

HIGH HALDEN PARISH COUNCIL
Minutes of the Parish Council Meeting
held on Monday 14 July 2025 at 7pm in the Memorial Hall

74/25 ADMINISTRATION:

Fire Exits, Fire Meeting Point, Mobile Phones. The Clerk confirmed that there have been no requests to record the meeting.

75/25 PRESENT AND APOLOGIES

Present: Cllr. Haigh (Chairman), Cllrs Mrs. K. Hoath, Ms. J. Morgan, Mr. J. Sargent and Mrs. L. Wheeler.

In Attendance: Mrs L Goldsmith (Clerk), Ward Member Alan Pickering,
Beat Officers Darren Laker and Ellie Richards (arrived at 7.40pm,) 6 members of the public.

Apologies: An apology for absence was received from Cllr. Pearson and the reason for absence was accepted.

76/25 CO-OPTION

In between meetings John Sargent applied to become a Parish Councillor.
The Chairman proposed that John Sargent be co-opted to fill a casual vacancy.

Resolved: That John Sargent be co-opted to fill a casual vacancy.

Declaration of Acceptance of Office/Declaration of Interests

The Declaration of Acceptance of Office was read out and signed by Cllr. John Sargent and signed by the Clerk as Proper Officer of the Council. Cllr. Sargent has been issued with a copy of the Standing Orders, Financial Regulations and Code of Conduct and will complete a Declaration of Interests.

77/25 DECLARATIONS OF INTEREST

Cllr. Haigh declared an interest in agenda item 84/25 5 (d).

78/25 MINUTES OF THE LAST MEETING

Resolved: That the Minutes of the Parish Council meeting held on the 9 June 2025 be approved and confirmed as a true record.

79/25 CLERKS REPORT/PAST MATTERS

Jubilee Park: The Clerk reported that further vandalism has taken place to the playground fence which has been reported to Kent Police. The Clerk thanked David Ball for kindly carrying out the repairs.

Church Hill: The road sign for the new Traffic Regulation Order has been installed.

Millfield: Requested that the sign at the T-junction could be reinstated.

Water Meter for the Sports Pavilion: South East Water sent out an engineer to find the lost water meter. The meter has been found and the account is substantially in credit.

Sports Pavilion: PAT testing has been done for 8 appliances.

Sports Pavilion: The Fire Risk Assessment Test will be carried out on Wednesday 23 July 2025.

The Chennells: The leaning lamp post has been reported to ABC.

Meeting with Tenterden Town Council: Tenterden Town Council have not confirmed a date.

80/25 COUNTY COUNCILLOR/WARD MEMBER REPORTS

County Councillor Report

Cllr. Haigh proposed and it was agreed to make a copy of the report from Wayne Chapman, County Councillor, available on the website. A copy of the report is appended to the minutes.

Ward Member Report:

Ward Member Alan Pickering advised that it is business as usual at the Sevington border control, a facility built for post-Brexit customs checks. A decision about the future of the site is awaited from Government. Ashford's Victorian former railway works is to be turned into accommodation.

81/25 OPEN SESSION

Martens Way: A member of the public advised that there are still a number of potholes.

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A member of the public commended the Parish Council for the success of both the allotments and community orchard projects.

A member of the public asked if planning permission is required for a structure erected at Coombewood Fishery, Redbrook Street.

A member of the public asked if the petition that was submitted to Woodchurch and High Halden Parish Council in December 2023 requesting a reduction in the speed limit on Redbrook Street could be re-considered when Members meet with KCC Highways to review the Highways Improvement Plan.

82/25 PLANNING APPLICATIONS

PA/2025/1024: Potkiln Farm, High Halden Road, High Halden

Replace window and brick surround with french doors to North East elevation.

Resolved: Support.

PA/2025/1033: Potkiln Farm, High Halden Road, High Halden

Listed Building Consent: Replace window and brick surround with french doors to North East elevation.

Resolved: Refer to Listed Building Officer.

