WROTHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING,
HELD ON WEDNESDAY 7th October 2026 at 7.30pm
In the Wrotham Pavilion TN15 7AH

Present: Cllrs P Gillin (Chairman), D Beach, H Rayner, S Vick, Tony Jacob, V Andrew

In Attendance: H Davison (Clerk/RFO)

1. **Apologies for absence:**

   Cllrs M Coffin (Extended Absence), R Betts (TMBC), K Denton

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's Andrew & Vick member of Wrotham Fireworks
   Cllr's Andrew member of Wrotham Music Festival
   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 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 council meeting held on 18th September 2026 were proposed by Cllr Rayner, seconded by Cllr Beach, agreed and signed as a correct record by the Chairman.

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

   Officers from Neighbourhood Policing Team stopped a vehicle travelling locally with a number of traffic offences & vehicle defects. Further checks revealed the driver was disqualified and the vehicle was unsafe to drive, so officers seized the vehicle, and the driver will appear in court in relation to the offences identified.

5. **Public Question Time**

   No Questions Raised

6. **Adoption of Financial Regulations**

   The WPC unanimously agreed to adopt the revised Financial Regulations proposed at the meeting on September 18th, 2026.

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

County Cllr Harry Rayner

SoS Angela Rayner has paused LGR, with ministers indicating that an update on the situation moving forward is expected mid-October.

Information on the KCC Bus Stop grant scheme for parishes has been circulated via the clerk and it is used for capital expenditure. Previously, Cllrs Gillin and Beach undertook extensive investigation and applied to KCC to relocate the bus stop to the square. Whilst the previous application was refused on safety grounds due to the proximity of the existing junction, Cllr Beach is willing to submit a new application, supported by Cllr Rayner and agreed by all members. The grant could also be used to provide a shelter on either side of the High Street, as there is currently no overhead shelter for the public at any point through the village.

There is currently £400 on the combined members grant to St Georges School agreed earlier in 2026 towards capital expenditure for their sensory friendship garden. WPC is also keen to purchase a CCTV camera to replace a temporary TMBC camera recently removed. This will depend on whether the camera can still connect to the existing TMBC network, and Cllr Gillin will investigate further.

Heart of Kent Hospice is carrying out a variety of promotional fundraising efforts to finance a new building and equipment
. They are the only hospice covering Wrotham Parish, and their services are widely misunderstood, with the misconception that a hospice is a "place" rather than a type of "treatment".

Cllr Rayner is keen for WPC to consider additional financial support towards the Hospice. Cllr Gillin recently attended a HoK event and fully supports a substantial donation to the Hospice from the remaining WPC community fund, which Cllr Rayner is happy to second, should the rest of council agree. Members would like a clearer indication of services and funds available. This will be provided over the next 2 months, with a decision to be made before the Precept submission in January, when next year's finances are considered.

Upcoming local road closures have been reported, and announcements from South East Water & UK Power Networks shared for circulation, including temporary closure of the A227.

8. <u>Reports from KALC, PPP Or External Body</u>

<u>KALC</u>

No Report

<u>PPP</u>

No Report

<u>CPRE</u>

No Report

9. <u>Reports from Parish Works</u>

<u>Grounds</u>

Cllr Beach has received a quote for testing for a suspected cricket grounds leak at £450. The contractor will use a pressurised gas technique to identify the leak location before undertaking any works and has quoted a further £450 to complete the underground repair, totalling £900.

Cllr Gillin will assess the severity of the leak, and then decide whether to authorise a repair.

<u>Highways</u>

The pre-consultation survey was hand-delivered to addresses throughout the village, and responses have been collected, with a fairly substantial response in favour of the 20mph limit. The deadline for responses is the 9th, and the clerk will forward any last received surveys to Cllr Beach in time for the KCC submission.

WPC continue to wait on an installation date from the contractor for the new benches and rubbish bins on the village square.

Finance

The funding for the Pavilion Works was transferred from the Community Fund to the general fund to facilitate contractor payments.

Planning

WPC endorsed the action taken by Cllr Gillin & the clerk to submit comments supporting the Oaken Wood Quarry Extension to meet the consultation deadline.

