



Report of the Finance and General Purposes Committee Wednesday 18th May 2022 at 7:30pm

PRESENT Cllr. J Britt Chairman presiding.
Cllrs. D Garland, M Lowe, N Osborne, A Ratcliffe & A Walmsley
James Bate (RFO) & L Westcott (Clerk)

Public Participation:

No members of the public present.

1. APOLOGIES FOR ABSENCE

Apologies for absence received and accepted from Cllrs. M Cockett and K Hammond.

2. DECLARATIONS OF INTEREST ON THE AGENDA

Cllrs. N Osborne and A Ratcliffe declared an interest in Lenham Nursery School.

No other interests declared.

3. MINUTES FROM F&GP 20th APRIL 2022

The minutes of the F&GP meeting held on 20th April 2022 were agreed as being accurate.

Point to note:

- a. Boundary Commission Consultation – Cllr. J Britt reported that the Boundary Commission requested a PDF copy of the map referred to in the LPC response.

4. FINANCIAL REPORT (RFO J Bate)

J Bate reported that the internal audit has been booked for 1st June to be signed at June LPC meeting.

Cllr. A Ratcliffe has drafted a protocol for assessment of invoices, **ACTION** J Bate and L Westcott to review tis and circulate for discussion at LPC.

- a. Cllr. J Britt reported that with the Unity Bank LPC can now have a payment card, this will allow for purchases to be made where an invoice cannot be provided prior to payment. This is not likely to be need very often, but will mainly be used for office supplies and emergencies. A policy will be required to be followed. The initial set up is £50 with a £3 monthly fee. All agreed a limit of £500 per month is suitable with £250 individual limit. The expenditure list will be available at each LPC meeting.
ACTION Recommended to full council for agreement.
- b. J Bate reported that LPC had previously granted a grant of £500 to the Lenham Festival Committee for the Dancing Queen event they were organising. Due to issues over the payee, the cheque hasn't been banked yet. All agreed to not send the cheque as it was for the specific event and invite them to make another application when the event is rescheduled.

5. CHAIR'S UPDATE ON KEY TASKS FOR THE YEAR, AS SET VIA REVIEWS

Cllr. J Britt reported that he has carried out annual appraisals with J Bate and L Westcott. The main areas of work to focus on this year will be:

- L Westcott – start CILCA process, update standing orders in line with NALC template, review council adopted policies, assist J Bate with setting up access to bank account and proceed with cloud storage.

- J Bate – develop monthly and quarterly reporting pack, progress application for access to the bank account for L Westcott and provide training to Cllrs. who would like read only access to the bank account.

6. UPDATE ON S106 AND CIL MONIES DUE

Cllr. D Garland reported that we have received a late CIL payment from MBC for Blue House Farm of £1515.80. There is a pending amount of S106 monies of £204,979 available. Cllr. N Osborne stated that S106 money for land North of Old Ashford Road (Abbey Homes) should soon be available.

- a. To consider requesting a change in status of S106 money due – Cllr. N Osborne reported that all S106 money available is currently allocated to Open Spaces. It is unlikely that LPC will need this amount for open spaces along with the amount due from Land North of Old Ashford Road and a request could be made to the developer to change the status of the money for use for community facilities - the nursery and WCs. Cllr. M Lowe reported that some S106 money will be required for open spaces and play areas, Cllr. J Britt suggested a schedule of works is drawn up for the play equipment and open spaces to assess how much will be required over the next few years. **ACTION:** Cllr M Lowe
- b. Applications for MBC Strategic CIL funding – Cllr. N Osborne reported the Lenham Nursery will be making an application for MBC CIL funds. Guidance has been sought from MBC as to whose name the application should be in – LPC or the nursery. Stakeholders have been asked for support, a meeting has been held with MBC Cllrs. who will be offering their support, a meeting has been set up with the MP, the government sustainability officer has provided supporting data and Paul McCreery has agreed to assist in collating information for the application on climate change and sustainability. Cllr. J Britt is concerned if LPC apply for the CIL funds, the money will come into the bank account and cause procurement issues, Cllr. N Osborne said that MBC's advice should be reviewed when it is available.

Cllr. N Osborne has suggested the following resolutions be agreed at full council:

- a. *Lenham Parish Council to support the construction of Lenham Nursery School to provide nursery and early years learning and other community family support facilities in the area, on land owned by Lenham Parish Council at the Ham Lane Allotment Site. Lenham Parish Council shall grant a 99 year lease on the land for the erection of the nursery school to provide nursery facilities, early years learning and other family support services in the community. (Terms to be agreed between Lenham Parish Council and the Lenham Nursery school trustees prior to commencement of construction on site).*
- b. *Lenham Parish Council to approve a request to Maidstone Borough Council to apply for S106 monies from Tanyard Farm North (Abbey Homes, Old Ashford Road).*

Cllr. A Ratcliffe reported that an application for MBC CIL funds will also be made for the refurbishment of the WCs. This will also be recommended to be agreed at full council.

ACTION Cllr. A Ratcliffe to review application form. The following resolution to be agreed at full council:

- c. *Lenham Parish Council to approve an application to Maidstone Borough Council for Strategic CIL funding for the reconfiguration of the public toilets in Maidstone Road.*

7. PROJECTS UPDATE

- a. The Cross – Cllr. A Ratcliffe reported that he has submitted an article for the Lenham Focus. The Cross will be sprayed over the weekend – weather permitting. Two weekends for work parties to clean the Cross at 11th/12th June and 16th/17th July. There will be a low key event on 6th September at 5pm at the Cross and a more public event on the weekend of 9th/10th September.
- b. Queens Platinum Jubilee – Cllr. M Lowe reported that there are 2 weeks to go until the events. The beacon lighting event will take place from 8:45 on 2nd June. The street party begins at midday on 5th June. A brochure is being prepared as an event guide.

- c. Sale of strip of land at WPF – Cllr. N Osborne reported that he, Cllr. J Britt and P McCreery attended a meeting on 16th May with Countryside and Mark Presland (DHA). The planning application for the first phase of the site (136 homes) will be submitted within the next two weeks. LPC will receive 18% of the land value for 136 homes. P McCreery will be meeting with a representative from Countryside to discuss the LNC Local Plan.

ACTION L Westcott to provide required information to Solicitor.

8. OPERATION LONDON BRIDGE

L Westcott has been approached by the church wardens about the LPC plans for Operation London Bridge (when the Queens passes). A civic ceremony will be required and LPS need to have actions agreed for the ten day mourning period.

ACTION L Westcott to review and share information from KALC.

9. HEATHLANDS PUBLIC ENGAGEMENT EVENTS

Cllr. J Britt reported that a suggested statement from LPC and SOHL has been circulated. No comments were received and all agreed for this to be published on the website and social media.

10. CORRESPONDENCE RECIEVED

- a. L Westcott reported that the family who applied for a memorial bench have said there is a two week turn around time. **ACTION** A Ratcliffe to get a quote for installation costs.
- b. Comments have been made on KLS regarding the skate ramp at WPF, Cllr. M Lowe has closed the facility and it will be restored and painted to remove the risks identified. Improved signs will be ordered with the BS Standards and safety instructions, these keep being taken off.
- c. Cllr. M Lowe asked if there was a budget for tourism – not this year, but could be included next year.
- d. L Westcott asked if the office should remain open when the clerk is on leave, all agreed a rota could be drawn up for the public hours.

11. SUMMARY OF RECOMMENDATIONS TO COUNCIL

- a. The purchase of a payment card.
- b. To support MBC CIL applications for the nursery (as per details in item 6b).
- c. To support MBC CIL application for WCs.

The meeting closed at 22:00