

WROTHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING,
HELD ON WEDNESDAY 11th October 2023 at 7.30pm
In the Wrotham Pavilion TN15 7AH

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

In Attendance: Lesley Cox (Clerk) & Angela Boulden

1. **Apologies for absence:**

Cllr Coffin (T&MBC Meeting)

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

Cllr Mills declared an interest in planning application TM/23/01865/LB and didn't take part in the discussion or decision.

3. **Minutes**

The minutes of the meeting held on 6th September 2023 proposed by Cllr Mills seconded by Cllr Vick and agreed and signed as a correct record by the Chairman.

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

Community Safety Newsletter

Burglary - INVICTA BUSINESS PARK, UNIT 15, LONDON ROAD, WROTHAM- Victim has reported that someone has cut through the gates and broken into 5 shipping containers containing tools. Several large power tools have been taken.

Outcome – Under investigation

Attempt burglary - Potter's Mead, Borough green road, Wrotham - Informant attended the property and completed an inspection of the containers at the rear of the building. Informant states that one of the containers houses valuable equipment and is secured by 5 padlocks which secure 2 doors. INFT noticed that 4 of the padlocks had their mounting brackets angle grinded off. The 5th padlock, which is mounted behind a protective box

could not be breached and as such, no entry was gained to the container. The second container has not been damaged.

Outcome – report filed no further action.

Burglary – Potter's Mead, Borough green road, Wrotham - Informant states that a shipping container at the rear of the property has been broken into. He states that two males can be seen on CCTV using an angle grinder to cut the locks and gain access and steal two cans of petrol from inside.

Criminal damage - Box Pallets Ltd, Borough Green Road, Wrotham - A stone was thrown from the skate park next to business location and broke a window. Informant challenged the school children in the park who denied all knowledge. Informant believes one of the school children is the suspect.

Criminal damage – West Street, Wrotham - Victim is stating someone has caused a crack in his window. It isn't clear who has done this or how.

Theft – Shell Service station, Wrotham - Three suspects have put sweets, crisps, and drinks down their T shirts. The suspects walked out without paying and got into a car and drove off.

Theft – Shell Service station, Wrotham - Suspect has filled with fuel, entered the shop, grabbed items then ran out without paying for either.

Pilgrims Way, Wrotham – x2 motorbikes riding up Pilgrims way doing wheelies.

Pilgrims Way, Wrotham - Yellow off-road motorbike riding up and down.

Ongoing patrolling for nuisance bikes Pilgrims Way, Wrotham – S59 warnings issued to persons who have been identified.

High Street, Wrotham – Nuisance youths making noise in the area – Outcome patrol attended the area.

Pilgrims Way, Wrotham – Nuisance vehicles revving engines on motorbikes. – Outcome patrol attended the area.

5. **Public Question Time**

No Questions Raised

6. **Annual Rates of Hire Review**

i. Burial

It was proposed by Cllr Gillin, seconded by Cllr Rayner and agreed unanimously to increase rates by 10% for 2024, rates below will apply from April 2024.

To Purchase Right of Burial in New Grave

For an earth grave for a period of 99 years, incl of Entry in Register of Grant	£833.80
For an earth grave for a child for a period of 99 years	£ NIL
For an earth grave for a stillborn baby or up to 1 year old for a period of 99 years	£ NIL

To Purchase Right of Burial in Graves Previously Used for Limited Period Burials

As above

Ashes Plots

Single cremated remains plot, incl of certificate of ownership	£228.80
Double cremated remains plot, incl of certificate of ownership	£334.40

Where There is More Than one Interment in a Grave

First interment after 10 years purchase	£137.50
For second interment	£277.20
Ashes in re-opened grave	£ 70.40

For the Right to Erect Memorials etc

		Vat	
Headstone only	£286.00	£57.20	£343.20
Additional inscriptions	£ 71.25	£14.25	£ 85.50
Memorial for ashes	£ 71.25	£14.25	£ 85.50

ii. Pavilion

It was proposed by Cllr Gillin, seconded by Cllr Rayner and agreed unanimously to increase rates by 10% for 2024, rates below will apply from April 2024.

