

WROTHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING, HELD ON WEDNESDAY 12th October 2022. In the Wrotham Pavilion TN15 7AH

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

In Attendance: Lesley Cox (Clerk), David Rangecroft, Angela Boulden & 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 & 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

3. **Minutes**

The minutes of the meeting held on 7th September 2022, proposed by Cllr Rayner seconded by Cllr Mills, and agreed and signed as a correct record by the Chairman

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

PCSO Mark Thomas sent the following report.

It has been fairly quiet in the village compared to how it was on my last attendance, the issues between a few neighbours have been quiet now for around 2 months, due to one person moving away from the village.

Since the 1st September there has only been 7 crimes within the village that has an impact and are as follows:-

1x Theft of garden sheers

3x Criminal damage, 1x car windscreen damaged, 1x ring doorbell being damaged and 1x stone thrown through a window

3x Theft from a motor vehicle, 1x iPad, Passport and other items stolen from a car and 2x Number plates stolen from vehicles overnight.

5. **Public Question Time**

Jason Butler was informed that no response had been received from Clarion to the request to provide their maintenance schedule for the estate in Wrotham. He also raised concerns at the level of parking on footpaths.

Cllr Coffin provided the following update on St George's Court, Clarion has confirmed that the buildings will be demolished by February 2023 at the latest, which will at least make the area safe. Tenders are already out for these works. Clarion has also indicated that they intend to amend the existing planning consent to increase the volume of social housing. The appeal to remove the age restrictive covenant has also been lodged with the Lands Tribunal.

Local Letting First, Local lettings plans are to give top priority for households with a local connection to the immediate area of the development and to achieve 50 per cent of first lets to households who are economically active

6. Village Sign

The village sign on the square is showing signs of rot at the base. Cllr Gillin to meet Barry Cox of KAS Welding to obtain a quote for repair. Agenda item for November meeting.

7. Winter Maintenance Provision

The proposal from Cllr Rayner, seconded by Cllr Gillin to purchase 2 tonne bags of white salt and approach KCC for 2 tonne bags of lower grade salt from the parish allocation was agreed unanimously

8. Matters raised by Cllr Vick

- The purchase of West Street car park

WPC has already expressed an interest to purchase, the clerk to following up this correspondence. Cllr Betts indicated that the slow response from KCC is preventing WPC installing electric charging points and assisting KCC towards their Co2 neutral targets. Cllr Betts to email Cllr Rayner to this effect – Cllr Rayner to following up on the clerk's email with KCC officers.

- Clarion (the continuing debacle of the state of the social housing in the village)

Covered in public question time

- The strip of land in West Street owned by Tatham

Consensus was that pressure should be put on Tatham's via KCC to address their maintenance responsibilities.

- Overgrowth of foliage around the village

Cllr's Vick, Rayner and Mills to walk the village and deliver letters of encouragement to households with overgrown vegetation impacting on pavements etc.

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

Borough Councillor Robin Betts

The Local Plan Regulation 18 is now open for consultation and as many people as possible should be encouraged to respond. Consultation deadline 3rd November 2022. Cllr Betts gave a short demonstration on how to navigate the consultation site.

Borough Councillor Martin Coffin

T&MBC finances are very tight with everything going up with the exception of income.

Question Cllr Rayner; Has T&MBC seen an increase in Council Tax default?

Answer Cllr Coffin; It was difficult to take proceedings to court during COVID, however our current collection rate has exceed last year. T&MBC expect more families to experience

problems during the coming winter and have a dedicated page on the website to provide assistance.

Cllr Coffin has a meeting with officers on Tuesday 18th October to discuss their handling of Panattoni preapplication advice meetings.

County Councillor Harry Rayner

Problems with school transport continue with KCC trying to reorganise getting Special Educational Needs Children to school. The failure in the transport system caused by the agreement to drastically cut the funding to bus services is going before the scrutiny committee.

KCC has over 5 times per capita the number of Special Educational Needs Children than any other county.

Cllr Rayner suggested a meeting between T&MBC and KCC on liaising on enforcement.

The Joint Transport Board scheduled meeting of the 21st November 2022 didn't proceed as the meeting was inquorate.

10. Reports from various Committees

Grounds

The recent Rospa inspection of the CPA was very good.

The wooden stile between the recreation and burial ground has been replaced.

Blacksole Field Sub-Committee

Our insurance brokers have confirmed that WPC can only insurance the dog walking area if the Parish Council have the sole responsibility for the maintenance and upkeep for this area of land. As the terms of the proposed licence states, 'the Licensor retains control, possession and management of the Permitted Route'. It will therefore be the responsibility of St Clere Estate to insure the public.

