

# WROTHAM PARISH COUNCIL

## MINUTES OF THE ANNUAL PARISH COUNCIL MEETING, HELD ON WEDNESDAY 5<sup>th</sup> May 2021. VIA ZOOM VIDEO CONFERENCE

**Present:** P Gillin (Chairman) H Rayner, D Beach, M Coffin, C Mills, & Mrs B Jackson

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

1. **Apologies for absence:**

Cllr's Denton, Betts & Mrs Parker

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 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. **Election of Chairman**

In the absence of the Vice Chairman, Cllr Rayner took the chair for this item. Cllr Gillin was proposed by Cllr Rayner and seconded by Cllr Mills 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**

Declaration of acceptance to be signed at a later date.

7. **Minutes**

The minutes of the meeting held on 7<sup>th</sup> April 2021, were proposed by Cllr Beach, seconded by Cllr Mills and agreed and signed as a correct record by the Chairman. The minutes of Annual Parish Meeting also held on the 7<sup>th</sup> April 2021, 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 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 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 Mrs P Parker
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 Cllr Mrs P Parker
Parish Partnership Panel	Cllr C Mills Cllr P Gillin

Cllr D Beach  
Cllr K Denton  
Cllr H Rayner  
Cllr Mrs P Parker

CPRE

Cllr P Gillin

TMBC/KCC Joint Transportation Board  
Cllr H Rayner  
Cllr Mrs P Parker

9. **Public Question Time**

No Questions Raised

10. **Adoption of LGA Model Code of Conduct as agreed at the April 2021 Meeting, re-adoption of 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 Beach to adopt the LGA Model Code of Conduct and all other documents without amendment was agreed unanimously.

11. **Outside Gym Equipment**

Highways committee members tasked with assessing a suitable position for the equipment prior to contacting equipment suppliers for a detailed site assessment with quotes for supply and installation of agreed equipment range.

12. **Full Digitisation of Burial Records**

Clerk to obtain quotes to establish accurate costings on the options available to modernise record keeping for the future.

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

Borough Councillor Martin Coffin:

Vivian Branson has been appointed as Cabinet Member for Economic Regeneration. Waste collection and litter continue to be a problem, with missed collections increasing. The situation is being escalated with Urbaser. T&MBC is now using another contractor external to Urbaser to increase the programme of works on litter clearance, including increased use of VAN 11 to cover the roads without pavements. The planning department are aware of the constraints on the Marley Site, London Road which is currently up for sale. The enforcement team have a number of sites including the site in Borough Green Road under constant investigation.

14. **Reports from various Committees**

Grounds

No Report

Buildings

No Report

Highways

Mike Mills has provided a sample of the proposed heritage lighting which is very stylish and looks like a traditional gas mantle; he is currently producing the tender documents. We are unlikely to receive the interest free energy efficiency loan of £8K from Salix, applied for by Cllr Beach as the grant offer has been massively over-subscribed. The company will be prioritising applications for energy improvements to buildings. However, the estimated overall amount of the project has been reduced due to the considerable savings being achieved by Mike Mills.

Crime & Disorder

No Report

Finance

At the suggestion by Cllr Rayner, members thanked the Clerk for another exemplary internal audit.

Planning

The minutes of the planning meeting held on the 27<sup>th</sup> April 21 were proposed by Cllr Rayner, seconded by Cllr Mills, agreed and adopted as part of the proceedings of this Council.

Skate Park

The youth shelter within the area has been closed as the roof is unsafe, due to continued acts of vandalism. We had planned to cover the shelter roof with galvanised steel, however, our usual supplier has been unable to source the material and the order has subsequently been cancelled. As Tim Powell is currently unable to work due to health issues the roof will require an interim repair.

