



Minutes of the Meeting of Lenham Parish Council

Held on 2nd March 2022 at 7:30pm at Lenham Community Centre

PRESENT Cllr. J Britt, Chairman presiding.

Cllrs. M Cockett, P Culver, D Garland, K Hammond, S Heeley, Mic Lowe, Mike Lowe, N Osborne, A Ratcliffe & A Walmsley
L Westcott (Clerk), 4 Members of the public.

PUBLIC PARTICIPATION

One member of the public suggested a road name of REME Way, Cllr. Britt thanked them for their suggestion and will include it in the list of potential names, with all the developments there will be plenty of roads to name.

One member of the public asked for a moment of silence to consider events in Ukraine.

MBC Cllr. J Sams reported the following:

- Ulcombe are in touch with a support group for Ukraine and Cllr. Sams will liaise with them about donations and forward an email to Cllr. J Britt from Disasters Emergency Committee (DEC).
- Heathlands Community Engagement event – still no information available about which MBC Cllrs. will attend.
- Boundary Review – MBC are making a suggestion for all of North Downs Ward to be added to Harrietsham and Lenham ward to create a new larger ward. Lenham Heath and Platts Heath are proposed to be moved into Headcorn Ward. Everyone needs to respond personally and clearly state how community identity is important.
- Cllr. Sams proposed a motion to MBC for 20s plenty in village areas. This was accepted and will be supported by MBC where villages would like it.
- “Save Lenham Station” petition has been popular with over 2000 signatures in only a few days.

The Chairman thanked the members of public for attending and opened the meeting at 19:55.

21/154 APOLOGIES FOR ABSENCE RECEIVED

Apologies for absence were accepted from Cllrs. M Ballard and M Michaelas as well as J Bate (RFO).

21/155 TO RECEIVE DECLARATIONS

Cllr. M Lowe declared an interest in item 13 as he provided assistance with completion of the form.

21/156 TO REQUEST NOTIFICATION

The Chairman requested notification of intention to film, photograph or record any items.

No notification received.

21/157 TO RECEIVE MINUTES OF THE PARISH COUNCIL MEETING 2ND FEBRUARY 2022

Cllr. D Garland proposed, Cllr. M Lowe seconded and it was **RESOLVED** that the minutes of the meeting held on **Wednesday 2nd February 2022** are a true record and were approved, adopted and signed by the Chairman of the Parish Council.

21/158 PROGRESS OF RESOLUTIONS (for information purposes)

None to report not covered in the agenda.

21/159 FINANCE

- a. Responsible Financial Officer Report (read by L Westcott)
 - i. Income received is £2938 from cemetery fees and £2547.50 from the Welcome Back Grant.
 - ii. VAT – The claim submission is nearing completion – delayed by updated rules. From April, LPC will need to re-register for “making tax digital” and claim VAT using the new method from this point.
 - iii. Audit – Timetable for this years audit cycle is not yet available, but will book this for May 2022 as soon as possible.

b. To authorise payments:

Name	Invoice Ref	Date	Amount
Amiga Fire and Security (CCTV x2 monthly fee)	92833	04/02/2022	108
EDF Energy - Office electricity bill (04/11/21 to 15/02/22 bill resubmitted once correct meter reading was supplied)		15/02/2022	1029.12
Nathan Beale (February - Litter picking and bin emptying)	115	28/02/2022	660
Nigel Turner (February - Cemetery Maintenance)	5	28/02/2022	120
Parish Clerk Reimbursements - QPJ decorations		14/02/2022	102.68
Capital Fire Protections (Office fire appliance inspections June 2021)	4778	16/02/2022	466.32
The play Inspection Company (Annual inspection of Ham Lane play area, Cherry Close play area and WPF play equipment)	52557	17/02/2022	250.2
Down to Earth Grounds Maintenance (SID battery)	February	28/02/2022	110
Down to Earth Garden Maintenance (cemetery work)	December	31/12/2022	205
Lenham Focus Magazine (monthly advert)	2934	03/02/2022	21
SSE Southern Electric (Ham Lane - outstanding bill)		09/02/2022	143.01
Streetlights (Monthly fee for Maintenance Contract)		09/02/2022	49.5
Strident (replacement SID battery)		09/02/2022	37.55
TOTAL			3302.38

Cllr. M Lowe 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.

21/160 PLANNING AND IMPLEMENTATION (P&I) COMMITTEE REPORT

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

21/161 TO RECEIVE THE MINUTES OF THE PLANNING AND IMPLEMENTATION MEETING 21st FEBRUARY 2022

- a. Cllr. N Osborne reported the proposed road names for the development on Old Ashford Road. The final agreed names are Maple Leaf Crescent, Anna Essinger Way and Chamberlain Avenue.

ACTION L Westcott to respond to MBC.

