

**HIGH HALDEN PARISH COUNCIL
Minutes of the Parish Council Meeting
held on Monday 10 November 2025 at 7pm in the Memorial Hall**

139/25 ADMINISTRATION:

Fire Exits, Fire Meeting Point, Mobile Phones. The Clerk confirmed that there have been no requests to record the meeting.

140/25 TO RECEIVE THE RESIGNATION OF CLLR. WHEELER

The Clerk reported that a resignation letter was received from Elizabeth Wheeler on the 29 October 2025. The resignation letter was forwarded to ABC and an official Notice for the resignation has been issued. The Clerk has placed this Notice on the noticeboards and website

141/25 PRESENT AND APOLOGIES

Present: Cllr. Hoath (Chairman), Ms. J. Morgan, Mr. T. Kirby, Mr. J. Pearson and Mr. J. Sargent.

In Attendance: Mrs L Goldsmith (Clerk), Ward Member Alan Pickering, 2 members of the public.

Apologies: An apology for absence was received from County Councillor Wayne Chapman and Cllr. Drury and the reasons for absence were accepted.

142/25 ELECTION OF VICE CHAIRMAN AND TO RECEIVE A SIGNED DECLARATION OF ACCEPTANCE OF OFFICE

Cllr. Pearson was proposed by Cllr. Sargent and seconded by Cllr. Morgan. Cllr. Pearson accepted the nomination and there were no other nominations.

Resolved: Cllr. Pearson was elected as Vice Chairman following a unanimous vote. Cllr. Pearson signed a declaration of acceptance of office

143/25 DECLARATIONS OF INTEREST:

There were none.

144/25 CO-OPTION

Cllr. Hoath explained that in between meetings it was agreed to interview two applicants who had applied for the casual vacancy on the Parish Council. Following the resignation of Cllr. Wheeler there are currently now two vacancies on the Parish Council. ABC has advised that the original vacancy can be filled now but that the second vacancy can only be filled when the official Notice period has ended on the 20 November 2025 and if an election has not been requested.

The Chairman proposed and it was agreed to fill one of the casual vacancies via a ballot. A ballot was undertaken.

Resolved: That Terence Kirby be co-opted to fill a casual vacancy.

Declaration of Acceptance of Office/Declaration of Interests

The Declaration of Acceptance of Office was read out and signed by Cllr. Terence Kirby and signed by the Clerk as Proper Officer of the Council. Cllr. Kirby will be issued with a copy of the Standing Orders, Financial Regulations and Code of Conduct and will complete a Declaration of Interests.

145/25 MINUTES OF THE LAST MEETING

Resolved: That the Minutes of the Parish Council meeting held on Monday 13 October 2025 be approved and confirmed as a true record.

146/25 CLERKS REPORT/PAST MATTERS

High Halden Station: A member of the public has advised that the original High Halden Station does sit on privately owned land and that the owner is looking to renovate the building.

147/25 COUNTY COUNCILLOR/WARD MEMBER REPORTS

Ward Member Report:

Ward Member Alan Pickering announced that ABC is going to build up to 1000 social houses in Ashford. Ward Member Alan Pickering expressed his disappointment with both the decision and quality of debate at the ABC Initials:

Planning Committee held on the 22 October 2025 at which the proposal PA/2025/1497 was determined. Ward Member Alan Pickering is pleased to see that ABC has now cleared the rubbish at Hatchentan.

County Councillor Report

Wayne Chapman, County Councillor had sent a report. The Clerk will place a copy of the report on the website.

148/25 OPEN SESSION

Ward Member Alan Pickering stated his support for planning proposal PA/2025/1910.

A member of the public complained about the length of time it is still taking for comments from members of the public to appear on the planning portal.

149/25 PLANNING

PLANNING APPLICATIONS

PA/2025/1875: Old Place Farm, Woodchurch Road, High Halden

Erection of closed boarded fence and replacement gates with brick piers (retrospective).

Resolved: No objection.

PA/2025/1920: Old Place Farm, Woodchurch Road, High Halden

Single storey extension to barn/outbuilding with associated fenestration (retrospective).

Resolved: No objection. We are disappointed that this is another retrospective application for this site and we encourage the applicant to visit the planning portal to seek advice and support for any future developments.

PA/2025/1674: Potkiln Farm, High Halden

Replace window and brick surround with French doors to North East elevation.

Resolved: Refer to the Listed Building Officer.

PA/2025/1910: Harbourne Farm House, Harbourne Lane, High Halden

Erection of two storey and single storey side extension and a single storey rear extension following the demolition of an existing single storey side extension and rear conservatory, 3 new dormer windows to the rear elevation. Proposed changes to the fenestration. Erection of a timber pergola to the rear elevation.

Resolved: Support.

