



Report of the Finance and General Purposes Committee

Wednesday 18th January 2023 at 8:30pm

PRESENT Cllr. J Britt Chairman presiding.
Cllrs. M Cockett, K Hammond, N Osborne, A Ratcliffe & A Walmsley
J Bate (RFO) & L Westcott (clerk)

Public Participation:

One member of the public present.

1. APOLOGIES FOR ABSENCE

Apologies received and accepted from Cllr. A Walmsley.

2. DECLARATIONS OF INTEREST ON THE AGENDA

No declarations received.

3. MINUTES FROM F&GP 21st DECEMBER 2022

The minutes of the F&GP meeting held on 21st December 2022 were agreed as being accurate.

4. FINANCIAL REPORT (by RFO J Bate)

Bank balance currently at £142,625 this is after December's payments have been made. Estimated spend to the end of the financial year is £30,000.

J Bate will query the bill from EDF in the region of £2000 for the WCs electricity, it is difficult to get hold of them.

Cllr. M Cockett recommended writing to the head office stating how much LPC time this is taking up.

J Bate will begin the process of adding budget codes to each line item for April 2024. Each budget line can be reviewed at F&GP, this means the payment list will need to be agreed at F&GP and not full council.

ACTION J Bate and L Westcott to work on how best to present budget line items.

5. UPDATE ON SECTION 106 & CIL MONIES DUE / APPLICATIONS FOR FUNDS MADE

L Westcott reported that £2550 has been received from S106 funds from MBC for the tree works planned along the footpath. This does not include VAT as LPC can claim this back.

6. EMAIL HOSTING AND MANAGEMENT – TO CONSIDER QUOTE FOR £150 FOR THE YEAR

Justin Smith Essex has provided a quote of £150 per year to host and manage the LPC emails, this will formalise the current set up. **All agreed to recommend this to LPC.**

7. LENHAM VILLAGE ZOOM ACCOUNT – TO CONSIDER RENEWAL AT £143.88 FOR THE YEAR

L Westcott reported that the account is not used by many at the moment. All agreed to not renew the premium service at present but to continue to review periodically if it is required.

8. PLAY AREA INSPECTIONS – TO CONSIDER OPTIONS FROM APRIL 2023 AND QUOTE OF £49 PER PLAY AREA PER MONTH

L Westcott reported that a decision needs to be made about ongoing play area inspections once MBC stop doing these from March 2023. A quote has been received from PSS based in Hoo for monthly inspections for £49 per month per play area. Cllrs. asked what other parish councils are doing.

ACTION L Westcott to gather information on what other councils are doing.

9. CEMETERY – CREATION OF MORE CREMATION PLOTS

L Westcott reported that Down to Earth are able to carry out the work and the quote had just been received for £2600. All agreed that more quotes should be gathered, L Westcott has already asked two more companies and hasn't received anything back. Cllr. A Ratcliffe has a contact that may be able to provide a quote.

ACTION L Westcott to send Cllr. A Ratcliffe the information to gain a quote.

10. PROJECTS UPDATE

- a. Lenham Nursery and WCs project – still awaiting outcome of CIL application which has been delayed until March.
- b. Potential Extension of car park – Cllr. J Britt reported that RB Plant are planning to refurbish some outbuildings and may require access through the car park. Cllr. A Ratcliffe suggested that if this is approved a "condition survey" is completed. Cllr. J Britt will request further information.
- c. Footpath – Cllr. A Walmsley reported that TreePro have been booked to complete the works once permission is granted from MBC for TPO.
- d. 20mph project – Cllr. A Walmsley reported that the work should be completed within 90 days.
- e. Planning – Yew Tree Cottage are proposing to reprofile the yew trees, Cllr. N Osborne stated that these are some of the oldest trees in the village. Cllr. A Walmsley will draft a response.
- f. Heathlands – Cllr. J Britt reported that an online meeting has been booked with the Barrister to review the inspector's letter to MBC.
- g. Homes England – LPC have been approached by Homes England for a meeting, Cllr. J Britt will organise this.

11. CORRESPONDENCE RECEIVED (FOR INFORMATION ONLY)

- a. Allotments Lease – HLAA have responded to say they are happy to continue with the lease as is.
ACTION L Westcott to draft a letter response to HLAA.
- b. L Westcott reported that Brian and Jo Llong are retiring from the allotments committee and will get a card from LPC.
- c. Cemetery – several people have contacted LPC about the leaking tap at the cemetery. L Westcott is waiting for SE Water to show where the stopcock is. Once located this will carefully be noted in the files for future reference.
- d. Old Ham Lane flooding – A member of the public has notified LPC about the extensive flooding. This has been reported to KCC.
- e. Coronation – The Rotary Club have asked if LPC are planning any events. Cllr. J Britt will reply.
- f. Liverton Hill – Cllr. A Ratcliffe has reported the terrible road conditions at Liverton Hill to KCC.
- g. WhatsApp Group – L Westcott asked if everyone would like to be part of an LPC WhatsApp group to make communication easier in emergencies – e.g. when the email isn't working. All agreed, but L Westcott will check with other Cllrs. not present.

12. SUMMARY OF RECOMMENDATIONS TO FULL COUNCIL

- a. Email and hosting at £150 per year.
- b. L Westcott to find out more information on play park inspections.
- c. L Westcott to present quotes for creation of new cremation plots at cemetery.

The meeting closed at 21:55

Signed as a true record on this day 1st February 2023.....

Chairman of the Finance and General Purposes Committee