

# WROTHAM PARISH COUNCIL

## MINUTES OF THE ANNUAL PARISH COUNCIL MEETING, HELD ON WEDNESDAY 6<sup>th</sup> May 2026 at 7.30pm In the Wrotham Pavilion TN15 7AH

**Present:** Cllrs P Gillin (Chairman), K Denton, H Rayner, R Betts (late arrival TMBC Meeting), S Vick, Tony Jacob, V Andrew

**In Attendance:** H Davison (Clerk/RFO), A Boulden

### 1. **Apologies for absence:**

Cllrs D Beach, M Coffin (Extended Absence)

### 2. **Attendance Register**

The attendance register was signed, and declarations of interest 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 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. **Election of Chairman**

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

### 4. **Chairman's Declaration of Acceptance of Office**

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

### 5. **Election of Vice-Chairman**

Cllr Denton was proposed by Cllr Rayner and seconded by Cllr Gillin for the position of Vice - Chairman. Cllr Denton was unanimously elected as Vice-Chairman. Cllr Denton abstained from voting.

### 6. **Vice Chairman's Declaration of Acceptance of Office**

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

### 7. **Co-Option Of New Councillor**

Victoria Andrew was proposed by Cllr Rayner and seconded by Cllr Gillin for the position of Councillor and unanimously elected as Councillor. [Victoria Andrew abstained from voting.](#)

## **8. Declaration of Acceptance of Office**

The declaration was made to the meeting and duly signed by newly co-opted Cllr Andrew.

## **9. Appointment of Committees**

The Council approved the following committee memberships.

Membership of committees and other bodies - 2026

Grounds	Cllr P Gillin (Chairman) Cllr R Betts Cllr S Vick Cllr K Denton Cllr T Jacob Cllr V Andrew B Saunders (co-opted) Allotment Committee
Buildings/Property	Cllr K Denton (Chairman) Cllr P Gillin (St George's Hall Committee) Cllr D Beach Cllr S Vick Cllr M Coffin Cllr R Betts Cllr V Andrew
Highways	Cllr D Beach (Chairman) Cllr H Rayner Cllr K Denton Cllr P Gillin Cllr V Andrew
Crime & Disorder	Cllr P Gillin (Chairman) Cllr S Vick Cllr H Rayner Cllr T Jacob Cllr V Andrew 3 External (co-opted) Members
Finance	Cllr H Rayner (Chairman) Cllr D Beach Cllr M Coffin Cllr K Denton Cllr P Gillin Cllr T Jacob Cllr V Andrew
Planning	Cllr P Gillin (Chairman) Cllr D Beach Cllr K Denton Cllr H Rayner Cllr S Vick Cllr T Jacob Cllr V Andrew
Climate Change Strategy	Cllr R Betts (Chairman) Cllr P Gillin Cllr D Beach Cllr K Denton Cllr S Vick
Joint Parish Skate Park	Cllr K Denton
Youth	Cllr S Vick

External Bodies

Joint Standards Board	Cllr D Beach
KALC	Cllr H Rayner Cllr P Gillin Cllr D Beach Cllr K Denton Cllr S Vick Cllr T Jacob
Parish Partnership Panel	Cllr H Rayner Cllr P Gillin Cllr D Beach Cllr K Denton Cllr S Vick Cllr T Jacob
CPRE	Cllr P Gillin
TMBC/KCC Joint Transportation Board	Cllr H Rayner

**10. Minutes**

The minutes of the council meeting held on 1<sup>st</sup> April 2026 were proposed by Cllr Vick, seconded by Cllr Denton, agreed and signed as a correct record by the Chairman.

**11. Reports if any from Community Police Officer**

Local beat officers delivered two educational assemblies to year 10 & year 11 students from Wrotham secondary school on violence against women and girls.

**12. Public Question Time**

No Questions Raised

**13. Re-adoption of the Financial Regulations, Financial Risk Assessment, Code of Conduct, Standing Orders, Risk Assessment, Data Protection Privacy Notice & Retention, IT, Homeworking, Grievance, and Disciplinary Policies.**

The proposal from Cllr Gillin, seconded by Cllr Denton to re-adopt 'en-blok' was agreed unanimously.

**14. Revision to Allotment Rules & Regulations**

The following revisions were proposed to the existing allotment regulations:

26. All gates and pathways are to be kept clear and free of rubbish, spoil, tools or any other form of obstruction at all times. Hosepipes are only permitted over pathways whilst hoses are in use and must be returned to the owners plot immediately after use.

29. Any structure must be kept maintained to a suitable level, not encroach on to pathways or pose a safety risk to other tenants, plots or maintenance persons.

