

# AGENDA

## Minutes

MEMBERS OF CHARING PARISH COUNCIL

the meeting of the **PARISH COUNCIL AGM** took place on **TUESDAY 27th MAY 2025 at 7.30pm.**

**Top room Charing Parish Hall AGM**

Dawne Austen  
Parish Clerk

1.	<b>The election of Chairman of the council and to receive the Chairman's declaration of acceptance to office.</b> Cllr Prinn was proposed by Cllr Bain-Smith and seconded by Cllr Bennett.
2.	<b>The election of Vice Chairman of the council and to receive the vice Chairman's declaration of acceptance to office.</b> Cllr Prinn nominated Cllrs Bain-Smith & Bennett this was agreed by council.
3.	<b>To receive and accept apologies for absence:</b> Cllr Bignall
4.	<b>In Attendance:</b> Chair Cllr Prinn vice chairs Bennett & Bain-Smith.
5.	<b>To receive any declarations of interest from Members.</b> Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by Charing Parish Council Code of Conduct for Members and by the localism Act 2011.none
6.	<b>Public Participation Session.</b> This provides an opportunity for members of the public to raise questions about and comment on items on the agenda. Time for this session is limited to 10 minutes (divided by the number of participants) no members of the public present. Two members of the public present. Claire Brown was presented with her nominees and Winner certificates for the annual community award for Charing. She was also presented with a gift voucher and flowers.
7.	<b>To approve the minutes of the meeting on held on the 8th of April.</b> The minutes were agreed and signed.
8.	<b>Election of committee members, Chair &amp; representatives for Wealden Wheels, Moat management committee, KALC/ Parish Forum.</b> (for all committees we require a minimum of 4 councillors) Chairs and committee members were agreed to the various committees. The environmental committee requires 2-3 more councillors onto the committee this would be re-addressed at the next meeting.
9.	<b>Finance:</b>
9.1	<b>Section 1-Annual Governance Statement 2024/25:</b> We acknowledge as members of Charing Parish council our responsibility that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements .We confirm to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 <sup>st</sup> March 2025. Chair of the meeting and clerk to sign. Full council approved these.
9.2	<b>To approve the Section 2 Accounting Statements for 2024-25,</b> Section 2 of the Annual Return for the year ending 31 March 2025. Section 2 of the Annual Return for the year 31 <sup>st</sup> March 2025. To be signed by the Chair of the meeting.

<b>9.3</b>	<b>Annual Return-England for year ended 31<sup>st</sup> March 2025.</b> The Accounts were agreed by full council and signed.
<b>9.4</b>	The following accounts were approved and signed:

			<b>Nat West Bank</b>
DD	Ashford Borough Council	Rates Cemetery May	£71.00
DD	Sage	Payroll May	£12.00
DD	British   Gas	Period 02-04 to 01-05 Hall	£408.81
DD	British Gas	Period 06-03 to 05-4 Public Toilet	£91.51
DD	British Gas	Period 02-03 to 03-4 Hall	£739.21
DD	Business Stream	Period 04-12-2024 to 4-03-25 Public toilets	£341.04
DD	Business Stream	Period 17-01- to 16-04-25 Hall	£115.17
Card	Lidl	Food Bank PT of donation	£66.84
DD	Initial	March Hall Contract	£62.74
DD	Initial	April Hall Contract	£62.74
DD	Nat West	Bank Charges	£11.65
Card	Cartridge Save	2 Ink Cartridge councillor	£40.78
Card	Cartridge Save	2 Ink Cartridge councillor	£34.99
Card	HP	Printer (RFO)	£134.50
DD	British Gas	Periods 06-04 to 5-5-2025 Public Toilets	£106.83
DD	Nat West	05-04 to 02-05 Bank Charges	£7.00
DD	Initial	Period 01/05 to 31-08 -2025 Public Toilets	£158.12
Card	Sainsburys	Refreshments	£54.25
Card	Fixings Warehouse	2 Brooms	£31.08
Card	Ashford Designer Centre	Gift Card (Community Award)	£100.00
			£2,650.26
		<b>Unity Trust Bank</b>	
462490277	Rialtas (Accounts system)	Annual support and licence	£907.20
992549999	Countrywide	Grass cutting April	£1,439.80
693219467	Countrywide	Grass cutting May	£1,439.80
262670357	KALC	Vat missed of payment 558375057	£235.49
560240162	Kevin Giles	Weed Kill/Cemetery /pruning	£265.00
880756813	Viking	Admin Supplies Postage stamps	£124.63
289768947	KALC	Training for Councillor	£48.00
146476046	MC Testing Services	replace emergency lights (hall)	£530.00
452394843	CPRE	Annual fee for CCTV camara	£100.00
116276643	N Beal	Bins & Cleaning March	£303.30