PA/2025/1045: 10 Pope Gardens, St Michaels

Proposed single storey side extension.

Resolved: Support.

Planning applications received after the distribution of the agenda: None received.

DECISIONS FROM ABC : *Response from HHPC in italics*

APPROVALS

PA/2025/0490: The Stables, Redbrook Street, High Halden

Change of use of existing residential building as full time holiday let. Change of use of land to hardstanding for parking and turning area (retrospective).

Resolved: Object. We support the views of the objections on the portal from neighbouring properties. We object on the grounds that the proposal is out of character in the area. No business plan has been submitted to support the proposal. The inclusion of three parking spaces does not match the size of the proposed building. The current delay with complying with the existing enforcement notices is disappointing.

PA/2025/0862: Moat Farm House, Oak View, Oak Grove Lane, High Halden

Lawful Development Certificate: Existing – the use of annexe as a separate dwelling (use class C3) for more than four years.

Resolved: No comment.

PA/2025/0620: Ryeland Barn, Little Hookstead Farm, Wrens Nest Lane, High Halden

Change of use of land to extend residential curtilage. Erection of garden store and open store. Proposed single storey side extension (part retrospective).

Resolved: Support.

REFUSALS

PA/2024/2330 Six Acres, Ashford Road, St Michaels, Tenterden

Outline planning permission for the demolition of the existing bungalow and erection of up to No. 55 dwellings with associated parking, access and landscaping works with all other matters reserved save for access from Ashford Road.

Resolved: Strongly object. This additional development in the village does not take into account the significant growth already taking place in High Halden. The Local Plan 2019 had agreed developed sites. With these approved developments High Halden has already grown by 25% which in any sense is more than sufficient for one community. The new estate of 55 houses would also be close to the Pope House Farm estate of 45 houses which is now built. If this development is permitted, it would mean another ribbon development being starved of multi accessibility to the main A28 road and the vehicle generation. Furthermore, this estate would cut back deeply into the countryside and severely impact the settled community. Please note that this planned development is outside the village confines which was done specifically to stop this type of ribbon development. This development if permitted would significantly increase the urbanisation of a semi-rural community and valuable green space. We also have concerns about the potential demand of this development on the current

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infrastructure and services. We are surprised that High Halden Parish Council was not listed as one of the statutory consultees. The Clerk to request that Tenterden Town Council request that the Ward Member calls the application in if the Officer is mindful to approve it.

It was noted that Cllrs. Haigh and Hoath attended the Planning Committee held on the 18 June 2024. Cllr Hoath reported that there are a number of trees on the site that do not currently have Tree Preservation Orders and it was suggested that the Clerk suggests to the Tenterden Town Clerk that these trees are protected

WITHDRAWN

PA/2025/0756: Little Acres, Ashford Road, High Halden

Proposed double car barn with home office.

Resolved: We would support a single storey building but not the proposed double storey building. We object to the bulk of the proposed building and the effect the proposal will have on the street scene. It is not clear whether the existing hedging will be retained which would be preferable. We would like to draw attention to the fact that Listed Buildings flank the property.

OTHER PLANNING MATTERS

ENFORCEMENT CASES:

Hatchentan, alleged illegal dumping of waste.

The Clerk reported that a male individual was issued a Fixed Penalty Notice (FPN) for operating without a valid waste carrier's licence. However, ABC were unable to obtain sufficient evidence to pursue a fly-tipping offence. The FPN has since been paid. Since the FPN was issued there have been no further incidents of fly-tipping at the location. Community Protection Warnings have been re-issued to the two landowners. They were required to clear and secure the land by the 9 July 2025 to prevent any further unauthorised waste deposits. The Clerk advised that failure to comply with a Community Protection Warning will result in the escalation to Community Protection Notice (CPN), and continued non-compliance may lead to prosecution. ABC has also advised that should the landowners fail to clear and secure the site as required, the Council will arrange for the necessary works to be carried out and will seek to recover the associated costs from them.

Standing Orders were lowered to allow two members of the public to speak. The meeting resumed.