PLANNING APPLICATIONS RECEIVED AFTER THE DISTRIBUTION OF THE AGENDA: None received.

DECISIONS: *Response from HHPC in italics where applicable.*

Approvals:

PA/2025/1497: Land south of Ely Place, Shawlands Lane, High Halden

4 residential dwellings. *Object.* A decision made between meetings for Ward Member Alan Pickering to read out a statement on behalf of the Parish Council at the Planning Committee meeting held on the 22 October 2025 objecting to the proposal was ratified.

NOT/2025/1614: Certified Location at Potteries Farm, Pot Kiln Lane

Prior Approval for the change of use of an agricultural building and land within its curtilage to a two-storey dwelling and associated operational development. *Support.*

PA/2025/1545: The Granary, 1 Beulah Cottages, Harris Lane, High Halden

Change of use of land to residential plus construction of proposed single storey side extension. *Support.*

NOT/2025/1648: Church House, Church Hill, High Halden

A, B, C - Cupressus Leylandii- Remove a clump of 3 trees on the boundary between Church House and Greenside. These will be replaced with a hedge of native English species.

D - Cupressus Leylandii – Fell

E - Conifer – Fell

F - Oak - remove the lower limbs back to between 1m and 2m from the trunk to allow more light to pond. Furthermore, the higher branches will need to be trimmed to protect the BT cable that runs through the tree canopy - clear around utility cable by 500mm all smaller diameter branches (<50mm diameter) that may damage it. *Refer to Tree Officer.*

Initials:

NOT/2025/1710: 1 Little Robhurst, High Halden

T1, 2 & 3 Ash trees – Fell due to Ash dieback.

T7 Apple tree: Fell damaged tree. T4 Northern White Cedar, T5 Paperbark Maple, T6 Japanese Maple: Fell smaller trees growing in the middle of the garden. Refer to Tree Officer

Refusals:

PA/2025/1498: Belvedere Lodge, High Halden Lane, High Halden

Conversion of the former stable building to form one dwelling (self-build) with cycle/bin store and soft landscaping. *Support.*

Withdrawn: None to consider.

OTHER PLANNING MATTERS

ENFORCEMENT CASES:

ENF/2025/0309: Hatchentan, Plurenden Lane, High Halden:

It was noted that Enforcement has now cleared the site and will place a charge notice on the land to recover the costs. The planning application for the stationing of mobile homes has not yet been determined. The Clerk was asked to get confirmation from ABC that a Duty Officer will be on call over the Christmas period.

ENF/2025/0310: Field West of Old Place Cottage known as Oak Tree Field, Woodchurch Road, High Halden, alleged stationing of mobile homes for residential purposes.

The Clerk reported that there is no update since Enforcement visited the site and identified a breach of planning.

ENF/2025/0286: Coombewood Fishery, Redbrook Street High Halden, alleged erection of tepee.

The Clerk reported that Enforcement has contacted the interested parties and has invited them to submit a planning proposal for a change of use of land.

APPEALS

AP-90772 - Land 100m East of, Homestall Farm, Ashford Road, High Halden,

Erection of 2no. residential dwellings, associated parking, landscaping and widening of existing access. It was noted that any further comments from the Parish Council need to be submitted by the 25 November 2025. Cllr. Hoath offered to review the appeal statement and to draft and circulate further comments to all Members for approval. The Clerk will then submit the comments to the Planning Inspectorate by the 25 November 2025 and these will be ratified at the next meeting.

7.53pm Ward Member Alan Pickering left the meeting.

150/25 PARISH MATTERS

1. Community Warden/Kent Police/Anti-Social Behaviour

a) To discuss the recent ASB issues.

Cllr. Hoath reported that there had recently been a burglary at a dwelling on Plurenden Road. At least one member of house was in the property at the time of the incident and high value items were taken. Cllr. Hoath has placed some details about the incident on Facebook and contacted the Beat Officer, Darren Laker, but was disappointed with a perceived lack of interest and action.

It was agreed to lower Standing Orders to allow a member of the public to speak.

The meeting resumed.

Cllr. Hoath advised Members that Ward Member Alan Pickering would like the Parish Council to pass a no vote of confidence in Kent Police. Members discussed their concerns with the performance of the current Beat Officer. It was agreed that the Clerk should contact other parishes to discuss their experiences with the current Beat Officer. The Clerk was asked to report Member's concerns about the perceived lack of interest and activity of the Beat Officer to the Chief Inspector

2. Review of provision/facilities for young people

Cllrs. Hoath, Sargent and Morgan and the Community Warden met some of the young people in the parish at the pavilion on the afternoon of Thursday 23 October 2025 to consider some possible options for ramps and jumps for the recreation ground. A couple of options were discussed and the Community Warden is hopeful

Initials:

that Kent Police might be willing to assist with funding. Cllr. Hoath advised Members that she will get back in touch with representatives from Vibe UK about what activities they can offer young people and report back at the next meeting. Members considered a poster prepared by Cllr. Pearson on how to report crime. It was agreed to place copies of the poster on the noticeboards, website and social media.

