

NETTLESTEAD PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL ANNUAL MEETING HELD ON THURSDAY 4th JUNE 2026 IN NETTLESTEAD VILLAGE HALL at 19:45

PRESENT: **Cllr Alison Green – Chair**
Cllr David Meredith – Vice Chair
Cllr Anita van Hensbergen
Cllr Jackie Bennett
Cllr Martyn Evans
Borough Cllr Claudine Russell
Borough Cllr Mike Summersgill
Joanna Geary - Parish Clerk
A member of the public

1. APOLOGIES AND ABSENCE

Cllr Emily Corfe
Borough Cllr Grace Couch

2. COUNCILLOR DECLARATIONS - Cllr Meredith declared interest in agenda item 6 - Village Hall and it was agreed by all Councillors present that he would not participate in any decisions that Councillors might make in relation to this matter.

3. MINUTES OF THE MEETING HELD ON 7th MAY 2026

The minutes of the previous meeting were duly signed by the Chair as a true and accurate record.

4. EXTERNAL REPORTS

4.1 COUNTY COUNCILLOR REPORT

Cllr Ford was not in attendance and had not provided a written report.

4.2 BOROUGH COUNCILLORS' REPORTS

Cllr Russell circulated her report in advance of the meeting. The topics covered were:

COUNCIL

- Water issues
- New Local Plan
- Gypsy & Traveller DPD

WARD WORK

- Yalding Outreach Post Office
- Speculative planning applications
- Planning Enforcement

Cllr Green thanked Cllr Russell for her report.

The full report can be found on the Nettlestead Parish Council Website

Cllr Summersgill and Cllr Couch had circulated their report in advance of the meeting. The topics covered were:

COUNCIL

- Mayor-making Council
- Planning Committee
- Local Government Reorganisation 2028
- South East Water
- Discussions re: victim blaming language in police press releases
- 'River Medway Matters'

- Consultations
- PARISH WORK

- Nettlestead Pelican Crossing
- Planning Application Hampstead Lane

Cllr Green thanked Cllr Summersgill for his and Cllr Couch's report.
The full report can be found on the Nettlestead Parish Council Website

5. COUNCILLORS' REPORTS

5.1 NEIGHBOURHOOD WATCH REPORT

- On Maidstone Road, Nettlestead, around 20:51 on Tuesday 12th May. Somebody damaged the front door of a residential property. Crime Report No. 46/76077/26

5.2 PARISH MAGAZINE

- The advert for the Editor vacancy was published in the Magazine. Cllr van Hensbergen will send the advert copy to the Clerk for publishing on the Parish Council website and the Parish Council, Wateringbury & Nettlestead and Yalding Facebook pages.
- One advertiser wishes to renew their advertisement.

5.3 CHATTERBOX & WARMSPACE

- The last meeting proceeded as normal.

6. VILLAGE HALL

Tamsin Miles provided an update covering:

- The Community herb garden has been installed and thanked the two trustees who installed this. Local residents can help water this and help themselves to herbs.
- The Mobile library dates have been updated.
- There are two land registry searches required to obtain information. Cllr van Hensbergen proposed that the Parish Council cover these costs. Cllr Bennett seconded the motion. Tamsin Miles is to send the Clerk the relevant Land Registry references.
- It was agreed that the Village Hall Committee will invoice the Parish Council for their 2026/27 financial year hire dates and storage on 1st October 2026. In April 2027 the Parish Council will be invoiced for the 2027/28 financial year.
- 2027 Parish Council meeting dates were agreed as follows : January 7th, February 4th, March 4th, April 8th, May 6th, June 3rd, July 8th, September 2nd, October 7th.

6.1 PARISH COUNCIL NOTICEBOARD

- The clerk is to apply for the MBC grant for new noticeboards. Cllr Russell advised that the Clerk could request additional monies from the Community Fund via Cllr Ford.
- Tamsin Miles requested to see an image of the proposed new noticeboard once it has been selected.

7 KGV FIELD

7.1 KGV FIELD – PC UPDATES

- The Clerk is to follow up with MBC regarding the dog mess report

7.2 KGV FIELD – UPDATE ON REPAIRS

- The Clerk is meeting with Fresh Air Fitness on 9th June for the repair of the Leg Press
- The Clerk is to request that Three Counties Contracting cut back the brambles and overgrowth by the 5 bar gate.

7.3 KGV FIELD – GROUNDS MAINTENANCE WORKS SCHEDULE

- It was reported that the grounds in all areas maintained by Three Counties Contracting are looking good.

