



## **Minutes of the Annual General Meeting of the Lenham Parish Council**

**Held on 4<sup>th</sup> May 2022 at 7:30pm at Lenham Community Centre**

**PRESENT** Cllr. A Walmsley, Chairman presiding.

Cllrs. J Britt, D Garland, K Hammond, S Heeley, M Lowe, Mic Lowe, N Osborne & A Ratcliffe.

J Bate (RFO), L Westcott (Clerk). 3 Members of the public.

### **22/01 Apologies For Absence Received**

The council accepted apologies for absence from Cllrs. M Ballard, M Cockett and P Culver as well as Cllr. M Michaelas post meeting.

### **22/02 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.

### **22/03 To Request Notification**

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

No notification received.

### **22/04 Election of Chairman**

Cllr. D Garland proposed and Cllr. N Osborne seconded the nomination of Cllr. J Britt.

There being no other nominations he was duly elected Chairman of Lenham Parish Council.

Cllr. J Britt signed the declaration of acceptance of office as Lenham Parish Council Chairman.

### **22/05 Election of Vice- Chairman**

Cllr. J Britt proposed and Cllr. N Osborne seconded the nomination of Cllr. A Walmsley.

There being no other nominations he was duly elected Vice-Chairman of Lenham Parish Council.

Cllr. A Walmsley signed the declaration of acceptance of office as Lenham Parish Council Vice-Chairman.

### **22/06 Formation of Committees**

#### **Finance and General Purposed (F&GP) Committee**

Cllr. J Britt was nominated by Cllr. A Walmsley, seconded by Cllr. D Garland. There being no other nominations he was duly elected Chairman of the Finance and General Purposes Committee.

The following members were agreed and duly elected to the role by the Parish Councillors in attendance:

Cllr. D Garland, Cllr. M Lowe, Cllr. N Osborne, Cllr. A Ratcliffe & Cllr. A Walmsley

#### **Planning and Implementation (P&I) Committee**

Cllr. A Walmsley was nominated by Cllr. J Britt, seconded by Cllr. M Lowe. There being no other nominations he was duly elected Chairman of the Planning and Implementation Committee.

The following members were agreed and duly elected to the role by the Parish Councillors in attendance:

Cllr. J Britt, Cllr. M Cockett, Cllr. M Lowe, Cllr. N Osborne & Cllr. A Ratcliffe

### **22/07 Council Spokespersons – as per current responsibilities / vacancies**

Current responsibilities were discussed and the updated list is provided as Appendix A.

### **22/08 Appointment of Representatives**

Community Centre – Cllr. K Hammond to continue, KALC – Cllr. K Hammond to continue and Alms Houses – Cllr. M Ballard to continue.

### **22/09 Dates and Times of Council and Committee Meetings**

Council meetings – first Wednesday of the month apart from August

F&GP meetings – third Wednesday of the month and P&I meetings – every Monday after F&GP meetings



Following completion of the above business, the AGM was closed and the Chairman opened the first meeting of the uncontested elected Lenham Parish Council to the public at **7:45pm**.

#### **Public Participation**

MBC Cllr. J Sams reported on the positive feedback she has received regarding the new format Annual Parish Assembly held last week, everyone enjoyed the opportunity to talk to others in a more informal setting. Cllr. Sams also raised concerns regarding the increased number of vehicles turning right from Maidstone Road onto the A20. Cllr. A Walmsley will meet with Cllr. T Sams.

One member of the public agreed that the new format for annual parish assembly was good, but that some groups may miss the opportunity to speak. Cllr. J Britt explained that the idea was to cut the amount of time people had to spend listening, Cllr. A Ratcliffe suggested that maybe one or two groups could be invited to speak. The member of the public also reported the poor state of repair of the Maidstone Road to Ham Lane footpath, Cllr. J Britt explained the trees causing the trip hazards are privately owned and the owners do not want them removed. Until the trees are removed, there will be no point resurfacing the path.

One member of the public agreed that the annual parish assembly was very enjoyable and a great opportunity for networking. They commented that the website was laid out very well and easy to navigate. They also asked why there are so few people that attend the public council meetings, Cllr. J Britt explained the meetings were the part of the formal process of a parish council, but there are plenty of more informal opportunities for the public to engage.

