



Minutes of the Meeting of Lenham Parish Council
Held on Wednesday 7th May 2025, 7:30pm at Lenham Community Centre

PRESENT Cllr. J Britt, Chair presiding.

Cllrs. P Culver, 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)

25/01 Election of Parish Council Chair. Elected chair to sign Declaration of Acceptance of Office

Cllr. A Walmsley proposed and Cllr. D Earl seconded the nomination of Cllr. J Britt. There being no other nominations, Cllr. J Britt accepted the nomination, and it was **RESOLVED** that Cllr. J Britt be re-elected as chair. Cllr. J Britt completed his Declaration of Acceptance of Office.

25/02 Election of Parish Council Vice Chair. Elected vice chair to sign Declaration of Acceptance of Office

Cllr. J Britt proposed and Cllr. P Culver seconded the nomination of Cllr. A Walmsley. There being no other nominations, Cllr. A Walmsley accepted the nomination, and it was **RESOLVED** that Cllr. A Walmsley be re-elected as vice chair. Cllr. A Walmsley completed his Declaration of Acceptance of Office.

25/03 Apologies for absence received.

Apologies were received and accepted from Cllr. M Michaelas and MBC Cllrs. T & J Sams.

25/04 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. Cllr. A Ratcliffe declared an interest on item 25/15.

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

Requests for dispensations. Cllrs. K Hammond and S Heeley updated the details on their dispensation to discuss the local plan; this is still valid for another three years.

25/05 To request notification of intention to film, photograph or record any items.

None received.

25/06 Formation of Council Committees and nominations of members

a. Finance and General Purposes Committee (6)

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

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

All agreed, and it was **RESOLVED** for Cllr. J Britt to continue as chair of the F&GP committee.

b. Planning and Implementation Committee (6)

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

Cllr. J Britt, Cllr. P Culver, Cllr. S Heeley, Cllr. J Murray, Cllr. A Ratcliffe & Cllr. A Walmsley.

All agreed, and it was **RESOLVED** for Cllr. A Walmsley to continue as chair of the P&I committee.

c. Staffing Committee (4)

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

Cllr. D Earl, Cllr. D Garland, Cllr. N Osborne & Cllr. D Turner.

All agreed, and it was **RESOLVED** for Cllr. D Earl to continue as chair of the staffing committee



25/07 Review of Delegation arrangements to Committees and their Terms of Reference

a. Finance and General Purposes Committee

Cllr. D Garland proposed and Cllr. A Walmsley seconded and it was agreed to adopt The Terms of Reference for the Finance and General Purposes Committee following an amendment to the dates of meetings.

b. Planning and Implementation Committee

Cllr. D Earl proposed and Cllr. K Hammond seconded and it was agreed to adopt The Terms of Reference for the Planning and Implementation Committee following an amendment to the dates of meetings.

c. Staffing Committee

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

25/08 Councillor responsibilities – review existing and vacant responsibilities.

The responsibilities list will be updated in line with committee appointments and updated responsibilities.

25/09 Appointment of Representatives to outside bodies:

a. Kent Association of Local Councils (KALC)

Cllr. K Hammond was appointed to represent LPC at KALC Maidstone.

b. Lenham Community Centre

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

25/10 To consider the adoption of the Council's updated Standing Orders May 2025

Cllr. K Hammond proposed, Cllr. D Garland seconded and it was **RESOLVED** to adopt the standing orders 2025.

25/11 To consider the adoption of the Council's updated Financial Regulations May 2025

L Westcott summarised the updated elements of the Financial Regulations. Cllrs. suggested that the clerk's delegated authority be increased to £1000.

Cllr. D Earl proposed, Cllr. J Britt seconded and it was **RESOLVED** to adopt the Financial Regulations 2025

25/12 Public participation: Adjourn meeting to enable members of the public to address the council

No members of the public present.

Cllr. J Britt requested that LPC record a thank you to Shellina Prendergast who lost her KCC seat in the recent election.

Cllr. J Britt will write to the new KCC Cllr. Sarah Emberson and invite her to the annual parish meeting.

25/13 To sign as a correct record the minutes of the Parish Council Meeting on 2nd April 2025.

Cllr. J Murray proposed, Cllr. D Garland seconded and it was **RESOLVED** that the minutes of the meeting held on **Wednesday 2nd April 2025** are a true record and were approved, adopted and signed by the Chair of the Parish Council.

25/14 Progress of resolutions from 2nd April meeting (for information purposes only).

None not covered by the agenda.

25/15 Staffing Committee report to include:

a. To approve the recommendation of the Recruitment Panel and ratify the proposed appointment to the temporary role of Finance and Admin Officer, with a start date of 19th May 2025.

