**MINUTES of the MEETING of the PARISH COUNCIL, held 7.30 pm on**

**MONDAY 18 AUGUST 2025**

**AT THE PARISH OFFICE, ROCHESTER RD, BURHAM**

**Present:** Councillor Young (in the chair), Councillors Stead. Barritt, Sangha (part-meeting) & Bell

**In Attendance:** Miss P Saunders (Clerk)

**Members of the Public:** Two members of the public

1. **Apologies for absence**: B/Cllr Davis and Dalton. PC Brown
2. **To approve the Minutes of the Meeting held 30 June 2025:**  These were agreed, initialled on each page, and fully signed.
3. **Matters arising from the Minutes other than listed below:** There were none not already listed under the agenda items.
4. **Declarations of Interest:** No new declarations were declared.
5. **Police report:**  PC Marshall has advised that she left Kent Police late July. PC Cole Brown is now our local Police Officer.

Police report: Crime and ASB Overview – 1st July to Present

As discussed, I’ve reviewed all reported incidents from 1st July 2025 to the present date. Below is a summary of the figures:

* **Burglaries** (Domestic and Commercial): 1
* **Thefts** (including vehicle thefts): 7
* **Assaults** (including serious assaults): 2
* **ASB-related calls** (including nuisance vehicles): 4
* **Fly-tipping reports**: 1

I’m aware of the ongoing concerns regarding speeding on New Court Road, which we’ve previously discussed. To address this, I plan to conduct speed checks along the road. Any drivers found exceeding the limit will be issued Traffic Offence Reports. The aim is to maintain a high-visibility presence to deter speeding and reinforce road safety.

At present, incident numbers remain relatively low for the Wouldham and Burham areas, and my intention is to keep them that way.

The crime figures were queried, were they Burham and Wouldham combined or just Burham. It was also advised that a rave took place during July in the quarry up from the greenway – was this included in the figures as well? Clerk was requested to check with PC Brown.

1. **Borough Councillor’s Report:** Please see attached. It was advised that Cllrs Young and Stead were hoping to attend the PPP meeting on 28th August 2025.
2. **County Councillor’s Report:**  Clerk has added the extension to the highway barriers on New Court Rd to the HIP. Also added to the HIP are safety improvements for pedestrians and equestrians in relation to the St Marys Development. (See under Agenda No 9 Highway Matters.)

Cllr Kennedy has just signed off £500 members grant for the new plaques at the war memorial. Thanks were portrayed to Andrew.

It was advised that communication from KCC (Highways) had been particularly poor of late, since the change of administration.

1. **Parish Owned Buildings:** Fire extinguisher/equipment checks on all buildings has been arranged for Thursday 21 August.

**a) Parish Building:**  No new matters to report.

**b)** **Old School Community Centre**: A new booking clerk is now in place. Emily can be contacted on 07834 395027.

Councillors should hold keys to the Old School Community Centre where the masters of all keys are held. Cllr Sangha was passed a set of keys earlier in the summer. Cllr Krauspe will be passed a set of keys at the next meeting he attends.

The emergency lighting had been checked, with no problems reported.

Bookings at the Old School Community Centre continue to be good.

**c) Village Hall:**  It was advised that the floor had been refurbished recently, the emergency lighting had been checked, with no problems reported and the 5-year electrical checks had also been carried out.

Bookings at the Village Hall continue to be good.

It was advised that the grant for the fencing via KCC had been delayed but it should be paid very soon.

1. **Highway Matters:** Scarborough Terrace speeding: The data survey at Scarborough Terrace commenced on Sat 12 July 2025 and was in place for 1 week. Clerk has requested the data from KCC Highways

“Welcome to Burham” sign Village Road, Peters Village. KCC has advised: This will be raised in the new financial year which will be from April 1st and should be completed by summer 2025. Once we have committed the works and have a date, I will be able to update you. August update: No further update provided.

The extension to the crash barrier has been added to the Highways Improvement plan – KCC has advised “our planning & advice team are undertaking further investigations into this; an update will be provided in due course.”

Clerk has requested an update HIP from KCC Highways twice.

Kerbstone outside 109 Rochester Rd damaged: reported to KCC Highways 875855 refers. Works being programmed.

Streetlight not working outside 267 Rochester Rd. Reported to KCC Highways, 894610 refers. Works being programmed.

