

WROTHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING, HELD ON WEDNESDAY 09th January 19 IN THE WROTHAM PAVILION, HIGH STREET, WROTHAM

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

In Attendance: Lesley Cox (Clerk)

1. **Apologies for absence:**

Cllr's Betts, Coffin & Mrs Parker

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 05th December 18 were proposed by Cllr Rayner, seconded by Cllr Mills and agreed and signed as a correct record by the Chairman.

4. **Public Question Time**

No public in attendance

5. **Precept 2019 – 2020**

The proposal by Cllr Rayner, seconded by Cllr Beach to increase the precept by 5% was agreed unanimously. The precept requirement for 2019 - 20 will amount to £94,294.00 which is an annual increase of £4.88 for band D properties

6. **WPC Debit Card**

As a result of the failure of Barclays Bank staff to process our application for a current account with debit card, it was agreed unanimously to open a current account with associated debit card with Metro Bank.

The following to be key officials, Cllr Harry Rayner, Chairman of Finance, Cllr Keiron Denton, WPC Vice-Chairman, Cllr David Beach, Chairman of Highways and Mrs Lesley Cox, WPC Clerk.

Any one of the named individuals is authorised to set up and operate the bank account. No cheque book required, the clerk to have online banking access. The associated WPC debit card to be set up for use by the current clerk Mrs Lesley Cox.

7. Reports if any from County Cllr and or Borough Cllr – Deferred to item 6

County Councillor Rayner

One of the proposals included in the Libraries, Registration and Archives strategy consultation is to reduce the KCC paid staff hours at Borough Green Library from 42 to 27hrs. KCC would be looking to cover the lost 15hrs by a group of 3 volunteers. Permission was given to Cllr Rayner to discuss with KCC Cabinet Member for Communities the possibility of a 4 Parish contribution towards the staffing cost of Borough Green library, having a impact on the final decision, and the potential costs involved.

Margaret McMillan centre; now that Wrotham Parish Council has successfully achieved an Asset of Community Value listing for the facility, Cllr Rayner has agreed to join the steering committee with members from Stansted Parish Council and others to endeavour to secure a future for the facility as an outdoor educational facility. Cllr Coffin to be asked to join the committee as a second WPC representative.

8. Reports from various Committees

Grounds

The new lighting units have been purchased and installation by Streetlights is due to take place in the third week of January 2019.

Buildings

Lesley Cox has now taken over the role of Booking Clerk for both the Pavilion and St George's Hall. Cllr Jackson was acknowledged for all the years she undertook the role. Redecoration is under way in the toilet block in St George's Hall, the ceilings are to be repaired following the removal of the leaking fanlights last year, and the whole area painted. Replacement 400w heaters have been ordered for the gents and ladies' toilets, and a 180w heater for the disabled toilet. SV Electrical as our preferred contractor has been appointment to carry out the installation. Cllr Denton to clearly label all light switches within the kitchen area.

Highways

Cllr's Beach and Gillin have measured the High Street and now have the information necessary to work out which areas require heavy duty paving and areas that only require medium duty paving. This should reduce the cost of the project to an amount affordable to WPC. Cllr Beach to liaise with Mark Simmons of KCC.

Crime & Disorder

No Report

Finance

No Report

Planning

No Report

Skate Park

Next meeting scheduled for the 23rd January 19

Website

No Report

Youth

No Report

KALC

Next meeting scheduled for the 10th January 19

PPP

No Report

CPRE

No Report

9. Correspondence Received

Sevenoaks District Council	Proposed Submission of the Local -Plan Consultation (December 2018) and Additional Consultation (Regulation 19) Previously emailed	Online response deadline 3 rd February 2019 www.sevenoaks.gov.uk/localplansubmission
KCC	Surplus Land and Stopping Up Order request for land at London Road Wrotham – Consultation Previously emailed	Cllr Beach to draft response
Blacksole Road Residents	Xmas Lights and Fayre Letter of appreciation Previously emailed	For Information
Planning Resource	Planning Issues 2084	For Information
SLCC	The Clerk Vol 50 No 1 January 2019	For Information
Clerks & Councils Direct	January 2016 Issue 121	For Information

10. Financial Matters

i. Cheques for approval and signature

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

Payable To	Invoice Details	Amount	Cheque No
Tim Powell	CPA Inspections x 3 Village Bins Litter Picking Pavilion Remove Tar substance from flooring St George's Deep Clean Prepare Super Depot for salt delivery Open Spaces Maintenance /Leaf Clearance Equipment Fuel – Attached * Total	30.00 10.00 57.00 18.50 111.00 37.00 129.50 14.00 £407.00	BAC 06/12/18
Tim Powell	CPA Inspections x 3 Village Bins Litter Picking Open Spaces Maintenance / Damaged Fencing Repairs Equipment Fuel – receipt attached	30.00 10.00 57.00 203.50 7.00	BAC 14/12/18

