

HIGH HALDEN PARISH COUNCIL
Minutes of the Parish Council Meeting
held on Monday 12 January 2026 at 7pm in the Memorial Hall

Present: Cllr. Hoath (Chairman), Mrs. S. Farmer, Ms. J. Morgan and Mr. J. Sargent.

In Attendance: Mrs L Goldsmith (Clerk), County Councillor Wayne Chapman (arrived 7.35pm)
Ward Member Alan Pickering, 3 members of the public.

182/25 ADMINISTRATION:

Fire Exits; Fire Meeting Point; Mobile Phones. The Clerk confirmed that there have been no requests to record the meeting.

183/25 APOLOGIES

Apologies: An apology for absence was received from Cllrs. Drury, Kirby and Pearson and the reasons for absence were accepted.

184/25 DECLARATIONS OF INTEREST:

None declared.

185/25 MINUTES OF THE LAST MEETING

Resolved: That the minutes of the Parish Council meeting held on Monday 8 December 2025 be approved and confirmed as a true record.

186/25 CLERKS REPORT/PAST MATTERS

The Chennells: The leaning and not working lamppost has been reported. The Clerk advised that the lampposts on The Chennells are owned by ABC but maintained by KCC through a service level agreement.

Speedwatch: The Clerk reported that the speedwatch equipment has been collected by Kent Police.

Allotments: The Clerk reported that the allotment renewal agreements and a letter giving the tenant's the required one year Notice regarding the rent for 2027 has been sent to all the allotment holders.

187/25 COUNTY COUNCILLOR/WARD MEMBER REPORTS

Ward Member Report:

Ward Member Alan Pickering reported that ABC is seeking the support of Government to try and get the Ashford Eurostar Station reopened. Over 87,000 people signed a petition to get Eurostar to reopen the station. Ward Member Alan Pickering advised that ABC is hopefully going to continue to accept cash payments in most of its car parks.

County Councillor Report

Wayne Chapman, County Councillor had sent a report. A copy of the report has been placed on the website and social media (see later report).

188/25 OPEN SESSION

A member of the public asked if a reminder about each Parish Council meeting could be posted on social media each month.

A member of the public asked if a Parish Councillor could attend some of the local events such as the fortnightly Community Coffee mornings and the Garden Society Annual General Meeting due to be held on the 24 January 2026.

A member of the public asked if it is known when planning application PA/2025/1572, (Hatchentan), will be considered by the Planning Committee at ABC and advised Members that the Tree Officer at ABC has submitted comments on the proposal.

189/25 PLANNING

PLANNING APPLICATIONS

PA/2025/2327: Vicarage, Ashford Road, High Halden, St Michaels

Erection of 15 dwellings, new road junction and 15-metre buffer zones.

Initials:

Resolved: Object. We strongly object to this planned development of 15 houses in the hinterland of one house positioned along the A28 in High Halden/St Michaels. This additional development in the village does not take into account the significant growth already taking place in High Halden. The Local Plan 2019 had agreed developed sites either already built or in the process of being built and further approvals under the Local Plan. With these approved developments High Halden has already grown by 25% which in any sense is more than sufficient for one community. The new estate of 15 houses would also be approximately 130 meters in distance from the Pope House Farm estate of 45 houses which is now built. If this development is permitted, it would mean another ribbon development being starved of multi accessibility to the main A28 road and only accessible via a single dwelling driveway to rear and would increase traffic significantly by approximately 50 cars from a 'narrow' road prior only serving as private access to the vicarage and garage. The exit is also almost opposite another busy junction and we note that Highways have requested up to date traffic report as the one presented was carried out during Covid. Furthermore, this estate would cut back deeply into the countryside and severely impact the settled community. Please note that this planned development is outside the village confines which was done specifically to stop this type of ribbon development. This development, if permitted, would significantly increase the urbanisation of a semi-rural community. We also have concerns about the infrastructure and in particular the water supply which is already extremely erratic. We concur with the comments made that a mycological assessment is required. We note that there is a question mark over the ownership of the boundary and that TPOs on the trees and hedgerows. The Clerk to request that the Ward Member calls the application in if the Officer is mindful to approve it. (The Clerk was also asked to share this response with Tenterden and St Michaels).