Buildings

No Report

Highways

No Report

Crime & Disorder

No Report

Finance

No Report

Planning

The minutes of the Planning Committee Meeting held on the 10th October 2022 were proposed by Cllr Mills, seconded by Cllr Vick, agreed, and signed as a correct record by the Chairman.

Skate Park

Considering the lack of major repair works to the park, the latest Rospa report was reasonable.

Website

No Report

Climate Change Strategy

Cllr Betts to progress quotations for an Air Source Heat Pump for the pavilion.
Cllr Gillin to cost planting for identified areas around the village.

Youth

No Report

KALC

Next meeting is scheduled for the 13th October 2022 and will be held at Kings Hill Community Centre.

PPP

No report

11. Correspondence Received

V Chitty	Speeding Traffic – Old London Road Request for additional signage Previously emailed	The clerk to obtain speed traffic analysis costs and reply to Mr Chitty
KALC	Kent's Plan Bee Summit 2022 – Land Management for Pollinators 22 nd November 22 10.30 – 1.00pm https://www.eventbrite.co.uk/e/kents-plan-bee-summit-2022-land-management-for-pollinators-tickets-435724101517	Virtual Event – Registration via adjacent link
Inspections Services	Notification of business closure on the 2 nd December 2022 Previously emailed	New company to be appointed to undertake fire appliance maintenance before 31 st March 2023
Kent Fire Extinguisher Servicing Ltd	Paul Tucker previously worked for Inspections Services and has carried out our services over a number of years has started his own company.	Kent Fire Extinguisher Servicing Ltd has been appointment.
Clerks & Councils Direct	September 2022 Issue 143	For Information
SLCC	The Clerk September 2022	For Information

12. 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
BHIB	Annual Insurance Premium	£2,345.41	BAC 12/09/22
S Chapman	Pavilion Security Deposit Refund	£50.00	BAC 20/09/22
J J Davies Forestry *	Green Oak – Stile Repair	£288.00	BAC 20/09/22
KCC	West Street Car Park Rent 29 Sept - 24 Dec 2022	£1,125.00	D D 29/09/22
Peter Barden	Litter Pick Open Spaces Maintenance – CPA Inspection/Repairs –Tree Works– Rubbish Burning – Stile Replacement - General Clearance	67.50 315.00	£404.00 BAC 30/09/22 £122.54 BAC

	Equipment Fuel – Receipt Attached *	9.04	6/10/22
	Burial Ground Maintenance – Stile Replacement	60.00	
	St George's Hall Gutter Cleaning	15.00	
	Skatepark Repairs	60.00	
	Total	£526.54	
Kevin Holt	Ground Maintenance Works September 2022	1,200.00	BAC 30/09/22
	Stile Replacement Postfix *	21.56	
	Total	£1,221.56	
Royal Mail *	PO Box No Annual Fee	£378.00	D D 06/10/22
Lesley Cox	Salary September 22 deductions include pension contribution.	2,148.60	BAC
	Telephone	20.00	
	Total	£2,168.60	
HM Revenue & Custom	PAYE / NI September 22	£911.90	BAC
KCC Pension Fund	Pension Contribution September 22	£1,038.22	BAC
Borough Green PC **	Skate Park Weekdays – Saturday Inspections September 22	£98.00	BAC
Four Seasons Gardens Ltd *	Grounds Maintenance Contract 7 th Instalment 2022/23	£416.93	BAC
Assured Water Hygiene *	Pavilion Salt x 9 delivered on 7 th October 22	£103.50	BAC
NKCS *	Contract Cleaning Omitted from previous list		BAC
	May 2022	890.60	
	June 2022	825.72	
	Total	£1,716.32	
	St George's Hall to contribute		
Streetlights *	CPA Quarterly Camera Clean	£49.50	BAC
Kent County Playing Fields Association	Annual Subscriptions 2022	£20.00	BAC
Metro Bank Account Transfer	Land Registry Search x 2 (West Street)	12.00	BAC
	Music Festival (\$137) Additional Village PA Equipment *	429.98	
	Fasthosts – Generic Email *	12.00	
	Fasthosts – wrothampc.org Domain Renewal *	19.19	
	Graffiti Removal Materials *	36.23	
	Account Fee	7.80	
	Total	£517.20	

