

# WROTHAM PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING, HELD ON WEDNESDAY 5<sup>th</sup> June 19 IN THE WROTHAM PAVILION, HIGH STREET, WROTHAM

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

**In Attendance:** Lesley Cox (Clerk), Ben Miles, Colin Francis and Angela Boulden.

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

Cllr's Coffin & Betts

### 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

Cllr Gillin declared an interest in agenda item 12 and left the room during the consideration of this item.

### 3. **Minutes**

The minutes of the meeting held on 8<sup>th</sup> May 19 were proposed by Cllr Rayner, seconded by Cllr Mills and agreed and signed as a correct record by the Chairman.

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

The following reports received from the relevant organisations had been previously emailed:

PCSO Wrotham Monthly Update

Wrotham May
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**Crimes of note**

(Victim Based Crime - Burglary, vehicle crime, Theft, damage) – \*for official statistics, please see Kent Police website\*.

5<sup>th</sup> Criminal damage fence cut  
8<sup>th</sup> Theft of digger batteries  
15<sup>th</sup> Robbery Suspect arrested  
15<sup>th</sup> Criminal damage car window smashed  
20<sup>th</sup> Theft of number plates  
21<sup>st</sup> Theft of four horses  
22<sup>nd</sup> Criminal damage to push bike

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

Travellers in the Platt area.

#### Items of Good Work

Issued Community Protection Warning notice to repeated offender who was riding off road bike in the area with greater punishment if caught again.

On Wednesday 29<sup>th</sup> May the Community Safety unit held an "All out day" This was a day where all PCSO's, police officers, the community policing team and the Anti-Social Behaviour officer (TMBC) were in force to target hotspots on the T&M district for nuisance youths on pedal cycles, nuisance youths at Snodland Cricket Pavilion and the research centre at East Malling to name a few. Double crew patrols were assigned to different areas to maximise opportunity to prevent and deter.

Tonbridge was also covered including the High Street, The Lock where youths like to swim, the park and the Hadlow area, all where ASB is reported.

#### Community Warden

Over the past couple of months, I have had a lot of complaints regarding mopeds/dirt bikes driving around Wrotham dangerously, causing a nuisance and also driving on the recreation ground when there have been children playing and residents walking their dogs. I have had to get the residents to help me either get proof of these riders or some form of description so I could forward this on to Kent Police as I am unable to be in the area all the time. I would like to inform you that I did catch the main rider driving on the recreation ground which I was then able to get the PCSO up there to catch him. I can confirm that the main rider was issued with a CPW (Community Protection Warning) from Kent Police. I have not received any more complaints so far since Kent Police issuing the CPW.

I am still currently carrying out the usual welfare visits in the area and attending the retirement clubs.

## 5. Public Question Time

Colin Francis raised the issue of the footpath alongside the boundary of Wrotham Place being extremely slippery and the footpath from Whitehill to the Invicta Business Park being overgrown. The clerk agreed to log these faults using the Highways and Transportation portal, enquiry reference 432564 & 432567 refer.

Ben Miles requested an update on the application for a 'Stopping Up Order' for the Nepicar Layby. The matter is still going through KCC's internal consultation process with no decision as to whether or not KCC will progress the application to the next stage, although we have passed the first hurdle following a satisfactory inspection by CCTV of the drainage system. Even if KCC agree to the progression of the application WPC is likely to face more objections from statutory consultees. WPC is aware that this area has been an issue for local residents for the last 30 years, but this is the first time that we have an effective route into KCC via our local member and combined with the technical expertise of Cllr Beach WPC are working hard to achieve the closure. The process will however be lengthy.

Angela Boulden asked if any decision had been taken on the future of the public toilets. An article has been placed in the parish magazine requesting the opinions of local residents on the future of the facility, and as an interim measure the lobby entrance will be secured.

## 6. Reports if any from County Cllr and or Borough Cllr

No reports

## 7. Reports from various Committees

### Grounds

During the past month maintenance work has taken place in the Skate Park, Burial Ground and on the Kemsing Road Traffic Island.

### Buildings

No report

### Highways

Cllr Rayner has spent most of his time over the last week liaising with KCC Highways on the ever-changing transport plan for the Southbeats Festival Licence as the organisers try to meet objections at the last minute. They are now proposing no daytime car parking in Terry's Lodge Road field, but to utilise the parking facilities at Brands Hatch, Cllr Rayner is checking on the Brands Hatch consent to establish that the use of the facilities by an external event is actually permitted. WPC has appointed experts to comment on safety issues with the transport arrangements.