30. No barbed wire, razor wire, glass or any similar hazardous material are permitted within the allotment site. Failure to adhere to this condition will be considered a breach of tenancy.

35. The Council will maintain a metered supply of water for the use of plot holders. No watering may be done by sprinklers. Hosepipes may only be attached to standpipes for the purpose of filling receptacles or direct watering and must be returned to the owners plot immediately after use.

The proposal to adopt the revisions was made by Cllr Denton, seconded by Cllr Vick, and agreed unanimously.

## **15. Village Parking Issues**

Following recent discussions around the village parking issues Cllr Gillin proposed the following:

- a) To test and confirm whether the Clarion Estate garages have asbestos in them, purchasing an appropriate testing kit and the necessary PPE for a cost in the region of £60.00
- b) Commission a report from Adem Mehmet from Highgate Planning to consider the current West Street Car Park site planning uses, the degree of 'need' for the car park within its community to maintain the sustainability and viability of our historic village, and to assess the likelihood, or otherwise, of a developer being able to obtain a consent for change of use to market housing.
- c) WPC then provides this report to a RIC's valuer, who provides a valuation of the car park based on its current community use and the planning report which WPC can use for negotiations with KCC.

The above proposals were seconded by Cllr Rayner and agreed unanimously.

## **16. Reports if any from County &/or Borough Cllr**

County Cllr Harry Rayner

A Stakeholder meeting for discussions on St Georges Court has been confirmed and booked for Monday the 11<sup>th</sup> of May following the outcome of last month's TMBC planning meeting. Repairs on Wrotham Hill Road by South East Water have been advised for the 13<sup>th</sup> and estimated to be completed within 24 hours.

A planning application for Wrotham Quarry has been raised. The quarry itself is in bordering neighbouring other parishes, however the entrance to the quarry is in Wrotham. Cllr Rayner will abstain from discussion or voting on this application should be the any.

Closure scheduled on A227 from the 22<sup>nd</sup> of June through to 8<sup>th</sup> of July. Details will be passed on to the clerk for the WPC website and notification to the parish magazine.

Borough Cllr Robin Betts

TMBC is launching it's first strategy paper regarding homelessness and rough sleeping in the Borough, mainly focusing on prevention as opposed to reactive. Cllr Betts asked whether WPC is aware or has had any experience dealing with this issue in the parish. Engaging with Landlords is particularly important, especially with the changes to S21 taking place on the 1<sup>st</sup> of May, there has been a proliferation in recent submissions.

Gibson East building is under extensive works to separate it from the old building which will be sold off and reduce ongoing maintenance costs. It is anticipated that Gibson east will be open to the public again from September-October time.

## **17. Reports from various Committees**

### Grounds

Works to the Village square have so far resulted in two misplaced dig holes which have both been misplaced, are too small and are not aligned. Cllr Gillin has been advised by KCCs contractor managed that this will be corrected but have yet to turn up when expected.

Furthermore, one of the chosen type of trees delivered was different to the specified type.

### Buildings

The new disabled access ramp has been completed and installed at the Pavilion, receiving numerous compliments from regular users. The metalwork for the front decking & balustrade is prepared, and installation works are planned for late June.

The toilet roof repair works at St Georges Hall were completed last month with a bitumen surface. Works turned out to be more involved, both with materials and labour than originally was visible during quotation and extensive hidden damage, but the original quoted price was honoured. The finished external result looks excellent. Further internal repair and decoration work to the toilets will be needed once the area has completely dried out.

### Highways

No report

Crime & Disorder

Finance

See Below.

Planning

No report

Skate Park

Cllr Gillin provided a summary of the most recent inspection. The youth shelter had been severely vandalised requiring WPC maintenance team to attend site and remove the sides, back and top. KAS welding has measured and the structure will be metallised in due course once fabrication has been completed. Borough Green PC maintenance should be monitoring this regularly and inform the tri parish immediately of any issues. During WPC attendance on site a person believed to be BGPC maintenance arrived to carry out a litter pick with no bag, no picker and was on site for minimal time, with a lot of litter still around the ground upon their departure. This was noted to BGPC and they will take appropriate action.

