

## WEST FARLEIGH PARISH COUNCIL

### MINUTES OF THE ANNUAL MEETING OF WEST FARLEIGH PARISH COUNCIL HELD ON MONDAY 16<sup>TH</sup> MAY 2022 IN BRAMLEY BARN, WEST FARLEIGH

**PRESENT:** Cllrs M Moy, J Morgan, B Scott, C Wilson and Mrs A Broadhurst, Clerk  
21 members of public

It was reported that, as this was a shorter meeting, there would be public discussion at the end, if time allowed. Cllr Moy then informed all present that, as most residents had attended regarding the closure of the permissive footpath, Agenda Item 7.3, would be moved to the end of the meeting to allow as much time as possible for discussion.

#### 1. Apologies

Cllr H Swan

#### 2. ELECTION OF OFFICERS

##### 2.1 Chairman

Cllr Moy was nominated by Cllr Scott and seconded by Cllr Morgan. There being no other nominations and all Members being in agreement, Cllr Moy was duly elected as Chairman for the forthcoming year and completed the Declaration of Acceptance of Office.

##### 2.2 Vice-Chairman

Cllr Morgan was nominated by Cllr Scott and seconded by Cllr Moy. There being no other nominations and all Members being in agreement, Cllr Morgan was duly elected as Vice Chairman for the forthcoming year.

#### 3. Councillor Declarations

No interests declared.

#### 4. Minutes of the Meeting held on 21<sup>st</sup> March 2022

The Minutes of the meeting had been previously distributed and Cllr Moy proposed that they were a true record. This was seconded by Cllr Scott, with 2 in favour and 2 abstentions. The Chairman signed off the official copy.

#### 5. APPOINTMENT OF COMMITTEES AND COUNCIL REPRESENTATIVES

##### 5.1 Structure of Committees

The following Committee arrangements were **Agreed** for the forthcoming year:

Planning Committee – A minimum of any three Councillors – as available

##### 5.2 Appointment of Council Representatives

The following appointments were made for the forthcoming year:

Policing Meetings (if held) - Cllr Scott

KALC Area Committee - Cllrs Moy and Swan

Highways meetings - as available

#### 6. FINANCE

##### 6.1. Annual Return of Accounts and Audit 2021/2022 (To approve)

###### 6.1.1 Annual Accounts 2021/2022

It was proposed by Cllr Morgan, seconded by Cllr Scott **“that the Council’s Accounts should be Approved”**. This was **Agreed** by all present.

###### 6.1.2 Annual Governance Statement 2021/2022

Members considered the Statements of Assurance contained in Section 1 of the Annual Return and determined that the statements numbered 1 to 8 can all be answered **“Yes”** and number 9 **“N/A”**. It was proposed by Cllr Scott, seconded by Cllr Moy **“that the Statement is Approved”**. This was **Agreed** by all present.

### 6.1.3 Accounting Statement 2021/2022

It was proposed by Cllr Wilson, seconded by Cllr Morgan “that the Statement of Accounts contained on Page 5 of the Annual Return should be Approved.” This was Agreed by all present.

### 6.2 To note Budget Monitoring Report to 30<sup>th</sup> April 2022

The Budget Monitoring Report was **Noted**.

### 6.3 To note the Income since January meeting

MBC – Precept	£26,231.61
MBC – CIL Payment	£ 5,098.61

### 6.4 To Approve the Expenditure since the March Meeting

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

101309 – Treecycle Ltd - Tree works on the Green	£192.00
101310 – Maidstone Signs Ltd – Sign for Play Area	£ 62.40
101311 – Zurich Municipal – Annual Insurance renewal	£464.57
101312 – Dandelion Time – Room Hire	£ 30.00
101313 – Mrs A Broadhurst – Expenses (Flowers & APM Refreshments)	£131.40
101314 – Mr E Boyd – Consumables for Finger Post Sign Refurbishment	£ 13.29

#### Internet Banking Payments

KALC – Annual Subscription Renewal	£ 282.34
Westbury Signs – Platinum Jubilee Mugs	£1,206.58
Harrietsham Parish Council – Cost of printing APM booklets	£ 0.44

#### Standing Order

Mrs A Broadhurst – April Salary	(£32.88 owed)	£760.00
Mrs A Broadhurst – May Salary	(£82.88 owed)	£760.00

#### Direct Debits:

People’s Pension – Monthly Payment (April)	£55.00
People’s Pension – Monthly Payment (May)	£55.00

### 6.5 Annual Insurance Renewal

The Clerk reported that the long-term contract with Gallagher (previously Came & Company) is due to end this month and further quotes had been obtained. After brief discussion it was proposed by Cllr Scott that a new five-year contract be entered with Zurich Municipal Insurance at a cost of £464.57 (for the first year). This was seconded by Cllr Moy, with all in favour.

### 6.6 Kent Association of Local Councils Annual Subscription Renewal

It was proposed by Cllr Moy to renew the annual membership to the Kent Association of Local Councils, at a cost of £282.34 (£235.28 + vat). This was seconded by Cllr Wilson, with all in favour.

## 7. RESOURCES AND ENVIRONMENTAL MATTERS

### 7.1 Upgrading of Play Area

The Clerk reported that the work is on schedule to commence in June and the new play area sign has now been purchased. This will be passed to Maria Cook, who has arranged for the equipment installation team to put it up for the Parish Council.

### 7.2 Queen’s Platinum Jubilee

Cllr Moy reported that The Big Platinum Jubilee Lunch, to be held on the Green on Sunday 5<sup>th</sup> June, will start at the slightly later time of 1.30pm as the Samba band has double booked and needs to arrive later. A cake baking competition is arranged for the adults and a ‘Best Crown’ competition for the children. The winner of both will receive a £25 Amazon voucher and the Clerk was asked to purchase these. ACTION: Clerk  
It is hoped that there will be support from the Sport Club to arrange some activities (tug of war etc).

### 7.3 Closure of Permissive Footpath

Cllr Moy reminded all present that this item had been moved to the end of the agenda.

#### 7.4 Works on the Green

The Clerk reported that an email had been received regarding the benches on the green. After brief discussion, it was agreed that the CIL money recently received could be used to change the benches, but that the logistics of getting them delivered needed further thought. Cllr Moy asked that this item to be deferred until the July meeting. **ACTION: Clerk**

### 8. PLANNING MATTERS

#### 8.1 Any applications received before the meeting

#### 8.2 Planning Decisions

##### 8.2.1 Decisions Outstanding with MBC

22/501276/FULL – Royal Mail Post Box, Smiths Hill

Repair of the wall and replacement of Royal Mail wall box

22/501365/LBC – Royal Mail Post Box, Smiths Hill

Listed Buildings Consent for repair of the wall and replacement of Royal Mail wall box

22/501442/FULL – Tutsham Mill Pond – Tutsham Farm

Section 73 – Application for removal of condition vii (agricultural occupancy condition) pursuant to MA/90/0742W for – Two storey agricultural dwelling and garage/storage unit for fish farm as amended and validated by letter dated 12 October and accompanying plans received 15 October 1990

22/501567/FULL – Burnea Oast, Lower Road

Loft conversion to roundel including addition of staircase and velux window

22/501306/FULL – Tawny Barn, Church Lane

Extension to existing detached garage

##### 8.2.2 Applications Approved by MBC

22/500032/FULL – Warnhams, Farmhouse Hunt Street

Erection of single storey extension to existing grain store to provide additional grain and agricultural machinery storage

##### 8.2.3 Applications Refused by MBC

22/500385/FULL - Sundowner Charlton Lane

Erection of a two-storey front extension including alterations to roof structure (resubmission of 21/505497/FULL)

22/500403/FULL - The Birches, Lower Road

Demolition of existing outbuildings and erection of a bungalow with associated parking and enclosed private amenity space and landscape and biodiversity enhancements.

22/501297/FULL – Pear Tree Cottage, St Helens Lane

Partial conversion of existing garage into a habitable space and construction of a first floor side extension with hipped roof and front and rear dormer windows (resubmission of 22/500090/FULL)

### 9. DATE OF NEXT MEETING – Monday 18<sup>th</sup> July 2022 at 7.30pm

#### 7.3 Closure of Permissive Footpath

The CEO of Dandelion Time offered to answer questions from members of the public regarding the imminent closure of the permissive footpath by the Sports Club car park. Mr Carpenter explained about the situation with deeply traumatised children gaining access to the building from the car park. There was heated discussion regarding the immediate closure of a footpath, which has been used by dog walkers for many years, without any consultation or investigating ways of reaching a compromise. Several alternative options were highlighted, although landownership would need to be confirmed. Further work would be required to form a new path, which would need fencing, but Dandelion Time has indirect access to corporate and financial support. Stephen Norman, from Rookery Estates, stated that any plans for a new path would require project managing, with a survey being completed and an idea of the budget for the scheme. He offered to write an article in Lifeline to see whether someone in the village would be prepared to take on this role. Councillors were then asked to lead and the Clerk responded that legal advice would be required to see what involvement the Parish Council could have, as the proposed new path would be on private land. This also applied to financial support, as the Parish Council may not have legal powers to spend public money on constructing a footpath on private land used by a Charity. **ACTION: Clerk**

Residents asked whether the closure of the path could be delayed whilst a new path was investigated. There was further discussion on this point and it was made clear that there would be no compromise on this point, as the children are the main priority and need protecting. It was noted that there has been undesirable activity in the area close to the woodland used by the children as part of their therapy. Graham then suggested he discuss the matter further with the Chair of the Trustees and offered to be part of any working group formed to move the project forward.

With no further matters to discuss, the meeting was closed at 8.15pm.