

WROTHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING, HELD ON WEDNESDAY 06th September 17 IN THE WROTHAM PAVILION, HIGH STREET, WROTHAM

Present: P Gillin, H Rayner, D Beach, K Denton, C Mills, Mrs P Parker & Mrs B Jackson

In Attendance: Lesley Cox (Clerk) & John Parker

1. Apologies for absence:

Cllr's Betts, Coffin & 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 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 Rayner declared an interest in planning application KCC/TM/0130/2017, and
correspondence item 1 and left the room during consideration of these items.

3. Minutes

The minutes of the meeting held on 02nd August 17, were proposed by Cllr Mrs Parker,
seconded by Cllr Mrs Jackson and agreed and signed as a correct record by the
Chairman.

4. Report from Community Police Officer / Community Warden

Email report from Michael Head (Community Warden)

Issues in Wrotham this month have once again primarily involved Youth Issues and
neighbourhood disputes. Hopefully, now that the younger people will be back at
school/college these reports will begin to die down. Aside from this my work in Wrotham
has generally involved visiting vulnerable people and responding to their individual needs. I
have been liaising with Nicole Shilling also regarding the possibility of working together to
provide a better service to vulnerable people in Wrotham and hope to meet Nicole in the
near future.

I apologise in advance for not being able to attend tonight's meeting, I am however in a meeting currently and will be for the rest of the day. If you have any questions please feel free to email me or phone me on 07811271307

5. Public Question Time

No Questions

6. Dog Walking Facility

Following the early termination of the lease on Downlands Walk by St Clere Estate, the Estate has offered, an Agricultural Lease on a piece of land from Pilgrims Way to the Kemsing Road, as an alternative dog walking area. Council members are of the opinion that the terms of the proposed lease are favourable to St Clere Estate but prevent reasonable facilities to be installed for parishioners like seating and offered little security for WPC given the amount of investment in the previous facility and the early termination by St Clere Estate.

Finance and General-Purpose Committee to continue the negotiations in an effort to obtain a lease with acceptable terms.

7. Parish Charter – PPP 7th September 17, attendance

The current Parish Charter dated 2008 is no longer fit for the purpose. Members agreed the new proposed replacement, previously circulated by email, unanimously. Cllr Rayner was delegated to vote in favour of acceptance of the document without amendment at the Parish Partnership Panel meeting on the 7th September 17. Cllr Mrs Parker was nominated as WPC's second representative.

8. Borough Green Primary School – Swimming Pool

Following changes in Central Government funding, the school has been left with a shortfall to the refurbishment cost of the swimming pool.

Cllr Rayner proposed a contribution pledge of £1,000, seconded by Cllr Gillin and agreed unanimously. Cllr Gillin to contact the school.

9. Reports if any from County Cllr and or Borough Cllr

Cllr Rayner has had meetings with the Senior Land Officer and Cabinet Member at KCC in connection with the Nepicar Layby and West Street Car Park acquisitions, and in respect of the Nepicar Layby agreed to fund from his members grant the registration cost of the transfer from Highways England to KCC, and the subsequent transfer to WPC on the basis that ownership is transferred immediately from KCC to WPC.

The acquisition of West Street Car Park: to be considered in correspondence.

10. Reports from various Committees

Grounds

The internal Burial Ground hedgerows have all been cut back.

Buildings

We still have a problem with water ingress from the flat room on St George's Hall. The clerk to contact local roofing contractors.

Highways

Representatives of the committee have met with Mark Simmons from Kent Highways and Transportation in respect of re-paving the High Street. Cllr Gillin has provided a survey of the area to assist with the costing. Cllr Beach to obtain additional quotations following receipt of the quotation from KHT.

Crime & Disorder

The parish has experience a spate of vandalism to the following:

Pavilion water meters x2, both below ground, resulting in a substantial water leak requiring emergency repair works from South East Water contractors.
Pavilion service shed doors, repair works ongoing.
CPA: St George's Castle, wooden balustrade, temporary repair under taken as a safety precaution. Additional works required to strengthen the structure.

Finance

No Report

Planning

Minutes of the planning meeting held on 04th August 17 were proposed by Cllr Rayner, seconded by Cllr Mrs Parker, agreed and adopted as part of the proceedings of this Council

Skate Park

Maintenance work will resume next week, when the children are all back at school.

