



## **Minutes of the Annual Meeting of Lenham Parish Council**

### **Held on Wednesday 10<sup>th</sup> May 2023 at 7:30pm at Lenham Community Centre**

**PRESENT** Cllr. J Britt, Chairman presiding.

Cllrs. D Earl, K Hammond, S Heeley (part), N Osborne, A Ratcliffe, D Turner & A Walmsley

L Westcott (clerk)

4 Members of the public.

#### **Public participation**

A member of the public reported that a streetlight was not working near the community centre, no 0010.

A member of the public raised concerns regarding a planning application for their neighbouring property – will be invited to speak when item reached on agenda.

A member of the public reported that the Ham Lane allotment association will be sending a letter to LPC regarding the increasing waiting list for allotments and request consideration for further provision. He also reported that there is a large amount of scrub and vegetation grown up around the LPC end of the site.

**ACTION** Cllr. A Walmsley will review and report back.

Meeting opened at 19:40.

#### **23/01 Election of Parish Council Chairman**

Cllr. A Walmsley proposed and Cllr. N Osborne seconded the nomination of Cllr. J Britt.

There being no other nominations he was duly elected Chairman of Lenham Parish Council.

Cllr. J Britt signed the declaration of acceptance of office as Lenham Parish Council Chairman.

#### **23/02 Election of Parish Council Vice-Chairman**

Cllr. J Britt proposed and Cllr. A Ratcliffe seconded the nomination of Cllr. A Walmsley.

There being no other nominations he was duly elected Vice-Chairman of Lenham Parish Council.

Cllr. A Walmsley signed the declaration of acceptance of office as Lenham Parish Council Vice-Chairman.

#### **23/03 Apologies for Absence Received**

Apologies were received and accepted from Cllr. Michaelas and J Bate (RFO), plus Cllr. S Heeley who is running late.

#### **23/04 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.

#### **23/05 Notification of Intention to Film, Photograph or Record Items**

There were none.

#### **23/06 Nominations to fill Vacancies in North Ward by co option**

Cllr. A Walmsley and Cllr. K Hammond seconded and it was **RESOLVED** unanimously to co-opt Mr Paul Culver as a member for the North Ward. The declaration of acceptance was signed by Paul Culver and witnessed by the clerk. The chairman welcomed Cllr. P Culver to join the council as a representative of the North Ward.

#### **23/07 Formation of Committees**

##### **Planning and Implementation (P&I) Committee:**

Cllr. A Walmsley was nominated by Cllr. J Britt, seconded by Cllr. K Hammond. There being no other nominations he was duly elected Chairman of the Planning and Implementation Committee.

The following members were agreed and duly elected to the role by the Parish Councillors in attendance:

Cllr. J Britt, Cllr. P Culver, Cllr. D Earl, Cllr. N Osborne & Cllr. A Ratcliffe



#### **Finance and General Purposed (F&GP) Committee:**

Cllr. J Britt was nominated by Cllr. A Walmsley, seconded by Cllr. N Osborne. There being no other nominations he was duly elected Chairman of the Finance and General Purposes Committee.

The following members were agreed and duly elected to the role by the Parish Councillors in attendance:

Cllr. K Hammond, Cllr. S Heeley, Cllr. N Osborne, Cllr. D Turner & Cllr. A Walmsley

#### **23/08 Delegation arrangements for committees and their Terms of Reference**

The Terms of Reference for the F&GP committee was reviewed – all agreed to its adoption.

The Terms of Reference for the P&I committee was reviewed – all agreed to its adoption, Cllr. N Osborne asked that all planning applications are referenced on the agenda for discussion even if it leads to a “no comments” submission.

*Cllr. S Heeley arrived.*

#### **23/09 Councillor Responsibilities – review existing and vacant responsibilities**

All agreed to keep existing responsibilities as listed. M Ballard was LPC’s nominated trustee for the Alms Houses, it was discussed if LPC needed a current cllr. as M Ballard is no longer a cllr. **ACTION** L Westcott to review.

Cllr. J Britt stated that a formal relationship is required with LWFC considering the works soon to be completed at the WPF.

L Westcott reported that there are a number of responsibilities that are not currently covered including tourism - Cllr. D Turner is interested in leading on this and recruitment – Cllr. D Earl is interested in leading on this.

**ACTION** L Westcott to list those responsibilities requiring lead cllrs. for discussion in June.

#### **23/10 Appointment of representatives for KALC, Community Centre and Alms Houses**

Cllr. K Hammond will continue as KALC representative.

