**Challock Parish Council Meeting Minutes AGM**

Audrey Allen Room, Memorial Hall

Thursday, 22nd May 2025, 7.30 pm

Members of public present:0

Present

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

1. Election of Chairperson

Councillor Brown wished to stand as Chairperson. Councillor Brown was proposed by Councillor Thomas and seconded by Councillor Aitken. There were no other proposals

2. Election of Vice Chairperson

Councillor Thomas wished to stand as Vice Chairperson. Councillor Thomas was proposed by Councillor Brown and seconded by Councillor Shallcrass . There were no other proposals

3. Parish Council Members Responsibilities and Representatives on Outside Bodies

|  |  |  |
| --- | --- | --- |
|  | Representative 2024/2025 | Representative 2025/2026 |
|  |  |  |
| Footpaths | Tracy Brown | Tracy Brown |
|  |  |  |
| Challock Primary School | Anthony Aitken | Anthony Aitken |
|  |  |  |
| Village Hall Committee | Anthony Aitken | Anthony Aitken |
|  |  |  |
| Parish Council Finance | Duncan Hardie | Duncan Hardie |
|  |  |  |
| Speed Watch | Michael Fisher | Michael Fisher |
|  |  |  |
| William Oure Charity | Max Thomas | Max Thomas |
|  |  |  |
| Play Area | Max Thomas | Max Thomas |
|  |  |  |
| KALC and Parish Forum | Jayne Walpole | Jayne Walpole |
|  |  |  |
| Cricket Club Liaison | Tony Aitken | Tony Aitken |
|  |  |  |
| Forester Sub-Committee | Tony Aitken | Tony Aitken |
|  | Tracy Brown | Tracy Brown |

4. Welcome

Clerk welcomed everyone present to the parish meeting

5. Apologies

Apologies were received from Cllr Fisher. Received apologies from Jack Sadler BFT.

Relevant Legislation: Local Government Act 1972, s 85

6. Disclosure of Pecuniary Interests

No change to Disclosure of Pecuniary Interests

Relevant Legislation: Localism Act 2011, s 31.

7. Minutes of Last Meeting

Minutes of 10th April 2024 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).

8. PC Tim Moody Report

Drop in Surgery at Challock on Friday, 23rd May.

There were 3 reported incidences of anti-social behaviour, public order & in Challock in February.

Recently stopped 2 men about to commit an offence.

9. Clerk’s Report

**Highways**

The grounds man strimmed Barn Shop footpath, Canterbury Road.

**The Lees**

The grounds man cut edge around the War Memorial, tidied up the daffodils and dug a hole and fit flag pole.

**Play Park**

Grounds man strimmed the play park area and repairs broken fence panels.

**Methodist Chapel**

Grounds man rota cut stone area, raked and cleared area around the stone area. Strimmed a foot into the kerb area and weed kill the whole area.

**KCC Public Rights of Way**

Footpath AE88 High Snoad reported overgrown vegetation and uneven path, minor works to be completed up to 10 weeks.

Reported tree felling devastation along the footpath at Mill Lane, adjacent to carpet wood. Vegetation strewed across the footpath, barbed wire hanging down, trees just felled.

A tree stumps in a forest

AI-generated content may be incorrect.

Footpath AE96 The Beeches further footpath works have been made. An extension of the footpath into the field.

A path with a tunnel

AI-generated content may be incorrect.

**Training**

Clerk attended online AI training on the 7th & 21st May. Due to attend final online AI session on the 18th June.

Clerk informed Cllrs that the A1 is very interesting and moving at a fast pace. The tools available will help assist clerk in saving time. Will be able to assist clerk in writing minutes, reports and publications/newsletters. AI is not regulated. We need to be mindful of privacy and data protection. Legal and governance information are subjective, errors in statutory and common law references and cannot be relied on.

