



Minutes of the Meeting of Lenham Parish Council
Held on Wednesday 6th November 2024, 7:30pm at Lenham Community Centre

PRESENT Cllr. A Walmsley, Chair presiding.

Cllrs. D Earl, D Garland, K Hammond, N Osborne, A Ratcliffe & D Turner.

L Westcott (Clerk)

Public participation

5 members of the public present.

One member of the public asked when the skate ramp will be moved and is it worth being repaired. Cllr. A Walmsley advised the relocation of the skate ramp is a few years away. It was asked if the bus shelter on Ham Lane would be replaced, Cllr. D Turner reported that she has been advised that it won't be replaced. He also reported that Lenham Market is a finalist in a national competition to be decided in March 2025.

2 members of the Lenham Meadows Trust committee provided a report on an issue with the sluice and retaining wall of Glebe pond. There is a concern that the retaining wall may fail. They are employing a consulting engineer to assess the condition and provide a quote for the works required Cllr. A Walmsley suggested that once they have a quote they could apply for a grant from LPC.

2 members of the public raised concerns about the state of the Cross. Cllrs. reported that the Cross always looks dirty this time of year due to the weather and work is planned for the spring but more volunteers are required.

The chair opened the meeting at 19:55.

24/85 Apologies for absence received.

Apologies were received and accepted from Cllrs. J Britt, P Culver, S Heeley, M Michaels and J Murray, as well as J Bate (RFO), S Newell (Deputy Clerk) and MBC Cllrs. T&J Sams.

24/86 To receive declarations.

Declarations of interest on Agenda items. Cllrs. N Osborne and A Ratcliffe declared an interest in Lenham Nursery (item 24/97). All interests are non-pecuniary.

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.

24/87 To request notification of intention to film, photograph or record any items.

There were none.

24/88 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.

Cllr. D Earl requested that some of item 24/103 be taken in a confidential session at the end of the meeting.

All agreed.

24/89 To sign as a correct record the minutes of the Parish Council Meeting on 2nd October 2024.

Cllr. D Garland proposed, Cllr. D Earl seconded and it was **RESOLVED** that the minutes of the meeting held on **Wednesday 2nd October 2024** are a true record and were approved, adopted and signed by the Chair of the Parish Council.

24/90 Progress of resolutions from 2nd October meeting (for information purposes only)

Cllr. D Garland reported that the tree decay test has been completed and it is suggested to leave the tree for a year.

Cllr. K Hammond asked L Westcott to resend the training dates for Finance for Councillors.

Cllr. N Osborne and L Westcott have not heard from the Rotary Club.



24/91 To sign as a correct record the minutes of the Finance and General Purposes meeting on 21st October 2024

Cllr. D Garland proposed, Cllr. N Osborne seconded and it was **RESOLVED** that the minutes of the meeting held on Monday 21st October are a true record and with the recommendations, were approved, adopted and signed by the Chair.

- a. To authorise payments and note income:
A table of the payments and income for October is included in the F&GP minutes. Cllr. K Hammond proposed, Cllr. D Earl seconded and it was **RESOLVED** to make the payments.
ACTION Cllrs. D Garland and N Osborne to authorise the payments online.
- b. To approve adoption of the Internal Controls Policy
Cllr. D Earl proposed, Cllr. D Garland seconded and it was **RESOLVED** to adopt the internal Controls Policy.
- c. To approve the grant for Lenham Christmas Lights for £1000
Cllr. K Hammond proposed, Cllr. D Turner seconded and it was **RESOLVED** to accept the grant for the Lenham Christmas Lights.
- d. To approve repairs required for the skate ramp for £1800
Cllr. D Garland proposed, Cllr. A Ratcliffe seconded and it was **RESOLVED** to instruct CPS to repair the skate ramp as proposed. **ACTION** L Westcott to instruct CPS.
- e. To consider proposals from internal auditors (circulated)
Cllr. D Earl proposed, Cllr. K Hammond seconded and it was **RESOLVED** to instruct Mulberrys Local Authority Services Ltd for the next three years. **ACTION** L Westcott to instruct and liaise with Mulberrys.

24/92 To receive the clerk's report for October 2024 (including Financial Report)

This was circulated to all cllrs. Points to note include...

