



**Minutes of the Meeting of Lenham Parish Council**  
**Held on Wednesday 2<sup>nd</sup> October 2024, 7:30pm 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), S Newell (Deputy Clerk)

**Public participation**

2 members of the public present.

One member of the public asked whether Lenham still had a Community Warden, Cllr. J Britt explained that the KCC warden service is still available, but there is no dedicated warden for Lenham. They also asked when the publication on the REME event will be available, Cllr. A Ratcliffe explained a publication will be produced, but this will take quite a while to organise.

One member of the public explained that the Harrow Inn has been vacant for 2 years and fallen into a state of disrepair. It is subject to criminal damage and anti-social behaviour. To register it as an asset of community value, a body of representation is required and it was asked if this could be LPC. Cllr. J Britt offered advice on how this would need to be achieved and what funding options there could be. The resident is going to do more research.

The chair opened the meeting at 19:50.

**24/66 Apologies for absence received.**

Apologies were received and accepted from Cllrs. P Culver and M Michaels, RFO J Bate and MBC Cllrs. T&J Sams. The chair and clerk have received a resignation from Cllr. L Stone.

**24/67 To receive declarations.**

Declarations of interest on Agenda items. Cllrs. D Garland and A Walmsley declared an interest in the item 24/80 as users of Hi Kent. Cllrs. N Osborne and K Hammond declared an interest in item 24/72d as trustees of the Community Centre. 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.

**24/68 To request notification of intention to film, photograph or record any items.**

There were none.

**24/69 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 24/84 be taken in a confidential session at the end of the meeting. All agreed.

**24/70 To sign as a correct record the minutes of the Parish Council Meeting on 4<sup>th</sup> September 2024.**

Cllr. D Garland proposed, Cllr. A Walmsley seconded and it was **RESOLVED** that the minutes of the meeting held on **Wednesday 4<sup>th</sup> September 2024** are a true record and were approved, adopted and signed by the Chair of the Parish Council.

**24/71 Progress of resolutions from 4<sup>th</sup> September meeting (for information purposes only)**

Cllr. D Garland reported that the tree decay test was booked for 8<sup>th</sup> October.

S Newell reported that the tourism meeting is booked for 11<sup>th</sup> October.



#### **24/72 To sign as a correct record the minutes of the Finance and General Purposes meeting on 23<sup>rd</sup> September**

Cllr. A Walmsley proposed, Cllr. N Osborne seconded and it was **RESOLVED** that the minutes of the meeting held on Monday 23<sup>rd</sup> September 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 payment lists for September are included in the F&GP minutes. Cllr. K Hammond proposed, Cllr. A Ratcliffe seconded and it was **RESOLVED** to make the payments.

**ACTION** Cllrs. D Garland and N Osborne to authorise the payments online.

- b. Cllr. A Ratcliffe proposed, Cllr. D Turner seconded and it was **RESOLVED** to transfer £75,000 from the savings account to the current account (this being precept money).
- c. Cllr. D Garland proposed, Cllr. K Hammond seconded and it was **RESOLVED** to adopt the updated Financial Regulations 2024 in line with the NALC model.
- d. Cllr. A Ratcliffe proposed, Cllr. J Murray seconded and it was **RESOLVED** to accept the grant from Lenham Community Centre for £1500.

#### **24/73 To receive the clerk's report for September 2024 (including Financial Report)**

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

- a. 56 visits to the office throughout September – this includes 21 visits from members of the public.
- b. Following Cllr. L Stone's resignation a casual vacancy will be advertised.
- c. Report provided to insurance company on LPC position of Maidstone Road car park claim. Awaiting response.
- d. Fixings Warehouse account has been set up, all agreed for limit at £250 in line with Financial Regulations.

#### **24/74 To sign as a correct record, the minutes of the Planning and Implementation Committee meeting on 18<sup>th</sup> Sept**

Cllr. J Britt proposed, Cllr. D Earl seconded and it was **RESOLVED** that the minutes of the meeting held on Wednesday 18<sup>th</sup> September 2024 are a true record and with the recommendations, were approved, adopted and signed by the Chair.

Cllr. A Walmsley attended the MBC planning committee meeting to speak in support of the Gables.

