

WINGHAM ANNUAL PARISH ASSEMBLY

Minutes of a meeting held on Wednesday 23 April 2025 7.45pm, Wingham Village Hall

Parish Councillors Present

Cllr S Addis, Chairman
 Cllr E Brice
 Cllr A Cook
 Cllr R Harvey
 Cllr M Smith

Other Councillors Present:

Cllr Trevor Bartlett, Dover District Council
 Cllr Martin Porter, Dover District Council

Also Present:

Electors of the Parish
 Dandara Representatives

In attendance: Kerry Coltham, Clerk

Apologies:

County Cllr S Chandler, Rupert Williamson
 WPC Cllrs: E Baker, R Graydon, P Young

Prior to the formal meeting, electors were invited to take refreshments and view reports and displays.

1	<p>Presentation The chairman welcomed and introduced Ian Cooper, Land Director, and Richard Dennis, Design Manager, from Dandara South East Ltd to give their presentation on the new development off Staple Road, known as Fortuna Fields.</p> <p>Richard Dennis presented the background to the project and gave an overview of the site whilst Ian Cooper gave a construction update which covered site parking, site access, progress, piling works, affordable housing, show homes and the programme. He noted that they are on course to complete works by Summer 2026.</p> <p>Questions followed from the Assembly which covered the following:- Mix of housing; solar panels; naming of the site; archaeology; PROW; streetlighting; housing association; site maintenance; drainage; maintenance fees.</p> <p>The Dandara representatives agreed that any questions they were unable to fully answer at the Assembly will be taken away and they will report back via the Parish Council.</p>
2	<p>Wingham Parish Councillors – a brief introduction Cllr Addis welcomed all residents and councillors present and noted the report packs available on seats which would also be available on the Council’s website. Cllr Addis noted information about Parish Councillors on the notice board and asked each Councillor present to stand as she called their name by way of introduction. Cllrs Bartlett and Porter from Dover District Council also introduced themselves.</p>
3	<p>Adoption of Minutes of previous meeting It was proposed by Cllr Cook, seconded by Cllr Smith and RESOLVED that the minutes of the meeting held on 17 April 2024 be adopted and signed as a correct record.</p>
4	<p>Chairman’s Report The written report was provided in the report pack and was not read out at the meeting. Cllr Addis thanked councillors, resident volunteers and the clerk for supporting the Wingham community. Her full report reads as follows:-</p> <p>Finance, Capital Expenditure and Audit</p> <p>The accounts for 2024/25 balanced and the Independent Internal Auditor reported that the Financial Statements and Accounting Records for the year ending March 2024 showed “...a fair, reasonable and true representation. Wingham Parish Council has put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources”. I’d like to thank our Parish Clerk, Kerry Coltham, for her excellent bookkeeping and the two councillors involved in the internal audit checks for their work.</p> <p>No councillors took the Basic Allowance.</p> <p>The Public Budget Meeting was incorporated with the Parish Council meeting in November 2024. After due consideration, a precept of £56,929.16 was set for 2025/26 which represents a 3.13% decrease on last year and again with no grant from Dover District Council.</p> <p>IT support continues with HIBITS with Office 365 provided for nine Councillors and the Clerk along with website maintenance.</p> <p>The following purchases were made during the year:</p> <ul style="list-style-type: none"> • A Welcome to Wingham poster winning entry enlargement for the Commemorative planter • An enhanced access portable toilet at the Recreation Ground (rented) • New Councillor name badge • Speed Indicator Device Batteries x2 • Power meter plug monitor

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- Replacement Elgars Field plaque as old one damaged by graffiti
- Architect drawings for proposed extension to The Miles Room
- Registration with the Information Commissioners office
- Insurance – including cyber insurance
- Hire of hall for meetings
- Membership renewals – KALC/NALC; SLCC
- Office stationery
- Wingham Parish Council newsletter inserts for the Wingham Community News
- CCTV monthly line rental plus annual maintenance
- Water for the allotments and a new outdoor tap
- Payments were made to Dover District Council for the maintenance of the public toilets and the emptying of the High Street recycling bin
- An electrical box for the Christmas tree lights
- Cleaning wipes for street furniture
- CCTV monthly line rental and annual maintenance
- Water for the allotments
- Compostable bags for the EcoGreen dog bag dispensing stations.