Cllr. A Ratcliffe declared a pecuniary interest in this item and will not participate in the discussion or vote.

Cllr. D Earl reported on the outcome of the recruitment process. Cllr. D Earl proposed, Cllr. D Turner seconded and it was **RESOLVED** to recruit Audrey Ratcliffe to the position of Finance and Admin Officer with a start date of 19th May.



b. **To update on staffing matters**

Cllr. D Earl reported that he has completed the clerk's annual review and set objectives for the year with a view to work smarter not harder. One aim is to finish meetings by 9:30pm and committee meetings by 9pm.

25/16 To sign as a correct record the minutes of the Finance and General Purposes meetings on 23rd April 2025

Cllr. D Garland proposed, Cllr. K Hammond seconded and it was **RESOLVED** that the minutes of the meeting held on **Wednesday 23rd April 2025** are a true record and with the recommendations were approved, adopted and signed by the Chair.

a. **To authorise payments and note income for April:**

A table of the payments and income for April is included in the minutes from F&GP.

Cllr. D Turner proposed, Cllr. K Hammond seconded and it was **RESOLVED** to make all the payments.

ACTION Cllrs. D Garland and A Walmsley to authorise payments on the bank.

b. Cllr. A Walmsley proposed, Cllr. N Osborne seconded and it was **RESOLVED** to transfer £115,000 (half of the precept) to the savings account.

c. Cllr. D Truner proposed, Cllr. D Garland seconded and it was **RESOLVED** to authorise using capital reserves (£25,911.88) to make up shortfall in s106 funds for the upgrade and the refurbishment of the play parks.

25/17 To receive the clerk's report for April 2025 (including the Financial Report)

L Westcott presented the report for April.

25/18 To sign as a correct record, the minutes of the Planning and Implementation Committee meeting on 16th April 2025

Cllr. D Earl proposed, Cllr. A Ratcliffe seconded and it was **RESOLVED** that the minutes of the meeting held on **Wednesday 16th April 2025** are a true record and with the recommendations were approved, adopted and signed by the Chair.

Points to note:

- There will be two MBC consultations on Heathlands on 10th and 13th May.
- The steps at Cherry Downs have been reported to KCC.
- Communication with KCC is ongoing regarding the HIP.

a. **To consider responses to the planning applications in Appendix A**

25/500896/FULL (Lenham Social Club) – All agreed to support with placement of benches away from neighbours. **ACTION** Cllr. A Walmsley to draft a response.

25/19 To confirm the required information is in place and submitted for the Local Council Award Scheme Bronze application

Cllr. P Culver proposed, Cllr. K Hammond seconded and it was **RESOLVED** to confirm that the required information is in place to support the bronze application to the Local Council Award Scheme.

25/20 To consider adoption of the following policies:

L Westcott presented the following policies for adoption:

a. **Staff Appraisal Policy and Procedure**

b. **Review of Dispensation Policy**

Cllr. D Turner proposed, Cllr. D Garland seconded and it was **RESOLVED** to adopt these policies.

25/21 To confirm final plans for VE Day 80 celebrations on 8th May

Cllr. A Ratcliffe summarised the plans for the VE Day 80 celebrations and invited everyone to help set up from midday.

ACTION S Newell to finalise the event risk assessment.



25/22 To confirm plans for the Annual Parish Meeting on 14th May

L Westcott summarised plans for the annual parish meeting. There will be posters on display for the WCs, play areas and litter pick. Set up is from 6:30 for those that can assist.

25/23 Maidstone Road car park extension

a. To consider quotes for surveys and ground investigation works – please see circulated report

Cllr. D Garland proposed, Cllr. P Culver seconded and it was **RESOLVED** to instruct Subsight for £1225 for ground surveys.

Cllr. A Ratcliffe proposed, Cllr. A Walmsley seconded and it was **RESOLVED** to instruct Soiltec for £2406 for ground investigations.

b. To consider adoption of the Memorandum of Understanding with RB Plant

All agreed to adopt the MoU with RB Plant. Cllr. J Britt attended a meeting with the trustees who are all happy to proceed.

25/24 Update from meetings attended/ planned (for information purposes only)

- Cllrs. J Murray and D Garland attended a meeting about Wifi.
- Cllrs. K Hammond and D Turner are planning a meeting with Lenham Market.
- Cllr. D Turner will be attending the litter pick on the 17th May.
- Cllrs. K Hammond, J Britt and A Walmsley attended a meeting with the church on 16th May.

25/25 Project Updates (for information purposes only)

- Cllr. S Heeley attended a tourism group meeting, a report, and an article for the Lenham Focus is being prepared.

25/26 To report correspondence received

None to report.

The meeting closed at 22:00

Signed as a true record on this day 4th June 2025.....

Chair of Lenham Parish Council