WROTHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING,
HELD ON WEDNESDAY 5th June 2024
In the Wrotham Pavilion TN15 7AH

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

In Attendance: Lesley Cox (Clerk), Michael & Claire Fraser & Angela Boulden

1. **Apologies for absence:**

   Cllr's Rayner, Beach & Coffin (T&MBC Commitment)

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 Wrotham Xmas Lights
   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

3. **Vice Chairman's Declaration of Acceptance of Office**

   The declaration was made to the meeting by Cllr Denton.

4. **Minutes**

   The minutes of the meeting held on 1st May 2024 following a point of clarification, proposed by Cllr Vick, seconded by Cllr Mills, and agreed and signed as a correct record by the Chairman.

5. **Reports if any from PCSO**

   Emailed report received from PC Dylan McElligott

   04/04/2024 – Male in his 60's has made inappropriate comments to young members of the public about seeing his genitals. The male was clothed but his zipper was down. This report is currently filed pending identification of the suspect.

   14/04 – x2 Off road bikes seized by police on Pilgrims way and traffic offences dealt with.

16/04 – Garage broken into on Gravesend Road. Tools taken however these were found near the road by the owner although the suspect were likely due to collect them in a vehicle. An angle grinder was used to gain access to the garage.

16/04 – A second property near to the above theft had their shed and garage broken into although doesn't appear anything was taken.

21/04 – Thomas Whyatt Way, Victim had a window smashed on the passenger side of her vehicle. This report is currently filed as no suspect could be identified.

26/04 – Wrotham Hill Road, Barn and garage broken into. Small tractor has been stolen amongst other items.

30/04 – London Road, Vehicle stolen from the victim's driveway without keys. Stolen between 16:30 – 08:15.

02/05 – Gravesend Road, Vehicle stolen from driveway.

16/05 – Old Terry's Lodge Road, Drink driver arrested.

Total of x9 Calls relating to nuisance vehicles x5 RTC's

6. Public Question Time

No Questions Raised

7. Adoption of Standing Orders & Financial Regulations in line with LTN 87. Revision to Risk Assessment Policy

The proposal by Cllr Mills, seconded by Cllr Jacob to adopt all documents was agreed unanimously.

8. U3A Donation Request

Following the request for support for the organisation presented to the May meeting by Ray Tillett, the proposal by Cllr Denton, seconded by Cllr Vick to donate £100.00 was agreed unanimously.

9. St George's Primary School – Key Stage 1 Forest Area – Request to cover set up cost from CLLA FOW Fund.

The proposal by Cllr Jacob, seconded by Cllr Betts to grant £3K towards the project from Friends of Wrotham fund was agreed unanimously.

10. West Street Car Park

To progress the potential purchase of the Car Park it was agreed that the Finance Committee formulate a proposal to put to Kent County Council. The proposal to be agreed at the July meeting.

11. Updating Traffic Counts and Queue Lengths on Primary Road Junctions

To assist with the Parish Alliance response to Reg 18b of the local plan the proposal by Cllr Gillin, seconded by Cllr Vick to allocate £1K of Wrotham Parish Council funds to ensure that the traffic count and queue length data for the 4 key roundabouts on the A20 is accurate and up to date, was agreed unanimously. Platt & Borough Green PC's have already agreed to contribute proportionate to their electorate.

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

Borough Councillor – Robin Betts

Air Quality Management Areas being monitored across the borough are showing an improvement in air quality which according to DEFRA guidance means that the locations in question will have the designation removed. The roundabout at the old Red Lion site in Borough Green will no longer be designation an AQMA although monitoring equipment will remain. The improvement in Air Quality is more likely to be attributed to improved

engine efficiently due to modern technology and electric cars rather than reduce traffic flow.

T&MBC require help at polling stations if anyone is interested,

There is £90K left within the West Kent Rural Grant Scheme for distribution and with each application averaging £15K the opportunity to benefit from the scheme is fast running out. Cllr Betts to make St George's School aware of the opportunity.

The faded yellow lines outside the school raised by Mrs Rye at the Annual Parish Meeting in April have now been repainted.

13. Reports from various Committees

Grounds

General maintenance ongoing, and repairs have been undertaken to the stone wall at the entrance to the recreation ground and the old gates at the rear entrance to the Churchyard. Attached reports refer.

Buildings

No Report

Highways

Cllr Gillin was of the opinion that a professional report by Les Henry Associates would assist the Highways Committee with the completion of WPC's Highway Improvement Plan. Agenda item for July.

Crime & Disorder

The crime diary initiative is focusing the relevant organisations on the problems the village is experiencing and achieving results. Reports of incidents continue to be received on a regular basis and the next issue of the diary is due to be finalised and distributed in the next few days.

Finance

No Report

Planning

No Report

Skate Park

No Report

Website

No Report

Climate Change Strategy

Following informal discussions with the Cricket Club and Cllr Vick, the outcome of which is that the reorientation of the wicket is not an option. The decision was taken to obtain 3 quotes for the installation of PV panels on the pavilion roof and look at alternative measures to protect them. Quotes to be discussed at the July meeting to facilitate an application to the West Kent Rural Grant Scheme.