Equipment Repairs, Maintenance and Inspections

Ground maintenance was carried out by Harmer & Sons on a three-year contract until 1 April 2027. Hedge maintenance and pruning of a walnut tree at Elgars Field was carried out by Leaf Tree Services. Tree surgery at Elgars Field and the Recreation Ground was undertaken by Mark Jones Tree Surgery. Red Lion Corner Garden, Wingham Remembrance Garden and the Perennial Garden at the High Street crossing were maintained by volunteers with new plants donated and purchased. Bulbs were purchased and planted at Wingham Green. Tree guards and posts were checked at the Recreation Ground with further tree guards purchased to be used as needed. The annual Health & Safety inspection of village trees was carried out in July 2024. The High Street defibrillator was checked monthly and new paediatric pads purchased. Gardening equipment (hoe, brooms, half moon edger, bulb planter) was purchased for volunteer use. The annual inspection of the Play Area, MUGA and Outdoor Gym was carried out by Playdale Playgrounds along with maintenance on the slide, Rota Bounce and gates.

Grants, Donations and Projects

Community Grants were awarded to the Recreation Ground, the PCC for the burial ground, the Pre-school, the Village Hall and Wingham Community News. Small capital grants were awarded to the Pre-school, Wingham Scouts and the football club. A donation was made to the RBL Poppy Appeal for the Remembrance Wreath. The precept for 2025/26 once again includes funds for village organisation grants, plus a contribution to the new WPC Office Funds, WC maintenance at St Mary’s Meadow and the Recreation Ground and amounts budgeted for general maintenance.

Training, Conferences and Meetings

Cllr Brice attended a data protection course. Meetings attended by councillors and the Clerk include the A257 Traffic Group, the Village Hall Committee, the Recreation Ground Committee and KCC Highways meetings.

Village Activities

The Remembrance Service took place on 10 November and Community Carols on 19 December 2024. A community litter pick took place on 5 April 2025.

Parish Councillor and Volunteer Roles and Responsibilities

Cllr Sharon Addis	Chairman of the Parish Council
Cllr Emma Baker	Allotment checks, Training coordinator
Cllr Enid Brice	Planning Committee, Wingham Village Hall representative, GDPR
Cllr Dan Collins	Planning Committee Chairman
Cllr Andy Cook	SID Maintenance and moving
Cllr Russell Graydon	Vice Chair, Property Maintenance, Highways rep, Planning Committee
Cllr Bob Harvey	Flood Warden, Internal Finance, Planning Committee, Play Area checks
Cllr Martin Smith	Environment/sustainability, Tree Warden
Cllr Pat Young	SID Stats, Speedwatch Coordinator, Internal Audit
Bryan Curtis (resident)	A257 Traffic Group representative, Flag Warden
Wingham Foot Path Group	Footpath Warden

