

WROTHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING, HELD ON WEDNESDAY 07th November 18 IN THE WROTHAM PAVILION, HIGH STREET, WROTHAM

Present: P Gillin (Chairman), H Rayner, C Mills, D Beach, Mrs P Parker & Mrs B Jackson.

In Attendance: Lesley Cox (Clerk)

1. **Apologies for absence:**

Cllr's Coffin, Betts & Denton

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

3. **Minutes**

The minutes of the meeting held on 03rd October 18, were proposed by Cllr Mrs Jackson, seconded by Cllr Gillin and agreed and signed as a correct record by the Chairman.

4. **Public Question Time**

No public in attendance

5. **Allotment Rules and Regulations**

The amendments to the current allotment rules and regulations suggested by the Clerk were proposed by Cllr Mills, seconded by Cllr Mrs Parker and agreed unanimously.

6. **WPC Storage Facilities**

Due to circumstances beyond the Parish Council's control the current storage facility in Kemsing Road will cease to be available in the not too distant future. The time scale to secure alternative facilities is approximately 6 months. All members have been tasked with investigating solutions to the storage problem.

7. Meeting Date January 2019

In accordance with WPC Standing Orders the meeting should be held on Wednesday 2nd January 2019. Due to the proximity of this date to the New Year festivities, for the benefit of the clerk, members and the general public Standing Orders were suspended and the date set for 9th January 2019

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

County Councillor Rayner.

Stansted PC has agreed a maximum of £4.5K towards cost of the Local Plan Experts in this financial year.

At the Big Bus Summit 2 new bus services were announced, Fairseat, Stansted via Knatts Valley to Sevenoaks. Wrotham Heath, Ryash to Larkfield with a link to Maidstone.

A recent meeting with UK Power Networks suggests there could be a potentially major supply issue with the Borough Green Gardens proposal within the Local Plan.

9. Reports from various Committees

Grounds

Multi-court has temporary lines and is back in use, phase 1 is now complete. Cllr Mills to manage phases 2 and 3, works to undertaken in 2019.

Buildings

St George's Hall requires a deep clean at high level to remove years of grime and cobwebs. Cllr Gillin to talk to Star Platforms to discuss access equipment.

Highways

Mark Cheverton has confirmed that KCC are prepared to transfer ownership of the Nepicar Layby A20. The proposal to approve the submission of a formal application to KCC for a 'stopping up order' for the area was proposed by Cllr Rayner, seconded by Cllr Beach and agreed unanimously.

Crime & Disorder

No Report

Finance

No Report

Planning

No Report

Skate Park

The latest operational inspection of the area was good.

Website

No Report

Youth

No Report

KALC

Last meeting concentrated on detailed instruction for Parish Councils on how to make submissions to Regulation 19 of the Local Plan

PPP

Next meeting scheduled for 15th November 18

CPRE

No Report

10. Correspondence Received

Xmas Lights	Request for donation of £100.00 to facilitate grant application from T&MBC	Decision required
KALC	71 st AGM 9.30am Saturday 17 th November 18 Ditton Community Centre ME20 6AH Data Protection Consent for photographs to be taken at the event Previously emailed Lunch Order Loweres Thames Crossing Consultation https://highwaysengland.citizenspace.com/ltc/consultation/ . Previously emailed Effective Higher Level Planning P301 6.30pm 7 th December 18 Lenham Community Centre ME17 2QT Previously emailed Chairmanship Conference 2018 9.30am The Orchards Event Venue ME19 6BJ Whole day conference – lunch served Previously emailed	Attendees details Cllr Rayner to represent WPC To be completed by all attendees To be returned before Friday 9 th November 18 Online consultation deadline 23.59 on 20 th December 18 Attendees details Cllr's Gillin and Rayner to attend Attendees details Cllr Mrs Parker to attend
CPRE	AGM 10.30am Friday 9 th November 18 Lenham Community Centre ME17 2QT Lunch available at cost of £12.00	Attendees details No representation
KCC	Request to enter to a direct debit arrangement for West Street Car Park -quarterly payments Community Transport Grant Scheme Previously emailed Temporary closure of MR251, due to landslip – alternative route in place Previously emailed	Decision required Agreed, Clerk to complete mandate and return For Information For Information, Clerk to request additional information
Action with Communities in Rural Kent	95 th AGM 2.00pm Tuesday 13 th November 18 Teynham Village Hall Previously emailed	Attendees details No representation
T&MBC	New Waste and Recycling Collection Service 2019 Offer to give a presentation to Parish Council Meeting.	Decision required Clerk to request a separate workshop presentation
Wrotham Bowls Club	Request to consider granting permission to establish a bowling green on the recreation ground. Previously emailed	Club has been made aware of the restricted covenants on the area and additional information requested. For Information only at this stage
Planning Resource	Planning Issues 2080 & 2081	For Information