Youth

No Report

KALC

No Report

PPP

Next meeting scheduled for tomorrow 7th September 17

CPRE

No Report

11. Correspondence Received

Correspondent	Details	Action
KCC	West Street – Criteria for long lease / freehold Previously emailed Cllr Rayner left the room during consideration of this item	For consideration It was agreed unanimously to progress the acquisition of the car park. The Clerk to reply with the proposed offer put forward by Cllr Denton and seconded by Cllr Mills and agreed unanimously by members
Highways Transportation & Waste	Parish Seminar 23 rd October, Oakwood House Maidstone 9.00am to 1.00pm Previously emailed	Cllr Beach to attend on behalf of WPC, with Cllr Rayner as substitute.
KALC	NALC policy consultation papers Broadband Universal Service Obligation- https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/634016/USO_consultation_document.pdf Previously emailed	Email response to Jessica.lancod-frost@nalc.gov.uk by 5.00pm on 2 nd October 17.

	L04-17 Reform of data protection legislation and the introduction of the General Data Protection Regulation (4) Previously emailed KCC Local Flood Risk Management Strategy Previously emailed	At present For Information KALC to monitor and advise Online consultation www.kent.gov.uk/local/floodrisk deadline 8th October 17
Tom Tugendhat MP	Closure of Barclays in Borough Green Previously emailed	Short Online Petition https://www.surveymonkey.co.uk/r/BanksinBoroughGreen Individuals to complete
South East Water	Draft Drought Plan 2017 http://www.southeastwater.co.uk/about-us/our-plans/drought-plan Previously emailed	Email response to water.resources@defra.gsi.gov.uk by 29 th October 17
Sevenoaks District Council	Sevenoaks District Local Plan Issues & Options Consultation 2017 www.sevenoaks.gov.uk/issuesandoptions Previously emailed	Online consultation response by 5.00pm on 5 th October 17. Cllr Gillin to respond
Kent Downs	Review of the Landscape Character Assessment of the Kent Downs Area of Outstanding Natural Beauty http://www.kentdowns.org.uk/guidance-management-and-advice/management-plan Previously emailed	First Stage – Invitation to a workshop event on Monday 18 th September 1.00pm – 4.30pm: Cllr Rayner to attend
Planning Resource	Planning Issue 2057	For Information
CPRE	Countryside Voice Summer 2017	For Information
Clerk & Councils Direct	September 17 Issue 113	For Information

12. Financial Matters

i. Cheques for approval and signature

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

Payable To	Invoice Details	Amount	Cheque No
Tim Powell	CPA Inspections Village Bins Open Spaces General Maintenance Generator Fuel Receipt Attached * Tarmacadam x 2pk Receipt Attached * Total Underpayment b/fwd £24.00	24.00 8.00 247.50 7.01 18.72 £305.23	BAC £329.23 04/08/17
Peter Barden	Open Spaces General Maintenance	£156.00	BAC 04/08/17
Tim Powell	CPA Inspections Village Bins CPA Repairs Total	24.00 8.00 33.00 £65.00	BAC 11/08/17
Tim Powell	CPA Inspections Village Bins Potters Mead Gate Repair BGPC to refund Generator Fuel Receipt Attached * Pavilion Water Meter (Secure Base) Burial Ground Internal Hedging Equipment Fuel – Receipt Attached	24.00 8.00 66.00 7.00 66.00 132.00 7.04	BAC 18/08/17

	*		
	Total	£310.04	
Peter Barden	Potters Mead Gate Repair BGPC to refund Pavilion Water Meter (Secure Base) Burial Ground Internal Hedging Total	48.00 48.00 96.00 £192.00	BAC 18/08/17
Playsafety Ltd *	Annual Inspection CPA Skate Park ***	134.40 100.80 £235.20	SO 23/08/17
Tim Powell	CPA Inspections Village Bins Burial Ground Internal Hedging Equipment Fuel – Receipt attached St George’s Hall Maintenance Total	24.00 8.00 264.00 7.00 16.50 £319.50	BAC 25/08/17
Peter Barden	Burial Ground Internal Hedging	£192.00	BAC 25/08/17
PKF Littlejohn LLP *	External Audit yr ended 31 March 17	£480.00	BAC 29/08/17
Tim Powell	CPA Inspections Village Square Burial Ground Internal Hedging Equipment Fuel – Receipt attached Total	16.00 49.50 132.00 7.03 £ 204.53	BAC 01/09/17
Peter Barden	Village Square Burial Ground Internal Hedging Total	36.00 96.00 £132.00	BAC 01/09/17
Lesley Cox	Salary August 17 deductions include pension contribution Telephone 200 All Purpose Cleaning Cloths * Total	1,255.75 20.00 13.98 £1,289.53	BAC
HM Revenue & Customs	PAYE / NI August 17	£324.74	BAC
KCC Pension Fund	Pension Contribution August 17	£423.24	BAC
Borough Green PC **	Skate Park Weekdays – Saturday Inspections August 17	£105.84	BAC
Four Seasons Gardens Ltd *	Grounds Maintenance Contract 1 4 th Instalment	£374.20	BAC
NKCS *	Hall / Pavilion Cleaning St George’s Hall to contribute	£1,142.80	BAC
Kent Aluminium (DIY) Ltd *	Materials Burial Ground Other Office St George’s Hall Open Spaces Total	18.56 9.89 23.71 12.15 £64.31	BAC
Sevenoaks Water Softeners *	Pavilion Salt x 10 Water Softener Services Total	100.00 125.00 £225.00	BAC
KCC	West Street Car Park Rent 29 th September – 24 th December 17	£1,125.00	BAC
Getmapping PLC *	Parish Online Mapping Software	£77.76	BAC
Came & Company	Annual Parish Insurance	£4,582.82	BAC
Keiron Denton	CPA CCTV	£113.00	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 02nd August 17

