



Minutes of the Meeting of Lenham Parish Council
Held on Wednesday 5th April 2023 at 7:30pm at Lenham Community Centre

PRESENT Cllr. J Britt, Chairman presiding.

Cllrs. M Cockett, D Earl, S Heeley, N Osborne, A Ratcliffe & A Walmsley

J Bate RFO

3 Members of the public.

Public participation

A member of the public asked if the public toilets would be open for the market - this was confirmed by Cllr. N Osborne. MBC Cllr. Tom Sams reported that the food station in St Mary's Church, Lenham was going well, with volunteers keeping it stocked. Any waste is being recycled. The Big Help Out event for Glebe Pond is 8 May 11:00 – 13:00.

MBC Cllr. Janetta Sams congratulated Lenham Parish Council on an (uncontested) re-election, she reported that Harrietsham Parish Council had also been re-elected uncontested. Other points to note:

- i. There is also a food station starting at the Church in Harrietsham (run by the same volunteers as Lenham).
- ii. Blocked drains have been reported to KCC (Faversham Road / A20) and KCC has accepted there seems to be a problem with identification of some sites in relation to KCC's records, this is being addressed. There is now a spreadsheet of reported issues shared with both Parish Clerks.
- iii. Fly tipping has been reported across both parishes and will be dealt with by MBC.
- iv. The Chair asked Cllr. J Sams for HPC's approach to the proposal to the 5G mast, the Parish Clerks liaise on this issue.

22/165 APOLOGIES FOR ABSENCE RECIEVED

Apologies were received and accepted from Cllrs. K Hammond, P Culver and M Ballard plus L Westcott (Parish Clerk).

22/166 TO RECEIVE DECLARATIONS

Declarations of interest on Agenda items. No declarations received.

Declarations to changes to the Register of Interests. No declarations received.

Requests for dispensations. No new requests received. Cllr. K Hammond has an existing dispensation in relation to the MBC Local Plan.

22/167 NOTIFICATION OF INTENTION TO FILM, PHOTOGRAPH OR RECORD ITEMS

There were none.

22/168 TO SIGN AS CORRECT THE MINUTES FROM THE PARISH COUCIL MEETING ON 1st MARCH 2023

Cllr. N Osborne proposed, Cllr. A Walmsley seconded and it was **RESOLVED** that the minutes of the meeting held on **Wednesday 1st March 2023** are a true record and were approved, adopted, and signed by the Chairman of the Parish Council.

22/169 PROGRESS OF RESOLUTIONS

Cllr. J Britt reported that the Church have not yet approached LPC regarding funds available for the coronation.

22/170 FINANCE

a. Responsible Financial Officer Report by J Bate:

- i. Current bank balance £121,414.20. Approximately £10k spend for March, this leaves the balance roughly in line with retained balance required. Income for March = £396, mainly interment fees, £452.00 uncleared funds (allotments and interment fees). Outstanding fees are from Lenham Wanderers – to be followed up.
- ii. J Bate circulated the draft Financial Regulations based on the NALC standard document. No comments received, Cllr. J Britt proposed to adopt as published at first meeting of the new full council 10 May. To be circulated with agenda for that meeting.

- iii. This is the third year with planned expenditure over £200k – we need to ensure everything is in line with The Local Council Transparency Act 2015. J Bate summarised the requirements.
ACTION J Bate to devise a list of regular suppliers.
- iv. Audit timetable – 30 June all AGAR to be signed off at meeting on 7th June. Internal audit booked for 14th July. All forms etc. to return to auditors by 31st July. Period of public participation 14/07 to 25/08 (30 working days). All must be done by 30th Sept.

b. To authorise payments for March – tabled below:

Name	Frequency	Description	Date	Amount
BT Group	Monthly	Telephone and Wifi for office	19/03/2023	62.27
Down to Earth	Monthly	Churchyard grass cutting	31/03/2023	190.00
Gemini Printing	One off	Printing of souvenir jubilee celebrations booklet	30/01/2023	461.00
Harrietsham Village Hall	Quarterly (for set period)	Village Hall hire costs for Youth Group (grant agreed Nov 22)	01/03/2023	160.00
Information Commissioner's Office	Annual	Data Protection Act Registration with ICO	23/03/2023	40.00
Lenham Community Centre	Quarterly	Room hire costs	31/03/2023	206.00
Lenham Meadows Trust	One off	Grant for Coronation celebrations	05/04/2023	500.00
Lenham PCC	6 monthly	Electricity charge for church floodlights	31/03/2023	117.94
Lisa Westcott	One off	Parish clerk expenses - warning signs and bin bags	28/02/2023	124.43
MBC - NNDR	Monthly	Rates for 1A High St	01/04/2023	261.75
MBC - NNDR	Monthly	Rates for WCs	01/04/2023	102.03
MBC - NNDR	Monthly	Rates for cemetery and buildings	01/04/2023	58.80
Motion Consultants	One off	Transport Consultant expert advice for MBC Local Plan	31/12/2022	2700.00
Nathan Beale	Monthly	Emptying bins and litter picking	31/03/2023	695.00
Nick Osborne	One off	Replacement Light fitting at 1A High Street	07/02/2023	18.95
SLCC Enterprises	One off	Training cost (ILCA to CiLCA)	28/03/2023	144.00
Ted Learning	Annual	Email services	31/03/2023	180.00
Wicksteed Leisure	One off	Wet pour surface repair kit for Ham Lane play park	26/10/2022	305.98
TOTAL				6328.15

Cllr. S Heeley proposed, Cllr. M Cockett seconded and it was **RESOLVED** to make the payments tabled.
Cllrs. N Osborne and J Britt to authorise the payments on-line.

Cllr. D Earl raised question on if there was sufficient 'handyman' type work to make a saving funds? Generally thought that would be issues around insurance and PI etc. – still worth considering.

22/171 TO RECEIVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING 15th MARCH 2023

Cllr. N Osborne proposed, Cllr. A Ratcliffe seconded and it was **RESOLVED** that the minutes of the F&GP meeting held on Wednesday 15th March 2023 are a true record and were approved, adopted and signed by the Chairman of the F&GP Committee.

- a. Contract with Ted Learning – Proposed by Cllr. A Ratcliffe and seconded by Cllr. N Osborne and it was **RESOLVED** to accept and sign the proposed contract for email services with Ted Learning for £150 per year. Ownership information of the domain name to be confirmed.
- b. Sale of strip of land at WPF:



- i. S106 - Cllr. J Britt noted that the electronic version of the s106 had been circulated previously. 5 hard copies have arrived for signing. The s106 agreement will be signed by two parish councillors – Cllr. J Britt (current Chair) and Cllr. A Walmsley (as current Vice Chair), this will then be couriered to MBC where it will be validated, MBC will then sign and seal the documents.
- ii. Sale agreement with Countryside - this will be signed by Cllr. J Britt, Cllr. A Walmsley, the Clerk and an independent witness (Richard Greenwood).
Both the documents will be signed on 11th April at 11am.
Lenham Parish Council **RESOLVED** for those named above are empowered to sign as noted on behalf of LPC.

22/172 TO RECEIVE THE REPORTS AND MINUTES OF THE PLANNING & IMPLEMENTATION MEETING 28th MARCH 2023

Cllr. P Culver proposed, Cllr. A Ratcliffe seconded and it was **RESOLVED** that the reports and minutes of the P&I meeting held on Tuesday 28th March 2023 are a true record and were approved, adopted and signed by the Chairman of the P&I Committee meeting.

Cllr. A Walmsley confirmed that all planning applications had been circulated – no further comments made. Three recommendations for consideration:

- a. Fees for Planning Consultation as discussed at the meeting,
- b. Fees (capped) for transport consultant at £6k
- c. Fees (capped) for drainage consultant at £3k

Cllr. J Britt proposed, Cllr. A Walmsley seconded and it was **RESOLVED** to accept the proposed fees.

22/173 CEMETERY DOCUMENTS

Cllr. J Britt reported that the clerk has updated the cemetery forms for council to approve use of. A new record book is also required to document burials of cremated remains due to errors in the records and to allow for the new plots to be recorded. Cllr. J Britt proposed and Cllr. N Osborne seconded and it was **RESOLVED** to adopt the updated forms and purchase a new record book at £180.

