



## Minutes of the Meeting of Lenham Parish Council

Held on Wednesday 2<sup>nd</sup> November 2022 at 7:30pm at Lenham Community Centre

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

Cllrs. P Culver, K Hammond, S Heeley, M Michaleas, N Osborne, A Ratcliffe & A Walmsley

J Bate RFO, L Westcott Clerk

1 Member of the public.

### **Public participation**

Nothing raised.

### **22/90 APOLOGIES FOR ABSENCE RECIEVED**

Apologies received and accepted from Cllrs. M Cockett and M Ballard as well as MBC Cllrs. T & J Sams.

### **22/91 TO RECEIVE DECLARATIONS**

Declarations of interest on Agenda items, Cllrs. N Osborne and A Ratcliffe made a declaration relating to Lenham Nursery school. Cllrs. K Hammond and S Heeley made a declaration relating to the grant application from SOHL.

Declarations to changes to the Register of Interests. No declarations received.

Requests for dispensations. No new requests received.

### **22/92 NOTIFICATION OF INTENTION TO FILM, PHOTOGRAPH OR RECORD ITEMS**

There were none.

### **22/93 TO SIGN AS CORRECT THE MINUTES FROM THE PARISH COUCIL MEETING ON 7<sup>th</sup> SEPTEMBER 2022**

Cllr. M Ballard proposed, Cllr. N Osborne seconded and it was **RESOLVED** that the minutes of the meeting held on **Wednesday 5<sup>th</sup> October 2022** are a true record and were approved, adopted and signed by the Chairman of the Parish Council.

### **22/94 PROGRESS OF RESOLUTIONS**

None not included on agenda.

### **22/95 VOTE ON COUNCILLOR CO OPTIONS FOR NORTH WARD**

No interested members of the public attended the meeting, further advertisement is required.

### **22/96 FINANCE**

a. Responsible Financial Officer Report by J Bate:

Balance in account on 31/10/2022 currently at £212,826.66 with income approximately £16,000 (from cemetery, Parish Services Scheme grant, CIL and S106 money for skate ramp).

b. Cllr. J Britt proposed that the RFO hours are increased from 8 to 16 hours per week from April 2023. This will result in an increase in NI and Pension. All agreed.

c. Re-allocation of budget items – J Bate has worked on moving budget lines to balance the budgets over and under spent. The details will be decided on at F&GP and formally agreed at December LPC. J Bate reported that there is only approximately £4000 left in the planning budget line to cover costs for the MBC local plan examination.

**ACTION** J Bate to circulate figures before F&GP.

d. Budget planning for 23/24 – work has begun on calculating the budget required for the next financial year, this will be the main topic of discussion at F&GP, Cllr. J Britt asked that as many Cllrs. as possible please attend F&GP.

e. To authorise payments for October – tabled below:

Name	Frequency	Description	Date	Amount
Coolings Garden Centre	Annual	Winter pansies for village planters	20/10/2022	187.53
Down to Earth Maintenance	Monthly	Grass cutting and hedge trimming	31/10/2022	837.00
DPLC	One off	MBC Local Plan Review - Landscape assessment advice	20/10/2022	500.00
Evolution Skate Ramps	One off	Paint Surface for skate ramp - unpaid from November 2021	20/10/2022	262.80
KALC	One off	Training - recruitment and retention of diverse pool of Cllrs.	20/10/2022	42.00
Nathan Beale	Monthly	Emptying bins and litter picking	31/10/2022	695.00
Paul Waring	One off	Installation of gates and steps, plus associated work at the Cross	31/10/2022	6552.60
Paul Waring	Quarterly	July - September ground maintenance	31/10/2022	3113.28
St Mary's Church	One off (then 6 monthly)	Electricity costs for churchyard	10/10/2022	1361.40
Streetlights	6 monthly	Streetlights maintenance contract	20/10/2022	384.00
Wicksteed	One off	Repair kit for playpark surface in Ham Lane	26/10/2022	305.98
TOTAL				14241.59

L Westcott asked if the grants approved at the last meeting would be included on the payment run, J Bate stated they would be, along with payment for the rat treatment and L Westcott's expenses.

Cllr. A Walmsley proposed, Cllr. P Culver seconded and it was **RESOLVED** to make these payments.

Cllrs. N Osborne and J Britt to authorise the payments on-line.

