



## Minutes of the Zoom Meeting of the Lenham Parish Council Held on 7<sup>th</sup> April 2021 at 7:30pm

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

Cllrs. M Ballard, M Cockett, D Garland, K Hammond, S Heeley, M Lowe, M Michaelas, N Osborne, A Walmsley & A Ratcliffe. L Westcott (Clerk). 2 Members of the public.

### **PUBLIC PARTICIPATION**

(7.30pm - 7.50pm)

Email circulated from the Thornes pre meeting. Long term solution is changing the status from a BOAT to a bridleway which will be an Act of Parliament. There is the potential to install CCTV on a telegraph pole on edge of Thorne's property. **ACTION** Cllr Walmsley to look at costing of CCTV. **ACTION** Cllr J Britt to contact PCSO about best deterrent and potential future Police exercises. **ACTION** L Westcott to contact KCC to assess changes to ground conditions at the gate with a view to deter quad bikes.

Chair opened the meeting at 8:05pm.

### **20/142 APOLOGIES FOR ABSENCE RECEIVED**

Apologies received from J Bate (RFO)

### **20/143 TO RECEIVE DECLARATIONS**

Declarations of Interest on Agenda items. No declarations received.

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

Requests for dispensations. No requests received.

### **20/144 TO REQUEST NOTIFICATION**

The Chairman requested notification of intention to film, photograph or record any items.

No notification received.

### **20/145 TO RECEIVE MINUTES OF THE PARISH COUNCIL MEETING 3<sup>rd</sup> MARCH 2021**

The minutes of the meeting held on **Wednesday 3<sup>rd</sup> March 2021** are a true record and were approved, adopted and signed by the Chairman of the Parish Council (post meeting).

### **20/146 PROGRESS OF RESOLUTIONS**

Covered by items on the agenda.

### **20/147 REFERENDUM ARRANGEMENTS**

MBC notices circulated pre meeting. Cllrs. S Heeley and J Britt with Paul McCreery have been responding to enquiries. The LNP Group have produced posters, banners and signs. Cllr. S Heeley showed the video and all agreed for it to be used on social media. LPC can nominate one person to observe the count on 7<sup>th</sup> May.

**ACTION** L Westcott to contact MBC to get an idea on times for count and let Cllr. A Ratcliff know.

### **20/148 NEW PLANNING AND IMPLEMENTATION (P&I) COMMITTEE**

Cllr. J Britt outlined the proposal for the new P&I committee. Cllr. A Walmsley will be the chair for a 6-month review period. The meetings will be held on the first Monday of every month. The LNP Group committee agree with the proposal. Cllr. Michaelas reported that he knew a person interested in joining the group.



Cllr. M Cockett proposed, Cllr. M Michaelas seconded and it was **RESOLVED** to form the new committee.  
**ACTION** L Westcott to organise a Zoom meeting for first meeting on 26<sup>th</sup> April (one week early due to bank holiday) **ACTION** Cllr. J Britt to organise a Zoom meeting with Cllr. A Walmsley and L Westcott to set agenda.

## 20/149 FINANCE

### a) Responsible Financial Officer Report (read out by Cllr J Britt)

- John Foster at MBC has our contact information for Welcome Back grant.
- A request to NWB has been made to move all money in reserve account into the current account ready for switching to the Unity account.
- The Unity account application forms have been sent and required documents are currently being scanned.
- Signatories will need to be set up once the main account has been activated, proposed signatories are Cllrs. N Osborne, Mike Cockett, D Garland, A Ratcliffe and J Britt.
- Internal Audit with Lionel Robbins meeting is booked for 20<sup>th</sup> May 2021. The signed AGAR forms and supporting information need to be submitted to PKF Littlejohn by 2<sup>nd</sup> July 2021.
- The lending Facilities form for purchase of 1A High Street have been completed as much as possible. Final updates to rates and dates will be entered when we know key dates. The draw down needs 4 days' notice.
- No significant income has been received but we are due MBC precept payment by Friday this week.

