

# WROTHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING,  
HELD ON WEDNESDAY 5<sup>th</sup> July 2023  
In the Wrotham Pavilion TN15 7AH

**Present:** P Gillin (Chairman), H Rayner, K Denton, S Vick, C Mills, R Betts & T Jacob

**In Attendance:** Lesley Cox (Clerk) & 1 member of the public

1. **Apologies for absence:**

Cllr's Coffin, Beach & Jessica Jarrett (Community Warden)

2. **Attendance Register**

The attendance register was signed, and declarations of interest duly 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's Mrs Jackson & Vick 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

Cllr Gillin declared an interest in agenda item 16 and left the room for this item.

3. **Minutes**

The minutes of the meeting held on 7<sup>th</sup> June 2023 proposed by Cllr Mills seconded by Cllr Rayner and agreed and signed as a correct record by the Chairman.

4. **Reports from Community Police and or Community Warden**

Jessica Jarret Community Warden – Written Report

ASB is still quite high in the village, but I am closely working with the Police to tackle the individuals involved and providing as much Intel/Information as I can. The ASB is being carried out by youths around the village and I've been able to get Clarion and ASB officer involved to support the Police and myself.

I have had a few reports from residents regarding the guard dog for St George's Court, due to the barking. I have reported these to the security company and Clarion.

Regular duty of welfare visits in the village where support is in place or being put in place.

**5. Public Question Time**

Question raised on the safety of informants of anti-social behaviour. Organisation involved in the Community Safety Unit have policies in place to protect the identity of individuals.

Vacant Garage Update – Received from Clarion

Since the issue has been raised to us, I can confirm that a meeting has been convened to review whether it is feasible for the empty garages which we own in the village to be rented out to residents in an attempt to elevate the parking concerns.

I can confirm of the 124 garages, we have approximately 55 empty. We have agreed that we will undertake a project which will see the local team completing an inspection of the garage units to understand their condition. This will take approximately 3 months to complete however I can confirm that the surveys have already commenced.

Once we have this information we will be in a position to update you and your parishioners if this is a viable option and discuss a way forward.

**6. Malt House – Overhanging trees impacting on the footpath and highway**

The use of double decker buses by Autocar on route 222 is under question due to the impact of the trees from Malt House on the public highway. As an initial step the Clerk to write to the occupants politely requesting that the issue be addressed.

**7. Parish Council – Storage Facility**

The current location of our storage facility is time limited due to the imminent redevelopment of the site, Cllr Rayner suggested approaching the owner of units at New House Farm, Kemsing Road as he is aware that one may be becoming vacant in the near future. Cllr Rayner to obtain contact details and WPC to write expressing an interest subject to agreeable terms.

**8. St George's Hall – Vandalism**

Youths have again been on the roof of St George's Hall resulting in damage to roof tiles. This incident has been reported and the police have been made aware that we CCTV coverage of identified individuals in the vicinity at the time the vandalism occurred. Cllr Coffin confirmed that this will be discussed by the Community Safety Unit at a meeting scheduled for Thursday 6<sup>th</sup> July 2023.

Cllr Gillin has requested quotes for the repair of the roof and anti-climb paint has been applied to the wall the youths are using to access the roof. To conform with safety legislation the Clerk to purchase appropriate signage.

The installation of a gate to be considered at a later date should problems persist.

**9. October Meeting Date – Proposed change due to Clerk/Chairman's holiday commitments.**

The 11<sup>th</sup> October 2023 was proposed as the date for the October meeting of Wrotham Parish Council, to be confirmed at the August meeting.

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

Borough Councillor Robin Betts

The twelve-month pilot scheme targeting littering and fly tipping with leading enforcement company NES has proved successful and T&MBC now intends to engage the company for a longer term. The new contract will be amended to include a condition that all areas of the borough are covered equally to prevent venue producing areas getting more coverage.

Following a question from Cllr Vick, Cllr Betts confirmed that landowners are responsible for the removal of fly tipping from their land, but the responsibility to investigate the incidents remains with T&MBC. Landowners can take out insurance to cover fly tipping. Mobile cameras are available as an option for fly tipping Hot Spots.

