

Westwell Parish Council
Minutes of a Meeting of the Parish Council
Held on Wednesday 12 November 2025 at 7pm, Westwell Village Hall, Westwell

1. Open Forum

No members of the public were present.

2. Present and apologies

Present: Cllrs Bainbridge (chair) Drury (vice-chair), Ward, Wyatt, Lister, Farrington, Richards. Clerk – Sonia Young.

Apologies: Cllrs Bartlett and Hutchinson

3. Declarations of Interest

All those Cllrs living close to sites submitted under the call for sites for the 2042 Local Plan. No Cllrs have pecuniary interests to declare.

Chair Cllr Bainbridge – neighbour to planning application PA/2025/1895 Blackberry Mead Farm.

Other Significant Interest (OSI)

Cllr Drury - Local Plan 2042.

4 4.1 Approval of the minutes of the meeting held on 15 October 2025 and matters arising.

Resolved:

That the minutes of the meeting of Westwell Parish Council held on 15 October 2025 be approved and confirmed as a true record.

Proposed: Cllr Bainbridge. **Seconded:** Cllr Ward. **All in agreement.** Cllr Lister abstained as not present at the October meeting.

Resolved:

It was resolved to approve the minutes as a true record of the meeting.

4.2 Matters Arising

4.2.1 ABC (dog) waste bin Westwell Cemetery.

Cllrs agreed that the quote from BIFFA for commercial emptying of the cemetery bin was too high. For the present, Cllr Drury will continue to take the waste away. The Clerk will request that the ABC bin is removed.

4.2.2 SLRA meeting with Katie Lam MP about M20 noise reduction.

No update available. The SLRA has written to Katie Lam MP to follow up on the expected response. Cllr Bainbridge will draft a letter to send to parishes also impacted by M20 noise.

4.2.3 Active Kent Sport application for a grant towards the installation of a kids' climbing frame

The application for a grant was not successful

4.2.4 Westwell Village Hall storage capacity

Cllr Farrington said that items stored in the existing container had been reviewed by Westwell Players to create some space for items to be moved into it from the main hall. She said the next step will be for the village hall to have a deep clean.

4.2.5 Fete monies

Cllr Hutchinson circulated a breakdown of the funds raised by each stall to all Cllrs prior to the meeting. Cllr Drury used it to create a comparison of funds raised by each stall this year vs last so that each stallholder could see how well they had done. A total of £3,500 was raised and disbursed.

Action: Cllr Bainbridge to write to the new organising committee to thank them for all their hard work and the excellent outcome.

Decision Items

5 5.1 Planning applications received for comment

5.1.1 PA/2025/1895 Blackberry Mead Farm, Pilgrims Way TN25 4NQ

Proposed installation of ground-mounted solar panels on former menage

WPC view: Westwell Parish Council does not object to these panels which are modest in size and relatively unobtrusive within the site. They were previously on a roof of a stable block that is no longer included in the plans.

Resolved

It was proposed to raise no objection.

Proposed: Cllr Drury. **Seconded:** Cllr Wyatt. **All in agreement.** Cllr Bainbridge abstained due to a conflict of interest.

Resolved.

5.1.2 PA/2025/1883 Loraine, 118 Sandyhurst Lane TN25 4NT

Single-storey rear extension following the removal of the existing conservatory, double garage to the front elevation and change hips to gable for solar panels.

WPC view: Westwell Parish Council does not object to these proposals. The changes involve single storey extensions that would increase the footprint and amenity of the dwelling without intruding on neighbours. WPC consider that, as proposed, the application is probably compliant with HOU8. However a) WPC note that the double garage would extend the property forward of the existing build line in this part of Sandyhurst Lane, but not to the extent of limiting parking off the street, and b) WPC also note the practical reasons for switching from hips to gables, however the resulting design of the property, combined with the single storey extensions, might be considered out of line with the SPG 10 criterion “expresses a coherent design form”; however WPC also observe the wide variety of designs that make up the character quality of Sandyhurst Lane.

Resolved

It was proposed to raise no objection

Proposed: Cllr Drury. **Seconded:** Cllr Ward. **All in agreement.**

Resolved.

5.2 Update on Planning Matters in progress

5.2.1 Works at the Sandbar Business Park

Cllr Bainbridge said the recent meeting hosted by the manager of the Holiday Inn had been very productive and relationships between the contractors and neighbours were cordial. The next meetings will be held with the site owner to better understand the plans to relocate from the company’s HQ in Erith to the Sandbar site.

5.2.2 ABC Local Plan 2042

The Clerk has loaded WPC’s full comments to the WPC website for residents to view.

