



Minutes of the Zoom Meeting of the Lenham Parish Council Held on 2nd June 2021 at 7:30pm

PRESENT Cllr. J Britt, Chairman presiding.

Cllrs. M Ballard, M Cockett, D Garland, K Hammond, S Heeley, M Lowe, N Osborne & A Walmsley.
L Westcott (Clerk). J Bate (RFO) 2 Members of the public (from 8:20pm).

PUBLIC PARTICIPATION

(7.30pm - 7.50pm)

No members of the public attended during public participation.

Chair opened the meeting at 7:32pm.

21/24 APOLOGIES FOR ABSENCE RECEIVED

Apologies received from Cllr. A Ratcliffe and Cllr. M Michaelas

21/25 TO RECEIVE DECLARATIONS

Declarations of Interest on Agenda items. No declarations received.

Declarations to changes to the Register of Interests. No declarations received.

Requests for dispensations. No requests received.

21/26 TO REQUEST NOTIFICATION

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

No notification received.

21/27 TO RECEIVE MINUTES OF THE PARISH COUNCIL MEETING 5th MAY 2021

Cllr. A Walmsley proposed, Cllr. M Ballard seconded and it was **RESOLVED** that the minutes of the meeting held on **Wednesday 5th May 2021** are a true record and were approved, adopted and signed by the Chairman of the Parish Council (post meeting).

21/28 PROGRESS OF RESOLUTIONS

Harrietsham Parish Council have suggested that attendance at each others council meetings should be done so as members of the public. LPC are keen to retain a more official attendance as there are lots of common concerns.

ACTION L Westcott to contact Harrietsham PC and invite them to P&I meetings and LPC meetings.

21/29 FINANCE

a. Responsible Financial Officer Report (J Bate)

- i. Unity bank account has been set up and we are waiting for funds to clear.
ACTION J Bate to show Cllrs. M Cockett and N Osborne how to use online banking.
- ii. Income into the Parish Accounts for May is £4623.50 being half the Annual PSS Grant.
- iii. The Draft AGAR was circulated to councillors for acceptance. J Britt and L Westcott will sign it before it goes into the Public participation stage (14th June - 23rd July)
- iv. The internal audit meeting was on 20th May, the full report will be brought to council.
- v. The "Welcome Back" grant application has been submitted and we are awaiting a response.
- vi. Monthly reporting is being finalised for F&GP meetings and published online for the public viewing.
- vii. Fixed Assets need reviewing and documenting. Procedures to be developed after Internal Audit.



b. To authorise payments and note income:

	Cheque no:	Amount £
Commercial Services Invoice - LS196768	4	371.30
Down to Earth – Chris Hill - May Invoice	5	420.00
Evolution Skatepark Ramps - 662-618	6	21,524.40
Glasdon UK Ltd - SI815455	7	2,712.10
JPK Sussex Project – Geraniums for planters	8 (destroyed)	250.00
Lenham Square Photo and Design – 1158	9	50.00
MS Computer Services – 12799 & 12796	10 & 11	160.00
PMC planning – 34 and 35	12	3,960.00
Streetlights – 12157	13	384.00
Tree Pro – 1407	14	500.00
Westcotec Ltd – 12353	15	12.00

Cllr. N Osborne proposed, Cllr. D Garland seconded and it was **RESOLVED** to make the payments.
Cllrs. M Cockett and N Osborne signed the cheques on behalf of Lenham Parish Council.

c. 1A High Street

Exchange and complete the sale is scheduled for 7th June. Cllr. N Osborne reported that the electrical inspection needs to say 2020. **ACTION** N Osborne to reply to Thorneloe.

Start up costs for the office budget is £3000.

Cllr. D Garland proposed, Cllr. M Ballard seconded and it was **RESOLVED** to allow for £3000 to set up office.

21/30 PLANNING AND IMPLEMENTATION (P&I) COMMITTEE REPORT

- i. Runham Farm – this was approved through council with lots of conditions and reasons.
- ii. Blue Farm – Cllr. A Walmsley will attend MBC committee meeting, awaiting date.
- iii. Land west of Loder Close – Document appeared online as an “urgent update” the original proposal had the percentage of social housing the wrong way round.
- iv. Highways Improvement Plan – let Cllr. A Walmsley know of any ideas for inclusion.
- v. Meeting to discuss parking – July 31st at 2pm at the Community Centre in the Main Hall.
- vi. Application to change footpath for recreational field could take three years and up to £3000.
Cllr. J Britt proposed, Cllr. N Osborne seconded and it was **RESOLVED** to pay costs of £3000.
- vii. SOHL have submitted a grant form to £3000 to complete a hydrology study of the proposed Heathlands area.
Cllr. J Britt proposed, Cllr. A Walmsley seconded and it was **RESOLVED** to accept the grant and pay £3000 to SOHL for the Hydrology Study once the new boundary for Heathlands is available.