The Clerk will advise ABC that local residents are concerned that further bonfires will take place at the site to clear some of the items. It was noted that according to local knowledge works to clear the site have commenced.

ENF/2025/0107: Old Place Farm, Woodchurch Road, alleged erection of building.

The Clerk reported that Enforcement at ABC is assessing their findings before deciding what action to take.

APPEALS: It was noted that there are currently no appeals in progress.

83/25 PARISH MATTERS

Beat Officers Darren Laker and Ellie Richards arrived at the meeting.

1. Community Warden/Kent Police/Anti-Social Behaviour

Community Warden Update:

The Community Warden has advised the Clerk that he has been assessed by an occupational health therapist who has recommended that a lumbar sport chair is provided and that he should not return to work unless this is provided or until his back condition fully improves. When a date to return to work has been agreed the Community Warden will work four hour days the first week to be increased by an hour a day a week until at full capacity of an eight hour working day.

Standing Orders were lowered to allow a member of the public to speak. The meeting resumed.

It was noted that the Community Warden has not engaged with the school or the public house. It was noted that the Clerk has requested a review meeting with Adam McKinley, Team Leader for the Community Warden.

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Kent Police/Anti-social behaviour

Cllr. Hoath expressed her disappointment with the lack of feedback and action following the reporting of various incidents of anti-social behaviour in the parish. CCTV footage has been submitted by various members of the public to include catapulting on the village green, on Church Hill and in other areas. Many of the incidents have been highly emotive including the killing of wildlife and the vandalism of a memorial bench. *Standing Orders were lowered to allow members of the public to speak. The meeting resumed.*

Members of the public also reported a lack of feedback and action following the reporting of crimes. *Standing Orders were lowered to allow members of the public to speak. The meeting resumed.*

Beat Officer Darren Laker advised that he is in the process of engaging with the families of the identified culprits. Anti-social Behaviour Agreements were discussed and Beat Officer Darren Laker advised that these could be considered if behaviours do not change. Beat Officer Darren Laker advised that generally just the victim is updated on an incident and not witnesses. However, this is not the case as a victim of anti-social behaviour, advised that no update has been given since the incident took place last September. The Clerk advised that the CSU Inspector, Simon Johnson, is due to attend the next KALC Area Committee due to be held on the 30 July 2025 to discuss the increase in anti-social behaviour incidents such as catapulting which is taking place in most parishes. A lack of feedback/reporting to victims will also be discussed. Beat Officer Darrent Laker was asked if he could attend on a Wednesday evening with a speed gun to catch/educate the motorbike riders that race along the A28. *Beat Officers Darren Laker and Ellie Richards and 2 members of the public left the meeting.*

2. Highways:

a) Outstanding Faults

The Clerk reported that the damaged fingerpost on footpath AT155 on Church Hill which was reported in May 2025 is awaiting an inspection. The damaged street name sign at the bottom of Church has been reported to ABC.

b) New Faults to be reported

A 40mph sign on the A28 is covered in vegetation.

The hedges near to Hookstead bordering the road are overgrown and are blocking the pavement.

3. Highways Improvement Plan

It was noted that a virtual meeting with the Community Engagement Officer and Highways Steward is due to take on place on Thursday 17 July 2025 to discuss the current priorities in the Highways Improvement Plan.

4. Vacancy on the Parish Council

Cllr. Morgan advised that a local resident has expressed an interest in joining the Parish Council. The Clerk will continue to advertise the vacancy.

5. Speedwatch

The Clerk advised that a speedwatch session is due to take place next week to complete the roadside training for a new recruit. The Clerk advised that there are now just two volunteers. The Clerk hopes to carry out a speedwatch session on a Wednesday evening in August to educate the motorbike riders who speed through the village. Cllr. Hoath kindly offered to produce a poster for residents to come forward and volunteer to be part of speedwatch.