1. **Recreation ground/Landscaping:** War Memorial (crack in cross): War Memorial Trust (WMT) confirmed that we have been successful in our grant request. 75% (£3310) has been awarded subject to conditions against the quote from the War Memorial Restoration Company (WMRC) for a replacement cross in cast (like for like as per the WMT preference). WMRC attended the site in early August and erected the new cross. Obviously, the cross is very new but will age and weather over time. Positive comments have been received regarding the new cross.

Clerk has completed the completion form to enable us to claim the grant. Photos have also been sent to the WMT.

The original cross (in pieces) has been retained. It has been suggested that perhaps the pieces could be utilised in a rockery in the war memorial gardens. This was discussed and AGREED subject to Mr Wisdom being on board. Cllr Bell advised that a local resident had offered to cover the cost of the plants. The location of the rockery would need to be agreed.

Orchard Landscapes had been in contact regarding the next grass cut (particularly on the recreation ground). It was advised that we would be in contact with them when the grass required addressing. The hedge in Court Rd was discussed and Clerk was requested to contact Orchard Landscapes to schedule a cut in late September.

The quote from Medway Memorial for the 2 x new plaques was formally agreed after further information was supplied by them. Whilst Medway Memorial attended on 28 April, it would appear that the wall has not been built to the correct specification, and it is not strong enough to hold the two new plaques. Cllr Young attended with Medway Memorials; concerns were expressed that the internal structure was not strong enough to hold the two plaques. A site meeting was held with both contractors, Cllr Young, Clerk and Cllr Bell.

AAF Builders (wall contractors) assured us and Medway Memorials that the wall would be strong enough to hold both the plaques even when wet. They would confirm this in writing to us before the plaques would be installed by Medway Memorials. (Medway Memorial would not accept any responsibility if the plaques installation failed). The confirmation email from AAF Builders has now been received but Medway Memorial require a disclaimer to be signed by all three parties. Disclaimer sent to AAF Builders for signing. Signed by AAF Builders, sent to Medway Memorials. Medway Memorials are aiming for August for installation, but the weather cannot be too hot. Medway Memorials had advised that they have scheduled the work for Thursday 21 August 2025. Cllr Young and Cllr Bell (if possible) to be in attendance.

Damaged shipping container: Most scrap people are not interested as they cannot collect and do not have the equipment to cut the shipping container down into manageable pieces.

Cllr Young has managed to find a company that can assist and believe they can remove the damaged shipping container. We await further advice from them. They have quoted £400 for the removal but require a period of dry weather. This was discussed and AGREED.

Annual playground inspection: TMPI Ltd (same company as we used last year) are due to attend 21 August 2025 as previously agreed. They had been in contact and due to a cancellation would now be attending 19 August 2025.

Net replaced on the single basketball hoop. Many thanks to Chris Manley (resident and ex-councillor) for his assistance in this matter.

Relining of MUGA as suggested by a Peters Village resident. One quote received, others being obtained. It has been suggested that this should be a subject for the next financial year. This was discussed and AGREED. Cllr Bell to pass contact details of someone local who may be able to assist.

Court Meadow lease is due to expire June **2026:** Trenport have been made aware and will come back to us in due course.

War Memorial water: We are in credit by £12.25 via Business Stream.

The children’s defibrillator’s pads in the defibrillator located outside the parish office expires early September. The best price available for a replacement set is via Defib World at a cost of £90 ex vat (other companies are quoting £96/£98 ex vat). This was discussed and AGREED.

1. **Allotment Matters:**  It was advised that all plots had been allocated, and a waiting list is now in place. Also, all the water butts were empty; water was being used from the mains. Allotment holders were being encouraged to use water sparingly.
2. **Parish Owned car parks:**  CCTV Church Street: Clerk has been in contact with a couple of CCTV companies, and we await their feedback. No further updates.

Clerk has signed a new 3-month contract with SSE for street lighting – as agreed between meetings.

We are in communication with city fibre regarding the upgrading of broadband in the Village Hall car park and overflow car park. It is hoped that the work can be carried out late August. We await further information from them.

1. **Photo Exhibition/Census:** This was held on Fri 1st and Sat 2nd August at the Old Schol Community Centre. Over 105 people attended over the two days. Feedback was rated excellent or good on the majority of the feedback forms (35) and the others (5) were rated as good or fair.