Cllr Gillin circulated 2 draft responses to Policy BG1 for infrastructure and development allocation. WPC had requested comment from Les Henry Assoc. on analysis of junctions affected by the proposal and Highgate Planning for a planning opinion on Policy BG1. Their quote of £1,850 was agreed and will be shared by other Members of the Parish Alliance.

Cllr Rayner proposed that the above actions be adopted as part of the meeting's proceedings, seconded by Cllr Beach and agreed unanimously

Other Parish Works Or Reports

Cllr Vick expressed concern about whether Wrotham is receiving value for money based on the patrol hours noted on the monthly reports received, particularly the times of attendance and duration. Cllr Rayner previously suggested scheduling a meeting with Des Keers and asked Cllr Vick to send a brief summary email of what he/the crime committee wants to see, which can then be discussed later with the relevant Safer Neighbourhoods Team organisers. The clerk is logging the information received each month and will forward the latest tracking information on to Cllr Vick.

10. Correspondence Received:

Correspondent	Details	Action
Louise Lawrence, Resident	TPO Tree Neglect Causing Severe Cold, Loft Damp, and Solar Blocking at Former St George's Court Site (Ref: TM/25/01725/FL) Previously emailed	The clerk will contact the resident to advise that WPC supports their situation and will refer the matter to the relevant TMBC officer to inspect and endorse any required works, with oversight from our local borough councillor.
St Georges Cricket Club	Damage to Outfield from Van Stabilising Hitch After Music Festival Event Previously Emailed	It was agreed that a later assessment will be carried out in the new year to discern whether further repair works are needed, which can then be carried out at the same time as any Verti-drain to the outer pitch.
Royal British Veterans Enterprise	Royal British Veterans Enterprise 2026 Remembrance Range Merchandise Previously emailed	It was agreed that Cllr Harry Rayner will lay the Wreath, to be ordered by the Clerk
Forvis Mazars LLP	Audited AGAR 2024-25 Previously emailed	No Matters Raised. Conclusion Notice Published on website
TMBC	Local Plan Regulation 19 consultation update Previously emailed Road Closure Request – Wrotham Fireworks Display Previously emailed Tonbridge & Malling Safer Neighbourhood Team - Report for September Plastics Awareness Poster Competition, For Primary Age Previously emailed	Discussed under Planning Updates For Information See Parish works above. For Information

Claire Fraser	Three Postboys Build Invitation for informal post-build gathering, Sunday 18th October, 2-5pm Previously emailed	For Information
Clear Councils Insurance	Annual Renewal Premium 2026-2027 LCO02723 - 2nd Year of 3yr option	Previously emailed and agreed
My Community Voice	Community Safety Units Becoming Neighbourhood Policing Teams Previously emailed	For Information
NALC	Upcoming Events CEO Bulletin Previously Emailed	For Events visit https://www.nalc.gov.uk/events.html - contact RFO or Clerk for login details For Information
KALC	Pause On Local Government Reorganisation Previously emailed Upcoming Events Previously Emailed Weekly Bulletin Previously Emailed Newsletter Previously emailed	For Information For Information For Information For Information
Rural Services Network	The Rural Bulletin Previously Emailed	For Information
Parish Online	Newsletter #68 Previously emailed	For Information
British Heart Foundation	Newsletter Previously Emailed	For Information
Tom Tugendhat	News From Your MP Previously Emailed	For Information
South East Water	Burst Water Main In Area Previously Emailed	For Information

11. <u>Financial Matters</u>

a) <u>BAC payments for approval and signature</u>

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**	**Date**	**Payment Type/Ref**
Ben Glynn	Grounds Maintenance Works August 2026 Inv 005	£438.75	03/09/26	12817
David Beach*	20mph Pre-consultation Survey	£375.60	07/09/26	12844
Suffolk Life Annuities Ltd	Storage Depot Monthly Rental FA4837	£400.00	07/09/26	12846
Highgate Planning*	S106 Objection Letter, St Georges Court Inv AM/1119	£1,020.00	09/09/26	12850
G Streames	Deposit Refund - Inv 708 Pavilion	£100.00	21/09/26	12848
KAS Welding*	Materials for Skatepark, final ramp refurb Inv 02684***	£900.00	23/09/26	12872
Ben Glynn	Grounds Maintenance Works September 2026 Inv 006	£450.00	23/09/26	12877
Clear Council Insurance	Annual Council Insurance Renewal LCO02723	£3,162.40	28/09/26	12890
Broxap Street Furniture*	Village Square Bench x 2 Inv 350876 Village Square Bins 2 Inv 351295 Total	2,076.00 1,390.68 £3,466.68	29/09/26	12891 12892