21/31 TO RECEIVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSES MEETING 19th MAY 2021

Cllr. A Walmsley presented a paper for the proposed change of liaison to Cllr. M Lowe for the WPF and the football club. **ACTION** L Westcott to update website.

Cllr. M Michaelas has spoken to the owner of the Lenham Stores regarding the pallets.

Cllr. J Britt has spoken to Shellina Prendergast regarding the swimming pool at the Lenham School.

ACTION Cllr. J Britt to contact swimming pool committee.

Cllr. M Cockett proposed, Cllr. M Lowe seconded and it was **RESOLVED** that the minutes of the F & GP meeting held on Wednesday 19th May 2021 are a true record and were approved, adopted and signed by the Chairman of the F & GP Committee (post meeting).



21/32 TO RECEIVE THE MINUTES OF THE P&I MEETING 26TH APRIL AND 24TH MAY 2021

Cllr. K Hammond proposed, Cllr. N Osborne seconded and it was **RESOLVED** that the minutes and reports of the P&I meeting held on Wednesday 26th April 2021 are a true record and were approved, adopted and signed by the Chairman of the F & GP Committee (post meeting).

Cllr. K Hammond proposed, Cllr. N Osborne seconded and it was **RESOLVED** that the minutes and reports of the P&I meeting held on Wednesday 24th May 2021 are a true record and were approved, adopted and signed by the Chairman of the F & GP Committee (post meeting).

21/33 PUBLIC TOILETS

Heads of Terms agreed in 2020 state that LPC will be responsible for payment of MBC legal costs of £1000. This can be included in the full budget. Proposed plans will be displayed at 1A for public consultation.

ACTION Cllr. J Britt to respond to Halletts.

21/33 PUBLIC MEMORIAL BENCHES

Cllr. A Ratcliffe has written guidance for public memorial benches in the parish. Cllr. M Lowe proposed, Cllr. D Garland seconded and it was **RESOLVED** to issue the paper as guidance.

21/34 UPDATE ON LEGAL ADVICE TAKEN

Cllr. J Britt reported that a letter sent to MBC from Knight's on LPC's behalf was "bumped" into the MBC complaints system, giving them an extra 10 days to respond, no reply has yet been received. Another letter was sent from Knight's today to the leader of MBC, the Chair and the Vice Chair of the planning committee and the Chief Executive.

21/35 COUNCILLOR SPOKESPERSON REPORTS INCLUDING PROJECT UPDATES

- i. Cllr. M Ballard reported that there are three rooms at the railway station that can be used by villagers.
ACTION Cllr. M Ballard to send L Westcott the information to circulate.
- ii. Cllr. M Ballard reported that it is the Alms Houses 400 year anniversary next year, a celebration is being planned.
- iii. Cllr. D Garland reported that the planters have all been planted by volunteers.
- iv. Cllr. M Lowe reported that there was a spare bench and wondered if it could be used at the picnic site.
ACTION Cllr. M Lowe to look at installation of bench at the pond and liaise with Cllr. N Osborne.
- v. Cllr. A Walmsley reported that communications needed to begin with the residents adjacent to the Ham Lane footpath. **ACTION** Cllr. J Britt to organise a meeting with the residents of the Russells.
- vi. Cllr. K Hammond reported that the current priority for SOHL is fundraising for legal advice. Consultation 19 has been delayed by MBC.
- vii. The interpretation boards for the Cross should be available by mid July.

21/36 CORRESPONDENCE RECEIVED

- a. A street trading application has been received via MBC. LPC to oppose due to location near houses, possible traffic, smells and noise issues. **ACTION** L Westcott to draft a response.
- b. An email has been received regarding hedge work required near Groom Way, no objections raised.
ACTION L Westcott to respond to resident.
- c. Cllr. N Osborne reported that an official thank you for COVID helpers/volunteers is expected. LPC will organise an event to invite all volunteers and local councillors to.

The meeting closed at 21:55