



**Minutes of the Meeting of Lenham Parish Council**  
**Held on 6<sup>th</sup> July 2022 at 7:30pm at Lenham Community Centre**

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

Cllrs. M Ballard, D Garland, K Hammond, S Heeley, Mike Lowe, Mic Lowe, N Osborne, M Michaelas, A Ratcliffe & A Walmsley

J Bate RFO, L Westcott Clerk

2 Members of the public.

**Public participation**

One member of the public wished to thank Cllrs. Mike and Mic Lowe plus L Westcott and everyone involved in organising the successful Jubilee events.

One member of the public reported on anti-social behaviour he keeps experiencing at the Ham Lane play park. There is loud noise late at night and lots of rubbish (often drinks and drugs related) left. He has reported it to the police and suggests removal of the hedge and installation of lighting. Cllr. Mike Lowe explained that he is carrying out a review of the H&S of the play parks and will include these points as options. Cllr. J Britt will raise this with the PCSO.

L Westcott read out a report from MBC Cllrs. T and J Sams who have sent their apologies. Points to note:

- a. Highways – reported many issues to KCC, particularly overgrown hedges at this time of year.
- b. Liaison with LPC on planning matters and written a supporting letter for the LPC WCs project.
- c. Congratulations to Cllrs. Mike and Mic Lowe for all the efforts made for the jubilee celebrations. Residents greatly appreciated the events and the hard work of LPC and would like more!!
- d. Tom and Janetta are pleased that the residents opinions have been taken into account by the Boundary commission in their draft proposal. It was a monumental effort by LPC to mobilise the community.

L Westcott read out a report from Martin Sherwood (community warden) who sent his apologies.

- a. Time taken up mostly with welfare visits.
- b. Apetito who provide meals have ceased trading.
- c. Stagecoach and KCC have been contacted about the bus stop closures along Old Ashford Road. No one can tell Martin if there will be temporary bus stops, but Martin will keep pursuing and keep L Westcott updated.

**22/39 APOLIGES FOR ABSENCE RECIEVED**

Apologies received and accepted from Cllr. M Cockett and P Culver (post meeting).

**22/40 TO RECEIVE DECLARATIONS**

Declarations of interest on Agenda items, Cllrs. N Osborne and A Ratcliffe made a declaration relating to Lenham Nursery school.

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

Requests for dispensations. No requests received. Cllr K. Hammond has a standing dispensation (relating to SOHL).

**22/41 NOTIFICATION OF INTENTION TO FILM, PHOTOGRAPH OR RECORD ITEMS**

There were none.

**22/42 TO SIGN AS CORRECT THE MINUTES FROM THE PARISH COUCIL MEETING 1<sup>st</sup> JUNE 2022**

Cllr. M Ballard proposed, Cllr. D Garland seconded and it was **RESOLVED** that the minutes of the meeting held on **Wednesday 1<sup>st</sup> June 2022** are a true record and were approved, adopted and signed by the Chairman of the Parish Council.

**22/43 PROGRESS OF RESOLUTIONS**

All covered in the agenda.

**22/44 FINANCE**

- a. Responsible Financial Officer Report:

- i. Income for June is £423.00 (this includes £50 donated to the Jubilee celebration by the Post Office).
- ii. The bank balance as at the end of 30/06/2022 was £272,909.48
- iii. Bank Card - The RFO was tasked reviewing options for a bank card. Unity have partnered with Lloyds Bank to provide a card that can be used to make payments that automatically clears each month. This however does not allow for current payment authorisation procedures of two signatures. LPC will need to resolve to change financial controls to allow a single person to use the card and the purpose of its use.  
**ACTION** J Bate to prepare required information for F&GP.
- iv. Utility bills - We are in the process of reviewing all standing charges and rates for all LPC utility bills. Progress report will be made at the next F&GP.
- v. RFO monthly salary is now above pensionable rate – to be reviewed at F&GP.

**b. Internal Audit Findings:**

The Financial records were prepared as per the Audit requirements. RFO met with Lionel Robbins (Internal Auditor) to review. The full report is available for Cllrs. but the highlights of this report are:

- i. No errors in financial information were found.
- ii. A review of the AGAR was noted by external audit last year as incorrect for 2019-2020 due to the requirement to change from cash accounting to full accrual based accounting. As the error was allowed to be corrected in advance of the final PKF reporting this was not marked as an error requiring review. It will likely be mentioned by external auditors. No misstatement or accounting irregularity resulted from this.
- iii. The internal auditor reported that the June 2021 meeting was held via zoom after the regulations changed, any decisions were therefore not lawful. A review of the minutes showed that the only decision made was to accept the May 2021 minutes – this can be done retrospectively.  
Cllr. M Lowe proposed, Cllr. A Walmsley seconded and it was **RESOLVED** that the minutes of the meeting held on **Wednesday 5<sup>th</sup> May 2021** are a true record and were approved, adopted and signed by the Chairman of the Parish Council.

