

Present: Cllr B Hughes (Chairman), Cllrs. J Bailey, S Cole, Mrs J Lucas , S Perry, Miss L Robinson, Ms F Wakefield, C Willsher, Mrs B Woodhams. T&MBCllr Mrs S Murray
 Apologies: Cllr J Broad, T&MBCllr Mrs J Harrison
 There were three members of the public in attendance.

Action

There were no declarations of interest.

105. **Minutes** of the meeting 4 December 2006: item 95 – supermarkets in Sevenoaks add " particularly Riverhead and Otford". The amended minutes were signed as a true record.

106. **Matters Arising**

98. The Complaints Cttee met to discuss a letter of complaint received from a recent hirer of Potters Mede. Cllr Willsher reported: further information had been obtained from the caretaking staff and the contractor currently working in the building. The committee does not recommend any refund of hire charge but considers that a donation towards the damaged shoes of a child should be made. Cllr Bailey proposed that a donation of £10 be made, this was not seconded. Cllr Mrs Woodhams proposed that a donation of £15 be made, seconded by Cllr Mrs Lucas. Agreed.

99. A final plan of the proposed zebra crossing and relocation of disabled parking bay, Western Road was received from Kent Highways and noted.

107. **Planning Matters**

TM/06/4039 Dormer window on side elevation – 13 Annetts Hall. No observations.

Planning decisions

TM/06/1618 Replacement windows – 49 High Street. Permission granted.

TM/06/2388 Outline application: residential development – 45 Maidstone Road. Permission refused.

TM/06/3059 Change of use to beauty salon – 56 High Street. Permission granted.

TM/06/3060 Illuminated sign – 56 High Street. Permission granted.

TM/06/3428 Garage conversion – 8 Normanhurst Road. Permission granted.

TM/06/3662 Extension – 102 Sevenoaks Road. Permission granted.

TM/06/3474 Extensions & conservatory – 18 Staleys Rd. For T&M Area 2 cttee 10.01.07 (Copy to Chairman)

TM/06/2342 Highway depot – London Road, Wrotham. Copy of T&M Area 2 cttee report

TM/06/0264 Conversion of PH into 2no dwellings + LBA TM/06/3579. For T&M Area 2 cttee 10.01.07 (Copy to Chairman)

108. **Oral reports from Members, Borough and County Councillors and Clerk**

It was noted that, due to illness, the Celcon planning inquiry will be delayed.

Cllr Mrs Woodhams will attend a Quarry Liaison Cttee meeting on 16 January 2007. It is understood that Wrotham and Platt parish councils will also be represented.

Concern about unsightly rubbish o/s 20/22 Wrotham Road will be referred to T&MBC.

Attention may be given to the possibility of upgrading the existing street lighting in Station Rd.

A further complaint will be made to Kent Highways about the standard of maintenance of lights with particular regard to illuminated signs (copies to Kent CCllr Mrs Dagger and T&MBCllr Mrs Murray).

There was some discussion about bags of waste left at the recycling site at Borough Green Station. Noted that there are now glass collection facilities in Wrotham village and adj. The Moat PH, Wrotham Heath.

Cllrs Bailey and Perry will be in attendance at the Parish Office 10-12noon Saturday 3 February 2007.

Cllr Willsher advised of information received encouraging wider use of heraldry and coats of arms. Further details will be obtained.

JB/SP

109. **Correspondence**

Noted:

CPRE Newsletter

T&MBC PPP minutes 9 November 2006 (copies to Cllrs Hughes & Willsher)
 + note of next meeting 8 March 2007

M Taylor Correspondence to Parish Councils (sent to all members)

T&MBC Christmas "Tidyman" campaign

Correspondence (Continued)

CPRE	Summary of water resource strategy for Kent (copies to all Cllrs)
KAPC	Newsletter 321
CAB	Press release re delivery of service
KCC	Administrative procedures and forum
T&MBC	Minutes of Joint Transportation Board 4 Dec. 2006
Kent Fire & Rescue	Risk Management Plan 2007/08
NALC	Newsletter January 2007

Action

KCC - Adopted Kent & Medway Structure Plan 2006: Cllr Willsher reported Fairseat Residents Assn - Anti-social behaviour/CCTV: copies had been given to Cllrs Broad & Miss Robinson who will refer this to the CDRP Liaison Cttee.

JBr/LR

KAPC - Cllrs Training Day 24 January 2007 Harrietsham: Cllr Ms Wakefield may attend.