<p>4 cont</p>	<p>Thank You The Parish Council has limited resources both financially and in terms of manpower. We would not be able to achieve as much as we do without the support and work of Wingham residents and businesses. Working together means we have a vibrant community. Once again, I am indebted to all those who support our activities. I set out below those who I know have contributed to this and apologise in advance if I have forgotten anyone who should be thanked.</p> <ul style="list-style-type: none"> • My fellow Parish Councillors, our District and County Councillors and especially our Parish Clerk, Kerry Coltham. • Our Independent Internal Auditor, Jess Gibbins, of Young’s Accountancy. • All village volunteers and residents who have attended meetings, responded to consultations, taken part in village events and tidied our village. • Gareth Winters, Wingham Community News Editor, and distributors of the Newsletter. • Village Committees, Groups and Organisations. • The village wardens: Footpath Warden – Wingham Footpath Group; Flagpole Warden – Bryan Curtis; and Tree Warden – Martin Smith. • All those involved with the Christmas Tree including Michelle Abbott, Wingham Fire Brigade and the Dental Surgery. • Village businesses who have displayed posters; Elgars Estate Agents for photocopying; The Dog at Wingham for supporting the “Welcome to Wingham” poster competition and community litter pick; Wilmshurst Bakery for supporting the community litter pick. • Our local MPs, District/County and local Parish Councillors who have participated in the A257 Traffic Group aimed at improving road safety in the village and surrounding areas. • Our county association, KALC, for its support and advice. • The Speedwatch Team of volunteers. • PC Jon Bowler, Neighbourhood Beat Officer, Dover Community Safety Unit. • Wingham Primary School & children for participating in the poster competition. <p style="text-align: center;">This concludes my Annual Report</p>
<p>5</p>	<p>County & District Councillors</p> <p>5.1 Cllr Addis noted that written reports from our Kent County Councillor and District Councillors were provided in the report packs and will be posted on the Parish Council website.</p> <p>5.2 Cllr Trevor Bartlett presented his report to the assembly, noting his personal connection to the village and his commitment to it plus the 5 other villages he and Cllr Porter represent. Having read his report, Cllr Bartlett thanked the Wingham Parish Council clerk for her support to the District Councillors and to the parish.</p>
<p>6</p>	<p>Questions from residents regarding Councillor reports</p> <p>A resident asked Cllr Bartlett for his support with the replacement of a broken food waste bin.</p>
<p>7</p>	<p>Presentation of Community Awards Each year we ask residents to nominate Wingham residents or groups for our Community Awards: the Parish Council’s own ‘Jack Jolly Award’; and the County Association’s ‘KALC Community Award’. The nominations received are discussed at a Parish Council meeting and successful recipients agreed.</p> <p>Cllr Addis noted her thanks to everyone who took part by sending in nominations this year adding that the KALC Community Award winners were unable to attend, so just one presentation would be made this evening.</p> <p>7.1 The KALC Community Award, a certificate signed by the Chairman of KCC and KALC Chairman will be presented after the Parish Assembly to Di and Barry French. This was in recognition of their significant contribution to the community and specifically for their huge effort in clearing and tidying Wingham pavements and verges and helping to tidy the garden areas. They also signed up to the Dover District Council Community Caretaker scheme.</p> <p>7.2 The Jack Jolly Award, a glass trophy plus certificate signed by the Parish Council Chairman, was presented to Matt Andrews, in recognition of his outstanding contribution to the fabric and life of the Wingham Community. Specifically, this was to acknowledge the energy he brings to all his endeavours, including early morning paper round, caretaker role at Wingham Primary School, and shop assistant at Wingham Central Stores, always with a smile and sense of humour.</p>
<p>8</p>	<p>Election of Village Representatives to the Recreation Ground Committee</p> <p>Cllr Addis noted the Recreation Ground Management Committee is responsible for the general management and control of Wingham Recreation Ground. She noted the process for en-bloc</p>

<p>8 cont</p>	<p>retirement of the committee at the APA and election to the committee. She also noted those village organisations entitled to be represented on the committee.</p> <ul style="list-style-type: none"> i) Retirement of current committee members was noted. ii) Details on election and/or re-election to the committee were noted. iii) It was agreed by the Assembly that Rupert Williamson would be one resident representative with one vacancy remaining. iv) The following nominations for village group representatives were agreed by the Assembly:- Cricket Club: Gary Watkins; Football Club: Adam Cork; Tennis Club: Bettina Braun; Parish Council: Martin Smith. As no other nominations were received at the Assembly, Cllr Addis urged village groups to identify a representative by contacting either the Parish Council Clerk or the Recreation Ground Management Committee Chairman, Ian Pettman. v) It was noted that existing officers of the committee have agreed to stand again, they are:- Chairman: Ian Pettman; Vice-Chairman: Paul Cork; Treasurer: David Rothschild; Secretary: Emma Shaw. The committee would also like to co-opt Charlie Watkins. It was agreed by the Assembly that any remaining vacancies may be filled by seeking representatives after this Assembly and before the next management committee meeting.
<p>9</p>	<p>General Questions and comments from residents</p> <ul style="list-style-type: none"> 9.1 Bryan Curtis told the assembly more about Jack Jolly, noting the significant support he gave to the community for many years, along with an anecdote about a trip to Vert le Grande that Jack attended with the Twinning Association. 9.2 Cllr Martin Porter said he would stay after the meeting for a while should anyone have any questions on estate management.
<p>10</p>	<p>Close There being no further business, the meeting closed at 8.49pm.</p>