



## Minutes of the Meeting of Lenham Parish Council Held on Wednesday 5<sup>th</sup> June 2024, 7:30pm at Lenham Community Centre

**PRESENT** Cllr. J Britt, Chairman presiding.

Cllrs. D Earl, D Garland, K Hammond, S Heeley (part), J Murray, N Osborne, A Ratcliffe, L Stone, D Turner & A Walmsley. L Westcott (Clerk).

### **Public participation**

7 members of the public present.

The Chair requested a one minute silence for the 80<sup>th</sup> anniversary of D Day.

MBC Cllr. J Sams provided the following update:

- The bin collections appear to be improving. Rural areas have suffered more than the town, Cllr. K Cox is working through the collection patterns per postcode. Please feedback any issues.
- There was an amazing turnout for the Lenham Festival, thanks to the Parish council for attending.

One member of the public asked how the parish council could raise its profile. Cllr. J Britt recognises this is an ongoing challenge.

Two members of the public asked about tourism in the village. They are keen to promote the village through coach operators. All Cllrs. agreed this is a priority for the parish council and asked the member of the public to begin research and a working group will be formed to progress with other interested parties.

Two members of the public attended to speak to L Westcott which they did prior to the meeting. They also raised that they had no bin collection for 3 months when they first moved into their home on Liberty View.

One member of the public introduced himself and would like to put himself forward to become a Cllr. This will be voted on under item 24/21.

The chair opened the meeting at 20:10.

### **24/17 Apologies for absence received.**

Apologies were received and accepted from Cllr. M Michaelas and RFO J Bate. Cllr. S Heeley is running late.

### **24/18 To receive declarations.**

Declarations of interest on Agenda items. Cllrs. N Osborne and A Ratcliffe declared an interest in relation to the Nursery project at the allotments site.

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

Requests for dispensations. No new requests received, current dispensations stand for Cllrs. K Hammond and S Heeley.

### **24/19 To request notification of intention to film, photograph or record any items.**

There were none.

### **24/20 In accordance with the Public Bodies (Admission to Meetings) Act 1960, S1, the Council is to determine which items, if any, should be taken with the public and press excluded.**

None raised.

### **24/21 To consider nominations received to fill the vacancy in North Ward by co-option**

Cllr. D Turner proposed, Cllr. D Garland seconded and it was **RESOLVED** unanimously to co-opt Mr Luke Stone as a member for the North Ward. The declaration of acceptance was signed by Luke Stone and witnessed by the clerk. The chair welcomed Cllr. L Stone to join the council as a representative of the North Ward.



**24/22 To sign as a correct record the minutes of the Parish Council Meeting on 1<sup>st</sup> May 2024.**

Cllr. A Ratcliffe proposed, Cllr. D Earl seconded and it was **RESOLVED** that the minutes of the meeting held on **Wednesday 1<sup>st</sup> May 2024** are a true record and were approved, adopted and signed by the Chair of the Parish Council.

**24/23 To sign as a correct record the minutes of the Annual Parish Council Meeting on 15<sup>th</sup> May 2024.**

Cllr. D Garland proposed, Cllr. D Turner seconded and it was **RESOLVED** that the minutes of the annual council meeting held on **Wednesday 15<sup>th</sup> May 2024** are a true record and were approved, adopted and signed by the Chair of the Parish Council.

Cllr. J Britt confirmed that there are currently no vacancies on the Alms houses trust board, but Cllr. D Garland will be willing to join if a replacement is needed.

**24/24 Progress of resolutions from 1<sup>st</sup> May meeting (for information purposes only)**

None to report not covered in agenda.

**24/25 To sign as a correct record the minutes of the Finance and General Purposes meetings on 20<sup>th</sup> May 2024**

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

- a. A table of the payment list is included in the F&GP minutes. There was a discussion about the HMRC payment due and the invoices being made available.  
Cllr. A Ratcliffe proposed, Cllr. D Earl seconded, all Cllrs. agreed apart from Cllr. A Walmsley, and it was **RESOLVED** to make the payments.  
Cllrs. N Osborne and D Garland will authorise the payments online.
- b. Cllr. A Walmsley proposed, Cllr. D Garland seconded and it was **RESOLVED** to accept the quote of £630 for the geraniums in line with the budget.
- c. Cllr. J Murray proposed, Cllr. A Walmsley seconded and it was **RESOLVED** to accept the quote of £2100 for the full leaf tree survey in line with the budget.