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84/25 RESOLUTIONS

1. Hire of Football Pitches and Pavilion

a) To receive a report from the Clerk

A report from the Clerk which has been circulated with the agenda was discussed. The report gave some background information on the history of the football clubs, the powers and responsibilities of Parish Councils along with an explanation of the implications of VAT and non-business activities. Cllr. Haigh expressed concern about the maintenance costs listed in the report associated with the football pitches and pavilion and suggested that the Parish Council should look to hire the pitches, sports pavilion and recreation ground out for business activities to maximise revenue. The Clerk explained that a Parish Council is a provider of services and a creature of statute and not a business. The Parish Council would also need to consider and address the VAT implications if engaging in business activities.

The report also provided a comparison on the charges for football pitch hire and changing room hire for a sample of Parish Councils. The Clerk advised that the current charges for both the football pitch hire and changing room hire are lower than most of the Parish Councils in the sample. However, the Clerk highlighted that the results show that most Parish Councils discourage multi-use of the pitches and offer exclusive hire. The Clerk expressed her concern about a proposal for multi-use of the pitches given that they generally get waterlogged in the winter months. It was noted that the Clerk has suggested that the football pitch hire fee is separate to the changing room/sports pavilion hire fee. Concern was expressed about setting the hire fees to high which could prevent both football clubs renewing. It was suggested that charging per match/use would be fairer given that the pitches are often waterlogged but it was recognised that this would create more work for the Clerk. It was agreed that a further discussion on the use of the pitches and pavilion is required.

b) To set the football pitch hire fees for 2025/2026

Resolved: Deferred to the next meeting.

c) To set the hire charges for the pavilion for 2025/2026

Resolved: Deferred to the next meeting.

d) To approve the football pitch hire agreement

Resolved: Deferred to the next meeting.

e) To approve the terms for a new football club

Resolved: Deferred to the next meeting.

2. Sports Pavilion

a) To approve a quote for electrical works

The Clerk advised that the PAT testing of eight appliances in the sports pavilion took place on Monday 23 June 2025. The electrician has since provided a quote to supply and replace the main oven element and to replace two outside lights at for a total cost: £255.77 (excluding VAT). The Clerk has, subject to approval, provisionally booked for the works to take place on Tuesday 22 July 2025.

Resolved: To approve the quote of £255.77 (excluding VAT) to replace the element in the main oven and two external lights.

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3. Neighbourhood Development Plan

a) To agree the next steps

It was noted that the Government has withdrawn all financial support for Parish Councils to develop a Neighbourhood Development Plan. Members expressed their disappointment with this recent announcement. It was agreed that the cost of developing a Neighbourhood Development Plan, estimated to be in the region of £15-20,000.00, is too much for the Parish Council to fund at the moment. Cllr. Haigh advised that the planning consultant that ran the recent KALC Planning Conference suggested that Parish Council's develop a Parish Priority Statement. The Clerk agreed to find out what this statement is about. The Clerk suggested that the Parish Council could consider producing a Design Code which would have been part of the Neighbourhood Development Plan but could be a separate document to support the Village Confines report. It was agreed that the Clerk should obtain some more information on Design Codes and the cost of producing a report. The Clerk suggested and it was agreed that the Parish Council should produce a list of S106 priorities, if this is not what a Parish Priority Statement encompasses. It was also suggested that the Parish Council should engage with rural housing enablers to provide more low-cost housing the parish.
Ward Member Alan Pickering and a member of the public left the meeting

9.00pm: In accordance with the Standing Orders a resolution was passed to continue with the meeting.

4. Policies/Administration

a) Village Green Policy and Procedure

Some amendments to the policy were suggested which the Clerk will incorporate and bring back to the next meeting for adoption.

b) Civility and Respect Pledge

The Clerk advised that the Civility and Respect Pledge was introduced by NALC who believe there is no place for bullying, harassment and intimidation within the public sector. The pledge is designed to enable Councils to demonstrate that they are committed to standing up to poor behaviour across the sector and to driving through positive changes which support civil and respectful conduct. The Clerk advised that the previous Parish Council adopted the pledge in December 2022 and that now was a good time to revisit it.

