

LENHAM PARISH COUNCIL
REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING AT 7.30pm WEDNESDAY 20th JANUARY 2021
MEETING BY ZOOM

PRESENT Cllr. J Britt Chairman presiding.
Cllrs. M Cockett, D Garland, K Hammond, N Osborne, A Ratcliffe & A Walmsley.
J Bate (RFO) M McFarlane. (Clerk)
R Greenwood & V Woollven LNP representatives were also present.

PUBLIC PARTICIPATION

Working towards the referendum in May (subject to Covid-19 restrictions) the printing/advertising costs were agreed. Close liaison with SOHL will continue, however, the message that the proposed Garden Village development at Lenham Heath is **not** part of the Neighbourhood Plan must be made clear. There will be no public open meetings before the referendum due to Covid restrictions. The use of social media will be key to getting the referendum message out, along with the articles in the Focus, banners and posters, plus copies of the final plan placed throughout the parish, with copies also sent to stakeholders. This is a joint initiative between the Neighbourhood Plan Review Group and the Parish Council.

1. **APOLOGIES FOR ABSENCE** No apologies received.
2. **DISCLOSURES AND CONFIDENTIAL ITEMS ON THE AGENDA** No disclosures of confidential items on the agenda.
3. **FINANCIAL UPDATE-RFO**
 - a) **Loan application/purchase of 1A High Street update**

The RFO will contact the public works loan board to confirm the funds have been released.
Cllr. N Osborne will contact the bank to see if the funds are in the account yet. Cllr. J Britt reported we are awaiting the conveyancing report, particularly concerning the lease of the flat above the florist shop, which we do not require, just a straight freehold contract for the office building.
 - b) **External Audit Report & Certificate follow up actions.**

Lenham Parish Council has referred the resolution of the Internal and External Audit to the Responsible Financial Officer for action and in this year's instance he has considered the points raised and has resolved to ensure that future AGARs are prepared with care and all Public Consultation Periods are met. Lenham Parish Council are currently in this year's budgeting process and will ensure that this is agreed by full council and this agreement is correctly worded to ensure no ambiguity in the councils liabilities.
4. **UPDATE ON SECTION 106 & CIL MONIES DUE**

Cllr. D Garland submitted an up to date S106/CIL spreadsheet based on information received from MBC & P McCreery. The RFO & Cllr. D Garland will work with the figures provided by the monthly income and expenditure sheet provided by the RFO, showing a breakdown of monies received and where the S106/CIL monies are spent.
5. **PROJECT UPDATES**
 - a) **Toilets.**

Cllr. A Ratcliffe presented plans for a new build WC facility with two unisex toilets and a wheelchair accessible toilet. A storage area would be at the rear and accessed from a service door on Maidstone Road.
 - b) **Maidstone Road car park.**

Cllr. A Ratcliffe reported Covid restrictions were holding up works, he hoped the work would be completed during the present lockdown ideally before the end of February.

c) Nursery School.

Cllr. A Ratcliffe reported a site survey for an environmental assessment took place on the 19th of January and will be submitted to MBC. The invoice was retrospectively agreed by this committee due to the tight time schedule.

d) Ham Lane to Maidstone Road footpath.

The works should start 25th January and take approximately six weeks, the path and play area will be closed off during the duration of the works. Details will be uploaded onto the LPC website.

e) Cross maintenance

S Waring is obtaining quotes for triangular gates to allow access for the farm machinery, he has the details of the trees/shrubs available to plant along the fence line. A quote will be submitted showing the details of the gates.

6. **LANDSCAPE & VILLAGE MAINTENANCE**

The village handymen will cut back the trees on the A20 to ensure the sight line when joining the road from Faversham Road (south) will be clear. This is an annual task.

The Clerk will clarify who is responsible for carrying out groundwork on the grass area between Robins Close and the High Street.

A letter will be sent to the water company at Northdown's Business park concerning light pollution from the site. Cllr. N Osborne suggests lights at the back of the buildings are causing the problem.

7. **NEW AND REPLACEMENT PLANTERS UPDATE**

Cllr. D Garland has looked at Church Square and Malthouse Close for possible planter sites. The A20 planters will be refurbished first and then the small planters in the Square.

8. **CCTV PROPOSED UPGRADE**

Cllr. A Walmsley reported the cameras at William Pitt Field are of poor quality and should be included in the CCTV upgrade project. The LPC CCTV policies will be updated when we purchase the new equipment. The recording equipment could be installed at the new parish office. Cllr. J Britt suggested the use of the 'Hawk-eye' mobile CCTV system may be useful for the Pilgrims Way.

9. **CORRESPONDENCE RECEIVED (For information)**

Cllr. A Walmsley will organise a memorandum of understanding for the proposed bootcamp facility at the William Pitt Field for consideration, he will also draft a letter concerning the street lighting at Old Ashford Road for the new development.

Cllr. A Walmsley will draft a letter concerning the TRO 30mph at Headcorn Road for presentation at the zoom meeting on Wednesday 27th when Cllrs. J Britt and N Osborne will be speaking with the housing association at the development west of the railway.

Cllr. D Garland has forwarded a letter from a resident concerning the ongoing problems with off road vehicles/bikes at the Pilgrims Way.

Cllr. J Britt has produced a job application pack following the Clerk's letter confirming her retirement on the 31st of March. The position will be widely advertised on social media and the notice boards. Cllrs. J Britt, K Hammond, N Osborne and A Ratcliffe will undertake the interviews by zoom, week beginning the 22nd of February. M Sherwood will advise the council on new IT equipment for the parish office and facilitate the setting up of the service. The Clerk will continue to offer office facilities until such time the new office is ready to open.

The meeting closed at 9.40pm

