

**HIGH HALDEN PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**held on Monday 14 April 2025 at 8.45pm in the Memorial Hall**

**01/25 Administration:** Fire Exits, Fire Meeting Point, Mobile Phones. The Clerk confirmed that there has been no requests to record the meeting.

**02/25 Present and Apologies**

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

**In Attendance:** Mrs L Goldsmith (Clerk), 6 members of the public.

**Apologies:** There were none.

**03/25 To receive the resignation of Cllr. Amsler**

Cllr. Wheeler reported that a resignation letter was received from Pia Amsler on the 31 March 2025. The resignation letter was forwarded to ABC and an official Notice for the resignation has been issued. The Clerk has placed this Notice on the noticeboards and website

**04/25 Declarations of Interest:**

None declared.

**05/25 Minutes of meetings**

**Resolved:** That the Minutes of the Parish Council meeting held on the 10 March 2025 be approved and confirmed as a true record.

**06/25 Report from the Clerk (information purposes only):**

Website: The Clerk reported that the website provider, Hugo Fox, has fixed the issue with signing up for email alerts.

Land registry: The Clerk reported that the lease/deed for the allotment land has finally been registered with The Land Registry, Title Number TT162782.

**07/25 Ward Member Report:**

There was no report.

**08/25 Open Session:**

Martens Lane: A member of the public reported the excessive amount of potholes on Martens Lane.

S106: A member of the public discussed possible projects for the village hall which could benefit from S106 funding.

Old Place Farm: A member of the public expressed concern about some of the buildings on the site.

**09/25 Highway Matters**

**Public Footpath AT151:**

Cllr. Morgan was delighted to report that PROW has now removed the sleepers and installed a compacted 1.5m wide stone footpath with timber edging, running from the existing sleeper bridge for 14m along the alignment of the footpath, to the top of the small rise. Cllr. Morgan reported that PROW had also kindly improved the entrance to the footpath on the other side of the recreation ground.

**Traffic Regulation Order, Church Hill, High Halden** It was noted that KCC has made a Traffic Regulation Order to change the advisory School Keep Clear Markings to enforceable markings between Monday to Friday 8am to 5pm.

**Annual Review of the Highways Improvement Plan.**

The Clerk has submitted a list of suggested priorities to be discussed with the Community Engagement Officer.

The priorities include a request for a crossing on the A28 opposite the new development at Hopes Meadow,

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which was originally one of the planning conditions for the scheme; a speed reduction on Hookstead and a further request to extend the 30mph zone on the A28 to enable the Parish Council to install a Speed Indicator Device Scheme.

**Faults:**

AT135: The stile at the entrance to the footpath opposite The Little Silver Country Hotel is damaged. The Clerk has reported.

Verges in Hookstead: Cllr. Morgan offered to check whether the damaged verges have been reinstated.

Martens Lane: The Clerk to discuss the issue with potholes with the Highways Steward.

**10/25 Kent Police/Community Warden**

There was no report. It was noted that the Community Warden attended the Annual Parish Meeting held before this meeting and chatted to residents.

**11/25 Football Pitches**

**To receive feedback from a site meeting with Bournes.**

Cllrs. Haigh, Morgan and the Clerk met with a representative from Bournes on the 2 April 2025 to assess the condition of the football pitches at Jubilee Park. Bournes have since submitted a quote of £8,690.00, (excluding VAT) to vertidrain the whole field, spread 80 tonnes of sand and fertilise both pitches. The quote also includes renovations to the goal mouths. Bournes also recommend using a mole drainer to alleviate the ground on the bottom field. The Clerk suggested that the Parish Council submits an application to ABC for S106 funding for these works which will use up most of the remaining allocation. Cllr. Haigh asked that given the levels of sand on the pitches at the inspection were quite good whether Bournes could reduce the amount of sand to be laid, which is a substantial part of the cost. It was agreed that the Clerk should contact Bournes to discuss a reduction in the amount of sand quoted. Members discussed the current use of both pitches, noting that Brewmasters have not used the adult pitch since December 2024. Members also discussed the current use of the pavilion and the ongoing costs. It was agreed that the pitches could be hired out for summer camps and other uses. It was suggested and agreed that the Clerk arranges a meeting with the caretaker of the pavilion and football clubs to discuss expanding the use of the facilities to encourage more community use leading to an increase in income.

**Proposal to submit a S106 application for the suggested works to the football pitches.**

Deferred to the next meeting.