11. Financial Matters

i. Cheques for approval and signature

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

Payable To	Invoice Details	Amount	Cheque No
Tim Powell	CPA Inspections Village Bins Litter Picking Skate Park Maintenance Generator Fuel – receipt attached * Open Spaces Maintenance Total	20.00 10.00 27.00 148.00 7.00 37.00 £249.00	BAC 05/10/18
SAGE (UK) Ltd *	TAS Accounting Software -Annual Support	£260.40	BAC 23/10/18
Peter Barden	CPA Inspections Litter Picking Open Spaces Maintenance Burial Ground Maintenance Equipment Fuel – Receipt attached * Pavilion Maintenance Skate Park Maintenance Total	48.00 72.00 336.00 204.00 7.00 60.00 96.00 £823.00	BAC 31/10/18
Tim Powell	CPA Inspection Village Bins Litter Picking Open Spaces Maintenance Burial Ground Maintenance Pavilion Maintenance Total	60.00 40.00 97.00 74.00 203.50 37.00 £511.50	BAC 02/11/18
Lesley Cox	Salary October 18 deductions include pension contribution Telephone Open Spaces Screws Wirox 6x80mm pk 100 * Screws Spax 4.5x60mm pk 100 * Penny Washers M6 pk 100 * Penny Washers M12 pk 100 * Pavilion 50mm Allweather Combi Padlock 26mm * Replacement R2 Remote Control Receiver * Total	1,293.88 20.00 20.99 8.19 8.19 10.19 20.99 68.39 £1,480.81	BAC
HM Revenue & Customs	PAYE / NI October 18	£334.14	BAC
KCC Pension Fund	Pension Contribution October 18	£436.01	BAC
Borough Green PC **	Skate Park Weekdays – Saturday Inspections October 18	£105.84	BAC
Four Seasons Gardens Ltd *	Grounds Maintenance Contract 1 7th Instalment 2018-19	£379.81	BAC
NKCS *	Pav / Hall Contract Cleaning August 18 September 18	1,059.15 1,460.82	BAC

	Total St George's Hall to contribute	£2,519.97	
Assured Water Hygiene Ltd *	Pavilion salt x 9	£90.00	BAC
Harry Rayner	Local Plan Conference – Travel Expenses x 2	£67.60	BAC
Phoenix Fireworks *	Firework Display – Invoice balance Wrotham Fireworks to donate	£5,760.00	BAC
Les Henry Associates Ltd	Local Plan – Highways Technical Report A25 Seal High Street/Park Lane & A25 Maidstone Road	£891.96	BAC
Royal British Legion	Poppy Wreath	£50.00	BAC
David Harvey *	Local Plan – Air Quality Expert Report, Conference Attendance and Travel Expenses	£3,973.20	BAC
Fenland Leisure Products Ltd *	Replacement Zip Wire Seat & Chain assembly – due to dog damage	£120.60	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 03rd October 18

Royal Mail	PO Box Annual Fee	£330.00	08/10/18
Eon	Street Lighting Supply	£333.90	16/10/18
Eon	Pavilion Electricity	£109.08	
Eon	Multi-Court Electricity	£14.26	19/10/18
Eon	Pavilion Electricity	£14.14	22/10/18
T&MBC	Burial Ground Rates	£50.00	
BT Group	Parish Email	£7.50	
T&MBC	West Street Car Park Rates	£121.00	01/11/18

ii. Bank Reconciliation for sign off

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

BANK ACCOUNT BALANCES as at 05th October 18

ACCOUNT	BALANCE
Current	£50.00
Business Reserve	£1,757.14
Business Savings	£37,114.35
Community Skate Park	£1.00
CCLA Parish Fund	£39,728.53
CCLA Community Fund	£83,683.88
TOTAL	£162,334.90

iii. Financial Analysis 17th October 18 – for sign off

The analysis for 17th October 18 was agreed and signed by Cllr Rayner – attachment refers

