



In the Beautiful Garden of Kent

clerkwestwellparish@outlook.com

1337

Westwell Parish Council

Minutes of a Meeting of the Parish Council

Held on Wednesday 3 December 2025 at 7pm, Westwell Village Hall, Westwell

1. Open Forum

No members of the public were present.

2. Present and apologies

Present: Cllrs Bainbridge (chair) Drury (vice-chair), Ward, Wyatt, Bartlett and Hutchison. Clerk – Sonia Young.

Apologies: Cllrs Lister, Farrington and Richards.

3. Declarations of Interest

All those Cllrs living close to sites submitted under the call for sites for the 2042 Local Plan. No Cllrs have pecuniary interests to declare.

4. 4.1 Approval of the minutes of the meeting held on 12 November 2025 and matters arising.

Resolved:

That the minutes of the meeting of Westwell Parish Council held on 12 November 2025 be approved and confirmed as a true record.

Proposed: Cllr Drury. **Seconded:** Cllr Ward. **All in agreement.** Cllr Bartlett abstained as not present at the November meeting.

Resolved:

It was resolved to approve the minutes as a true record of the meeting.

4.2 Matters Arising

4.2.1 ABC (dog) waste bin Westwell Cemetery.

Cllrs agreed that as ABC has declared it does not own the bin adjacent to a resident's fence, it can be relocated further into the cemetery.

Action: Cllr Drury to review its fixings and report back at the January meeting.

4.2.2 SLRA meeting with Katie Lam MP about M20 noise reduction.

No update. On behalf of the SLRA, Cllr Bartlett will write again to Katie Lam MP to follow up on a response. He will circulate the draft letter to all Cllrs for comment. Cllr Bainbridge will draft a letter to send to parishes also impacted by M20 noise.

Cllr Bartlett will copy the letter National Highways England about the noticeable increase in noise levels on the M20 due to the localised deterioration in the concrete road surface between Sandyhurst Lane and Tutt Hill and likely caused by the frequent implementation of Operation Brock.

4.2.3 Active Kent Sport application for a grant towards the installation of a kids' climbing frame

As the application was not successful, Cllr Bainbridge will write to Kent County Cllr Jeremy Eustace to try and secure a Members' grant towards a new kids' climbing frame.

4.2.4 Potters Corner safety and proposed junction updates

The issue is live with East Kent highways and a bid for funds to improve the junction appears to have been submitted. Cllrs need to advise East Kent Highways of any new accidents at the junction. Cllr Drury has notified them of a recent collision involving schoolchildren being driven into Ashford and to which the emergency services had to be called.

4.2.5 Cemetery Health and Safety Policy

The Clerk will draft a policy and circulate it to Cllrs ahead of the next meeting for review.

4.2.6 Tutt Hill highways clutter

Cllr Wyatt reported several issues that, combined, are giving a very untidy and unkempt appearance to Tutt Hill.

Action: Cllr Wyatt to send photos of each issue to the Clerk with a What3Words locator. The Clerk to liaise with the Kent Highways steward to see if they can be repaired/ removed to tidy up the area.

Decision Items

5 5.1 Planning applications received for comment

5.1.1 PA/2025/1937 1, Hoads Wood Gardens TN25 4QB

Proposed new garage with increased external parking. Conversion of integral garage including changes to fenestration.

WPC view: This is an alternative scheme following a proposal for a side extension of the existing integral garage that was approved earlier this year (2025/0293). The proposed conversion of the existing garage has evolved to make both bays into accommodation rather than just one – doubling the size of the family room. A large standalone garage is proposed at the side of the house – this will increase the massing of the property, and the proposed footprint generates a high ridge for the roof, although the massing of this is moderated by gable ends in keeping with the design of most houses in Hoads Wood Gardens. The standalone garage is large but clearly subservient to the house and has one side door and no windows. As it is close to the adjacent property, it would be advisable that if there were subsequent external changes they should require planning permission.

Resolved

It was proposed to raise no objection.

Proposed: Cllr Drury. **Seconded:** Cllr Wyatt. **All in agreement.**

Resolved.

5.1.2 PA/2025/1989 Elm Cottage, 5 Gothic Cottages TN26 1AH

Conversion of an existing detached garage to create a residential annexe, including the erection of a single-storey rear extension. .

WPC view: The proposal is explained in a detailed Design and Access statement, as the applicant hopes that what is proposed is fully compliant with HOU9 - the current ALP policy on standalone residential annexes. The proposal will create a standalone residential annexe from an existing garage which has a small office loft above the garage. The residential accommodation would also be enlarged by extending the footprint of this ground floor space by a single-storey extension. The resulting standalone annexe will approach the footprint of the main dwelling but remain entirely subservient in its massing. There is space on the plot for the extension to the rear without adversely affecting neighbours.

Resolved

It was proposed to raise no objection

Proposed: Cllr Drury. **Seconded:** Cllr Ward. **All in agreement.**

Resolved.

5.2 Update on Planning Matters in progress

5.2.1 Works at the Sandbar Business Park

Cllr Bainbridge will liaise with all parties to fix the next meeting date and will also circulate minutes from the most recent meeting to all Cllrs.

