

**Westwell Parish Council**  
**Minutes of a Meeting of the Parish Council**  
**Held on Wednesday 6 May 2026 at 7pm, Westwell Village Hall, Westwell**

1. **Present and apologies**  
**Present:** Cllrs Bainbridge, Drury, Bartlett, Ward, Richards, Hutchinson, Lister, Farrington. Clerk – Sonia Young.  
**Apologies:** Cllr Wyatt
2. **Declarations of Interest**  
None
3. **Election of the Chair, Vice-Chair, and members of WPC Committees and Working Groups.**
  - 3.1 **Election of Chair**  
**Resolved**  
**That Cllr Bainbridge be elected as Chair of Westwell Parish Council**  
**Proposed:** Cllr Bartlett. **Seconded:** Cllr Farrington. **All in agreement.**  
It was resolved to elect Cllr Bainbridge as Chair of Westwell Parish Council.  
Cllr Bainbridge accepted the role as Chair.
  - 3.2 **Election of Vice-Chair**  
**Resolved**  
**That Cllr Drury be elected as Vice-Chair.**  
**Proposed:** Cllr Bainbridge. **Seconded:** Cllr Ward. **All in agreement.**  
It was resolved to elect Cllr Christine Drury as Vice-Chair of Westwell Parish Council.  
Cllr Drury accepted the role.
  - 3.3 **Election of Committee members and Representatives**  
**Resolved**  
Chair Clive Bainbridge proposed that all Cllrs continue in the responsibilities as held by them under the previous council and roll their work forwards.  
**Proposed:** Cllr Bainbridge. **Seconded:** Cllr Bartlett. **All in agreement.**  
**Ratified roles as follows:**  
**Parish Hall Management Committee:** Cllr Farrington chair, plus Cllrs Bainbridge, Lister and Hutchinson  
**KALC:** Cllrs Bartlett and Drury  
**Highways:** Cllr Lister  
**Tarmac Consultative Group:** Cllrs Bainbridge, Drury and Ward  
**Sandbar Business Park:** Cllrs Bainbridge and Drury.  
**Planning:** Cllr Drury  
**Grievance and Complaints:** All Cllrs  
**Community Resilience Working Group:** Cllrs Bartlett and Ward  
**PCC liaison:** Cllr Wyatt  
**Bank verification:** Cllr Lister  
**Playing Field:** Cllr Farrington  
**Tree wardens:** Cllrs Farrington and Richards  
**Staffing Committee:** Cllrs Richards, Wyatt, Hutchinson, and Drury  
**Westwell Eye Working Group:** Cllrs Hutchinson, Wyatt, and Bainbridge  
**Local Plan 2042 Working Group:** Cllrs Drury, Richards, and Bainbridge.

**Planning Working Group:** Cllrs Bainbridge, Drury and Farrington. The Groups sits ad hoc as needed.

**4. Public Forum**

No members of the public present.

**5. 5.1 Approval of the minutes of the meeting held on 1 April 2026 and matters arising.**

**Resolved:**

**That the minutes of the meeting of Westwell Parish Council held on 1 April 2026 be approved and confirmed as a true record.**

**Proposed:** Cllr Drury. **Seconded:** Cllr Bainbridge. **All in agreement.** Cllrs Ward, Lister and Bartlett abstained as not present at the April meeting.

**Resolved:**

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

**5.2 Matters Arising**

**5.2.1 Westwell broadband provision**

Cllr Bainbridge said it appeared that fibre to the home was being rolled out across the parish and that suppliers were marketing different deals at significantly higher speeds to homeowners.

**5.2.2 PC Aaron Hopkins**

It was agreed that The Clerk will send PC Hopkins the Cllrs' new contact emails and act as the conduit to direct issues that arise. The Clerk will ask PC Hopkins to suggest dates for another meeting in the Autumn.

**5.2.3 Watery Lane**

Cllr Drury will visit premises at Watery Lane to assess whether the concerns raised by members of the public about a number of new static caravans on a site, are correct.

**5.2.4 Potholes**

Cllr Bainbridge reported that the potholes on the Pilgrims Way have been repaired.

**5.2.5 Nominations for the Citizens Cup**

Nominations were suggested and discussed. It was unanimously agreed to present the 2026 cup to resident Hayley Empett at the Annual Parish Meeting on 27 May for her contribution to the health and wellbeing of parish residents.

