

WROTHAM PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING, HELD ON WEDNESDAY 31st May 17 IN THE WROTHAM PAVILION, HIGH STREET, WROTHAM

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

In Attendance: Lesley Cox (Clerk), Bolette Stratten & John Parker

1. **Apologies for absence:**

Cllr's Coffin & Betts & Michael Head (Community Warden)

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 Rayner & Cllr Gillin committee members of Tonbridge & Malling branch of the

Campaign for the Protection of Rural England.

Cllr Coffin firework provider for Wrotham

Cllr Rayner member of KALC Executive and Finance and General Purposes Committee

Cllr Rayner chairman of KALC Tonbridge and Malling Area Committee

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

Cllr Mills declared an interest in the item of correspondence from the Wrotham Music Festival and abstained from voting.

Cllr Rayner in his position of KCC County Councillor and a member of the planning committee declared an interest in Planning Application Reference KCC/TM/0130/2017 and left the meeting during the discussion of this application.

3. **Minutes**

The minutes of the meeting held on 03rd May 17, were proposed by Cllr Rayner, seconded by Cllr Beach and agreed and signed as a correct record by the Chairman.

4. **Report from Community Police Officer / Community Warden**

No Report

5. **Public Question Time**

Mrs Stratten a resident of the newly built development at Yaldham Manor requested the assistance of WPC in her endeavours to reduce the speed limit on the Kemsing Road. Following the re-development of Yaldham Manor and on completion of the adjacent development at West Yaldham Farm, there will eventually be in excess of 20 residential properties in the vicinity.

Cllr Rayner informed Mrs Stratten that the process involved in obtaining a change in speed limits would be lengthy and obtaining factual data would be necessary.

It was agreed by the council to seek advice from Les Henry Associates on the speed limit criteria in respect of residential property numbers within a given area. The Speedwatch initiative was raised as a possible means of speed monitoring, although the Clerk was of the opinion that the road with its current speed limit would not meet the safety requirement to be eligible for the scheme.

6. Casual Vacancy for Wrotham Parish Council – Co-option Candidate

Mrs Philippa Parker was proposed by Cllr Rayner, seconded by Cllr Gillin and elected with the full support of all members to Wrotham Parish Council. Cllr Mrs Parker duly signed the declaration of acceptance of office. Cllr Parker had received by email the Code of Conduct and all other documents relevant to the governance of WPC prior to the meeting.

7. WPC Website

The Clerk asked members to consider out-sourcing the Parish website as the current software provided by KCC and recently change for the 3rd time was proving difficult to navigate and as a result WPC's website was looking unprofessional. The decision to research alternatives was agreed unanimously by the Council. Cllr Parker agreed to carry out the exercise.

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

County Councillor Rayner gave the following report:

Having been duly elected on the 4th May 17, I have requested to join and have been appointed to the following two committees, Planning & Business Development which is responsible for Land & Property. Since the election, which resulted in the highest number of new Councillors for decades no committees have held meetings. Extensive training sessions are being held for the large percentage of the new Councillors who have no previous experience of government office.

9. Reports from various Committees

Grounds

After the recent heavy downpours of rain following an extensive period of dry weather, a section of the ragstone wall to the Recreation Ground collapsed. Repairs were undertaken the following day, but more work is required to shore up the aging mortar. LED night vision floodlighting has been purchased for the CPA.

Buildings

The hall is again suffering from water ingress from the flat roof. Repair work has been undertaken today. The area of ceiling affected will be monitored.

Highways

The pedestrian areas of the high street have been surveyed to establish the overall area requiring repaving. Cllr Beach will use this information to discuss this proposal with Kent Highways & Transportation, quotes will also be obtained from other contractors. There has been no further progress with the acquisition of the Nepicar Layby.

Crime & Disorder

No Report

Finance

No Report

Planning

No Report

Skate Park

No Report

Youth

No Report

KALC

Patrick Thomas of Plaxtol PC has been elected as Chairman, and Mike Taylor of Borough Green PC as Vice-Chairman of the T&M KALC Committee. It is usual for both the Chairman and the Vice-Chairman to take up a position on the Executive Committee of KALC but in this instance Tim Shaw of Borough Green PC will take up the position of 2nd representative from the T&M Committee.