Kent Police – A letter advising of changes to recruitment/funding of PCSOs was read and noted. PC D Allen has already advised that a PCSO will take up duties in Borough Green this month but he will also cover the Wrotham area and possibly Platt.

FW

Kent Highways - Parish spreadsheet December 2006 (Copies to all Cllrs) Agreed comments/reports: markings for pedestrian crossing on railway bridge should be attended to when new crossing constructed in Western Rd; loose bollard in High St needs fixing. Guy Taylor – Military and Civil Defence sites (Copies to all Cllrs). Reply giving possible useful contacts will be sent.

110. **Recreation Grounds:**

Recreation Ground: Cllr Willsher will meet the contractor on site to discuss alternative proposal to overcome drainage problems.

CW

Potters Mede: A request for use of the building on Saturday mornings for a children's club was received from Wrotham Community Church. Agreed subject to hirer making satisfactory security arrangements as this will involve dual-use of the building.

Clerk advised of drainage problems during New Year hire of building: further information will be obtained re temporary arrangements that were made for disposal of waste and appropriate cautionary action will be taken as necessary.

Chairman and Cllr Willsher will meet Cemex on site 10am 8 January 2007 to discuss work required to car park.

BH/CW

The current phase of refurbishment work is almost complete. The caretaking staff will now be asked to proceed with internal cleaning and decorating as previously agreed.

There then followed the period for public consultation

There is some concern about the possibility of highways maintenance lorries passing through the village if the highway depot at Wrotham Heath is approved.

Cllr Bailey left the meeting.

111. **Precept 2007/2008**

All members had received copies of the 8-month budget report, proposed 2007/08 budget, finance committee proposals and accompanying notes. After discussion Chairman proposed that the budget be accepted including: 1. £1,000 be allocated for Speedwatch (in addition to balance c/f) 2. Salaries for grounds maintenance staff be increased w.e.f 1/4/07 in accordance with the recommendations 3. Clerk's salary be increased to sp. Pt. 33 inclusive w.e.f 1/4/07 4. £1,000 training costs from staff allocations 5. Increased hire charges for use of Potters Mede to be determined and operative from 1/4/07 6. Precept of £86,477 for the financial year 2007/08. Seconded by Cllr Perry. Agreed

112. **Cheques for Signature****Auto-Pay**

£635.61	R Springett - Asst. Groundsman 1/12 - 31/12/06
£1213.36	H Damiral - Clerk December 2006
£428.86	W Austin - Caretaker/Groundsman 1/12 - 31/12/06
£249.42	M Taylor – Groundsman 1/12 –31/12/06
£429.15	KCC – Superannuation December 2006
£298.00	T&MBC – Rates Potters Mede December 2006
£261.90	EDF Energy – Street lighting supply November 2006

Cheques for Signature (Continued)**Auto-Pay (Continued)**

£52.84	EDF Energy – Street lighting repair, Wye Road
£17.10	Kent Aluminium – Maintenance materials Potters Mede & Rec.Gd.
£60.00	J Stephens – Websites maintenance December 2006
£46.06	KCC – Maintenance supplies, Potters Mede
£1899.27	KCC - Mowing, Recreation Ground & Potters Mede (final)
£641.55	Southern Counties Fencing – Recreation Ground car park fencing
£198.98	Petty Cash, tel rental + Broadband reimbursement Oct – Dec 2006
£675.97	Wrotham Parish Council – Skate Pk contribution: construction/maintenance
£2098.16	Inland Revenue – PAYE/NI Oct – Dec 2006
£485.00	J Lawrenson – Cutting of beech hedge, Recreation Ground
£587.50	Audit Commission – Audit fee 2006
£204.40	SLCC – Clerk’s course
£109.90	Kidmans – Mower service
£247.69	Travis Perkins – Building materials, Potters Mede (paving)
£85.73	Neat Ideas – Printer consumables
£5795.97	Simmonds of Wrotham – Potters Mede refurbishment + minor repairs
£15.00	Mrs Salt – contribution towards footwear damage, P Mede hire

Proposed by Cllr Perry, seconded by Cllr Mrs Lucas that the above cheques be paid.
Agreed.

113. **Resolved to enter into committee**

Cllr Willsher gave a further report from the Complaints Cttee who recommend amendments to existing staff contracts re holiday pay and notice of termination. For further consideration at the next meeting plus job descriptions.

Agreed in principle to enhanced payment for Mr Austin to cover emergency work carried out over the recent Bank Holiday.