



Report of the Finance and General Purposes Committee

Monday 22nd April 2024 7:30pm

PRESENT Cllr. J Britt Chairman presiding.
 Cllrs. D Garland, N Osborne, D Turner, A Ratcliffe & A Walmsley
 J Bate (RFO), L Westcott (clerk)

Public Participation:

No public present.

1. APOLOGIES FOR ABSENCE

Apologies received and accepted from Cllr. K Hammond.

2. NOMINATIONS FOR SUBSTITUTIONS

There were none.

3. DECLARATIONS OF INTEREST ON THE AGENDA

Cllrs. N Osborne declared a conflict of interest with the Alms Houses – neighbour to the proposed car park extension.

A Ratcliffe declared an interest in the payments.

4. IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1990, S1, THE COUNCIL IS TO DETERMINE WHICH ITEMS, IF ANY, SHOULD BE TAKEN WITH THE PUBLIC AND PRESS EXCLUDED.

No items determined as confidential.

5. MINUTES FROM F&GP COMMITTEE MEETING HELD ON 25th MARCH 2024

The minutes of the F&GP meeting held on 25th March were agreed as being accurate.

Cllr. J Britt reported that MCB have advised that the works to the toilets can be applied for under 'permitted development'.

Cllr. J Britt has written to KCC about the state of the roads but has not received a reply.

6. FINANCIAL REPORT (by RFO)

a. Review payment list for April for recommendation to full council:

Cllr. A Ratcliffe declared a pecuniary interest in the first payment.

Name	Frequency	Description	Date	Amount
Audrey Ratcliffe	one off	Annual parish meeting catering	19/04/2024	218.18
Church	6 monthly	Churchyard Electricity for floodlights	03/04/2024	135.95
Down to Earth	Monthly	A20 tree cut back on sight line and mowing of churchyard grass	31/03/2024	570.00
DWN Property Service	Monthly	Handyman work (picnic site works)	12/04/2024	84.05
EDF	Monthly	Electricity for WCs	08/04/2024	16.54
Hampshire flag company	one off	Lenham flag for REME event	04/04/2024	229.43
JC White	one off	Cemetery topographic survey	08/04/2024	1170.00
KALC	Annually	Subscription	01/04/2024	1595.87
Lenham Community Centre	Quarterly	Meeting Room Hire	31/03/2024	174.00
LWFC	Annually	Grass cutting at the WPF as per MoU with LWFC	06/04/2024	815.40
Nathan Beale	Monthly	Waste management	31/03/2024	735.00
Paul Waring	Quarterly	Mowing at Picnic site as per agreement	31/03/2024	379.98

Safeplay	bi-monthly	Play park inspections	12/04/2024	178.20
Safeplay	ad hoc	Cantilever swing repair at Ham Lane play park	17/04/2024	397.20
SLCC	Annually	SLCC membership	04/04/2024	238.00
Soiltec	one off	Ground investigations at Ham Lane allotments	05/04/2024	2,406.72
Streetlights	6 monthly	As per contract for streetlight maintenance	16/04/2024	403.20
TreePro	ad hoc	Churchyard tree works	03/04/2024	480.00
TreePro	ad hoc	Cemetery tree works	03/04/2024	240.00
TreePro	ad hoc	Picnic site tree works	10/04/2024	1080.00
TreePro	ad hoc	Cemetery tree works	12/04/2024	2760.00
			TOTAL	£ 14,307.72

ACTION Recommend approval at LPC to make payments.

J Bate is still looking at CCLA for investment. £360,000 has been transferred to the savings account leaving 6 months amount of expenditure in the current account. Cllrs. N Osborne and D Garland will authorise this transfer.

The VAT return will be completed once utilities are sorted.

b. Year end – J Bate reported that the figures were not yet available.

c. Internal Audit arrangements - J Bate outlined the timescales for the audit:

- i. 20th May the AGAR will be reported to F&GP,
- ii. 5th June the AGAR will be signed at full council,
- iii. 12th June is the internal audit,
- iv. 17th June to 26th July is the period of public rights,
- v. 30th June the AGAR will be reported to external auditors
- vi. 30th September the external auditors should send it back to LPC.

7. UPDATE ON SECTION 106 AND CIL MONIES DUE/ APPLICATIONS FOR FUNDS MADE

L Westcott reported no CIL money has been received/ is due and no s106 monies have been applied for. L Westcott presented the MBC CIL/s106 portal to show how much s106 money is available.

ACTION L Westcott to circulate screenshot of the portal.

8. TO CONSIDER QUOTE FROM TREEPRO FOR DECAY TEST ON BEECH TREE AT THE PICNIC SITE FOR £850

L Westcott summarised the work required on the beech tree following the tree survey report. All agreed £850 was too expensive to likely be told the tree requires removal.

ACTION L Westcott to get a quote for removing the tree.

9. TO CONSIDER GRANT APPLICATION FROM HAM LANE ALLOTMENT ASSOCIATION (AS CIRCULATED)

Cllr. A Walmsley outlined the tree works required at the allotments. All agreed to recommend approval of the grant application at LPC.

10. TO CONSIDER PROPOSED CHANGES TO MoU WITH LWFC

Cllr. A Walmsley reported that LWFC have signed the MoU with the agreed 9 grass cuts to be paid by LPC. LWFC have requested that LPC consider paying for 12 grass cuts a year. This was discussed at P&I and once LPC have paid for 9 cuts, if more are required, LWFC can apply for a grant to cover the costs. This will be reviewed under next years budget.

11. REME FREEDOM OF THE PARISH EVENT

Cllr. A Ratcliffe summarised the recent actions completed.

ACTION Cllr. J Britt to contact media and ask if they would like named people to interview.

ACTION L Westcott to follow up with local PC.

ACTION Cllr. J Britt to speak to the Tithe Barn about parking and invite them to the lunch.

12. UPDATE ON RECRUITMENT PROCESS FOR DEPUTY CLERK

L Westcott reported that the advert closes on Friday, there has been some interest but no applications yet. The advert for application could be extended until 3rd May. All agreed the interview panel should be at least three people with interviews on 10th May.

13. PROJECTS UPDATE TO INCLUDE:

- a. WCs – The plans were on display at the annual parish meeting, feedback on proposed plans was positive with one question about bin space.
- b. Update on Maidstone Road car park extension – Cllr. N Osborne declared an interest. At P&I it was agreed to set up a working group following the elections.
ACTION Cllr. J Britt to follow up on advice from MBC.
- c. Nursery – L Westcott reported that the ground investigations were being carried out today. Cllr. N Osborne reported on a meeting with the nursery and the fundraiser.
ACTION Cllr. N Osborne to draft letter to Abbey Home to request early release of s106 funds.

14. CORRESPONDENCE

- a. L Westcott reported on various correspondence regarding bins and potholes.
- b. L Westcott reported that the church group promoting the village hub are planning to attend the 1st May LPC meeting. Advice on parish councils giving money to churches will be needed.
- c. Cllr. A Ratcliffe reported on the email received about speeding, all agreed to offer them a role in the speedwatch team.
ACTION L Westcott to request relining of the roads in the village centre.

15. SUMMARY OF RECOMMENDATIONS TO FULL COUNCIL

- a. Authorisation of payments as detailed in item 6.
- b. Recommend approval at LPC to accept grant application from HLAA.

The meeting closed at 22:10

Signed as a true record on this day 1st May 2024.....

Chairman of the Finance and General Purposes Committee