West Kent Rural Grants opened for applications yesterday 4<sup>th</sup> July with a closing date of the 15<sup>th</sup> August 2023

Rural businesses and communities can apply to support jobs, communities and economic growth.  
The scheme is funded by the Government's Rural England Prosperity Fund (REPF) with grants of £2K to £25K available. Funding is for capital projects and match funding is required.

Phase 2 of the Electric Vehicle Charging Point programme which will provide an additional 100 charging spaces is underway.

A new round of the shopfront and vacant unit improvement grant scheme will be opening in early 2024.

County Councillor Harry Rayner

Land south of the M26 has been identified in a presentation by the Environment Agency in to KCC as having the biggest deposit of Polyfluoroalkyl Substances (PFAS) in Kent.  
As holders of Southern Water Testing Data from the historic H+H Celcon new block factory planning application, WPC is aware of this contamination.

Residents across Kent will benefit from more reliable, punctual and cheaper bus services thanks to more than £16 million of new government funding to improve local transport connections and grow the economy.  
The Department for Transport has today (21 June 2023) confirmed that Kent County Council will receive £16.1 million for its [bus service improvement plan \(BSIP\)](#) to improve local bus services, speed up bus journey times and deliver lower fares to help passengers save money on travel.  
The move follows the initial government investment of £19 million, bringing total funding to boost Kent's bus services to over £35 million since 2022. The £16.1 million can be used to introduce lower fares, improve bus punctuality and reduce journey times.  
The Children's School Saver Ticket can now be purchased with confidence at £450.00, price held until July 2024.

Discussions potentially involving funding from parish councils is ongoing with Autocar pertaining to route 222.

Following further discussion on the future of HWRC's in Kent, KCC is now considering the closure of the site at Swanley, as enhanced facilities are available at the Dunbrik, Sevenoaks and at the Tovil, Maidstone sites. There will be a public consultation before any final decisions are taken.

The highway technical appraisal from Les Henry Associates on the application from MOTO for the 200HGV truck stop on the A20 has caused concerns within KCC Highways

The response from WPC Planning Committee on the Land West of Wrotham Heath House, S73 application has received resounding support from Platt PC and residents.

Cllr Rayner has a meeting with Peter Oakford (KCC Deputy Leader) on the future of West Street Car Park.

## 11. Reports from various Committees

### Grounds

Newly planted trees and shrubs have been regular watered during periods of hot weather.

### Buildings

We are waiting on quotes for the repair to the vandalised roof at St George's Hall

### Highways

New streetlights have been installed around the village and we are waiting on UK Power Networks to switch the supply before the old lanterns are removed.

### Crime & Disorder

No Report

## Finance

No Report

## Planning

The minutes of the Planning Committee Meeting held on the 29<sup>th</sup> June 2023 were proposed by Cllr Rayner, seconded by Cllr Mills, agreed, and signed as a correct record by the Chairman.

## Skate Park

Another vandalised ramp side panel has been replaced.

## Climate Change Strategy

Lease with the Dioceses of Rochester needs to be progressed prior to any major improvements to St George's Hall

## Youth

No Report

## KALC

T&M Kalc meeting scheduled for next week.

## PPP

New approach since the Conservatives lost overall control of T&MBC with the police being more attentive and a change to planning officer's protocol, resulting in planning officers no longer having absolute over planning applicants call ins to committee. There is a strict 21-day rule to call in applications to committee so if any doubt over any application it should be called in immediately it appears of the planning application list.