77171903	KALC	Y/end Audit training	£42.00
K/N	Triple 9 Services	Village maintenance	£1,005.50
420353923	Charing History Society	Donation	£250.00
174417484	CJA Consulting	Computer email	£20.00
664057307	Lotus	Newsletters	£448.00
490207320	N Beal	Bins & Cleaning April	£303.30
541423168	Ashford Web Service	Web security, plugins, backup April-May	£80.00
298390384	M Thomas	Internal Auditor	£545.00
PA/726023559	Sainsbury	Annual Parish Meeting	£127.58
8752468	Triple 9 Services	Village Maintenance	£1,011.00
82039681	K Giles	Village plants, tubs weed spray	£828.75
Staff Costs	April		£7,252.58
Staff Costs	May		£9,467.25
			£26,774.18
		Nat West Bank/ Unity Trust Bank	
		VAT Refund March & April	£1,344.02
		1st Precept Payment	£114,593.07
		Banks Interest	£324.75
		Hall	£1,118.25
		Cemetery	£300.00
		Christmas \Lights	
		Refund CCTV Monitoring	£6,361.64
			£124,041.73

<b>10.</b>	<b>Matters Arising:</b>
<b>10.2</b>	Parish Hall Steps (update): The clerk reported that Cllr reed had queried the safety of the parish hall steps again. The clerk has arranged for Cleverley Spencer to attend the hall on the 29 <sup>th</sup> May, to risk assess and report back. The clerk will report back at the next meeting after consulting with the hall committee on the advice from Cleverley Spencer.
<b>10.3</b>	Cemetery re Astro turf: The clerk and Chair of the cemetery committee will be meeting with the family re the issues of the removal of astro turf around the grave due his disability on the 2 <sup>nd</sup> June. It was agreed by the committee that all other astro turf be removed apart from where there is a row of graves owned by the same family it can stay in between the graves only.
<b>10.4</b>	Parish Councillor Laptops: Cllr Bignall has been carrying out research on the specification required for the councillor's replacement laptops. The laptops are six years old and at the end of their life. All councillors must have laptops supplied by the PC due to GDPR requirements.
<b>10.5</b>	Double Yellow Line Scheme: KCC Highways have sent details through to the PC regarding a double yellow line scheme at the bottom of the High Street. The committee will carry

	out a consultation with the residents affected, and report back to the full council and KCC Highways.
<b>10.6</b>	CCTV Cameras public toilets: The council decide to defer this item to the next meeting as they required further information.
<b>10.7</b>	ABPF ROSPA Charges: It was agreed to continue to pay the ROSPA inspections for the play area at present, the ABPF committee would take on the costs for the new Gym equipment and basketball area. This will be reviewed on a yearly basis.
<b>11.</b>	<b>Planning Applications:</b>
<b>11.1</b>	<b>PA/2025/0890 Pett Place, Pett Lane Charing:</b> Listed Building consent for modification of previously approved external door openings on half glazed timber door. Modification of previously approved external opening to East Elevation. Amend maintenance roof access windows and some internal openings. (unanimous) (recommend support)
<b>11.2</b>	<b>PA/2025/0645 Wilks Farmhouse, Lenham Heath Road, Lenham Heath:</b> Construction of a Summer House and Natural Swimming Pool. (unanimous) (recommend refusal)
<b>12</b>	<b>Planning Decisions:</b>
<b>12.1</b>	<b>PA/2025/0389 Land south of Ashford Road and east of Burleigh Road Charing:</b> Erection of 2no car wash bays <b>(Granted)</b>
<b>12.2</b>	<b>PA/2025/0398 48 Charing Post Office, High-Street Charing:</b> Change of use from mixed use property to as a shop and dwelling to single dwelling. <b>(Granted)</b>
<b>12.3</b>	<b>NOT/2024/2186 Charing Library, Market Place, Charing:</b> Crown reduction, removal of existing bracing systems and the installation of new bracing in the correct locations. Further investigation of buttress and lower stem with some removal. <b>(Granted)</b>
<b>12.4</b>	<b>OTH/2024/1465 Millgarth The Hill Charing:</b> T1- Sycamore to be removed -leaning at a severe 45-degree angle, directly to where planning permission has been granted for new housebuilding, car ports and fencing. The ground behind and directly against (Granted)
<b>12.5</b>	<b>PA/2025/0445 The Old Shaw Grange, Maidstone Road Charing:</b> Proposal for two - storey detached garage to include an annexe to the first floor <b>(Granted)</b>
<b>12.6</b>	<b>PA/2025/0441 Beechside, Pilgrims Way Charing:</b> Proposed garage conversion into self-contained living accommodation <b>(Granted)</b>
<b>13.</b>	The RFO asked councillors to consider if we were to enter the village in bloom next year as we would need to start planning.
<b>13.1</b>	Cllr Reed thanked the RFO for all her work in the AGAR and end of year accounts. He also asked about the issue with the toilets being locked and water running from them over the BH weekend. The clerk explained that this had been sorted, and the issue occurred after the locking of the toilets.
<b>13.2</b>	Cllr White reported back to council on the AI part one course she had attended. She asked councillors to investigate purchasing the paid version of Chat GPT as this could save time for the clerk.
<b>13.3</b>	Cllr Gudge reported that the village fete was very good, and positive comments had been received.
<b>13.4</b>	It has been reported that two additional mobile homes had been placed on the site next to Little Farthings on Charing Heath Road this has been reported to ABC.
<b>13.</b>	There being no further business the meeting closed at 8.45pm