* 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 7th September 22

EDF Energy	Multi-Court Electricity	£9.46	12/09/22
Eon Next	Pavilion Electricity	£84.27	20/09/22
T&MBC	Burial Ground Rates	£52.00	
Water Plus	Pavilion Metered Water	£43.76	
Water Plus	Allotment Metered Water	£9.44	
Water Plus	Burial Ground Metered Water	£4.86	
Eon Next	Pavilion Gas	£12.10	21/09/22

BT Group	Parish Email	£7.50	22/09/22
Npower	Unmetered Streetlight Supply	£309.29	27/09/22
KCC	West Car Park Quarterly Rental	£1,125.00	29/09/22
T&MBC	West Street Car Park Rates	£127.00	03/10/22

ii. Bank Reconciliation for sign off

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

BANK ACCOUNT BALANCES as at 05th October 2022

ACCOUNT	BALANCE
Current	£50.00
Business Reserve	£2,424.76
Business Savings	£78,248.83
Community Skate Park	£1.00
CCLA Parish Fund	£40,465.75
CCLA Community Fund	£121,555.52
Metro Account	£482.80
TOTAL	£243,228.66

iii. Financial Analysis 30th September 2022 – for sign off

The Financial Analysis for 30th September 2022 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 2nd November 2022 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

i. Notifications of Decisions

Application Number	Address	Details	Decision

2. Correspondence Received

T&MBC Planning B Lists

The meeting closed at 8.52pm

.....Chairman

.....Date

Wrotham Parish Council
Financial Analysis 30th September 2022

		<u>Precept</u>	<u>Income Received To Date</u>	<u>Budgeted Income Outstanding</u>	<u>% of Budget Outstanding</u>
4001	Local Plan Contribution	£ -	£ 7.78	£ (7.78)	-778.00
4004	MOTO A20 HGV Lorry Park Contribution	£ -	£ 7,279.00	£ (7,279.00)	-7279.00
4010	Pavilion Rental Income (was 3200-100)	£ 12,000.00	£ 7,800.00		
4012	Pavilion Refundable Hire Deposit (was 3225-100)	£ -	£ 800.00		
	Pavilion	£ 12,000.00	£ 8,600.00	£ 3,400.00	28.33
4020	Burial Ground Income (was 3300-100)		£ 3,127.75		
	Burial Ground	£ 2,000.00	£ 3,127.75	£ (1,127.75)	-56.39
4030	Skate Park Income (was 3500 - 100)	£ 6,000.00	£ 250.65		
	Skate Park	£ 6,330.00	£ 250.65	£ 6,079.35	96.04
4035	Allotment Income (was 3600 - 100)	£ 700.00	£ 715.05		
4036	Allotment Water (Hose Use) (was 3610 -100)	£ 250.00	£ 895.40		
4037	Allotment Refundable Deposit	£ -	£ 100.00		
	Allotments	£ 950.00	£ 1,710.45	£ (760.45)	-80.05
4046	St George's Hall Contribution	£ 1,000.00	£ -	£ 1,000.00	100.00
4100	Precept & General Income (was 3950 - 100)		£ 114,871.00		
	Precept	£ 114,871.00	£ 114,871.00	£ -	0.00
4101	Bank Interest Receivable	£ 40.00	£ 781.07		
	Wayleave	£ 1.15			
	Bank Interest	£ 41.15	£ 781.07	£ (741.07)	-1852.68
	Total Income	£ 136,192.15	£ 136,627.70	£ (435.55)	-0.32