## **12. Correspondence Received**

KALC	D-Day 80 Anniversary Celebrations Previously emailed	Decision on participation deferred
London Gatwick	Gatwick Airport FASI South Airspace Change Proposal Invitation for stakeholder to participate in an information session about the outcomes of the Initial Options Appraisal to support Gatwick Airport's Redesign of Arrival and Departure Procedures (ACP-2018-60) Virtual Meeting Dates 10.00 -12.00 Friday 28 <sup>th</sup> July 2023 14.00 - 16.00 Monday 31 <sup>st</sup> July 2023 17.30 – 19.30 Wednesday 2 <sup>nd</sup> August 2023 Previously emailed	Email <a href="mailto:LGWairspace.FASIS@gatwickairport.com">LGWairspace.FASIS@gatwickairport.com</a> to register participation
Kent County Playing Fields Association	Invitation to the 96 <sup>th</sup> AGM 11 <sup>th</sup> July 2023 at 7.00pm The Pavilion, The Moat, Charing TN27 0JJ Previously emailed	Email <a href="mailto:kcpfa@hotmail.co.uk">kcpfa@hotmail.co.uk</a> to register attendance
KCC Engagement and Consultation Team	Emerging Local Transport Plan <a href="https://letstalk.kent.gov.uk/local-transport-plan-5/survey_tools/questionnaire">https://letstalk.kent.gov.uk/local-transport-plan-5/survey_tools/questionnaire</a> Previously emailed	Consultation closes 18 <sup>th</sup> September 2023 – Individual responses – Cllr Rayner to response on behalf of WPC
TMBC	Rural England Prosperity Fund Previously emailed	For Information
Mike Mills LEDS Ltd	LED replacement lighting project – Carboard packaging from the equipment has been recycled raising £50.00 for charity. Previously emailed	For Information

### 13. Financial Matters

#### i. Cheques for approval and signature

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

Payable To	Invoice Details	Amount	Cheque No
PNH Construction	Churchyard Wall	£3,987.89	BAC 12/06/23
Sage Software Ltd *	Annual Subscription	£1,108.80	D D 12/06/23
Meopham Mowers	Leaf Blower Repair	£67.00	BAC 21/06/23
DPS Mark Jeffery	Allotment Water Leak Repair	£84.75	BAC 21/06/23
KCC	West Street Car Park Quarterly Rental 25 <sup>th</sup> June – 24 <sup>th</sup> September 2023	£1,125.00	D D 27/06/23
Peter Barden	Litter Pick Open Spaces Maintenance – CPA Inspection / Repairs – Tree Watering – Crown Lift Recreation Ground Trees – Weeding Pavilion Driveway – Notice Rub Down and Re-varnish - General Clearance Skate Park Maintenance *** Burial Ground Maintenance – Grave Strimming – General Clearance St George’s Hall Maintenance – Door Drip Total	120.00 502.50   120.00 90.00  45.00 £877.50	BAC 28/06/23
Kevin Holt	Ground Maintenance Works June 2023	£1,470.00	BAC 30/06/23
R Peirce	Pavilion Security Deposit Refund Goodwill Payment Total	50.00 20.00 £70.00	BAC 03/07/23
L Miles	Pavilion Security Deposit Refund	£100.00	BAC 03/07/23
Lesley Cox	Salary June 2023 deductions include pension contribution. Telephone Skatepark Materials * Total	2,259.03  20.00 39.14 £2,318.17	BAC
HM Revenue & Custom	PAYE / NI June 2023	£923.13	BAC
KCC Pension Fund	Pension Contribution June 2023	£1,118.05	BAC
Borough Green PC **	Skate Park Litter Pick / Checks June 2023	£150.00	BAC
Four Seasons Gardens Ltd *	Grounds Maintenance Contract 4 <sup>th</sup> Instalment 2023/24	£437.77	BAC
NKCS *	Contract Cleaning May 23 St George’s Hall to contribute	£676.62	BAC
Astra Security Systems *	1 GB Monthly Data per Router Old London Road / High Street	£ 60.00	BAC
J Blewer & Son Ltd *	St George’s Hall Door Drip Materials	£59.29	BAC
Les Henry Associates	Grange Park School TM/23/00385/FL - Highways Technical Appraisal	£300.00	BAC
ZG Lighting (UK) Ltd *	LED Streetlight Lanterns	£7,341.84	BAC
S V Electrical *	Pavilion LED Lighting Replacement	£4,560.00	BAC
Highgate Planning &	Moto Lorry Park Objection Letter	£2,700.00	BAC

Development Ltd *			
Metro Bank Account Transfer	B/Fwd Balance	855.87	No June Payment
	Building Materials Wholesale Ltd * -	(215.58)	
	Plywood CPA Repairs – SK8		
	WPC Advance Payment	2000.00	
	Church Wall		
	Solowaste Ltd * Skip Hire	(270.00)	
	Flagstone * – Building Materials	(136.20)	
	Fasthosts – Generic Email *	(12.00)	
	Account Fee	(7.20)	
	Debit Card Balance	£2,214.89	