Main Hall

Cricket Club	per annum	£877.20
Flexi-School	per day	£ 65.15
Non Parish Users	per hour	£ 17.65
Non Parish Users	per hour Fri/Sat Evening	£ 19.75
Parish Users	per hour	£ 14.50
Parish Users	per hour Fri/Sat Evening	£ 16.00
Weekend Rate (Morris Men Only)	per weekend	£254.45

Ancillary Hall

Youth Groups	per hour	£ 13.50
Youth Groups	per hour bulk bookings	£ 12.30
Non Parish Users	per hour	£ 15.15
Non Parish Users	per hour Fri/Sat Evening	£ 16.80
Parish Users	per hour	£ 13.50
Parish Users	per hour Fri/Sat Evening	£ 14.80
Weekend Rate (Morris Men Only)	per weekend in conjunction with Main Hall	£ 53.00

Combined Halls

Non Parish Users	per hour	£ 24.65
Non Parish Users	per hour Fri/Sat Evening	£ 27.34
Parish Users	per hour	£ 20.90
Parish Users	per hour Fri/Sat Evening	£ 23.10

Shower Room Use

£ 15.00

iii. Allotments

It was proposed by Cllr Gillin seconded by Cllr Rayner and agreed unanimously to increase rates by 10% for 2024, rates below will apply from April 2024.

Full Plot	£60.30
Half Plot	£31.80
Third Plot	£24.80
Quarter Plot	£15.95

Hose Use £7.70

iv. St George's Hall

It was proposed by Cllr Gillin, seconded by Cllr Rayner and agreed unanimously to increase rates by 10% for 2024, rates below will apply from April 2024.

Parish Users

	Hourly Rate
Per Hour	£ 16.50

Per Hour	Fri/Sat Evening	£ 17.90
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Non Parish Users

Hourly Rate

Per Hour		£ 22.00
Per Hour	Fri/Sat Evening	£ 23.25

Non-Charitable – Commercial Events

Per Hour		£ 33.00
Per Hour	Fri/Sat Evening	£ 35.75
Minimum Hire Fee (Incl next day until 12.00pm)		£271.00

Weddings

Weekend Rate (Friday 2.00pm – Sunday 12.00pm incl)		£492.80
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7. January 2024 Parish Council Meeting Date

The date of 10th January 2023 was proposed for this meeting, to be confirmed at the November 2023 meeting.

8. WPC Storage Facility

Following a visit by Cllr's Rayner & Gillin to view a storage unit in New House Farm, Kemsing, Cllr Rayner has been in discussions with Robin Saddler the owner. The unit is 500 sq ft with an annual fee for the internal repair only lease of £4,800 with an additional £200/yr for electricity for lighting only. Mr Saddler is asking for a rent review after 2.5 years although Cllr Rayner is of the opinion WPC could get the 5yr lease outright. Cllr's Rayner and Gillin to progress.

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

County Councillor Harry Rayner

KCC current policy is to half the number of Community Wardens down to 40 and to release all of them in 2024-25.

Matthew Scott the Police Crime Commissioner has indicated that police officer numbers should be increased by the end of the year.

KCC need to make significant cost savings in 2024-25 which may see the loss of many local libraries. Cllr Rayner would like to see an agreement come forward through KALC for Parish Council Co-operatives being given contracts to run the facilities.

Due to the financial situation of KCC the purchase of West Street Car Park by WPC to be an agenda item for November 2023.

The Travel Saver Bus Pass for children will remain in place, but there is likely to be a consultation next year for 2025.

Borough Councillor Robin Betts

T&MBC is also under financial pressure to cut back on non-statutory expenditure.

The council has however received a bonus of 2M for the incorrect charging of VAT at local swimming pools, as it is impossible to refund individuals this money will put back into decarbonising and improving energy efficiency of the facilities.

A consultation on Sunday charging in car parks within the borough is due out shortly.

T&MBC's Biodiversity Net Gain Protocol has been approved for decision making purposes and will be introduced in line with any revised timetable as soon as the guidance is issued by the Government.

Homelessness in Tonbridge and Malling has increased by 25% in the last year and the cost to T&MBC for temporary accommodation in hotels etc is staggering.

The next round of the West Kent Rural Grant Scheme opens at the end of the month. If we could identify a suitable piece of land or building, this could be a source of funding for a WPC owned storage facility.

10. Reports from various Committees

Grounds

General maintenance ongoing

Buildings

Public Toilets will be open for the Festival Of Light Event on the 13th October 2023, and again for the Fireworks on the 28th October 2023.

Highways

All the new LED lights and poles have been installed with only painting outstanding from our contractor. Half of the power connections have been transferred. UK Power Networks is scheduled to transfer power to the 3 new columns on the 8th November 2023, these works have been paid for by WPC.