**c. To authorise payments and note income (details of payments and income to be tabled):**

Name	Frequency	Description	Date	Amount
Amazon	One off	Jubilee Budget - Earpieces	25/05/2022	25.99
BT Group (DD)	Monthly	Telephone and Broadband for the office	19/06/2022	77.89
Business Stream - Scottish Water	Quarterly	WC's water bill	13/06/2022	31.22
Down to Earth Garden Maintenance	Monthly	SID battery change, churchyard grass cutting, Ham Lane hedges	30/06/2022	1295.00
Hallett & Co.	Final payment	Lease for WC's with MBC	20/06/2022	1287.00
Harrietsham Parish Council	One off	Battery Pack for DMS - 50%	28/06/2022	68.00
KALC	One off	Chairman's Conference	23/06/2022	60.00
KALC	One off	Councillors Conference	27/06/2022	72.00
Lenham Community Centre	Monthly	Room charges	30/06/2022	223.00
Lionel Robbins	Annually	Internal Audit Charge	26/06/2022	240.00
Lotus Design and Print	One off	Playground and Jubilee signage	31/05/2022	321.60
MBC NNDR (DD)	Monthly	1A High Street rates	27/05/2022	225.67
Nathan Beale	Monthly	Waste Bins, litter picking and cleaning WCs	30/06/2022	695.00

Nigel Turner	Monthly	Cemetery Maintenance, emergency works at WPF and Jubilee assistance	04/07/2022	305.00
Parish Cllr. Expenses	One off	Jubilee Tarts for Beacon Lighting	03/06/2022	34.44
Parish Cllr. Expenses	One off	Food for Jubilee committee	05/06/2022	39.95
SSE Southern Electric	Monthly	Ham Lane Allotments	29/06/2022	97.39
Thompson, Snell and Partners	One off	Legal work for sale of strip of land at WPF	20/06/2022	3200.00
<b>TOTAL</b>				<b>8299.15</b>

Cllr. A Ratcliffe proposed, Cllr. M Lowe seconded and it was **RESOLVED** to make these payments. Cllrs. N Osborne and D Garland to authorise the payments on-line.

### **22/45 PLANNING AND IMPLEMENTATION (P&I) COMMITTEE REPORT**

All agreed this was an accurate record of planning comments from June.

### **22/46 TO RECEIVE THE MINUTES OF THE PLANNING AND IMPLEMENTATION MEETING 20<sup>th</sup> JUNE 2022**

Cllr. J Britt proposed, Cllr. K Hammond seconded and it was **RESOLVED** that the reports and minutes of the P&I meeting held on Monday 20<sup>th</sup> June 2022 are a true record and were approved, adopted and signed by the Chairman of the P&I Committee post meeting.

Points to note: The Old Dairy Site has been requested to be called to committee – statement to be agreed and Charing Neighbourhood Plan consultation **ACTION** Cllr. A Walmsley to draft a simple supporting statement.

- a. Lenham Neighbourhood Plan Review group – Cllr. S Heeley reported that the group are continuing to form the evidence base including a landscape assessment and transport assessment. SWS are not interested in talking about investment plans outside of the plan period (up to 2025). There is a planned meeting with barristers on 11<sup>th</sup> July and with CPRE on 20<sup>th</sup> July.

### **22/47 TO RECEIVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSES MEETING 15<sup>th</sup> JUNE 2022**

Cllr. D Garland proposed, Cllr. N Osborne seconded and it was **RESOLVED** that the minutes of the F&GP meeting held on Wednesday 15<sup>th</sup> June 2022 are a true record and were approved, adopted and signed by the Chairman of the F&GP Committee.

- a. Cherry Downs Picnic Site – to consider the quote of £5000 for required tree works to deal with H&S risk. Cllr. M Lowe proposed, Cllr. A Ratcliffe seconded and it was **RESOLVED** to accept the quote and apply for s106 money.
- b. Skate ramp – to consider spending £12,000 on a new surface and up to £500 on temporary fix. Cllr. M Lowe presented the details relating to the quote for a new surface (Skatelight Pro) on the skate ramp, Cllr. D Garland reported that he had received a quote up to £6000 for a GRP surface. A discussion was held about the suitability of each product. 9 voted in favour and 1 against using Skatelight Pro.  
**ACTION** Cllr. M Lowe to instruct installation of new surface with Skatelight Pro.