10. Correspondence

* Email. Hilden Management re High Tree Lodge Development – a buyer has made enquiries regarding the MUGA being built.
* Email. Request from Martin Hook to put up The Five Church Walk sign at the roundabout.
* Email. Parishioner concerned about the newly installed spotlights at the village hall car park shining into the property.
* Email. PC Moody notifying us that he will be in the area on the 25th/26th April to conduct speed checks.
* Email. KCC Highways Temporary Road Closure Faversham Road, Charing on 30th June for up to one day.
* Email. Parishioner requesting an update on the MUGA. Unable to locate minutes on the website
* Email. KCC Kieran Doble unable help with funding for the village hall car park extension as it does not form part of the Highways. However, suggest we contact the newly elected KCC Councillor who may be able to assist with funding. School children safety sign can be added to the HIP.
* Received a thank you message for the VE Day celebrations we provided within the village from Geraldine Hennessey.
* Received a text message from parishioner concerning the social event at the Stag on Friday evening with concerns of parking on the A road and people standing in the carriageway and that it would be loud. Request a councillor takes a walk around 8 pm to get a favour of what the Parish Council are supporting. The Parish Council should base their opinions based on facts. This is not a cozy village pub.
* Email. Parishioner requesting the Parish Council organizes another Lees Resident’s Meeting.
* Email. Clarendon Homes. We’re reaching out today to ask if there are any upcoming sponsorship or

donation opportunities that we could support. As a local developer, we want to give back to the communities we work in.

**Matters arising from correspondence**

* Resolved. The spotlights at the village hall have been adjusted.
* Resolved. The clerk has uploaded the minutes onto the website.
* In response to parishioners text message concerning the Social event at the Stag, the clerk requested for a police patrol to come to the village to monitor traffic speeding.
* The Lees resident email. The Parish Council has not received any correspondence from the Lees residents who have changed their minds concerning the Lees track resurfacing. As there is no clear majority being reached, the Parish Council do not see any merit in organizing a Lees residents meeting.
* Clarendon Homes. Cllrs to visit their website to see what projects they have supported. Clerk to make enquiries in lighting for the MUGA.

11. Finances



The current account balance on 30th April 2025 is £32505.24

Received first half of precept £12,000

Received S106 monies for the purchase and installation of Track Slider £3519.27 and £3515.44 for maintenance. Maintenance monies received from the S106 to be transferred to Reserves Account.

Reserves (National Savings) Account £8930.53

£6,000 MUGA

£2,000 Village Gateways

£930.53 Bollard Installation

William Oure Account £3685.

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

**ii) May Payments Cheques to be signed**

The were no cheques to signed at the meeting.

**iii)** **May Payments**

Cheque 102847 Cllr Aitken TENS App VE80 £21.00

Cheque 102848 Clerk VE80 Daisy Chains & Ice-cream £1440.00

Cheque 102849 Grounds man Groundworks £402.49

Cheque 102850 Lionel Robbins Internal Audit £140.00

Cheque 102851 Clerk VE80 DH Catering £210.00

Cheque 102852 Clerk Stationery £77.61

Cheque 102853 Clerk Volunteer Special Award Voucher & Flowers plus card for volunteer certificates £93.44

Noted. Re Daisy Chains we paid for a 6 piece band. Due to personal reasons one of the band members was unable to attend. Received a credit of £200.

**iv)** **Internal Control Risk Assessment Review**

Resolved. No changes. Parish Council Risk Assessment Register was approved.

**v) Annual Internal Audit Report AGAR 2024/25**

Internal Audit took place on Wednesday, 30th April 2025. Auditor Lionel Robbins signed the AGAR section with no concerns.

Members will be pleased to know that I did not find anything major in my financial audit to report and

that I found the record keeping being of a good standard and the Parish Council’s approach to the

management of risks to be sound. As a result of my audit and my discussions with your Clerk I was able to answer ‘YES’ to all the relevant questions contained in the AIAR for 2024-25.

Resolved. The Parish Council has a sound system of internal control.

**vi)** **Annual Governance Statement AGAR 2024/25**

The Parish Council approved the Governance Statement. Chairperson Brown signed the AGAR Governance Statement. The Clerk had signed the AGAR Governance Statement prior to the parish meeting.

**vii)**  **Accounting Statement AGAR 2024/25**

The Parish Council approved the accounting statement. Chairperson Brown signed the AGAR Accounting Statement. The Clerk signed the AGAR Accounting Statement.

**viii)** **Assets Register 2024/25**

Resolved. The Parish Council approved the Assets Register.

**ix)** **Notice of Public Rights and Publications of Annual Governance & Accountability Return**

The Parish Council approved publishing the AGAR and Notice of Public Rights commencing 3rd June 2025 and ending on the 14th July 2025. Clerk to make the announcement on 2nd June 2025. Clerk to submit the audit documents to the external auditor, Mazars LLP.