Eon	Street Lighting Supply	£344.69	15/08/17
T&MBC	Burial Ground Rates	£54.00	21/08/17
BT Group	Parish Email	£5.00	22/08/17
PlaySafety Ltd	Annual CPA/Skate Park Inspection BG/Platt PC to contribute	£235.20	23/08/17
EoN	Pavilion Electricity	£72.59	29/08/17
EoN	Pavilion Gas	£9.32	
EoN	Multi-Court Electricity	£11.39	
Vodafone	Pavilion CCTV Data Simm	£15.00	
T&MBC	West Street Car Park Rates	£109.00	01/09/17

ii. Bank Reconciliation for sign off

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

BANK ACCOUNT BALANCES as at 04th August 17

ACCOUNT	BALANCE
Current	£50.00
Business Reserve	£761.90
Business Savings	£3,604.89
Community Skate Park	£1.00
CCLA Parish Fund	£49,532.22
CCLA Community Fund	£41,687.92
TOTAL	£118,656.40

iii. Financial Analysis 30th June 17 for sign off

The analysis for 30th June 17 was agreed and signed by Cllr Denton – attachment refers

13. Date of next Parish Council Meeting

The date for the next meeting was proposed for the 4th October 17, at 7.30pm with the date for the interim planning meeting to be advised.

14. Planning Committee to Consider:

1. Applications received

Application Number	Address	Details	Parish Council Recommendation
TM/16/03709/LDE	3 Bank House High Street	LDCE: Rear room on ground floor of 3 Bank House being used as a Podiatrists (D1use)	TM/16/03709/LDE 3 Bank House High Street LDCE: Rear room on ground floor of 3 Bank House being used a Podiatrists (D1 use) Wrotham Parish Council is aware that the room has been used for the purpose above, but has no documentary evidence to support this claim.

TM/17/01866/FL	The Well House West Street	2 Storey side extension to include demolition of an existing garage	No Objections
TM/17/02149/TNCA	Beech House St Mary's Road	Removal of Sycamore and Willow trees together with shrubs and 2 small trees, planting of 10 Beech trees to form a hedge	No Objections
TM/17/02208/TPOC	4 Farthingfield	T3 & T4 Limes, reduce crowns by approximately 25%	No Objections, subject of officer approval
TM/17/02193/FL	Chalk Lodge Gravesend Road	Proposed single storey east and south side extensions	No Objections
TM/17/02365/LDP	Tree Tops Gravesend Road	LDCP: Erection of single storey 4m extension and construction of basement	For Notification
TM/17/02368/FL	Red Tiles Old London Road	First floor extension to sit on existing floor layout to accommodate a first floor bedroom	No Objections
KCC/TM/0130/2017	Wrotham Quarry Land south of M20 Motorway, Ford Lane	Section 73 application to vary conditions 2, 3, 5, 44 & 16 of TM/10/1481 to extend the end date for extraction until 17 May 2027, increase the annual amount of extraction, extend the extraction period and amend the working and restoration schemes	Cllr Gillin to comment

i. Notifications of Decisions

Application Number	Address	Details	Decision
TM/17/01845/TNCA	Conservation Area Wrotham Forthview Kemsing Road	G1 – Group of Sycamores to remove all secondary branches extending over the fence line from neighbour's trees aiming to leave clear trucks up to apex of the Forthview being approximately 10 meters from the ground.	No Objections 7 th August 17
TM/17/00712/FL	Unit 6 Tower Industrial Estate London Road	Redevelopment of existing industrial site (Use Class B2) following demolition of fire damaged unit	Approved 14 th August 17
TM/17/01924/TNCA	Conservation Area Wrotham Bowyers St Marys Road Wrotham	Remove diseased Ash tree. Cut back Field Maple back from overhead lines to give 2m clearance	No Objections 17 th August 17
TM/17/01834/AT	George And Dragon High Street	Part Retrospective: New fascia signs, hanging sign,	Approved 24 th August 17