Website

No Report

Climate Change Strategy

No Report

Youth

No Report

KALC

At the recent committee meeting it was advised that a decision from the minister on LGR is hoped to arrive by Mid July

PPP

No Report

CPRE

No Report

**18. Correspondence Received:**

<b>Correspondent</b>	<b>Details</b>	<b>Action</b>
DAVS	Request for funding Previously emailed	£200 proposed by Cllr Vick, seconded by Cllr Gillin
HOKH	Request for funding Previously advised	£200 proposed by Cllr Denton, seconded by Cllr Vick
TMBC	Safer Neighbourhoods Team 2026, previously ASB Enforcement Team, Service Level Agreement Previously Emailed  Emerging Local Plan - Local Green Space - Request for Evidence Previously emailed  St Georges Court, Online Meeting, 11 <sup>th</sup> May 11am	Cllr Vick proposed WPC contribute the set cost of £2000 towards the scheme, seconded by Cllr Rayner, agreed unanimously  Deferred to June pending clarification on 'Local Green Space' and 'Village Green Status'.

	Previously emailed	For Information
NALC	Upcoming Events	For Events visit <a href="https://www.nalc.gov.uk/events.html">https://www.nalc.gov.uk/events.html</a> - contact RFO or Clerk for login details
	CEO Bulletin Previously Emailed	For Information
KALC	Upcoming Events Previously Emailed	For Information.
	Weekly Bulletin Previously Emailed	For Information
	Newsletter Previously emailed	For Information
Parish Online	April Newsletter #66 Previously emailed	For Information
Rural Services Network	The Rural Bulletin Previously Emailed	For Information
Neighbourhood Alert	Arrest In Your Area, Driver in Wrotham Heath Previously Emailed	For Information

## 19. Financial Matters

### i. BAC payments for approval and signature

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

Payable To	Invoice Details	Amount	Date	Payment Type/Ref
KAS*	Manufacture, Assemble & Fit Pavilion Access Ramp & Handrail	£3,258.00	10/04/26	DPC 12092
Fascia Division*	SGH WC Roof Works – St George's Hall to contribute	£8,385.60	21/04/26	12156
Suffolk Life Annuities Ltd	Storage Depot Monthly Rental	£400.00	21/04/26	12160
A Emin	Allotment Deposit Refund	£50.00	27/04/26	12180
Lanpro Services Ltd *	Environmental Impact Assessment - Panattoni	£834.00	28/04/26	12189
Wrotham Arts Festival	£137 Donation, WPC Meeting 01/04/26	£500.00	29/04/26	12192
Peter Barden	Ground Maintenance Works April 2026	£1,237.50	30/04/26	12202
Helen Davison (Whitehouse)	Salary April 2026 deductions include pension contribution. 7175 Telephone 7191 Milage 23.1m x 0.45p 7192 Parking Total	2,036.24  10.00 10.40 4.00 £2,060.64		DPC
HM Revenue & Custom	PAYE / NI April 2026. Contribution to be added to May 2026	£0.00		DPC
KCC Pension Fund	Pension Contribution April 2026	£584.52		DPC
Lesley Gillin	Financial Office Support April 2026	£165.00		
Assured Water Hygiene Ltd *	Pavilion Salt x 5 for April 2026 Total	£80.75		DPC
Landscape Services*	Quarterly Grounds Maintenance Jan/Feb/Mar Verti Drain Aeration of Cricket Outfield Total	551.27  543.42 £1,094.69		DPC
Phoenix Fireworks*	Fireworks 2026 Deposit – Wrotham Fireworks to contribute	£2,542.50		DPC
EJP Fire Protection Ltd*	PAV - Annual Inspection & Maintenance SGH - Annual Inspection & Maintenance	122.40 104.40		

	Total	£226.80		
Ward Security*	CCTV Data, March 2026	£120.00		
Kent Grassland Services*	Grounds Maintenance, Small Mowing Contract – April 2026	£684.00		
KSS Air Ambulance	£137 Donation, WPC Meeting 01/04/26	£300.00		
Borough Green PC **	Correction to March Payment List – BGPC Invoice Error	£239.00 - PAID		DPC 12183
	Skate Park Litter Pick / Checks April 2026 30 days @ £5 per day **	150.00		
	Equipment Inspection Check 4 weekly visits @ £21 per day	84.00		
	Total	£234.00		
KALC*	Play Park Inspection Training Course, 9 <sup>th</sup> June	£84.00		
David Buckett	Internal Audit 2025-26 Audit Fee	450.00		
	Mileage, 56 miles @ 45p	25.20		
	Total	£475.20		
Metro Bank Account Transfer	Screwfix, Paint & Brushes, Open Spaces*	£31.35		12241
	Asbestos Sampling, Testing Kit, SGH*	£52.94		12243
	Monthly Charges	£12.20		12244
	Monthly Transfer Total	£96.49		

\* denotes items including VAT

\*\* denotes 22.3% to be reimbursed (St Marys Platt)

