

**WEST FARLEIGH PARISH COUNCIL**  
**MINUTES OF THE ANNUAL MEETING OF WEST FARLEIGH PARISH COUNCIL**  
**HELD ON MONDAY 18<sup>th</sup> MAY 2026 IN BRAMLEY BARN**

**PRESENT:** Cllrs M Moy, J Morgan, G Underdown, H Kirk-Brown, J Wilson, S Birchall and Mrs A Broadhurst,  
Clerk  
Borough Cllr Kehily  
12 members of public

Public Discussion

Borough Cllr Kehily spoke briefly regarding the Local Government Restructure and the formation of a Maidstone Town Council. Cllr Wilson queried MBC's stance with regards to the announcement that South East Water can not guarantee water supplies for new developments. Cllr Kehily responded that they have a statutory duty to supply water, however it was noted that they are not statutory consultees for planning applications.

The following items were raised:

- A planning application awaiting decision.
- Installing Tommy Statues in the village.
- KCC, having inspected an area which is overgrown, have still not progressed with cutting the vegetation. Cllr Kehily asked for further information to discuss this matter with County Cllr Ford. **ACTION: Clerk**
- Older youths in the play area, being abusive to the residents.

**1. Apologies**

No apologies were received.

**2. ELECTION OF CHAIR**

Cllr Morgan was nominated by Cllr Moy and seconded by Cllr Kirk-Brown. There being no other nominations and all Members agreeing, Cllr Morgan was duly elected as Chair for the forthcoming year.

**3. Declaration of Acceptance of Office**

Cllr Morgan completed and signed the Declaration of Acceptance of Office.

**4. Election of Vice Chair**

Cllr Kirk-Brown was nominated by Cllr Morgan and seconded by Cllr Moy. There being no other nominations and all Members agreeing, Cllr Kirk-Brown was duly elected as Vice Chair for the forthcoming year.

**5. Notification to be Received for Intent to Film, Photograph or Record any Items on the Agenda**

The Clerk notified all present that she was recording the meeting.

**6. Councillor Declarations**

No interests were declared.

**7. Minutes of the Meeting held on 16<sup>th</sup> March 2026**

The Minutes of the meeting had been previously distributed. Cllr Morgan proposed that they were a true record, seconded by Cllr Kirk-Brown; with all in favour. The Chair signed off the official copy.

**8. Appointment of Committees and Council Representatives**

**8.1 Structure of Committees**

The following Committee arrangements were **Agreed** for the forthcoming year:  
Planning Committee – A minimum of any three Councillors – as available

**8.2 Appointment of Council Representatives**

The following appointments were **Agreed** for the forthcoming year:  
Policing Meetings (if held) - Cllr Kirk-Brown (Cllr Birchall as back up)  
KALC Area Committee - Cllr Wilson (Cllr Moy as back up)

Highways Meetings - as available  
Weekly Visual Playground Inspections – Cllr Underdown  
Bi-monthly Financial Reconciliation – Cllr Kirk-Brown

## 9. FINANCE

### 9.1 Annual Return of Accounts and Audit 2025/2026

#### 9.1.1 Annual Accounts 2025/2026

It was proposed by Cllr Wilson “**that the Council’s Accounts should be Approved**”. This was seconded by Cllr Morgan, with all in favour.

#### 9.1.2 Internal Audit Report for 2025/2026

Councillors noted the Internal Audit Report contained within Page 3 of the AGAR. The full Internal Audit Report had been circulated before the meeting, and the content was noted by Councillors.

#### 9.1.3 Annual Governance Statement 2025/2026

Members considered the Statements of Assurance contained in Section 1 of the Annual Return and determined that the statements numbered 1 - 8 & 10 can all be answered “Yes” and number 9 “N/A”. It was proposed by Cllr Moy, seconded by Cllr Morgan “**that the Statement is Approved**”; with all in favour.

#### 9.1.4 Accounting Statement 2025/2026

It was proposed by Cllr Kirk-Brown, seconded by Cllr Morgan “**that the Statement of Accounts contained on Page 5 of the Annual Return should be Approved**”; with all in favour.

#### 9.1.5 Date of Public Inspection

Councillors noted that the Date of Public Inspection for 2025-2026 would be Wednesday 3<sup>rd</sup> June to Tuesday 14<sup>th</sup> July. The Clerk confirmed that the documents would be uploaded to the website on Tuesday 2<sup>nd</sup> June 2026.

### 9.2 Budget Monitoring Report to 30<sup>th</sup> April 2026

The Budget Monitoring Report was noted.

### 9.3 Income Since Last Meeting

MBC – Precept	£29,178.00
HMRC - VAT Refund	£ 1001.14

### 9.4 Payments Since Last Meeting

It was proposed by Cllr Morgan to approve the following transactions, seconded by Cllr Wilson; with all in favour.

