

# WROTHAM PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING, HELD ON WEDNESDAY 7<sup>th</sup> December 2022. In the Wrotham Pavilion TN15 7AH

**Present:** P Gillin (Chairman), H Rayner, C Mills, D Beach, K Denton, S Vick, R Betts & Mrs B Jackson

**In Attendance:** Lesley Cox (Clerk), Jason Butler & Alan Boulden

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

Cllr Coffin

### 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 Vick declared an interest in agenda items 6 & 7 and didn't participate in the decisions regarding these items.

Cllr Gillin declared an interest in agenda item 8 and didn't participate in the decision regarding this item.

### 3. **Minutes**

The minutes of the meeting held on 2<sup>nd</sup> November 2022, proposed by Cllr Mills seconded by Cllr Mrs Jackson, and agreed and signed as a correct record by the Chairman

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

Provided by Cllr Rayner following attendance of PCSO Mark Thomas at Platt PC meeting of 6<sup>th</sup> December 2022

There had only been 1 recorded crime in Platt parish for the month of November 2022.

Restructuring within the Police force will result in the number of PCSO's in Tonbridge and Malling being reduced from 190 to 120. Villages will be assigned Police Offices although community policing will be in addition to their current responsibilities. The recruitment of 200 new Police Officers is planned, unfortunately a significant number of these when trained transfer to the Metropolitan Police due to higher pay rates.

## **5. Public Question Time**

Question raised by Jason Butler

*Would anyone on the parish council like to set up a group with some local residents to liaise with the village and (TMBC/CLARION) over St. George's court.*

It was agreed that Cllr Vick would represent WPC.

Cllr Betts reported that after 8 years of broken promises by Clarion over St George's Court, T&MBC have sent a letter to the board of the organisation indicating the possibility of legal action. The borough solicitor is currently evaluating the options available and is due to report back to T&MBC members in 2 weeks.

## **6. Wrotham Toilets**

Excerpt from report by S.V. Electrical on the current lighting within the facility

The lighting in the toilet block is entirely inadequate to allow the public to use the facility. There would appear to have been a switch added recently to the lobby by a T&MBC appointed contractor – it has been wired so that it switches an outside bulkhead light which in turn unfortunately interrupts the electrical supply to the external emergency bulkhead lights. The emergency lights obviously then come on, fed from their internal batteries, with the outside bulkhead light going off.

The round ceiling light in the lobby has a permanent connection to it, so can only be switched off via a circuit breaker in the fuseboard.

There is no emergency lighting within the facility at all!

The estimate supplied by S.V Electrical to completely rewire the lighting within the toilet block was agreed by 7 members. Cllr Vick abstained from voting.

## **7. Neighbourhood Watch – Signage Contribution**

Cllr Vick has put his name forward as an Area Co-ordinator and is looking to recruit Street Co-ordinators to reinstate the scheme in Wrotham. The proposal to commit a maximum of £100.00 towards new signage should Cllr Vick be successful was agreed by 7 members. Cllr Vick abstained from voting.

## **8. Replacement Roof Bars**

As Cllr Gillin declared an interest in this agenda item, Cllr Denton was appointed Chairman. Cllr Gillin's vehicle has been made available for parish use for many years without remuneration. Recently while the vehicle was being utilised for community use the roof bars were damaged. The proposal from Cllr Betts, seconded by Cllr Rayner to purchase replacements from WPC funds was agreed by 7 members. Cllr Gillin abstained from voting.

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

Borough Councillor Robin Betts

5000 responses were received for the Regulation 18 consultation of T&MBC's Local Plan. 80% of these responses were against building in the greenbelt.

The garden waste re-rounding (switching the dates of collections for garden waste) has gotten off to a successful start. T&MBC are looking into providing an app to notify residents on when and what bin to put out.

As part of T&MBC's climate change strategy 198 PV panels are being installed on Larkfield Leisure Centre. These will help reduce the significant energy costs to run the facility and assist in T&MBC becoming carbon neutral by 2030.

County Councillor Harry Rayner

To offset the significant budget reductions KCC are looking to dispose of assets and implement reorganisation within the Highways division.

The budget deficit has been exacerbated by the failure to collect in the region of 330K from gypsy allocation sites.

KCC responses to & T&MBC's Regulation 18 consultation to the Local Plan does not permit proposed development to sterilise minerals reserves or lose waste recycling sites without

provision of alternatives. This will have to be a serious consideration for T&MBC officers when allocating sites and impacts heavily on Borough Green Gardens.

The next few years will see more significant cuts to bus subsidies, school bus passes and school budgets. The severity of cuts will be felt by all counties not just Kent and is an indication that the current number of district and county councils around England is not sustainable and will need to be reduced.