**To discuss a future application for Kent County Football Association Funding.**

The Clerk advised that Brewmasters Football Club are in the process of applying for a Kent County Football Association Grant for drainage and remedial works to the adult pitch. The Clerk suggested that this funding would not be available until the next season and could therefore be utilised for future works when the S106 funding has run out. The Clerk was asked to find out if Hornets Football Club are going to submit an application to the Association for a grant for works to the other football pitch.

**12/25 HHVEC: Request to hold a boot fair at Jubilee Park on Monday 26 May 2025**

Cllrs. Morgan, Hoath and the Clerk met with representatives from HHVEC on the 26 March 2025 to consider the feasibility of holding a boot fair on the recreation ground. HHVEC has subsequently submitted a Traffic Management Plan and have applied for an Occasional Sale Licence from KCC. Cllr. Hoath requested that marshalls stand at the entrance at both Hopes Grove and Hookstead to co-ordinate traffic to ensure that the A28 is not affected by the event.

**Resolved: To give permission for HHVEC to hold a boot fair at Jubilee Park on Monday 26 May 2025 subject to the receipt of a risk assessment and insurance documents.**

**13/25 PA/2024/2330: Six Acres, Ashford Road, St Michaels: To discuss and agree a list of planning obligations to submit to ABC for consideration.**

The Clerk reported that as part of the assessment and determination of this application ABC needs to create a list of relevant planning obligations and have requested a list of relevant projects from the Parish Council. The Clerk reminded Members of the specific obligations which could apply. It was noted that the Clerk had contacted the Chairman of the Memorial Hall for details of some projects that could qualify for the funding.

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**Resolved: The Clerk to submit the following list of obligations**

**Children and Young People's Play Space:**

Playground equipment for young children at Jubilee Park

Playground equipment for young people at Jubilee Park

**Indoor Sports Provision**

£20,000 to renovate the Memorial Hall Floor for table tennis, short mat bowls and fitness classes.

**Outdoor Sports Provision**

Outdoor Gym for Jubilee Park

Drainage maintenance and capital investment for whole of Jubilee Park

Table Tennis Table Jubilee Park

Table Tennis Table Hookstead

**14/25 Community Resilience Planning**

It was agreed to defer a discussion on Community Resilience Planning to the next meeting.

**15/25 Neighbourhood Development Plan (NDP)**

Members and the Clerk attended a virtual meeting with the KALC recommended planning consultant, Alison Eardley, on the 3 April 2025 to discuss and understand the process of developing a NDP. Alison Eardley suggested that the Parish Council generally oversees the project but that a community group is formed to develop and write the NDP. At the moment it is not known whether the Government grant funding for developing a NDP will continue. A decision from the Government is expected May/June 2025. It was agreed that without grant funding the cost of developing a NDP, estimated to be in the region of £15,000, would be prohibitive. In the meantime, it was agreed that it would be beneficial to find out if the community feel it would be a good idea for the Parish Council to develop an NDP should funding be available.

**Resolved: The Clerk to prepare a short online survey to ask residents whether they feel that developing a NDP would be a useful process.**

*2 members of the public left the meeting.*

**16/25 Planning**

**PLANNING APPLICATIONS**

**NOT/2025/0585: Egerden Farm, Martens Lane, High Halden**

Prior approval for the change of use and associated operational development of an agricultural building and land within its curtilage to 3no. dwelling houses.

**Resolved: Object. We are concerned about the increase in traffic/vehicles on this single-track access road. We consider this proposal to represent an overdevelopment of the site**

**PA/2025/0548: Farrowleigh, Woodchurch Road, High Halden**

Proposed installation of solar panels and heat pump.

**Resolved: Support.**

**PA/2025/0535: Little Meadow, High Halden**

Two storey side and rear extension.

**Resolved: Support**

**PA/2025/0165: Silver Oaks, Ashford Road, High Halden**

Proposed detached double garage, boundary treatments and the creation of a new access.

**Resolved: Support.**

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

**DECISIONS FROM ABC:** *Response from HHPC in italics*

**APPROVALS:**

**PA/2025/0366: Beale Farm, Cripple Hill, High Halden**

Outdoor tennis court with perimeter fence.

*Resolved: No objection.*

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**PA/2025/0245: Quince Tree Orchard, Ashford Road, High Halden**

Proposed new crossover to create an entrance/exit driveway.

