



NOTICE OF THE ANNUAL MEETING

Of Lenham Parish Council 7:30pm on Wednesday 3rd June 2026
Osborne Room, Lenham Community Centre

To: All members of the Parish Council

In accordance with the requirements of the Local Government Act 1972, you are hereby summoned to attend the Meeting of Lenham Parish Council on Wednesday 3rd June 2026 at 7.30 p.m.
The meeting will be held in Lenham Community Centre, Groom Way, Lenham, ME17 2QT

Lisa Westcott

Clerk and RFO, Lenham Parish Council

28th May 2026

Agenda

Public participation: members of the public are welcome to address the council.

A period of 20 minutes has been set aside during which the Parish Council invites Questions from Parishioners present.

26/25 Apologies for absence received.

26/26 To receive declarations of interest on the agenda, declarations to changes to the Register of Interests, and to consider Requests for dispensations.

26/27 To request notification of intention to film, photograph or record any items.

26/28 In accordance with the Public Bodies (Admission to Meetings) Act 1960, S1, the Council is to determine which items, if any, should be taken with the public and press excluded.

26/29 To sign as a correct record the minutes of the Lenham Parish Council Meeting on 6th May 2026.

26/30 Progress of resolutions from 1st April (for information purposes only).

26/31 Year end reporting 2025/26

- a. To note the annual report for 25/26
- b. To review and consider the Annual Internal Audit report
- c. To approve the Annual governance statement
- d. To approve the Unaudited accounting statements

26/32 Report from Staffing Committee.

26/33 To sign as a correct record the minutes of the Finance and General Purposes (F&GP) meeting on 27th May 2026.

Recommendations:

- a. To authorise payments for May and note income.
(Details of payments and income tabled in May F&GP minutes)
- b. To authorise renewal of the annual defibrillator maintenance with Hopkins (x5 defibs) for £831.75
- c. To authorise the purchase of a new bin for Ham Lane play park at £431.60

- d. To accept the grant application from LenARA for £1500
- e. To accept the grant application from Lenham lights for £2000
- f. To accept the grant application from Lenham Community Centre for £3500
- g. To review further information received from the Heart of Kent Hospice with regards to their grant application
- h. To adopt the Investment and Reserves Strategy
- i. To adopt the reviewed Risk Management Policy for 2026 following additional comments received
- j. To further consider Cyber Security insurance – report to follow
- k. To proceed with the Best Front Garden Competition

26/34 To consider grant application from Bowls Club for £1000 towards a drop spreader

26/35 To consider grant application from Lenham Cricket Club of £2000 towards a community event and new junior equipment

26/36 To receive the clerk's report for May 2026.

26/37 To sign as a correct record the minutes of the Planning and Implementation Committee (P&I) meeting 20th May 2026

- a. To consider the planning applications in Appendix A

26/38 To consider adopting the following policies

- a. Lone Working Policy
- b. Maternity Leave Policy
- c. Dependants Leave Policy
- d. Dispensations Policy and Procedure and Form – (Review/re adopt)

26/39 To consider granting permission to Lenham Wanderers to site a storage container at WPF

26/40 To note and update on the Freedom of Information Act Request regarding 7A Church Square

26/41 Updates from meetings attended/ planned (for information purposes only)

26/42 Project Updates (for information purposes only)

26/43 To report correspondence received (for information purposes only)

If you require a printed copy of this agenda, please request this from the parish office during opening hours.

Appendix A

Application Number	Address	Application Content
25/504021/LBC	11A High Street Lenham Kent ME17 2QD	Listed building consent for erection of outbuilding in rear garden
25/504020/FULL	11A High Street Lenham Kent ME17 2QD	Erection of outbuilding in rear garden
26/501975/LBC	Clout Cottage Lenham Heath Road Sandway Kent ME17 2HX	Listed Building Consent for demolition of modern conservatory, erection of single storey rear extension, internal alterations and replacement outbuilding.
26/501974/FULL	Clout Cottage Lenham Heath Road Sandway Kent ME17 2HX	Demolition of modern conservatory, erection of single storey rear extension, internal alterations and replacement outbuilding.
26/501425/FULL	Vine Cottage Lenham Heath Road Sandway Kent ME17 2NB	Construction of an off-street parking bay for 2no. vehicles, with integrated refuse store and pedestrian safety access, removal and replacement of existing infill brick repair to the existing wall with a restoration of the Ragstone wall and installation of a 100% permeable Ecogrid system for the parking area.