PA/2025/2231: 8 Pope Gardens, St Michaels,

Single-storey rear extension. **Resolved: Support.**

OTH/2025/2275: Tenterden Business Centre, Ashford Road, St Michaels

Details submitted pursuant to condition 4 (Drainage), 5 (Biodiversity) 8 (Decking & Balustrade) & 10 (Code of construction) of Planning Permission 22/00605/AS.

Resolved: No comment.

PLANNING APPLICATIONS RECEIVED AFTER THE DISTRIBUTION OF THE AGENDA:

PA/2025/2296: Chart Hills Golf Club, Weeks Lane, Biddenden:

The Clerk advised Members that the Parish Council has not been consulted on this application as a statutory consultee but that the proposal could have implications for the Parish in terms of lorry movements on the A28. The Clerk was asked to find out if an extension to respond could be granted to the Parish Council and to let Bethersden Parish Council know about the proposal.

DECISIONS: *Response from HHPC in italics where applicable.*

Approvals

PA/2025/2142: Blackborne Cottage, Ashford Road, High Halden

Proposed partial replacement of existing rear conservatory. *Resolved: Support.*

PA/2025/2153: Blackborne Cottage, Ashford Road, High Halden

Listed Building Consent for partial replacement of existing rear conservatory. *Resolved: Support.*

Refusals: None to consider.

Withdrawn: None to consider.

OTHER PLANNING MATTERS

ENFORCEMENT CASES:

ENF/2025/0309: Hatchentan, Plurenden Lane, High Halden:

It was noted that there was no activity over the Christmas period despite the fact that ABC did not have a Duty Officer on call.

ENF/2025/0310: Field West of Old Place Cottage known as Oak Tree Field, Woodchurch Road, High Halden, alleged stationing of mobile homes for residential purposes.

It was noted that the planning proposal has not yet been determined.

Initials:

ENF/2025/0418: Land between Ransley Oast and Greenside, High Halden, alleged breach of planning condition regarding landscaping:

The Clerk reported that Enforcement have visited the site and will be carrying out an assessment of any planning matters.

APPEALS

AP-90772 - Land 100m East of, Homestall Farm, Ashford Road, High Halden,

Erection of 2no. residential dwellings, associated parking, landscaping and widening of existing access.

It was noted that the appeal has been dismissed by the Planning Inspectorate.

7.35pm County Councillor Wayne Chapman arrived at the meeting.

County Councillor Report: County Councillor Wayne Chapman gave some background information on the planning proposal PA/2025/2296. Members discussed the fact that KCC is recommending that the lorries use the A28 through High Halden and that there could be up to 100 HGV movements a day, (50 arrivals and 50 departures). It was noted that Wayne Chapman has been assisting parishioners with a number of highway concerns. Wayne Chapman offered to assist with drainage issues on the A28.

7.44pm a member of the public arrived.

190/25 PARISH MATTERS

7.53pm Ward Member Alan Pickering and one member of the public left the meeting.

1. Community Warden/Kent Police/Anti-Social Behaviour

a) To discuss any recent ASB issues

Cllr. Hoath reported that over the Christmas period there had been a catapulting incident in the churchyard. The lights were also pulled off the Christmas Tree on the village green. The Parish Council reported this incident and submitted some CCTV images to Kent Police.

b) To arrange to meet with the new Beat Officer

It was noted that Cllrs. Sargent, Hoath, Pearson, Farmer and the Clerk will be meeting with the new Beat Officer. PC Aaron Hobday, on Friday 23 January 2026 at 2pm in the Sports Pavilion to discuss local issues.

