

**Westwell Parish Council**  
**Minutes of a Meeting of the Parish Council**  
**Held on Wednesday 15 January 2024 at 7pm, Westwell Parish Hall**

**1. Open Forum**

No members of the public in attendance.

**2. Present and apologies**

Present: Cllrs Bainbridge, Drury, Bartlett, Farrington, Hutchinson, Richards, Wyatt, Lister, Ward.  
Clerk – Sonia Young.

**Apologies:** none.

**3. Declarations of Interest**

All those Cllrs living close to sites submitted under the call for sites for the 2042 Local Plan. No Cllrs have pecuniary interests to declare.

Cllr Wyatt – neighbour to application listed as PA/2024/2196.

**4. 4.1 Approval of the minutes of the meeting held on 4<sup>th</sup> December 2024 and matters arising**

**Resolved:**

**That the minutes of the meeting of Westwell Parish Council held on 4<sup>th</sup> December 2024 be approved and confirmed as a true record subject to two minor amendments.**

**Proposed:** Cllr Drury. **Seconded:** Cllr Wyatt. **All in agreement.**

**Resolved:**

It was resolved to approve the minutes as a true record of the meeting.

**4.1.1 Matters Arising**

**Borough councillor**

Chair Cllr Bainbridge will invite Borough Councillor Larry Krause to the next meeting and propose that a report from him for each monthly meeting would be welcome.

**Action:** Cllr Bainbridge

**Clerk job description**

The Staffing Committee will meet to review, draft and propose an updated job description for the WPC Clerk.

**Action:** WPC staffing committee.

**Priority parish projects**

Cllrs agreed to start the process of gathering intelligence on how to approach the project with the intent of launching it at the Annual Parish Meeting in March.

**Action:** Clerk to solicit initial ideas from Cllrs and to circulate them as a list alongside suggestions for how to approach the project ahead of the next meeting.

**Decision Items**

**5. 5.1 Planning Applications received for comment**

**5.1.1 PA/2024/2196 – 44 Premier Inn, TN26 1AP**

Consent to display 1 x internally illuminated totem sign and 2 x internally illuminated fascia signs.

**Cllr Wyatt took no part in the discussion due to a conflict of interest.**

**WPC view:** This application has not properly considered the setting which is next door to the Grade II Listed building known as the Woolpack Inn and used by the same company as a Beefeater restaurant. WPC would like the applicant to amend its proposal so that it is in keeping with its brand policy for use on Listed Buildings. While WPC accepts that the existing signage is looking tired and needs replacing, it is not felt that the proposal to implement

internally illuminated signage meets the context and setting of the property. This is also a rural, dark sky area closely surrounded by residential properties and we note that the Beefeater signage next door - and owned by the same company- has been externally - not internally - lit and designed for its Listed setting. We would suggest that the two triangular gable end fascia signs are reconsidered in this context. We would also suggest that the signage at the entrance should be double-sided and set into the soft landscaping, as customers arriving approach from both directions.

**Resolved**

**It was proposed to object to the application.**

**Proposed:** Cllr Drury. **Seconded:** Cllr Ward. **All in agreement.** Cllr Wyatt did not participate in the vote.

**Resolved.**

WPC resolved to object to the application.

**5.2 Other planning matters**

**5.2 Update on planning matters in progress**

**5.2.1 Works at the Sandbar Business Park**

ABC enforcement has advised that all works being undertaken at the site comply with the permissions and conditions given by ABC Planning. Also, that the permission is valid. The reply came in response to questions raised with the ABC Enforcement Team about whether the works had started without all the published conditions and permissions being met. The Enforcement Officer confirmed that there was to be no sub-division of the site.

Before WPC can undertake further follow-up work, they require access to all prior historic documentation relating to the site, but as this is not available via the new ABC Planning Portal it will take some time to locate all necessary detail.

**Action:** Cllr Bainbridge to contact concerned neighbours to update them on the conclusion of the investigations by the ABC Enforcement Team. In addition, Cllrs Bainbridge, Wyatt and Drury to have a meeting with residents impacted by the works. Cllr Wyatt to take the lead on organising this.

**5.2.2 ABC Call for Sites for the Local Plan 2042**

Further information is expected in April/ May 2025 on the shape of the Plan, and which sites are proposed to be included alongside an update of planning policies.

**Action:** WPC to work to create a Parish Plan for Priority Projects in readiness for any decisions made on sites to be developed within the Parish that might require an S106 Agreement.

**5.2.3 Elvey Cottage – appeal to Planning Inspectorate vs planning enforcement**

Ref: 3352530. Statements and final comments from the Appellant and APC were completed by 6 January 2025. The Inspector will now consider the written evidence and make a decision.

**5.3 Ratification of planning decisions taken by email**

**5.3.1 Ratification of planning decisions taken by email to support application: PA/2024/2245 - Westwell Court, TN25 4JX**

**5.3.2 Ratification of planning decision taken by email to support application PA/2024/1541 - Park House Farm, Oast at, TN25 4LF**

**5.3.3 Ratification of planning decision taken by email to support application PA/2024/2065 – 44 Sandyhurst Lane TN25 4NS.**

**Resolved**

**Proposal to ratify all decisions taken by email**

**Proposed:** Cllr Drury. **Seconded:** Cllr Farrington. **All in agreement.**

It was resolved to ratify all decisions taken by email.

**6. 6.1 Financial Report**

**6.1.1 Approval of payments for January in accordance with the budget**

**WPC main account**

Expenditure to approve for January 2025		Method	£
Repair to bulkhead lights on the path to St Mary's	Canelec	BACS	107.11

Repairs to church access and French drain at village hall	Dwyer Engineering Services	BACS	1632.00
Payroll management	S H Bureau	BACS	60.00
Salary payment Jan	Clerk	BACS	882.84
Tax and NI	HMRC	BACS	226.72
Adult gym equipment (50% covered by ABC grant)	Caloo	BACS	14884.20
Mowing inv 4989	All Seasons Gardening Services	BACS	632.94
Cemetery maps A1 x 3	Reimburse Cllr C Drury	BACS	43.20
<b>Total</b>			<b>£3584.81</b>

<b>Income</b>			
Internal transfer		BACS	8979.20
<b>Total</b>			<b>£8979.20</b>

**Bank Reconciliation Balance at 31 December 2024: £18,625.28 less un-presented cheques as follows:**

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**Actual balance = £18, 625.28 as at 31 December 2024**

**WPC deposit account**

Expenditure			£
Internal transfer		BACS	8979.20
<b>Total</b>			<b>8979.20</b>

<b>Income</b>			
9 Dec	Interest	BACS	35.17
<b>Total</b>			<b>£35.17</b>

**Bank Reconciliation Balance £38, 823.61 at 31 December 2024 Less un-presented cheques as follows:**

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**Actual balance: £38, 832.61 as at 31 December 2024**

General reserve	12,747.42
Grant	2, 279
HiP	7,859.42
Deposit	15,937.77

**WPC No 2 Account**

Expenditure		Cheque No	£
<b>Total</b>			<b>£00.00</b>

<b>Income</b>			
<b>Total</b>			<b>£00.00</b>

**Bank Reconciliation Balance £3.44 at 31 December 2024. Actual balance = £3.44 at 31 December 2024**

**Resolved**

**WPC resolved to approve the accounts as noted and payments in accordance with the budget.**

**Proposed: Cllr Bartlett Seconded: Cllr Ward. All in agreement.**

**Resolved.** WPC approved the accounts as noted and payments to be made in accordance with the budget.

#### Information items

##### 7. 7.1 Correspondence

No items of comment.

##### 8. 8.1 Playground

###### 8.1.1 Adult gym equipment – update on training sessions

Cllr Farrington circulated a proposal about potential training sessions to all Cllrs in advance of the meeting. Cllrs discussed the proposals and agreed that they would be beneficial but were concerned at how to ensure engagement by individuals across the weeks the training course is proposed to run. It was agreed that a small sum of £30 would be asked from participants before the training commenced, and which would be refunded on the successful completion of the course. It was agreed that the training will not start until late Spring when the evenings are lighter and in the hope of good weather.