Resolved: To adopt the Civility and Respect Pledge.

c) Email etiquette

Resolved: To be discussed as a confidential item.

d) Mentor for Parish Clerk

Resolved: To be discussed as a confidential item

e) Agenda Setting Procedure

Resolved: The Clerk to continue to send a copy of the draft agenda to the Chair and Vice- Chair a week before the meeting for comment.

5. Jubilee Park

a) To ratify a decision between meetings for an event on the recreation ground

A local resident has requested to hire the sports pavilion for a children's birthday party on Saturday 16 August from 10am to 3pm. A decision had been made between meetings, in the absence of the Clerk who was on annual leave, to hire the pavilion and for the family to erect a gazebo and table and chairs on the recreation
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ground. The family will be using the pavilion for electricity and toilets. It was noted that the current resident hire charges of £5.00 per hour apply. The caretaker or Cllr. Haigh will open and close the facilities on the day. The caretaker will clean the facilities before and after and will invoice the Parish Council. The Clerk to find out if they need to use the car park as it is thought that Hornets will be playing that day and to remind them not to allow cars to park in Hopes Grove.

Resolved: To ratify a decision between meetings to allow a local resident to hire the sports pavilion and use the recreation ground for a child's birthday party on Saturday 16 August 2025 for 5 hours at a resident's rate of £5.00 per hour. The Clerk has advised that the Parish Council will not be held liable nor can offer the protection of any insurance for the recreation ground. The Clerk to invoice for the hire of the pavilion and for a £50.00 deposit.

b) To ratify a decision between meetings to remove one of the bridges on safety grounds

Cllr. Hoath reported that a member of the public had advised the Parish Council that the bridge by the playground on the recreation ground was rotten and unsafe. Cllrs. Haigh and Hoath had kindly immediately made the area safe. It is then believed that local children removed the handrails and tape. Aspire, the appointed grounds contractor, visited the site and made the area safe and agreed to remove the bridge free of charge the following week. In the absence of the Clerk, who was on annual leave, Cllr. Hoath kindly arranged for another contractor to remove the bridge immediately free of charge.

c) To approve a quote for a replacement bridge

It was noted that the Clerk has only received one quote for a replacement bridge but has made contact with some other suggested contractors.

Resolved: Deferred to the next meeting.

d) To review the role of the Park Keeper Defer

Resolved: To be discussed as a confidential item.

e) To review the role of the Caretaker for the Sports Pavilion

Resolved: To be discussed as a confidential item.

6. Finances

a) To receive the updated accounts

Members received the updated accounts for 2025/2026

b) To receive a bank reconciliation as at the 30 June 2025

Members received the bank reconciliation as at the 30 June 2025

Resolved: Cllr. Morgan to sign the bank reconciliation in accordance with the Financial Regulations.

c) To agree payments in accordance with the Budget:

The invoices against the payment schedule were checked.

Resolved for Cllrs. Haigh and Morgan to authorise the payments online. Cllr. Haigh as the Chair, initialled the payments list in accordance with the adopted Financial Regulations.

Balances as at 30 June 2025

Unity Trust Current Account: £4,506.94

Unity Trust Savings Account: £45,149.08

Total: £49,656.02

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Receipts

Date		Amount
30/06/2025	Interest	235.32

Payments

Reference	Payee	Invoice	Description of Transaction	Gross
56/25	Louise Goldsmith		Expenses	101.49
57/25	M I Payroll		Payroll Services	25.00
58/25	Npower	32MQ2222	Sports Pavilion Electricity	155.12
59/25	Louise Goldsmith		Reimbursement Defbrillator Pads	150.00
60/25	Mint Fresh	186MAY25	Bus Stop Cleaning	55.32
61/25	Satswana	M3438	Renewal of DPO Service	180.00
62/25	KALC	9681	Training Code of Conduct	270.00
63/25	David Ball		Reimbursement fence materials	77.66
64/25	BarrieCroucher		Caretaker Services June 2025	73.26
65/25	High Halden Memorial Hall		Hall Hire April - June 2025	120.00
DD	Unity Trust		Monthly Charge	6.00
DD	Hugo Fox		Website	2.99
DD	Google Cloud	5264267359	Gmail Account	24.00
SO	HMRC		Clerks Tax and NI	311.55
SO	Louise Goldsmith		Salary	850.60
		Total		2402.99