	* St George's Hall Downpipe Replacement High Level Deep Clean Total	55.50 37.00 £400.00	
Tom Brooker *	Grounds Maintenance – Hedgerows	£1,232.40	BAC 20/12/8
Tim Powell	CPA Inspections x 3 Village Bins Litter Picking St George's Hall – High Level Deep Clean CPA Repairs Open Spaces Maintenance / Glass Clearance Materials – Own Stock Total	30.00 10.00 57.00 111.00 55.50 129.50 10.00 £403.00	BAC 21/12/18
Peter Barden	Open Spaces Maintenance / CPA Repairs / Glass Clearance / Damage Fencing Repair / Leaf Clearance St George's Hall – High Level Clean St George's Downpipe Replacement Total	276.00 168.00 36.00 £480.00	BAC 21/12/18
Tim Powell	CPA Inspections x 4 Village Bins x 2 Litter Picking Open Spaces Maintenance / Leaf Clearance and Burning Diesel for Fire – Receipt attached * Burial Ground Hedging / Leaf Clearance and Burning Equipment Fuel – receipt attached * Total	40.00 20.00 94.00 148.00 7.00 148.00 7.00 £464.00	BAC 04/01/19
Lesley Cox	Salary December 18 deductions include pension contribution Telephone Drop Box Annual Cloud Storage Open Spaces * CPA LED Floodlight 38W x2 * Wirox Screws 6x100mm pk100 * White Salt Bulk Bags x2 St George's Hall * Downpipe Materials * Decorating Materials – toilet areas Replacement Heaters – toilet areas Total	1,293.68 20.00 79.00 103.98 27.99 277.99 60.62 325.68 169.94 £2,358.88	BAC
HM Revenue & Customs	PAYE / NI December18	£334.34	BAC
KCC Pension Fund	Pension Contribution December 18	£436.01	BAC
Borough Green PC **	Skate Park Weekdays – Saturday Inspections December 18	£101.92	BAC
Four Seasons Gardens Ltd *	Grounds Maintenance Contract 1 9 th Instalment 2018-19	£379.81	BAC
NKCS *	Contract Cleaning Services October 18 November 18	1,572.68 1,386.70	BAC

	December 18 Total St George's Hall to contribute	1,255.01 £4,214.39	
Kent Aluminium (DIY) Ltd *	St George's Hall Materials	£16.15	BAC
Harrison Grant *	Local Plan – Professional Charges **** 6 th September – 19 th November 18	£22,531.14	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 06th December 18

Eon	Street Lighting Supply	£333.90	17/12/18
Eon	Pavilion Electricity	£154.44	19/12/18
Eon	Pavilion Gas	£91.85	
T&MBC	Burial Ground Rates	£50.00	20/12/18
Eon	Multi-Court Electricity	£29.93	
BT Group	Parish Email	£7.50	24/12/18
T&MBC	West Street Car Park Rates	£121.00	02/01/19

ii. Bank Reconciliation for sign off

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

BANK ACCOUNT BALANCES as at 05th December 18

ACCOUNT	BALANCE
Current	£50.00
Business Reserve	£4,616.14
Business Savings	£22,125.55
Community Skate Park	£1.00
CCLA Parish Fund	£39,774.33
CCLA Community Fund	£125,447.36
TOTAL	£192,014.38

BANK ACCOUNT BALANCES as at 04th January 19

ACCOUNT	BALANCE
Current	£7,394.00
Business Reserve	£5,975.91
Business Savings	£17,128.62
Community Skate Park	£1.00
CCLA Parish Fund	£39,774.33
CCLA Community Fund	£125,447.36
TOTAL	£195,721.22

11. Date of next Parish Council Meeting

The date for the next meeting was proposed for the 06th February 19 at 7.30pm with the date for the interim planning meeting to be advised.

12. Planning Committee to Consider

1. Applications received

Application Number	Address	Details	Parish Council Recommendation
TM/18/02913/FL	The Ark Kemsing Road	Alteration of first floor; raise the roof height, and 2 storey rear extension	Attached refers

i. Notifications of Decisions

Application Number	Address	Details	Decision
TM/18/02497/FL	Westlands Farm Borough Green Road	Single storey rear extension of existing farmhouse and construction of garage	Approved on 13 th December 18
TM/18/02473/FL	Pump House 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	Approved on 11 th December 18
TM/18/02460/PDVAR	Cedar Cottage Wrotham Hill Road	Prior Notification: change of use of agricultural cowshed to residential (Part 3 Class Q)	Requires Permission on 13 th December 18
TM/18/02726/TNCA	The Old Farm House St Marys Road	T1 Bay - Reduce to just above gutter and round off, taking sides in by up to 1m, T2 Ash - Crown reduce whole crown to match height of Purple Plum and G1 Beech x3 - Crown reduce height by approximately 3m, laterals lightly by 1-2m keeping nice low laterals, only nipping in slightly by 1m	No Objection on 18 th December 18

2. Correspondence Received

T&MBC Planning List 'B' No's 18/49, 18/50, 18/51, 18/52 & 19/01

The meeting closed at 8.30pm

..... :Chairman

..... :Date

TM/18/02913/FL The Ark Kemsing Road

Alteration of first floor; raise the roof height and 2 storey rear extension.

WPC is aware that currently there are two cars that regularly park in the garden to the front of the property and part of the proposal is to build a raised lawn on part of this area, which both reduces the bays to one and makes the remaining bay more difficult to negotiate. The application states that there is additional parking to the rear of the property but both the access and parking bay is external to the sites curtilage. Such parking can only be by arrangement with the current owners which is subject to change at any time and thus cannot be considered as permanent parking for this proposal. As a result the property will not meet Kent Highways minimum parking requirement and could potentially exacerbate the existing parking problems experienced on this area of the Kemsing Road.

WPC does not object in principal to the proposed alterations to the main building, but must maintain its objection due to the reduction in the existing parking provision to one bay only.