The remaining 26 lights are non-compliant connections and are therefore the responsibility of UK Power Networks, orders are in the system for these transfers, but no date has been given by UK Power Networks to undertake the work.

Except for 3 lights all the old lights are working on the units awaiting connection transfers. Unfortunately, these 3 lights will remain out until UK Power Networks attends.

At the start of this project UK Power Networks were looking to charge WPC £700 per non-compliant connection which for 26 units would have been an additional cost of £18,200. This money has been saved thanks to negotiations by our contractor Mike Mills.

Crime & Disorder

No Report

Finance

No Report

Planning

No Report

Skatepark

No Report

Climate Change Strategy

No Report

KALC

T&M KALC Committee elected members 2024.

- Chairman – Sarah Barker
- Vice-Chairman - Chrys Short

- Committee Secretary - Sarah Huseyin
- Learning & Development Office – Sarah Barker
- KALC Executive Committee Representatives– Tim Shaw and Sue Butterfill
- T&M Joint Transportation Board Representatives - Sarah Barker, Sue Butterfill and Wendy Palmer
- Members of Climate Change Working Group – Sarah Barker, Tom Shelley and David Gaunt

The KCC Scrutiny Committee moved to resolve to make a recommendation that the Joint Transportation Board be abolished. This would be following a Working Party, consisting of County Members, Borough Members and a KALC representative to recommend an alternative. There will be at least 2 more JTB meetings.

Chief Executive KALC – Charmaine Keatley outlined the plan for what lies ahead in the upcoming year at KALC including the launch of the new website.

KALC AGM will be held on the 18th November 2023, documentation and voting papers will be issued shortly.

PPP

The problems with the new T&MBC planning system AGILE and the proposed means of application notification to Clerks was the main topic of the last meeting. Cllr Betts to provide the Clerk with an update on the proposed procedures.

11. Correspondence Received

North West Kent Citizens Advice Bureau	Request for donation £200.00 in 2023-24 precept Previously emailed	£250.00 proposed by Cllr Mills, seconded by Cllr Gillin was agreed unanimously
T&MBC	Draft Economic Development Strategy 2023-20527 – Consultation https://www.tmbc.gov.uk/business/economic-development-strategy Previously emailed Parking Action Plan – Phase 14 www.tmbc.gov.uk/parkingphases Previously emailed	Online consultation deadline 13 th October 2023 Individual Response Parking.office@tmbc.gov.uk Emailed comments if any by 29 th October 2023
R Duncum	Little Free Library Previously emailed	Cllr Jacob to contact Mrs Duncum
My Community Voice Kent	Annual National Member Survey https://survey.neighbourhoodalert.co.uk/Survey/HASH/770FC8F3B1D55293B48FE7BA957E7309 Previously emailed	Individual Response
Rural and Community Housing Enabling Service	Free Online Session – 8 th November 2023 12.30-1.30pm Previously emailed	To register respond to original email
Kent Wildlife Trust	Pollinator action plan for parish council Previously emailed	For Information
Clerks & Councils Direct	September 2023 Issue 149	For Information
CPRE	Countryside Voice Autumn/Winter 2023	For Information
SLCC	The Clerk September 2023	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
DPS Ltd	Public Toilets – New Tap & Repairs	£183.68	08/09/23
R Sharp	Pavilion Security Deposit Refund	£50.00	BAC 16/09/23
Clear Councils	Annual Insurance Premium	£2,581.21	BAC 19/09/23
London & Kent Ltd	LED Lighting Installation – 1 st Payment	£12,420.00	BAC 20/09/23
Peter Barden	Litter Pick Open Spaces Maintenance – CPA Inspection / Repairs – Water Trees – Shrub Pruning - General Clearance Materials – receipt attached Burial Ground Maintenance –Hedging – Leafing – Churchyard Clearance Pavilion Disabled Door Lock Repair Skatepark Repairs *** Public Toilet – Ceiling Repairs Total	180.00 277.50 4.99 202.50 30.00 45.00 45.00 £784.99	BAC 22/09/23
K Crimpton	Pavilion Security Deposit Refund	£100.00	BAC 25/09/23
KCC	West Street Car Park Rent 29 Sept – 24 Dec 2023	£1,125.00	D D 29/09/23
Kevin Holt	Ground Maintenance Works September 2023	£1,320.00	BAC 30/09/23
Mazars LLP *	External Audit Fee 2022-2023	£504.00	BAC 06/10/23
Royal Mail *	PO BOX Annual Renewal	£396.00	D D 09/10/23
D Austin	Pavilion Security Deposit Refund	£50.00	BAC 09/10/23
Lesley Cox	Salary September 2023 deductions include pension contribution. Telephone Batteries Bank Card Readers * Total	2,366.61 20.00 4.39 £2,387.34	BAC
HM Revenue & Custom	PAYE / NI September 2023	£999.58	BAC
KCC Pension Fund	Pension Contribution September 2023	£1,180.65	BAC
Borough Green PC **	Skate Park Litter Pick / Checks September 2023	£150.00	BAC
Four Seasons Gardens Ltd *	Grounds Maintenance Contract 7 th Instalment 2023/24	£437.77	BAC
Astra Security Systems *	Pavilion – CCTV Router/Antenna – Instal and Configure 1 GB Monthly Data per Router Old London Road / High Street Total	437.94 60.00 £497.94	BAC
Assured Water Hygiene *	Pavilion salt x 10 delivered 15/09/23 Pavilion salt x 10 delivered 6/10/23 Total	161.50 161.50 £323.00	BAC
J Blewer & Son Ltd *	Public Toilet Repairs – Materials	£22.12	BAC
Kent County Playing Fields Association	Annual Subscription 2023	£20.00	BAC
NKCS *	Contract Cleaning August 23 St George's Hall to contribute	£463.97	BAC
Viking *	Toilet Rolls / Gloves	£76.12	BAC

