

**WEST FARLEIGH PARISH COUNCIL**  
**MINUTES OF THE MEETING OF WEST FARLEIGH PARISH COUNCIL**  
**HELD ON THURSDAY 22<sup>nd</sup> JANUARY 2026 IN BRAMLEY BARN**

**PRESENT:** Cllrs M Moy (Chair), J Morgan, G Underdown, H Kirk-Brown, J Wilson, S Birchall and Mrs A Broadhurst, Clerk  
Borough Cllr Kehily  
No members of public

Public Discussion

There was no public discussion.

Borough Cllr Kehily gave a brief update following the recent South East Water issues which resulted in large areas of the Borough being left without water for an extended period. MBC have submitted a robust objection to Tonbridge & Malling Borough Council's draft Local Plan, focusing on development close to the boundary with Maidstone and the related infrastructure issues these developments will cause. The Local Government Restructure is also a focus for the Council moving forward, ahead of a Town Council being created.

The Clerk reported that there is now a Policing Team in place who will be attending meetings, when shifts allow. In their absence PC Greenfield had provided the Clerk with a report which was read out. This included information regarding recent speed checks in the area and an initiative called Crime Cloppers, which is being run by PCSO Kirsty Greaves. This is aimed at young females aged 10-17 who have been identified as being vulnerable to crime. They receive support and learn about healthy relationships and boundaries whilst teaching them how to care for horses. Their attendance on the programme requires them to stay away from crime, otherwise they are removed, which makes them accountable for their actions. The report concluded in reminding residents to report any emergencies on 999 and non-urgent incidents should be reported via 101 or online:

<https://www.kent.police.uk/ro/report/ocr/af/how-to-report-a-crime/report-something-else-btp/>

**1. Apologies**

County Cllr R Ford, PC H Greenfield, PC L Tallon, PCSO K Greaves

**2. Councillor Declarations**

Cllr J Morgan - Agenda Item 4.6 as she is a member of a group which hires The Farleighs WI hall

Cllr S Birchall - Agenda Item 4.6 as she is an Editor for Lifeline

**3. Minutes of the Meeting held on 17<sup>th</sup> November 2025**

The Minutes of the meeting had been previously distributed. Cllr Kirk-Brown proposed that they were a true record, seconded by Cllr Morgan; with 5 in favour and 1 abstention. The Chair signed off the official copy.

**4. FINANCE**

**4.1 Budget Monitoring Report to 31<sup>st</sup> December 2025**

The Budget Monitoring Report was noted.

**4.2 Income Since Last Meeting**

No income received.

**4.3 Payments Since Last Meeting**

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

Cheques

No cheques

Bank Transfers

Safeplay PS Ltd – Play Area Monthly Safety Inspection (November)	£ 65.40
HMRC – PAYE	£1,054.42
Dandelion Time – Room Hire	£ 25.00

Safeplay PS Ltd – Play Area Monthly Safety Inspection (December)	£ 65.40
Mrs A Broadhurst – Expenses (Mileage, 14 <sup>th</sup> Edition Local Council Admin, McAfee, Office 365 & Printer Cartridges)	£457.78

#### Standing Order

Mrs A Broadhurst – December Salary (£172.77 owed)	£760.00
Mrs A Broadhurst – January Salary (£172.57 owed)	£760.00

#### Direct Debits:

People’s Pension – Monthly Payment (December)	£194.30
People’s Pension – Monthly Payment (January)	£194.30
Waveney IT Support Services – Email Accounts & Remote Support (Dec.)	£ 95.40
Waveney IT Support Services – Email Accounts & Remote Support (Jan.)	£ 95.40
HugoFox – Website Annual Silver Package	£287.86

#### 4.4 Clerk to Confirm Receipt of Councillor’s Completed Precept Declaration Form

The Clerk reported that Councillors had all confirmed their eligibility to approve the precept for 2026/27.

#### 4.5 Budget and Precept for 2026-2027

The Clerk had circulated a draft budget before the meeting and reported that the tax base had increased slightly from 252.40 to 254.00. This would result in the current precept increasing from £29,000 to £29,178, if Councillors chose to hold the Band D charge unchanged.

The Clerk then spoke regarding the various budget headings. The open spaces budget had been held at £4,000 to assist with the legal costs related to the proposed transfer of the green from MBC. The play area budget remains at £1,500 to allow for any repairs, along with the necessary safety inspections. It was noted that, to date, over £1,000 has already been spent on the play area this financial year. The training budget has been reduced slightly but it remains at a level which allows for further staff development and Councillor training. The Clerk highlighted that the Parish Council currently has £644 unspent CIL money. As with previous years, the Clerk recommended that Councillors look to move money into the ringfenced reserves after the year end and this will be an agenda item for the May or July meeting. Taking all the budget figures into account, if every budget heading was exhausted, the Council would need to use £272 of general reserves, although a contingency is built into each one, which should negate this.

After brief discussion, Councillors agreed to proceed as recommended by the Clerk, which would result in £272 of general reserves being required to achieve a balanced budget. Cllr Kirk-Brown then proposed “**that the annual cost to Band D properties be fixed at £114.88 for the forthcoming year, which will generate a precept of £29,178.00.** This was seconded by Cllr Wilson, with all in favour. (This equates to a zero-percentage increase to the annual charge per Band D property.)