PPP

No Report

CPRE

No Report

10. Correspondence Received

Correspondent	Details	Action
Wrotham Music Festival	Donation request from WPC Request to use St George's Hall Free of Charge Previously emailed Cllr Mills abstained from voting.	Donation increase to £175.00 without the free use of the hall was proposed by Cllr Rayner, seconded Cllr Denton and agreed unanimously by the Council
KALC	South Eastern Rail Franchise Consultation https://www.gov.uk/government/news/south-eastern-franchise-consultation-launched KCC news release on the consultation https://kccmediahub.net/kcc-responds-south-eastern-rail-franchise-consultation745 . Previously emailed KCC Highways Tracker Survey Report http://www.kent.gov.uk/about-the-council/strategies-and-policies/transport-and-highways-policies/highways-transportation-and-waste-tracker-survey-report Previously emailed	Online Consultation Deadline extended to 30 th June 17 For Information
Planning Resource	Planning Issue 2052	For Information
SLCC	The Clerk Magazine Vol 48 No. 3 May 17	For Information
Clerks & Councils Direct	May 2017 Issue 111	For Information

11. Financial Matters

i. Cheques for approval and signature

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

Payable To	Invoice Details	Amount	Cheque No
Tim Powell	CPA Inspections Pavilion Driveway Re-Planting / Open Spaces General Maintenance Empty Alfred the Grit CPA Repairs / Multi-Court Surface Repairs Generator Fuel * Total	16.00 82.50 33.00 115.50 7.00 £254.00	BAC 05/05/17
Peter Barden	Pavilion Driveway Re-Planting / Open Spaces General Maintenance Empty Alfred the Grit CPA Repairs / Multi-Court Surface Repairs Total	72.00 24.00 84.00 £180.00	BAC 05/05/17
Tim Powell	CPA Inspections Village Bins CPA Repairs / Multi-Court Surface Repairs Open Spaces Watering Skate Park Metal Collection / Delivery to Store Shed Pavilion Clean Alarm Sensors / General Repairs Village Gritter Maintenance and Clean Jet Wash Invoice Attached Total	16.00 8.00 115.50 16.50 33.00 66.00 33.00 10.00 £298.00	BAC 12/05/17
Peter Barden	CPA Repairs / Multi-Court Surface Repairs Open Spaces Watering Pavilion Fire Alarm – Reset Skate Park Metal Collection / Delivery to Store Shed Pavilion Clean Alarm Sensors / General Repairs Village Gritter Maintenance and Clean Total	84.00 6.00 6.00 24.00 48.00 24.00 £192.00	BAC 12/05/17
Tim Powell	CPA Inspections CPA Repairs Open Spaces General Maintenance Sharp Sand Receipt Attached * Skate Park Maintenance *** Generator Fuel Receipt Attached * Total	24.00 33.00 132.00 4.68 132.00 7.00 £332.68	BAC 24/05/17
Peter Barden	Open Spaces General Maintenance Skate Park Maintenance *** Pavilion Bank Strimming Chain Saw Pull Cord (Borough Green Garden Machinery) Total	84.00 96.00 72.00 (5.00) £247.00	BAC 24/05/17
Lesley Cox	Salary May 17 deductions include pension contribution Telephone	1,255.75 20.00	BAC

	Maxipak Repair Macadam x4 *	31.20	
	CPA Night Vision Floodlight *	84.41	
	Cable Clips	3.69	
	Open Spaces *		
	Sheet Sander / Sanding Sheets / Wood	50.60	
	Saw Blade *		
	Skate Park ***		
	Cutting Discs / Flap Discs /Torsion Bit PZ3	37.42	
	X 25 pk 5 *		
	Total	£1,483.07	
HM Revenue & Customs	PAYE / NI May17	£324.74	BAC
KCC Pension Fund	Pension Contribution May 17	£423.24	BAC
Borough Green PC **	Skate Park Weekdays – Saturday Inspections May 17	£105.84	BAC
Four Seasons Gardens Ltd *	Grounds Maintenance Contract 1 2 nd Instalment	£374.20	BAC
NKCS *	Hall / Pavilion Cleaning April 17 St George's Hall to contribute	£1,202.44	BAC
Les Henry Associates Ltd	Appeal Statement St George's Court	£300.00	BAC
Sevenoaks Water Softeners	Pavilion Salt x 10	£100.00	BAC
Kent County Playing Fields Association	Annual Subscription	£20.00	BAC
KCC	West Street Car Park Rental 24-6-17 to 28-9-17	£1,125.00	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 03rd May 17