#### **10. Reports from various Committees**

##### Grounds

No Report

##### Blacksole Field Sub-Committee

No Report

##### Buildings

Covered previously under item 6

##### Highways

Mike Mills is still not in agreement with the quotations provided by UK Networks for outstanding works to our lighting infrastructure, as these included traffic management costs that significantly inflate the quote and shouldn't be included. Cllr Rayner to arrange a meeting with an associate within UK Power Networks.

Cllr Rayner to follow up on behalf of WPC on a recent conversation between the Clerk and Duncan Mackinnon of KCC's property department on West Street Car Park.

Quote for 2 ATC's for 1 week to monitor traffic speed on Old London Road has been accepted. 1 to be positioned by the school entrance and 1 by the entrance to Goring Place. Cllr Gillin to provide a map for Traffic Watch UK.

##### Crime & Disorder

No Report

##### Finance

No Report

##### Planning

The planning reforms announced recently by Michael Gove MP provide significant protection for the greenbelt and will assist greatly in opposing Borough Green Gardens and the proposal outlined by Panattoni for the Marley site on Old London Road.

##### Skate Park

No Report

##### Website

No Report

##### Climate Change Strategy

Cllr Betts has requested dates for the next scheme of Electrical Vehicle Charger funding from Susan Kerry of KCC.

WPC is waiting on a quote from Opus Energy for the Air Source Heat Pump installation at the pavilion.

## Youth

No Report

## KALC

Next meeting of T&M KALC on 8<sup>th</sup> December 2022

## PPP

No report

## **11. Correspondence Received**

|   |   |  |
|---|---|--|
| West Kent Mediation                           | Donation request<br>Precept remaining £350.00, previous donation £200.00<br>Previously emailed  | The donation of £200.00 proposed by Cllr Denton, seconded by Cllr Vick was agreed unanimously  |
| KALC  | Kent Minerals and Waste Local Plan Regulation 18 Public Consultation<br>Extension of time to 12 <sup>th</sup> December 2022<br><a href="https://letstalk.kent.gov.uk/kent-minerals-and-waste-local-plan">https://letstalk.kent.gov.uk/kent-minerals-and-waste-local-plan</a><br>Previously emailed<br><br>KFRS Safety and Wellbeing Plan 2023<br>Plan Link <a href="https://www.kent.fire-uk.org/report/safety-and-wellbeing-plan-2023">https://www.kent.fire-uk.org/report/safety-and-wellbeing-plan-2023</a><br>Survey Link <a href="https://eu.surveymonkey.com/r/CCQS9WV">https://eu.surveymonkey.com/r/CCQS9WV</a><br>Previously emailed | Responses by email to <a href="mailto:mwlp@kent.gov.uk">mwlp@kent.gov.uk</a><br>Cllr Gillin to review on behalf of WPC<br><br>Individual responses by Friday 13 January 2023 at 9am. |
| KCC Investment Team                           | Local Government Pension Scheme (LGPS) 31 March 2022 actuarial valuation results – employer contribution rates for 2023/24, 2024/25 & 2025/26<br>Previously emailed   | For Information  |
| Smaller Authorities Audit Appointments (SAAA) | Notification of external auditor appointment for the 2022-23 financial year for the 5 year period until 2026-27<br>Changed from PKF Littlejohn LLP to Mazars LLP<br>Previously emailed  | For Information  |
| TMBC Financial Services                       | Precept 2023 -2024 Tax Base<br>Previously emailed   | For Information  |
| Clerks & Councils Direct                      | November 2022 Issue 144   | For Information  |
| SLCC  | The Clerk November 2022   | For Information  |

## **12. 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       |
|--------------------------|---|---------|-----------------|
| Gary Cooke               | Pavilion Replacement Steps – Labour   | £730.00 | BAC<br>07/11/22 |
| D Ralph                  | Pavilion Hire – 2 months refund   | £178.00 | BAC<br>14/11/22 |
| Greenhills Nursery Ltd * | Climate Change Planting<br>Purple Beach 90-120cm x 10<br>Horizontal Cotoneaster 20-40cm bare root x 50<br>Backorder delivery January 2023 | £180.00 | BAC<br>29/11/22 |