TM/17/01903/LB		blackboard and sign to beer garden shelter and associated external floodlighting. LBA: As Above	Approved 30 th August 17
TM/17/01616/FL	Town House And East Lodge Kemsing Road	Remove the partitioning between East Lodge and the Town House to reinstate the Town House as one dwelling, removal of both existing rear lean-to and stair core extensions to East Lodge and replace with a two storey rear extension connected to a single storey kitchen extension. Minor amendments to the existing fenestration, rear cladding and internal layout are also proposed.	Approved 25 th August 17
TM/17/01617/LB		LBA: As Above	Approved 25 th August 17
TM/16/00938/FL	The Clock House High Street	Change of use of the existing building to create a separate independent dwelling at the rear and retention of the front retail shop with ancillary accommodation above; and parking provided for the dwelling	Approved 25 th August 17
TM/17/01605/FL	The Bull Hotel Bull Lane	Change of use of existing store room to form kitchen and proposed conservatory to existing seating area and veranda	Application Withdrawn 29 th August 17

2. Correspondence Received

T&MBC Planning List 'B' No's 17/31, 17/32, 17/33, 17/34 & 17/35

The meeting closed at 8.50pm

.....:Chairman

.....:Date

WROTHAM PARISH COUNCIL

FINANCIAL ANALYSIS

2017/18

INCOME

	Open Spaces	General Admin	Allotments	Pavilion	West St Car Park	Parish Plan Document	Highways Winter Prov	Street Lighting	Burial Grounds	Section 137	St George's Maintenance	St George's Court Dispute	VAT Refund	
Total	2,749.54	40,991.89	544.90	3,133.25					614.90	500.00			2,017.97	£50,552.45

EXPENDITURE

	Open Spaces	General Admin	Allotments	Pavilion / Shed	West St Car Park	Parish Plan Document	Highways/ Winter Prov	Street Lighting	Burial Grounds	Section 137	St George's Maintenance	St George's Court Dispute	VAT	
Total	7,786.80	6,852.58	106.35	1,687.44	1,574.56			762.99	1,087.36	520.00	1,025.40	1,050.00	1,670.34	£24,123.82

Balance Sheet

	<u>Balances at 01 April 17</u>	<u>Balances at 30 June 17</u>
Current Account	350.00	50.00
NatWest Reserve Acct	3,856.39	5,535.95
Barclays 10 Day Savings	0.00	0.00
NatWest Business Savings	10,604.16	20,604.80
Community Skate Park Fund	1.00	1.00
CCLA Fund 1 WPC Savings	34,500.80	49,524.07
CLLA Fund 2 Community Projects	41,655.83	41,680.99
	£90,968.18	£117,396.81

WROTHAM PARISH COUNCIL

FINANCIAL ANALYSIS

30 June 17

COMMITMENTS - expenditure

Description of work	Contractor	Anticipated Payment Date	payable pre 15 Sept	payable post 15 Sept
			ex VAT	ex VAT
			(estimate)	(estimate)
Skate Park Improvements	T Powell / P Barden	Various		£200.00
Skate Park Maintenance	T Powell / P Barden	Various	£500.00	£2,500.00
Skate Park Safety Inspection	RoSPA / KCC		£100.00	£350.00
Skate Park Insurance				£1,050.00
Internal and External Audit	Various	Various		£400.00
S137 Donation	Various		£200.00	£3,000.00
Insurance				£4,500.00
Subscriptions / Training / PO Box No Etc				£1,200.00
Childrens Play Area Safety Inspection	RoSPA		£150.00	
Provision for Street Light Repairs			£200.00	£1,000.00
Provision for Street Furniture ie Litter, Cigarette Bins, Multi Crt Lighting			£400.00	£500.00
Provision for CCTV Pavilion, Multi Court, CPA			£1,000.00	£0.00
Provision for maintenance works to Pavilion			£1,000.00	£2,000.00
Provision for maintenance work to CPA				£1,000.00
Provision for planting / general gardening maintenance			£100.00	£1,000.00
Arboreal works cricket ground / burial ground / churchyard				£1,000.00
Provision for maintenance work to burial ground			£300.00	£3,000.00
Provision of managed wild area for dog walking				£2,000.00
West Street Car Park Lease				£5,000.00
Parish Plan Pathfinder Document				£3,000.00
St George's Court Restrictive Covenant				£10,000.00
Winter Maintenance - Salt Purchase				£100.00
Contingency				£1,000.00
			£3,950.00	£43,800.00
			Total	
			£47,750.00	

