

## WESTERHAM TOWN COUNCIL

Minutes of the Council Meeting held at Churchill Primary School on  
Monday 24<sup>th</sup> January 2022 at 7 pm

Present: Councillors: Mrs H Ogden (HO) – Chairman  
Mrs L Bird (LB), Mr E Boyle (EB),  
Mrs D Coen (DC), Mrs J Davies (JD),  
Mr C Elsdon-Wortley (CE)  
Mr B Holt (BH), Dr J Lord (JL), Mr C Pither (CP),  
Mr N Robson (NR), Mrs S Sheen (SS)  
and Mr K Thompson (KT)

In attendance: Town Clerk: Mrs A Howells (AH)  
Finance Officer: Mrs D Marshall (DM)

Item		Action
1	<b><u>Apologies for Absence</u></b> Apologies were received and accepted from Cllr Kay – holiday.	
2.	<b><u>Declarations of Interest not previously declared</u></b> None.	
3.	<b><u>Minutes of the Council Meeting on 6<sup>th</sup> December 2021</u></b> It was resolved to approve and sign the minutes of the Council meeting held on 6 <sup>th</sup> December.	
4.	<b><u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u></b> 5.7 SDC had commissioned a feasibility report for Electric charging points in two Westerham car parks. Status report to go to Highways and Lighting Committee.	
5.	<b><u>To receive and consider the following Minutes of Committee:</u></b> Cllr Robson presented the Minutes which had been approved by the Committee: <b>5.1 <u>Planning and Development – 02.12.21</u></b> The Covers Farm application was not going to be heard in February, it was most likely to be heard at the March meeting. <b>Resolved:</b> that the Minutes be adopted. <b>5.2 <u>Planning and Development – 16.12.21</u></b> <b>Resolved:</b> that the Minutes be adopted. <b>5.3 <u>Planning and Development – 06.01.22</u></b> <b>Resolved:</b> that the minutes be adopted. <b>5.4 <u>Finance and General Purposes – 10.01.22</u></b>	

	<p>Cllr Sheen presented the Minutes. Members of the F&amp;GP Committee approved the Minutes. <b>Resolved:</b> that the Minutes be adopted.</p> <p><b>5.5 Allotments Playing Fields and Open – 17.01.22</b> Cllr Lord presented the Minutes. 9.6 The Committee had passed on their congratulations to the Finance Officer for the amount of work that had been needed to complete the Parking Projects. Cllrs agreed that the four areas looked very impressive. Following discussion Council agreed to support the APFOS recommendation that the newly created parking bays at Madan and Hartley Road should come under the H&amp;L Committee with the appropriate budget. Members of the APFOS Committee approved the Minutes. <b>Resolved:</b> that the minutes be adopted.</p>	H&L
6.	<p><b><u>Crockham Hill War Memorial Playing Field Trust</u></b> 6.1 The minutes of the meeting of 12<sup>th</sup> October were noted.</p>	
7.	<p><b><u>Finance</u></b> 7.1 <b><u>Payment List to 31<sup>st</sup> December 2021</u></b> Cllr Sheen reported that she had nothing to bring to Council's attention. There were no other queries and the lists were approved. 7.2 <b><u>Committee Accounts to 31<sup>st</sup> December 2021</u></b> Cllr Sheen reported that the accounts were in line with what was expected and she had nothing to bring to Council's attention. There were no queries and the accounts were approved. 7.3 <b><u>Internal Auditors report</u></b> A clear audit had been received from the Internal Auditor; thanks were given to the Finance Officer. 7.4 <b><u>Contain Outbreak Management Fund Grant application</u></b> The Finance Officer reported that WTC were able to claim £3,520 from the fund and she would complete the application. It was agreed that this application should be submitted. 7.5 <b><u>Internal Controls Policy</u></b> The Internal Control Policy had been circulated. Following discussion and subject to minor amendments the Policy was approved. <b>Resolved:</b> To approve the Internal Controls Policy.</p>	DM  DM
8.	<p><b><u>Precept 2022/23</u></b> Cllr Sheen thanked the Finance Officer for her background paper which set out not only how the precept was calculated but also compared neighbouring town councils. Draft budget figures had also been circulated and F&amp;GP had recommended increasing the precept to £267,000, a 3.8% increase for band D council tax due to an increase in the tax base. This would represent an increase of 9p per week for a band D. Following discussion it was agreed to increase the Precept to £267,000. <b>Resolved:</b> To increase the precept to £267,000.</p>	
9.	<p><b><u>Annual Town Meeting</u></b> This year's ATM would take place on Wednesday 18<sup>th</sup> May at Westerham</p>	