12. Date of next Parish Council Meeting

The date for the next meeting was proposed for the 05th December 18 at 7.30pm with 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/18/02376/TPOC	Four Seasons Park Labour In Vain Road	G1 Sweet Chestnut Group x7 – crown reduce whole group by approximately 5m off height and sides where branches are heavily extended, les from laterals of more compact trees, T1 Oak – remove one low forked limb over home, G2 low branches on fence – prune to remove any branches on fence and T2 Ash – crown reduce whole crown by approximately 2-3m.	
TM/18/02473/FL	Pumphouse South Of New House Farm Kemsing Road	Change of use of former agricultural pump house/storage building into a dwelling house with associated provision of ancillary car parking and garden area	No Objections
TM/18/02497/FL	Westlands Farm Borough Green Road	Single storey rear extension of existing farmhouse and construction of garage	No Objections
TM/1802268/FL	St George's Court West Street	Demolition and redevelopment of existing buildings to provide 38 residential units with associated parking, refuse and cycle storage	Defer to planning committee
TM/1802268/FL	Oaktrees Farm Borough Green Road	Demolition of the lean-to-industrial building and construction of a new B1/B8 industrial building of 170sqm	Clerk to request additional information and reports

i. Notifications of Decisions

Application Number	Address	Details	Decision
TM/87/346/R21	Ightham Works and Quarry Sevenoaks Road Ightham	Request for prior approval to import silica (industrial) sand pursuant to condition 21 of TM/87/346.	Approved details on 10 th October 18 subject to the following informative: Effective measure shall taken to mitigate dust emissions, including using their best endeavours to cover the external stockpile of silica sand.

2. Correspondence Received

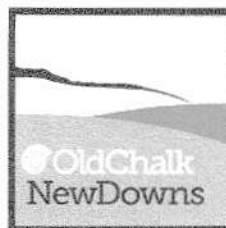
T&MBC Planning List 'B' No 18/40, 18/41, 18/42, 18/43 & 18/44

The meeting closed at 8.50pm

..... :Chairman

..... :Date

Conservation Grants



of up to £10,000 available now

The Old Chalk New Downs Project is offering conservation grants of up to £10,000 for capital work proposals that contribute to securing habitat connectivity and improving access across the project area (Kemsing to Detling). We are keen to support capital work for enhancement and management of chalk downland; including fencing, hedge planting and pond creation.

If you have a project idea and would like to apply for the grant please email: OCND@kent.gov.uk, call 03000 415104 or visit www.oldchalknewdowns.org.uk



WROTHAM PARISH COUNCIL

FINANCIAL ANALYSIS

2018/19

INCOME

	Open Spaces	General Admin	Allotments	Pavilion	West St Car Park	Highways Winter Prov	Street Lighting	Burial Grounds	Section 137	St George's Maintenance	Local Plan	VAT Refund	
Total	10,339.33	87,288.98	879.04	9,068.00				1,536.83	500.00			3,269.86	112,882.04

EXPENDITURE

	Open Spaces	General Admin	Allotments	Pavilion / Shed	West St Car Park	Highways/ Winter Prov	Street Lighting	Burial Grounds	Section 137	St George's Maintenance	Local Plan	VAT	
Total	22,148.19	19,637.07	975.01	7,509.83	3,092.31	17.75	2,546.08	3,435.78	2,625.00	3,998.62	7,968.00	6,748.14	80,701.78

Balance Sheet

Balances at 01 April 18

Current Account	50.00
NatWest Reserve Acct	3,568.68
NatWest Business Savings	3,106.92
Community Skate Park Fund	1.00
CCLA Fund 1 WPC Savings	39,621.79
CLLA Fund 2 Community Projects	83,460.12
	£129,808.51