Online Playgrounds *	CPA Signage	174.00	BAC
	Skatepark Signage ***	174.00	
	Total	£348.00	
Metro Bank Account Transfer	B/Fwd Balance	1,939.94	No Sept Payment
	Skatepark ***		
	Locks Direct - Container Locks *	(185.11)	
	Screwfix – Materials Pavilion Toilet Lock Repair *	(15.67)	
	Gov UK – Land Register Search Pilgrims Way	(3.00)	
	Fasthosts – Generic Email *	(12.00)	
	Fasthosts – Domain Name Annual Fee *	(19.19)	
	Screwfix – Pavilion Replacement Toilet Seat	(25.99)	
	Stationery *	(16.53)	
	Account Fee	(6.30)	
	Debit Card Balance	£1,656.15	

* 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 6th September 23

Water Plus	Pavilion Metered Water	£47.87	18/09/23
Water Plus	Allotment Metered Water	£10.02	
Water Plus	Burial Ground Metered Water	£4.94	
T&MBC	Burial Ground Non-Domestic Rates	£56.00	20/09/23
BT Group	Parish Email	£7.50	22/09/23
Engie	Pavilion Gas	£66.22	22/09/23
EDF Energy	Multi- Court Electricity	£31.00	25/09/23
KCC	West Street Car Park Quarterly Rent	£1,125.00	29/09/23
T&MBC	West Street Car Park Non-Domestic Rates	£134.00	02/10/23
Opus Energy	Pavilion Electricity	£268.84	04/10/23

ii. Bank Reconciliation for sign off

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

BANK ACCOUNT BALANCES as at 5th September 2023

ACCOUNT	BALANCE
Current	£50.00
Business Reserve	£7,171.73
Business Savings	£38,339.94
Community Skate Park	£1.02
CCLA Parish Fund	£41,794.56
CCLA Community Fund	£75,307.28
Metro Account	£1,939.94
TOTAL	£164,604.47

BANK ACCOUNT BALANCES as at 5th October 2023

ACCOUNT	BALANCE
Current	£50.00
Business Reserve	£3,196.83
Business Savings	£75,424.07
Community Skate Park	£1.02
CCLA Parish Fund	£41,975.61
CCLA Community Fund	£75,633.44

Metro Account	£1,656.15
TOTAL	£197,937.12

iii. Financial Analysis 30th September 2023 for sign off

The Financial Analysis for 30th September 2023 was agreed and signed by Cllr Rayner – attachment refers