7.4 KGV FIELD – PLAYGROUND INSPECTION REPORT

- The Clerk is ask Fresh Air Fitness to quote for the remedial works highlighted on the latest Play Inspection Report.
- The Clerk is to obtain quotes for repairing and/or replacing the wetpour around the play and exercise equipment. Quotes should be obtained to remove the wooden surrounds and wetpour to the grass. Monies from the SIPA grant could be used to fund these repairs.

7.5 KGV FIELD – TREE SURVEY ACTIONS

- Councillors agreed that Adrian Marchant would be appointed to carry out the recommended works from the Tree Survey. The Clerk is also to ask him for a quote to remove the fallen trees at the back of the site.
- The Clerk is to ask Cllr Corfe if her maintenance contact is able to cut the overgrowth onto the road.

7.6 ROSPA PLAY AREA INSPECTION COSTS

- The Clerk is to circulate the 2026 cost for the report. In 2025 it was £88.

8. CHURCHYARD

- It was reported that the Churchyard is looking good. A member of the public has given positive feedback.

9 HIGHWAYS AND FOOTPATHS

- A resident reported that a Freshlinc lorry over the 7.5 tonne restriction was seen on Maidstone Rd by the Village Hall on 3rd June. The Clerk is to email Freshlinc with this report and request a response within 3 days. If this is not responded to the Clerk will email Freightlink and cc in Freshlinc. The Clerk is also to report the details to KCC.
- Residents can be directed to KCC Lorry Watch on Facebook if they wish to report oversized lorries.
- The hedge at Quince Cottage is encroaching onto the public walkway, forcing pedestrians to walk in the road. The Clerk is to notify the owner regarding this matter and request that the hedge is cut.

9.1 TRAFFIC AND HIGHWAY ISSUES – HIP PROGRESS REPORT

- Traffic monitoring will take place on Hampstead Lane for one week from 19th June.

9.2 TRAFFIC AND HIGHWAYS ISSUES – FLOOD MITIGATION

- KCC Highways responded to Cllr's request regarding the movement of pipework to say that they are unable to contact homeowners about matters on private land. Cllrs asked the Clerk to reply stating that KCC should be able to action remedial work to stop flooding on the highway.

9.3 STREETLIGHTS – CONTROL OF VEGETATION

- The Clerk is to request a quote from Streetlights to remove the vegetation currently obscuring some of the lights.

12.4 BELISHA BEACONS – CONTROL OF VEGETATION

- Both Belisha beacons are now obscured by trees. The Clerk is to ask MBC to cut back the tree on their land which is obscuring one of the beacons. The Clerk was also asked to write to the homeowner of the other tree and ask them to cut it back.

13 OLD SCHOOL HOUSE CLOCK

- The invoice has been received for the annual maintenance

14. PLANNING MATTERS

14.1 PLANNING APPLICATIONS

- **Rock Farm House Gibbs Hill Nettlestead Kent ME18 5HT**
Application 26/501896/SUB Submission of details pursuant to condition 3 (Samples Of Materials) and 11 (Hardsurfacing Material), subject to application 24/503056/FULL. There were no comments from Councillors.
- **8 Phoenix Cottages Maidstone Road Watlington Kent ME18 5EH**
Application 26/501703/TCA Conservation Area Notification: 1 x Cherry – Reduction in crown by approximately 2m. There were no comments from Councillors.

14.2 DECISIONS MADE BY MBC

- None

15 FINANCE

- It was noted that the new Easy PC software was working well.
- Following the recent announcement by the Government, Cllr Meredith proposed that the Clerk's mileage allowance is increased to 55p per mile, backdated to 1 April 2026. This was agreed by all Councillors.
- A notification had been circulated advising that Parish Councillors are now entitled to claim allowances for undertaking their roles. It was noted that Cllrs do not wish to claim an allowance.

15.1 RESOLUTION to receive Budget Monitoring Report to MAY 2026
RESOLVED by all members to approve the Budget Monitoring report for MAY 2026

15.2 RESOLUTION to approve payments for JUNE 2026
Cllr Meredith signed the invoices and advised that the direct debits had been paid
RESOLVED by all members to approve the online payments list for JUNE 2026

15.3 RESOLUTION to approve Bank Reconciliation
RESOLVED by all members to approve the Bank Reconciliation for MAY 2026

15.5 ANTI-VIRUS PACKAGE FOR CLERK'S LAPTOP

- The purchase of a new anti-virus package was approved by Cllrs.
- The Clerk is to notify the Parish Council insurers of the acquisition of the new laptop

15.6 CONSIDER AND ACCEPT THE YEAR END INTERNAL AUDIT REPORT FOR 2025/2026

- The Clerk had circulated the internal audit report in advance of the meeting and it was noted that the systems and internal procedures at Nettlestead Parish Council are well established and followed.
- It was noted that the assertions in the audit had been met and recommendations had been made to implement throughout the year.
- The full report with recommendations will be available to view on the Parish Council website.