#### **22/97 TO RECEIVE THE REPORTS AND MINUTES OF THE PLANNING AND IMPLEMENTATION MEETING 24<sup>th</sup> OCTOBER**

Cllr. K Hammond proposed, Cllr. S Heeley seconded and it was **RESOLVED** that the reports and minutes of the P&I meeting held on Monday 24<sup>th</sup> October 2022 are a true record and were approved, adopted and signed by the Chairman of the P&I Committee meeting. Points to note:

- i. MHS Homes open day at Lenham Springs was well received
- ii. Firwood Lodge at Harriethsam – an appeal has been submitted
- iii. Warren Lands – Response submitted in light of appeal.
- iv. Little Gaynes – Cllr. J Britt has sent an enquiry to MP and KCC Cllr. regarding the use of nutrient credits from Forestry England. This was not made clear in the plan for Pleasant Farm.
- a. MBC Local Plan Update – Cllr. J Britt reported that the examination is due to start on Monday 7<sup>th</sup> November.  
**ACTION** Cllr. J Britt to send the rota for who will attend when.

#### **22/98 TO RECEIVE THE NOTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING 19<sup>th</sup> OCTOBER**

The F&GP meeting on 19<sup>th</sup> October was inquorate so there are no minutes to agree. All items included on this agenda.

#### **22/99 TO CONSIDER GRANT APPLICATIONS**

- a. Lenham/Harriethsam Youth Group for £1620 or £820 – Cllr. N Osborne proposed and Cllr. A Ratcliffe seconded and it was **RESOLVED** to provide a grant of £820 with Harriethsam PC providing the same.
- b. Save Our Heathlands for £2000 – this was discussed at length and Cllrs. decided not to accept the grant, SOHL will withdraw the application. SOHL will pay £2000 towards planning consultant fees. Cllr. K Hammond asked for help with fundraising.

#### **22/100 TO CONSIDER SERVICE OF OUTDOOR GYM EQUIPMENT BY CALOO AT £445**

L Westcott reported on issues with the outdoor gym equipment at Ham Lane play park. The equipments warranty was no longer valid as inspection reports have not been provided to Caloo as required in the initial agreement. All agreed



the equipment requires a service which will include fixing the issues found. Cllr. A Ratcliffe proposed and Cllr. A Walmsley seconded and it was **RESOLVED** to pay £445 for Caloo to carry out a service and inspection on the outdoor gym equipment across the three sites.

**ACTION** L Westcott to instruct Caloo and ask if the warranty can be reinstated if conditions are met going forward.

#### **22/101 PROPOSED INCREASE OF CEMETERY FEES**

L Westcott proposed an increase in cemetery fees from January 2023 as follows:

<b>Cemetery Fees for burials</b>	<b>Current</b>	<b>Plus 10% rounded up</b>
Purchased grave	396	450
Interment	396	450
Headstone placement	165	200
Kerbing	187	220
Cremated ashes in existing grave	66	75
<b>Fees in cremation plots</b>		
Purchased Plot	132	150
Interment of ashes	66	75
Memorial tablet	66	75

Cllr. A Ratcliffe proposed and Cllr. K Hammond seconded and it was **RESOLVED** to increase the fees as presented.

#### **22/102 PROPOSED LETTING OF UPSTAIRS OFFICE AT 1A**

Cllr. J Britt presented the proposal to let the upstairs office at 1A to Ted Learning. Cllrs. raised concerns over security of data, accessibility of bathroom facilities and impact on the speed of internet. A vote resulted in the proposal being refused. **ACTION** Cllr. J Britt will liaise with Ted Learning.

#### **22/103 PROJECTS**

- The Nursery – Cllr. N Osborne reported that ticket sales for the quiz night are going well.
- Kings coronation – Cllr. J Britt reported that LPC will look to find an organised group that could run an event.
- MBC Design and Sustainability Plan (Regulation 18) – Cllr. K Hammond reported on the consultation.
- Remembrance Day – 11<sup>th</sup> November, there will be a short service in the churchyard from 10:30 and 13<sup>th</sup> November the church service begins at 10:15 with a parade to the cemetery.

#### **22/104 CORRESPONDENCE**

L Westcott has been approached by the Commonwealth War Grave to asking if they can display a sign at the cemetery. NALC have provided information on the Civility and Respect Pledge.

A request for average speed cameras along the A20 has been requested by a member of the public.

A member of the public has raised concerns over the slippery pavements – this will be reported to MBC/KCC.

**The meeting closed at 22.00**

Signed as a true record on this day 7<sup>th</sup> December 2022.....

Chairman of Lenham Parish Council