Many of the photos have been purchased at a cost of £2 each and also the Photo booklet, with copies all the photos inside together with the comments, were purchased by a number of people. So far, £118 was taken for the photos and the booklets.

Thanks were portrayed to Cllr Sangha for taking the lead on this. He in turn thanked all those that assisted as it was very much a team effort.

It was also advised that many residents still would like their photos taken for this project. Cllr Sangha advised that he was happy to continue taking the photographs which could them be added as digital copies. A list would be drawn up of those wishing to participate.

Cllr Sanga also advised that he was in direct contact with our webmaster to ascertain if a link could be added to the website.

1. **General Planning Applications:**

TM/22/02377/FL: Land southwest of junction of Common Rd and Chatham Road: Erection of 3 x four-bedroom detached houses with associated access, parking, landscaping, bicycle, and refuse store. Observations submitted. With the help of the TMBC Borough Councillors, this planning application at the site adjacent to the Upper Bell in Blue Bell Hill is being revisited with the aim of identifying planning objections to this unwanted an application. Particular concern is focused on the height of the proposed houses of 18 metres. Our original observations were reported as suggested by the Borough Councillors in Sept. This application is still pending.

TM/24/02089: Burham Water Works: Installation of three equipment kiosks. No observations.

TM/24/02043: 486 Common Rd, Chatham: Change of use of land from agricultural to C3 dwelling house, demolition of existing storage buildings and erection of new detached dwelling and associated hard and soft landscaping to provide annex accommodation used in conjunction with No 486 Common Rd, Chatham. No observations submitted.

TM/25/00132: Lawful development certificate proposed: 5 Haleys Place: Remove existing garage and rebuild closer the property. Observations submitted.

TM/25/00506/PA: 235 Rochester Rd, Burham: New single storey residential dwelling. Observations submitted.

TM/25/00965/PA: 62 Church Street, Burham: Two storey rear extension, loft conversion with rear dormer and two roof light windows to front. All materials to match existing. Observations submitted. Approved.

TM/25/01146/PA: 3 Culand Cottages, Pilgrims Way, Burham: Proposed erection of a 2 storey 2-bedroom self-build end of terrace dwelling. No observations.

TM/25/01232/PA: 364 Common Rd, Chatham. Part retrospective application for the siting of 4 shepherd huts, associated patio areas, timber fencing, footpaths, permeable track, parking and turning area, secure bicycle storage, recycling/refuse storage and associated works including landscaping of the site, planting of native species trees, shrubbery, wildflowers and spring bulbs. No Observations submitted.

The publicly available archaeology reports on Court Rd land (Bell Lane development) are available via : <https://planning.agileapplications.co.uk/tmbc/application-details/157735>

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1. **Financial Matters & Authorization of Accounts for Payment:** Chair to confirm and sign bank balance against minutes from June for Bank of Ireland. This task was carried out.

Mr Gilbert has provided a written report for the Parish Council – copied to all councillors.

He also queried a transaction by Charles Stanley whereby 51% of the value of the shares were lost through originally buying and then selling 8 months later at considerable loss. Charles Stanley advised “We are sorry when we invest in a company that does not perform, and a 50% loss is not what we expect at any time.” They also advised that our portfolio as a whole is up 8.2% since that time against a benchmark rise of 4.7%.

Mr Gilbert will not be sending an invoice for this year’s audit in the normal manner, but if the Parish Council would like to make a “donation” to him, that would be greatly appreciated. Previously Graham has charged £480 ex vat. This was discussed and it was AGREED to “donate” £480.

Thanks were portrayed to Mr Gilbert for his assistance in relation to the audits bearing in mind his on going health problems.

Clerk has submitted a VAT reclaim for period April – June 2025 for the value of £1456.85, now received.

Charles Stanley Investment Report for April – June 2025 received. Circulated to all councillors.