**x) Insurance Renewal Quote**

Received invoice for £667.49. Last year’s premium was £557.87.

Action: Clerk to check for second quotation before Cllrs authorizing cheque payment to Clear Councils.

**xi)** **Parish Printer**

Clerk’s printer has become faulty. The cyan ink no longer works. Printer is ten years old.

Resolved. Approved Clerk to purchase HP printer

12. Funding

**i) Updated S106 Contributions available**

Clockhouse Farm & Old Clockhouse Green and Maintenance Informal Green Space £26,397.77

Clockhouse Farm and Old Clockhouse Green Outdoor sports capital and maintenance £66520.82

Further estimated funding from S106 High Tree Lodge Outdoor sports capital and maintenance £20,809.88.

Old Clockhouse Green Young Peoples play and maintenance £23,596.16

Breakdown of Peoples Play and maintenance:

Skatepark £6000

Playpark Extension & Play Equipment £5,597.12

Maintenance £11,927.014

**ii) Summer Fair Funding**

The PC has been allocated £424 to spend on a project in the village.

Telescopic flag pole cost in the region of £55.00 on eBay. A permanent flag must not exceed 4.6 metres above ground level.

Resolved. To purchase a permanent flag pole to be erected adjacent to the Village Hall. Clerk to make price enquiries.

13. Play Park

**i) Track Slider** - The track slider has now been ordered and installation due to start on the 2nd June 2025. The new Track Rider is to be installed in the place of the existing overhead glider unit, which is to be removed by the install team.

Whole play area to be closed off whilst works are taking place throughout the day. When the install is completed, the Track Rider is to remain heras fenced off for a few days for concrete to sufficiently cure. Remainder of the site can be used in this period.

**ii) Play Park extension** – Clerk to collate quotes for clearing the wooded area (taking out vegetation) adjacent to the park & fencing.

14.The Lees

**i) Methodist Chapel Car Park**

A meeting with the Methodist Chapel took place on 16th April 2025. We have negotiated a trial period week commencing 2nd June for parking at the Methodist Chapel car park for parents. This will be limited to approximately ten cars. Due to users of the Methodist Chapel, car parking will be very limited on Wednesday afternoon per fortnight and every Tuesday afternoon. It was agreed for the Parish Council to arrange for the grounds man to clear and weed kill car park area.

The members of the Methodist Chapel have requested that they are included in community projects such as the open gardens and the summer fair. The chapel will provide use of their WC facilities and offer refreshments such as ice creams on the open garden day.

The Methodist Chapel would like to be included in future events and are keen to generate more interest in the Chapel and services available.

**ii)**  **Lees entrance bollards**

Cllr Brown has obtained prices for Knee Rail Fencing and bollards. Councillors discussed type of fencing to be used at the entrance to the Lees track.

Resolved. To use bollards 1.2 metres at the entrance to the Lees track and between the trees. To install bollards up to Chapel.

Grounds man to provide quote to install bollards at the entrance to the Lees track. Grounds man is going to check the edge of the Lees track at the entrance on the left hand side and attempt to dig a hole.

15. Highway Matters & Highway Improvement Plan

1. **Highways Improvement Plan**

a) Village Gateways Update

Waiting on confirmation from KCC Kieran Doble regarding their budget for 2025/26 and whether they will be able to contribute and the Design & Delivery Team to draw up detailed designs and give a cost estimate.

b) School Children Warning Signs

To be included in the HIP.

**ii) Village Hall Car Park Extension Update**

Clerk is continuing to make enquiries regarding funding. Clerk to ask KCC Ward Councillor Jeremy Eustace.

To date received quotation from Wilsons

£18,091.62 this includes excavate the vegetation as well as tarmacking the surface and marking out the bays.

Clerk to obtain a further 2 quotes.

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

16. Planning

1. **Planning Applications:**

To receive comments on following planning application:-

1.1 PA/2025/0885 - 26, High Snoad Wood, Challock, TN25 4DQ

Single-storey rear extension, changes to fenestration and conversion of integral garage following demolition of existing conservatory.

Comments: Challock Parish Council supports this application. No objections. Materials used appear to be in keeping.

1.2 PA/2025/0376 - Former Mill Lane Contractors building, Canterbury Road, Challock, Ashford, TN25 4BJ

Erection of new office building with associated access, parking areas and amenity space following demolition of existing commercial building.

Reasons: Amended Plan

Comments. Traffic concerns. Reiterate previous comments. Support residents objection to this application.

Relevant legislation: Town and Country Planning Act 1990.

17. Multi Use Games Area

i) Planning Update:

1. Kent Football Association have requested to Sport England that the MUGA be rotated 90 degrees so that it sits lengthways between the sports pavilion and the corner of the site. In doing so, this would allow the wider site to be used for one 7v7 and two 5v5 football pitches. This would align with the local ‘Playing Pitch Strategy’.

Comments: Due to tractor access to the cricket pavilion garage requiring at least 18 metres, the MUGA cannot be repositioned lengthways between the sports pavilion and the corner of the site. Cllr Aitken commented that there is still available space on the cricket ground for one 7v7 and two 5v5 football pitches. Cllr Aitken highlighted pitches on the cricket ground plan.

1. S.E have requested that a pre-commencement condition is imposed outlining that no development should occur until design and layout of the multi-use games area have been submitted and approved by the LPA.

Resolved. Clerk to request Sovereign provide materials being used to construct the MUGA. To liaise with Jack Sadler BTF.

1. Additional Tree Root Protection Survey. To request further information concerning the existing trees and to ensure the MUGA foundations do not prevent the continued growth of the existing trees.

Action. Clerk to check with Jack Sadler whether a further quote is required to carry out the additional tree root protection survey if the MUGA is staying in the same position.

18. Village Community Events

**i) VE 80 Anniversary Event Thursday, 8th May 2025 & 9th May 2025**

VE80 event took place on Thursday, 8th May 2025 and Friday, 9th May a picnic on the recreation ground, with the band The Daisy Chains. Challock Parish Council provided free sausage, chips and a drink as well as a free ice-cream to the children. The proclamation took place at the War Memorial on the 8th May at 9 am with the raising of the flag. The lighting of the bonfire beacon at 9.30 pm and the community/nation undertook the ‘I thou to thee my country’ hymn and to took part in the Lamp Light of Peace. The Parish Council wishes to thank the Ladies Choir in singing the hymn and encouraging the rest of us to join in! A good turnout at the 3 events. A thank you to Cllr Thomas for the reading of the Proclamation and Challock Primary school children assisting with the raising of the flag and the laying of the wreath. A thank you to Cllr Aitken and Cricket & Social Club for help setting up the bonfire beacon and opening the pavilion on the event on Thursday, 8th May and on Friday, 9th May 2025. A thank you to Paul for loaning out the lorry for the Daisy Chains to perform on. A thank you to Cllr Walpole in helping tidy up on Friday evening.

**ii) Five Church Walk May Bank Holiday**

The Five Church Walk took place on the 5th May 2025. No details on how much they have raised.

**iii) Parish Council Community Hub/Surgery**

Parish Council to consider having a community hub/surgery session once a month in the village hall.

Cllrs discussed the purpose of having a community hub. Cllr Brown said it provides an opportunity for parishioners to speak with the councillors’ of their concerns on a less formal basis. Offer a 2 hour session, provide refreshments. Cllr Hardie suggested inviting our community PC Officer Tim Moody to attend. Cllr Walpole advertise the event in the Forester.

Resolved. It was agreed to trial out a surgery/coffee morning session in September 2025. Clerk to make enquiries on availability at the Village Hall and Methodist Chapel.

**iv) Open Garden Event 8th June 2025**

Cllr Walpole. Need volunteers to help sell the tickets. Cllr Brown and Cllr Thomas offered to give some time to help sell the tickets on the Open Garden event.

The event will be publicized on BBC Kent. Smiths Coaches has kindly offered to provide every half hour a coach to transport visitors around the gardens which are situated on the outskirts of the village. A figure of 8 route commencing from the Lees to The Barn, Pested Lane.

**v) Flower Festival August Bank Holiday**

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

**vi) Challock Summer Fair Event**

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

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

Cllr Aitken requested permission for the Challock Cricket and Social Club hold a Bonfire and Firework Event on 1st November 2025.

Resolved. Challock Parish Council have no objections.

Relevant Legislation: Local Government Act 1972.

19. Public Participation

None.

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,3rd June 2025.

The date of the next Ordinary Parish Council Meeting will be Thursday, 12th June 2025.

Future Parish Meeting Dates:

17th July 2025

18th September 2025

16th October 2025

20th November 2025

The meeting closed at 9.40 pm.

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

**Dated……………………**