|                              |   |   |                 |
|------------------------------|---|---|-----------------|
| Kevin Holt                   | Ground Maintenance Works November 2022 includes £160.00 work on Xmas Lights<br>Bleach – receipt attached<br>Equipment Fuel – receipt attached<br>Total  | 1,280.00<br>2.80<br>10.00<br>£1,292.80  | BAC<br>29/11/22 |
| Peter Barden                 | Litter Pick<br>Open Spaces Maintenance – CPA<br>Inspection – Tree Planting – Weed<br>Suppressant Materials under new Pavilion<br>Steps -General Clearance<br>Store Shed<br>Shelving/Security/Maintenance<br>Shed Lock – receipt attached *<br>Skate Park Repairs ***<br>Pavilion Maintenance – Gutter Clearance<br>– Loft Tidy<br>Xmas Tree/Light Runs (Contribution to Traders)<br>Total | 90.00<br>562.50<br><br><br><br>75.00<br>48.29<br>120.00<br>30.00<br><br>202.50<br>£1,128.29 | BAC<br>30/11/22 |
| Lesley Cox                   | Salary November 22 deductions include pension contribution. Amount includes LGA National Pay Award 2022-23 back dated to April 2022<br>Adjustment of October overpayment<br>Telephone<br>Quarterly Office Allowance<br>Total  | 2,831.08<br><br>(.20)<br>20.00<br>150.00<br>£3,000.88                                       | BAC             |
| HM Revenue & Custom          | PAYE / NI November 22 Amount includes LGA National Pay Award 2022-23 back dated to April 2022   | £1,433.12   | BAC             |
| KCC Pension Fund             | Pension Contribution November 22<br>Amount includes LGA National Pay Award 2022-23 back dated to April 2022   | £1,847.10   | BAC             |
| Borough Green PC **          | Skate Park Weekdays – Saturday<br>Inspections November 22   | £124.85   | BAC             |
| Four Seasons Gardens Ltd *   | Grounds Maintenance Contract 9 <sup>th</sup><br>Instalment 2022/23  | £416.93   | BAC             |
| Assured Water Hygiene *      | Pavilion Salt x 6 delivered 8 <sup>th</sup> November 22<br>Pavilion Salt x 6 delivered 2 <sup>nd</sup> December 22<br>Total   | 129.20<br>96.90<br>£226.10  | BAC             |
| NKCS *                       | Contract Cleaning October 2022 incl toilets<br>St George's Hall to contribute   | £813.93   | BAC             |
| Heart of Kent Hospice        | Donation agreed 2/11/22   | £100.00   | BAC             |
| Gallagher ***                | Annual Skatepark Insurance Premium  | £1,437.67   | BAC             |
| Astra Security Systems Ltd * | Balance for 2 quoted upgrades<br>Multi-Court still to be completed  | £843.45   | BAC             |
| OTS *                        | Large Sycamore Pavilion Driveway Crown<br>reduce 40%  | £1,260.00   | BAC             |
| Streetlights *               | CPA Quarterly Camera Clean<br>Column 36 Kemsing Road Repair<br>Total  | 49.50<br>115.50<br>£165.00  | BAC             |
| Viking *                     | Stationery / Toilet Rolls   | £102.52   | BAC             |
| SLCC                         | L Cox Annual membership renewal   | £296.00   | BAC             |
| Metro Bank Account Transfer  | Tree Planting Materials *<br>Screwfix * – Open Spaces Materials   | 37.98<br>118.79   | BAC             |

|  |                                       |          |  |
|--|---------------------------------------|----------|--|
|  | Replacement Padlocks                  |          |  |
|  | Fasthosts – Generic Email *           | 12.00    |  |
|  | Gutter Materials – Village Toilets *  | 90.20    |  |
|  | Village Planting                      |          |  |
|  | Grasslands Nurseries Trees*           | 629.20   |  |
|  | Tree Ties / Strapping *               | 13.97    |  |
|  | Open Spaces Maintenance Materials *   | 93.03    |  |
|  | Winter Maintenance 2x tonne bags salt | 430.32   |  |
|  | Advance Transfer                      | (800.00) |  |
|  | Account Fee                           | 9.30     |  |
|  | Total                                 | £634.79  |  |

\* 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> November 22

|            |                              |         |          |
|------------|------------------------------|---------|----------|
| EDF Energy | Multi-Court Electricity      | £14.77  | 08/11/22 |
| Npower     | Unmetered Streetlight Supply | £345.56 | 17/11/22 |
| T&MBC      | Burial Ground Rates          | £52.00  | 21/11/22 |
| BT Group   | Parish Email                 | £7.50   | 22/11/22 |
| Water Plus | Pavilion Metered Water       | £43.76  | 28/11/22 |
| Water Plus | Allotment Metered Water      | £9.44   |          |
| Water Plus | Burial Ground Metered Water  | £4.86   |          |
| T&MBC      | West Street Car Park Rates   | £127.00 | 01/12/22 |
| Eon Next   | Pavilion Gas                 | £60.53  | 02/12/22 |
| Eon Next   | Pavilion Electricity         | £129.29 |          |

ii. Bank Reconciliation for sign off

The following account balances were checked, agreed and signed by Cllr Denton external to the meeting.