*Cllr. S Heeley arrived.*

**24/26 Finance:**

- a. Responsible Financial Officer Report – full report at F&GP.  
L Westcott reported that J Bate is off sick and will be off for the internal audit booked for 12<sup>th</sup> June. Cllrs. J Murray and N Osborne offered to assist L Westcott with the audit.  
**ACTION** L Westcott to inform the auditor of the situation.  
**ACTION** Cllr. J Britt to organise a meeting with J Bate on his return and before June's F&GP.  
L Westcott reported on a large bill from EDF for the allotments and a refund has been issued of £6237.23. Following a review, it is clear that EDF set the direct debit for this site too high, this will be monitored going forward and direct debits will be included on the monthly payment list.
- b. To review and approve the annual governance statement.  
Cllr. D Garland proposed, Cllr. A Ratcliffe seconded and it was **RESOLVED** to accept and sign the Annual Governance Statement 2023/24.
- c. To review the unaudited accounting statements.  
Cllr. D Garland proposed and Cllr. A Ratcliffe seconded and it was **RESOLVED** to accept and sign the draft unaudited accounting statements 2023/24.
- d. To adopt the updated Financial Regulations in line with NALC's model document.  
L Westcott reported that this is on hold as the RFO is off sick, this is planned to be reviewed at F&GP.



#### **24/27 To sign as a correct record, the minutes of the Planning and Implementation Committee meeting on 15<sup>th</sup> May**

Cllr. S Heeley proposed, Cllr. K Hammond seconded and it was **RESOLVED** that the minutes of the P&I Committee meeting held on Wednesday 15<sup>th</sup> May 2024 and the report of planning comments are a true record and were approved, adopted and signed by the Chair.

a. The following responses were agreed to Planning Applications:

24/501864/FULL, Old Shelve, Georgian Timbers – no comments, but aware of neighbours statement.

24/501956/FULL, Linden Cottage, Sandway - Cllr. J Britt declared an interest, no comments.

#### **24/28 Update on plans for the REME Freedom of the Parish of Lenham event – 23<sup>rd</sup> June 2024**

Cllr. A Ratcliffe provided an update on the plans. Briefings are being organised with all involved. Lotus have printed a leaflet free of charge. The tree carving is due to be completed on 14<sup>th</sup> June, there are reports of a bees nest in the tree.

**ACTION** Cllr. A Walmsley will assess the bees nest and advise.

#### **24/29 Update on Lenham Community Hub at St Mary's Church**

L Westcott reported that representatives were due to attend tonight, but will now come to July's meeting.

#### **24/30 New MBC administration**

Cllr. J Britt has drafted and circulated a letter to MBC, all agreed to send letter.

#### **24/31 Update from meetings attended/planned**

- a. Cllr. N Osborne reported on a meeting he is attending on Friday for fundraising with the nursery. He is getting quotes for site clearance and Cllr. A Ratcliffe has sent the site investigation results to gain an accurate building quote to assist fundraising bids. Cllr. A Walmsley will liaise with the HLAA.
- b. Cllr. N Osborne has had a discussion regarding car park charges with the Doctors surgery.
- c. Cllr. A Walmsley has met with Lenham Storage about the proposed changes to the PROW at their site.
- d. Cllr. J Murray attended the Lenham Meadows Trust AGM and has asked that a representative join the Environmental Working Group.
- e. Cllr. J Britt met with the police regarding setting up speedwatch in the village.
- f. Cllr. J Britt will be attending the cluster meeting later in June.
- g. Cllr. A Walmsley has arranged a meeting with a CCTV company to review all CCTV.

#### **23/32 Project Updates (for information only)**

- a. Car Park extension – Cllr. J Britt reported that providing the boundary is secure, the Alms Houses have no objections in principle to the project.
- b. Lenham Nursery build – covered under meetings (24/31).
- c. Planters – Cllr. D Garland reported that he has surveyed the planters and one in Honeywood Road is rotten, he is seeking a quote to address this.

#### **24/33 To report correspondence received.**

L Westcott reported that a member of the public has requested the sycamore tree in the Maidstone Road car park be assessed for cutting back. This will be included in the tree survey.

L Westcott has received an enquiry regarding the burial of a child's ashes. All agreed there would be no charge.

L Westcott has received another enquiry regarding the overgrown area at Robins Close. Cllrs. agreed again that the parish council cannot cut it back as it is privately owned. L Westcott will share the public ownership details.

L Westcott reported that the skate ramp is due for its annual inspection.

L Westcott reported that there has been an accident in Ham Lane play park and we are awaiting further information to understand how it occurred.

L Westcott reported on a complaint about the state of the Cross. This was sprayed on 23<sup>rd</sup> May, so should improve.

**The meeting closed at 22:20**



Signed as a true record on this day 3<sup>rd</sup> July 2024.....  
Chair of Lenham Parish Council