



## **Minutes of the Annual General Meeting of the Lenham Parish Council Held on 5<sup>th</sup> May 2021 at 7:30pm via Zoom**

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

Cllrs. M Cockett, D Garland, K Hammond, S Heeley, M Lowe, M Michaelas, N Osborne, A Walmsley & A Ratcliffe.  
J Bate (RFO), L Westcott (Clerk). 2 Members of the public.

### **21/01 Apologies For Absence Received**

The council accepted apologies for absence from Cllr. M Ballard.

### **21/02 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 requests received.

### **21/03 To Request Notification**

The Chairman requested notification of intention to film, photograph or record any items.

No notification received.

### **21/04 Election of Chairman**

Cllr. Osborne proposed and Cllr. Cockett seconded the nomination of Cllr. Britt.

It was **RESOLVED** that Cllr. Britt would be elected as Chairman for the next year.

### **21/05 Election of Vice- Chairman**

Cllr. Britt proposed and Cllr. Lowe seconded the nomination of Cllr. Walmsley.

It was **RESOLVED** that Cllr. Walmsley would be elected as Vice-Chairman for the next year.

### **21/06 Formation of Committees**

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

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

Cllr. Britt - Chairman, Cllr. Cockett, Cllr. Garland, Cllr. Osborne, Cllr. Ratcliffe & Cllr. Walmsley

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

Cllr. Walmsley - Chairman, Cllr. J Britt, Cllr. Cockett, Cllr. Lowe, Cllr. Osborne & Cllr. Ratcliffe

### **21/07 Council Spokespersons – as per current responsibilities / vacancies**

No changes proposed.

### **21/08 Appointment of Representatives for KALC, Community Centre and Honywood & Douglas Alms-Houses Charity**

Community Centre – nomination not required every year,

KALC – Cllr. Hammond to continue,

Alms Houses – Cllr Ballard to continue.

RFO – J Bate on rolling annual contract.

### **21/09 Harrietsham Parish Council Attendance Rota**

Dates of meetings unknown, **ACTION** L Westcott to find out dates of meetings and draw up rota.

### **21/10 Dates and Times of Council and Committee Meetings**

Council meetings – first Wednesday of the month apart from August



F&GP meetings – third Wednesday of the month  
P&I meetings – every Monday after F&GP meetings  
**ACTION L Westcott to send dates to everyone.**

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

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

Following completion of the above business, the AGM was closed and the Chairman opened the first meeting of the uncontested elected Lenham Parish Council to the public at 8pm.

### **Public Participation**

Cllr. A Walmsley reported that CCTV signs but not dummy cameras can be erected on the South side of the Pilgrims Way, not on the residential boundary. Cllr. J Britt reported that discussions will be held at county council. R Thorne is to forward on previous correspondence. Cllr. M Michaelas reported that the legitimate users are concerned about the illegal users. Cllr. J Britt is keen to promote legal use of the Pilgrims Way on social media.

### **21/11 Apologies for Absence Received**

The council accepted apologies for absence from Cllr. M Ballard.

### **21/12 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 requests received.

### **21/13 To Request Notification**

The Chairman requested notification of intention to film, photograph or record any items.

No notification received.

### **21/14 To Receive Minutes of the Parish Council Meeting on 7<sup>th</sup> April 2021**

Cllr N Osborne proposed, Cllr D Garland seconded and it was **RESOLVED** that the minutes of the meeting held on **Wednesday 7<sup>th</sup> April 2021** are a true record and were approved, adopted and signed by the Chairman of the Parish Council (post meeting).

### **21/15 Progress of Resolutions**

Covered by items on the agenda.

### **21/16 Finance**

#### **a) Responsible Financial Officer Report**

- i. J Bate reported that the Unity Bank Account has been set up, we are just waiting for a switch date.
- ii. Pension to be set up for L Westcott.
- iii. There have been no significant funds into the account, other than the drawdown for 1A.