Peter Barden	Ground Maintenance Works September 2026 Total	£1,197.61	30/09/26	12913
Helen Davison (Whitehouse)	Salary September 2026 deductions include pension contribution. 7175 Telephone Total	1,920.40 10.00 £1,930.40		
HM Revenue & Custom	PAYE / NI September 2026.	£654.52		
KCC Pension Fund	Pension Contribution September 2026	£603.82		
Lesley Gillin	RFO Support September 2026	£158.00		
Viking Direct*	Toilet Rolls, First Aid, Notice Boad, Black Sacks Inv 4411089448	£153.13		
Borough Green TC	Bus Routes 70 & 58 Cost Contribution Inv 622	£1,040.80		
Ward Security*	August CCTV Data 00086219	£120.00		
Streetlights*	Quarterly CCTV Camera Clean – 16410	£81.00		
Royal Mail *	WPC PO Box Annual Fee	£499.80		
Phoenix SFX*	Fireworks Display Balance, Inv 0392	£7,627.50		
Assured Water Hygiene	Pavilion Salt x 11 for August 2026 Total	£177.65		
Kent Grassland Services*	Grounds Maintenance, Small Mowing Contract – Inv September 2026	£684.00		
St Georges CE School	Friendship Sensory Garden Funding Contribution, ref 040326/PC004.9 Allocated Precept Donation for Festival Of Light, 2026-2027 Total	1,000.00 500.00 £1,500.00		
Borough Green TC **	Skate Park Litter Pick / Checks September 2026 30 days @ £5 per day **	£150.00		
S.V. Electrical*	EICR & Remedial Works, St Georges Hall Inv 5676	£374.40		
Metro Bank Account Transfer*	J Blewer & Son – Cricket Ground Repair* J Blewer & Son – CPA Sleeper Wall* J Blewer & Son – CPA Sleeper Wall * Screwfix*** Screwfix*** Monthly Charges Balance as of 30/09/2026 Monthly Account Transfer Total	78.00 76.78 844.54 11.89 13.28 9.50 (£445.83) £554.17		

* 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 2nd September 2026

Positive Energy	Public Toilets Energy – 635775 7129	£57.99	14/09/26	12860
Positive Energy	Multi Court Energy – 635773 7132	£45.58	14/09/26	12862
Water Plus	Allotments Water – 7002536577	£275.72	16/09/26	12864
SSE	Streetlight Supply 7156	£136.62	21/09/26	12866
TMBC	Non Domestic Rates Cemetery - 2025810	£57.00	21/09/26	12868

British Gas	Pavilion Gas - 604159629	£36.03	25/09/26	12887
KCC	West Street Car Park - 9000271065 7165 - Quarterly Rental	£1,125.00	29/09/26	12894
British Gas	Pavilion Electric - 604159633	£35.81	29/09/26	12896
TMBC	Non Domestic Rates West Street - 7126277	£62.00	01/10/26	12933

b) Bank Reconciliation for sign off

Bank Reconciliations presented for signature. Statements due out after the 5th October 2026

POST MEETING NOTE: BANK ACCOUNT BALANCES as at 5th October 2026

Current (1200)	£50.00
Business Reserve (1201)	£2,242.55
Business Savings (1203)	£99,943.92
CCLA FOW Fund (1205)	£8,346.29
CCLA Parish Fund 1 (1207)	£48,093.79
CCLA Community Fund 2 (1208)	£61,466.31
Metro Account (1209)	£445.83
TOTAL	**£220,588.69**

BANK ACCOUNT BALANCES as at 5th September 2026

Current (1200)	£50.00
Business Reserve (1201)	£4,014.54
Business Savings (1203)	£30,123.97
CCLA FOW Fund (1205)	£8,319.10
CCLA Parish Fund 1 (1207)	£47,937.10
CCLA Community Fund 2 (1208)	£61,266.04
Metro Account (1209)	£1,479.82
TOTAL	**£153,190.57**

c) Financial Analysis 30th September 2026 for sign off

The Financial Analysis for 30th September 2026 was agreed and signed by Cllr Rayner – attachment refers

