque No
Haymarket Publishing	Planning Resource – Annual Subscription	£440.00	D D 6/03/23
Harry Williams	S137 Coronation Budget – Entertainment	£100.00	BAC 7/03/23
KALC *	Climate Change Conference – Early Bird Rate	£48.00	BAC 7/03/23
Viking *	Toilet Rolls / Black Sacks / Hand Wash	£137.82	BAC 7/03/23
Information Commissioner's Office	ICO Renewal 2023 – 24	£35.00	D D 17/03/23
Cleveland Containers *	Skatepark Storage Container / Lockbox / Padlock ***	£4,650.00	BAC 20/03/23
A Duffy	S137 Coronation Event – Table Cloths	£71.96	BAC 21/03/23
KCC	West Street Car Park Rent 25 03 23 to 23 06 23	£1,125.00	D D 27/03/23
Peter Barden	Litter Pick Open Spaces Maintenance – CPA Inspection – Nepicar Layby Planting – Cricket Ground Hedge – Rubbish Burning - General Clearance Toilets – Loft Insulation Total	90.00 511.50 82.50 £684.00	BAC 31/03/23
Kevin Holt	Ground Maintenance Works March 2023	£1,260.00	BAC

Lesley Cox	Salary March 2023 deductions include pension contribution. Telephone Tree Ties / Canes / Black Sacks * Nepicar Planting * Loft Insulation – Toilets * Total	2,259.03 20.00 45.86 143.86 £2,468.75	BAC
HM Revenue & Custom	PAYE / NI March 2023	£923.13	BAC
KCC Pension Fund	Pension Contribution February 2023	£1,087.41	BAC
Borough Green PC **	Skate Park Litter Pick / Checks March 2023	£155.00	BAC
Four Seasons Gardens Ltd *	Grounds Maintenance Contract 1 st Instalment 2023/24	£437.77	BAC
Assured Water Hygiene *	Pavilion Salt x5 delivered 17/03/23 Water Softener Service Total	80.75 174.00 £254.75	BAC
NKCS *	Contract Cleaning February 23 St George's Hall to contribute	£737.26	BAC
Astra Security Systems *	1 GB Monthly Data per Router Old London Road / High Street CCTV Multi-Court + additional cabinet Total	60.00 1,964.15 £2,024.15	BAC
C Barnett	S137 Coronation Event – Baggy Boys Entertainment	£250.00	BAC
Victoria Andrew	S137 Coronation Event – A5 Posters x 1500	£62.39	BAC
PCC of Wrotham	Wrotham In Bloom Donation agreed 1 st March 2023	£200.00	BAC
Highscore Web Design Ltd *	Website Functionality Updates	£45.00	BAC
Streetlights *	CPA Camera Quarterly Clean	£49.50	BAC
S V Electrical *	St George's Hall Electrical Inspection & Remedial Works (Code 1 and Code 2) Minor Works to extractor fans & switches Supply & Install Wireless heating thermostat and lockable enclose. Relocation of exiting timer Total St George's Hall to contribute	1,634.40 299.16 £1,933.56	BAC
Metro Bank Account Transfer	Octopus Energy – Pavilion Air Source Heat Pump Deposit – Survey 12th April 2023 Fasthosts – Generic Email * Card Top Up March Hedges Direct * – Native Hedgerow Mix x 500 Whips – Nepicar Planting Spiral Tree Guards / Sapling Protectors * A5 Card – Burial Plot Certificates Burial Clerk Award * Wildflower Seed Nepicar Planting Account Fee Total	500.00 12.00 (1,000.00) 1,060.84 212.99 9.90 81.94 51.99 7.80 £937.46	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 1st March 2023

Haymarket Publishing	Planning Magazine Annual Subscription	£440.00	06/03/23
EDF Energy	Multi-Court Electricity	£27.00	09/03/23
Npower	Streetlight Supply	£379.52	17/03/23
ICO	Annual Data Protection Certificate	£35.00	
Water Plus	Pavilion Metered Water	£40.59	20/03/23
Water Plus	Allotment Metered Water	£6.99	
Water Plus	Burial Ground Metered Water	£4.40	
Eon Next	Pavilion Gas	£119.75	21/03/23
BT Group	Parish Email	£7.50	22/03/23
KCC	West Street Car Rental	£1,125.00	27/03/23
T&MBC	West Car Park Non-Domestic Rates	£130.07	03/04/23
Opus Energy	Pavilion Electricity	£371.32	04/04/23

ii. Bank Reconciliation for sign off

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

BANK ACCOUNT BALANCES as at 04th March 23

ACCOUNT	BALANCE
Current	£50.00
Business Reserve	£2,640.29
Business Savings	£25,089.19
Community Skate Park	£1.01
CCLA Parish Fund	£40,912.12
CCLA Community Fund	£122,896.21
Metro Bank	£708.41
TOTAL	£192,297.23

10. Date of next Parish Council Meeting

The date for the next meeting was proposed for the 10th May 2022, following the local elections on the 4th May 2023, the date for the interim planning meeting to be advised.

11. Planning Committee to Consider

1. Applications received

Application Number	Address	Details	Parish Council Recommendation

i. Notifications of Decisions

Application Number	Address	Details	Decision

2. Correspondence Received

T&MBC Planning Applications Lists

The meeting closed at 7.25pm

.....Chairman

.....Date