The Local Plan has received a significant degree of critical comment from the two appointed Inspectors. At a recent meeting of the Planning and Transportation Advisory Board (PTAB) these comments were played down by the new director of Planning who attended in place of Ian Bailey. The Inspectors have asked if Mr Bailey will agreed to main modifications and for clarification on his alternative sites' evaluation and the justification for the size of land proposed to be removed from the Green Belt.

### Crime & Disorder

No Report

### Finance

No Report

### Planning

No Report

### Skate Park

No Report

Website

No report

Youth

No Report

KALC

No Report

PPP

No Report

CPRE

No Report

**8. Correspondence Received**

Citizens Advice North & West Kent	Donation Request May 2018 Donation £200.00 2019 – 2020 S137 precept remaining £2.3K Previously emailed	Decision Required The proposal by Cllr Rayner, seconded by Cllr Mills to donate £200.00 was agreed unanimously
West Kent Mediation	Donation Request June 2018 Donation £50.00 2019 – 2020 S137 precept remaining £2.3K	Clerk to request statistics relevant to Wrotham
SSAFA the Armed Forces Charity	VE Day 75 Planned Activities to celebrate and commemorate the 75th Anniversary of VE Day. Previously emailed	Event registration details <a href="http://www.veday75.org">www.veday75.org</a> Forward to St George's Church Bell Ringers
Planning Resource	Planning Issues 2091 & 2092	For Information
SLCC	The Clerk Magazine	For Information
Clerks & Councils Direct	May 2019 Issue 123	For Information

**9. Financial Matters**

**i. Cheques for approval and signature**

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

Payable To	Invoice Details	Amount	Cheque No
Tim Powell	CPA Inspections x 3 Village Bins Litter Picking Open Spaces Maintenance Skate Park Maintenance Generator Fuel – receipt attached * Burial Ground Maintenance Total	30.00 10.00 92.50 111.00 92.50 7.00  55.50 £398.50	BAC 03/05/19
F Jegenathan	Pavilion Deposit Refund	£50.00	BAC 07/05/19
Tim Powell	CPA Inspections x 3 Village Bins Litter Picking St George's Hall move chairs clean	30.00 10.00 92.50	BAC 10/05/19

	skirting boards and dado Cricket Ground – strim bank Generator Fuel – receipt attached *	18.50 92.50 7.00	
	Village Square relay paving slabs Total	92.50 £343.00	
A Beesley	Pavilion Deposit Refund	£100.00	BAC 14/05/19
Tim Powell	CPA Inspections x 3 Village Bins Litter Picking Skate Park Generator Fuel – receipt attached * Metal – from own stock Total	30.00 10.00 37.00 296.00 7.00 10.00 £390.00	BAC 17/05/19
Tim Powell	CPA Inspections x 3 Village Bins Litter Picking Skate Park Generator Fuel – receipt attached x3 * Drill Bits x4 Cutting Discs x10 – receipt attached * Total	30.00 10.00 37.00 296.00 21.00 28.75 £422.75	BAC 24/05/19 Unpaid 0.30p
Tim Powell	CPA Inspections x 3 Village Bins Litter Picking CPA Equipment Maintenance Kemsing Road Traffic Island – weeding – general clearance all areas – rubbish burning Equipment Fuel x 2 – receipt attached * Plywood Sheets delivery to storage St George's Hall high level curtain track repair Total	30.00 10.00 37.00 37.00 111.00 14.01 37.00 111.00 £387.01	BAC 31/05/19 Plus 0.30p omitted from previous week
Peter Barden	Open Spaces Maintenance / Litter Pick / Pavilion Bank / Village Square relay paving slabs / Kemsing Road traffic island / rubbish burning / general clearance all areas CPA equipment maintenance Skate Park Maintenance St George's Hall High Level Curtain Track Repair / move chairs and clean skirting boards and dado Litter Picking Burial Ground Maintenance Plywood sheets delivery to storage Total	252.00   24.00 444.00 84.00  72.00 36.00 24.00 £936.00	BAC 31/05/19
Lesley Cox	Salary May 19 deductions include pension contribution Telephone Total	1,356.14 20.00 £1,376.14	BAC
HM Revenue & Customs	PAYE / NI May 19	£353.65	BAC
KCC Pension Fund	Pension Contribution May 19	£457.28	BAC

