



## **Minutes of the Meeting of Lenham Parish Council**

### **Held on 5<sup>th</sup> January 2022 at 7:30pm at Lenham Community Centre**

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

Cllrs. P Culver, D Garland, K Hammond, Mic Lowe, Mike Lowe, N Osborne, A Ratcliffe & A Walmsley  
L Westcott (Clerk), 5 Members of the public.

#### **PUBLIC PARTICIPATION**

Therese Hammond presented a brief introduction to the Kent Community Rail Partnership (CRP). The Kent CRP promotes improvements and usage of Swale Rail, Medway Valley Line and Kent Downs Line. The Kent CRP is made up of Local Authorities, Town and Parish Councils and other organisations with an interest in promoting and improving rail facilities and services. Charing Parish Council has adopted one station platform in Charing and Heath Farm School has adopted the other platform. Planters and hanging baskets have improved the areas. Walks are proposed to be run from different stations throughout the year and this will involve liaison with local businesses.

One member of the public asked about LPC's procedure for responding to planning applications and if a Cllr. emails comments are these taken into account at a meeting if they are not present. Cllr. J Britt explained that the emails are used to highlight the need to discuss the application at a meeting, only those comments made by those present at a meeting are taken into account. The member of the public also asked why lay members of the P&I committee do not have council email addresses, Cllr. A Walmsley explained that they do not receive any information that is not in the public domain, so there is no need to have council email addresses – these are only for Cllrs. and officers. The member of the public also asked why there was no reference to the Freedom of Information Act 2000 on the LPC website. Cllr. J Britt explained that parish councils are subject to FOI requests and the relevant information is provided within the FOI Regulations and not required to be included on the LPC website.

One member of the public asked if there could be width restrictions and weight limit signs put on Liverton Hill. Cllr. J Britt stated that LPC are aware of the issues with trucks trying to get through narrow roads and this has been highlighted to KCC - the Highways Authority. Shellina Prendergast (KCC Cllr.) has written to the Police and Crime Commissioner about speeding and lorries on rural roads.

One member of the public raised concerns about speeding along the High Street and asked if a speed camera could be installed. Cllr. A Walmsley stated that LPC have a Speed Indication Device (SID) that moves around the parish and the data collected is passed to KCC and Police. They use data from all over Kent to prioritise resources.

The Chairman thanked the members of public for attending and opened the meeting at 8:15pm.

#### **21/119 APOLOGIES FOR ABSENCE RECEIVED**

Apologies for absence were accepted from Cllrs. M Ballard, M Cockett, M Michaelas and S Heeley as well as J Bate (RFO) and MBC Cllrs. T Sams and J Sams.

#### **21/120 TO RECEIVE DECLARATIONS**

Declarations of Interest on Agenda items. Cllr. N Osborne declared an interest in item 16.  
Requests for dispensations – Cllr. K Hammond has a dispensation for item 6.

#### **21/121 TO REQUEST NOTIFICATION**

The Chairman requested notification of intention to film, photograph or record any items.  
No notification received.



## **21/122 TO RECEIVE MINUTES OF THE PARISH COUNCIL MEETING 1<sup>ST</sup> DECEMBER 2021**

Cllr. M Lowe proposed, Cllr. D Garland seconded and it was **RESOLVED** that the minutes of the meeting held on **Wednesday 1<sup>st</sup> December 2021** are a true record and were approved, adopted and signed by the Chairman of the Parish Council.

Cllr. A Ratcliffe requested that agendas and minutes be provided in a PDF form.

## **21/123 PROGRESS OF RESOLUTIONS (for information purposes)**

L Westcott has circulated the response from KCC regarding the new road layout at the railway bridge.

## **21/124 FINANCE**

- a. Responsible Financial Officer Report (read by L Westcott)  
Income since December meeting = £1,144.00 and expenditure including Direct Debits = £6,305.20  
Priorities for coming months include VAT recovery, asset register and updating financial standing orders.
- b. To authorise payments:

Name	Date	Amount (£)
Amiga Fire and Security (CCTV)	01/12/2021	54.00
Down to Earth Garden Maintenance (hedge cutting)	30/11/2021	240.00
EDF Energy - 1A electricity	22/12/2021	94.32
Lenham Community Centre (Room Hire)	29/12/2021	202.00
Nathan Beale (1 month - Litter picking and bin emptying)	30/12/2021	660.00
Nigel Turner (1 month - Cemetery Maintenance)	30/12/2021	90.00
Parish Online (Mapping software annual fee)	10/12/2021	192.00
PMC Planning (Planning support for 4 months including local plan response)	29/12/2021	12,600.00
Lenham Wanderers FC (Annual Grass cutting contribution)	29/11/2021	705.70

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

Cllrs. N Osborne and D Garland to authorise the payments on-line.