13. Date of next Parish Council Meeting

The date for the next meeting was proposed for the 1st November 2023 to be held in the Wrotham Pavilion at 7.30pm. 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/23/01865/LB	Post Office High Street	LBA: Removal of non-historic materials to enable investigation works to existing bresemer beam which has a rotten end	No Objections
TM/23/01923/TNCA	Butts Hill Cottage Pilgrims Way	1 x Sycamore (in garden as shown on applicants plan and photo) - Fell and replace with another type of tree such as Cotinus	No Objections, subject to officer approval
TM/23/01964/TNCA	Town Farm House Kemsing Road	Applicants' ref's: T1 Sycamore x2 - Dismantle to near ground level and treat stumps to help prevent regrowth. T2 Holly - Dismantle to near ground level and treat stump to help prevent regrowth. T3 Ash - Dismantle to near ground level and treat stump to help prevent regrowth. The above trees are self sown and getting too large for the space they occupy. They have the potential to damage the adjacent building and already heavily overshadow the neighbours. T4 Pear - Crown reduce whole crown by approximately 30%. Maintenance of fruit trees	No Objections, subject to officer approval

i. Notifications of Decisions

Application Number	Address	Details	Decision
TM/23/01697/TNCA	Malt House Borough Green Road	Sycamore, Birch and Yew trees - Trim back overhanging branches to provide 2.4 m clearance	No Objection 19 th September 2023

		over footpath and 5m clearance over the road	
23/01776/TRD	Four Seasons Park Labour In Vain Road	Details of condition 2 (notification of commencement of approved treatment) submitted pursuant to planning permission TM/23/01218/TPOC	Approved 25 th September 2023

2. Correspondence Received

T&MBC Planning Lists

The meeting closed at 9.01pm.

.....Chairman

.....Date

	<u>Precept</u>	<u>Income Received To Date</u>	<u>Budgeted Income Outstanding</u>	<u>% of Budget Outstanding</u>
4001	Local Plan Contribution	£ 7,000.00	£ -	£ 7,000.00 100.00
4004	MOTO A20 HGV Lorry Park Contribution	£ -	£ 3,500.00	£ (3,500.00) -500.00
4010	Pavilion Rental Income (was 3200-100)	£ 14,000.00	£ 8,787.58	
4011	Pavilion Misc Income	£ -	£ 505.00	
4012	Pavilion Refundable Hire Deposit (was 3225-100)	£ -	£ 700.00	
	Pavilion	£ 14,000.00	£ 9,992.58	£ 4,007.42 28.62
4020	Burial Ground Income (was 3300-100)	£ 3,000.00	£ 3,471.56	
	Burial Ground	£ 3,000.00	£ 3,471.56	£ (471.56) -15.72
4029	Open Spaces West Street Car Park	£ -	£ 125.00	
	West Street Car Park	£ -	£ 125.00	£ (125.00) -125.00
4030	Skate Park Income (was 3500 - 100)	£ 8,870.00	£ 3,283.85	
	Skate Park	£ 8,870.00	£ 3,283.85	£ 5,586.15 62.98
4035	Allotment Income (was 3600 - 100)	£ 765.00	£ 786.86	
4036	Allotment Water (Hose Use) (was 3610 -100)	£ 270.00	£ 287.46	
4037	Allotment Refundable Deposit	£ -	£ 200.00	
	Allotments	£ 1,035.00	£ 1,274.32	£ (239.32) -20.92
4046	St George's Hall Contribution	£ 1,500.00	£ -	£ 1,500.00
4100	Precept & General Income (was 3950 - 100)	£ 127,225.00	£ 127,225.00	£ - 0.00
4101	Bank Interest Receivable	£ 2,000.00	£ 3,153.74	
	Wayleave	£ 1.15	£ -	
	Bank Interest	£ 2,001.15	£ 3,660.95	£ (1,659.80) -82.94
	Total Income	£ 164,631.15	£ 152,533.26	£ 12,097.89 7.35
7110	Pavilion Cleaning (was 4200-100)	£ 7,000.00	£ 2,426.12	
7112	Pavilion Window Cleaning (was 4205-100)	£ 90.00	£ -	
7113	Pavilion Maintenance (was 4210-100)	£ 9,000.00	£ 6,018.19	
7114	Pavilion Rates (was 4220-100)	£ -	£ -	
7115	Pavilion Deposit Refunds (was 4210-100)	£ -	£ 920.00	
7116	Pavilion Electricity (was 4230-100)	£ 4,000.00	£ 1,735.59	
7117	Pavilion Gas (was 4235-100)	£ 3,000.00	£ 1,038.75	
7118	Pavilion Metered Water (was 4240-100)	£ 600.00	£ 282.27	
7120	Pavilion Shed Refurbishment	£ 100.00	£ -	
	Pavilion	£ 23,790.00	£ 12,420.92	£ 11,369.08 47.79
7125	Burial Ground Maintenance (was 4300-100)	£ 13,000.00	£ 5,089.52	
7126	Burial Ground Metered Water (was 4330-100)	£ 100.00	£ 29.24	
7127	Burial Ground Rates (was 4320-100)	£ 550.00	£ 333.22	
	Burial Ground	£ 13,650.00	£ 5,451.98	£ 8,198.02 60.06
7129	Open Spaces - Public Toilets	£ 2,000.00	£ 924.33	
7130	Open Spaces - Maintenance (was 4410-100)	£ 17,000.00	£ 10,076.70	
7132	Open Spaces Electricity (was 4420-100)	£ 400.00	£ 177.52	
7133	CPA Equipment Inspections (was 4405-100)	£ 2,500.00	£ 669.00	
7134	Open Spaces Litter Pick (was 4400-100)	£ 3,000.00	£ 1,682.50	
7135	Open Spaces Trailer	£ 150.00	£ -	
7136	CCTV Maintenance	£ 300.00	£ 373.75	
7137	Defibrillator	£ 150.00	£ -	
7140	Skate Park Inspection (was 4500-100)	£ 1,850.00	£ 862.64	
7141	Skate Park Oper/Annual Insp (was 4510-100)	£ 600.00	£ 447.18	
7142	Skate Park Insurance (was 4515-100)	£ 1,500.00	£ -	
7143	Skate Park Maintenance (was 4520-100)	£ 10,000.00	£ 1,290.19	
	Open Spaces	£ 39,450.00	£ 16,503.81	£ 22,946.19 58.17
7145	Allotment Maintenance (was 4600-100)	£ 500.00	£ 314.83	
7146	Allotment Metered Water (was 4610-100)	£ 180.00	£ 59.18	
7147	Allotment Deposit Refunds	£ 200.00	£ -	
	Allotments	£ 880.00	£ 374.01	£ 505.99 57.50
7155	Street Light Quoted Repairs (was 4920-100)	£ 1,000.00	£ -	
7156	Street Lighting Supply Charge (was 4910-100)	£ 4,000.00	£ 356.41	
	Street Lighting	£ 5,000.00	£ 356.41	£ 4,643.59 92.87
7158	Street Light Replacement Project (Ear Marked Reserves)	£ 40,000.00	£ 44,784.96	£ (4,784.96) -11.96
7165	West Street Car Park	£ 7,000.00	£ 3,050.07	£ 3,949.93 56.43
7160	Purchases / Incl Salt Bins / Planning Advice	£ 200.00	£ 300.00	
7161	Winter Maintenance	£ 2,500.00	£ -	
7162	Nepicar Layby	£ -	£ 170.20	
	Highways	£ 2,700.00	£ 470.20	£ 2,229.80 82.59
	Old London Road Traffic Calming (Ear Marked Reserves)	£ 5,000.00	£ -	£ 5,000.00 100.00
	Village Square Improvements (Ear Marked Reserves)	£ 20,000.00	£ 5,083.91	£ 14,916.09 74.58
7178	S137 (was 5660-100)	£ 2,850.00	£ 3,474.86	£ (624.86) -21.92
	Note: Wrotham Fireworks to contribute £1,966.25 to fund			
7102	Local Plan Legal Expenses	£ 10,000.00	£ -	
7105	Moto A20 HGV Lorry Park	£ -	£ 6,850.00	
	Panattoni DPD Planning Application	£ 10,000.00	£ -	
7107	Former Stocks Night Club Site - Legal Fees	£ -	£ 1,650.00	
7150	St George's Hall Maintenance (was 4750-100)	£ 2,500.00	£ 5,347.01	
7168	Annual Subscriptions	£ 1,900.00	£ 939.48	

<u>COMMITMENTS - expenditure</u>	<u>Description of work</u>	<u>Contractor</u>	payable pre 15 Sept		payable post 15 Sept	
			<u>ex VAT</u>		<u>ex VAT</u>	
			<u>Anticipated Payment Date</u>	(estimate)	(estimate)	
	Pavilion Maintenance & Cleaning	Various				£10,500.00
	Burial Ground Maintenance incl arboreal works					£7,500.00
	Open Spaces Maintenance incl Toilets, CCTV, Defibrillator & Street Furniture					£8,500.00
	Childrens Play Area Safety Inspection	RoSPA / KCC				400.00
	Village Trailers					100.00
	Skate Park Maintenance	G Cox/ P Barden / K Holt				9,000.00
	Skate Park Safety Inspection	RoSPA / KCC				400.00
	Skate Park Insurance					1,500.00
	Allotment Maintenance					150.00
	Street Light Repairs					350.00
	West Street Car Park Lease					2,250.00
	Winter Maintenance Provision					2,500.00
	S137 Donation					1,200.00
	St George's Hall Financial Assistance					3,000.00
	Subscriptions / Training / PO Box No / Software / Consumables / Postage etc					2,300.00
	Website & Email					400.00
	Election					0.00
	Insurance					0.00
	Internal and External Audit	D Bucket / PKF Littlejohn				400.00
	Street Lighting Project					4,000.00
	Old London Road Traffic Calming					5,000.00
	Village Square Improvements					16,000.00
	MOTO HGV Lorry Park - Appeal Provision / Local Plan					20,000.00
				£0.00		£95,450.00
					Total	£95,450.00

