

WROTHAM PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING, HELD ON WEDNESDAY 10th May 2023 In the Wrotham Pavilion TN15 7AH

Present: P Gillin (Chairman) H Rayner, D Beach, M Coffin, K Denton, R Betts, C Mills, S Vick & T Jacob (Late Arrival)

In Attendance: Lesley Cox (Clerk), Alan Boulden, J O'Hara & Jason Butler

1. Apologies for absence:

Full Attendance

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 & Mills 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 Mills committee member of the Campaign for the Protection of Rural England – Historic Buildings

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 items 13 & 14 and abstained from voting.

3. Declaration of Acceptance of Office – Members

Declaration of Acceptance of Office signed by all 9 members.

4. Election of Chairman

CLLr Denton as Vice-Chairman took the chair for this item. CLLr Gillin was proposed by CLLr Rayner and seconded by CLLr Beach for the position of Chairman. CLLr Gillin was unanimously elected as Chairman. CLLr Gillin abstained from voting.

5. Chairman's Declaration of Acceptance of Office

The declaration was made to the meeting and duly signed by CLLr Gillin.

6. Election of Vice-Chairman

Cllr Denton was proposed by Cllr Rayner and seconded by Cllr Beach for the position of Vice -Chairman. Cllr Denton was unanimously elected as Vice-Chairman.

7. Vice Chairman's Declaration of Acceptance of Office

The declaration was made to the meeting and duly signed by Cllr Denton.

8. Appointment of Committees

The Council approved the following committee memberships.

| | |
|-------------------------|--|
| Grounds | Cllr P Gillin (Chairman) Cllr R Betts Cllr S Vick B Saunders (co-opted) Allotment Committee |
| Buildings/ Property | Cllr K Denton (Chairman) Cllr P Gillin (St George's Hall Committee) Cllr D Beach Cllr C Mills Cllr S Vick Cllr M Coffin Cllr R Betts |
| Highways | Cllr D Beach (Chairman) Cllr H Rayner Cllr K Denton Cllr C Mills Cllr P Gillin |
| Crime & Disorder | Cllr P Gillin (Chairman) Cllr D Beach Cllr K Denton Cllr H Rayner Cllr R Betts |
| Finance | Cllr D Rayner (Chairman) Cllr H Beach Cllr M Coffin Cllr K Denton Cllr P Gillin Cllr T Jacob |
| Planning | Cllr P Gillin (Chairman) Cllr H Rayner Cllr D Beach Cllr C Mills Cllr K Denton Cllr S Vick Cllr T Jacob |
| Joint Parish Skate Park | Cllr K Denton Cllr C Mills |
| Youth | Cllr C Mills Cllr S Vick |
| External Bodies | |
| KALC | Cllr H Rayner Cllr P Gillin Cllr C Mills Cllr D Beach Cllr K Denton Cllr S Vick |

Cllr T Jacob

Parish Partnership Panel Cllr C Mills
Cllr P Gillin
Cllr D Beach
Cllr K Denton
Cllr H Rayner
Cllr S Vick
Cllr T Jacob

CPRE Cllr P Gillin
Cllr C Mills

TMBC/KCC Joint Transportation Board
Cllr H Rayner

9. **Minutes**

The minutes of the meeting held on 5th April 2023, proposed by Cllr Rayner, seconded by Cllr Mills, and agreed and signed as a correct record by the Chairman. The minutes of Annual Parish Meeting also held on the 5th April 2023, were proposed by Cllr Rayner, seconded by Cllr Mills and agreed and signed as a correct record by the Chairman.

10. **Reports if any from PCSO / Community Warden – Community Warden Jessica Jarrett will be in attendance.**

Last minutes apologies received from Jessica Jarrett.

11. **Public Question Time**

In advance of opening the floor to questions, Cllr Gillin advised the public that as a result of the Borough Elections last week, no political party had a majority and at present no administration had been formed to govern T&MBC

Mr Butler asked Cllr Betts on his personal aspirations for St George's Court. Cllr Betts replied that he was committed to respecting the wishes of the Goring family and parishioners, which would be known once the outcome of a recent survey is announced.

Through the chairman, Cllr Rayner advised the public that questions raised at meetings of WPC should be directed at WPC as an administration and not individuals on the council. Until an administration is formed at T&MBC it is inappropriate to ask questions on the future strategy of the council.