Youth

No Report

KALC

No Report

PPP

No Report

CPRE

No Report

14. Correspondence Received

Baby Umbrella Charity	Request for donation of £176.00 to cover the cost of supporting 4 families in Wrotham Previously emailed.	Donation of £200.00 proposed by Cllr Gillin, seconded by Cllr Jacob and agreed unanimously
KALC	NALC's Publication of The Good Councillor's Guide 2024. Available on NALC website Previously emailed See KALC website for training opportunities. Previously emailed	Contact Clerk for login details
Jason Butler	Parking concerns associated with Clarion housing in West Street and adjoining roads Previously emailed	For consideration
Rachel Chapman	Parking concerns in Pilgrims Way Previously emailed	T&MBC Michele Leak in communication with resident.
KCC	Updated Highways Information Pack 2024/25 Previously emailed Draft Kent Minerals and Waste Local Plan 2024-39 In accordance with Regulation 19 the plan has been submitted for independent examination by the Planning Inspectorate Previously emailed	For Information For Information
Mike Taylor	Bus 70 on Mondays will now extend to/from Maidstone Timetable revision Previously emailed	To be added to website
KSS Air Ambulance Charity	Donation thank you letter	For Information
Clerks & Councils Direct	May 2024 Issue 153	For Information

15. Financial Matters

i. Cheques for approval and signature

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

Payable To	Invoice Details	Amount	Cheque No
Suffolk Life Annuities Ltd	Storage Depot Monthly Rental	£400.00	BAC 08/05/24
Sage (UK) Ltd *	Account Software – Annual Subscription	£1,209.60	BAC 16/05/24
Npower	Public Toilets – Electricity	£45.75	BAC 18/05/24
C Thomas	Pavilion Security Deposit Refund	£100.00	BAC 23/05/24
Arien Designs *	Multi-Court – Churchyard – Dog Walking Area Signage	£427.20	BAC 30/05/24
Peter Barden	Litter Pick Open Spaces Maintenance – CPA	172.50 405.00	BAC 31/05/24

	Inspection – Trailer Repairs – Tree Works – Gym Equipment Repair –- Toilet Gutter Clearance – Tree Guard Manufacture - General Clearance – Pavilion Drive Pruning Burial Ground Maintenance– Grave Strimming – Lych Gate Pruning/Weeding – Churchyard Gates Repair Pavilion – Fit First Aid Box Skatepark Maintenance *** Total	405.00 7.50 120.00 £1,110.00	
Kevin Holt	Ground Maintenance Works May 2024	£1,250.00	BAC 31/05/24
Lesley Cox	Salary May 2024 deductions include pension contribution.. Telephone Equipment Fuel – Receipt Attached * Total	2,549.49 20.00 20.01 £2,586.17	BAC
HM Revenue & Custom	PAYE / NI May 2024.	£969.62	BAC
KCC Pension Fund	Pension Contribution May 2024.	£1,266.51	BAC
Borough Green PC **	Skate Park Litter Pick / Checks May 2024	£155.00	BAC
Astra Security Systems *	1 GB Monthly Data per Router Old London Road / High Street 2x Replacement Cameras CPA – Supply & Fit Total	60.00 499.39 £559.39	BAC
Capel Groundcare Ltd*	Ground Maintenance Contract 1 – May 2024 Cuts	£486.40	BAC
NKCS*	Contract Cleaning March 2024 April 2024 St George's Hall to contribute	 773.28 721.55 £1,494.81	BAC
OTS *	Recreation Ground – Horse Chestnut Fell to Ground	£2,928.00	BAC
Phoenix Fireworks *	2024 Display Deposit Wrotham Fireworks to contribute	£2,375.00	BAC
Keiron Denton	Allotment Water Leak Repair – Materials *	£45.13	BAC
West Kent Mediation	Donation Agreed 1st May 2024	£200.00	BAC
Metro Bank Account Transfer	Fasthosts * - Generic Emails Microsoft 365 Annual Subscription * Screwfix * Titan Sheet Sander / 3x Sealant Amazon * 3x Replacement Chainsaw Chains Monthly Account Fees April Transfer Error Monthly Transfer Total	12.00 79.99 65.48 50.82 8.40 (9.00) £207.69	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 1st May 2024