3. Highways:

a) Outstanding Faults

Missing drain cover on Biddenden Road opposite London Beach Cottage has been replaced.
Gullies on the A28 have been cleansed

b) New Faults to be reported

A couple of posts on the village green are broken.
Debris and tree trunks have been dumped in the ditches at Jubilee Park.

4. Highways Improvement Plan (HIP)

The Clerk reported that the Community Engagement Officer has been in touch to say that KCC is not supportive of an extension to the 30mph limit on the A28 or Hookstead or The Chennells. The Community Engagement Officer has advised that the this stretch of the A28 is not suitable as the environment is not in keeping with a 30mph limit. A speed reduction at Hookstead and The Chennells is not viable as KCC cannot meet the minimum requirement of 600m in length without the A28 element and there is no evidence such as collision reports to support working below this minimum of 600m. Members discussed the fact that outline planning permission has been granted for an additional four dwellings on Shawlands Lane and the Clerk was asked to find out if this could affect this decision. The Clerk has asked the Community Engagement Officer to update the HIP.

5. KCC Highways Winter 2025-2026

It was noted that the Clerk has circulated a copy of the KCC advisory newsletter on winter procedures. It was noted that the Parish Council owned salt bins need filling. The Clerk was asked to obtain the salt and to ask the Park Keeper to fill the salt bins.

Resolved: The Clerk to order 6 x 25kg bags of salt from Seton for £60.94 (excluding VAT).

6. Ordnance Survey Map

Members discussed a suggestion from a member of the public at the last meeting to replace the ordinance survey map adjacent to the village green with a more informative and engaging display. The Clerk was asked to find out which contractor Tenterden Town Council used for their information noticeboard and report back at the next meeting.

7. High Halden Infrastructure Needs/S106 Considerations

It was noted that the Clerk has prepared and circulated a draft Infrastructure Needs Report to include suggestions for S106 funding. Cllr. Hoath agreed to send some comments on the report to the Clerk.

8. KALC Community Awards 2025

Members noted that the Clerk has posted a link to an online survey requesting nominations from parishioners on social media, the website and noticeboards. Members to consider and agree a nomination at the next meeting.

Initials:

151/25 RESOLUTIONS

1. Sports Pavilion

Members considered two quotes for the supply and installation of fire extinguishers at the sports pavilion as recommended in the Fire Risk Assessment report.

Resolved: To accept a quote from Morgan Fire of £615.00 (excluding VAT) to supply, install and commission 3 x Co2 Fire extinguishers, 3 x 6l Water fire extinguisher, 6 x Wall mounting & fixings brackets plus 6 x Identification signage. To accept a quote for the annual ongoing maintenance and inspection of the fire extinguishers to include a site attendance fee £33.00 (excluding VAT) and service charge per fire extinguisher of £6.50 (excluding VAT).

9pm: In accordance with the Standing Orders a resolution was passed to continue with the meeting.

2 members of the public left the meeting

2. Policies/Administration

- a) **Co-Option Policy:** Members considered a draft co-option policy and application form prepared and circulated by the Clerk.

Resolved: To adopt the Co-option policy.

- b) **Annual Review of the Parish Council Risk Register:** Members considered some amendments to the Risk Register prepared and circulated by the Clerk.

Resolved: To adopt the Parish Council Risk Register.

3. Jubilee Park

- a) **RoSPA Inspection Reports for Jubilee Park and Hookstead**

Members considered three quotes for the remedial works to the playground at Jubilee Park and Hookstead following the recent RoSPA inspection. Members noted the huge disparity in the value of the quotes. It was noted that it is intended to use the S106 allocation to replace some of the equipment in the medium term and that it would therefore not be financially prudent to carry out extensive works.

Resolved: To accept a quote from Aspire of £771.00 (excluding VAT) to replace the missing fence pales; resecure the main gate post and replace missing fixings; rub down and repaint 2 springs on trim trail; replace 3 damaged tyres on multi-unit; replace all shackles on trapeze and tighten flat swing support bar.

4. Grass Pitch Funding

Members considered the report from Pitchpower, affiliated to the Football Foundation, which contains recommendations for a programme of works to the football pitches over 5 years. Members noted that although the Football Foundation are offering a grant, match funding is required which escalates over the period. The Clerk was asked to find out if the Parish Council could accept the grant funding for just two years when no match funding is required. The Clerk was asked to formally contact both football clubs to discuss the required match funding and establish what sums they are able to and expecting the Parish Council to provide. The Clerk was also asked to establish their expectations on which organisation would complete the grant funding application.