\* 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> June 23

Sage Software Ltd	Accounting Software – Annual Fee	£1,108.80	12/06/23
Water Plus	Pavilion Metered Water	£47.87	19/06/23
Water Plus	Allotment Metered Water	£10.02	
Water Plus	Burial Ground Metered Water	£494	
T&MBC	Burial Ground Non-Domestic Rates	£56.00	20/06/23
BT Group	Parish Email	£7.50	22/06/23
Engie	Pavilion Gas	£65.82	
KCC	West Street Car Park Quarterly Rental	£1,125.00	27/06/23
T&MBC	West Street Car Park Non-Domestic Rates	£134.00	03/07/23
Opus Energy	Pavilion Electricity	£240.89	04/07/23

ii. Bank Reconciliation for sign off

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

**BANK ACCOUNT BALANCES as at 5<sup>th</sup> June 2023**

ACCOUNT	BALANCE
Current	£50.00
Business Reserve	£4,188.65
Business Savings	£55,214.77
Community Skate Park	£1.01
CCLA Parish Fund	£41,303.69
CCLA Community Fund	£124,072.55
Metro Account	£855.87
<b>TOTAL</b>	<b>£225,686.54</b>

iii. Financial Analysis 30<sup>th</sup> June 2023 – for sign off

The Financial Analysis for 30<sup>th</sup> June 2023 was agreed and signed by Cllr Rayner – attachment refers

14. Date of next Parish Council Meeting

The date for the next meeting was proposed for the 2<sup>nd</sup> August 2023 to be held in the Wrotham Pavilion at 7.30pm. The date for the interim planning meeting to be advised.

15. Planning Committee to Consider

1. Applications received

2.

Application Number	Address	Details	Parish Council Recommendation
TM/23/01338/LB	Wrotham Place High Street	LBA: Retrospective application for installed Emergency external lighting and 4 no. EV car charging points	Attached refers

i. Notifications of Decisions

Application Number	Address	Details	Decision

3. Correspondence Received

T&MBC Planning Lists

Correspondence in respect of application TM/23/01165/FL Cedarwood

Noted – All decisions are evaluated individually on planning grounds.

**Part 2**

**16. Clerks Salary Review**

Commencing 1<sup>st</sup> July 2023

Contracted Hours increased to 33 to cover additional responsibilities of Burial Clerk  
Salary Scale LC3 37

The meeting closed at 9.15 pm.

.....Chairman

.....Date

TM/23/01338/LB Wrotham Place High Street

LBA: Retrospective application for installed Emergency external lighting and 4 no. EV car charging points

Wrotham Parish Council is in full agreement with the comments submitted by the Conservation Officer

*The application is also supported by an explanatory note about the need for emergency lighting because of the change of use, covered by Building Regulations, and the need for charging points for use by the occupier. Explanation is given as to the location and type of lighting choice due to the particular need), and height of the charging points, which is helpful. However, in my view it doesn't go far enough to demonstrate that options have been explored to further minimise or avoid harm. This is particularly the case for the entrance on the south elevation, where the downlighters and the charging point on this 16th century elevation are visually intrusive and incongruously modern and functional. As the Building Regulations allow for flexibility, I would expect this to be further explored (alternative routes, ground mounted lighting, etc). There is also no particular justification for the charging point in this location.*

No consideration has been given to the heritage asset in regard to product selection or installation.

The requirement for emergency lighting can be addressed sympathetically on listed buildings and a good example is the listed church also in Wrotham High Street.