Cllr. J Britt has arranged a meeting with P McCreery to discuss upcoming work.

Cllr. A Walmsley reported that Land North of Old Ashford Road is to be reconsidered at committee due to urgent updates provided two days before the previous meeting.

- a. The following responses were agreed to Planning Applications:

KCC/MA/0121/2024 (Lenham Primary School) – LPC to support the application.

**ACTION** Cllr. J Britt to contact KCC Cllr. to confirm proposed start date for works.

24/503828/SUB (Land at Old Ham Lane, Lenham) – No comments.

24/503800/SUB (Land at Old Ham Lane, Lenham) – No objections but request conditions to ensure swales are fenced off and provided with a safety flotation ring.

24/503801/SUB (Land at Old Ham Lane, Lenham) – No comments.

**ACTION** L Westcott to submit responses.

#### **24/75 To consider training options:**

All agreed to the following training to be booked within the training budget:

- a. S Newell to complete New clerks finance and budgeting (£35 plus second course free)
- b. Finance for Councillors (£35 each) – Cllrs. K Hammond, D Turner, D Garland and J Murray.

**ACTION** L Westcott to book these courses.

#### **24/76 REME – post event**

Cllr. A Ratcliffe outlined a plan for a film which will require budget from LPC. The book for the event will need budget included in 25/26.



- a. All agreed to purchase a photo from the event for the office.
- b. Cllr. D Garland proposed, Cllr. N Osborne seconded and it was **RESOLVED** to purchase all the photos on the order (plus framing for LPC) and invoice individuals.

**24/77 To consider repairs required to teacup roundabout at Ham Lane Play park for £484.50**

Cllr. J Murray proposed, Cllr. S Heeley seconded and it was **RESOLVED** to accept the quote and instruct Safeplay to complete the works required.

**ACTION** L Westcott to instruct Safeplay.

**24/78 To consider location for Rotary event – Tools with a mission and Re-cycle**

L Westcott outlined the plans for the Rotary event, all agreed that the best location is the community centre.

**ACTION** L Westcott to contact Rotary and N Osborne to agree a date.

**24/79 To consider quote for winter pansies and bulbs**

Cllr. A Walmsley proposed, Cllr. N Osborne seconded and it was **RESOLVED** to accept the quote from Coolings for winter plants and bulbs.

**ACTION** Cllr. D Garland to liaise with Coolings on delivery.

**24/80 To consider grant application from Hi Kent for £480**

Cllr. K Hammond proposed, Cllr. A Ratcliffe seconded and it was **RESOLVED** to accept the grant from Hi Kent for £480.

**ACTION** L Westcott to ask how they calculated £480.

**24/81 Update from meetings attended/ planned**

- a. Most Cllrs. attended the meeting with MBC on Monday.
- b. Cllr. J Murray attended the MBC planning training.
- c. Cllrs. J Britt and A Walmsley attended the meeting with Lenham Wanderers FC.
- d. Cllrs. A Ratcliffe and A Walmsley attended a meeting with Countryside/Vistry at WPF.
- e. Cllr. N Osborne has attended meetings regarding Lenham Nursery.

**24/82 Project Updates (for information only)**

- a. Cllr. A Ratcliffe reported that he has submitted the application for LBC for the office floor. Three quotes have been sought.
- b. Cllr. J Britt reported that the planning consultation for the WCs is still live. Following the Financial Regulations, this is likely to need to go through a tender process.

**ACTION** L Westcott to get advice on tendering.

**24/83 To report correspondence received.**

L Westcott reported that the MBC leader would like to visit all Parish Councils soon, as there has been a recent meeting, this will be useful in 6 months. **ACTION** L Westcott to respond.

**24/84 Update from Staffing Committee**

Cllr. D Earl reported that the committee recommends £1000 is given to L Westcott as a recognition award in light of the extra work on finances completed in recent months. Cllr. A Ratcliffe proposed, Cllr. J Britt seconded and it was **RESOLVED** to make the payment through payroll.

**The meeting closed at 22:00**

Signed as a true record on this day 6<sup>th</sup> November 2024.....

Chair of Lenham Parish Council

**PARISH COUNCIL MINUTES**