12. Date of next Parish Council Meeting

The date for the next meeting was proposed for the 4th November to be held at 7.30pm, in the Wrotham Pavilion, 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
26/01595/FL	Hawthorn Battlefields Road	Proposed extension of the dropped kerb by approximately six concrete kerb lengths (approximately 7ft = 2.1metres long) to align with a proposed extension of the driveway. We propose a gravel- based driveway on a type 1 subbase, with permeable membrane to allow for a porous surface and water drainage	No Objection
26/01616/TNCA	The Old Vicarage Borough Green Road	1 x Monterey Cypress tree (T1 applicant reference) - Laterally reduce the East, South And West sides by approx 2.5-3m to reduce end weight of the branches to mitigate against branch failure and also to bring into shape with the height and north side of the tree. 1 x Lime tree, (T2 applicant reference)- Reduce the tree in height by approx 40% by	No Objection

		the removal of approx 5m in height and laterally reduce the sides by approx 3m to bring into shape, also remove epicormic growth up to crown break. Reasons for proposed work;T.1 - Mitigate against branch failure. T.2 - Due to the close proximity to the neighbours properties & gardens the work is to retain/manage the tree in a more appropriate size given its location	
26/01699/TNCA	The Old Palace, Bull Lane	2 x Hybrid Poplars (applicants ref. T19 and T20) - Re-pollard crown back to pollard points at approx 6m from the ground. 4 x Hybrid Poplars (applicants ref. T51, T52, T53 and T55) - Reduce overall circumference of crown by up to 50% of its current crown volume as specified.	No Objection
26/01739/FL	5 Battlefields Road	Demolition of existing prefabricated single garage, sub division of existing plot and construction of new 3-bed, 2 storey detached dwelling. Creation of new off street parking spaces	No Objection
26/01764/FL	Green Ends, Wrotham Hill Road	Section 73 retrospective application for removal of condition 2 (agricultural occupancy) appended to planning permission MK/4/73/860 for a new dwelling	No Objection

i. Notifications of Decisions

Application Number	Address	Details	Decision
26/01352/RD	Land Part Of Wrotham Water Farm Off London Road	Details of condition 17 (part i) (Archaeology Written Scheme of Investigation) of outline planning permission granted on appeal under ref. APP/H2265/W/24/3347410 (LPA ref. TM/23/00681/OAEA) (Outline Application (all matters reserved except access): Construction of a secure 24 hour truck stop facility for up to 200 HGVs incorporating fuel station; amenity building of up to 1100 sqm; creation of a new access to A20 via roundabout; landscaping and other associated works)	Approved – 17th September 2026
26/01254/LDE	Green Ends Wrotham Hill Road	Lawful Development Certificate Existing: Occupation of the dwelling in breach of the Agricultural Occupancy Condition for a continuous period in excess of 10 years	Certifies – 7th September 2026
26/01233/FL	5 Battlefields Road	Demolition of existing prefabricated single garage, sub division of existing plot and construction of new 3-bed, 2 storey detached dwelling. Creation of new off street parking space for remaining dwelling	Application Withdrawn – 3rd September 2026
26/00226/LDP	Four Seasons Park Labour In Vain Road	Lawful Development Certificate Proposed: Use of land as a caravan site together with amenity and ancillary areas and an additional 7 caravans to the approved 38 shown on the proposed plan (a total of 45 caravans)	Certifies – 3rd September 2026
26/01385/TNCA	West Street	2 x Goat Willow (standing opposite Kanjarrah and Wychwood) - Fell as specified. (1 x dead Elm (standing opposite Wychwood) - Fell as specified)	No Objection – 1st September 2026
26/01255/FL	The Lodge 2 Yaldham Manor Drive	Demolition of outbuilding and construction of detached garage	Refused – 1st October 2026

2. Correspondence Received

T&MBC Planning Applications Lists

PART 2

14. <u>Streetlight Energy Contract Renewal</u>

The current streetlight supply contract expires on October 31st 2026. Three comparison contract terms were presented for consideration.
It was resolved that WPC would renew on a 36-month contract with the existing provider SSE.

The meeting closed at 9.01pm

..... Chairman

..... Date