<u>Other Regular payments</u>			payable pre 15 Sept		payable post 15 Sept	
Energy charges - Street Lighting	SSE	Quarterly				£8,000.00
Energy charges - pavilion / electricity	Opus	monthly				£1,500.00
Energy charges - pavilion / gas	Engie	monthly				£900.00
Energy charges - multi-court	EDF	monthly				£200.00
Water supply - burial ground	Water Plus	monthly				£45.00
Water supply - allotments	Water Plus	monthly				£70.00
Water Supply - pavilion	Water Plus	monthly				£300.00
Rates - pavilion	Tonbridge + Malling BC	monthly				
Rates - burial ground	Tonbridge + Malling BC	monthly				£336.00
Rates - West Street	Tonbridge + Malling BC	monthly				£800.00
Salary	Ms L Cox	monthly				£14,200.00
Pension	KCC Pension Fund	monthly				£7,085.00
Office Allowance	Ms L Cox	quarterly				£300.00
Telephone Allowance	Ms L Cox	monthly				£120.00
Mileage	Ms L Cox	business trips				£10.00
Inland Revenue	Tax and National Insurance	monthly				£6,000.00
Metro Bank	Bank Charges	monthly				£50.00
Village Litter Picking	P Barden	monthly				£1,500.00
Skate Park Daily Inspection	BGPC	monthly				£1,000.00
				£0.00		£42,416.00
					Total	£42,416.00

<u>COMMITMENTS - income</u>			payable pre 15 Sept		payable post 15 Sept	
Precept	Half Yearly					
Rechargeable Accounts - Skate Park Project						£7,900.00
Rechargeable Accounts - MOTO A20 HGV Lorry Park Contributions						£2,445.50
St George's Hall Repayment						£7,000.00
Flexi-School						£7,200.00
VAT - Refund Due as at 30th June 23						£4,084.65
				£0.00		£24,545.50
					Total	£24,545.50

<u>PROJECTED - Income</u>			payable pre 15 Sept		payable post 15 Sept	
Pavilion						1,000.00
Burial Ground						500.00
Local Plan / MOTO contribution						12,000.00
				0.00		13,500.00
					Total	£13,500.00

BANK BALANCES

Bank Balance as at 30th September 2023	£199,595.38
Committed expenditure to 31 March 2024	£137,866.00
Anticipated income before 15 Sept 2023	£0.00
Anticipated income after 15 Sept 2023	£38,045.50
Estimated balance at 01 April 2024	£99,774.88

Notes ***

No allowance has been made for items such as light bulbs, keys and other adhoc expenditure i.e, uninsured losses, additional insurance premium costs etc