**Action:** Clerk to make a grant application to see if funds to pay for the training can be secured.

**Action:** Cllr Farrington to talk through the Cllr's discussions re a refundable training payment with the proposed instructor.

###### 8.1.2 Health and Safety signage

**Action:** Clerk to secure costs and report back to the next meeting.

##### 9. 9.1 Cemetery

###### 9.1.1 Update on the installation of CCTV

Notices about CCTV being in operation around the cemetery have been put up, as has a camera. Cllr Ward advised that a car has been picked up by the camera driving into the cemetery and then doing 'wheelies' during late evening hours and damaging the grass. The camera will be adjusted to capture number plates and, hopefully, image(s) of the driver(s). Cllrs will review footage and report back at the next meeting.

**Action:** Cllrs Ward and Hutchinson.

###### 9.1.1 Update on plan to install a plot map

**Action:** The clerk will update Cllrs at the next meeting.

###### 9.1.2 Fencing of the ashes plot

**Action:** Cllr Richards will bring estimates for metal fencing to the next meeting.

##### 10. 10.1 KALC

Cllr Bartlett circulated meeting reports to Cllrs in advance of the meeting. The proposal for Devolution is high on the agenda for the next meeting on 29 January. Cllr Bartlett will circulate a report after that meeting.

##### 11. 11.1 Highways

Cllr Lister is in the process of taking photos of highways issues across the parish and will upload them one by one to the KCC portal in the hope that they are listed for repair/ action. He will also liaise with the East Kent highways steward regarding building proposals for a new Parish HiP.

**Action:** Cllr Lister.

##### 12. 12.1 Village Hall Management Committee

The clerk gave the historic file containing all documentation relating to the founding and building of the village hall to the Village Hall Management Committee Chair Cllr Farrington; the file had been in the safekeeping of ACRK.

It was agreed that the clerk will forward any grants designed to help with the cost of fitting solar panelling on community buildings to the Village Hall Management Committee.

Cllr Farrington said that the long-awaited new patio doors should be fitted by the end of February.

##### 13. 13.1 Trees

An inspection of the sycamores on the village green adjacent to St Mary's is needed.

**Action:** Cllr Farrington to talk to the ABC tree warden about what survey is needed.

##### 14. 14.1 Repair works

Jobs completed on the access path to St Mary's and to the French drains at the Village Hall.

It was agreed that Cllr Bainbridge will ask Dwyer Engineering Services to add more Type 1 into the potholes to smooth the access road to the village hall.

**15. 15.1 Westwell Eye**

The clerk advised that payment of advertising by customers was all up to date bar one outstanding invoice that would be pursued. The print run will increase to 500 as the cost impact would be negligible. Cllrs agreed that the publication cannot, at this time, be printed in full colour due to the prohibitive cost of making that change.

**16. 16.1 Community Resilience Plan**

The clerk circulated an example plan to Cllrs in advance of the meeting.

**Action:** Cllr Bartlett to review the example and advise Cllrs at the next meeting of next steps.

**17. 17.1 ARCK files**

See Item 12.1

**18. 18.1 Additional items**

**18.1.1 Algae**

Cllr Hutchinson will send photos of algae growing on Housing Association homes to Borough Councillor Larry Krause to see if any preventative actions can be taken/recommended by the property management team.

**Action:** Cllr Hutchinson.

**18.1.2 Southern Water mains extension project**

It was agreed to add the Southern Water pipeline extension to the next agenda when key dates for the stages of the works have been confirmed.

**18.1.3 Broadband provision**

Cllr Ward asked if improvements were on the horizon for broadband connectivity and speed across the parish.

**Action:** Cllr Bainbridge will write to ABC Head of Economic Development to ask if there has been any progress on the Government's Project Gigabit rollout across Kent and Medway.

**The meeting closed at 21.31 hrs. The next meeting will be held on Wednesday 5 February 2025.**

Chairman's Signature.....