**Challock Parish Council Meeting Minutes**

Audrey Allen Room, Memorial Hall

Thursday, 17th July 2025, 7.31 pm

Members of public present:1

Present

Tracy Brown, Anthony Aitken, Jayne Walpole, Max Thomas & Di Sandy (Clerk).

1. Welcome & Apologies

Chairperson welcomed everyone present to the parish meeting

Cllr Hardie & Cllr Fisher send their apologies.

Relevant Legislation: Local Government Act 1972, s 85

2. Disclosure of Pecuniary Interests

No change to Disclosure of Pecuniary Interests

Relevant Legislation: Localism Act 2011, s 31.

3. Minutes of Last Meeting

Minutes of 12th June 2025 meeting were signed by Chairperson Brown as an accurate record.

Proposed by Vice Chair Thomas and seconded by Councillor Aitken.

All agreed.

Relevant Legislation: Local Government Act 1972, Sch 12, para 41 (1).

4. PC Tim Moody Report

A recent survey. The top 3 concerns for the area were:

E-Scooters and nuisance motorcycles, Fly-tipping, and Anti-Social Behaviour – General.

We have been working on these issues with a focus on e-scooters over Neighbourhood Policing Awareness Week. This saw several scooters seized and we have also produced a video demonstrating some of our work to raise awareness of the risks involved in using these in public places.

There was one crime reported in Challock in April under Violence and Sexual Offences.

5. Clerk’s Report

**Highways**

Grounds man has cleared overgrown vegetation at Church Lane footpath towards the school.

Reported overgrown vegetation covering the 30 mph sign in Canterbury Road adjacent to Heathside.

Re-reported overgrown vegetation and overhanging tree branches along the footpath at Buck Street, near the new Paddocks development.

**Dangerous Trees**

Clerk notified ABC of dangerous trees on the Lees.

**PROW**

The reported overgrown vegetation and uneven path at Canterbury Road footpath adjacent to the Old School House has been scheduled into works due to be carried out.

**Illegal Waste Fly Tipping**.

Clerk has reported illegal fly tipping of asbestos at Westwell Lane junction to ABC.

Cllr Brown. Taken some time to clear what is very hazardous materials.

Action. Clerk to chase up ABC and contact our Ward Cllr Larry Krause.

**Bus Shelter**

Grounds man has replaced the glass in the bus shelter.

**Training & Development**

Clerk attended Clerks Forum on Tuesday, 15th July.

6. Correspondence

* Email. ABC consultation on new Discovery Park, Chilmington. Closing date 18th July 2025.
* Email. S106 Contributions requesting confirmation on all allotments monies to be offered to neighbouring parishes.
* Email. ABC Grants and Funding requesting completion of play park equipment monitoring form and claim form.
* Email. Play Safety notification of play park inspection due to take place during July.
* Email. Parishioner commenting on the new play equipment. A great new addition to the play park.
* Email. Mazars acknowledging receipt of the AGAR return.
* Email. KCC Kieran Doble. Unable to contribute to the Gateway Project.
* Email. Member of the Public. Interested in buying a property at the The Paddocks which backs on to the cricket ground. Requesting advice on what times this facility is allowed to stay open until and if there is any restrictions regarding times that music is allowed to be played.
* Email. KCC. Notification of road maintenance on the 23rd July for road dressing between the hours of 9.30 & 3.30 pm on Canterbury Road between Squids Gate Lane and Westwell Lane junction.
* Email. NALC. Informing Parish Councils are required to have an IT Policy. This will form part of the AGAR requirements for April 2025 to March 2026. This includes Parish Clerk and Parish Councillors required to use gov.uk domain email accounts.
* Email. Hernehill Football Club enquiring on the availability of a 11 aside football pitch.
* Email. Katie Lam MP office. Katie Lam MP interested in attending the Challock Flower Festival and if there is a special time to attend i.e. grand opening or main event.
* Email. S106 Contributions requesting completion of Funding Information regarding installation of new play equipment. To reply by the 30th July 2025.
* Email. Parishioner asking when the repair to the Lees track entrance is going to be done.
* Email. Burr Landscaping to inform us they have completed the 2nd back up of the Lees. Also brought to our attention of dangerous tree on the Lees re and 2 ash trees opposite Green Lane showing signs of decay.
* Email. Village Summer Fair Committee. Clarifying the Community Fund and they are unable to fund the Parish Council’s request for a flag pole.
* Email. Parishioner concerning fly tipping of illegal waste asbestos at the triangle area, Westwell Lane junction.
* Email. Parishioner concerning a loose manhole cover not fitted correctly on the footpath adjacent to Clockhouse Green.
* Email. ABC notifying of the updated Section106 Handbook.
* Email. Parishioner enquiring if the Parish Council will be giving permission for car parking on the Lees re Summer Fair.
* Letter. Santander Business Bank – Notifying of changes to Business Everyday Current Account. Introduction of charges.