**ACTION: Clerk**

#### 4.6 Donations for 2025-2026

Ahead of the meeting the Clerk had circulated a list of all donations awarded since 2010 and it was noted that three requests had now been received for consideration.

- The Farleigh’s WI had requested a donation towards the cost of updating their technology, which is poor, and maintenance requirements.
- All Saint’s Church requested assistance with the cost of their church yard ground’s maintenance.
- Lifeline requested that the Parish Council fund the cost of their website, amounting to £306.79 for 2026.

After discussion it was proposed by Cllr Kirk-Brown, seconded by Cllr Moy (4 in favour & 2 abstentions) to award:

- The Farleigh’s WI - £300
- All Saint’s Church - £100
- Lifeline - £100

**ACTION: Clerk**

There was then a general discussion between Members regarding the conversation which had taken place during the November meeting relating to this agenda item.

#### 4.7 Assertion 10 – GDPR

The Clerk explained the background to this agenda item, for the benefit of newer Councillors. It was confirmed that the Parish Council’s website is fully compliant with Website Content Accessibility Guidelines (WCAG) 2.2AA standards. The General Data Protection Regulations will also feature as part of Assertion 10, and it was noted that

the Clerk always ensures that newly elected/co-opted Councillors are fully briefed on the regulations when they take up office. The Clerk reported that she is currently arranging formal training for all members of the Council.

#### **4.8 Updated IT Policy**

The Clerk reminded all present that Councillors had approved a new IT policy earlier in the financial year, when Assertion 10 was first announced. A further version had been released by NALC, which is far more in-depth and subsequently a further draft had been circulated to all Councillors before the meeting for adoption. It was proposed by Cllr Wilson to adopt the new IT policy, seconded by Cllr Morgan; all in favour. The Clerk will add this to the website. **ACTION: Clerk**

### **5. RESOURCES AND ENVIRONMENTAL MATTERS**

#### **5.1 West Farleigh Conservation Area Review**

The Clerk reported that the area around All Saints Church has been added for assessment in the Conservation Area review, although the consultation is likely to now be in May or June.

#### **5.2 Civility & Respect Councillor's Statement of Assurance**

The Clerk reminded all present that the Councillors had noted the Parish Council's adopted Civility and Respect Pledge at the November meeting. NALC and SLCC have now produced a Statement of Assurance for Councillors to sign to confirm that they support the ethos of the Pledge. All Councillors submitted signed Assurance documents to the Clerk to be retained on file.

### **6. HIGHWAY MATTERS**

#### **6.1 Highways Improvement Plan**

The Clerk reported that she had met with the HIP Officer to discuss the items which the Parish Council had wished to progress. The following feedback had subsequently been received

- Smiths Hill 'SLOW' Road Marking

KCC had confirmed that a SLOW road marking could be painted, however it would cost in the region of £2,000-£2,500 which included paying for a road closure, as the road is narrow. The officer had confirmed that there would be no future cost to the Parish Council for refreshing the markings, this would be completed by the KCC maintenance team. After brief discussion Councillors agreed that, whilst this was a large expenditure for the Council, it was necessary to try to warn drivers of the hazard whilst travelling through this area. It was then proposed by Cllr Moy to approve the quoted sum of £2,000-£2,500 to progress with the road marking, seconded by Cllr Kirk-Brown; with all in favour. The Clerk added that it was likely that the invoice would need to be paid, before the work can be scheduled and Councillors agreed that the Clerk should pay the invoice as soon as it is received. **ACTION: Clerk**

- Smiths Hill Drainage

Following meeting with the Officer, the Clerk forwarded the documentation which had previously been sent to County Cllrs Webb & Ford. The content was discussed with the drainage team who acknowledged that they have had to dig out gullies when driving through the area in the rain. Having carried out various extensive works historically, they suggested that the area requires more frequent cleansing, due to the silt and leaf build up. The HIP officer is trying to progress this with MBC and will provide an update in due course. The Clerk offered to investigate how often the gullies/drains are being cleared. **ACTION: Clerk**

### **7. PLANNING MATTERS**

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

No new applications received for discussion

### **8. DATE OF NEXT MEETING - Monday 16<sup>th</sup> March 2026 at 7.30pm**

*The meeting was adjourned at 8.37pm to facilitate a closed confidential session for Agenda Item 9*

*In accordance with the Public Bodies (Admission to Meetings) Act 1960 Section 1(2), and by reason of the confidential nature of the business, the Press and Public shall be excluded from the meeting for Agenda Item 9.*

**9. Staffing Matter**

Councillors considered a confidential report circulated by the Clerk, following her successfully obtaining the CiLCA and PIALC qualifications in November. It was proposed by Cllr Moy to approve the requested salary increase in recognition of Mrs Broadhurst becoming a qualified Clerk (backdated to the date of completion) and in recognition of her efforts in the role, seconded by Cllr Kirk-Brown; with all in favour.

*With no further matters to discuss, the meeting was closed at 8.45pm.*