

WEST FARLEIGH PARISH COUNCIL
MINUTES OF THE MEETING OF WEST FARLEIGH PARISH COUNCIL
HELD ON MONDAY 21st JULY 2025
IN BRAMLEY BARN, WEST FARLEIGH

PRESENT: Cllrs M Moy (Chair), J Morgan, G Underdown, J Wilson and Mrs A Broadhurst, Clerk
1 member of public

Public Discussion

The Clerk reported that a resident has recently repaired the information board on Lower Road, at his own cost, as he had noticed it was rotting. Councillors asked that thanks be noted in the minutes.

1. Apologies

Cllr H Kirk-Brown, County Cllr R Ford, Borough Cllrs L Parfitt & C Kehily

2. Councillor Declarations

There were no declarations of interest.

3. Minutes of the Meeting held on 21st May 2025

The Minutes of the meeting had been previously distributed. Cllr Wilson proposed that they were a true record, seconded by Cllr Morgan; with all in favour. The Chair signed off the official copy.

4. FINANCE

4.1 Budget Monitoring Report to 30th June 2025

The Budget Monitoring Report was noted.

4.2 Income Since Last Meeting

MBC – Parish Service Scheme Funding £420.61

4.3 Payments Since Last Meeting

It was proposed by Cllr Moy to approve the following transactions, seconded by Cllr Wilson; with all in favour.

Cheques

No cheques

Internet Payments

David Buckett – Internal Audit £353.60

HMRC – PAYE £1,031.15

Safeplay PS Ltd – Play Area Monthly Safety Inspection (May) £ 65.40

Safeplay PS Ltd – Play Area Monthly Safety Inspection (June) £ 65.40

The Play Inspection Co – Annual Play Equipment Safety Inspection £142.80

Mrs A Broadhurst – Salary Owed (April – July) £638.28

Harrietsham Parish Council – Share of Clerk’s SLCC Membership £121.15

Dandelion Time – Room Hire £ 25.00

Standing Order

Mrs A Broadhurst – June Salary (£150.28 owed) £760.00

Mrs A Broadhurst – July Salary (£150.48 owed) £760.00

Direct Debits:

People’s Pension – Monthly Payment (June) £185.60

People’s Pension – Monthly Payment (July) £185.60

Waveney IT Support Services – Email Accounts & Remote Support (June) £ 95.40

Waveney IT Support Services – Email Accounts & Remote Support (July) £ 95.40

Information Commissioner’s Office – Data Protection Annual Sub. £ 47.00

4.4 IT and Email Policy

Cllr Morgan proposed that the IT and Email policy be approved, seconded by Cllr Underdown; with all in favour.

4.5 Internal Audit Report 2024-2025

The internal audit had been circulated and it was noted that the only item highlighted was the need for an IT and Email policy to be adopted ahead of the 2025-26 audit. This has now been completed.

4.6 Confirmation of the Appointment of Internal Auditor for 2025/2026

It was proposed by Cllr Moy to accept the quote from David Buckett of £350 (+mileage) for the 2025-2026 audit, seconded by Cllr Morgan; with all in favour.

5. RESOURCES AND ENVIRONMENTAL MATTERS

5.1 Devolution

It was noted that the KALC extraordinary meeting held in June had not shared any new information.

The Clerk reported that the Maidstone Community Governance Review will commence on the 22nd July. Whilst the early meetings of the MBC Democracy and General Purposes meetings included the Coxheath and Farleigh Ward as possibly being affected by the review, the approved Terms of Reference have only included Thurnham West and Grove Green.

At the MBC Council meeting on the 16th July, it was clarified that KCC and the various Borough/District Councils will need to be holding meetings mid-November to confirm their agreement to the Kent wide proposal for restructure. A Full Council meeting is scheduled at MBC for the 17th November, however the Cabinet Executive committee will make the final decision on Maidstone's view within the Kent wide plan and not the Full Council.

The Clerk commented that there was no update regarding the transfer of the Village Green to the Parish Council. Although an Open Spaces Disposal policy is in place, an updated one is to be approved by MBC in September. All Councillors agreed with the recommendation for the Clerk to submit a letter being sent in ahead of this meeting, in the hope that the Green transfer can be discussed at the same time. **ACTION: Clerk**

5.2 Play Area Inspections

The Clerk reported that the usual monthly and the annual (independent company) inspections have recently been completed on the play equipment. Both had highlighted that one of the picnic benches is loose and Safeplay has quoted £136.40 (+vat) to resolve this. It was proposed by Cllr Underdown to accept the quote, seconded by Cllr Moy; with all in favour. **ACTION: Clerk**

5.3 KALC Planning Conference

The Clerk had circulated an email from Cllr Wilson, who had attended the KALC Planning conference, which had been poorly organised. After discussion Councillors agreed that the Clerk should seek a refund, as this had been arranged for Kings Hill Parish Council. **ACTION: Clerk**

6. HIGHWAY MATTERS

6.1 Highway Improvement Plan

The Clerk reported that, following discussion at the May meeting, the request for 'Not suitable for HGV' signs around the village, which had been added to the HIP, had been refused. The request for 'Slow' signage on Smiths Hill had been reviewed and KCC Highways have confirmed that they will approve 'SLOW' to be painted on the road in 3 locations. As Highways had stated they would fund the work, the Clerk had responded to the Highways Officer before he left KCC for him to progress the works order.

7. PLANNING MATTERS

7.1 Any applications received before the meeting

No new applications received for discussion

7.2 Planning Decisions

7.2.1 The outstanding decisions were noted

8. DATE OF NEXT MEETING - Monday 15th September 2025 at 7.30pm

With no further matters to discuss, the meeting was closed at 8.07pm.