**Matters arising from correspondence**

* IT Policy to be added to next Parish Meeting Agenda. Clerk having problems accessing gov.uk email with Microsoft. Clerk to make enquiries with other parish councils concerning any issues they are having with gov.uk emails and Microsoft. Clerk to contact our provider for gov.uk HCI Data Ltd.
* Hernehill Football Club 11 aside football pitch - Cllr Aitken to reply to Hernehill Football Club availability of 11 aside football pitch subject to conditions. They would need to fund goal posts and line marking. To liaise with the football club concerning the overlap of cricket and football seasons.
* Clerk forwarded on to the PCC email re Katie Lam. The Flower Festival runs over 3 days and have different events and there is no official opening. Katie Lam MP has been invited to attend.

Cllr Walpole to invite Katie Lam MP to attend the Village Fair.

* Clerk has responded to parishioner concerning the Lees track. The Parish Council have no plans to maintain the Lees track entrance. The PC will be looking at installing bollards at the entrance and filling up the edge with topsoil.
* Clerk. Changes to Santander Business Account from October 2025. The introduction of charges. £9.99 monthly fee and 70p per cheque deposited. Clerk to make enquiries into other business banks that don’t charge a monthly fee. Clerk to make enquiries with local parish councils to see who they bank with.

7. Representative Report

**7.1 Forester Q4 Report**

Molash Contributions. Qtr 4 Actual loss £246 Challock PC. Molash Contributions £62.88.

Qtr 3 Forecasted loss of £561. Molash forecast contributions £115. Challock PC loss £451.

**7.2 Forester Q1 Report**

No significant issues.

Cllr Aitken requested for a Forester Sub Committee meeting to take place. To review income (advertising) and costs (printing & editor’s fees).

Cllr Walpole. Don’t receive replies from the editor to acknowledge receipt of advert and whether it is going into the Forester. Would be better to have adverts separately, on one page.

Cllr Aitken/Cllr Brown. Molash Councillor runs a print design business and would consider taken on the Editor for the Forester for reduced fee.

Clerk. The Parish Council should be mindful of Parish Councillors receiving a fee. Also concerns of bias.

Resolved. Clerk to arrange a Forester Sub-Committee meeting in September to review income (advertising charges) and costs (printing and editor’s fees).

8. Finances

i) **Bank Account Balances and Reconciliation**

The current account balance on 30th June is £26577.18

Reserves (National Savings) Account £8930.53

£6,000 MUGA

£1750 Village Gateways

£1180.53 Bollard Installation

William Oure Account £3685.62

Chairperson Brown and Vice-Chairperson Thomas signed the bank account balances and reconciliations for 30th June 2025.

**ii) Reconciliation of Qtr 1 Budget**

Clerk presented reconciliation of Qtr 1 Budget.

To date there is an overspend on Insurance £67.48 and underspend on VE80 by £475.68.

**iii) July Payments Cheques to be signed**

The following cheques were signed by Cllr Walpole and Cllr Thomas.

Cheque No: 102863 Kompan – Track Liner Play Equipment £11,963.04

Cheque No: 102864 Playsafety – ROSPA Inspection £110.40

Cheque No: 102865 Clerk – Stationery £87.36

**iii) Accounts for Payment for Information only**

Cheque No:102859 - HMRC Clerk’s Tax £448.00

Cheque No:102860 – Grounds man Clear bus shelter glass, play park bark replenishment and the Lees Woodland Walk footpath clearance £786.25

Cheque No: 102861 – Clerk for purchase of bus shelter glass £69.14

Cheque No: 102862 – Bournes Amenity 16 bulk bags of play bark £1689.60

9. Village Speeding Concerns

In response to parishioners concerns on recent speeding traffic the Clerk has requested for increase in speed traffic check by Kent Police. Received the following response from Kent Police.

I have just checked, and it appears your community Speed watch team have been inactive for some time now.

Therefore, Speed watch will be unable to oblige with your request and will not be tasking any further enforcement support.

I will leave it to your local community safety unit to reply with any actions they are able to undertake, however please understand, especially in this time of year, they are very busy, so please allow them time to reply.

If your team are willing to re-activate their sessions, I will of course support them and plan some enforcement action.

Clerk. Police carried out speed enforcement at the layby, Pested Lane/Canterbury Road in the morning of 17th July 2025.

Cllr Thomas. Clerk to write to the police commissioner concerning the lack of police carrying out speed enforcement.

Cllr Walpole. Look to reset up the community speed watch.

Clerk. We have up to 5 parishioners who have helped out with the speed watch. We require a coordinator to manage the speed watch. The role involves booking the speed watch sessions and coordinating with the speed watch group for availability. Attending the site with the equipment and producing the forms. After the session to record the number of vehicles speeding. The sessions normally run for an hour. Used to do 2 – 3 sessions per week. Coordinator time spent on speed watch approximately 8 hours per week. Clerk had been doing the coordinator role for 3 years and due to work commitments is unable to continue. Clerk is still willing to volunteer to record at the speed watch but not as an coordinator. The coordinator’s role has been advertised in the Forester for the past year.

Resolved. Cllr Walpole to redesign the Speed Watch notice in the forester.

10. Funding

**i) S106 Contributions Update & Review**

**i) S106 contributions**

ABC S106 have requested if Challock PC are able to reallocate all the allotment monies to neighbouring parishes. Challock has approved allotment monies for Old Clockhouse phrase 1 to be transferred. ABC are asking if the remaining allotment monies for Old Clockhouse Green phrase 2 be reallocated.

Consultation for William Oure field be changed to allotments took place in 2022. Received very little interest and so a new farm tenancy agreement was made.

Resolved. Challock Parish Council approve for the allotment monies for Old Clockhouse Green phrase 2 be allocated to neighbouring parishes.

**ii) Summer Fair Funding Flag Pole**

Due to conflict of interest Cllr Aitken & Cllr Walpole to leave the room whilst funding response was being discussed.

Email from the Summer Fair Committee -

“We understand that the Parish Council is considering the purchase of a flagpole. After careful discussion, the committee feels we are unable to support this request. While we fully respect the intention behind the proposal, we are concerned about the potential for political or cultural sensitivities that may arise from the display of flags. In an increasingly diverse community, the selection and flying of flags—however well-meaning—can unintentionally cause division or discomfort. Our priority is to fund inclusive, tangible projects that provide clear, practical benefits to all members of the community.”

Clerk. Gov.UK Flying Flags Guide.

Flying Flags are a very British way of expressing joy and pride – they are emotive symbols which can boost local and national identities, strengthen community cohesion and mark civic pride.

The government wants to see more flags flown, particularly the Union Flag, the flag of the United Kingdom. It is a symbol of national unity and pride. The government has recently issued guidance encouraging the flying of the Union Flag on all UK government buildings throughout the year, alongside other national and local flags.

We are keen for local authorities and other local organisations to follow suit. We have made it easier for the Union Flag to be flown alongside other flags, so organisations can highlight their local identities, as well as their national identities, and celebrate special days or events which champion civic pride.

Clerk. The Parish Council has received feedback from parishioners that they would like to see a village flag pole installed either at the Memorial Hall or the War Memorial on the Lees.

Cllr Brown. At previous parish council meetings we were informed by a committee member that we had been allocated a proportion of the funds.

Cllr Brown. Received an email from Cllr Fisher his comments “ I would like all councillors to know I fully support Challock Parish Council funding the purchase and installation of a flag pole. To be sited at the War Memorial.

Meeting closed Approx 8.20 pm. Open to public forum.

Member of Public: At previous Summer Fair Committee meetings it was agreed for the Parish Council to be allocated proportion of the summer fair monies. Monies were to be shared out to community groups that supported the Summer Fair this included the Cricket & Social Club, Village Hall Committee, Kingswood Players, Youth Club and Badminton Club. There are 2 parish councillors that are on the Summer Fair Committee, therefore the Parish Council are represented. There are other committee members representing more than one community group.