\*\*\* denotes 73.3% to be reimbursed (BGPC & SMPC)

\*\*\*\* denotes 81.61% to be reimbursed

\*\*\*\* denotes 83.141% to be reimbursed (Alliance)

Payments made by Direct Debit / Standing Order Since Previous Meeting 1<sup>st</sup> April 2026

TMBC	Non Domestic Rates West Street - 7126277	£60.80	01/04/26	12043
British Gas	Pavilion Electric - 604159633	£35.41	08/04/26	12086
Haymarket Publishing	Planning Resource, Annual Subscription Renewal - 4000493561	£555.00	10/04/26	12095
Positive Energy	Multi Court Energy - 635773	£41.82	14/04/26	12120
Positive Energy	Public Toilets Energy – 635775	47.16	14/04/26	12123
	Total	3.57		
		£50.73		
Sage Software Ltd	Annual Software Subscription Renewal	£2,250.92	16/04/26	12143
TMBC	Non Domestic Rates Cemetery - 2025810	£55.80	20/04/26	12147
SSE	Streetlight Supply	£171.71	21/04/26	12158
CPRE	Annual Subscription - 0743675	£60.00	22/04/26	12166
British Gas	Pavilion Gas - 604159629	£124.37	24/04/26	12175
TMBC	Non Domestic Rates West Street - 7126277	£62.00	01/05/26	12234
British Gas	Pavilion Electric - 604159633	£22.40	05/05/26	12239

ii. Bank Reconciliation for sign off

Bank Reconciliations presented for signature. Statements due out on the 5<sup>th</sup> May 2026

**BANK ACCOUNT BALANCES as at 2<sup>nd</sup> April 2026**

Current (1200)	£50.00
Business Reserve (1201)	£2,402.31

Business Savings (1203)	£23,456.79
CCLA FOW Fund (1205)	£8,150.94
CCLA Parish Fund 1 (1207)	£47,182.47
CCLA Community Fund 2 (1208)	£60,301.60
Metro Account (1209)	£350.75
<b>TOTAL</b>	<b>£141,894.86</b>

**POST MEETING NOTE: BANK ACCOUNT BALANCES as at 5<sup>th</sup> May 2026**

Current (1200)	£50.00
Business Reserve (1201)	£2,928.20
Business Savings (1203)	£93,507.22
CCLA FOW Fund (1205)	£8,214.18
CCLA Parish Fund 1 (1207)	£47,332.47
CCLA Community Fund 2 (1208)	£60,493.30
Metro Account (1209)	£903.51
<b>TOTAL</b>	<b>£213,428.88</b>

iii. Internal Audit Report 2025-26 – for consideration

Report noted & RFO congratulated on first audit. Internal auditor advised a change of title from current agenda heading "Other Committees" as they are not minuted committee meetings. Cllr Gillin proposed this be re-titled "Parish Works Reports" and a separate report from KALC & PPP, seconded by Cllr Denton and motion passed by majority.

iv. Re-appointment of Internal Auditor for 2026-27 to be agreed

Members agreed to continue using the services of David Buckett for the Internal Audit of WPC.

v. Annual Governance Statement 2025-2026 for approval

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

vi. Annual Return for 31<sup>st</sup> March 2026 for approval and sign off

The Annual Return for the year ended 31 March 2026 proposed by Cllr Rayner, seconded by Cllr Gillin, agreed unanimously and signed by Cllr Gillin as Chairman.

vii. Agreed period for the exercise of public rights - 3<sup>rd</sup> June 2026 to the 14<sup>th</sup> July 2026

3<sup>rd</sup> June 2026 to the 14<sup>th</sup> July 2026 agreed unanimously and noted.

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

Resolution to continue agreed unanimously.

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

Resolution to continue agreed unanimously.

**20. Date of next Parish Council Meeting**

The date for the next meeting was proposed for the 3<sup>rd</sup> June to be held at 7.30pm, in the Wrotham Pavilion, with the date for the interim planning meeting to be advised.