#### **22/10 Apologies for Absence Received**

The council accepted apologies for absence from Cllrs. M Ballard, M Cockett and P Culver as well as Cllr. M Michaelas post meeting.

#### **22/11 To Receive Declarations**

Declarations of Interest on Agenda items. No declarations received.

Declarations to changes to the Register of Interests. Cllr. A Ratcliffe declared an interest in matters relating to the Lenham Nursery School.

Requests for dispensations. No new requests received, Cllr. K Hammond has an existing dispensation.

#### **22/12 To Request Notification**

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

No notification received.

#### **22/13 To Receive Minutes of the Parish Council Meeting on 6<sup>th</sup> April 2022**

Cllr. A Walmsley proposed, Cllr. D Garland seconded and it was **RESOLVED** that the minutes of the meeting held on **Wednesday 6<sup>th</sup> April 2022** are a true record and were approved, adopted and signed by the Chairman of the Parish Council.

One point to note – L Westcott has contacted a tree surgeon regarding the request to pollard the lime trees in the Square. This work can only be carried out from October to March.

#### **22/14 Progress of Resolutions**

Covered by items on the agenda.

#### **22/15 Finance**

Responsible Finance Officer Report - the bank balance at the end of the month of April was £301,803.88 with income from Cemetery Internments of £2,873.00, Precept from MBC of £178,827.00, VAT repayment from HMRC of £32,433.05 and CIL receipts of £6851.94.

The upcoming audit and AGAR reporting (section 1 – Annual Governance Statement 2021/22 and Section 2 – Accounting Statements 2021/22) were presented and accepted by show of hands

a. To authorise payments:

Name	Frequency	Description	Date	Amount
Banner Box Print Solutions	One off	Printed Frame for Jubilee Celebration	26/04/2022	42.24
Downs Mail	Bi-monthly	Bi monthly article fee	26/04/2022	200.00
EDF Energy	Monthly	1A Electricity	07/04/2022	286.13
Hallet & Co	One off	WPF lease Legal advice	26/04/2022	194.40
Kent Association of Local Councils	Annual	Membership fee	01/04/2022	1334.90
Nathan Beale	Monthly	Waste collection	04/05/2022	660.00
Nigel Turner	Monthly	Cemetery Maintenance	04/05/2022	120.00
Paul Waring	One off	Maintenance at picnic site	31/03/2022	230.64
PMC Planning	Quarterly	Planning Advice for MBC local Plan and LPC NHP	31/03/2022	6300.00
Stage Concepts	One off	Stage transport trolley	29/04/2022	319.00
Streetlights	1 of 2 part annual payment	Streetlight maintenance contract	29/04/2022	384.00
TOTAL				10071.31

Cllr. K Hammond proposed, Cllr. M Lowe seconded, and it was **RESOLVED** to make the payments.  
Cllrs. N Osborne and D Garland to authorise payments online.

b. To consider contribution of £240 to RFO for laptop

Cllr. J Britt stated that such a donation is allowable under S111 powers of the 1972 LGA.

Cllr. A Ratcliffe proposed, Cllr. S Heeley seconded, and it was **RESOLVED** to make the payment.

c. To consider overtime payment of £485.12 to RFO in lieu of holiday

Cllr. A Walmsley proposed, Cllr. A Ratcliffe seconded, and it was **RESOLVED** to make the payment.

d. To note adjustment in NALC pay scales for 21/22 year

J Bate explained that the NALC pay scales for 21/22 have only just been released and back pay should be paid in accordance with the new hourly rates.

Cllr. D Garland proposed, Cllr. N Osborne seconded, and it was **RESOLVED** to make the payments.

e. Grant Applications – L Westcott reported on discussions from F&GP where it was proposed to have a timeframe for submission of grant application. It was agreed to have two dates each year – 31<sup>st</sup> July and 31<sup>st</sup> January when grant applications received before these dates will be reviewed.

**ACTION** L Westcott to produce news article.

**22/16 Planning and Implementation Committee Report**

Cllr. A Walmsley reported that he has written to MBC Enforcement regarding potentially unauthorized work on a site in Sandway. There were discussions regarding the existing permission on site that MBC may wish to refer to.