15.7 CONSIDER SECTION 1 - ANNUAL GOVERNANCE STATEMENT 2025/2026

- The Governance Statements had been circulated prior to the meeting and they were each considered for approval.

15.8 APPROVAL OF SECTION 1 – ANNUAL GOVERNANCE STATEMENT 2025/2026

- It was **RESOLVED by all members** present to agree to all statements in Section 1 and the Chairman and Clerk (RFO) signed and recorded the minute reference.

15.9 CONSIDER SECTION 2 – ACCOUNTING STATEMENTS 2025/2026

- The Accounting Statements prepared by the Clerk/RFO had been circulated prior to the meeting and were considered for approval.

15.10 APPROVAL OF SECTION 2 - ACCOUNTING STATEMENTS 2025/2026

- It was **RESOLVED by all members** present to agree to the accounting statements in Section 2 and the Chairman signed and recorded the minute reference.

15.11 PAPERS REQUIRED FOR EXTERNAL AUDITOR

- The papers were prepared by the Clerk/RFO and had been circulated prior to the meeting.

15.12 RESOLUTION TO REVIEW AND ADOPT NEW AND EXISTING POLICIES

The following policies were reviewed and adopted:

REVIEWED AND ADOPTED

NPC Lone Worker

REVIEWED AND ADOPTED

NPC Complaints Procedure

REVIEWED AND ADOPTED

NPC Retention Policy

REVIEWED AND ADOPTED

NPC Protocol on Recording meetings

REVIEWED AND ADOPTED

NPC Internal Control

REVIEWED AND ADOPTED

NPC Information Technology Policy

REVIEWED AND ADOPTED

NPC Risk Assessment

- It was **RESOLVED by all members** present to Review and Adopt the above policies for the coming year. These policies are reviewed on an annual basis by the Parish Council and are available to view on the Parish website (www.nettlesteadpc.org).

15.13 INTERNAL AUDIT RECOMMENDATIONS FOR KGV FIELD CHARITY MANAGEMENT

- It was recommended that an annual Trustees Meeting is held. Cllrs agreed to hold a Trustees meeting immediately before each September Parish Council meeting.
- A new Memorandum of Agreement is required, by which the Parish Council will agree to maintain the KGV field.
- The Clerk is to ascertain if Trustees' Liability is covered within the Parish Council's insurance policy.

16. SOCIAL MEDIA

- Several items of interest received from third parties were forwarded to be posted onto the Parish Council Facebook page

17. CORRESPONDENCE

17.1 REPORT OF CORRESPONDENCE FROM RESIDENTS

- Nothing to report

17.2 REPLACEMENT OF DEFIBRILLATOR PADS

- It was agreed by Cllrs to purchase new pads from Defib Supplies
- Cllr Evans confirmed that the checklist is in the enclosure. The defibrillator is to be checked and the list annotated every two months.
- The Clerk is to register the defibrillator on The Circuit, which is the national defibrillator network used by the NHS .
- Cllrs discussed the possibility of booking a 1st Aid course for Parish residents. It was agreed that the Parish Council will fund this course.

17.5 SPEEDWATCH : VOLUNTEER RECRUITMENT

- The Clerk is to ascertain the current main contact at the Speedwatch group

17.6 MAINTENANCE OF LAND BY WATERINGBURY STATION

- The triangle area by Wateringbury Station has received maintenance work.

17.7 FLY TIPPING ON GIBBS HILL

- The Clerk is to obtain Cllr Corfe's reference number for her report of the fly tipping on Gibbs Hill, to enable a follow up.

17.8 After the Agenda was circulated, Cllrs were requested to respond to a request by KALC regarding the possible proposal by MBC to apply to Central Government to reduce the current term for Parish Councillors to 3 years to align with the elections in 2027.

The Clerk is to reply to KALC that Cllrs are not in favour of this change on grounds of potential costs incurred.

18. FUTURE AGENDA ITEMS

Parish Magazine Editor Vacancy
Parish Council Noticeboard
Land Registry searches
Tree Survey actions
KGV Field repair items
Maintenance reports to MBC and KCC
Streetlights maintenance
Belisha Beacon maintenance
Oversized vehicles
Flood mitigation
Traffic monitoring on Hampstead Lane
KGV Field Charity governance
Defibrillator pads
Speedwatch Volunteer recruitment
Fly tipping

19. DATE OF NEXT MEETING

The next Parish Council meeting will be held on Thursday 2nd July 2026 at Nettlestead Village Hall.

There being no further business, the meeting closed at 9.20pm