**Action:** The Clerk will get the cup engraved prior to the Meeting.

**Decision Items**

**6. 6.1 Planning applications received for comment**

**6.1.1 - PA/2026/0709 – Unit 1 Leda park, Maidstone Road TN27 0EW**

**Extension to existing Class E and B8 Building as well as the change of use of agricultural land to ancillary Class E and B8 use.**

**WPC view:** This is an application for a workshop extension to the existing workshop and office which was established in July 2025 under Class R permitted development rights for agricultural to Class E (office) and B8 (storage) use. The building footprint would increase from 120 to 307 sq m. This would remain modest. The business involves hiring agricultural machinery from this location which is on a rural section of the A20 with direct access onto the A20. The application includes a helpful and detailed description of the plans and rationale. The applicant is correct in saying that the site is not in a National Landscape (formerly AONB). However, Westwell Parish Council would like it to be noted that the site is in the setting of the national landscape which is bounded by the Maidstone railway line a short distance to the north. The national Landscape setting is a material planning consideration for works at the nearby Sandbar business park and should apply here also.

**Resolved**

**It was proposed to raise no objection to the application subject to the addition of one comment as noted.**

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

**Resolved.**

It was resolved to raise no objection to the application.

**6.2 Update on Planning Matters in progress**

**6.2.1 Sandbar Business Park**

The next liaison meeting between WPC, the site owner from IKRA Logistics, the construction manager, and residents living adjacent to the site, will take place at the Holiday Inn on 18 May.

### 6.2.2 Planning Enforcement issues

No updates available.

## 7. 7.1 Financial Report

### 7.1.1 Approval of payments for May in accordance with the budget

#### WPC main account

Expenditure to approve for May 2026		Method	£
Salary payment May	Clerk	BACS	946.40
Tax and NI	HMRC	BACS	251.60
Mowing inv 5577	All Seasons Gardening Services	BACS	712.50
Clerk expenses inc annual Microsoft £79.99 and WPC Information Commissioner annual fee £52.00	Reimburse Clerk	BACS	146.39
Westwell Eye – InDesign monthly fee	Reimburse Carolyn Thorneloe	BACS	21.98
Annual insurance	Hiscox	BACS	792.48
Fete shed groundworks	Pragnells Gardening Services	BACS	380.00
<b>Total</b>			<b>£3251.35</b>

Income			
VAT refund	HMRC	BACS	3679.35
Precept	ABC	BACS	16804.50
<b>Total</b>			<b>£20,483.85</b>

**Bank Reconciliation Balance at 30 April 2026: £27,600.36 less unrepresented cheques as follows:**

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**Actual balance = £27,600.36 as at 30 April 2026**

#### WPC deposit account

Expenditure			£
<b>Total</b>			<b>£00.00</b>

Income			
9 April	Interest	BACS	16.91
<b>Total</b>			<b>£17.33</b>

**Bank Reconciliation Balance £39, 832.30 as at 30 April 2026 less un-presented cheques as follows:**

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**Actual balance: £39, 832.30 as at 30 April 2026**

General reserve	13,756.11
Grant	2, 279
HiP	7,859.42
Deposit	15,937.77

*\*Interest added to the General Reserve*

#### WPC No 2 Account

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

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

**Bank Reconciliation Balance £3.44 at 30 April 2026. Actual balance = £3.44 at 30 April 2026.**

**Resolved**

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

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

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

**7.1.2 Ratification of the decision to purchase an annual licence (paid monthly) on new software to support the design and layout of Westwell Eye.**

**Resolved**

**WPC resolved to ratify the decision taken by email to spend £21.98 per month on InDesign software to allow the Editor of the Westwell Eye to continue to layout the monthly magazine.**

**Proposed:** Cllr Bainbridge. **Seconded:** Cllr Lister. **All in agreement.**

**Resolved:** WPC ratified the decision taken by email.

**Action:** Clerk to reimburse the amount monthly to editor Carrie Thorneloe.

**7.1.3 Fete Shed**

WPC to approve the reimbursement to Cllr G Hutchinson for the purchase of a new wooden shed for fete items, plus materials. Total cost £1028.24

**Resolved**

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

**Resolved.** WPC will reimburse the costs of the shed and materials as noted for a new shed to store fete items.

**7.1.4 Donation to Westwell Eye running costs**

WPC agreed to move £775, as agreed at the April meeting, into the Westwell Eye account to support the print and paper costs of the monthly magazine in the year ahead as advertising income no longer covers all expected costs. The donation to be taken from the S137 budgetary line.

