



## Minutes of the Meeting of Lenham Parish Council Held on Wednesday 3<sup>rd</sup> July 2024, 7:30pm at Lenham Community Centre

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

Cllrs. P Culver, D Earl, D Garland, K Hammond, M Michaelas, J Murray, A Ratcliffe, L Stone, D Turner & A Walmsley.  
L Westcott (Clerk).

### **Public participation**

2 members of the public present.

One member of the public outlined the plans for St Mary's community hub. Cllrs. requested to see the business plan and advised that work on LPC's budget for 2025/26 will begin in October.

L Westcott read the report received from MBC Cllrs. T & Sams, points to note:

- a. They are meeting with coalition partners to finalise the MBC 4 year program.
- b. Domestic bin collection issues continue to be reported and they will be putting something forward for the next council meeting regarding garden bins and the related charges.
- c. Congratulations to LPC for the REME event and thanks to everyone involved in organising it.
- d. They attended the SOHL public meeting which was well supported by residents.
- e. They encourage everyone to vote in the general election.

The chair opened the meeting at 20:10.

### **24/34 Apologies for absence received.**

Apologies were received and accepted from Cllr. N Osborne and RFO J Bate as well as MBC Cllrs. T&J Sams.

### **24/35 To receive declarations.**

Declarations of interest on Agenda items. Cllr. A Ratcliffe declared an interest in relation to the Nursery project at the allotments site.

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

Requests for dispensations. No new requests received, current dispensations stand for Cllr. K Hammond.

### **24/36 To request notification of intention to film, photograph or record any items.**

There were none.

### **24/37 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.**

None raised.

### **24/38 To sign as a correct record the minutes of the Parish Council Meeting on 5<sup>th</sup> June 2024.**

Cllr. D Garland proposed, Cllr. J Murray seconded and it was **RESOLVED** that the minutes of the meeting held on **Wednesday 5<sup>th</sup> June 2024** are a true record and were approved, adopted and signed by the Chair of the Parish Council.

### **24/39 Progress of resolutions from 5<sup>th</sup> June meeting (for information purposes only)**

Note: J Bate (RFO) is currently off sick.

### **24/40 To consider the proposed appointment of a deputy clerk**

L Westcott summarised the outcome of the recruitment process. Cllr. J Britt proposed and Cllr. D Earl seconded and it was **RESOLVED** to appoint Sarah Newell as deputy clerk.

### **24/41 To sign as a correct record the minutes of the Finance and General Purposes meetings on 24<sup>th</sup> June 2024**

Cllr. D Garland proposed, Cllr. K Hammond seconded and it was **RESOLVED** that the minutes of the F&GP committee



meeting held on Monday 24<sup>th</sup> June 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 list is included in the F&GP minutes. Cllr. A Ratcliffe proposed, Cllr. D Earl seconded and it was **RESOLVED** to make the payments.  
**ACTION** Cllrs. D Garland and D Turner will authorise the payments online.
- b. Cllr. A Walmsley proposed, Cllr. A Ratcliffe seconded and it was **RESOLVED** to accept the grant application for £540 for the Ham Lane Allotment Association tree works.
- c. Cllr. A Walmsley proposed, Cllr. D Garland seconded and it was **RESOLVED** to accept the grant application for £1000 for the Cricket Club community event.
- d. All agreed to spend the remaining budget (£400) for the REME event on a thank you to the volunteers. This will be held in the Red Lion on Friday 19<sup>th</sup> July. Donations to SERV and South East 4x4 were agreed at £100 and £250. Cllr. P Culver proposed, Cllr. D Earl seconded and it was **RESOLVED** to hold a thank you event and make the donations to SERV and South East 4x4.
- e. Cllr. A Walmsley proposed, Cllr. D Garland seconded and it was **RESOLVED** to replace the planter on Honywood Road for £690.

#### **24/42 Finance:**

- a. Responsible Financial Officer Report – Nothing specific to add to full report at F&GP.
- b. To consider setting up Scribe accounting software – L Westcott outlined the proposal from Scribe, initial fee of £719 +VAT and a monthly fee of £79 +VAT. Cllr. J Murray proposed, Cllr. D Garland seconded and it was **RESOLVED** to sign up to Scribe.
- c. To consider options for a full bank audit.  
L Westcott summarised the Cllrs. request for a full bank audit and ensuring all correspondence is registered to 1A High Street. Options are still being considered in line with the item below. Work is progressing on sorting through filing and correspondence information for Utilities.
- d. To consider appointing a locum to cover staff illness temporarily – Cllr. J Britt outlined the locum service offered by SLCC for £40 per hour. Work would include set up of Scribe, VAT reclaims, payroll and financial reports as required. This will be reviewed on a monthly basis. Cllr. A Ratcliffe proposed, Cllr. K Hammond seconded and it was **RESOLVED** to appoint a locum up to two days a week at £40 per hour.

#### **24/43 To sign as a correct record, the minutes of the Planning and Implementation Committee meeting on 19<sup>th</sup> June**

Cllr. D Earl proposed, Cllr. A Ratcliffe seconded and it was **RESOLVED** that the minutes of the P&I Committee meeting held on Wednesday 19<sup>th</sup> June 2024 and the report of planning comments are a true record and were approved, adopted and signed by the Chair.

- a. The following responses were agreed to Planning Applications:  
24/502496/SUB, Land North of Olad Ashford Road – No comments.  
24/502467/SUB, The Oast, New Shelve Farm – No comments.  
24/502027/FULL and 24/502028/LBC, Old Meads, Old Ashford Road – No comments.  
24/501411/FULL, 17 Robins Close – No comments.  
24/505615/FULL, Downtown Victorias Leisure, Ashford Road – Repeat previous comments (502239).  
**ACTION** Cllr. J Britt to discuss with Marion Geary.  
24/502288/FULL, 61 Robins Close – No comments.
- b. To plan a meeting to discuss the development of strategic site 6 (WPF)  
All agreed to progress discussions at a later date.



**24/44 Update on the Lenham Community Hub**

Covered under public participation.

**24/45 To consider medium-risk repairs to play parks as per the latest inspections**

Cllr. D Garland proposed, Cllr. D Turner seconded and it was **RESOLVED** to accept the repair quotes of £247.50 (tea cup roundabout) and £338.80 (Cherry Close swings).

**ACTION** L Westcott to instruct Safeplay.

**24/46 Update from meetings attended/planned**

- i. Cllr. D Earl met with the Co op manager, they would like CCTV to cover the road near the shop.
- ii. Cllr. P Culver reported that the school extension consultation was well attended.
- iii. Cllr. M Michaelas reported that there is a homeless person in the bus shelter. L Westcott has reported to relevant authorities.

*Cllr. M Michaelas left the meeting.*

- iv. Cllr. D Garland accompanied Invicta Arboriculture whilst they were completing the tree survey at Maidstone Road Car park.
- v. Cllr. J Britt attended a recent cluster meeting, the notes have been circulated.
- vi. Cllr. J Britt and others attended the public SOHL meeting.

**23/47 Project Updates (for information only)**

- a. Car Park extension – Cllr. J Britt has had no response to his recent email.
- b. Lenham Nursery build – Cllr. A Ratcliffe reported that he is obtaining accurate build figures.

**24/48 To report correspondence received.**

Cllr. J Britt reported that feedback from the REME event was very positive and thanked Cllr. A Ratcliffe for his hard work organising the day.

**The meeting closed at 22:10**

Signed as a true record on this day 4<sup>th</sup> September 2024.....

Chair of Lenham Parish Council