5.3.3 Elvey Cottage enforcement action

The homeowner has nine months from the date of the Planning Inspector’s Appeal Decision Notice - issued on 4 June 2025 - to demolish the illegal building; all materials, waste and debris resulting with the steps of the Notice to be removed within 12 months. *The Enforcement notice encompassed: a building (‘the building’) the carrying out of excavation works to materially alter the levels of the Land to accommodate the building; the laying of an associated area of hard surfacing; and the creation of an earth bund.*

6. 6.1 Financial Report

6.1.1 Approval of payments for November in accordance with the budget

WPC main account

Expenditure to approve for Nov 2025		Method	£
Salary payment November	Clerk	BACS	946.40
Tax and NI	HMRC	BACS	368.75
Mowing inv 5366	All Seasons Gardening Services	BACS	678.60

Donation	Village Hall 50% towards annual insurance premium		533.48
Total			£2527.23

Income			
Burial Plot	Parishioner	BACS	500.00
Total			£500.00

Bank Reconciliation Balance at 31 October 2025: £20, 806.91 less unrepresented cheques as follows:

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Actual balance = £20, 806.91 as at 31 October 2025

WPC deposit account

Expenditure			£
Total			£00.00

Income			
9 October	Interest	BACS	23.02
Total			£23.02

Bank Reconciliation Balance £46, 701.22 as at 31 October 2025 less un-presented cheques as follows:

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Actual balance: £46, 701.22 as at 31 October 2025

General reserve	20040.63
Grant	2, 279
HiP	7,859.42
Deposit	15,937.77
Special reserves:	450.00
£450 tidy undergrowth	
Gold Hill	
Special Reserve to be transferred into current account for adult gym and cemetery signs	134.40

**Interest added to the General Reserve*

WPC No 2 Account

Expenditure		Cheque No	£
Total			£00.00

Income			
Total			£00.00

Bank Reconciliation Balance £3.44 at 31 October 2025. Actual balance = £3.44 at 31 October 2025.

Resolved

WPC resolved to approve the accounts as noted and payments in accordance with the budget.

Proposed: Cllr Dury. **Seconded:** Cllr Lister. **All in agreement.**

Resolved. WPC approved the accounts as noted and payments to be made in accordance with the budget.

6.1.2 Proposal to move the Special Reserve of £134. 40 from the deposit account into the current account to meet all invoiced costs for signage at the adult gym installation and at Westwell Cemetery. The Reserve held was agreed by Cllrs at the end of the 2024-2025 financial year.

Resolved

WPC resolved to approve the transfer as noted

Proposed: Cllr Dury. **Seconded:** Cllr Bainbridge. **All in agreement.**

Resolved: WPC approved the transfer of the Special Reserve as noted

Information items

7. 7.1 Correspondence

No items requiring further discussion.

8. 8.1 Playground

As the grant application was not successful, Cllrs agreed reserves were such that the cost of the equipment and installation could be met if there was also an additional injection of some funds from the Parish hall which was looking after monies passed from the disbanded Playing Fields Association.

Resolved

Proposal to use WPC deposit funds to install a kid's climbing stack.

Proposed: Cllr Farrington. **Seconded:** Cllr Drury. **All in agreement.**

Action: Cllr Farrington to review the quote and what monies might be available from the village hall. Also to check the available area and potential location. The Clerk to review WPC financing.

Resolved: WPC approved the purchase of a kids' climbing stack.

Action: Cllr Bainbridge will apply for a Kent County Cllrs' grant towards the purchase.

9. 9.1 Cemetery

9.1.1 Memorial health and safety checks

The Clerk to create a draft policy for circulation and approval.

The Clerk to write to the relatives of the memorials that have been assessed as 'at risk' to ask that they organise for them to be made safe within a reasonable time frame. Where no relatives can be found, WPC will lay 'at risk' memorials flat as soon as is practicable.

Action: The Clerk.

10. 10.1 KALC Meeting

Nothing to report.

11. 11.1 Highways

Cllr Drury circulated a proposed response to East Kent Highways proposed plans for the reworking of the A20/Potters Corner junction to all Cllrs in advance of the meeting.

Cllrs welcomed and agreed the proposed response.

Action: Clerk to send the response to East Kent Highways.

Cllr Lister will report the road flooding issues that have again recently happened on the A20 near Tutt Hill, which had resulted in a road traffic accident.

12. 12.1 Village Hall Management Committee

Nothing to report.

13. 13.1 Parish Priority Projects

Update at the next meeting. Cllrs agreed that the Tutt Hill area needs an overhaul and environmental improvements to remove litter as well as old and damaged signage and tatty, unkempt verges. The revival of a Tutt Hill Community Group to drive the improvements was discussed.

14. 14.1 Westwell Eye

A financial report was circulated by the Clerk to all Cllrs ahead of the meeting.

15. 15.1 Community Resilience Plan

Cllr Ward circulated a draft article for the Westwell Eye to all Cllrs in advance of the meeting. The article explains the purpose of the Plan and how residents can volunteer to assist in an emergency, as well as how individuals can prepare themselves and their households for emergency situations, such as an extended power cut. Cllr Ward will update the proposed

article following feedback from Cllrs at the meeting. The Resilience Plan article will go into the January or possibly February issue of the Eye.

Action: The Clerk to send the Westwell PC logo to Cllr Ward to include on the article.

16. Additional items

16.1 Health and safety at St Mary's Churchyard

Builders' rubble and piles of peg tiles are still in the middle of the area at the back of the Church and present a safety concern as well as hindering attempts to keep the area strimmed and well kept.

Action: The Clerk to send a letter of concern to the St Mary's PCC.

The meeting closed at 20. 42 hrs. The next meeting will be held on Wednesday 3 December 2025.

Chairman's Signature.....