Balances at 17 October 18

-296.13	
1,757.14	1,461.01
37,114.35	
1.00	
39,728.53	
83,683.88	
£161,988.77	

WROTHAM PARISH COUNCIL

FINANCIAL ANALYSIS

17 Oct 18

COMMITMENTS - expenditure

<u>COMMITMENTS - expenditure</u>		payable pre 15 Sept	payable post 15 Sept
<u>Description of work</u>	<u>Contractor</u>	<u>ex VAT</u>	<u>ex VAT</u>
		(estimate)	(estimate)
		<u>Anticipated</u>	
		<u>Payment Date</u>	
Skate Park Improvements	T Powell / P Barden	Various	£200.00
Skate Park Maintenance	T Powell / P Barden	Various	£3,500.00
Skate Park Safety Inspection	RoSPA / KCC		£280.00
Skate Park Insurance			£1,100.00
Internal and External Audit	Various	Various	
S137 Donation	Various		£1,100.00
Insurance			
Subscriptions / Training / PO Box No Etc			£600.00
Childrens Play Area Safety Inspection	RoSPA		
Provision for Street Light Repairs			£4,000.00
Provision for Street Furniture ie Litter, Cigarette Bins			£500.00
Provision for CCTV Pavilion, Multi Court, CPA			£500.00
Provision for maintenance works to Pavilion			£2,000.00
Provision for maintenance work to CPA / Multi-Court			£10,000.00
Provision for planting / general gardening maintenance			£3,000.00
Arboreal works cricket ground / burial ground / churchyard			£1,000.00
Provision for maintenance work to burial ground			£4,000.00
Provision of managed wild area for dog walking			£2,000.00
West Street Car Park Lease			£4,000.00
Winter Maintenance - Salt Purchase			£600.00
St George's Hall Financial Assistance			£5,000.00
Local Plan - Legal Representation			£70,000.00
Contingency			£1,000.00
		£0.00	£114,380.00
		Total	£114,380.00

Other Regular payments

<u>Other Regular payments</u>			<u>payable pre 15 Sept</u>	<u>payable post 15 Sept</u>
Energy Charges - Street Lighting	Eon	monthly		£1,500.00
Energy charges - pavilion / electricity	Eon	monthly		£1,500.00
Energy charges - pavilion / gas	Eon	monthly		£850.00
Water supply - burial ground	Business Stream	half yearly		£30.00
Water supply - allotments	Business Stream	half yearly		£200.00
Water Supply - pavilion	Business Stream	half yearly		£300.00
Rates - pavilion	Tonbridge + Malling BC	monthly		
Rates - cemetery	Tonbridge + Malling BC	monthly		£216.00
Rates - West Street	Tonbridge + Malling BC	monthly		£500.00
Salary	Ms L Cox	monthly		£7,800.00
Pension	KCC Pension Fund	monthly		£2,610.00
Office Allowance	Ms L Cox	quarterly		£300.00
Telephone Allowance	Ms L Cox	monthly		£120.00
Mileage	Ms L Cox	business trips		£20.00
Inland Revenue	Tax and National Insurance	monthly		£2,100.00
Village Litter Picking	Various	monthly		£1,600.00
Grounds Maintenance Charges	Various	various		£3,500.00
Skate Park Daily Inspection	Cast Trading Ltd / BG PC	monthly		£1,600.00
			£0.00	£24,746.00
			Total	£24,746.00

Notes

COMMITMENTS - income

<u>COMMITMENTS - income</u>		<u>payable pre 15 Sept</u>	<u>payable post 15 Sept</u>
Pavilion Football / Cricket Teams			
Precept	Half Yearly		
Rechargeable Accounts - Skate Park Project			£3,800.00
Rechargeable Accounts - Local Plan			£65,288.00
St George's Hall Repayment			£3,000.00
Flexi-School			£5,800.00
VAT - Refund			£4,765.00
		£0.00	£82,653.00
			Total
			£82,653.00
		<u>payable pre 15 Sept</u>	<u>payable pre 15 Sept</u>

PROJECTED - Income

WROTHAM PARISH COUNCIL

FINANCIAL ANALYSIS

17 Oct 18

Pavilion
Burial Ground

£1,000.00
£500.00

£0.00	£1,500.00
Total	
	£1,500.00

BANK BALANCES

Bank Balance as at 30 June 2018	£161,988.77
Committed expenditure to 31 March 2019	£139,126.00
Anticipated income before 15 Sept 2018	£0.00
Anticipated income after 15 Sept 2018	£84,153.00
Estimated balance at 01 April 2019	£107,015.77

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

2018/19

17 Oct 18

INCOME

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Total	10,339.33	87,288.98	879.04	9,068.00	0.00	0.00	0.00	1,536.83	500.00	0.00	0.00	
Precept	6,500.00	86,558.00	588.00	8,500.00				1,500.00	500.00			

EXPENDITURE

	Open Spaces	General Admin	Allotments	Pavilion	West St Car Park	Highways	Street Lighting	Burial Grounds	Section 137	St George's Maintenance	Local Plan	VAT
Total	22,148.19	19,637.07	975.01	7,509.83	3,092.31	17.75	2,546.08	3,435.78	2,625.00	3,998.62	7,968.00	
Precept	29,030.00	35,760.00	950.00	12,650.00	7,000.00	2,300.00	7,000.00	8,000.00	3,800.00	2,000.00		