**22/17 To receive the minutes of the Planning and Implementation Committee meeting on 25<sup>th</sup> April 2022**

Cllr. M Lowe proposed, Cllr. K Hammond seconded and it was **RESOLVED** that the reports and minutes of the P&I meeting held on Monday 25<sup>th</sup> April 2022 are a true record and were approved, adopted and signed by the Chairman of the P&I Committee.

**22/18 To Receive the Minutes of the Finance and General Purposes Meeting on 20<sup>th</sup> April 2022**

Cllr. A Ratcliffe reported that the “quote” for the WCs was actually a budget.



Cllr. D Garland proposed, Cllr. K Hammond seconded and it was **RESOLVED** that the reports and minutes of the F&GP meeting held on Monday 20<sup>th</sup> April 2022 are a true record and were approved, adopted and signed by the Chairman of the F&GP Committee.

Cllr. D Garland proposed, Cllr. K Hammond seconded and it was **RESOLVED** that half of the fee would be set aside for the new sports and recreation facility.

#### **22/19 Sale of the strip of land at the William Pitt Field, to consider changing representing solicitors**

Cllr. J Britt reported that he has spoken to Thorneloe's who reluctantly took on the work when it first came up as the appropriate partner at Halletts was not available. They understood LPCs desire to change Solicitors.

Kate Jardine of Thomson Snell & Passmore LLP have quoted:

- a. £2500 – Section 106 agreement
- b. £750 – Option Agreement, Heads of Terms

Cllr. A Walmsley proposed, Cllr. D Garland seconded and it was **RESOLVED** to instruct Thomson, Snell & Passmore solicitors and accept the proposed fees. Liaison and instruction will be via the Chair and through the Parish Clerk.

- c. Payment of fees for existing work undertaken by Hallett & Co of £3500 as previously agreed.

Cllr. N Osborne proposed, Cllr. D Garland seconded and it was **RESOLVED** to pay the remaining due fees.

#### **22/20 To consider purchasing a flagpole for the square for up to £100**

Cllr. D Garland has received a quote for installing a flag pole in the Square. Cllr. vote 4 for and 5 against.

#### **22/21 Village litter pick event**

L Westcott reported that the next village litter pick event is scheduled for 28<sup>th</sup> May, the week before the jubilee.

#### **22/22 Annual Parish Assembly – an opportunity to provide comments/feedback**

Covered during public participation.

#### **22/23 Councillor spokesperson's reports including project updates**

Cllr. S Heeley reported on the progress of the Lenham Neighbourhood Plan review – notes circulated from meeting.

Cllr. A Ratcliffe reported that the Cross centenary celebrations will take place on 6<sup>th</sup> September. A brief specification of the works required have been drawn up. Cllr. A Ratcliffe is also getting two more budgets for the WCs reconfiguration.

Cllr. N Osborne reported that one tree has been removed by the neighbours at the picnic site. Further works are required at the site. Cllr. N Osborne also reported that there is a meeting with the Nursery on 10<sup>th</sup> May.

Cllr. A Walmsley reported that there is no update to the TRO.

Cllr. J Britt reported that two quotes are being gathered for the new WC at the office. Cllr. J Britt attended a meeting of Harrietsham Parish Council who said W Cornell of MBC attended their planning meeting. Once timings of the inspection were available, a meeting will be held with CPRE. Following a meeting with MBC they will be organising a meeting with SWS regarding the WWTW.

Cllr. D Garland reported that two planters will be refurbished over the next two weeks. The born tourist sign will be mended in the next 3 months. Vandalism to fencing along the Ham Lane/ Maidstone Road footpath has been reported.

Cllrs. M and Mic Lowe reported that a QPJ meeting will be held on 10<sup>th</sup> May for table organisers and volunteers.

#### **22/24 Correspondence Received**

- a. L Westcott reported that an email has been received from a resident who lives next to the Maidstone Road car park regarding the height of the trees – Cllr. A Ratcliffe stated that a new review of the state
- b. of the trees should be completed this will determine if they are too tall, but work cannot be completed during the nesting and growing season.
- c. Cllr. S Heeley reported that Facebook message has been received from admins of community groups. All agreed promotion through LPC is acceptable if deemed appropriate.

The meeting closed at 22:00