**Proposed:** Cllr Hutchinson. **Seconded:** Cllr Bainbridge. **All in agreement.**

**Resolved:** WPC will support the Westwell Eye with a donation of £775.

**8. 8.1 Asset of Community Value on the Wheel**

Cllr Bainbridge has spoken to the licensees of The Wheel to advise them of WPC's agenda discussion at the May meeting about renewing the Asset on the building subject to full council approval.

**Resolved.**

**It was proposed to renew the Asset of Community Value on The Wheel Inn.**

**Proposed:** Cllr Bainbridge. **Seconded:** Cllr Richards. **All in agreement.**

**Resolved.** WPC resolved to renew the Asset of Community Value on The Wheel Inn.

**Action:** Cllr Bainbridge will update the current documentation and submit it to the ABC legal team for renewal. The current ACV expires mid-June.

**Information items**

**9. 9.1 Correspondence**

No items merit further discussion.

**10. 10.1 KALC Report**

No update available.

**11. 11.1 Highways**

**11.1.1 Fenceline at 24 Sandyhurst Lane**

Concerned residents raised safety concerns after the homeowner at 24 Sandyhurst Lane relocated the property fenceline nearer to the edge of the highway and added stones to the

remaining verge. WPC liaised with the Kent Highways team, and they reported that the land belonged to the homeowner, not KCC highways, and that the stones were 45cm in from the edge of the highway. As such, the homeowner is compliant with road safety legislation and within their rights to move their property fenceline nearer to the road.

**11.1.3 20mph speed limit in the centre of Westwell village**

The new highways manager has said that a 20mph limit will be considered by KCC. The next stage will be for WPC to consult with residents on the proposed move to limit vehicular speeds to 20mph in the centre of Westwell village.

Cllrs are concerned that setting a 20mph limit will result in excess urban-style signage and would ask that one large sign at each entry point - and no repeaters - are installed should the proposal find favour with residents.

**Action:** Cllr Bainbridge will write to officer Fiona Wiles to find out what signage options are available.

**11.1.4 Road Safety at the A20 Potters Corner/ Sandyhurst Lane junction**

Cllr Drury will write to the KCC highways team to find out what progress is being made to improve safety at the junction - what the costs are likely to be and the timeline for works to be done.

**12. 12.1 Village Hall Management Committee**

Cllr Farrington will ask the treasurer to send across a copy invoice to The Clerk of the annual insurance so that WPC can reimburse 50% of the cost.

Cllr Farrington circulated the costs of a new storage container to Cllrs prior to the meeting and as agreed at the April meeting. The proposed cost is in the region of £1,550 plus VAT and another £400 for installation and materials.

**Resolved.**

**WPC resolved to approve the payment of costs as detailed for the installation of additional storage capacity at the hall.**

**Proposed:** Cllr Lister. **Seconded:** Cllr Bainbridge. **All in agreement.**

**Resolved.** WPC resolved to pay for the storage unit and installation as outlined.

Cllr Farrington said a plumber had advised the hall management committee that it will be cheaper to install a new radiator in the existing storage room vs trying to move the existing radiator. A second radiator will be purchased to help keep damp at bay.

**13. 13.1 Parish Priority Projects**

The project list was reviewed and agreed by Cllrs

**Action:** Clerk to update the list and circulate to all Cllrs in advance of the June meeting.

**14. 14.1 Westwell Eye update**

Cllr Bainbridge said the new software should help overcome recent issues with the layout and printing of the magazine.

**15. 15.1 Community Resilience Plan**

Cllr Ward will review the new Weather App promoted by ABC in a recent communication to see how helpful the App will be in predicting an adverse weather incident in the Parish.

The call for more volunteers will be renewed via the Facebook and Westwell events pages.

**16. Additional Items**

**16.1 Housing for rent**

Cllr Hutchinson said that there will shortly be a refurbished property up for tender via the ABC housing team and that currently, two properties are standing empty awaiting new tenants.

**16.2 The late Charlie Simkins**

It was agreed that at the Annual Parish Meeting, Chair Cllr Bainbridge will thank Charlie Simkins for his contribution to the wellbeing of Westwell over many years.

**16.3 WPC Staffing Committee**

It was agreed that the WPC Staffing Committee needed to meet. A proposed date will be circulated.

**Action:** Cllr Drury.

**The meeting closed at 21.09hrs. The next meeting will be held on Wednesday 3 June 2026**

Chairman's Signature.....