		<u>Precept</u>	<u>Expenditure To Date</u>	<u>Budgeted Expenditure Remaining</u>	<u>% of Budget Remaining</u>
7110	Pavilion Cleaning (was 4200-100)	£ 7,000.00	£ 1,969.85		
7112	Pavilion Window Cleaning (was 4205-100)	£ 60.00	£ 30.00		
7113	Pavilion Maintenance (was 4210-100)	£ 5,000.00	£ 1,299.71		
7114	Pavilion Rates (was 4220-100)	£ -	£ -		
7115	Pavilion Deposit Refunds (was 4210-100)	£ -	£ 820.00		
7116	Pavilion Electricity (was 4230-100)	£ 1,700.00	£ 637.11		
7117	Pavilion Gas (was 4235-100)	£ 1,000.00	£ 256.50		
7118	Pavilion Metered Water (was 4240-100)	£ 600.00	£ 203.70		
	Pavilion	£ 15,360.00	£ 5,216.87	£ 10,143.13	66.04
7125	Burial Ground Maintenance (was 4300-100)	£ 11,000.00	£ 9,119.39		
7126	Burial Ground Metered Water (was 4330-100)	£ 90.00	£ 47.78		
7127	Burial Ground Rates (was 4320-100)	£ 660.00	£ 313.06		
	Burial Ground	£ 11,750.00	£ 9,480.23	£ 2,269.77	19.32
7130	Open Spaces - Maintenance (was 4410-100)	£ 15,000.00	£ 7,594.12		
7132	Open Spaces Electricity (was 4420-100)	£ 200.00	£ 45.59		
7133	CPA Equipment Inspections (was 4405-100)	£ 1,000.00	£ 180.00		
7134	Open Spaces Litter Pick (was 4400-100)	£ 2,500.00	£ 1,213.00		
7135	Open Spaces Trailer	£ 150.00	£ 193.22		
7136	CCTV Maintenance	£ 200.00	£ -		
7137	Defibrillator	£ 100.00	£ 668.58		
7140	Skate Park Inspection (was 4500-100)	£ 1,400.00	£ 595.84		
7141	Skate Park Oper/Annual Insp (was 4510-100)	£ 550.00	£ -		
7142	Skate Park Insurance (was 4515-100)	£ 1,250.00	£ -		
7143	Skate Park Maintenance (was 4520-100)	£ 6,000.00	£ 356.00		
	Open Spaces	£ 28,350.00	£ 10,846.35	£ 17,503.65	61.74
7145	Allotment Maintenance (was 4600-100)	£ 1,000.00	£ 166.80		
7146	Allotment Metered Water (was 4610-100)	£ 210.00	£ 63.58		
7147	Allotment Deposit Refunds	£ 350.00	£ 100.00		
	Allotments	£ 1,560.00	£ 330.38	£ 1,229.62	78.82
7155	Street Light Quoted Repairs (was 4920-100)	£ 500.00	£ -		
7156	Street Lighting Supply Charge (was 4910-100)	£ 4,000.00	£ 2,185.00		
	Street Lighting	£ 4,500.00	£ 2,185.00	£ 2,315.00	51.44
7158	Street Light Replacement Project (Ear Marked Reserves)	£ 34,320.00	£ -		
7165	West Street Car Park	£ 7,000.00	£ 3,014.45	£ 3,985.55	56.94
7160	Purchases / Incl Salt Bins	£ 150.00	£ -		
7161	Winter Maintenance	£ 1,000.00	£ 540.00		
	Highways	£ 1,150.00	£ 540.00	£ 610.00	53.04
7178	S137 (was 5660-100)	£ 2,500.00	£ 3,363.93	£ (863.93)	-34.56
	Note: Wrotham Fireworks to contribute £1,478.50 to fund				
7102	Local Plan Legal Expenses	£ 5,000.00	£ -		
7105	Moto A20 HGV Lorry Park	£ 15,000.00	£ 2,000.00		
7106	Nepicar Layby Closure Contribution	£ -	£ 5,000.00		
7150	St George's Hall Maintenance (was 4750-100)	£ 2,000.00	£ 1,258.45		
7151	Village Event Equipment	£ -	£ 866.12		
7168	Annual Subscriptions	£ 1,830.00	£ 861.50		
7169	Stationery (was 5500-100)	£ 250.00	£ 31.57		
7170	Software (was 5510-100)	£ 1,500.00	£ 1,087.01		
7171	PC/Printer Consumables (was 5520-100)	£ 300.00	£ 25.14		
7172	Other Office Costs (was 5530-100)	£ 1,000.00	£ 95.33		
7173	Website (was 5535-100)	£ 400.00	£ 31.98		

Wrotham Parish Council
Financial Analysis 30th September 2022

7175	Telephone (was 5600-100)	£	240.00	£	120.00		
7176	Email (was 5610-100)	£	250.00	£	105.00		
7177	Post and Packing (was 5640-100)	£	150.00	£	-		
7179	Training Costs	£	300.00	£	66.67		
7180	Bank Charges (was 5680-100)	£	85.00	£	46.80		
7181	Insurance (was 5690-100)	£	3,500.00	£	2,345.41		
7182	Mileage	£	10.00	£	-		
7198	Internal / External Audit Fee (was 6970-100)	£	900.00	£	749.30		
7200	Staff Salaries (was 5000-100)	£	26,000.00	£	13,019.59		
7201	NI / PAYE (was 5030-100)	£	10,400.00	£	5,698.42		
7202	Superannuation Contribution (was 5080-100)	£	13,000.00	£	6,355.28		
7203	Office Allowance (was 5020-100)	£	600.00	£	300.00		
	Contingency	£	1,000.00	£	-		
	Other Parish Expenditure	£	83,715.00	£	40,063.57	£	43,651.43
							52.14
	Total Expenditure	£	155,885.00	£	75,040.78	£	80,844.22
							51.86
	WPC Reserves	£	40,341.69			£	40,341.69
							100.00
	Ear Marked Reserves	£	121,182.99	£	-	£	121,182.99
							100.00