	Hall commencing at 7pm. Discussion followed on format and speakers for the meeting and it was agreed that the overall theme would be 'How Green is our community?'. Community groups would be invited to showcase their initiatives; the Clerk to make contact. An update would be given at the next meeting.	AH
10.	<p><b><u>Capital Projects</u></b></p> <p>10.1 <b>King Georges Field</b> – Following discussion it was agreed that a special Council meeting would be held on 28<sup>th</sup> February at 7pm in the council chamber.</p> <p>10.2 <b>Parking Project</b> – A full report had been circulated from the Finance Officer, who reported that there were still some snagging issues which she was following up on. Thanks were given to the Finance Officer for all her hard work.</p> <p>A report of the final costs would be discussed at the next F&amp;GP meeting with a report to be given to the next Council meeting.</p> <p>10.3 <b>20's Plenty and One-Way round The Green</b> – Cllr Bird reported that the work to implement the schemes was not yet finished and it would be three months before speed watch could be undertaken. The schemes would be reviewed at the next H&amp;L meeting. Any comments from Cllrs to be emailed to the Assistant Clerk. Cllrs thanked Cllr Bird and the Committee for all their work.</p>	DM           H&L
11.	<p><b><u>Changes to the bus service</u></b></p> <p>Cllr Ogden had circulated information regarding the 246 bus service. Cllrs were extremely disappointed with the information and agreed that WTC request a meeting to further discuss the matter. Following discussion it was agreed that WTC was prepared to make a contribution to improve the lighting in the car park subject to: -</p> <ul style="list-style-type: none"> <li>• The improvements to the lighting proposed by SDC would be sufficient to meet the drivers concerns.</li> <li>• There were no further concerns: there was some indication that there might be other issues</li> <li>• The resolution of the lighting issue would ensure the continuation of the service into the Darent Car Park.</li> </ul>	AH
12.	<p><b><u>The Green Policy</u></b></p> <p>APFOS had updated and recommended the draft ' The Green' Policy and it had been circulated. Following discussion the policy was unanimously approved.</p> <p><b>Resolved:</b> To approve The Green Policy.</p>	
13.	<p><b><u>Town Sign</u></b></p> <p>The Clerk had circulated an update on the Town Sign following a request to KCC to incorporate the Town Sign with a Gateway sign. KCC had refused the application stating that all town and village nameplates must conform to a standard design. On that basis and following discussion it was agreed not to proceed with a Town Sign. However this would not preclude following up on Gateway signs.</p>	

14.	<p><b><u>Queen's Platinum Jubilee</u></b></p> <p>The Clerk had circulated details from the Westerham Town Partnership regarding an event to celebrate the Queen's Platinum Jubilee, together with other events taking place in Westerham. Following discussion it was agreed to award a grant subject to grant application being received at the next meeting. It was further agreed to purchase: -</p> <ul style="list-style-type: none"> <li>• A Platinum Jubilee flag for the Church and bunting</li> <li>• Trees to be planted at Russell House and KGF</li> <li>• Wildflower areas to be planted at Russell House and KGF</li> </ul>	AH
15.	<p><b><u>Darent Valley Path</u></b></p> <p>Cllr Ogden reported that she had hoped to be able to update Council but further information from SDC was still awaited.</p>	
16.	<p><b><u>Correspondence</u></b></p> <p>16.1 Kent's Police and Crime Commissioner news had been circulated.  16.2 NALC Chairman's New Year Open Letter had been circulated.  16.3 Thanks had been received from St Mary's Church for the grant for the upkeep of the churchyard.</p>	
17.	<p><b><u>Reports from Councillors</u></b></p> <p>Cllr Coen reported that nearly 40 boxes had been distributed before Christmas as part of the Loneliness Project.  Cllr Bird reported that H&amp;L were obtaining quotes for the Church floodlights and were investigating extending the footpath at the top of Hosey Hill.  Cllr Holt would be attending the IPAG this week.  Cllr Boyle reported he had attended a meeting with the trainer regarding the Social Media Upskilling.  Cllr Davies reported she had delivered the Crockham Hill boxes and this had raised the profile of CH being part of Westerham parish.  Cllr Pither had submitted a response to the Kent Design Guide.  Cllr Pither expressed concern about bonfires covering the town with no known point of origin.  Cllr Ogden had attended the Sea Cadets inspiring and uplifting event on 15/12/21.  Cllrs Ogden and Sheen had a zoom call on 15/12/21 with a legal adviser regarding transfer of land at KGF.  Cllr Ogden had conversations with Mr Warde on 11/01/22 on various matters.  Cllr Ogden had conversations with both SDC Cllrs on various matters.</p>	
18.	<p><b><u>TN16, Edenbridge Magazine &amp; website</u></b></p> <p>Parking Project  20's Plenty</p>	
19.	<p><b><u>Matters for District and County Councillors</u></b></p> <p>Bus services</p>	

20.	<b><u>Further matters for consideration at the next meeting</u></b> None.	
21.	<b><u>Date of next meeting</u></b> Monday 28 <sup>th</sup> February – KGF update Monday 21 <sup>st</sup> March	

The meeting was concluded at 9.45 pm

Minutes confirmed as a correct record:

Chairman