WILMINGTON PARISH COUNCIL

**Minutes of the Meeting held on Wednesday 8the February 2023 commencing at 7.00pm**

**MINUTES**

**Prior to the Meeting the Chairman drew attention to the protocol regarding the audio and visual recording of the Meeting or of any part thereof**

**Members Present:** S Brown (Chair); D Pickersgill;J Beschizza; M Peters; S Parsons; T Jones (Vice Chair); D Mann

1. **Apologies for Absence/Non-Attendance**

B Garden and J Swift gave apologies prior to the Agenda being distributed.

1. **Declarations of Disclosable Pecuniary or Prejudicial Interest**

None.

1. **Public Participation**

Cllr Mann declared a pecuniary interest in Agenda Item 7 (b) and took no part in the consideration of the subject matter.

1. **Minutes of the Previous Meeting**

The Minutes of the Meeting held on Wednesday 11th January 2023 were approved and adopted as a true record.

1. **Urgent Items**

The Chairman announced that the inclusion in the Agenda of the ‘Urgent Items’ as tabled had been agreed.

1. **Finance**
2. **Financial Statements**

The Financial Statements for the month ended 31st January 2023 were approved.

1. **Precept Base**

It was noted that the Council Tax Base for Band D for 2023/24 is 3022.21 with a precept figure of £97,938.00 that was agreed at January’s Meeting of the Council.

Documents were submitted to Dartford Borough Council on 23rd January 2023.

1. **Government Support Grant**

It was noted that the Government Support Grant from Dartford Borough Council for 2023- 2024 would be £1,317 payable in two instalments.

1. **Streetlights Maintenance Contract**

The 5 % increase in charges for Parish Streetlights Maintenance Contract 2023-2024 was noted.

£1163.04 (+VAT) payable over two instalments.

1. **Public Liability Claim**

**To update Members**

*To consider the exclusion of the press and public for the following items of business on the ground that it involves the likely disclosure of exempt information as defined in Paragraph 4 of Part 1 of Schedule 12A to the Local Government Act 1972.*

1. **Matters Arising from Previous Meetings of the Parish Council (Not covered Elsewhere in the Main Agenda)**

**2022/23 Projects (Ongoing)**

**Playground and Gym Equipment Oakfield Park-** Longer term project, Nothing to update.

1. **Policy Review**

Following the amendments, the following policies were reviewed and adopted.

Grants and Donations Policy

Complaints Policy

Disciplinary Policy

1. **Pavilion Survey**

It was noted that survey had taken place on 31st January 2023.

Cllr Mann gave an overview of the briefing paper and advised that once the report had been received and reviewed the item would be brought back to Full Council for further discussions.

1. **Thanks and Feedback Forum**

It was noted that the Forum took place on Thursday 26th January and feedback received from the community was positive.

Over 40 people attended the Forum and the total spend was £412.77 so within £500.00 budget.

Thanks was given to the Clerk for the organisation of the event.

1. **Flagpole at Oakfield Park**

It was noted that planning consent had been approved by Dartford Borough Council and the works to remove the existing flagpole commenced on Friday 3rd February 2023 with a completion date for the new flagpole by 28th February 2023.

Members agreed that a Flag Flying Policy would need to be adopted before any flags could be displayed.

The Clerk and Cllr Mann agreed to investigate some existing Parish Council Policies and come back to Full Council in due course.

1. **Items for Discussion**
2. **Updates on Parish Initiatives- Incoming Quarter 1 2023**

January

KCC parish potholes

Queens Jubilee Orchard- Planting is scheduled for week commencing 20th February, Clerk advised would get an exact date and then invite schools and Cllrs to join if wished.

February

KCC Community Mobile Café- No update, awaiting feedback from KCC.

March

Wilmington Big Spring Clean Saturday 11th March 2023

4 meeting points-

Meeting Point; St Michaels Church, Church Hill.

Cllr Steve Parsons Orange Tree Ward

Meeting Point; Wilmington Common, Common Lane.

Cllr Stacey Brown, Wilmington Central Ward.

Meeting Point; Wilmington Community Church, Broad Lane.