#### Cheques

No cheques

#### Internet Payments

KALC – Annual Subscription	£344.47
Zurich Municipal – Annual Insurance Renewal	£540.91
Dandelion Time – Room Hire	£ 25.00
KALC – Data Protection Training (Outstanding invoice 2025/26)	£ 48.00
David J Buckett – Internal Audit	£353.60

#### Standing Order

Mrs A Broadhurst – April Salary	(£184.18 owed)	£760.00
Mrs A Broadhurst – May Salary	(£233.98 owed)	£760.00

#### Direct Debits:

People’s Pension – Monthly Payment (April)	£225.50
People’s Pension – Monthly Payment (May)	£225.50
Waveney IT Support Services – Email Accounts & Remote Support (Apr.)	£ 95.40

The Clerk asked for Councillors to confirm that the Safepay inspection invoices can continue to be paid between meetings to avoid late payment fees. This was agreed by all present.

## 9.5 Earmarked Reserves

The Clerk reminded Councillors that, when setting the budget for 2025/26 during the January meeting, she had mentioned about reviewing the ringfenced funds at the end of the financial year. On completing the external audit documentation, the following had been reported:

Village Green (for posts)	£4,000
Highways Projects	£2,000
New Parish Council Land	£7,000
Election Costs	£3,500
Devolution Costs	£4,500
CIL	£644*

\* CIL 2024/25 = £417 & 2025/26 = £227 (unspent CIL money must be ringfenced)

The Clerk recommended that the earmarked reserves be held as reported, as there are legal costs which the Parish Council will need to pay in relation to the transfer of The Green (detail in agenda item 10.1). This will also add significant cost to the annual grounds maintenance costs and the Clerk suggested that this situation be monitored over the coming year with regards to the reserves. All Councillors agreed to accept the recommendation to hold the earmarked reserves at the current level.

## 9.6 Appointment of Internal Auditor for 2026-2027

The Clerk reported that Mr David Buckett, the Internal Auditor, had confirmed he was happy to continue for the forthcoming financial year and had submitted a quote for £400 + mileage. It was proposed by Cllr Morgan to accept the quotation from Mr Buckett, seconded by Cllr Wilson; all in favour. The Clerk will send out the acceptance letter which details the work to be completed. ACTION: Clerk

## 9.7 Annual Insurance Renewal

It was noted that this is the 2<sup>nd</sup> year of a 3-year contract with Zurich Municipal and the cost for this year is £540.91. It was proposed by Cllr Moy to approve this year's invoice, seconded by Cllr Birchall; with all in favour.

## 9.8 Kent Association of Local Councils Annual Subscription Renewal

It was proposed by Cllr Kirk-Brown to renew the annual membership to the Kent Association of Local Councils, at a cost of £344.47 (£287.06 + vat). This was seconded by Cllr Wilson, with all in favour.

## 10. RESOURCES AND ENVIRONMENTAL MATTERS

### 10.1 Transfer of The Green to the Parish Council

The Clerk updated all Councillors regarding the request submitted to MBC for The Green to be transferred to the Parish Council ahead of the Local Government Restructure. This has now progressed slightly, with the Borough Council's Surveyor making contact. Whilst the legal costs have not been confirmed, the fees of nearly £5,000 paid by another Parish Council for a similar transaction were noted and Borough Cllr Kehily commented that she would discuss this level of costings with MBC Members and Officers. The Clerk highlighted the importance of securing the land, before it is transferred to the Unitary Authority, as the Parish Council's strategic play area is installed on the field.

### 10.2 Request to Install Tommy Statues on Parish Council Land

The Clerk reported on a request received from the village group to install Tommy statues on Parish Council land located by Rookery Row in Charlton Lane. After discussion Councillors agreed that Cllrs Morgan & Underdown would meet with the organisers to decide a location which would not interfere with the grass cutting.

**ACTION: Cllrs Morgan & Underdown**

### **10.3 Parish Council Conduct**

Members noted the Governance, Confidentiality and Member Conduct Report circulated by the Clerk and acknowledged the importance of ensuring that Council business continues to be conducted in accordance with the Parish Council's Standing Orders, Code of Conduct and governance framework.

### **11. PLANNING MATTERS**

#### **11.1 Any applications received before the meeting**

No new applications received for discussion

#### **11.2 Planning Applications Considered Since Last Meeting**

The application was noted.

#### **11.3 Decisions - To be noted**

##### **11.3.1 Applications Approved by MBC**

The approved applications were noted.

### **12. DATE OF NEXT MEETING - Monday 20<sup>th</sup> July 2026 at 7.30pm**

*With no further matters to discuss, the meeting was closed at 8.38pm.*