6. 6.1 Financial Report

6.1.1 Approval of payments for November in accordance with the budget

WPC main account

Expenditure to approve for Dec 2025		Method	£
Salary payment December	Clerk	BACS	946.40
Tax and NI	HMRC	BACS	368.75
Mowing inv 5426	All Seasons Gardening Services	BACS	678.60
Clerk expenses	Reimburse clerk		35.85
Total			£2029.60

Income			
Transfer of special reserve from the deposit account to pay for signage	Internal transfer	BACS	134.40
Total			£134.40

Bank Reconciliation Balance at 30 November 2025: £18, 468.84 less unpresented cheques as follows:

--	--	--

Actual balance = £18, 468.84 as at 30 November 2025

WPC deposit account

Expenditure			£
Transfer out special reserve to deposit account for signage			134.40
Total			£134.40

Income			
9 Nov	Interest	BACS	24.55
Total			£24.55

Bank Reconciliation Balance £46, 591.37 as at 30 November 2025 less un-presented cheques as follows:

--	--	--

Actual balance: £46, 591.37 as at 30 November 2025

General reserve	20065.18
Grant	2, 279
HiP	7,859.42
Deposit	15,937.77
Special reserves:	450.00
£450 tidy undergrowth	
Gold Hill	
Special Reserve to be transferred into current account for adult gym and cemetery signs	134.40

*Interest added to the General Reserve

WPC No 2 Account

Expenditure		Cheque No	£
Total			£00.00

Income			
Total			£00.00

Bank Reconciliation Balance £3.44 at 30 November 2025. Actual balance = £3.44 at 30 November 2025.

Resolved

WPC resolved to approve the accounts as noted and payments in accordance with the budget.

Proposed: Cllr Dury. **Seconded:** Cllr Bainbridge. **All in agreement.**

Resolved. WPC approved the accounts as noted and payments to be made in accordance with the budget.

6.2 Other Financial Matters

6.1.2 WPC Budget 2026-2027 – discussion and proposal for approval

The Clerk circulated the proposed budget to all Cllrs in advance of the meeting.

Resolved

WPC resolved to approve the budget and precept request as circulated in advance of the meeting.

Proposed: Cllr Dury. **Seconded:** Cllr Hutchinson. **All in agreement.**

Resolved: WPC approved the budget and precept request for 2026-27.

Action. Clerk to submit the paperwork and 2026-27 precent request to ABC.

Information items

7. 7.1 Correspondence

Information about the ABC Christmas and New Year refuse collection dates will be posted on all noticeboards for residents to see.

8. 8.1 Playground

Cllr Farrington circulated the proposed climbing stack and allied costs to all Cllrs in advance of the meeting.

Resolved

Proposal to purchase the climbing stack as defined by Cllr Farrington in order to enhance the play facilities available to children in the parish.

Proposed: Cllr Wyatt. **Seconded:** Cllr Ward. **All in agreement.**

Resolved: WPC approved the purchase.

Action: Cllr Farrington to contact the suppliers to place the order and confirm the location in the recreation area.

9. 9.1 Cemetery

9.1.1 Memorial health and safety checks

See Item) 4.2.5

10. 10.1 KALC Meeting

Report of the recent meeting was circulated to Cllrs in advance of the meeting by Cllr Bartlett.

11. 11.1 Highways

See Items 4.2.4 and 4.2.6

12. 12.1 Village Hall Management Committee

A report was circulated in advance of the meeting by Cllr Farrington. She reported that the updated approach to storage was working well. A deep clean of the village hall is pending.

13. 13.1 Parish Priority Projects

Update at the January meeting.

14. 14.1 Westwell Eye

A financial report was circulated by the Clerk to all Cllrs ahead of the meeting. Martin Wyatt has offered to assist the editor with proof reading.

15. 15.1 Community Resilience Plan

Cllr Ward is finalising the insert into an early 2026 edition of Westwell Eye. Cllr Wyatt will update the WPC logo for use in the report and send it to Cllr Ward. Cllr Bainbridge will follow up on the suggestion of a purchase of a generator to ensure the village hall can be used as a central emergency centre in the event of a severe power failure.

16. Ashford Parish Forum November 2024

Cllr Bainbridge attended the Forum and circulated a report to all Cllrs in advance of the meeting. Copies of some of the presentations are awaited from ABC. The Clerk will circulate them when they arrive.

17. Additional items

17.1 Beat officer

The Clerk has been in touch with Westwell's new PC beat officer Aaron Hopkins and provided dates of the 2026 meetings in the hope that he can attend a future meeting and update WPC / residents on his remit and role.

17.2 ABC proposed Design Code consultation

The document has been received. WPC will look to comment by deadline.

17.3 Free upgrade for sceptic tanks

There is a limited number of free upgrades being offered by ABC to residents with old sceptic tanks. Cllr Bainbridge will put out an alert to parishioners via Facebook and include a link to the initiative.

The meeting closed at 21.05 hrs. The next meeting will be held on Wednesday 14 January 2026.

Chairman's Signature.....

Parish Council Minutes 3 December 2025 Initial.....