Cllr. J Britt reported that the completion of the adjacent flat to 1A had taken place on 30<sup>th</sup> April. We are still waiting for news regarding the contract for 1A.

Cllr. J Britt reported that a quote of £2500 had been received for legal advice regarding land West of Loder Close, to take forward the points made by Paul McCreery planning consultant. Spend was formerly agreed at earlier meeting and all agreed to take this forward.

**ACTION** Cllr. J Britt to talk to barrister in the morning.



b) Cheques for consideration and payment 5<sup>th</sup> May 2021

|   | Cheque No. | Amount  |
|---|------------|---------|
| Amiga Fire and Security – Invs 77544 & 78884        | 5371       | 108.00  |
| Down to Earth – Chris Hill April Invoice            | 5372       | 660.00  |
| Air Ambulance donation                              | 5373       | 100.00  |
| Lotus Design and Print                              | 5374       | 36.00   |
| Nathan Beale – Invoices 48 & 56 (£650 each invoice) | 5375       | 1300.00 |
| Lenham Focus invoice 2349                           | 5376       | 395.00  |

Official salaries drafted in Appendix A.

Cllr. D Garland proposed, Cllr. A Ratcliffe seconded, and it was **RESOLVED** to make the payments.  
Cllrs. M Cockett and N Osborne signed the cheques on behalf of Lenham Parish Council.

**21/17 Planning and Implementation Committee Report**

Cllr. A Walmsley reported that the first meeting of the new committee took place and he will continue to send the weekly planning list to all LPC and P&I committee members for comments.

**21/18 Councillor Resignation/ progressing Councillor Vacancy**

**ACTION** L Westcott to advertise to fill vacancy by co-option once confirmation received from MBC.

**21/19 Preparations for Annual Parish Assembly**

Parish Assembly to be held on 27<sup>th</sup> May in Community Centre, in line with COVID regulations.  
Clubs/organisations will be invited to provide an update on how/when they will start meeting again.  
Cllr. N Osborne offered to help L Westcott with set up.

**21/20 To Receive the Minutes of the Finance and General Purposes Meeting on 21<sup>st</sup> April 2021.**

Cllr. A Ratcliffe has begun drafting paper on memorials – to be circulated.  
Cllr. A Walmsley proposed, Cllr. D Garland seconded and it was **RESOLVED** that the minutes of the F & GP meeting held on Wednesday 21<sup>st</sup> April 2021 are a true record and were approved, adopted and signed by the Chairman of the F & GP Committee (post meeting).

**21/21 To Received the Minutes of the Planning and Implementation Committee Meeting on 26<sup>th</sup> April 2021.**

Minutes not yet finalised.

**21/22 Councillor Spokesperson's Reports including Project Updates**

- Lenham Nursery – Cllr. A Ratcliffe recommends using Native Ecology for the bat survey. All agreed.
- Village Signposts – Section 106 money from The Paddocks can be used. Recycled material is to be used which will lower the quote. **ACTION** Cllr. D Garland to talk to Peter Goodwin.
- Planters – Cllr. D Garland reported that geraniums are due at the end of May.
- SOHL – Cllr. K Hammond seeking clarification of what legal advice SOHL needs to fundraise for.
- William Pitt Field – Cllr. M Lowe reported that the new skate ramp is being installed this week.
- Alms Houses – Cllr. M Ballard provided a written report pre meeting - the new build is progressing slowly.

**21/23 Correspondence Received**

- NHS Day – LPC not aware of anyone doing anything to celebrate.
- FOI request – **ACTION** L Westcott to draft response for discussion at F&GP
- Draft Conservation Appraisal for Elmstone Hole – Response required to MBC by 21<sup>st</sup> June.

**ACTION** All to send L Westcott any comments.

**ACTION** Cllr. A Ratcliffe to send L Westcott his personal comments.

The meeting closed at 21:40