Bank position (Bank of Ireland) as of 15 August 2025…………… **£12,538.47**

Income received since the last meeting:

All recycle Clothing (paid 09.07.25) 33.00

All recycle clothing (paid 09.07.25) 39.00

Charles Stanley Dividends July 1076.67

Mrs Good Cod Parking donation 176.00

All Recycle clothing (paid 24.07.25) 45.00

All Recycle clothing (paid 24.07.25) 39.00

All Recycle clothing (paid 24.07.25) 39.00

HM Rev VAT Reclaim 1456.85

All recycle clothing (paid 07.08.25) 39.00

Charles Stanley Dividends Aug 1501.47

Photo Exhibition photos and booklets 118.00

TOTAL 4,562.99

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|  | JULY |  |  |
| DD | TMBC (due 01.07.25) | Rates Church Street car park | 65.00 |
| DD | TMBC (due 01.07.25) | Rates Parish Building | 52.00 |
|  | Charles Stanley (07.07.25) | Management fees | 1,801.38 |
| DD | Global 4 (due 14.07.25) | Internet & Phone | 51.02 |
| DD | British Gas (due 15.07.25) | Electric parish building | 35.76 |
| DD | HM Rev (due 24.07.25) | NI Contributions | 1,317.59 |
| DD | ICO (due 24.07.25) | GDPR CCTV | 47.00 |
| DD | SSE (due 26.07.25) | Street lighting June | 27.21 |
| DD | SSE (due 26.07.25) | Street lighting May | 12.42 |
| DD | SSE (due 28.07.25) | Street lighting June | 12.01 |
| 4404 | CSG Global | Sticky loop spots and string | 49.09 |
| 4405 | Toner Time | Ink cartridges | 209.70 |
| 4406 | J Llewellyn-Hurst | Salary | 317.46 |
| 4407 | J Pannell | Salary | 254.06 |
| 4408 | P Saunders | Salary | 1,309.29 |
| 4409 | S Sangha | Photos and bits for photo archive | 221.87 |
| 4410 | Business Stream | Allotment water | 189.86 |
| 4411 | A Bergin | Cleaning parish building & Expenses | 27.76 |
| 4412 | Promobits | Banner for photo exhibition | 110.00 |
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|  |  | JULY SUB-TOTAL | 6,110.48 |
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|  | AUGUST |  |  |
| DD | TMBC (due 01.08.25) | Rates Church Street car park | 65.00 |
| DD | TMBC (due 01.08.25) | Rates Parish Building | 52.00 |
| DD | Ezy Clean | Parish building windows | 12.40 |
| 4413 | War Memorial Restoration Co | Supply and fit new cross | 5,294.02 |
| DD | Global 4 (due 14.08.25) | Monthly internet & Phone | 51.02 |
| DD | British Gas (due 18.08.25) | Electric parish building | 40.11 |
| 4414 | Toner Time | Ink for printing exhibition booklet | 167.76 |
| 4415 | S Sangha | Software flip book photo exhibition | 46.55 |
| 4416 | ABIT Services Ltd | New laptop for Clerk and data transfer | 459.00 |
| 4417 | J Pannell (park warden) | Salary | 253.86 |
| 4418 | J Llewellyn-Hurst (handyman) | Salary | 317.46 |
| 4419 | P Saunders (Clerk) | Salary | 1,728.69 |
| 4420\* | P Saunders (Clerk) | Imprest | 24.03 |
| 4421 | A Bergin | Cleaning parish building | 36.63 |
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|  |  | AUG SUB-TOTAL | 8,487.87 |
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|  |  | GRAND TOTAL JULY AND AUG | 14,659.01 |

\*Please sign imprest book

1. **Other Notified Matters**

**a) Clerk:**  No new matters to report.

**b) Chair:** No new matters to report.

**c) Councillors:** Cllr Barritt queried if any other grants had been sourced for the solar panels for the Old School Community Centre. It was advised that Cllr Young would be seeking grant funding in the Autumn.

Cllr Bell advised that another solar light would be installed in Church Street car park in due course.

Burham Buzz Autumn is currently being worked on, with a view to have it circulated September.

Our handyman “Dragon” would have completed his 3-month probation at the end of August. This was discussed and it was AGREED to continue with his employment. He would be replacing the springs on the gates in Court Meadow in due course.

1. **Public Participation:** Speeding in the village (Rochester Rd) was briefly discussed**,** together with list of jobs for the handy man to address.
2. **Date of next meeting**: Monday 29 September 2025, 7.30 pm at the Parish Office

There being no further business the meeting closed at 8.35 pm.

Signed as a correct record of the proceedings:

S I G N E D ………………………………………. Date ………………………………