5. Allotments

Members considered a request from the Horticultural Society to include a prize for the allotments in their schedule.

Resolved: To suggest that the Horticultural Society includes a prize for the best basket of produce in their schedule and for the Parish Council to sponsor the prize.

Initials:

6. Grounds Maintenance Contract 2026-2028

Members noted that the current three contract for the grounds maintenance expires at the end of the year. The Clerk had prepared and circulated a copy of a specification. It was agreed for the Clerk to try and obtain some quotes for the next meeting.

7. Finances

a) Bank

It was noted that an application to add Cllr. Drury to the mandate for the Unity Trust account has been resubmitted. When Cllr. Drury has been added to the mandate the Clerk will prepare an application to remove Elizabeth Wheeler from the mandate to be signed at the next meeting.

b) To receive the updated accounts

Members received the updated accounts for 2025/2026. It was noted that unfortunately ex-councillor Wheeler had not authorised the revised payment to the HMRC. The Clerk will raise this with the payroll provider. It was also noted that the Clerk mis-typed the payment to Npower last month and that £2.00 is outstanding.

c) Budget 2026-2027

It was agreed for the Clerk and Cllr. Sargent to prepare a draft budget for 2026-2027 for adoption at the next meeting. The Clerk advised that the precept request for 2026-2027 needs to be submitted to ABC by the 9 January 2026.

d) To receive a bank reconciliation as at the 31 October 025

Members had received a copy the bank reconciliation as at the 31 October 2025.

Resolved: Cllr. Morgan to sign the bank reconciliations for the 31 October 2025 in accordance with the Financial Regulations.

e) To agree payments in accordance with the Budget:

The invoices against the payment schedule were checked.

Resolved for Cllr. Drury, when added to the mandate, and Cllr. Morgan to authorise the payments online. Cllr. Hoath as the Chair, initialled the payments list in accordance with the adopted Financial Regulations.

Balances as at 31 October 2025

Unity Trust Current Account: £20,374.65

Unity Trust Savings Account: £40,392.99

Total: £60,767.64

Receipts:

There were none.

Initials:

Payments

Reference	Payee	Invoice	Description of Transaction	Gross
87/25	Louise Goldsmith		Expenses (reimbuse fire signs)	77.51
88/25	M I Payroll	3707	Payroll Services	25.00
89/25	Mint Fresh	HHP191	Bus Stop Cleaning	82.98
90/25	Barrie Croucher		Caretaker services	73.26
91/25	Memorial Hall		Hall Hire July - September 2025	120.00
92/25	Marcus Dibgy		Park Keeper Services	732.60
93/25	Louise Goldsmith		Reimbursement pavilion door locks	108.18
94/25	David Ball		Wreath for Remembrance	22.00
DD	Unity Trust		Monthly Charge	6.00
DD	Hugo Fox		Email account	20.99
DD	Hugo Fox		Website	2.99
DD	Google Cloud		Gmail Account	14.00
SO	HMRC		Clerks Tax and NI	326.24
SO	Louise Goldsmith		Salary	875.38
		Total		2487.13

152/25 REPRESENTATION AT MEETINGS/TRAINING

a) **KALC Area Committee:**

It was noted that the next meeting is due to be held on Wednesday 26 November 2025.

b) **Village Hall Committee:**

Following the resignation of Cllr. Wheeler it was agreed to ratify a decision between meetings to appoint Cllr. Sargent as the Parish Council representative on the Village Hall Committee. Cllr. Sargent attended the AGM held on the 23 October 2025 and reported that the committee has serious concerns about the ongoing financial viability of the hall in addition to a shortage of Trustees.

c) **Parish Forum 24 November 2025:** It was noted that unfortunately nobody can attend the Parish Forum due to be held on the 24 November 2025.

d) **HHVEC:** Cllr. Hoath reported that it is planned to erect the Christmas Tree on the village green on the 27 November 2025 with the 'switch on' taking place on Friday 28 November 2025. Carols on the Green will take place on the 18 December 2025. The Clerk has requested a copy of a risk assessment for the erection of the tree which has not yet been received.

153/25 CORRESPONDENCE/CONSULTATIONS

Community Governance Review Ashford Town Centre. Noted.

Rail regulator opens doors to future international train services. Noted

154/25 ITEMS FOR THE NEXT MEETING

Assets of Community Value, Staffing Committee, Additional signatory for the Unity Bank account.

155/25 DATE OF THE NEXT MEETING

Parish Council Meeting: Monday 8 December 2025 at 7pm

156/25 CONFIDENTIAL ITEMS: There were none.

With no further business to transact the meeting closed at 9.53pm

Signed:

Date:

Initials: