

# WROTHAM PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING, HELD ON WEDNESDAY 6<sup>th</sup> September 2023 at 7.30pm In the Wrotham Pavilion TN15 7AH

**Present:** P Gillin (Chairman), K Denton, D Beach, S Vick, C Mills, R Betts, M Coffin (Late Arrival, Attending Addington PC Meeting) & T Jacob

**In Attendance:** Lesley Cox (Clerk). 2 Community Police Officers

### 1. Apologies for absence:

Cllr Rayner

### 2. Attendance Register

The attendance register was signed, and declarations of interest duly noted.

All Meetings

Cllr's Gillin, Rayner, Betts, Beach & Denton 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 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 Vick member of Wrotham Fireworks

Cllr's Rayner, Gillin, Beach & Denton 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 2<sup>nd</sup> August 2023 proposed by Cllr Denton seconded by Cllr Mills and agreed and signed as a correct record by the Chairman.

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

PC Lisa Whitehead

The police have been able to identify some of the biker riders causing a nuisance around the village via social media. PC Linda Baker has issued a number of tickets and confiscated 2 bikes. The current problems are being caused by a different group.

Calls have halved in respect of the problems associated with the resident in West Street, since the installation of the Borough Council camera. Multi-agencies are involved however, the situation isn't likely to change in the near future.

Cllr Gillin thanked the team for their attendance.

### 5. Public Question Time

No Public In Attendance

**6. 2022-2023 External Auditor – Mazars Comments**

Comments acknowledged and noted.

The Public Toilets is a building owned by Wrotham Parish Council, the proposal not to list their value as £1 on the asset register was agreed unanimously.

Members disagreed with Mazars' comments in favour of the opinion below from the Internal Audit.

In undertaking the review of the 2022/23 Annual Governance and Accountability Return it came to our attention that in 2023 the Council has not met the requirements of the 2015 Accounts and Audit Regulations to start the period of 30 working days for the public to inspect the accounts the day after the AGAR was published **and to do so as soon as possible after it was approved.**

Re this comment, I take issue with this as I thought their instructions to be misleading and confusing. Even their explanation reproduced below is in my view contradictory. Wrotham like many local councils want to conclude the AGAR process as swiftly as possible so Cllrs can concentrate on what really matters. Some councils manage to sign-off the AGAR in April, Wrotham did so on 10 May 2023 and you published the various AGARs and Notice of Public Rights on 11 May so you certainly complied with latter part of the "comment" **and to do so as soon as possible after it was approved.** You have correctly filled in the Notice of appointment of date for the exercise of public rights, WHICH states (a) Insert date of placing of this notice on your website PKF Littlejohn's (a) is slightly different and refers to the need to publish at least 1 day before the commencement of the Inspection Period. As the recommendation is start the Inspection Period on a Monday this would mean Clerks would have to remember to post the AGAR etc on the day before a Sunday! This is madness especially as many Clerk are part-time so do the job within their "normal working hours" hence making it nigh on impossible to fully comply with the inspection period the day after the AGAR was posted to the website. I would suggest you ignore this as it means the AGAR paperwork is unnecessarily hanging around for up to 2 months before publishing etc. It may have been around the time you had your fall and could have easily been off work at the very time you should be posting the AGAR stuff to the website. Do it when it suits you as long as you are compliant with the Inspection Dates, which is far more important.

We are aware that the Accounts and Audit Regulations requirement for a physical 'wet ink' signature on the original AGAR, does not allow parish council's to fully comply with the Accessibility Regulations. The National Audit Office are aware that the two pieces of legislation are not compatible, therefore smaller authorities are advised to make it clear on their website that the document is a scan and will not be fully compliant with the Accessibility Regulations.

As for this comment what a complete waste of time. Most of the stuff published are scanned copies and what's more its viewed as "good practice" to hid the actual signatures so whether it's a wet ink signature or not is a complete farce. To put a note in to advise any local residents that its doesn't comply with the Accessibility Regulations !!!!!!!!!!!!!!! More to the point a note should be published to say that the two pieces of legislation are not compatible, and no-one is bothering to correct the situation!!

**7. Randall Hill Road – Garage Light**

The wiring to the light in question has been traced to an adjacent property believed to be in the ownership of Clarion Housing. Cllr Vick to provide photographic evidence.

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

Borough Councillor Robin Betts

West Kent Rural Grant Scheme closed today and has been well received. The next round will start at the end of October 2023 and could be a possible source of funding for a new WPC storage facility.