2. Review of provision/facilities for young people

Cllrs. Hoath, Sargent and Morgan met with a representative from Vibe UK on Friday 19 December 2025 and carried out a tour of the facilities in the village. The current challenges and the lack of structured activities for children in the village were discussed. The representative suggested that it would be beneficial to use the hall in the winter months and then through the summer months to take the children to Jubilee Field. The representative agreed to come back to the Parish Council with a proposal which will cover costs, activities and potential funding.

3. Grass Pitch Funding

a) To receive an update

It was noted that the Clerk has applied for a login for the Football Foundation which is required to start a Grass Pitch Maintenance Fund application. The Clerk will start to complete the application form when the registration has been completed which can take several weeks.

b) To consider a draft funding commitment form for the football clubs

Members considered a draft funding commitment form for the football clubs.

Resolved: To not issue the football clubs with a funding commitment form.

Initials:

4. Open Spaces

a) Bollards on the village green: The Clerk was asked to obtain some quotes to replace the damaged bollards on the village green.

b) Damage to recreation ground: Photographs of some damage to the grass on Jubilee Park taken by the Park Keeper and sent to the Clerk had been forwarded to Members. Members agreed that the damage could have been caused by a child's electric vehicle. It was agreed to wait and see if the damaged areas recover in the Spring. The Clerk was asked to obtain a quote to install a post to reduce the width of the access from The Chennells to Jubilee Park.

c) Defibrillator records and reporting: Cllr. Hoath confirmed that she will now share the login details for recording the status of the defibrillators, owned by the Parish Council, with the Clerk. Cllr. Hoath agreed to place the file with all the manuals in the village hall cupboard. The Clerk thanked Cllr. Hoath for checking the defibrillators each month and reporting this on The Circuit for many years.

5. Assets of Community Value

The Clerk had circulated some information on the process and benefits of registering assets within the community with ABC.

Resolved: To submit an application form to register the village hall, The Chequers Inn on the Green, land known as the cricket pitch (to the rear of Hathwolden Grange and Robhurst) and St Mary The Virgin Church and associated land as Assets of Community Value.

6. Highways

a) Outstanding

Hookstead: The Community Warden has been on sick leave so the Clerk has not been able to ask him to place some advisory notices on cars that continue to park on the Hookstead/A28 junction. However, it was noted that the situation has recently improved.

The Community Engagement Officer has advised to report any low lying vegetation on KCC owned footpaths on the portal.

b) New Faults to be reported

Hedge between Halden Close and Hookstead: The Clerk to report that lower vegetation is intruding on to the pavement.

Hedge between Oak Grove and Halden Heights: Report lower vegetation is intruding on to the pavement.

A28 Drainage issues: The Clerk and County Councillor Wayne Chapman to report.

c) BT Box on the village green

The Clerk has reported the damage to the BT Box on the village green to BT. BT has advised that a fault has been raised for the engineer to attend this listed locked up kiosk to make good any repairs. The engineer has been asked to take photos to send to the regional field officer for consideration of adding the kiosk onto this year's repainting schedule that takes place between April/October. BT has advised that they turn off all the lights the listed lock ups and will not be turning these back on. The Clerk has since taken some photos and has submitted these to BT.

A member of the public left the meeting.

191/25 RESOLUTIONS

1. Staffing Committee

a) To agree membership

Resolved: Cllrs. Pearson, Farmer and Morgan to be Members of the Staffing Committee.

Initials:

- b) To set the date of the first meeting
Resolved: To meet on Monday 19 January 2026 at 7pm, venue to be confirmed.
- c) **Draft disciplinary and grievance policy**
The Clerk had circulated a copy of a draft disciplinary and grievance policy. It was agreed for the Staffing Committee to review this at the meeting.

2. **Recruitment of new Parish Clerk and Responsible Finance Officer**

Resolved: To be taken as a confidential item.

3. **Asset Register**

The Clerk has updated and circulated a copy of the current Asset Register. The Clerk advised that Parish Councils must maintain an asset register to ensure fixed assets are appropriately safeguarded. Once recorded on the asset register, the value of assets must not change from year to year until disposal. Concepts of depreciation and impairment adjustments are not appropriate for Parish Councils. Assets are generally added with the purchase price or where this not known a nominal value of one pound will be applied. It was suggested and agreed that it would be beneficial for insurance purposes to arrange for the sports pavilion to be revalued.