In answer to the question by Mr Butler, Cllr Coffin agreed with the personal comments of Cllr Betts and added that he wanted to see the site back in use.

12. **Re-adoption of the Code of Conduct, Standing Orders, Financial Regulations, Risk Assessment Policy in conjunction with the Financial and Administration Risk Assessment document and Data Protection Privacy Notice and Retention Policy.**

The proposal by Cllr Rayner, seconded by Cllr Gillin to re-adopt all documents without amendment was agreed unanimously.

13. **Pavilion – Lighting Upgrade / CCTV**

14. **St George's Hall – Lighting Upgrade / Double Glazing – Green Energy Grant Application**

Cllr Gillin as Chairman deferred items 13 & 14 to a part 2, so as not to prejudice the position of the council should it be necessary to obtain additional quotes for the works.

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

No reports from Borough Councillors due to Borough Elections.

No report from County Councillor due to reduce business during the lead up to the Borough Elections

16. Reports from various Committees

Grounds

Attached report refers. Cllr Rayner thank the Chairman and the Clerk for their efforts in negotiating with Gallaghers to provide the access road and slab base free of charge and arranging the delivery of the container. Cllr Rayner also recognised the assistance of the delivery driver on agreeing to deliver the container directly on to the slab and his skill in achieving this.

The multi-court surface has finally been pressure washed today, after works to spray off the weeds in the area were delayed by wet weather.

The allotment has a leaking standpipe, Mark Jeffery our preferred plumbing contractor has been contacted and repairs should be undertaken this week.

CPA equipment and surface have been pressure washed and repair to the CPA tunnel completed.

Buildings

Broken toilet doors locks have been replaced.

Highways

The LED upgrade to our streetlights is finally moving forward thanks to the input from Cllr Rayner. We now have an agreement in place with UK Power Networks over responsibility for substandard connection issues.

Orders have been placed for equipment purchase with an approximate lead time of 6 weeks.

Crime & Disorder

No Report

Finance

No Report

Planning

The minutes of the Planning Committee Meeting held on the 2nd May 2023 were proposed by Cllr Rayner, seconded by Cllr Mills, agreed, and signed as a correct record by the Chairman.

Skate Park

Covered under Grounds

Website

No Report

Climate Change Strategy

Cllr Betts has negotiated an extension of our T&MBC grant for the installation of an air-source heat pump in the pavilion. The scheme run by Octopus Energy is for residential properties only, and until the survey of the pavilion the organisation hadn't realised that the pavilion was a community building. Although the name Pavilion could have given them a clue! We are now awaiting a quote from another organisation who surveyed the building and were provided with Mechanical and Electrical drawings last week.

Youth

No Report

KALC

No Report

PPP

PPP may not continue as a committee under a new T&MBC administration, this may also be the case with the Joint Transport Board.

CPRE

No Report

17. Correspondence Received

| | | |
|--------------------------------------|---|---|
| Sarah Sedgwick Clarion | Suggested tenure of the 38 homes at St George's Court Previously emailed | The concession to offer 6 2-bedroom flats and 3 2-bedroom houses to the over 55's open for a period of 3 months before being offered to all ages was seen as a positive start to negotiation and dialogue with the organisation |
| KCC Engagement and Consultation Team | 'No Mow May' Pledge to not mow your lawn through May 2023 www.kent.gov.uk/nomowmay previously emailed | For Information |
| Clerks & Councils Direct | May 2023 Issue 147 | For Information |
| SLCC | The Clerk May 2023 | For Information |

18. 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 |
|--------------------------|---|---------------|------------------|
| B Brand | Pavilion Deposit Refund | £50.00 | BAC 12/04/23 |
| Viking | Stationery | £74.45 | BAC 17/04/23 |
| W Richards | Pavilion Deposit Refund | £50.00 | BAC 18/04/23 |
| S Pethers | Pavilion Deposit Refund | £50.00 | BAC 18/04/23 |
| Business Stream | Public Toilets – Waste Water | £166.98 | BAC 25/04/23 |
| J Holz | S137 Precept – Coronation Entertainment | £160.00 | BAC 25/04/23 |
| CPRE | Annual Subscription | £60.00 | D D 26/04/23 |
| UK Power Networks (UK) * | LED Streetlighting Project -New Connection Bull Lane | £2,510.40 | BAC 28/04/23 |
| UK Power Networks (UK) * | LED Streetlighting Project -New Connection Lychgate | £1,262.40 | BAC 28/04/23 |
| UK Power Networks (UK) * | LED Streetlighting Project -New Connection | £880.80 | BAC 28/04/23 |