T&MBC has submitted an application for a De-carbonisation Grant for Larkfield Leisure Centre and Tonbridge Swimming Pool. Tonbridge Swimming Pool is to have PV Panels installed over the entire roof.

Borough Green Car Park in Western Road has been allocated 4 EV Charging Points as part of Phase 2 of the installation programme.

## **9. Reports from various Committees**

### Grounds

General maintenance ongoing

### Buildings

Public Toilets – internal ceiling repairs, tap replacement and leak repairs ongoing.

### Highways

All the new LED lights and poles have been installed with only painting outstanding from our contractor. All connection work by UK Power Networks is still outstanding.

T&MBC has agreed the installation of an additional litter bin in Pilgrims Way, although installation is delayed awaiting machinery repair.

Clarion is checking the ownership of the paved section of Pilgrims Way between New Walk and Blacksole Road and has agreed to clear the area if responsible.

### Crime & Disorder

No Report

### Finance

No Report

### Planning

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

### Skatepark

The locks on the container have been broken during an attempted break in. The culprits would have been disappointed if they had gained entry as the unit is empty. Security measures to be increased.

### Climate Change Strategy

No Report

### Youth

No Report

### KALC

No Report

### PPP

No Report

## 10. Correspondence Received

KCC	Invitation to the 15 <sup>th</sup> Kent Rail Summit Wednesday 18 <sup>th</sup> October 2023 at 6pm Previously emailed	Individual acceptance
KALC	Current Consultation Listing  Shaping the Family Hubs and Start for Life Offer <a href="https://letstalk.kent.gov.uk/family-hubs-and-start-for-life-offer">https://letstalk.kent.gov.uk/family-hubs-and-start-for-life-offer</a> Response Deadline 13 <sup>th</sup> September 2023  Emerging Local Transport Plan <a href="https://letstalk.kent.gov.uk/local-transport-plan-5">https://letstalk.kent.gov.uk/local-transport-plan-5</a> Response Deadline 18 <sup>th</sup> September 2023  Kent Community Warden Service Review <a href="https://letstalk.kent.gov.uk/community-warden-service#:~:text=To%20help%20meet%20the%20financial,need%20to%20redesign%20the%20service.">https://letstalk.kent.gov.uk/community-warden-service#:~:text=To%20help%20meet%20the%20financial,need%20to%20redesign%20the%20service.</a> Response Deadline 3 <sup>rd</sup> October 2023  Kent and Medway Partnership Domestic Abuse Strategy 2024-2029 <a href="https://letstalk.kent.gov.uk/domestic-abuse-strategy-2024-2029">https://letstalk.kent.gov.uk/domestic-abuse-strategy-2024-2029</a> Response Deadline 9 <sup>th</sup> October 2023  National Highways and Transport Survey 2023-24 <a href="https://letstalk.kent.gov.uk/national-highways-and-transport-2023-24">https://letstalk.kent.gov.uk/national-highways-and-transport-2023-24</a> Response Deadline 29 <sup>th</sup> February 2023  Previously emailed	Individual Responses  Consultation details added to WPC website  Members urged to respond to this consultation.
T&MBC	Electoral Registration – Annual Canvass to ensure the Electoral Register has the correct information for all eligible electors with Tonbridge & Malling Previously emailed	For Information To be added to WPC website and posted in the notice boards

## 11. Financial Matters

### i. Cheques for approval and signature

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

Payable To	Invoice Details	Amount	Cheque No
Playsafety Ltd *	Rospa Inspections including skatepark – BGPC & Platt PC to contribute. Reports & Invoice to follow	£235.80	S O 07/08/23
Highscore Web Design Ltd *	Website Hosting	£300.00	BAC 14/08/23
D Sperring	Pavilion Security Deposit Refund	£50.00	BAC 14/08/23
Kevin Holt	Ground Maintenance Works July 2023	£1,130.00	BAC 25/08/23
Peter Barden	Litter Pick Open Spaces Maintenance – CPA Inspection / Repairs – Water Trees – Pavilion Driveway Hedge - General	150.00 262.00	BAC 30/08/23

	Clearance Burial Ground Maintenance – Grave Strimming – Lych Gate Tidy – Churchyard Clearance Machinery 2 Stroke Oil – receipt attached Pavilion Guttering Repair & Decking Weeding Total	255.00  6.16 30.00  £703.16	
A Murray	Pavilion Security Deposit Refund	£50.00	BAC 05/09/23
Lesley Cox	Salary August 2023 deductions include pension contribution. Telephone St George's Hall – Anti-Climb Paint & Pavilion Guttering Repair – Materials * Total	2,366.61  20.00  28.56 £2,415.17	BAC
HM Revenue & Custom	PAYE / NI August 2023	£999.58	BAC
KCC Pension Fund	Pension Contribution August 2023	£1,180.65	BAC
Borough Green PC **	Skate Park Litter Pick / Checks August 2023	£155.00	BAC
Four Seasons Gardens Ltd *	Grounds Maintenance Contract 6 <sup>th</sup> Instalment 2023/24	£437.77	BAC
NKCS *	Contract Cleaning July 23 St George's Hall to contribute	£790.02	BAC
Astra Security Systems *	1 GB Monthly Data per Router Old London Road / High Street	£ 60.00	BAC
Playsafety Ltd *	Rospa Inspections including skatepark – BGPC & Platt PC to contribute. Standing Order Payment see above Total	251.40  (235.80) £15.60	BAC
St George's Primary School	Festival of Light – Contribution agreed 2 <sup>nd</sup> August 2023	£500.00	BAC
Commercial Services Trading Ltd *	Grounds Maintenance Contract 2 April – June 2023	£1,042.80	BAC
Npower Business Solutions *	Public Toilets – Electricity 12 October 2022 – 30 June 2023	£280.18	BAC
Streetlights	CPA Quarterly CCTV Camera Clean	£49.50	BAC
Highgate Planning & Development *	TM/23/01686/LDE - Lawful Development Certificate Existing at Former Stocks Nightclub And 1 And 2 Spring Villas, London Road – Objection Letter	£1,980.00	BAC
T&MBC *	Base Mounted Litter Bin – Supply & Install, Pilgrims Way	£297.47	BAC
S V Electrical *	Pavilion CCTV Equipment – Supply & Install	£1,625.62	BAC
Metro Bank Account Transfer	B/Fwd Balance Fenland Leisure * – Safety Surface Repair Kit -CPA Tunnel Fasthosts – Generic Email Account Fee Debit Card Balance	2,038.24 (78.80)  (12.00) (7.50) £1,939.94	No August Payment

- \* 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 2<sup>nd</sup> August 23

Playsafety	Rospa Inspections	£235.80	07/08/23
Water Plus	Pavilion Metered Water	£47.87	17/08/23
Water Plus	Allotment Metered Water	£10.02	
Water Plus	Burial Ground Metered Water	£4.94	
T&MBC	Burial Ground Non-Domestic Rates	£56.00	21/08/23
BT Group	Parish Email	£7.50	22/07/23
Engie	Pavilion Gas	£65.35	23/08/23
T&MBC	West Street Car Park Non-Domestic Rates	£134.00	01/09/23
Opus Energy	Pavilion Electricity	£268.84	04/09/23

ii. Bank Reconciliation for sign off

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

**BANK ACCOUNT BALANCES as at 4<sup>th</sup> August 2023**

ACCOUNT	BALANCE
Current	£50.00
Business Reserve	£2,329.29
Business Savings	£29,296.24
Community Skate Park	£1.02
CCLA Parish Fund	£41,622.27
CCLA Community Fund	£74,996.75
Metro Account	£2,038.24
<b>TOTAL</b>	<b>£150,333.81</b>

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

The date for the next meeting was proposed for the 11<sup>th</sup> October 2023 to be held in the Wrotham Pavilion at 7.30pm. The date for the interim planning meeting to be advised.

**13. Planning Committee to Consider**

1. Applications received

Application Number	Address	Details	Parish Council Recommendation
TM/23/01824/FL	Green Leas Pilgrims Way	Construction of a new stable building, hardstanding and paddocks, including the change of use for part of the residential garden to include private equestrian use	No Objections

i. Notifications of Decisions

Application Number	Address	Details	Decision
TM/23/01411/LB	Cedar House St Marys Road	Listed Building Application: Removal and replacement of the existing leaded windows	Application redrawn 4 <sup>th</sup> September 2023

		which are in a poor state of repair having bowed and warped with age	
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2. Correspondence Received

T&MBC Planning Lists

KCC Kent Mineral Sites Plan: Second Call for Sites – Hard Rock -August 2023

Submissions via website [www.kent.gov.uk/mineralsandwaste](http://www.kent.gov.uk/mineralsandwaste), via email to [mwlp@kent.gov.uk](mailto:mwlp@kent.gov.uk) or post to Minerals and Waste Planning Policy, 1<sup>st</sup> Floor, Invicta House, Maidstone, ME14 1XX

The meeting closed at 8.30pm.

.....Chairman

.....Date