4. **Finances**

a) **To receive the updated accounts**

Members received the updated accounts for 2025/2026.

b) **To receive a bank reconciliation as at the 30 November 2025**

Members had received a copy the bank reconciliation as at the 31 December 2025.

Resolved: Cllr. Morgan to sign the bank reconciliations for the 31 December 2025 in accordance with the Financial Regulations.

c) **To agree payments in accordance with the Budget:**

The invoices against the payment schedule were checked.

Resolved for Cllr. Drury and Cllr. Morgan to authorise the payments online. Cllr. Hoath as the Chair, initialled the payments list in accordance with the adopted Financial Regulations.

Payments

Reference	Payee	Invoice	Description of Transaction	Gross
103/25	Louise Goldsmith		Expenses (allowance, mileage and storage boxes)	68.60
104/25	M I Payroll	3844	Payroll Services	25.00
105/25	Mint Fresh	HHP193	Bus Stop Cleaning	55.32
106/25	Marcus Digby		Park Keeping Services November and December	195.36
107/25	Npower	32MQ2222	Pavilion Electricity	147.66
108/25	Barrie Croucher		Caretaking Services	61.05
109/25	High Halden Memorial Hall		Hall Hire October - December	160.00
110/25	Louise Goldsmith		Reimburse Go Daddy Domain	139.10
DD	Unity Trust		Monthly Charge	6.00
DD	Hugo Fox		Email account	20.99
DD	Hugo Fox		Website	2.99
SO	Kent County Playing Fields		Subscription	20.00
SO	HMRC		Clerks Tax and NI	326.24
SO	Louise Goldsmith		Salary	875.38
		Total		2103.69

Initials:

Balances as at 30 December 2025

Unity Trust Current Account: £14,327.34

Unity Trust Savings Account: £40,615.69

Total: £54,942.93

Receipts:

Date		Amount
29-Dec	Plot 2 Allotment Fee	45
29-Dec	Plot 5 Allotment Fee	45
30-Dec	Plot 6 Allotment Fee	45
	Total	135.00

192/25 REPRESENTATION AT MEETINGS/TRAINING

a) KALC Area Committee:

It was noted that the next meeting is due to be held on Wednesday 28 January 2026.

b) Village Hall Committee:

Cllr. Sargent advised that a meeting is due to be held this week to discuss the issue with the flooring

c) External Meetings:

HHVEC Meeting: Cllr. Hoath advised that a meeting is due to be held on the 20 January to discuss the next summer events and boot fair.

193/25 CORRESPONDENCE/CONSULTATIONS: None to note.

194/25 ITEMS FOR THE NEXT MEETING: Nothing additional.

195/25 DATE OF THE NEXT MEETING

Parish Council Meeting: Monday 9 February 2026 at 7pm

Part 2 Exclusion of Public and Press – In accordance with Section 1(2) of the Public Bodies (Admission to meetings Act 1960), the public and press be excluded from the meeting by the reason of its confidential nature. The meeting closed to the public at 8.49pm

196/25 CONFIDENTIAL ITEMS:

191/25 Recruitment of new Parish Clerk and Responsible Finance Officer

a) To review the applications and agree who to interview.

It was noted that four applications have been received.

b) To confirm the interview date

The interview date was confirmed as Saturday 17 January 2026

9pm *In accordance with Standing Orders it was resolved to continue with the meeting*

c) To confirm the interview panel

Resolved: Cllrs. Pearson, Hoath and Morgan to form the interview panel.

d) To agree the interview questions and scoring matrix

Members considered a set of interview questions and scoring matrix prepared and circulated by the Clerk. An amended list of questions was agreed.

e) To review and discuss the draft contract

It was agreed for the Staffing Committee to review and discuss the contract.

With no further business to transact the meeting closed at 9.31pm

Signed:

Date:

Initials: