



**Minutes of the Annual Meeting of Lenham Parish Council
Held on Wednesday 15th May 2024 at 7pm at Lenham Community Centre**

PRESENT Cllr. J Britt, Chairman presiding.

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

24/01 Election of Parish Council Chair

Cllr. A Walmsley proposed and Cllr. K Hammond seconded the nomination of Cllr. J Britt.
There being no other nominations he was duly elected Chair of Lenham Parish Council.

24/02 To receive the declaration of acceptance from newly elected chair of council.

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

24/03 Election of Parish Council Vice-Chair

Cllr. J Britt proposed and Cllr. D Turner seconded the nomination of Cllr. A Walmsley.
There being no other nominations he was duly elected Vice-Chair of Lenham Parish Council.

24/04 To receive the declaration of acceptance from newly elected vice chair of council.

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

24/05 To receive acceptance of office from all members.

All cllrs. signed the declaration of acceptance of office as members of Lenham Parish Council prior to the meeting commencing. L Westcott will arrange for this to be signed separately for those not present.

24/06 Apologies for absence received.

Apologies were received and accepted from Cllrs. P Culver and M Michaelas.

24/07 To receive declarations of interest on the agenda, declarations to changes to the Register of Interests, and to consider Requests for dispensations.

Declarations of interest on Agenda items. No declarations received.

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

Requests for dispensations. Request received from Cllr. S Heeley and a resubmitted request received from Cllr. K Hammond for a dispensation in relation to the MBC Local Plan. Cllrs. all voted in favour of awarding the dispensation to be able to discuss future items regarding the MBC Local Plan. The dispensations will be valid for 4 years.

24/08 Public participation

No public present.

24/09 To request notification of intention to film, photograph or record any items.

There were none.

24/10 Formation of Council Committees and nominations of members

a. Finance and General Purposes Committee

Cllr. J Britt was nominated by Cllr. D Turner, seconded by Cllr. K Hammond. There being no other nominations he was duly elected Chair of the Finance and General Purposes Committee.

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

Cllr. K Hammond, Cllr. D Garland, Cllr. N Osborne, Cllr. D Turner & Cllr. A Walmsley

b. Planning and Implementation Committee

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



The following members were agreed and duly elected to the committee by the Parish Councillors in attendance:
Cllr. J Britt, Cllr. D Earl, Cllr. S Heeley, Cllr. J Murray & Cllr. A Ratcliffe.

c. Staffing Committee

The following members were agreed and duly elected to the committee by the Parish Councillors in attendance:
Cllr. D Earl, Cllr. N Osborne and Cllr. D Turner.

24/11 Review of Delegation arrangements to Committees and their Terms of Reference

a. Finance and General Purposes Committee

Cllr. D Garland proposed and Cllr. D Turner seconded and it was agreed to adopt The Terms of Reference for the Finance and General Purposes Committee.

b. Planning and Implementation Committee

Cllr. A Walmsley proposed and Cllr. D Earl seconded and it was agreed to adopt The Terms of Reference for the Planning and Implementation Committee.

c. Staffing Committee

Cllr. D Turner proposed and Cllr. D Garland seconded and it was agreed to adopt The Terms of Reference for the Staffing Committee

24/12 Formation of working groups:

a. Environmental working group

Cllrs. J Murray, D Garland, D Turner and K Hammond were appointed to this group.

b. Sports and Recreation Working Group

Cllrs. A Ratcliffe, A Walmsley, N Osborne and J Murray were appointed to this group.

c. Maidstone Road Car park extension

Cllrs. J Britt, D Garland and A Ratcliffe were appointed to this group.

24/13 Councillor responsibilities – review existing and vacant responsibilities.

The responsibilities list will be updated in line with committee and working group appointments. Cllr. J Britt volunteered to lead on Speedwatch and will contact the local PC to begin setting this up.

All other responsibilities remain the same at present but will continue to be reviewed.

24/14 Appointment of Representatives to outside bodies:

a. Kent Association of Local Councils (KALC)

Cllr. K Hammond and Cllr. J Britt were appointed to represent LPC at KALC Maidstone.

b. Lenham Community Centre

Cllr. K Hammond was appointed to represent LPC at Lenham Community Centre.

c. Honeywood & Douglas Alms-Houses Charity

L Westcott reported that there is no current LPC representative for the Alms Houses. Cllr. J Britt will follow this up with the chair of the Alms Houses. Cllr. D Garland offered to be the representative.

24/15 To consider the adoption of the Council's updated Standing Orders May 2024

Cllr. K Hammond proposed and Cllr. D Garland seconded and it was **RESOLVED** to adopt the standing orders 2024.

24/16 To consider the adoption of the Council's updated Financial Regulations May 2024

L Westcott reported that NALC has only just sent through the revised model Financial Regulations and due to number of changes made, there has not been time to update LPC's regulations in line with them. This will be done in time for June's LPC meeting. **ACTION** J Bate and L Westcott to review.

The meeting closed at 19:40

Signed as a true record on this day 7th June.....

Chairman of Lenham Parish Council

PARISH COUNCIL MINUTES