Cllr. K Hammond will continue as Lenham Community Centre representative.

#### **23/11 To consider adoption of the Council’s updated Standing Orders 2023**

Cllr. A Ratcliffe proposed and Cllr. A Walmsley seconded and it was **RESOLVED** to adopt the updated standing orders 2023.

#### **23/12 To consider the adoption of the Council’s update Financial Regulations 2023**

Cllr. A Ratcliffe proposed and Cllr. K Hammond seconded and it was **RESOLVED** to adopt the updated Financial Regulations 2023 subject to slight rewording of section 1.1.1 for clarification.

#### **23/13 To sign as correct the minutes of the Parish council Meeting on 5<sup>th</sup> April 2023**

Cllr. S Heeley proposed, Cllr. N Osborne seconded and it was **RESOLVED** that the minutes of the meeting held on **Wednesday 5<sup>th</sup> April 2023** are a true record and were approved, adopted, and signed by the Chairman of the Parish Council.

#### **23/14 Progress on Resolutions from 5<sup>th</sup> April meeting.**

- a. Cllr. A Ratcliffe is still having issues with Unity banking and apologised to Cllr. N Osborne that he hasn’t authorised his payment yet. L Westcott reported that it is hoped that all members of F&GP will have banking authorisation to avoid these issues in the future.
- b. An updated on the payment card application will be requested from the RFO at F&GP
- c. The S106 application for funds for the footpath works still needs completion.
- d. L Westcott will liaise with the owner of Forge House about the trees on their boundary with the churchyard.

#### **23/15 Responsible Finance Report**

J Bate has provided a written report. There are no payments to approve, these will be done at F&GP.



### **23/16 To Receive the Minutes of the Finance and General Purposes Committee Meeting on 19<sup>th</sup> April 2023**

Cllr. A Ratcliffe proposed, Cllr. N Osborne seconded and it was **RESOLVED** that the minutes of the F&GP meeting held on Wednesday 19<sup>th</sup> April 2023 are a true record and were approved, adopted and signed by the Chairman of the F&GP Committee.

- a. Cllr. A Walmsley proposed, Cllr. D Turner seconded and it was **RESOLVED** that to authorise payment of £500 towards the coronation event being held at the church.

### **23/17 To Receive the reports and minutes of the Planning & Implementation committee meeting on 25<sup>th</sup> April 2023**

Cllr. J Britt proposed, Cllr. N Osborne seconded and it was **RESOLVED** that the reports and minutes of the P&I meeting held on Monday 25<sup>th</sup> April 2023 are a true record and were approved, adopted and signed by the Chairman of the P&I Committee meeting.

- a. 3 Chilston Road – all agreed to object to the planning application. The draft response was reviewed, the main objection is over development of the area.

**ACTION** Cllrs. A Ratcliffe and A Walmsley to update draft in line with comments.

### **23/18 To consider payment of SLCC membership for the clerk at £237**

Cllr. K Hammond proposed, Cllr. A Ratcliffe seconded and it was **RESOLVED** to pay the clerks membership to SLCC for £237.

### **23/19 Annual Parish Meeting**

L Westcott provided an update on the plans and booked groups.

Cllrs. discussed the issues with allotment provision. Cllr. K Hammond suggested contacting Bretts who own land in Lenham Heath to review this as an option.

### **23/20 Council spokesperson's reports and Projects update**

- a. Cllr. N Osborne reported on the works required at the picnic site, quotes are being obtained.
- b. Cllr. P Culver reported that the primary school extension is planned for 25/26

### **23/21 To provide notification of upcoming meetings**

Cllr. J Britt reported on the upcoming meeting with the Doctors surgery about the proposed extension.

Cllr. J Britt also reported on the dates for the Maidstone Local Plan Review Stage 2 hearings.

Cllr. P Culver reported that there is a Primary school governors meeting on 22<sup>nd</sup> May.

### **23/22 To report correspondence received**

A consultation on a street traders licence application has been received – this was not in time to be published on this agenda, so will have to be discussed at F&GP as MBC will not allow an extension to the consultation period.

An email has been received from Countryside requesting our decisions on where the play equipment at the WPF during the widening of Old Ham Lane.

**The meeting closed at 21:55**

Signed as a true record on this day 7<sup>th</sup> June.....

Chairman of Lenham Parish Council