| | | | |
|----------------------------|--|--|-----------------|
| | Old London Road | | |
| UK Power Networks (UK) * | LED Streetlighting Project -New Connection Whitehill | £1,262.40 | BAC 28/04/23 |
| Kevin Holt | Ground Maintenance Works April 2023 6x Bags of Top Soil * | 1,200.00 24.00 £1,244.00 | BAC |
| Peter Barden | Litter Pick Open Spaces Maintenance – CPA Inspection – Hedgerow Planting – Fallen Tree Clearance – Bollard Repair – General Clearance Skate Park Maintenance *** Drill Bits – receipt attached *** Burial Ground Maintenance – Lychgate weeding Total | 142.50 487.50 45.00 22.42 15.00 £712.42 | BAC 28/04/23 |
| Fenori CI | LED Streetlighting Project – Cast Iron Embellishment Kits x 4 | £800.00 | BAC 4/05/23 |
| Peter Barden | Equipment Fuel – receipts attached * | £47.48 | BAC 5/05/23 |
| S Brenchley | Pavilion Deposit Refund | £50.00 | BAC 9/05/23 |
| Ark Trading * | S137 Coronation Event T-Shirts | £92.48 | BAC 9/05/23 |
| Lesley Cox | Salary April 2023 deductions include pension contribution. Telephone Office Quarterly Allowance Total | 2,259.03 20.00 150.00 £2,429.03 | BAC |
| HM Revenue & Custom | PAYE / NI April 2023 | £923.13 | BAC |
| KCC Pension Fund | Pension Contribution April 2023 | £1,118.05 | BAC |
| Borough Green PC ** | Skate Park Litter Pick / Checks April 2023 | £150.00 | BAC |
| Four Seasons Gardens Ltd * | Grounds Maintenance Contract 2 nd Instalment 2023/24 | £437.77 | BAC |
| NKCS * | Contract Cleaning March 23 St George's Hall to contribute | £701.87 | BAC |
| Astra Security Systems * | 1 GB Monthly Data per Router Old London Road / High Street | £ 60.00 | BAC |
| Commercial Services * | Operational Inspections CPA – Old London Road Skatepark *** Total | 453.84 344.18 £798.02 | BAC |
| EJP Fire Protection Ltd * | Pavilion Fire Extinguisher Service x 5 Units Fire Alarm System Maintenance St George's Hall Fire Extinguisher Service x 7 Units Total St George's Hall to Contribute | 134.40 90.00 148.80 £373.20 | BAC |
| David Bucket | Year-end Internal Audit 2022-23 | £374.30 | BAC |
| KSS Air Ambulance Charity | Donation agreed 5 th April 2023 | £200.00 | BAC |
| KALC * | Annual Subscription 2023-24 | £911.50 | BAC |

| | | | |
|-----------------------------|---|---------|-----|
| Metro Bank Account Transfer | Amazon S137 Coronation Event - Raffle Tickets * | 16.98 | BAC |
| | S137 Coronation Event Prizes – Amazon Gift Vouchers | 45.00 | |
| | Zoom – Annual Subscription * | 143.88 | |
| | Screwfix – Maintenance Materials * | 14.94 | |
| | Fasthosts – Generic Email * | 12.00 | |
| | Screwfix * Skatepark Materials *** | 82.93 | |
| | Toolstation – SK8 Padlocks */ | 58.54 | |
| | Nepicar Layby Grass Seed Account Fee | 9.30 | |
| | Total | £383.57 | |