**ACTION** L Westcott to contact Lenham Wanderers Football Club to advise that the previously agreed annual grass cutting payment will be paid but not the additional £120 for strimming, further discussion is required.

- c. Budget Recommendation from F&GP – a budget of £178,827 is proposed, this results in an increase from £106.99 to £116.58 per band D household.  
All voted in favour and it was **RESOLVED** to apply for a precept of £178,827 to MBC.  
Cllr. K Hammond abstained from vote.

## **21/125 PLANNING AND IMPLEMENTATION (P&I) COMMITTEE REPORT**

All agreed this was an accurate record of planning comments from December.

## **21/126 TO RECEIVE THE MINUTES OF THE PLANNING AND IMPLEMENTATION MEETING 20<sup>TH</sup> DECEMBER 2021**

Cllr. A Walmsley reported that P McCreery provided a response to the application at the former Victoria's site.

Cllr. N Osborne proposed, Cllr. M Lowe seconded and it was **RESOLVED** that the reports and minutes of the P&I meeting held on Monday 20<sup>th</sup> December 2021 are a true record and were approved, adopted and signed by the Chairman of the P&I Committee.

## **21/127 TO RECEIVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSES MEETING 15<sup>TH</sup> DECEMBER 2021**

- a. Recommendation to accept to pay a subscription to AutoCAD at £360 for the year.
- b. Recommendation to accept the quote for the pruning of the yew trees in the cemetery at £45.



Lenham Nursery to be invited to F&GP committee meeting, Cllr. N Osborne and A Ratcliffe will meet with them prior to attendance at F&GP meeting.

Cllr. N Osborne outlined the information being provided to the member of the public who has requested information, all agreed this was acceptable.

Cllr. K Hammond proposed, Cllr. A Walmsley seconded and it was **RESOLVED** that the minutes, reports and recommendations of the F&GP meeting held on Wednesday 15<sup>th</sup> December 2021 are a true record and were approved, adopted and signed by the Chairman of the F&GP Committee.

**21/128 SALE OF LAND AT WILLIAM PITT FIELD TO COUNTRYSIDE**

Cllr. J Britt reported that he is waiting for the S106 agreement to be supplied prior to proceeding with the sale.

**21/129 TO CONSIDER PAYING THE ANNUAL SUBSCRIPTION FOR THE VILLAGE ZOOM ACCOUNT**

L Westcott asked Cllrs. to consider paying £120 + VAT for the village zoom account - all agreed that this would be a benefit for community groups due to very high COVID cases locally.

**ACTION** L Westcott to ask D Coorsh to set up and operate the account.

**21/130 TO AGREE A POLICY REGARDING SUBSTITUTIONS AND NOMINATE SUBSTITUTE MEMBERS OF F&GP AND P&I**

Cllr. J Britt reported that for committees to be quorate, at least 4 Cllrs. who are committee members are required to be present. All agreed to adopt the Policy as presented.

**21/131 CLLR. RESPONSIBILITIES – REVIEW AND REFRESH**

The current list of Cllr. responsibilities were discussed and a few items added on and allocated.

**ACTION** L Westcott to circulate updated list.

**21/132 POLICY FOR CLLR. DISPENSATIONS AND RECORDS OF NON-PECUNIARY INTERESTS**

L Westcott circulated a draft Policy for Cllr. dispensations prior to the meeting, all in favour of adopting this.

Cllr. J Britt reported that a public record should be made available of Cllrs. non-pecuniary interests, L Westcott has provided a copy of the form for completion to each Cllr. present.

**ACTION** All Cllrs. to complete Declaration of Interests Form

**21/133 PROPOSAL FOR PROTECTION OF HISTORIC DIGITAL DATA**

Cllr. A Ratcliffe outlined a paper he wrote on proposals for the historic digital data held by Cllrs. L Westcott has access to a Microsoft One:Drive cloud for storage of “live” documents, but this requires a lot of work to “tidy” it up. Historic information could be stored on memory sticks.

**ACTION** L Westcott to continue work on electronic filing held on the One:Drive

**ACTION** L Westcott to source memory sticks.

**21/134 LENHAM MEADOWS TRUST GRANT APPLICATION – TO CONSIDER A GRANT FOR £500**

Cllr. N Osborne declared an interest as a trustee of the Lenham Meadows Trust.

Cllr. A Ratcliffe proposed and Cllr. K Hammond seconded and it was **RESOLVED** to pay the grant of £500 to Lenham Meadows Trust. A few questions were raised during discussions – is this for the whole cost of the project and will a grant likely be required every year.

**ACTION** L Westcott to liaise with Lenham Meadows Trust.

**21/135 PROJECTS**

No other updates.

**21/136 CORRESPONDENCE**

L Westcott reported that “Dynamic Councillor” training is being run remotely by KALC on 21<sup>st</sup> January – Cllr. Mic Lowe and D Garland have requested to attend.

**ACTION** L Westcott to book training.

The meeting closed at 22:20