	<u>Precept</u>	<u>Income Received To Date</u>	<u>Budgeted Income Outstanding</u>	<u>% of Budget Outstanding</u>
4001	<b>Local Plan Contribution</b>	£ 7,000.00	£ -	£ 7,000.00 100.00
4004	<b>MOTO A20 HGV Lorry Park Contribution</b>	£ -	£ 500.00	£ (500.00) -500.00
4010	Pavilion Rental Income (was 3200-100)	£ 14,000.00	£ 3,552.15	
4011	Pavilion Misc Income	£ -	£ 505.00	
4012	Pavilion Refundable Hire Deposit (was 3225-100)	£ -	£ 500.00	
	<b>Pavilion</b>	<b>£ 14,000.00</b>	<b>£ 4,557.15</b>	£ 9,442.85 67.45
4020	Burial Ground Income (was 3300-100)	£ 3,000.00	£ 2,020.00	
	<b>Burial Ground</b>	<b>£ 3,000.00</b>	<b>£ 2,020.00</b>	£ 980.00 32.67
4029	Open Spaces West Street Car Park	£ -	£ 125.00	
	<b>West Street Car Park</b>	<b>£ -</b>	<b>£ 125.00</b>	£ (125.00) -125.00
4030	Skate Park Income (was 3500 - 100)	£ 8,870.00	£ 2,298.30	
	<b>Skate Park</b>	<b>£ 8,870.00</b>	<b>£ 2,298.30</b>	£ 6,571.70 74.09
4035	Allotment Income (was 3600 - 100)	£ 765.00	£ 678.72	
4036	Allotment Water (Hose Use) (was 3610 -100)	£ 270.00	£ 277.20	
4037	Allotment Refundable Deposit	£ -	£ 100.00	
	<b>Allotments</b>	<b>£ 1,035.00</b>	<b>£ 1,055.92</b>	£ (20.92) -20.92
4046	<b>St George's Hall Contribution</b>	<b>£ 1,500.00</b>	£ -	£ 1,500.00
4100	Precept & General Income (was 3950 - 100)	<b>£ 127,225.00</b>	£ 63,612.50	£ 63,612.50 50.00
4101	Bank Interest Receivable	£ 2,000.00	£ 1,727.52	
	Wayleave	£ 1.15	£ -	
	<b>Bank Interest</b>	<b>£ 2,001.15</b>	<b>£ 1,727.52</b>	£ 273.63 13.67
	<b>Total Income</b>	<b>£ 164,631.15</b>	<b>£ 75,896.39</b>	£ 88,734.76 53.90
7110	Pavilion Cleaning (was 4200-100)	£ 7,000.00	£ 1,069.67	
7112	Pavilion Window Cleaning (was 4205-100)	£ 90.00	£ -	
7113	Pavilion Maintenance (was 4210-100)	£ 9,000.00	£ 536.66	
7114	Pavilion Rates (was 4220-100)	£ -	£ -	
7115	Pavilion Deposit Refunds (was 4210-100)	£ -	£ 300.00	
7116	Pavilion Electricity (was 4230-100)	£ 4,000.00	£ 994.23	
7117	Pavilion Gas (was 4235-100)	£ 3,000.00	£ 796.88	
7118	Pavilion Metered Water (was 4240-100)	£ 600.00	£ 139.08	
7120	Pavilion Shed Refurbishment	£ 100.00	£ -	
	<b>Pavilion</b>	<b>£ 23,790.00</b>	<b>£ 3,836.52</b>	£ 19,953.48 83.87
7125	Burial Ground Maintenance (was 4300-100)	£ 13,000.00	£ 2,271.01	
7126	Burial Ground Metered Water (was 4330-100)	£ 100.00	£ 14.58	
7127	Burial Ground Rates (was 4320-100)	£ 550.00	£ 165.22	
	<b>Burial Ground</b>	<b>£ 13,650.00</b>	<b>£ 2,450.81</b>	£ 11,199.19 82.05
7129	Open Spaces - Public Toilets	£ 2,000.00	£ 328.81	
7130	Open Spaces - Maintenance (was 4410-100)	£ 17,000.00	£ 6,356.25	
7132	Open Spaces Electricity (was 4420-100)	£ 400.00	£ 26.06	
7133	CPA Equipment Inspections (was 4405-100)	£ 2,500.00	£ 155.00	
7134	Open Spaces Litter Pick (was 4400-100)	£ 3,000.00	£ 675.00	
7135	Open Spaces Trailer	£ 150.00	£ -	
7136	CCTV Maintenance	£ 300.00	£ 182.50	
7137	Defibrillator	£ 150.00	£ -	
7140	Skate Park Inspection (was 4500-100)	£ 1,850.00	£ 746.82	
7141	Skate Park Oper/Annual Insp (was 4510-100)	£ 600.00	£ -	
7142	Skate Park Insurance (was 4515-100)	£ 1,500.00	£ -	
7143	Skate Park Maintenance (was 4520-100)	£ 10,000.00	£ 779.91	
	<b>Open Spaces</b>	<b>£ 39,450.00</b>	<b>£ 9,250.35</b>	£ 30,199.65 76.55
7145	Allotment Maintenance (was 4600-100)	£ 500.00	£ 227.29	
7146	Allotment Metered Water (was 4610-100)	£ 180.00	£ 29.30	
7147	Allotment Deposit Refunds	£ 200.00	£ -	
	<b>Allotments</b>	<b>£ 880.00</b>	<b>£ 256.59</b>	£ 623.41 70.84
7155	Street Light Quoted Repairs (was 4920-100)	£ 1,000.00	£ -	
7156	Street Lighting Supply Charge (was 4910-100)	£ 4,000.00	£ 356.41	
	<b>Street Lighting</b>	<b>£ 5,000.00</b>	<b>£ 356.41</b>	£ 4,643.59 92.87
7158	Street Light Replacement Project (Ear Marked Reserves)	<b>£ 40,000.00</b>	<b>£ 28,316.76</b>	£ 11,683.24 29.21
7165	<b>West Street Car Park</b>	<b>£ 7,000.00</b>	£ 1,523.07	£ 5,476.93 78.24
7160	Purchases / Incl Salt Bins	£ 200.00	£ -	
7161	Winter Maintenance	£ 2,500.00	£ -	
7162	Nepicar Layby	£ -	£ 170.20	
	<b>Highways</b>	<b>£ 2,700.00</b>	<b>£ 170.20</b>	£ 2,529.80 93.70
	<b>Old London Road Traffic Calming (Ear Marked Reserves)</b>	<b>£ 5,000.00</b>	£ -	£ 5,000.00 100.00
	<b>Village Square Improvements (Ear Marked Reserves)</b>	<b>£ 20,000.00</b>	£ 4,311.74	£ 15,688.26 78.44
7178	<b>S137 (was 5660-100)</b>	<b>£ 2,850.00</b>	£ 1,008.61	£ 1,841.39 64.61
7102	Local Plan Legal Expenses	£ 10,000.00	£ -	
7105	Moto A20 HGV Lorry Park	£ -	£ 4,600.00	
	Panattoni DPD Planning Application	£ 10,000.00	£ -	
7150	St George's Hall Maintenance (was 4750-100)	£ 2,500.00	£ 2,547.80	
7168	Annual Subscriptions	£ 1,900.00	£ 939.48	
7169	Stationery (was 5500-100)	£ 100.00	£ 36.97	
7170	Software (was 5510-100)	£ 1,650.00	£ 990.66	