- b. P McCreery has advised that LPC set up a working group to progress the review of the Lenham Neighbourhood Plan, Cllr. J Britt is meeting with P McCreery tomorrow. Cllr. J Britt reported that MBC have requested a meeting to clarify the nature of the review. Cllrs. J Britt, N Osborne and A Walmsley will attend with P McCreery.

Cllr. N Osborne proposed, Cllr. S Heeley seconded and it was **RESOLVED** that the reports and minutes of the P&I meeting held on Monday 21st February 2022 are a true record and were approved, adopted and signed by the Chairman of the P&I Committee.

21/162 TO RECEIVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSES MEETING 16th FEBRUARY 2022

- a. Recommendation to pay £600 for removal of ivy from trees in cemetery, all voted in favour.

ACTION L Westcott to instruct Down to Earth.

- b. Ground Maintenance quotes – L Westcott reported that two companies have provided quotes and a third company hasn't responded. The comparisons in the quotes were reviewed and all voted in favour to continue with Paul Waring as this is the cheapest and they have a good reputation with LPC and beyond.

ACTION L Westcott to instruct Paul Waring.

Cllr. D Garland proposed, Cllr. M Cockett seconded and it was **RESOLVED** that the minutes and reports of the F&GP meeting held on Wednesday 16th February 2022 are a true record and were approved, adopted and signed by the Chairman of the F&GP Committee.



21/163 HEATHLANDS PUBLIC CONSULTATION EVENTS

Cllr. J Britt reported that the invitation to the four public engagement events (6 – 9 March 2022) are being sent to residents of Lenham. Some received it today, but many people have not yet received one.

LPC received an invitation on Thursday 24th February to attend a private one-hour zoom session for 2nd March, but due to the full council meeting, no one could attend. Today LPC have been invited to a one-hour private session prior to the start of the public event at Lenham Community Centre on Wednesday 9th March from 1-2pm.

Cllr. J Britt proposes to invite MBC Cllrs. for a tour of the Heathlands area. This will involve hiring a coach at £270 using funds from the budget allocated for Heathlands. All agreed to hold the event using the agreed budget.

ACTION L Westcott to liaise with coach company about payment.

ACTION Cllr. J Britt to send invitation to all MBC Cllrs.

21/164 TO CONSIDER GROUNDS MAINTENANCE QUOTES

Covered under item 21/162.

21/165 BOUNDARY REVIEW CONSULTATION RESPONSE

Cllr. J Britt summarised the draft response to the boundary commission consultation. MBC's response is due to be published tomorrow. All agreed in principle to the points in the response.

21/166 TO CONSIDER THE GRANT APPLICATION FROM LENHAM FESTIVAL COMMITTEE FOR £500

A grant application has been received from Lenham Festival Committee to help pay for the Abba event that they are organising for the parish. All voted in favour to accept the application. Cllr. M Lowe abstained from voting.

21/167 ANNUAL PARISH ASSEMBLY PLANS

L Westcott reported the quotes received for catering. All agreed to cater for 40 people (approximately £400). Cllr. Mic Lowe suggested a "freshers fair" format with all clubs and organisations having a display or table and the chair providing a verbal report with other people invited to talk.

ACTION L Westcott and Cllr. Mic Lowe to develop an invitation for groups and advertise the event on social media.

21/168 THE GREAT BRITISH SPRING CLEAN – VILLAGE CLEAN UP DAY

L Westcott reported that the village clean up day has been planned for Saturday 26th March 9-11am.

21/169 OPTIONS FOR DIGITAL DOCUMENT STORAGE FOR CLLRS.

Cllr. Mic Lowe reported the options for document storage. All agreed that cloud storage would make it easier for various people to work on one document without emailing each time. This would also save everyone saving documents on their own devices.

1. All agreed to try the Cloud storage for £3.98 per person per month.
2. All agreed to purchase hard drives for archiving historical information.
3. A fire proof safe is also required to ensure safety of historic documents and hard drives.

21/170 PROJECT UPDATES

- a. WCs – Cllr. A Ratcliffe has sent the drawings to contractor to gain an accurate quote.
- b. WPF leases – Cllr. M Lowe has received a quote of £250 from Thorneloe to review leases with LWFC. All agreed. **ACTION** Cllr. M Lowe to contact Solicitors.
- c. Maidstone Road – Lack of footpath up to A20 – this has been added to the Highways Improvement Plan.
- d. Ham Lane planter refurbishment – Cllr. D Garland has received a quote for £495 to refurbish the planter,
- e. Ham Lane footpath trees – TPO will be required for works on trees. This will now have to wait till Autumn.
- f. WPF strip of land sale – Clean S106 received, only comments are to change the signature from "director". All agreed this could be signed once the change has been made.

ACTION Cllr. J Britt to contact land agent.



21/171 CORRESPONDENCE

L Westcott reported that a letter and application form has been received for a memorial bench – this will be reviewed at F&GP.

The meeting closed at 22:10