



**MINUTES OF EAST FARLEIGH FULL PARISH COUNCIL HELD ON TUESDAY 7 NOVEMBER 2023 AT 18.30PM IN EAST FARLEIGH PRIMARY SCHOOL**

Present: Cllr A Fullwood, Cllr D Hussein, Cllr A Palmer, Cllr S Shearman, Cllr D Abbott, Cllr P Tranter

Officer: Clerk, Nina Henley,

External Attendees: None

Apologies: Cllr P Billanie, Cllr B Older, Cllr G Ashcroft

External Apologies: None

- 91-FCM/11/23 **To receive apologies for absence**  
Cllr P Billanie (Ill) Cllr B Older (Ill) Cllr G Ashcroft (Family)
- 92-FCM/11/23 **To receive declarations of interests and lobbying**  
Cllr Fullwood reported resident lobby regarding planning complaint
- 93-FCM/11/23 **Minutes**  
Approval and signing of the minutes of the meeting held on 5 September 2023.  
Proposed by Cllr Hussein seconded by Cllr Palmer.  
Approved unanimously.
- 94-FCM/11/23 **Public Participation**  
There were 4 members of the public present.  
Resident reported that they had a planning application on their family home and welcomed the opportunity to discuss with the Parish Council and answer and questions.  
Resident discussed with the Parish Councillors his planning complaint. The Parish council agreed to write a letter of support to the Planning Officer.
- 95-FCM/11/23 **External Reports**  
There were none.
- 96-FCM/11/23 **Correspondence**
- I. Email communication from Kent County Playing Fields Association annual subscription. Clerk to investigate what is involved in this subscription and report back. Noted.
  - II. Email communication from resident regarding planning application complaint. Noted
  - III. Email communication from Mayors' office invitation to Charity Dinner 6 November. Circulated. Noted.
  - IV. Email communication from resident regarding MBC planning complaint. Noted.
- 97-FCM/11/23 **Planning**
- I. 23/504503/PNEXT Dalbury The Priory East Farleigh Maidstone Kent ME15 0EX Prior notification proposed single storey rear extension which: A) Extends by 8 metres beyond the rear wall of the original dwelling. B) Has a maximum height of 3 metres from the natural ground level. C) Has a height of 3 metres at the eaves from the natural ground level.  
EFPC has no objections.
  - II. 23/504490/DEMREQ Dalbury The Priory East Farleigh Maidstone Kent ME15 0EX Prior Notification for the proposed demolition of summer lounge, boot room and conservatory. EFPC has no objections.
  - III. 23/504646/FULL. Dalbury The Priory East Farleigh Maidstone Kent ME15 0EX Demolition of the single-storey rear extension, porch and conservatory, and erection of a two-storey rear

extension and single-storey link between the house and the garage, as well as a replacement porch. Alterations to fenestration and erection of new chimney breast.

EFPC has no objections.

- IV. 23/504581/SUB Submission of details to discharge conditions 4 (surfacing materials) and 5 (external surfaces) of planning application 23/501848/FULL and conditions 3 (window section/elevations), 4 (scarfing joint and mortar details), 6 (surfacing materials) and 7 (wall details) of planning application 23/501849/LBC.  
EFPC has no objections.

98-FCM/11/23 **East Farleigh Parish Council Reporting – Agree any actions**

- I. Pearsons  
(a) Worksheets approved. Gallants Lane work completed. It was noted to continue to request Pearsons to prioritise this area. It was noted that the drains had been cleared by the Horseshoes pub and Lower Road, this was well received by residents. Noted.  
(b) It was requested to contact Pearsons and ask for the Defib phone box to be cleaned.
- II. Flood Plan – no updates.  
It was requested to update the Flood Wardens. Clerk to confirm all existing Flood Wardens are still happy to continue with this role and if not to advertise for new Flood Wardens – free training will be received.
- III. Highways – to receive update  
(a) Highways working Group report received. It was reported that the HWG met with KCC to confirm the HIP – the new plan to be added to the website.  
(b) Minutes from the public HWG meeting posted on the website.  
(c) The video survey temporarily on hold while KCC arrange some HGV / speed surveys – will await the new data and review. Noted. KCC agreed a new speed survey in Workhouse Lane. Noted.
- IV. Village Carpark and Rec/Play area –  
(a) Play area –It was proposed by Cllr Fullwood to accept the new designs for new signs for the car park with minor amendment to the time the car park closed and to add the EFPC website details. Seconded by Cllr Palmer. Unanimous.  
Cllr Palmer proposed to write a list of Byelaws to be agreed at the next meeting. Noted. It was agreed to get advice from KALC as to how to enforce the Byelaws.  
(b) Inspection Reports nothing to report.
- V. Footpaths –  
(a) KCC Pathways no updates.  
(b) Public Footpaths no updates.
- VI. Community Events –  
(a) D-Day 80 Anniversary deferred to next meeting. Noted.  
(b) Remembrance Day. Cllr Palmer reported that he had liaised with the Church representative and had produced a timetable for the event. This is to be circulated and advertised on website and social media. Cllr Fullwood confirmed receipt of the wreath.  
(c) Christmas. Poster has been made available for the Christmas carols around the tree event Saturday 9 December at 16.00. To be circulated on website and social media. Noted. Cllr Fullwood proposed a fund of up to £400.00 be agreed for the refreshments and lights for Christmas. Seconded by Cllr Hussein. Unanimous.
- VII. KALC – to receive update  
(a) All communications received.
- VIII. Village Defibrillators – no issues reported.

99-FCM/11/23 **Finance Reporting**

- I. Payments for approval

Payee	Date	Method	Reference	Reason	Amount
Pearsons	03/10/23	PAID		Landscape Contract	£ 1830.36
Acuit	03/10/23	PAID		IT Contract	£ 87.11
Lloyds Credit card	09/10/23	PAID		123 Reg -email	£ 57.59
				Eventbright course	£ 44.40
				RBLI statues	£ 376.00
				Fee TOTAL £480.99	£ 3.00
PWLB	02/10/23	PAID		Public works loan	£ 2379.40
East Farleigh Sch	03/10/23	PAID	EFPC 002	Hall hire	£ 30.00
Gallagher Ins	25/09/23	PAID	526826896	Insurance	£ 1673.66

CCLA	13/09/23	PAID		Public sector deposit fund	£30000.00
Pearsons	07/11/23	BACS	4585	Landscape Contract	£ 1830.36
Acuit	07/11/23	BACS	9066	IT Contract	£ 87.11
CSTL	07/11/23	BACS	207939	Landscape Services	£ 196.66
NETWISE	07/11/23	BACS	3111	Web hosting	£ 396.00
Mazars	07/11/23	BACS	2253268	Audit fees	£ 378.00
NPower	07/11/23	BACS	08557301	Electricity	£ 21.27
Cllr Older	07/11/23	BACS		Postcrete	£ 12.80
Staff Costs					£ 4256.56
Receipts					
CCLA fund	03/10/23	RECEIVED		INTEREST	£ 68.10
UNITY	03/10/23	RECEIVED		INTEREST	£ 607.52
KCC GRANT	03/10/23	RECEIVED	MBC	PLAY AREA REFURB	£ 1000.00
VAT	16/10/23	RECEIVED		REFUND	£ 7543.21
CIL	27/10/23	RECEIVED	MBC	PLAY AREA REFURB	£ 2922.30
CCLA	02/11/23	RECEIVED		INTEREST	£ 137.23

All Payments agreed proposed by Cllr Tranter seconded by Cllr Abbott.  
Members resolved to approve the schedule of payments. Unanimous.


- 100-FCM/11/23 **Member updates from externally attended meetings**  
I. Cllr Abbott confirmed her attendance at the MBC advanced planning course.
- 101-FCM/11/23 **Bull Inn update**  
Update  
(a) Funding request received from The Bull Inn working party. It was resolved to allocate funds of £240.00 towards a village questionnaire and £200 towards registering with The Plunkett Organisation upon confirmation from Stonegate that they will agree to move forward with consideration to sell to a village organisation. Proposed by Cllr Hussein, seconded by Cllr Fullwood. Unanimous.
- 102-FCM/11/23 **Planning Committee**  
Planning meeting TBC for Tuesday 5 December dependant on any urgent planning applications to be discussed. Noted.
- 103-FCM/11/23 **Budget 2024/24**  
Following a discussion, it was resolved to accept the proposed budget.  
Clerk to investigate the IT requirements. Noted to increase the Horsewash rent to £2500 in accordance with the lease.  
It was agreed that the precept will remain the same at £75000.00 with no percentage increase.  
Cllr Fulwood proposed, Cllr Palmer seconded. Unanimous. Budget attached.
- 104-FCM/11/23 **Banking arrangements**  
I. Update on banking arrangements reported all working well.  
II. It was approved that NS&I account closed and funds transferred to Play area refurbishment reserve. Proposed by Cllr Fullwood seconded by Cllr Shearman. Unanimous.  
III. Cllrs Hussein and Palmer approved and signed mandate for Cllr Ashcroft to be added to bank signatory.
- 105-FCM/11/23 **Clerk Updates**  
I. Mazars conclusion of audit published on website. Noted,  
II. Asset register it was agreed that new photos for the assets be taken. This will be conducted by Cllrs and Clerk. Noted.  
III. Clerk reported interim audit completed 16.10.23 no issues. Noted.  
IV. It was agreed to accept the National Joint Council for Local Government Services Pay Agreement 2023.
- 106-FCM/11/23 **Parish Council Newsletter**  
After a discussion it was resolved to allocated funding of £800.00 towards the costs of printing and distribution. It was noted that the next one EFPC would source advertising revenue to fund the publication. Proposed by Cllr Fullwood, seconded by Cllr Hussein. Unanimous.

It was agreed that a budget of up to £100.00 be allocated for the flowers (daffodils) in the Recreation Ground and other areas in the village.

107-FCM/11/23 **Items to be considered for inclusion on the next Full Council agenda**  
New ideas for the container. D-Day 80 Fete committee.

108-FCM/11/23 **Date of next meeting**  
Tuesday 9 January 2024

109-FCM/11/23 **Meeting Close**  
Meeting closed 21.05



# East Farleigh Parish Council

8 January 2024 (2024-2025)

## Detailed Budget Summary

All Cost Centres and Codes (Between 08/01/2024 and 31/03/2025)

Administrative Costs		Last Year 2023 - 2024				Current Year 2024-2025				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
1	MBC Parish Services	3,015.00	3,106.50			3,015.00									
2	Other Income														
3	Horse Wash Rent	2,000.00				2,500.00									
4	Precept	75,000.00	75,000.00												
5	Bank interest	500.00	3,459.75			1,500.00									
6	Clerk Salary			15,504.00	13,487.69					18,000.00					
7	NI / PAYE			500.00	1,385.10					1,600.00					
8	Car Park Attendant wages			5,600.00	4,781.76					6,000.00					
9	Employers Pension contri			1,250.00	669.29					1,800.00					
10	Clerks expenses			200.00	171.90					200.00					
11	Clerks home office allowa			600.00	400.00					600.00					
12	Office supplies			200.00	147.15					200.00					
13	Printing Stationery photoc			400.00	184.44					400.00					
14	Accounts support			150.00	2,068.69					600.00					
15	IT			2,000.00	1,438.09					2,000.00					
16	Training			850.00	167.00					300.00					
17	Subs & Membership			950.00	586.68					800.00					
18	Insurance			1,650.00	1,673.66					2,000.00					
19	Audit Fees			750.00	736.60					800.00					
20	Bank Charges			108.00	81.00					150.00					
21	Councillors expenses			250.00						200.00					
22	Legal and professional co														
23	Chairman's expenses			200.00						200.00					
24	Hall Hire			450.00	90.00					450.00					
25	Parish Office			200.00	182.06					200.00					
26	Defib maintenance			250.00	165.25					2,000.00					
27	Entertaining			300.00	397.20					400.00					

# East Farleigh Parish Council

8 January 2024 (2024-2025)

## Detailed Budget Summary

All Cost Centres and Codes (Between 08/01/2024 and 31/03/2025)

28	Community Activities		500.00	367.41		250.00
29	Grants (137)	1,000.00	1,100.00	72.25		1,100.00
30	Street Lighting		90.00	54.38		90.00
52	VAT REFUND					
<b>SUB TOTAL</b>		<b>80,515.00</b>	<b>82,566.25</b>	<b>34,052.00</b>	<b>29,307.60</b>	<b>7,015.00</b>
						<b>40,340.00</b>

		Last Year 2023 - 2024				Current Year 2024-2025				Next Year					
		Receipts		Payments		Receipts				Payments					
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
50	CIL receipts		5,844.60												
<b>SUB TOTAL</b>			<b>5,844.60</b>												

		Last Year 2023 - 2024				Current Year 2024-2025				Next Year					
		Receipts		Payments		Receipts				Payments					
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
35	Maintenance Contract			11,000.00	7,380.00					12,000.00					
36	Litter Picking Contract			9,000.00	5,985.00					10,000.00					
37	Air Quality Monitoring														
38	Flood Pod			100.00	33.48					100.00					
39	Police Speed Checks			5,500.00						1,000.00					
40	Traffic Measures Loan Ca			802.00	796.58					800.00					
41	Traffic Measures Loan int			1,946.00	1,951.18					2,000.00					
<b>SUB TOTAL</b>				<b>28,348.00</b>	<b>16,146.24</b>					<b>25,900.00</b>					

# East Farleigh Parish Council

8 January 2024 (2024-2025)

## Detailed Budget Summary

All Cost Centres and Codes (Between 08/01/2024 and 31/03/2025)

Projects	Last Year 2023 - 2024				Current Year 2024-2025				Next Year					
	Receipts		Payments		Receipts		Payments		Receipts	Payments				
	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
47	Repairs and renewals fun			1,000.00	28.70					500.00				
48	Contingency			3,500.00						3,000.00				
49	Highways improvements			3,000.00	1,068.00									
53	Play Area Refurbishment	1,500.00			23,977.13									
<b>SUB TOTAL</b>		<b>1,500.00</b>		<b>7,500.00</b>	<b>25,073.83</b>					<b>3,500.00</b>				

Recreation Areas	Last Year 2023 - 2024				Current Year 2024-2025				Next Year					
	Receipts		Payments		Receipts		Payments		Receipts	Payments				
	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
31	Regular mowing VL / GL			1,050.00	327.76					1,000.00				
32	Recreation areas other cc			4,000.00	242.70					3,000.00				
33	Recreation Ground trees			1,000.00						1,000.00				
34	Inspection of play areas				322.40					500.00				
<b>SUB TOTAL</b>				<b>6,050.00</b>	<b>892.86</b>					<b>5,500.00</b>				

Village Scene	Last Year 2023 - 2024				Current Year 2024-2025				Next Year					
	Receipts		Payments		Receipts		Payments		Receipts	Payments				
	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
42	Pictorial Signs			500.00	486.79					1,000.00				
43	Maintenance of bins													
44	Planting flowers / bulbs			50.00	26.99					150.00				
45	Car Park Maintenance			2,005.00	385.00					2,000.00				
46	Car Park Loan capital rep			938.00	928.74					1,000.00				

# East Farleigh Parish Council

8 January 2024 (2024-2025)

## Detailed Budget Summary

All Cost Centres and Codes (Between 08/01/2024 and 31/03/2025)

---

51	Car park loan interest	1,072.00	1,082.30	1,100.00
<b>SUB TOTAL</b>		<b>4,565.00</b>	<b>2,909.82</b>	<b>5,250.00</b>

---

### Summary

---

<b>TOTAL</b>	<b>80,515.00</b>	<b>89,910.85</b>	<b>80,515.00</b>	<b>74,330.35</b>	<b>7,015.00</b>	<b>80,490.00</b>
--------------	------------------	------------------	------------------	------------------	-----------------	------------------

---