* 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 5th April 2023

| | | | |
|-------------|-----------------------------|---------|----------|
| EDF | Multi-Court Electricity | £27.36 | 11/04/23 |
| Water Plus | Pavilion Metered Water | £43.76 | 18/04/23 |
| Water Plus | Allotment Metered Water | £9.44 | |
| Water Plus | Burial Ground Metered Water | £4.86 | |
| Npower | Street Lighting Supply | £414.32 | 19/04/23 |
| T&MBC | Burial Ground Rates | £53.22 | 20/04/23 |
| BT Group | Parish Email | £7.50 | 24/04/23 |
| Engie | Pavilion Gas | £232.50 | 25/04/23 |
| CPRE | Annual Subscription | £60.00 | 26/04/23 |
| T&MBC | West Street Car Park Rates | £134.00 | 02/05/23 |
| Opus Energy | Pavilion Electricity | £295.64 | 04/05/23 |

ii. Bank Reconciliation for sign off

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

BANK ACCOUNT BALANCES as at 05th April 2023

| ACCOUNT | BALANCE |
|----------------------|--------------------|
| Current | £50.00 |
| Business Reserve | £2,034.02 |
| Business Savings | £19,108.88 |
| Community Skate Park | £1.01 |
| CCLA Parish Fund | £41,032.87 |
| CCLA Community Fund | £123,259.00 |
| Metro Account | £62.54 |
| TOTAL | £185,548.32 |

iii. Internal Audit Report 2022-2023 – for consideration

Report noted and the Clerk congratulated. Members agreed unanimously to continue using the services of David Buckett for the Internal Audit of WPC.

iv. Annual Governance Statement 2022-2023 for approval

Proposed by Cllr Rayner, seconded by Cllr Mills and agreed unanimously and signed by Cllr Gillin as Chairman.

v. Annual Return for 31st March 2023 for approval and sign off

The Annual Return for the year ended 31 March 2023 proposed by Cllr Rayner, seconded by Cllr Coffin was agreed unanimously and signed by Cllr Gillin as Chairman.

vi. Agreed period for the exercise of public rights - 4th June 2023 to the 14th July 2023

4th June 2023 to the 14th July 2023 agreed and noted.

- vii. Continued use of BAC as preferred payment method – resolution to continue.

Resolution to continue agreement unanimously.

- viii. Continued use of Direct Debit as preferred payment method for utilities – resolution to continue.

Resolution to continue agreement unanimously.

19. Date of next Parish Council Meeting

The date for the next meeting was proposed for the 7th June 2023 to be held in the Wrotham Pavilion at 7.30pm, with the date for the interim planning meeting to be advised.

20. Planning Committee to Consider

1. Applications received

| Application Number | Address | Details | Parish Council Recommendation |
|--------------------|------------------------------------|--|-------------------------------|
| TM/23/00848/FL | Unit 1 New House Farm Kemsing Road | Extension to existing commercial unit (B1) to provide an indoor archery range (D2) | No Objections |

- i. Notifications of Decisions

| Application Number | Address | Details | Decision |
|--------------------|-------------------------|--|-----------------------------------|
| TM/23/00500/FL | Wrotham Park Park Drive | Two storey side extension, single storey side entrance/WC extension, external alterations and associated landscaping | Approved 5 th May 2023 |

2. Correspondence Received

T&MBC Planning B Lists

TM/23/00779/FL Correspondence from the applicant

The Clerk to acknowledge the correspondence, previous comments to stand.

PART 2

To consider deferred items 13 & 14

Pavilion – Lighting Upgrade / CCTV

The proposal to upgrade the current CCTV system and to add 4G connectivity to allow remote access and viewing of the system's cameras was agreed unanimously, S V Electrical to provide the necessary equipment at cost and install. Astra Security Systems to configure the system. Cllr Vick abstained from voting.

On the basis that funds available through a T&MBC Green Business Grant were not significant and when considering the amount against the prolonged use of current energy inefficient lighting costs, the decision to proceed with replacing all the lighting with LED

technology immediately was agreed unanimously, Cllr Vick abstain from voting. S V Electrical to undertake the work.

St George's Hall – Lighting Upgrade / Double Glazing – Green Energy Grant Application

The decision to proceed immediately with upgrading the lighting to LED technology to reduce energy usage without making an application in this round of the Green Business Grant was agreed unanimously, Cllr Vick abstained from voting. S V Electrical to undertake the work.

The current lease on the building expires in 2029 and on that basis the decision to commence discussion with the Diocese of Rochester on the terms of a new lease or the potential to purchase the building prior to considering double glazing the building was agreed unanimously. Cllr Rayner to initially talk to the Rector Edward Wright.

The meeting closed at 9.05pm

.....Chairman

.....Date