85/25 REPRESENTATION AT MEETINGS/TRAINING

- a) **KALC Area Committee:** The next meeting is due to be held on the 30 July 2025. Cllr. Hoath will represent the Parish Council.
- b) **KALC Extraordinary General Meeting:** Cllrs. Hoath, Morgan and the Clerk attended the Extraordinary General Meeting that afternoon to discuss the implications of the proposed Local Government Reorganisation for Parish Councils. The Clerk advised Members that the fourteen current authorities have to submit their thoughts to the Government on whether Kent should have three or four Unitary Authorities by the 28 November 2025. There seems to be support for both a three and four Unitary Authority Model for Kent. Early 2026 the Government will confirm their choice of model for Kent and it is anticipated that Elections could take place for the Shadow Unitary Authorities in May 2027 which is also when Local Elections are due. In other areas that have gone through this process the Local Elections were postponed. Kent will receive £0.5m of government funding to assist with buying in professional help to prepare the paper due on the 28 November 2025. There is no funding to manage the transition which is forecasted to cost in the region of £20m. When the Unitary Authorities are established they will undertake a Community Governance Review to decide how they will operate.
- c) **KALC/ABC Code of Conduct Training:** Cllrs. Hoath, Morgan and Wheeler attended the training held on the 10 June 2025. It was agreed that both the presentation and content had been really helpful. The Clerk has circulated a copy of the presentations.
- d) **KALC Planning Conference:** Cllr. Haigh attended the conference and reported that there had been a number of useful presentations. Cllr. Haigh has circulated some notes from the conference.
- e) **HHVEC:** Cllr. Hoath reported that the Boot Fair is going ahead as planned on Monday 25 August 2025 from 7am to 2pm approximately and with the same format as before. Advertisements about the event are being designed so that they can be reused. Cllr. Hoath advised that there is some concern

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about a dip/depression at the entrance to the gate to the recreation ground for vehicles entering from Hookstead and agreed to take some photographs for the Clerk to send to KCC Highways. Cllr. Hoath reported that the Summer Fayre held on the village green on Saturday 28 June had gone well despite soaring temperatures. Although attendance was slightly down the event had been profitable. It is planned to erect the Christmas Tree on the village green on either the 27 or 28 November 2025 with the 'switch on' taking place on Saturday 29 November 2025 with Carols on the Green to follow at a later date.

86/25 CORRESPONDENCE/CONSULTATIONS

Ashford Neighbourhood Policing Update: Noted.

Local Government Reorganisation Survey: It was agreed for Members to send any comments to the Clerk by Monday 21 July 2025 for a response to be collated.

87/25 ITEMS FOR THE NEXT MEETING

Defibrillator Cabinet and replacement batteries and pads.

88/25 DATE OF THE NEXT MEETING

Parish Council Meeting: Monday 11 August 2025 at 7pm

Part 2 Exclusion of Public and Press – In accordance with Section 1(2) of the Public Bodies (Admission to meetings Act 1960), the public and press be excluded from the meeting by the reason of its confidential nature. Noted: no members of the public or press present.

The meeting closed to the public at 9.43pm

89/25 CONFIDENTIAL ITEMS

Email etiquette

A discussion was held about email etiquette. There was no agreed resolution to the matter.

The meeting was closed due to the lateness of the hour.

Mentor for Parish Clerk: Not discussed.

To review the role of the Park Keeper: Not discussed.

To review the role of the Caretaker for the Sports Pavilion: Not discussed.

With no further business to transact the meeting closed at 10.28pm

Signed:

Date:

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