Website

No Report

Youth

No Report

KALC

No Report

PPP

No Report

CPRE

No Report

**15. Correspondence Received**

KAIC	<p>High Court Judgement: Remote Meetings Government's Call for Evidence on remote meetings <a href="https://www.gov.uk/government/consultations/local-authority-remote-meetings-call-for-evidence?utm_source=MEMBERS&amp;utm_campaign=f02aab5e0a-b5e0a-EMAIL_CAMPAIGN_2018_06_08_03_15_COPY_01&amp;utm_medium=email&amp;utm_term=0_206970988f-f02aab5e0a-344509173&amp;mc_cid=f02aab5e0a&amp;mc_eid=07b89a8048">https://www.gov.uk/government/consultations/local-authority-remote-meetings-call-for-evidence?utm_source=MEMBERS&amp;utm_campaign=f02aab5e0a-b5e0a-EMAIL_CAMPAIGN_2018_06_08_03_15_COPY_01&amp;utm_medium=email&amp;utm_term=0_206970988f-f02aab5e0a-344509173&amp;mc_cid=f02aab5e0a&amp;mc_eid=07b89a8048</a> Previously emailed</p> <p>MHCLG Electronic Communication Infrastructure Consultation. <a href="https://www.gov.uk/government/consultations/changes-to-permitted-development-rights-for-electronic-communications-infrastructure-technical-consultation">https://www.gov.uk/government/consultations/changes-to-permitted-development-rights-for-electronic-communications-infrastructure-technical-consultation</a> Previously emailed</p>	<p>Online via link provided deadline 11.45pm on 17<sup>th</sup> June 21</p> <p>Online via link provided deadline 11.45pm 14<sup>th</sup> June. NALC policy consultation briefing is attached to original email. Comments on this response to <a href="mailto:chris.borg@nalc.gov.uk">chris.borg@nalc.gov.uk</a> by 5.00pm 21<sup>st</sup> May</p>
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	DCMS Rural Broadband Consultation <a href="https://www.gov.uk/government/consultations/improving-broadband-for-very-hard-to-reach-premises">https://www.gov.uk/government/consultations/improving-broadband-for-very-hard-to-reach-premises</a> Previously emailed	Online via link provided deadline 11.45pm on 11 <sup>th</sup> June. NALC consultation briefing is attached to original email . Comments to <a href="mailto:chris.borg@nalc.gov.uk">chris.borg@nalc.gov.uk</a> By 5.00pm on 25 <sup>th</sup> May.
David Buckett	Year-end Internal Audit 2020-21 Previously emailed	Noted
RBLI	Request to support our veterans by purchasing a veteran-made Tommy figure. Previously emailed	No purchased agreed
SLCC	The Clerk Magazine May 2021 Vol 52 No 3	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:

Payable To	Invoice Details	Amount	Cheque No
Tim Powell	Village Bins x 2 CPA Inspections x 2 Skate Park *** Generator Fuel – receipt attached * omitted from previous invoice. Litter Pick Pavillion – Top up toilet rolls – soap dispensers etc St George’s Hall – Top up toilets rolls – soap dispenser etc Total	20.00 20.00 7.00 55.50 9.25 9.25 £121.00	BAC 21/04/21
CPRE	Annual Subscription	£50.00	D D 21/04/21
Peter Barden	Litter Pick Open Spaces Maintenance – General Clearance – CPA Repairs – CPA Inspections Skate Park Repairs *** Burial Ground Maintenance – Shrub Planning – Grave Clearance – Watering Newly Planned Shrubs Total	318.00 502.00 24.00 104.00 £948.00	BAC 30/04/21
Lesley Cox	Salary April 21 deductions includes pension contribution Telephone Postage – Signed For Letter (Rosador) Quarterly Office Allowance Total	2020.08 20.00 3.39 150.00 £2,193.47	BAC
HM Revenue & Custom	PAYE / NI April 21	£807.88	BAC
KCC Pension Fund	Pension Contribution March 21	£969.27	BAC
Borough Green PC **	Skate Park Weekdays – Saturday Inspections April 21	£94.08	BAC
Four Seasons Gardens Ltd *	Grounds Maintenance Contract 2 <sup>nd</sup> Instalment 2021/22	£410.77	BAC

David Buckett	Year-end Internal Audit 2020-21	£324.30	BAC
Kent Aluminium (DIY) Ltd	St George's Hall – Materials	£6.84	BAC
Sage UK Ltd *	Sage 50c Account Software Annual Fee	£936.00	BAC
Metro Bank Account Transfer	Zoom Software Annual Fee *	143.88	BAC
	Screwfix * Skatepark Materials ***	79.61	
	Fasthosts * – Generic Email Monthly Fee	12.00	
	Account Fee	6.50	
	Total	£241.99	

\* 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 07<sup>th</sup> April 21

EDF	Multi-Court Electricity	£10.00	14/04/21
Eon	Street Lighting Supply	£378.07	16/04/21
Eon	Pavilion Electricity	£110.27	19/04/21
T&MBC	Burial Ground Rates	£53.06	20/04/21
CPRE	Annual Subscription	£50.00	21/04/21
BT Group	Parish Email	£7.50	22/04/21
EoN	Pavilion Gas	£55.70	30/04/21
T&MBC	West Street Car Park Rates	£127.00	04/05/21

ii. Bank Reconciliation for sign off

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

**BANK ACCOUNT BALANCES as at 01<sup>st</sup> April 2021**

ACCOUNT	BALANCE
Current	£50.00
Business Reserve	£7,497.30
Business Savings	£18,215.65
Community Skate Park	£1.00
CCLA Parish Fund	£40,247.61
CCLA Community Fund	£95,919.28
<b>TOTAL</b>	<b>£161,930.84</b>

iii. Annual Governance Statement 2020-21 for approval

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

iv. Annual Return for 31<sup>st</sup> March 2021 for approval and sign off

The Annual Return for the year ended 31 March 2021 proposed by Cllr Rayner, seconded by Cllr Beach 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 unanimously.

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

Resolution to continue agreement unanimously

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

The date for the next meeting was proposed for the 2<sup>nd</sup> June 21 to be held as a socially distanced face to face meeting 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

i. Notifications of Decisions

Application Number	Address	Details	Decision

2. Correspondence Received

T&MBC Planning B Lists

The meeting closed at 8.25pm

.....Chairman

.....Date