Opus Energy Ltd	Pavilion Electricity	£316.97	07/05/24
Sage Software Ltd	Accounting Software – Annual Subscription	£1,209.60	16/05/24
Water Plus	Pavilion Metered Water	£46.93	
Water Plus	Allotment Metered Water	£7.81	
Water Plus	Burial Ground Metered Water	£4.81	
T&MBC	Burial Ground Rates	£56.00	20/05/24
BT Group	Parish Email	£7.50	
EDF	Multi-Court Electricity	£27.08	23/05/24
Engie	Pavilion Gas	£198.46	
SSE Energy	Street Lighting Supply	£519.21	30/05/24
T&MBC	West Street Car Park Rates	£140.00	03/06/24
Opus Energy Ltd	Pavilion Electricity	£302.03	04/06/24

ii. Bank Reconciliation for sign off

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

BANK ACCOUNT BALANCES as at 3rd May 2024

ACCOUNT	BALANCE
Current	£50.00
Business Reserve	£1,817.18
Business Savings	£71,296.22
Community Skate Park	£1.03
CCLA FOW Fund	£31,299.33
CCLA Parish Fund	£43,274.99
CCLA Community Fund	£77,974.71
Metro Account	£179.10
TOTAL	**£225,892.56**

16. Date of next Parish Council Meeting

The date for the next meeting was proposed for the 3rd July 2024 to be held in the Wrotham Pavilion at 7.30pm, with the date for the interim planning meeting to be advised.

17. Planning Committee to Consider

1. Applications received

Application Number	Address	Details	Parish Council Recommendation
TM/24/00679/PA TM/24/00682/PA	Three Post Boys High Street	Demolition of covered canopy, garden wall and construction of single storey outbuilding with associated landscaping alterations LBA: As Above	Wrotham Parish Council positively support this application.
TM/24/00508/PA	1 Meadow View Kemsing Road	Proposed Installation of Bi-fold doors. Block up existing back door and replace with window	No Objections

i. Notifications of Decisions

Application Number	Address	Details	Decision
TM/23/03425/PA	Bray Cottage St Mary's Road	Non-Material Amendment to	Approved 29th April 2024

		planning permission 21/02883/FL to add two velux windows to the garage roof facing our front garden	
TM/24/00554/PA TM/24/00608/PA	Wrotham Secondary School, Borough Green Road	Details of Condition 18 (Archaeological works) submitted pursuant to planning permission TM/23/03198 (Part-demolition of existing school buildings and erection of replacement school buildings with associated parking and landscaping including the siting of two temporary classroom buildings during construction) Details of Condition 13 (Ecological method statement) submitted pursuant to planning permission TM/23/03198 (Part-demolition of existing school buildings and erection of replacement school buildings with associated parking and landscaping including the siting of two temporary classroom buildings during construction)	Approved 14th May 2024 Approved 14th May 2024
24/00394/PA	West View, Blacksole Lane	Details of Condition 5 (Noise report) pursuant to planning permission TM/21/03000/FL (Erection of a 4 bed 2 storey house)	Approved 20th May 2024
TM/24/00257/PA	Unit 1 New House Farm Kemsing Road	Non Material Amendment to planning permission TM/23/00848/FL for alterations to fenestration and doors	Approved 22nd April 2024

2. Correspondence Received

T&MBC Planning Applications Lists

The meeting closed at 8.55pm

…….Chairman

……..Date

Ground Report 5th June 2024

Pete Barden noticed on his regular checks of the village this morning that the youths have started to removed stones from the Recreation Ground wall between the old gate post and the Burial Ground.

Ground Report 5th June 2024

Pete has undertaken initial repairs to stabilise and make safe the wall and will finish on Friday.

WPC Grounds and Buildings Report May 2024

Churchyard Rear Oak Gates

These once beautiful crafted oak gates had parted company with ancient iron gate furniture and were quite literally falling apart!

Bear in mind that much of the ancient oak is beyond repair, as is some of the ironwork. The gates need to be copied by a professional joiner in a workshop and the iron work needs repair or replacement by at least a skilled iron fabricator and possible a blacksmith. Having said all of that Pete Barden undertook some repairs, and this is his 'work in progress' report which he submitted along with these photos and his timesheet.

"Gates pulled together and fixed with screws, bolts and metal strapping to prolong their life a few more years. Wire brush wheel on drill used to clean off green algae and soft wood at the surface to allow the wood to dry so it can be treated. Left gate needs a bit more work when I can find some suitable timber and both gates need a new strip of timber along the top to finish them off."
Ref: Pete Barden Work Report

I think he has accomplished some excellent work with relatively few materials.

These beautifully crafted simple but solid oak gates are hinged off unhewn ancient standing stones and the Grounds Team have given them a few more years of life.

It is now up to the Parish Council to consider full replacement at some point in the future.

Last year, under Kevin Holt's direction the team removed ivy and briar shrubbery, uncovering many graves that hadn't seen the light of day for decades. He also possesses an arboreal licence as a tree surgeon up to a prescribed height and he raised the crown of several of the Yew Trees to firstly protect some of the stone memorials and also to reveal vistas across the Churchyard that had long since disappeared.

After the wet and warm spring, the vegetation is once again running amok. The team will be tackling numerous self-seed elder and other unwanted saplings in both the Burial Ground and Churchyard and removing briar from ancient, untended graves.

Grounds work is seasonal and it's worth noting that '***The Management of Hedgerows (England) Regulations 2024***' has now been incorporated into law and became effective in May 2024. It is worth noting that there is now a ban on cutting rural hedgerows between 1st March until 31st August to protect nesting birds.