

WEST FARLEIGH PARISH COUNCIL
MINUTES OF THE MEETING OF WEST FARLEIGH PARISH COUNCIL
HELD ON MONDAY 16th MARCH 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
4 members of public

Public Discussion

The following items were raised:

- The overgrown state of the verges along Lower Road, specifically around the Kettle Lane and layby areas. The resident added that KCC Highways had not provided a cutting schedule which they had requested. The Clerk confirmed that, if the resident could provide the KCC reference number, she would contact County Cllr Ford, copying the resident in, for him to assist further. **ACTION: Clerk**
- A query on the co-option process for the current Councillor vacancy. The Clerk provided clarification on this point.
- Large amount of litter on both sides of Teston Lane, from Lower Road to Teston Bridge. The Clerk stated that she would report this to MBC. **ACTION: Clerk**

The Clerk asked Cllr Underdown to complete a defibrillator check for her to update the system.

ACTION: Cllr Underdown

1. Apologies

No apologies were received.

2. Councillor Declarations

Cllr G Underdown – Agenda Item 4.3 as he has submitted an invoice for payment.

3. Minutes of the Meeting held on 22nd January 2026

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

4. FINANCE

4.1 Budget Monitoring Report to 28th February 2026

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 Morgan; with all in favour.

Cheques

No cheques

Bank Transfers

Safeplay PS Ltd – Play Area Monthly Safety Inspection (January)	£ 65.40
Dandelion Time – Room Hire	£ 25.00
Mrs A Broadhurst – Salary owed (December – March)	£ 832.11
Mrs A Broadhurst - Expenses (Mileage & Training)	£ 56.55
HMRC – PAYE (to pay in April)	£1,153.02
Mr G Underdown – Grounds Maintenance Contract	£1,867.00
Safeplay PS Ltd – Play Area Monthly Safety Inspection (February)	£ 65.40
Kent Association of Local Councils – Data Protection Training	£ 48.00
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Forvis Mazars LLP – External Audit for 2024/25 £ 252.00

Standing Order

Mrs A Broadhurst – February Salary (£288.79 owed) £ 760.00
Mrs A Broadhurst – March Salary (£197.98 owed) £ 760.00

Direct Debits:

People’s Pension – Monthly Payment (February) £ 238.19
People’s Pension – Monthly Payment (March) £ 225.50
Waveney IT Support Services – Email Accounts & Remote Support (Feb.) £ 95.40
Waveney IT Support Services – Email Accounts & Remote Support (Mar.) £ 95.40

4.4 Review of Standing Orders

Cllr Morgan proposed that the reviewed Standing Orders be approved, seconded by Cllr Underdown; with all in favour.

4.5 Review of Financial Regulations

Cllr Morgan proposed that the reviewed Financial Regulations be approved, seconded by Cllr Underdown; with all in favour.

4.6 Statement of Internal Control 2025/2026

Cllr Morgan proposed that the Internal Control Statement for 2025/2026 be approved, seconded by Cllr Underdown, with all in favour.

4.7 Review of Risk Assessments

Cllr Birchall raised a query regarding whether the risk assessment had assessed the risk fully in the event of the Clerk leaving employment at the Council. The Clerk read out the corresponding section of the document which detailed the process if the Clerk became indisposed. The Clerk stated that all electronic files are backed up (detailed in the document) and further information is contained within the Council files. It was also noted that SLCC/KALC has a locum Clerk service which can be used. The Clerk informed all present that, if there has been a sudden issue at a Council historically, several Clerks are usually approached to enquire whether they could step in to assist in the short term. Cllr Moy confirmed that the Risk Assessment did not need to go into full detail of what the process would be if the Clerk left employment. The Clerk informed Cllr Birchall that the Parish Council risk assessment has, in the past year, gone through stringent testing as part of the Clerk’s CiLCA qualification and is also assessed each year as part of the Internal Audit process and no issues have ever been raised regarding the level of risk highlighted or amount of detail contained within the document. Cllr Birchall then stated that she would explain her point via email, to see whether any further discussion would be required. The Clerk then asked whether Councillors were happy to approve the circulated document ahead of the Internal Audit. Cllr Morgan proposed that the reviewed Risk Assessments be approved, seconded by Cllr Underdown; all in favour.

4.8 Data Protection Training

The Clerk reported that all Councillors had now attended either the KALC Data Protection training course or completed the training provided by the Information Commissioners Office. The Clerk had completed GDPR training as a learning outcome in her CiLCA qualification in 2025 and completed a further SLCC GDPR E-course.

The Clerk asked for approval to pay the final outstanding KALC invoice from Cllr Moy’s Data Protection training course, which is still outstanding from KALC, if it is received before the end of the financial year. The Clerk has chased them, and Councillors were in agreement that the final payment of £48.00 should be paid immediately, if the invoice is received before the end of March.

ACTION: Clerk

5. RESOURCES AND ENVIRONMENTAL MATTERS

Before moving to agenda item 5.1, the Clerk reported that before the meeting commenced it had been noted that 4 saplings have been planted on the triangle of green by Rookery Row. The resident responsible had been informed it was community land, rather than being owned by the Parish Council and no permission had been sought beforehand. During discussion it was noted that the Parish Council would be liable for the ongoing maintenance and additional cost to the regular tree inspection, due to the risk of liability should an accident occur,

once they are established. It was also noted that these had been planted in a haphazard manner which will have an impact on the ground's maintenance of the area. It was agreed that Councillors would visit to inspect the planting, with a formal letter being sent to the resident, if felt necessary. **ACTION: All Cllrs & Clerk**

5.1 Kent & Medway Local Government Restructure Consultation

The Clerk had circulated information relating to the consultation before the meeting. After brief discussion Councillors disagreed with the restructure in its current form. However, if Central Government progresses as planned, taking into consideration the information explained at the Parish Conference in Autumn 2025, the cost of the restructure will be paid off quicker by choosing option 3A.

There was general discussion regarding the new Authority Councillors being more remote, as they will have a far higher number of residents to assist, which will put more pressure on Parish Councils in the long term.

The Clerk will respond accordingly to the consultation, taking into account the various comments. **ACTION: Clerk**

5.2 Data Retention Policy

Cllr Moy proposed that the previously circulated Data Retention policy be approved, seconded by Cllr Morgan; all in favour.

6. PLANNING MATTERS

6.1 Any applications received before the meeting

No new applications received for discussion

7. DATE OF NEXT MEETING - Monday 18th May 2026 at 7.30pm

With no further matters to discuss, the meeting was closed at 8.11pm.