Eon	Street Lighting Supply	£298.63	16/05/17
T&MBC	Burial Ground Rates	£54.00	22/05/17
BT Group	Parish Email	£5.00	
EoN	Pavilion Electricity	£37.94	30/05/17
EoN	Pavilion Gas	£30.86	
EoN	Multi-Court Electricity	£11.66	

ii. Bank Reconciliation for sign off

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

BANK ACCOUNT BALANCES as at 05th May 17

ACCOUNT	BALANCE
Current	£616.00
Business Reserve	£1,636.15
Business Savings	£25,604.37
Community Skate Park	£1.00
CCLA Parish Fund	£34,508.20
CCLA Community Fund	£41,664.78
TOTAL	£104,030.50

iii. WPC Debit Card -Internal Auditor Advice

On the advice of the Internal Auditor it was agreed unanimously to open a bank account with a different banking organisation with a debit card in the Clerks name. The account to have a limited number of signatories one which is to be the clerk, with funds transferred monthly from WPC's main NatWest current account.

12. Date of next Parish Council Meeting

The date for the next meeting was proposed for the 5th July 17, at 7.30pm with the date for the interim planning meeting to be advised.

13. Planning Committee to Consider

1. Applications received

Application Number	Address	Details	Parish Council Recommendation
TM/16/00938/FL	The Clock House High Street	Change of use of building to create separate dwelling at rear with parking and retention of retail shop to accommodation above at front. Revised application form and plans	No Objections
TM/17/01054/FL	The Granary 9 Yaldham Manor Drive Kemsing	New garage with pitched roof to replace that granted under TM/15/03358/FL	The original garage obtained consent due to the high quality of the design and the use of brick and stone walling to contrast with clay tiles and a sedum green roof. The proposed revised garage has the appearance and design quality of a garden shed and by virtue of its location, orientation, form and choice of external materials would fail to respect the site and its surroundings and would not conserve or enhance the natural beauty of the Kent Downs Area of Outstanding Natural Beauty in which it would be located. For the same reason's it is also detrimental to the setting of the listed building. WPC strongly objects.
KCC/TM/0130/2017	Wrotham Quarry, Land south of M20 Motorway, Ford Lane	Section 73 application to vary conditions 2, 3, 5, 11 & 16 of TM/10/1481 to extend the end date for extraction until 17 May 2027, increase the	Outstanding issues of restoration & aftercare need to be prioritised by the applicant. Subject to this requirement WPC

		annual amount of extraction, extend the extraction period and amend the working and restoration schemes	has no objection to the further extraction of 40,000 tonnes per annum with completion on 17th May 2027.
TM/17/01217/TNCA	Conservation Area Wrotham Goring Meadow And Goring Lodge	Goring Meadow, Mature Beech Tree to crown reduce by approximately 30% in height and carry out a proportional width reduction, cutting back to appropriate growth points and leaving a balanced shape. Court Lodge, Weeping Ash to remove major deadwood and carry out a light crown reduction by pruning back selective smaller end branches by approximately 10% to improve the general shape. Yew- remove 1 lower branch from over footpath and remove dead wood in lower crown	No Objections, subject to officer approval.

i. Notifications of Decisions

Application Number	Address	Details	Decision
TM/17/00653/RD	West Yaldham Farm Kemsing Road	Details of condition 4 (watching brief) pursuant to planning application TM/16/00374/FL (Construction of new replacement grain barn with Biomass boiler)	Approved on 5 th May 2017
TM/17/01144/PWC	The Lodge 2 Yaldham Manor Drive Kemsing	Prior Written Consent: (Proposal A) T1, Scots Pine - to be removed as not a great specimen and (Proposal B) T2, Horse Chestnut - to be removed due to overcrowding	Does Not Give Prior Written Consent for the Proposal A 8 th May 2017
TM/17/00892/NMA	Trift Cottage Kemsing Road	Non material amendment to planning permission TM/16/01422/FL: to change the roof material from plain tiles to slate tiles to main building, garage and storage, to replace the window at first floor on the west elevation with	Approved on 8 th May 2017

		two smaller windows to provide light to en-suites, to remove the roof lights on the west elevation as no longer needed, to revise entrance and garage door configurations, to replace bi-fold doors onto the garden with sliding doors, to revise wood burner stove flue outlet, to replace the external staircase to the games room above the garage with a spiral staircase, to add sun tubes to garage roof above games room and to revise location of storage door	
TM/15/02803/FL	Ashurst West Street	Two storey front, side and rear extensions	Approved on 19 th May 2017

2. Correspondence Received

T&MBC Planning List 'B' No's 17/18, 17/19 & 17/20 & 17/21

The meeting closed at 8.35pm

.....:Chairman

.....:Date