<u>COMMITMENTS - expenditure</u>	<u>Description of work</u>	<u>Contractor</u>	payable pre 15 Sept	payable post 15 Sept
			<u>ex VAT</u>	<u>ex VAT</u>
			<u>Anticipated Payment Date</u>	(estimate)
	Pavilion Maintenance & Cleaning	Various	£5,300.00	£10,500.00
	Burial Ground Maintenance incl arboreal works		£3,500.00	£7,500.00
	Open Spaces Maintenance incl Toilets, CCTV, Defibrillator & Street Furniture		£4,500.00	£8,500.00
	Childrens Play Area Safety Inspection	RoSPA / KCC	150.00	400.00
	Village Trailers			100.00
	Skate Park Maintenance	G Cox/ P Barden / K Holt	3,000.00	6,000.00
	Skate Park Safety Inspection	RoSPA / KCC	100.00	400.00
	Skate Park Insurance			1,500.00
	Allotment Maintenance		100.00	150.00
	Street Light Repairs			350.00
	West Street Car Park Lease			3,375.00
	Winter Maintenance Provision			2,500.00
	S137 Donation		600.00	1,000.00
	St George's Hall Financial Assistance			3,000.00
	Subscriptions / Training / PO Box No / Software / Consumables / Postage etc		1,200.00	2,300.00
	Website & Email		53.00	400.00
	Election			1,000.00
	Insurance			2,600.00
	Internal and External Audit	D Bucket / PKF Littlejohn		600.00
	Street Lighting Project		16,500.00	
	Old London Road Traffic Calming			5,000.00
	Village Square Improvements			16,000.00
	MOTO HGV Lorry Park - Appeal Provision / Local Plan			20,000.00
			£35,003.00	£93,175.00
			<b>Total</b>	<b>£128,178.00</b>