Cllr Tamlyn Jones, Wilmington Central Ward.

Meeting Point; Birchwood Drive/Birchwood Road Junction.

Cllr David Mann, Cllr Marilyn Peters,

Joydens Wood Ward.

WPC are also supporting DBC Cllr Kyle Stealey who will be litter picking the neighbouring ward of Maypole, meeting at Oakfield Lane/Leyton Cross Road Roundabout Junction.

1. **Updates on Parish Maintenance**

Currently under review-

Repair and replacement of wooden and concrete bollards. No update

Benches Oakfield Park- to be replaced as and when required.

Ann Allen Memorial Bench- Cllrs felt that it would be more beneficial if the Ann Allen Memorial Bench was sited outside of the Allotment Garden so that everyone would be able to remember and appreciate all the kind work that she did over the years. Recommendation for a Remembrance Bench to be sourced and sited close to the Pavilion. Cllr Brown said she would look into this and bring back to Council in due course.

It was agreed that the current bench that was purchased using CIL money would stay in/ around the Allotment Garden so that allotment tenants could use.

1. **Annual and May Meeting of the Council 2023**

It was noted that LGA 1972 Schedule 12, part II, para 7 (2) states In a year which is a year of ordinary elections of parish councillors, the annual meeting of a parish council shall be held on, or within fourteen days after, the day on which the councillors elected at that election take office, and in any other year the annual meeting shall be held on such day in May as the parish council may determine.

Members agreed that the first meeting of the new Council takes would take place on Wednesday 10th May 2023 at 7pm. The May Meeting will be held immediately after the Annual Meeting.

1. **Elections 2023**

It was noted that the Clerk attended a presentation at DBC on 24th January on Election Act and Nomination Process for 2023 Local Elections.

The Clerk informed Members that all Candidates are to contact Dartford Borough Council [elections@dartford.gov.uk](mailto:elections@dartford.gov.uk) for nomination packs.

Purdah will begin on 17th March 2023.

Date to follow from Dartford Borough Council for Candidate briefing.

1. **Kings Coronation May 2023**

Cllr Brown presented the Council with a Parish Initiative Form completed by Cllr Brown, Cllr Jones and Cllr Mann.

Proposed Event- Kings Coronation Big Lunch Sunday 7th May 2023

To be held in Oakfield Park 12.00- 17.00

Bring your own food/ drink

Council to provide- DJ and entertainment, pavilion facilities, outdoor activities.

Estimated Cost- £7,000.

Grants to be applied- KCC Local Member Fund, DBC Grant Funding

Licences to be applied for via DBC TENS, Event Notification,

Risk Assessment

Cllr Brown to conduct a pole via Social Media to gauge interest from the Community.

Members agreed this was a good idea and approved the Event in principle subject to further research and costing.

1. **Planning Applications for Consideration and to Note Any Comments or Observations submitted to the Planning Authority**
   * 1. **DA/23/00026/FUL- 61 Birchwood Road, Wilmington**

Raising height of roof and extension to roof in connection with providing additional rooms in the roof space and erection of a single storey rear extension, conversion of existing garage into entrance hall.

***Comments- While the Council notes the retention of overall style, it requests that consideration be given to reducing the height to be similar to 63 Birchwood Road, hence reducing the step difference against 57 Birchwood Road.***

* + 1. **DA/23/00001/TPO- 66 Birchwood Road, Wilmington**

Application for Tree 1 - Yew tree, Tree 2 - Chestnut tree and Tree 3 - Ash tree to be reduced as per annotated photos subject to Tree Preservation Order No.14 1981

***No comments/ observations***

* + 1. **DA/22/01126/FUL- 58 Birchwood Drive, Wilmington**

Erection of a single storey side extension and part front extension including new porch, single storey rear extension attaching to existing detached garage to be converted to habitable room. Raising ridge height of roof for provision of dormer windows and gable window in front elevation, and dormer window with Juliet balconies in rear elevation in connection with providing additional rooms in the roof space- REVISED APPLICATION- error in description, plans have not changed.