**BANK ACCOUNT BALANCES as at 05<sup>th</sup> November 2022**

| ACCOUNT              | BALANCE            |
|----------------------|--------------------|
| Current              | £50.00             |
| Business Reserve     | £4,064.72          |
| Business Savings     | £50,271.67         |
| Community Skate Park | £1.00              |
| CCLA Parish Fund     | £40,523.93         |
| CCLA Community Fund  | £121,730.26        |
| Metro Account        | £616.61            |
| <b>TOTAL</b>         | <b>£217,258.21</b> |

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

The date for the next meeting was proposed for the 4<sup>th</sup> January 2023 to be held in the Wrotham Pavilion 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/22/02516/TNCA   | Maryland St<br>Mary's Road | General maintenance and Applicants references: T4 has outgrown the location and massively overshadows the house and garden. T1 Beech - Remove 1 low branch over the | No Objections                 |

|                  |                                       |  |               |
|------------------|---------------------------------------|--|---------------|
|                  |                                       | road. T2 Beech - Crown lift by approximately 2m over road. T3 Sycamore - Crown lift by approximately 2m over road T4 Cypress - Dismantle to near ground level. T5 Irish Yew - Crown reduce whole crown to approximately 12 feet (3.5-4m), leaving rounded. T6 Purple Leaf Plum - Crown reduce the unbalanced side to re-balance by approx 1-2m. T7 Portugal Laurel - Remove dead stem. T8 Beech - Crown lift right side by approximately 1-2m to allow light under |               |
| TM/22/02524/TNCA | Stone Cottage<br>St Mary's Road       | Fell a dying crab apple tree (Malus sylvestris) situated in the applicant's back garden (identified as T5 on Tree Location Plan drawn by Connick Tree Care)  | No Objections |
| TM/22/02346/TNCA | 1 Court Lodge<br>Mews Goring<br>Place | Ash tree is in the bottom right corner of garden behind wooden and metal fence at 1 Court Lodge Mews, reduce by 50%  | No Objection  |

i. Notifications of Decisions

| Application Number | Address                                     | Details   | Decision   |
|--------------------|---|---|--|
| TM/22/01952/RD     | 24 West Street                              | Details of conditions 5 (archaeology) submitted pursuant to planning permission TM/22/01265/FL (Part first floor/part two storey side extensions and two storey rear addition)  | Approved 17 <sup>th</sup> November 2022  |
| TM/22/01402/AT     | Unit 4 Oakdene<br>Trade Park<br>London Road | Advertising Consent: Units 3 and 4, Illuminated signs, 2 x Howdens fascia sign - comprising of 1no Howdens sign, 1 menu panel and trade only, 1 x entrance sign   | Approved 22 <sup>nd</sup> November 2022  |
| TM/22/00525/TNCA   | Church Of St<br>George High<br>Street       | T1 to T5 - 5 x Lime Trees - Finish the Pollards started by the neighbours to balance up the trees. Reduction of approximately 3.0m. The trees are unbalanced so it makes sound arboricultural sense to pollard the remainder of the five trees down to the pollard head | Unknown 6-week expired TNCA 23 <sup>rd</sup> November 2022<br><br>Below copy of correspondence received from Edward Jones T&MBC tree officer dated 9 <sup>th</sup> March 2022<br><br>'The Council aims to reach a decision on your application by 20 April 2022. If by then you have not been advised that your application is |

|                  |                              |   |   |
|------------------|------------------------------|---|---|
|                  |                              |   | invalid and this Authority has not decided to protect the trees by service of a Tree Preservation Order, you may undertake the works described above, subject to such works being carried out before the expiry of two years from the date of deposit indicated above.' |
| TM/22/02056/TNCA | Cricket Pavilion High Street | T1 - Sycamore (Applicants reference)- Crown reduce 40% (3m overall reduction of height and width). The crown has grown very one-sided, and the lateral branches are very elongated. The branches grow over the main footpath and access route to the playgroup, with parents and children walking underneath. Our request to reduce the canopy is to make the tree much safer | No Objection 28 <sup>th</sup> October 2022  |

## 2. Correspondence Received

T&MBC Planning B Lists

KCC/TM/195/2022 Borough Green Sand Pit, Maidstone Road, Platt TN15 8JL  
Section 73 application to vary condition 2 of TM/20/2399 to allow sand extraction to continue until 31<sup>st</sup> March 2024 in the Eastern Extension area.

Wrotham Parish Council is supportive of this application as it avoids sterilisation of sand resources/reserves

## PART 2

### 15. Hedgerow Maintenance Contracts 2023-2026

The proposal to award the contract to Landscape Services was agreed unanimously.

### 16. Church Wall

Quote from PNH Construction accepted unanimously, WPC to purchase materials.

The meeting closed at 9.06pm

.....Chairman

.....Date