<u>Other Regular payments</u>			payable pre 15 Sept	payable post 15 Sept
Energy charges - Street Lighting	SSE	Quarterly	£3,000.00	£3,000.00
Energy charges - pavilion / electricity	Opus	monthly	£300.00	£900.00
Energy charges - pavilion / gas	Engie	monthly	£150.00	£550.00
Energy charges - multi-court	EDF	monthly	£45.00	£200.00
Water supply - burial ground	Water Plus	monthly	£15.00	£45.00
Water supply - allotments	Water Plus	monthly	£35.00	£70.00
Water Supply - pavilion	Water Plus	monthly	£150.00	£300.00
Rates - pavilion	Tonbridge + Malling BC	monthly		
Rates - burial ground	Tonbridge + Malling BC	monthly	£168.00	£336.00
Rates - West Street	Tonbridge + Malling BC	monthly	£400.00	£800.00
Salary	Ms L Cox	monthly	£6,777.00	£13,554.00
Pension	KCC Pension Fund	monthly	£3,354.00	£6,700.00
Office Allowance	Ms L Cox	quarterly	£150.00	£300.00
Telephone Allowance	Ms L Cox	monthly	£60.00	£120.00
Mileage	Ms L Cox	business trips		£10.00
Inland Revenue	Tax and National Insurance	monthly	£2,769.00	£5,540.00
Metro Bank	Bank Charges	monthly	£25.00	£50.00
Village Litter Picking	P Barden	monthly	£700.00	£1,400.00
Skate Park Daily Inspection	BGPC	monthly	£460.00	£1,000.00
			£18,558.00	£34,875.00
			<b>Total</b>	<b>£53,433.00</b>

<u>COMMITMENTS - income</u>			payable pre 15 Sept	payable post 15 Sept
Precept	Half Yearly		£63,612.50	
Rechargeable Accounts - Skate Park Project			£2,270.00	£7,900.00
St George's Hall Repayment				£4,500.00
Flexi-School			£3,500.00	£7,200.00
Allotment Rental			£110.00	
VAT - Refund Due as at 30th June 23			£6,725.27	
			£76,217.77	£19,600.00
			<b>Total</b>	<b>£95,817.77</b>

<u>PROJECTED - Income</u>			payable pre 15 Sept	payable pre 15 Sept
Pavilion			300.00	1,000.00
Burial Ground				500.00
Local Plan / MOTO contribution				12,000.00
			300.00	13,500.00
			<b>Total</b>	<b>£13,800.00</b>

**BANK BALANCES**

Bank Balance as at 30th June 2023	£183,252.31
Committed expenditure to 31 March 2024	£181,611.00
Anticipated income before 15 Sept 2023	£76,517.77
Anticipated income after 15 Sept 2023	£33,100.00
Estimated balance at 01 April 2024	£111,259.08

**Notes \*\*\***

No allowance has been made for items such as light bulbs, keys and other adhoc expenditure i.e, uninsured losses, additional insurance premium costs etc