**21. Planning Committee to Consider**

1. Applications received

Application Number	Address	Details	Parish Council Recommendation
--------------------	---------	---------	-------------------------------

26/00469/RD	Barn North Of Kemsing Road	Details of condition 14 (Foul Water Drainage) Pursuant to planning permission TM/24/01218/FL Conversion of Existing Atcost Barn to form New Residential Dwelling House	No Objection
26/00502/FL	The Hollies Borough Green Road	Installation of Electric vehicle charging point in garden	No Objection
26/00557/FL	Lea Croft Pilgrims Way	Alterations to roof shape	No Objection
26/00564/FL	The Riding Light, Gravesend Road	Bungalow renovation including single storey front extension, two storey rear extension, balcony, new entrance gate, parapets, insertion of rooflights, alterations to exterior finishes and fenestration	No Objection
KCC/TM/0006/2026	Lands at, and to the North of Wrotham Quarry, Addington, Wrotham, Kent ME19 5DL	The winning and working of minerals (silica and building sand) in the form of a lateral northerly extension to the existing quarry with restoration to original ground levels to be achieved via infilling the quarry void with imported inert construction and demolition waste (C&DW); the permanent storage of indigenous overburden materials within the main quarry void for the purposes of buttressing the reservoir to the West of the main quarry void; the temporary diversion of Footpaths MR183 and MR165; the erection of an earthen screening bund; the revised phasing of extraction, infilling, buttressing and restoration works permitted at the Site to be secured via the relinquishment of all extant planning permissions and previous Section 106 legal agreements at the Site; and the progressive restoration of the Site to agriculture and biodiversity after uses	Attached Refers, Cllr Rayner abstained

i. Notifications of Decisions

<b>Application Number</b>	<b>Address</b>	<b>Details</b>	<b>Decision</b>
26/00504/TNCA	Forthview Kemsing Road Wrotham	G1 - Group of 7x sycamore - Repollard back to previous pollard points at approx 6m in height.	No Objection – 24 <sup>th</sup> April 2026
26/00386/TNCA	The Old Cottage Old London Road	G1 - Group of Sycamores- Crown reduce by 40%. Currently 18m tall, reduce them by 6m to leave them at 12m tall. T1 - Bay Tree - Reduce by 50%. Currently 6m tall, reduce to 3m.	No Objection – 14 <sup>th</sup> April 2026
26/00118/FL	8 Battlefields Road	Proposed erection of single-storey detached outbuilding in rear garden.	Approved – 1 <sup>st</sup> April 2026
26/00056/TNCA	Land East Of Courtyard Gardens West Street	7 (Applicants ref.) - Row of Sycamores. Cut Ivy and strip, reduce height by one third, prune overhanging lower branches back to the chain-link boundary fence. 8 (Applicants ref.) - Hybrid Poplar, remove.	No Objection – 24 <sup>th</sup> April 2026
25/02074/NMA	Wrotham Secondary School Borough Green Road	Non-material amendment to planning permission TM/23/03198/PA to include alterations to fenestration and exterior panelling/ cladding, additional rooflights, repositioning of roof access door, packaged plant room pitched and raised, size and location of heat pump on roof amended, and addition of air handling unit.	Approved – 1 <sup>st</sup> April 2026
25/01724/NMA	St Georges Court West Street	Non-Material Amendment to planning permission TM/18/02268/FL (as amended by ref. TM/23/00661/NMA, TM/23/00915/NMA and TM/25/01464/PA) to amend the description of the development from 'Demolition and redevelopment of existing buildings to provide 38 residential units with	Approved – 15 <sup>th</sup> April 2026

25/01725/FL		<p>associated parking, refuse and cycle storage' to 'Demolition and redevelopment of existing buildings to provide 37 residential units with associated parking, refuse and cycle storage'</p> <p>Section 73 application to vary condition 22 (approved plans) of planning permission TM/18/02268/FL (as amended by ref. TM/23/00661/NMA, TM/23/00915/NMA and TM/25/01464/NMA) for alterations to the approved scheme to comprise of the removal of one home, layout and elevation changes, internal layout changes and confirmation of the final affordable housing mix</p>	Refused – 15 <sup>th</sup> April 2026
-------------	--	--	---------------------------------------

2. Correspondence Received

T&MBC Planning Applications Lists

The meeting closed at 8.55pm

..... Chairman  
..... Date

Subject: Comments acknowledgement for KCC/TM/0006/2026

WPC is of the opinion that it is better to extend a quarry than to start a new quarry elsewhere because all the necessary equipment and expertise are on site. WPC is therefore, in principal, in favour of the proposal.

Although the site is known as Wrotham Quarry, it is located between Trottiscliffe and Addington and both these villages have parish councils. We suggest that your presentation would be better directed towards those PCs.

Kind regards

\*\*\*\*\*

Helen Davison, Clerk  
Wrotham Parish Council  
PO Box 228  
Sevenoaks  
Kent TN13 9BY  
07831 494372  
[clerk@wrotham-pc.gov.uk](mailto:clerk@wrotham-pc.gov.uk)  
[www.wrotham-pc.gov.uk](http://www.wrotham-pc.gov.uk)