Borough Green PC **	Skate Park Weekdays – Saturday Inspections May 19	£105.84	BAC
Four Seasons Gardens Ltd *	Grounds Maintenance Contract 2 <sup>nd</sup> Instalment 2019/20	£379.81	BAC
Assured Water Hygiene *	Pavilion Salt x 8 21/05/19	£92.00	BAC
Kent Aluminium (DIY) Ltd *	St George's Hall Materials – Curtain Track Repairs Light Bulbs Total	29.30 27.23 £56.53	BAC
Viking *	Toilet Rolls / Refuse sacks / Jotta Pads	£99.16	BAC
Harrison Grant	T&MBC Local Plan Professional Charges * Highways Technical Appraisal & Traffic Modelling Landscape Briefing Note 2 * Review of T&MBC Air Quality Evidence * Total Local Parishes to contribute	1,080.00 3,267.67  588.00 360.00  £5,295.67	BAC
Les Henry Associates Ltd	Southbeats Festival 2019 Highways Technical Appraisal for Premises License incl site visit	£440.00	BAC
J Blewer & Son Ltd *	Skate Park Material *** St George's Hall Material Total	234.36 201.80 £436.17	BAC
Harrison Grant *	Southbeats Festival Premises License professional submission to T&MBC Local Parishes to contribute	£2,700.00	BAC
NKCS *	February 19 March 19 April 19	1,045.18 1,061.06 791.77 £2,898.01	BAC
Wrotham Art Festival	Donation agreed 1 <sup>st</sup> May 2019	£450.00	BAC
Metro Bank Account Transfer	T&MBC Burial Ground Green Bins x2 Skate Park *** Cutting Discs / Flap Discs 40G & 60G Account Charges Total	60.00  63.89  6.20 £130.09	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> May 19

Eon	Pavilion Gas	£69.73	15/05/19
Eon	Pavilion Electricity	£73.11	
EoN	Street Lighting Supply	£339.72	
EoN	Multi-Court Electricity	£14.03	16/05/19
SAGE	Accounting Software Annual Fee	£864.00	
T&MBC	Burial Ground Rates	£51.00	20/05/19
BT Group	Parish Email	£7.50	22/05/19
T&MBC	West Street Car Park Rates	£125.00	03/06/19

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> May 19**

ACCOUNT	BALANCE
Current	£50.00
Business Reserve	£3,597.56
Business Savings	£44,138.66
Community Skate Park	£1.00
CCLA Parish Fund	£39,898.44
CCLA Community Fund	£125,828.61
<b>TOTAL</b>	<b>£213,514.27</b>

10. Date of next Parish Council Meeting

The date for the next meeting was proposed for the 05<sup>th</sup> June 19 at 7.30pm, 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
TM/19/00704/FL	Turners Tump St Mary's Road	Side extension to rear with new rooflight	Approved on 7 <sup>th</sup> May 19
TM/19/00956/TNCA	Tall Trees St Mary's Road	T1 Lime tree – re-pollard and T2 Lime tree – reduce by 20%	No Objection on 23 <sup>rd</sup> May 19
TM/19/00530/FL	Coney Shaw Farm Kemsing Road	Section 73 application to vary planning condition 18 of TM/15/02819/FL to allow for the subdivision of the office building to accommodate a maximum of three tenants	Approved on 21 <sup>st</sup> May 19

2. Correspondence Received

T&MBC Planning List 'B' No's 19/18, 19/19, 19/20, 19/21 & 19/22

PART 2

12. Clerks Salary and Contracted Hours

Proposed by Cllr Rayner (Finance Committee Chairman), seconded by Cllr Denton (WPC Vice-Chairman) and agreed unanimously.

4 Year Pay Package

Commencing 1<sup>st</sup> May 2019  
Contracted Hours 32  
Salary Scale LC3 33

Commencing 1<sup>st</sup> May 2020  
Salary Scale LC3 34

Commencing 1<sup>st</sup> May 2021  
Salary Scale LC3 35

Commencing 1<sup>st</sup> May 2022  
Salary Scale LC3 36

The meeting closed at 8.25pm

.....Chairman

.....Date