### b) Cheques for consideration and payment 7<sup>th</sup> April 2021

	Cheque no:	Amount £
KALC – 8017	5352	1305.60
Paul Waring additional invoice - 13207	5353	2869.20
Keter UK Ltd – 1338917132	5354	144.00
PMC Planning – 33	5355	2880.00
Lotus Print – 12745 (Mike Lowe) and 12744 (Mike Lowe)	5356	589.20
Mike Lowe – OMG invoice SI-20435	5357	275.80
OMG trading – SI-20543	5358	222.05
RCL Royland – RL669/002	5359	18568.06
Cybereye – 1196	5360	4346.40
MS Computer Services	5361	199.99
Paul Waring – February 13172	5362	1056.36
Nathan Beale – 052	5363	660.00
LCN Domain name renewal – replacement chq to Justin Smith-Essex	5364	17.94
Down To Earth – March 2021	5365	570.00
Branson – Street Furniture 3611	5366	2964.00
Lotus Print – 12750 (Valerie Woollven)	5367	1285.00

Cllr. A Walmsley proposed, Cllr. M Ballard seconded and it was **RESOLVED** to make the payments.  
Cllrs. M Cockett and N Osborne signed the cheques on behalf of Lenham Parish Council.

- c) Cllr. D Garland reported on the four proposed options for the village signposts. Agreement to go ahead with the £950 option, potentially from the Welcome Back grant.

## 20/150 CO- OPTION NOTICE FOR COUNCILLOR IN THE NORTH WARD

Cllr. Paul Scrivens has resigned from his post in the North Ward.

**ACTION** L Westcott to notify MBC and post notices on website and notice boards.



#### **20/151 PROGRESS REPORT ON PURCHASE OF 1A HIGH STREET UPDATE**

Cllr. J Britt reported that there has been a delay in the purchase of the flat which in turn has held up LPCs purchase of 1A. Cllr. N Osborne presented a spreadsheet of costs for work/equipment required for the office set up and is happy to oversee the installation and PAT testing. Cllr. J Britt reported that he had received a proposed design for the window display, this was circulated with the agenda. All agreed that this looked appropriate.

#### **20/152 NEIGHBOURHOOD PLAN REVIEW AND SALE OF LAND AT WILLIAM PITT FIELD**

Cllr. J Britt reported that all points made about the contract had now been included.

Cllr. M Lowe proposed, Cllr. A Walmsley seconded and it was **RESOLVED** to sign the contract.

**ACTION** Cllr. J Britt to contact Thorneloe to proceed.

#### **20/153 PLANNING REPORT**

Loder Close – Letter received from Marion Geary, MBC have taken legal advice that states a new application is not required to change to 100% social housing as this is not a substantial change.

**ACTION** Cllr. M Cockett to contact Shellina Prendergast to find KCC contact to gain support.

**ACTION** Cllr. J Britt to write to Rob Jarman and Alison Broom.

#### **20/154 SIGN AS A CORRECT RECORD THE MINUTES OF THE FINANCE & GENERAL PURPOSES MEETING**

The minutes of the F & GP meeting held on Wednesday 17<sup>th</sup> March 2021 are a true record and were approved, adopted and signed by the Chairman of the F & GP Committee. (post meeting).

#### **20/155 COUNCILLOR SPOKEPERSONS REPORTS INCLUDING PROJECT UPDATES**

Cllr. N Osborne reported that a resident living in the house adjacent to the Picnic site has reported that the hedge is overgrown. **ACTION** N Osborne to meet with resident.

#### **20/156 NOMINATION FOR REPRESENTATIVES FOR OUTSIDE BODIES**

Cllr. K Hammond volunteered to be LPC representative for the Community Centre.

#### **20/157 CORRESPONDENCE RECEIVED** (For information only)

- i. KCC have requested to use the cemetery as a drone landing area. All agreed the cemetery was not a suitable place, Royton Avenue green space is more appropriate.  
**ACTION** L Westcott to liaise with KCC.
- ii. A complaint has been received regarding litter in the Square, Cllr. M Michaelas reported that he is aware of the issue and is happy to empty the MBC bins in between visits.  
**ACTION** L Westcott to contact MBC to get a key for the bins.
- iii. A complaint has been received regarding dog mess in and around the church yard.  
**ACTION** L Westcott to liaise with Community Warden regarding sprayed templates on pavements around village (outside of conservation area).
- iv. It was agreed to donate £100 to the Air Ambulance.
- v. Cllr. J Britt reported his thanks to Margo McFarlane for 10 years in post as parish clerk. All agreed.

The meeting closed at 10.10pm