***No further comments/ observations***

* + 1. **DA/23/00035/FUL- 33 Wilmington Court Road, Wilmington**

Erection of a single storey rear extension

***No comments/ observations***

* + 1. **DA/22/01125/FUL- 9 Birchwood Road, Wilmington**

Raising height of roof for erection of a part two/part single storey rear extension and two storey front extension with elevational changes- REVISED APPLICATION- revised plans.

***Comments- The Parish Council notes the revised plans, but does not wish to amend previous representation'***

* + 1. **DA/23/00050/FUL- 30 The Close, Wilmington**

Erection of a single storey rear extension

***No comments/ observations***

* + 1. **DA/22/01525/FUL- 10 Hurlfield, Wilmington**

Erection of a detached log cabin for use as a beauty salon (retrospective application) (To change temporary permission to permanent permission)

***No comments/ observations***

* + 1. **DA/23/00064/VCON- The Orchards, 7 The Close, Wilmington**

Demolition of existing double garage block and rear conservatory and erection of two storey side extension, single storey rear extension. Removal of part existing roofs and proposed replacement part roof and alterations to windows at the rear (variation of condition 2 (approved drawings) to raise the height of the rear extension, remove a window from rear at first floor, and implement solar panels and heat pumps to roof of rear extension and heat pump to side elevation.

***No comments/ observations***

* + 1. **DA/22/01476/P3Q- Beacon Hill, Rowhill Road, Wilmington**

Application under Schedule 2, Part 3, Class Q of the Town and Country Planning (General Permitted Development) Order 2015 as to whether prior approval is required for change of use and conversion of existing agricultural building to provide a single residential dwelling with associated building operations

***No comments/ observations***

1. **Chairman’s Updates**

None

1. **Ward Matters Raised by Members**

Cllr Parsons highlighted that there had been further dumping of a car and rubbish at Powder Mill Lane.

It was discussed whether a community trigger could be raised and agreed that Cllr Parsons as Ward Member for Orange Tree would discuss further with the local resident and Dartford Borough Council.

Cllr Brown reiterated that at Parish level there is very little that the Council could do and that Dartford Borough Councillors for that area would need to take it to a higher level within DBC.

The Clerk agreed to carry out a land registry search subject to Cllr Parsons highlighting on a map the exact area in question to where the dumping’s were happening and once identified consult with DBC on what action could be taken against the land owner.

Cllr Brown agreed to forward all previous correspondence on the subject to Cllr Parsons for follow up.

1. **Items to Note or Endorse the Actions Taken**
2. **Dartford Borough Council Planning Decisions**

To note decisions made by the Borough Council being –

1. **DA/22/01268/FUL- 13 Broad Lane, Wilmington**

Permission granted

1. **DA/22/01350/FUL- 19 Silver Birch Close, Wilmington**

Permission granted

1. **DA/22/01089/FUL- 15 Carsington Gardens, Wilmington**

Permission granted

1. **DA/22/01301/TPO- 66 Joydens Wood Road, Bexley**

Consent refused

1. **DA/22/01370/FUL- 4 Wilmington Court Rd, Wilmington**

Permission granted

1. **DA/22/01479/FUL- 19 Gerdview Drive, Wilmington**

Permission granted

1. **DA/22/01370/FUL- 4 Wilmington Court Rd, Wilmington**

Permission granted

1. **DA/22/00875/ADV- Wilmington Parish Council,**

Consent granted

1. **DA/22/01266/FUL- 3 Manor Close, Wilmington**

Permission refused

1. **DA/22/01241/FUL- 42 Chalet Close, Bexley**

Permission granted

1. **Dartford Borough Council Planning Appeals Lodged**

None

1. **Dartford Borough Council Planning Appeals Decisions**

None

1. **Kent County Council Planning Applications**

None

1. **Kent County Council Planning Decisions**

None

1. **Other Items to Note or Actions Taken Endorsed**

To note or endorse other items received or actions taken as appropriate, being –

1. Having been circulated to Members, to note receipt of Kent’s Plan Bee December 2022 Newsletter.

The following publications are available to any Member on request –

The Clerk

Signed ……………………

Parish Chairman

Meeting concluded at 20.01pm