22/174 TO CONSIDER REGISTRATION WITH INFORMATION COMMISSIONERS OFFICE AND AGREE ANNUAL DIRECT DEBIT PAYMENT OF £40

Cllr. A Walmsley proposed, Cllr. A Walmsley seconded and it was **RESOLVED** to agree to pay the annual fee.

22/175 TO CONSIDER GRANT APPLICATION FROM LENHAM MEADOWS TRUST FOR £500 TOWARDS THE CORONATION BIG HELP OUT

Cllr. A Ratcliffe proposed, Cllr. D Earl seconded and it was **RESOLVED** to approve the grant from the events budget.

22/176 TO CONSIDER REPAIR OF ZIP WIRE IN HAM LANE PLAY PARK FOR £858.75

Cllr. J Britt reported on the quotes received by the clerk to repair the zip wire that is currently out of use. Only one of these was exactly what is required. Cllr. A Walmsley proposed, Cllr. N Osborne seconded and it was **RESOLVED** to approve the agree to spend on £858.75 to repair the zip wire.

22/177 TO CONSIDER QUOTES FOR WORKS TO HAM LANE/MAIDSTONE ROAD FOOTPATH

Cllr. A Walmsley reported that a quote has been received for temporary fencing for £450 (Wire chain link fence 25m long, 1.2m tall) or permanent option for £5550 +VAT (93m of pro v mesh fencing long, 2m tall). Cllr. N Osborne proposed and Cllr. M Cockett seconded and it was **RESOLVED** to spend £5550 on a new fence.

Cllr. A Walmsley is approaching suppliers for an alternative price to fill in strips of the surface rather than the cost of a full resurface of the entire path (circa £8500.00).



22/178 PROJECT UPDATES

- a. As this was the last meeting for Cllr. Mike Cockett who has not stood for re-election – Cllr. J Britt thanked Cllr. M Cockett for the years of interest in the LPC and for his achievements. Cllr. Cockett had, prior to the meeting, expressly noted his attendance would be on the basis of no significant public recognition.
- b. Cllr. N Osborne reported that he met Amanda Brookman (works for Kent Bat Group) ref Cherry Downs picnic site – she is a monitor for endangered species and Kent wildlife Trust and she has highlighted certain rare species of orchid and chalk grasslands. Cllr. N Osborne noted that there was a length of fencing which needed repairing and a gate was also damaged. Following discussion – it was agreed that the ‘re-wilding’ of the Cherry Downs area would be considered as a project (with s106/CIL funding) from the May meeting. This would be separate from any grounds maintenance within the LPC control. The intention is to promote the regeneration of traditional chalk grasslands – which would take possibly three years to achieve. Agreed for May agenda.
- c. Cllr. A Walmsley circulated a report of the KCC Highways meeting he attended. It was noted that those from KCC were not able to address issues of pot holes as this was a different department. All agreed that the lack of footpath to the newly converted alms houses was unfortunate and should really have been addressed during the planning stage. For this to be considered now would require MBC to permit the loss of at least one space at the tightest point. This would be requested as it was again noted that the residents have to walk in the road to access the village services.

22/179 CORRESPONDENCE

- a. LPC have been approached by the lady who runs Tai Chi classes asking if she can hold a class at Cherry Downs picnic site of World Tai Chi day. All agreed, L Westcott to advise.
- b. Lenham Social Club is running an operating deficit of circa £18k/yr. They have issues with their roof and are looking for suitable grants. They have asked for LPC grant forms. It was noted that our maximum grant would be entirely insufficient for their needs. Cllr. N Osborne pointed out that the Maidstone Prosperity Fund would be more appropriate.
- c. A parishioner has noted that the ‘burn heap’ at the cemetery (clippings, gardening debris etc) has been contaminated with plastic rubbish. This needs to be cleared prior to burning. LPC to arrange Nathan Beale to review, clear and advise.
- d. J Bate advised that Richard Greenwood was presently trying to obtain quotes for various tree works in the church yard – one tree was possibly too big or too close to Forge House for ‘comfort’ and may require specialist work which could well affect the price.

The meeting closed at 21:50

Signed as a true record on this day 10th May.....

Chairman of Lenham Parish Council