Wrotham Parish Council  
SAGE 50C Nominal Balances as at 30th June 2023

<u>N/C</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Unpaid Invoicing</u>
1200	NatWest Current Acct (was 1800-100)		2,271.43	-2,271.43
1201	NatWest Reserve Acct (was 1810-100)	4,196.30		4,196.30
1203	Nat West Bus Savings (was 1830-100)	63,245.82		63,245.82
1206	Community Skate Park (was 1860-100)	1.01		1.01
1207	CCLA Fund 1 (was 1870-100)	41,303.69		41,303.69
1208	CCLA Fund 2 (was 1880-100)	74,562.03		74,562.03
1209	Metro Current Account (was 1890-100)	2,214.89		2,214.89
	Total Funds as at 30th June 2023			<u>183,252.31</u>
2200	VAT on Sales (new control account)		17.24	-17.24
2201	VAT on Purchases (new control account)	6,742.51		6,742.51
	VAT Repayment due as at 30th June 2023			<u>6,725.27</u>
4004	Moto A20 HGV Lorry Park Contribution		500.00	500.00
4010	Pavilion Rental Income (was 3200-100)	5,390.24		3,552.15
4011	Pavilion Misc Income COVID-19 Grants (was 3205-100)	505.00		505.00
4012	Pavilion Hire Deposit (was 3225-100)	500.00		500.00
4020	Burial Ground Income (was 3300-100)	2,020.00		2,020.00
4029	Open Spaces Income - West Street Car Park	125.00		125.00
4030	Skate Park Income (was 3500 - 100)	2,298.30		2,298.30
4035	Allotment Income (was 3600 - 100)	782.12		103.20
	Rental Underpayment			0.20
4036	Allotment Water (Hose Use) (was 3610 -100)	277.20		277.20
4037	Allotment Deposit	100.00		100.00
4100	Precept & General Income (was 3950 - 100)		63,612.50	63,612.50
4101	Bank Interest Receivable		1,727.52	1,727.52
	Income Received as at 30th June 2022			<u>75,896.39</u>
7105	Moto A20 HGV Lorry Park	4600.00		4600.00
7110	Pavilion Cleaning (was 4200-100)	1069.67		£1,069.67
7113	Pavilion Maintenance (was 4210-100)	536.66		£536.66
7115	Pavilion Deposit Refunds (was 4225-100)	300.00		£300.00
7116	Pavilion Electricity (was 4230-100)	994.23		£994.23
7117	Pavilion Gas (was 4235-100)	796.88		£796.88
7118	Pavilion Metered Water (was 4240-100)	139.08		£139.08
7125	Burial Ground Maintenance (was 4300-100)	2271.01		£2,271.01
7126	Burial Ground Metered Water (was 4330-100)	14.58		£14.58
7127	Burial Ground Rates (was 4320-100)	165.22		£165.22
7129	Open Spaces - Public Toilets / Storage	328.81		£328.81
7130	Open Spaces - Maintenance (was 4410-100)	6356.25		£6,356.25
7132	Open Spaces Electricity (was 4420-100)	26.06		£26.06
7133	CPA Equipment Inspections (was 4405-100)	155.00		£155.00
7134	Open Spaces Litter Pick (was 4400-100)	675.00		£675.00
7136	CCTV Maintenance (was 4700-100)	182.50		£182.50
7140	Skate Park Inspection (was 4500-100)	746.82		£746.82
7143	Skate Park Maintenance (was 4520-100)	779.91		£779.91
7145	Allotment Maintenance (was 4600-100)	227.29		£227.29
7146	Allotment Metered Water (was 4610-100)	29.30		£29.30
7150	St George's Hall Maintenance (was 4750-100)	2547.80		£2,547.80
7152	Village Square Improvement Project	4311.74		£4,311.74
7156	Street Lighting Supply Charge (was 4910-100)	356.41		£356.41
7158	Street Light Replacement Project	28316.76		£28,316.76
7162	Highways - Nepicar Layby	170.20		£170.20
7165	West Street Car Park (was 4810-100)	1523.07		£1,523.07
7168	Annual Subscriptions	939.48		£939.48
7169	Stationery (was 5500-100)	36.97		£36.97
7170	Software (was 5510-100)	990.66		£990.66
7171	PC/Printer Consumables (was 5520-100)	9.58		£9.58
7173	Website (was 5535-100)	37.50		£37.50
7175	Telephone (was 5600-100)	60.00		£60.00
7176	Email (was 5610-100)	52.50		£52.50
7178	S137 (was 5660-100)	1008.61		£1,008.61
7179	Training Costs (was 5670-100)	50.00		£50.00
7180	Bank Charges (was 5680-100)	25.20		£25.20
7198	Internal / External Audit Fee (was 6970-100)	374.30		£374.30
7200	Staff Salaries (was 5000-100)	6776.89		£6,776.89
7201	NI / PAYE (was 5030-100)	2769.59		£2,769.59
7202	Superannuation Contribution (was 5080-100)	3323.51		£3,323.51
7203	Office Allowance (was 5020-100)	150.00		£150.00
	Expenditure as at 30th June 2023			<u>74,225.04</u>