Wrotham Parish Council
SAGE 50C Nominal Balances as at 30th September 2023

<u>N/C</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Unpaid Invoicing</u>
1200	NatWest Current Acct (was 1800-100)		3,651.54	-2,271.43
1201	NatWest Reserve Acct (was 1810-100)	7,176.52		7,176.52
1203	Nat West Bus Savings (was 1830-100)	75,424.07		75,424.07
1206	Community Skate Park (was 1860-100)	1.02		1.02
1207	CCLA Fund 1 (was 1870-100)	41,975.61		41,975.61
1208	CCLA Fund 2 (was 1880-100)	75,633.44		75,633.44
1209	Metro Current Account (was 1890-100)	1,656.15		1,656.15
	Total Funds as at 30th June 2023			<u>199,595.38</u>
2200	VAT on Sales (new control account)		19.33	-17.24
2201	VAT on Purchases (new control account)	4,097.22		4097.22
	VAT Repayment due as at 30th September 2023			<u>4,079.98</u>
4004	Moto A20 HGV Lorry Park Contribution		3,500.00	3,500.00
4010	Pavilion Rental Income (was 3200-100)	8,787.58		8,787.58
4011	Pavilion Misc Income COVID-19 Grants (was 3205-100)	505.00		505.00
4012	Pavilion Hire Deposit (was 3225-100)	700.00		700.00
4020	Burial Ground Income (was 3300-100)	3,471.56		3,471.56
4029	Open Spaces Income - West Street Car Park	125.00		125.00
4030	Skate Park Income (was 3500 - 100)	3,283.85		3,283.85
4035	Allotment Income (was 3600 - 100)	787.06		
	Rental Underpayment			0.20 786.86
4036	Allotment Water (Hose Use) (was 3610 -100)	287.46		287.46
4037	Allotment Deposit	200.00		200.00
4100	Precept & General Income (was 3950 - 100)		127,225.00	127,225.00
4101	Bank Interest Receivable		3,660.95	3,660.95
	Income Received as at 30th September 2022			<u>152,533.26</u>
7105	Moto A20 HGV Lorry Park	6850.00		6850.00
7107	Former Stocks NightClub Site - Legal Fees	1650.00		1650.00
7110	Pavilion Cleaning (was 4200-100)	2426.12		£2,426.12
7113	Pavilion Maintenance (was 4210-100)	6018.19		£6,018.19
7115	Pavilion Deposit Refunds (was 4225-100)	920.00		£920.00
7116	Pavilion Electricity (was 4230-100)	1735.59		£1,735.59
7117	Pavilion Gas (was 4235-100)	1038.75		£1,038.75
7118	Pavilion Metered Water (was 4240-100)	282.27		£282.27
7125	Burial Ground Maintenance (was 4300-100)	5089.52		£5,089.52
7126	Burial Ground Metered Water (was 4330-100)	29.24		£29.24
7127	Burial Ground Rates (was 4320-100)	333.22		£333.22
7129	Open Spaces - Public Toilets / Storage	924.33		£924.33
7130	Open Spaces - Maintenance (was 4410-100)	10076.70		£10,076.70
7132	Open Spaces Electricity (was 4420-100)	170.59	6.93	Payment on account £177.52
7133	CPA Equipment Inspections (was 4405-100)	669.00		£669.00
7134	Open Spaces Litter Pick (was 4400-100)	1682.50		£1,682.50
7136	CCTV Maintenance (was 4700-100)	373.75		£373.75
7140	Skate Park Inspection (was 4500-100)	862.64		£862.64
7141	Skate Park Oper/Annual Insp (was 4540-100)	447.18		£447.18
7143	Skate Park Maintenance (was 4520-100)	1290.19		£1,290.19
7145	Allotment Maintenance (was 4600-100)	314.83		£314.83
7146	Allotment Metered Water (was 4610-100)	59.18		£59.18
7150	St George's Hall Maintenance (was 4750-100)	5347.01		£5,347.01
7152	Village Square Improvement Project	5083.91		£5,083.91
7156	Street Lighting Supply Charge (was 4910-100)	356.41		£356.41
7158	Street Light Replacement Project	44784.96		£44,784.96
7160	Highways (was 4800-100)	300.00		£300.00
7162	Highways - Nepicar Layby	170.20		£170.20
7165	West Street Car Park (was 4810-100)	3050.07		£3,050.07
7168	Annual Subscriptions	939.48		£939.48
7169	Stationery (was 5500-100)	50.74		£50.74
7170	Software (was 5510-100)	990.66		£990.66
7171	PC/Printer Consumables (was 5520-100)	46.03		£46.03
7172	Other Office Costs (was 5530-100)	3.00		£3.00
7173	Website (was 5535-100)	303.49		£303.49
7175	Telephone (was 5600-100)	120.00		£120.00
7176	Email (was 5610-100)	105.00		£105.00
7178	S137 (was 5660-100)	3474.86		£3,474.86
7179	Training Costs (was 5670-100)	50.00		£50.00
7180	Bank Charges (was 5680-100)	46.50		£46.50
7181	Insurance (was 5690-100)	2581.21		£2,581.21
7183	Election Expenses	550.67		£550.67
7198	Internal / External Audit Fee (was 6970-100)	374.30		£374.30
7200	Staff Salaries (was 5000-100)	13769.14		£13,769.14
7201	NI / PAYE (was 5030-100)	5691.88		£5,691.88
7202	Superannuation Contribution (was 5080-100)	6802.86		£6,802.86
7203	Office Allowance (was 5020-100)	300.00		£300.00
	Expenditure as at 30th September 2023			<u>138,543.10</u>