*Resolved: No objection.*

**REFUSALS:**

**NOT/2025/0254: Marten Farm, Martens Lane, High Halden**

Prior notification for the change of use of 2no barns and land within their curtilage to 2no dwelling houses and associated operational development.

*Resolved: Object We are concerned about the increase in traffic/vehicles on this single-track access road. We consider this proposal to represent an overdevelopment of the site. We are concerned about the effect of the proposal on the ecological status of the site and the effect on the environment (concerns about asbestos on site).*

**NOT/2025/0215: Land approx.: 400 meters Northeast of Rawsley Farm, Cripple Hill, High Halden**

Prior notification for agricultural storage building. *(determined before being considered).*

**WITHDRAWN**

**PA/2024/2162: Land to the south east of Forge House, Biddenden Road**

New single storey chalet building for use as a holiday let/accommodation ancillary to The King Hotel.

*Resolved: Support. We would like the existing planting and hedges to be retained and we would like to see the current car park tidied up and completed when the constructions works are finished.*

**PA/2024/2262: Land between Monarch House and Bourne Farm**

Proposed No. 2 detached dwellings both with a garage, garden, car barn and home office over with access from Ashford Road.

*Resolved: Object.*

*In 2017 a Village Confines Working Group was formed by High Halden Parish Council consisting of council members and volunteers from the village. After several months of detailed study a plan was formed and presented to the village at a series of public consultations held in June 2018. The proposals were supported by the village and the confines map and supporting documentation were subsequently approved by Ashford Borough Council.*

*The village has agreed to more than its fair share of housing in recent times and the Parish Council has objected to all further planning applications for new housing on the A28 through the village.*

*Among the principles and rules applied was "Ribbon development should be discouraged, notwithstanding it is a characteristic of the village." It was agreed that the ribbon was a broken ribbon and that gaps should be maintained and no additional access to the A28 be given.*

*We are aware that application site has outline consent for a single unit and garage, granted under 21/01882/AS, we objected to this proposal for the above reasons.*

*We therefore feel that the erection of two dwellings would be overdevelopment of the site losing the rural aspect of the street scene.*

*If the Officer is mindful to approve this proposal the Clerk to request that the Ward Member asks for the application to be determined by the Planning Committee.*

**Other Planning Matters**

**ENFORCEMENT CASES:**

**Hatchentan, alleged illegal dumping of waste:**

The Clerk has reported this site to the Environment Agency and they are going to liaise with ABC and discuss what action can be taken.

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

The Clerk reported that Enforcement conducted a site visit on the 3 April 2025 and are assessing their findings before deciding what action to take.

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**APPEALS:**

**AP- 90723: Greenluck Farm, Harris Lane:**

2 bedroom log cabin style dwellings with associated parking and garden areas. Appeal in progress.

**AP- 90688: Appeal Homestall Farm, Ashford Road, PA2024/0799:** Appeal in progress.

*One member of the public left the meeting.*

**17/25 To receive the Annual Governance and Accountability Return for the year ending 31 March 2025**

**a) To receive the Internal Auditor's Report and note its contents:** It was noted that the Internal Auditor inspected the accounts on the 8 April 2025 and found the financial records to be up to date and accurate.

**b) To receive the Annual Internal Audit Report for 2024-2025:** Received and noted.

**c) To approve the Annual Governance Statement 2024-2025 (Section 1) and accompanying report prepared by the Clerk. The Chair read out the Annual Governance Statement.**

**Resolved:** That the Annual Governance Statement 2024-2205 be approved and for the Clerk/RFO and Chair to sign.

**d) To approve the Accounting Statements 2024-2025 (Section 2):**

**Resolved:** To approve the Accounting Statements 2024-2025 and for the Chair to sign.

**e) To set the commencement dates for the exercise of Public Rights:**

Said dates are the 3 June 2025 to the 14 July 2025 and the announcement will be made on the 2 June 2025.

**18/25 Financial Report:**

**/25-1 Model Financial Regulations**

The Clerk had updated and circulated a copy of the revised Model Financial Regulations. The regulations have been updated because of The Procurement Act 2023 and The Procurement Regulation 2024 which came into effect in March 2025.

**Resolved; To adopt the revised Financial Regulations.**

**/25-2 Section 137 Expenditure limit for 2025/2026**

It was noted that the Ministry of Housing and Local Government has increased the limit for Section 137 expenditure for Parish and Town Councils for the financial year 2025-2026 to £11.10 per elector, up from £10.81 in 2024-2025.