Meeting reopened. Approximately 8.25.

Cllr Thomas. We should appeal the decision.

Cllr Brown. I would like to offer to personally fund the flag pole.

Clerk. Due to only 2 parish councillors present unable to form a quorum to come to a decision. Need to have a quorum of 3 parish councillors.

Clerk to email Councillors to approve appealing the Summer Fair Committee’s decision.

11. Play Park

i) Track Slider

Installation has taken place and play bark replenishment has also taken place.

ii) Play Park Inspections

Resolved. Cllr Thomas to carry out monthly play park inspections. Clerk to provide a checklist. Clerk to attend a Play Park Training Course run by KALC.

iii) Play Park Extension

Clear Cut Trees has provided quotation for tree clearance at £1000 for both the play park extension and car park extension.

12.The Lees

**i)**  **Lees entrance bollards**

Councillors discussed ground man’s quote for installation of bollards. The grounds man quoted for the installation of 36 bollards for each side of the Lees track. Due to the terrain of the Lees track edge the grounds man provided an estimate for the installation of each bollard. Calculated it could take up to 4 hours to hand dig each bollard as he would not be sure of what he would encounter underground i.e. flint, concrete.

Cllr Brown. Do not think the quote is expensive.

Cllr Walpole. We should obtain another quote.

Resolved. Clerk to obtain a second quote from a groundworks contractor.

**ii)** **Emergency Tree Works**

The Parish Council been informed by tree surgeons Burr Landscaping and Clear Cut Trees that the Sycamore Tree is dangerous and needs removing. The trunk has split and is at risk of coming down on the road and electric cables. We obtained 2 quotes from Burr Landscaping and Clear Cut Trees. Burr Landscaping £1595 + VAT for tree and stump removal. Clear Cut Trees £1200 for tree removal or £1500 for tree and stump removal. Clear Cut Trees has also offered to donate a tree sampling to plant on the Lees.

Clear Cut Trees has also informed the Parish Council that one of the Lime trees is in serious decay and also needs to come down. The other Lime tree requires pollarding.

Clear Cut Trees and Burr Landscaping to provide quotes for these works.

Noted. Outstanding tree works along Canterbury Road are due to be completed in the Autumn out of bird nesting season. Cost £1500.

Current budget for tree maintenance is £1000.

Due to the severity of the Sycamore Tree this was taken down on Wednesday, 16th July 2025. Clear Cut Tree Surgeon is in the process of grinding out the stump.

Clerk. The Parish Council did not notify parishioners in advance of the tree removal for public safety reasons, concerned it would become an attraction.

Resolved. VAT refund due £2927.46 to be allocated to tree maintenance.

Resolved. Clerk to obtain another quotation for works on the Lime trees.

13. Highway Matters & Highway Improvement Plan

**13.1 Highways Improvement Plan**

**i) Village Gateways Update**

Received estimated invoice for village gates £5,486.13. KCC Kieran Doble has emailed to say that they are unable to fund half of the costs for the village gateways. Parish Council budgeted £3,000 for the village gateways. Councillors considered funding the remaining monies and precept for next year.

Discussion took place concerning the sites of the proposed gate ways and now the Parish Council would need to fund the whole project can have the option to change some of the gateway proposed sites.

Cllr Walpole. The sites proposed by KCC were determined due to ownership of land and permissions. If we were to challenge KCC we would get the same answer.

Cllr Brown. Concerned how effective Village Gateways are at slowing traffic down.

Cllr Walpole. Gateways are an identity to people entering a village. We have 2 A-roads running through our village with narrow footpaths. This is why people are having them.

Cllr Thomas. 99% of regular road users have satnavs which tells them they are entering into a village.

Cllr Walpole. As representatives for our parishioners, we should consult with them to see if they want to the gateways in the village. Are due a HIP meeting. Last one took place last year.

Clerk. We have HIP as an agenda item at every parish meeting.

Cllr Walpole. We need to have a separate HIP meeting. Not everyone wants to sit through a parish council meeting.

Resolved. Gateway Consultation to an agenda item at the next parish council meeting.

ii) **School Children Signage**

To be added to the HIP. KCC to provide drawings and costings.

**13.2** **Hall Car Park Extension Update**

**13.3** **Village Hall No Parking Signage**

Cllr Aitken. There are an increase in walking groups using our village hall car park. This is making it difficult for users of the village hall to park in the car park. If the village hall is not in use would be happy to offer walking group to park subject to a small charge towards the up keep of the car park. A walking group has requested the use of the car park and offered to pay. However, there is an event on at the village hall that day, so we had to no. The village hall committee are proposing putting up no car parking signs at the entrance to the village hall car park. Would like guidance on the wording. Suggest “No Parking for Village Hall users only**”.**

Clerk. Suggested adding a village hall contact page on Parish Council website.

Resolved. Cllr Aitken to review the wording on the signage.

Resolved. Clerk to look into setting up a Village Hall contact page on the PC’s website.

Relevant Legislation: Highways Act 1980;1997, Local Government and Rating Act, s.30

14. Planning

1. **Planning Applications:**

To receive comments on following planning application:-

1.1 PA/2025/1146 Cobbs, Canterbury Road, Challock, TN25 4DH

Application to demolish existing porch and replace with new, and retention of heating oil tank to the front of Cobbs (Retrospective - tank installed 13th May 2025).

Comments deadline: before 18/07/2025

Comments: Challock Parish Council supports this application. Have no objections.

**2. Planning Applications to be Ratified**

There were no planning applications to be ratified.

Relevant legislation: Town and Country Planning Act 1990.

15. Multi Use Games Area

1. **Planning Application Update**

Jack Sadler BTF draft response re letter from Sport England. Clerk has forwarded Councillors comments regarding the root protection survey.

If we move the MUGA a few metres north and few metres west we do not have to do the root protection area drawings – so will save the parish council near £1,000. Could you confirm whether you would like to proceed with the revised location, or keep the previous location and undertake the RPA drawings?

Sport England have confirmed that they have no objection to the non-rotated MUGA, but we must show that it would not impact the cricket pitch on the site. Could you please ask anyone on the committee if they are aware of how large the cricket pitch is at Challock? Don’t worry if there is not a specific answer, I will plot the standard measurements for both men and women.

Cllr Aitken. At the first meeting with Sovereign spent time measuring up the MUGA, so not to overlap on the boundary. Not sure of the necessity to have a root protection survey when we are going to plant trees.

Resolved. To leave the MUGA as it was according to the original proposed plan.

Resolved. Cllr Aitken to contact Jack Sadler on the necessity of having a root protection survey carried out when there are going to be trees planted. To inform him that the siting of the MUGA to remain according to the plan, originally proposed.

16. Village Community Events

**i) Flower Festival August Bank Holiday**

The Flower Festival to take place over the August Bank Holiday – 23rd, 24th & 25th August 2025.

welcome new flower arrangers to do a display.

**ii) Challock Summer Fair Event**

The Summer Fair to take place on Saturday, 13th September 2025.

**iii) Challock Cricket and Social Club Bonfire and Firework Event 1st November 2025**

**iv) Cricket Club Open Day Event 27th July 2025**

Cllr Aitken. A friendly cricket game with Spices of Bengal restaurant, Charing. A family event. Welcome to join in and play cricket. Bouncy castle. Barbeque and refreshments. Everyone welcome to come along.

Relevant Legislation: Local Government Act 1972.

17. Public Participation

Member of Public. Flower Festival looking for flower arrangers and for help on the teas, food, tombola and raffle stalls.

Relevant Legislation: Local Government Act, s 100.

Future Parish Meeting Dates:

Items to be placed on the next Agenda

Any items to be emailed to: clerk@challockparishcouncil.gov.uk no later than Tuesday,9th September 2025.

The date of the next Ordinary Parish Council Meeting will be Thursday, 18th September 2025.

Cllr Aitken sends his apologies in advance of the Meeting 18th September 2025.

Future Parish Meeting Dates:

Forester Sub-Committee Meeting TBA

HIP Meeting TBA

16th October 2025

20th November 2025

The meeting closed at 9.50 pm.

**Signed as a true record by: ……………………………Tracy Brown Chairperson Challock Parish Council**

**Dated……………………**