Other Regular payments

			payable pre 15 Sept	payable post 15 Sept
Energy Charges - Street Lighting	Eon	monthly	£600.00	£1,800.00
Energy charges - pavilion / electricity	Eon	monthly	£100.00	£800.00
Energy charges - pavilion / gas	Eon	monthly	£80.00	£1,000.00
Water supply - burial ground	Business Stream	half yearly		£80.00
Water supply - allotments	Business Stream	half yearly		£300.00
Water Supply - pavilion	Business Stream	half yearly		£500.00
Rates - pavilion	Tonbridge + Malling BC	monthly		
Rates - cemetery	Tonbridge + Malling BC	monthly	£54.00	£270.00
Rates - West Street	Tonbridge + Malling BC	monthly	£218.00	£545.00
Salary	Ms L Cox	monthly	£2,500.00	£7,500.00
Pension	KCC Pension Fund	monthly	£846.00	£2,538.00
Office Allowance	Ms L Cox	quarterly	£150.00	£300.00
Telephone Allowance	Ms L Cox	monthly	£40.00	£120.00
Mileage	Ms L Cox	business trips		£20.00
Inland Revenue	Tax and National Insurance	monthly	£660.00	£2,000.00
Village Litter Picking	Various	monthly	£150.00	£600.00
Grounds Maintenance Charges	Various	various	£2,775.00	£3,050.00
Skate Park Daily Inspection	Cast Trading Ltd / BG PC	monthly	£270.00	£1,600.00
			£8,443.00	£23,023.00
			Total	
			£31,466.00	

Notes

COMMITMENTS - income

			payable pre 15 Sept	payable post 15 Sept
Pavilion Football / Cricket Teams				£586.00
Precept	Half Yearly		£40,870.00	
Rechargeable Accounts - Skate Park Project			£640.00	£4,200.00
St George's Hall Repayment				£1,000.00
Flexi-School			£1,110.00	£3,600.00
VAT - Refund			£1,463.52	
			£44,083.52	£9,386.00
			Total	
			£53,469.52	

PROJECTED - Income

	payable pre 15 Sept	payable pre 15 Sept
Pavilion		£1,000.00

WROTHAM PARISH COUNCIL

FINANCIAL ANALYSIS

30 June 17

Burial Ground
St George's Court Restrictive Covenant Donation

	£1,000.00
	£10,000.00
£0.00	£12,000.00
Total	£12,000.00

BANK BALANCES

Bank Balance as at 31 July 2016	£117,396.81
Committed expenditure to 31 March 2017	£79,216.00
Anticipated income before 15 Sept 2017	£44,083.52
Anticipated income after 15 Sept 2017	£21,386.00
Estimated balance at 01 April 2018	£103,650.33

Notes ***

No account has been taken of the cost of stationery and other consumables used by the Clerk, Cleaner, Burial Clerk etc
No allowance has been made for items such as light bulbs, keys and other ad hoc expenditure i.e. uninsured losses, additional insurance premium costs etc

WROTHAM PARISH COUNCIL

FINANCIAL ANALYSIS

2017/18

June 17

INCOME

	Open Spaces	General Admin	Allotments	Pavilion	West St Car Park	Parish Plan Doc	Highways	Street Lighting	Burial Grounds	Section 137	St George's Maintenance	St George's Court Disput	VAT Refunds
Total	2,749.54	40,991.89	544.90	3,133.25	0.00	0.00	0.00	0.00	614.90	500.00		0.00	2,017.97
Precept	6,500.00	81,998.00	560.00	8,500.00					1,500.00				

EXPENDITURE

	Open Spaces	General Admin	Allotments	Pavilion	West St Car Park	Parish Plan Doc	Highways	Street Lighting	Burial Grounds	Section 137	St George's Maintenance	St George's Court Dispute	VAT
Total	7,786.80	6,852.58	106.35	1,687.44	1,574.56	0.00	0.00	762.99	1,087.36	520.00	1,025.40	1,050.00	1,670.34
Precept	24,300.00	32,335.00	800.00	10,150.00	7,000.00	3,000.00	2,700.00	6,000.00	8,500.00	4,273.00			