### **22/48 REPORT OF MEETING WITH MBC AND HOMES ENGLAND(6<sup>th</sup> JULY)**

Cllr. J Britt provided the following report:

*Lenham Parish Council, responding to a request in March 2022 from MBC and their development partner Homes England, met with both parties on Wednesday 6 July 2022.*

*MBC was represented by the Leader, Cllr David Burton with the Chief Executive, Ms Broom and the Director of Development and Place, Mr Cornell in attendance. Homes England was represented by Jayshree Patel, Head of Planning and Enabling and Caroline Searle, Senior Planning and Enabling Manager.*

*Lenham Parish Council was represented by Cllrs John Britt (Chair), Alastair Walmsley (Vice Chair) along with Cllrs Nick Osborne, Kate Hammond and Steve Healey with Planning Consultant Paul McCreery in attendance.*



No advance agenda had been circulated, however, the original questions posed by the parish council to MBC in March were:

- Having not met specifically outside of statutory consultation obligations why was there a desire to meet with LPC now
- what would be the benefit of such a meeting to the parish council

Notwithstanding these questions, the lead officer from HE explained the organisation approach to other large developments with which it is involved, and that MBC / HE wanted to open discussions about how things would move forward with Heathlands, should that continue to be within the allocation included in the review of the MBC Local Plan, currently waiting on independent inspection.

The Parish Council pointed out that while it has no difficulty accepting the approach outlined, once formal agreement has been reached for a development to proceed, it expressed disappointment that discussion about his, or any other, approach was an unacceptable and assumptive position given the proposal currently under discussion has not yet been agreed as appropriate for inclusion into the review of the Local Plan by the independent inspector. It was felt that any discussion on such topics was far too premature and not one the parish council was prepared to enter into.

This point, of prematurity, was openly accepted by Homes England which recognised the challenges that such an agenda presented the parish council. Representatives from MBC made no similar acknowledgement.

The meeting concluded after about 15 minutes. When the meeting closed the original questions remain unanswered.

#### **22/49 SWIMMING POOL – DECISION ON WAY FORWARD**

Cllr. J Britt reported that after many requests for volunteers to assist with the operation of the village swimming pool, there wasn't enough people to support it. All agreed that it should be handed over to the school.

#### **22/50 LENHAM TOURISM – TO CONSIDER SPENDING £200 ON LAUNCHING TOURISM**

Cllr. Mic Lowe reported that he is going to set up a social media page and website for Lenham tourism. Cllr. M Michaelas stated that this needs to run alongside addressing parking issues. J Bate reported that there was £150 allocated to advertising and media that could be allocated.

Cllr. M Michaelas proposed, Cllr. D Garland seconded and it was **RESOLVED** to spend up to £150 to begin promoting Lenham tourism.

**ACTION** Cllr. J Britt to contact J Smith-Essex about access to Love Lenham Facebook page.

#### **22/51 TO CONSIDER REPLACING “WELCOME TO SANDWAY” SIGN VIA INSURANCE COMPANY PAYING £250 EXCESS**

L Westcott reported that the insurance company will be willing to pay for a replacement “Welcome to Sandway” sign, but LPC would have to pay £250 excess. Cllr. M Lowe proposed, Cllr. A Ratcliffe seconded and it was **RESOLVED** to pay £250 towards a replacement “Welcome to Sandway” sign.

#### **22/52 PROJECTS**

- a. CCTV – Cllr. M Michaelas reported the CCTV is working well, but it takes time to fulfill requests for footage. Cllr. J Britt recommended Cllr. M Michaelas requests assistance when needed via L Westcott.
- b. The Cross - Cllr. J Britt reported that a meeting was held with the church and the vicar will carry out the rededication at the Cross centenary service.
- c. Operation London Bridge – Cllr. J Britt reported that this was also discussed with the church and decisions were made on church and LPC actions.
- d. Cllr. Conference – Cllr. M Lowe reported that he attended the KALC Cllr. conference. It was a useful networking opportunity, but the presentations could have been covered in a newsletter.

#### **22/53 CORRESPONDENCE**

L Westcott reported about the complaints received regarding tree removal at the Abbey Homes site (Old Ashford Road). Cllr. A Walmsley has followed this up with MBC.

Local Government Boundary Commission are consulting on their ward boundary proposals. They recommend that Lenham should not be spilt down the railway line as suggested by MBC.

The meeting closed at 22.00



Signed as a true record on this day 7<sup>th</sup> September 2022.....

Chairman of Lenham Parish Council