**/25-3 Bank Mandate**

The Clerk reported that an application to add Cllr. Haigh as a signatory to the Unity Trust bank account has been submitted to Unity Bank.

**/25-4 To receive the updated accounts for 2024/2025**

Members received the updated accounts for 2024/2025

**/25-5 To receive a bank reconciliation as at the 31 March 2025**

Members received the bank reconciliation as at the 31 March 2025

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

**/25-6 To agree payments in accordance with the Budget:**

Cllr. Wheeler checked the invoices against the payment schedule and it was and it was **resolved** for Cllrs.

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

**Receipts:** None received.

**Balances as at 31 March 2025**

**Unity Trust Current Account: £4,101.00**

**Unity Trust Savings Account: £34,913.76**

**Total: £39,014.76**

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**Payments :**

Reference	Payee	Invoice	Description of Transaction	Gross
29/25	Louise Goldsmith		Expenses	71.90
30/25	KALC	85866098	Annual Subscription	852.92
31/25	M I Payroll		Payroll Services	25.00
32/25	Npower	IN12770747	Sports Pavilion Electricity	161.31
33/25	Clerk & Councils Direct		Annual Subscription	15.50
34/25	Marcus Digby		Park Keeper Services (backdated)	732.16
35/25	Mint Fresh	184MAR25	Bus Stop Cleaning	77.22
36/25	Viking	5370594	Stationery/ink	68.76
37/25	Jordan Prince		Pavilion external painting	1220.00
38/25	Whitehead Moncton	H43447/2	Registration of lease of allotment land	51.00
39/25	Memorial Hall		Hall Hire	120.00
DD	Unity Trust		Monthly Charge	6.00
DD	Hugo Fox		Website	2.99
DD	Google Cloud	5190497604	Gmail Account	24.00
SO	HMRC		Clerks Tax and NI	256.52
SO	Louise Goldsmith		Salary	850.80
		<b>Total</b>		<b>4536.08</b>

**19/25 Information items:**

**/25-1 HHVEC Update:**

Cllr. Hoath reported a VE Day 80th Anniversary celebration is planned for Thursday 8 May 2025 with the lighting of the beacon on the green. A Proclamation is to be read out by local celebrity, Linda Bassett, followed by a sing song and a pop-up choir. The pub will be serving fish and chips throughout the day. Cllr. Hoath is kindly organising an exhibition of memorabilia to be displayed in the pub. HHVEC is holding a Boot Fair on Jubilee Field on Bank Holiday Monday, 26 May 2025. Saturday 28 June 2025 from 12pm-5pm has been earmarked as the date for the summer event on the village green. The theme will be a 60's summer party. There will be live music, dancing groups, a dog show and a tug of war.

*One member of the public left the meeting*

**/25-2 KALC:** The draft minutes of the meeting held on the 26 March 2025 have been circulated. Cllr. Hoath attended the meeting and reported that there had been a useful presentation from Kerry Outlaw, Interim CEO for ACRE. ACRE will be offering a support service to village halls and Parish Councils from May 2025 and in particular will be offering guidance on preparing a community resilience plan. It was reported at the meeting that ABC is currently assessing all the sites submitted in the Call for Sites exercise as part of the Local Plan and is aiming to produce a list of sites by the summer and will be consulting on these.

**/25-3 Local Government Reorganisation**

Cllr. Hoath reported that Charmaine Keatley, CEO for KALC, had given an update on Local Government Reorganisation at the above meeting. An Interim Plan for local government reorganisation for Kent and Medway was submitted jointly by the 14 Principal Authorities in Kent and Medway on the 21 March 2025 with the development of final proposals expected to be submitted by 28 November 2025. Kent Council Leaders are agreed that any future geography for new Unitary Authorities is likely to be on the basis of either 3 or 4 Unitary Councils. The precise geography for each is still being determined and advice is being sought from Government.

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**/25-4 KALC Help shape the future of NHS Services in your community**

It was noted that the Clerk will email a copy of the above consultation to all Members and will collate any comments to form a joint response from the Parish Council.

**20/25 Items for the next Parish Council meeting:**

Awards for the dog waste poster competition, Christmas Tree,

**21/25 Confidential Items:**

None to consider.

**22/25 Date of the next meeting.**

**Annual Parish Council Meeting: Monday 12 May 2025 at 7pm**

With no further business to transact the meeting closed at 9.45pm

Signed: .....

Date: .....

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