- a. 88 visits to the office throughout October – this includes 25 visits from members of the public.
- b. Cllr. A Ratcliffe recommended the bay window at the office is surveyed for repair.
- c. December meeting dates confirmed as: F&GP 16/12/2024 and P&I 18/12/24
- d. January meeting dates confirmed as: LPC 8/1/25, P&I 22/1/24 and F&GP 27/1/25

24/93 To sign as a correct record, the minutes of the Planning and Implementation Committee meeting on 16th October

Cllr. D Earl proposed, Cllr. K Hammond seconded and it was **RESOLVED** that the minutes of the meeting held on Wednesday 16th October 2024 are a true record and with the recommendations, were approved, adopted and signed by the Chair.

Cllr. A Walmesly reported that the fence will be installed at the WPF on Monday 11th November. He also reported that the Warren Lands appeal failed.

- a. The following responses were agreed to Planning Applications:
 - 24/503922/FULL (Land at Sandway Road, Lenham) – All agreed to object and instruct P McCreery to write response
 - 24/503986/FULL (Land at 1 Rose Cottages, Lenham Heath) – No comments
 - 24/503986/FULL (Marley Farm House, Lenham) – No comments
 - 24/504172/SUB (Land at Old Ham Lane, Lenham) – No comments
 - 24/504193/SUB (Land at Sunny Hill View Equestrian, Sandway) – some questions over drainage, but no comments
 - 24/504397/SUB (Dean Cottage, Warren Street) – No comments
- b. Attendance at the first meeting of the Strategic Site SPDs (Heathlands) Inaugural Stakeholder Steering Group Meeting – all agreed for Cllr. J Britt and one other Cllr. to attend.



24/94 To consider the grant application from Lenham Health Walks for £250 (circulated)

Cllr. K Hammond proposed, Cllr. D Garland seconded and it was **RESOLVED** to accept the grant from Lenham Health Walks for £250.

24/95 To approve the adjustments in staff salary rates as per the NJC Local Government Services Pay Agreement 2024 (circulated)

Cllr. D Turner proposed, Cllr. K Hammond seconded and it was **RESOLVED** to approve the adjustments in the staff salary rates as per the NJC pay agreement for 2024. This applies to all pay from April 2024.

24/96 To consider development and road names for Countryside/Vistry site

Cllr. N Osborne reported on some options for road names based on former teachers and business owners. A suggestion of hop names was made, Cllr. N Osborne will look into this and write up some suggestions for all options.

ACTION Cllr. N Osborne to produce a report on suggested road names and themes.

24/97 To consider applying to discharge conditions on Nursery planning application for £145

Cllrs. N Osborne and A Ratcliffe reported that the planning permission for the nursery expires on 1st December 2024 and the conditions require discharging. Cllr. K Hammond proposed, Cllr. D Garland seconded and it was **RESOLVED** to pay £145 to apply to discharge the conditions.

24/98 to consider draft response to Restricted Byways at Lenham Heath (KH666, KH667 and KH668) circulated

All agreed with response. **ACTION** L Westcott to submit response.

24/99 To consider quote for required tree works for £4850 (circulated)

Cllr. D Garland summarised the work required and the quotes received. All agreed to instruct TreePro.

Cllr. A Ratcliffe proposed, Cllr. N Osborne seconded and it was **RESOLVED** to instruct TreePro to complete the required works for £4850.

24/100 Update from meetings attended/ planned

- a. Cllr. A Walmsley will attend the WPF on Monday to check on progress with the fence.
- b. Cllr. J Britt will be attending the SPD meeting on 27th November.
- c. Cllr. J Britt will be attending a meeting with MP Helen Whately on 8th November.
- d. Cllrs. D Garland and A Ratcliffe met with the builder for the replacement floor at 1A.
- e. Cllr. N Osborne is meeting with Lenham Nursery on 20th November to discuss ownership. Cllrs. A Walmsley, D Garland and K Hammond will also attend.

24/101 Project Updates (for information only)

- a. Replacement floor at 1A – as 24/100d
- b. Reconfiguration of the public toilets – Cllr. A Ratcliffe reported that planning permission has been granted.

24/102 To report correspondence received

- a. Cllr. A Ratcliffe received an email from the Conservation Officer regarding removal of the Premier store sign.
- b. Cllr. D Turner reported that she has been in contact with MBC Parks and Open Spaces regarding a fallen tree.
- c. L Westcott reported an email received from Bearsted PC regarding Community Wardens.

24/103 Update from staffing committee

Cllr. D Earl provided an update on staffing.

The meeting closed at 22:10

Signed as a true record on this day 4th December 2024.....

Chair of Lenham Parish Council