Committed Income and Expenditure to 31st March 2023

<u>COMMITMENTS - expenditure</u>	<u>Description of work</u>	<u>Contractor</u>	<u>Anticipated</u>	
			<u>Payment Date</u>	<u>ex VAT</u>
			(estimate)	(estimate)
	Pavilion Maintenance & Cleaning	Various		£8,500.00
	Burial Ground Maintenance incl arboreal works			£3,000.00
	Open Spaces Maintenance incl CCTV, Defibrillator & Street Furniture			£8,000.00
	Childrens Play Area Safety Inspection	RoSPA / KCC		350.00
	Village Trailers			100.00
	Skate Park Maintenance	G Cox/ P Barden		5,500.00
	Skate Park Safety Inspection	RoSPA / KCC		450.00
	Skate Park Insurance			1,250.00
	Allotment Maintenance			800.00
	Street Light Repairs			500.00
	West Street Car Park Lease			3,375.00
	Winter Maintenance Provision			450.00
	S137 Donation			1,400.00
	St George's Hall Financial Assistance			800.00
	Subscriptions / Training / PO Box No / Software / Consumables / Postage etc			3,000.00
	Website & Email			500.00
	Insurance			
	Internal and External Audit	D Bucket / PKF Littlejohn		
	Street Lighting Project			34,320.00
	Local Plan Legal Expenses			5,000.00
	MOTO HGV Lorry Park - Appeal Provision			13,000.00
	Contingency			1,000.00
			£0.00	£91,295.00
			Total	£91,295.00

<u>Other Regular payments</u>			<u>Anticipated</u>	
			<u>Payment Date</u>	<u>ex VAT</u>
			(estimate)	(estimate)
	Energy charges - Street Lighting	Npower	monthly	£2,280.00
	Energy charges - pavilion / electricity	EonNext	monthly	£900.00
	Energy charges - pavilion / gas	Eon/Next	monthly	£550.00
	Energy charges - multi-court	EDF	monthly	£200.00
	Water supply - burial ground	Water Plus	half yearly	£60.00
	Water supply - allotments	Water Plus	half yearly	£100.00
	Water Supply - pavilion	Water Plus	half yearly	£300.00
	Rates - pavilion	Tonbridge + Malling BC	monthly	
	Rates - burial ground	Tonbridge + Malling BC	monthly	£210.00
	Rates - West Street	Tonbridge + Malling BC	monthly	£510.00
	Salary	Ms L Cox	monthly	£12,712.44
	Pension	KCC Pension Fund	monthly	£6,228.00
	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	£5,650.20
	Metro Bank	Bank Charges	monthly	£45.00
	Village Litter Picking	P Barden	monthly	£1,300.00
	Skate Park Daily Inspection	BGPC	monthly	£900.00
			£0.00	£32,375.64
			Total	£32,375.64

<u>COMMITMENTS - income</u>			<u>Anticipated</u>	
			<u>Payment Date</u>	<u>ex VAT</u>
			(estimate)	(estimate)
	Precept	Half Yearly		
	Rechargeable Accounts - Skate Park Project			£4,900.00
	St George's Hall Repayment			£1,000.00
	Flexi-School			£4,270.00
	Allotment Rental			
	VAT - Refund Due as at 30th September 22			£1,381.35
			£0.00	£11,551.35
			Total	£11,551.35

<u>PROJECTED - Income</u>			<u>Anticipated</u>	
			<u>Payment Date</u>	<u>ex VAT</u>
			(estimate)	(estimate)
	Pavilion			1,000.00
	Burial Ground			500.00
	Local Plan / MOTO contribution			14,000.00
			0.00	15,500.00
			Total	£15,500.00

BANK BALANCES

Bank Balance as at 30th September 2022	£242,303.44
Committed expenditure to 31 March 2023	£123,670.64
Anticipated income before 15 Sept 2022	£0.00
Anticipated income after 15 Sept 2022	£27,051.35
Estimated balance at 01 April 2023	£145,684.15

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