



# Rolvenden Parish Council

**Minutes of a meeting of Rolvenden Parish Council held in Rolvenden Village Hall on Thursday 21 May 2026 at 7.30pm.**

Present: Cllr. A. Hinge (Chairman), Cllr. Balch (arrived 7.46pm), Cllr. H. Back, Cllr. M. Geerts and Cllr. G. Hodge

In attendance: Louise Goldsmith, Parish Clerk and 12 members of the public

Louise Goldsmith Parish Clerk  
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**1454. Election of Chairman and to receive a signed Declaration of Acceptance of Office**

Cllr Hinge was proposed by Cllr. Geerts and seconded by Cllr. Back. Cllr. Hinge accepted the nomination and there were no other nominations.

**Resolved: Cllr. Hinge was elected as Chairman following a unanimous vote. Cllr. Hinge read out and signed a declaration of acceptance of office**

**1455. Apologies for Absence:**

An apology for absence was received from County Councillor Wayne Chapman and Cllrs: Bryant, Gilchrist and Walker and the reasons for absence were accepted.

**1456. Election of Vice Chairman:** It was agreed to defer this agenda item to the next meeting.

**1457. Intention to record the Meeting:**

There were no intentions to record the meeting.

**1458. Administration:**

Fire Exits, Fire Meeting Point, Mobile Phones.

**1459. Declarations of interest:**

Cllr. Hinge noted an interest in the War Memorial Trust.

Cllr. Hodge declared a pecuniary interest in planning proposal PA/2026/0595

**1460. Minutes of the meeting held on the 19 March 2026**

**Resolved: That the minutes of the Parish Council meeting held on the 19 March 2026 be approved and confirmed as a true record.**

**1461. Annual Review of Core Policies**

**Resolved: No changes required and to adopt the following policies:**

- *Grants Policy and Application Form*
- *Complaints Policy*
- *Equality and Diversity Policy*
- *Date Protection and Document Retention Policy*
- *Publication Scheme*
- *Health and Safety Policy*
- *IT Policy*

**1462. Election of representatives to other bodies**

*Rolvenden War Memorial Trust: It was noted that the representatives do not need to be changed until after the next Parish Council elections.*

*Village Hall Management Committee: Cllr. Hinge (Custodian Trustee)*

*KALC Area Committee: It was agreed to rotate attendance.*

**1463. Appointment and Scope of the Internal Auditor:**

The Clerk advised that the internal audit function must be sufficiently independent from the management of financial controls and procedures of the Parish Council. The person carrying out internal audit must be competent to carry out the role in a way that meets the business needs of the Parish Council. The internal auditor must not have any involvement in the financial decision making, management or control of the Parish Council, or with the Council's financial controls and procedures.

**Resolved: To appoint Mr. Lionel Robbins as the internal auditor.**

**1464. Annual Parish Meeting**

It was noted that the Annual Parish Meeting held on the 16 April 2026 was well attended and that a number of informative reports had been delivered. It was also noted that no issues were raised.

**1465. Ward Member**

There was no report.

**1466. County Councillor Report:**

A report from County Councillor Wayne Chapman was noted and will be placed on the website.

**1467. Chairman's Report**

Cllr. Hinge advised that a lot of his time this month has been spent on dealing with issues to do with the village hall to include the demise of the Farmers Market and cutting back vegetation in the car park.

**1468. Clerk's report:**

Nothing additional to report.

*Cllr. Balch arrived at the meeting*

**1469. Open Session:**

A member of the public asked if the Parish Council could ask KCC to ensure that redundant roadwork signs are cleared quickly and that signs are generally placed in safer positions. It was agreed that many road signs are not collected for many weeks and often pose a risk to motorists. The Clerk will report these concerns again to County Councillor Wayne Chapman and MP Katie Lam.

A member of the public asked for an explanation on the order of the agenda and why the Open Session was further down the agenda this month. The Clerk explained the order of the agenda.

Members of the public discussed the demise of the current Farmers Market. Cllr. Hinge explained that the Village Hall Committee with the assistance of the Hall Manager propose to take over the running of the Farmers Market.

**1470. Planning:**

a) **To consider any planning applications received prior to the meeting**

**PA/2026/0663: HedgeBerry Farm, Puddingcake Field, Rolvenden Hill**

Change of use of land to enable the siting of a two-bedroom mobile home as a rural worker's dwelling with associated parking and landscaping.

**Resolved: Object. We do not believe that reasons for the refusal of a similar planning proposal for this site, PA/2021/01327/AS, have been addressed. The proposal is therefore contrary to policies within the Ashford Local and of the Rolvenden Neighbourhood Plan 2019.**

**PA/2026/0524: 9 Maytham Road, Rolvenden**

Proposed garden building following removal of the existing garden shed and conservatory.

**The Clerk to find out why the plans have been removed from the portal.**

*Cllr. Hodge declared a pecuniary interest and left the room*

**PA/2026/0595: 2 The Clock House, Great Maytham Hall, Maytham Road, Rolvenden**

Listed Building Consent for external works for installation of gas boiler, including a 100mm black plastic flue pipe and 40mm black plastic pipe out through the rear access side wall. A gas feed pipe 22mm from meter surface, mounted on the side wall 300mm off the ground, in low down position in line with flue.

**Resolved: In principle we support this proposal and recommend referral to the Listed Building Officer.**

*Cllr. Hodge returned to the meeting*

b) **To consider any approvals:** (RPC recommendation in italics)

**PA/2026/0203: Barnshill Cottage, 5-6 Thornden Lane, Rolvenden**

Proposed single-storey extension and conversion of the existing garage following the removal of two outbuildings, plus the replacement of the main house rear elevation door, to include the raising of the door head height and roof alterations. *Resolved: Support.*

**PA/2026/0261: Barnshill Cottage, 5-6 Thornden Lane, Rolvenden**

Listed Building Consent for the replacement of the main house rear elevation door, to include the raising of the door head height and roof alterations. *Resolved: Refer to Listed Building Officer.*

**PA/2026/0213: 79, Kingpost Cottage, High Street, Rolvenden**

Lawful Development Certificate - Existing detached outbuilding. *Resolved: Support.*

c) **To consider any refusals:**

**PA/2026/0290: 42, Sparkeswood Avenue, Rolvenden**

Lawful Development Certificate (Proposed) – Rear single storey lean-to structure. *Resolved: Support.*

d) **Withdrawn:** None to consider.

e) **Appeal Dismissed:**

**PA/2025/0720: 60A High Street, Rolvenden**

Single-storey side extension, 1.9 metre high replacement garden wall, changes to fenestration, external alterations, including the creation of hardstanding and new vehicular access from the High Street. It was noted that the Planning Inspectorate has dismissed the appeal.

**1471. Parish Matters.**

a) **Local Government Reorganisation**

The Clerk reported that the Government's consultation on Local Government Re-organisation for Kent and Medway closed on the 26 March 2026. The Government will be announcing its decision by the summer, now expected to be on or before the 16 July 2026), with elections for the new shadow Unitary Authorities taking place in May 2027. The Unitary Authorities will then take over the provision of services in April 2028.

b) **Neighbourhood Development Plan (NDP)**

It was noted that the Clerk has circulated a copy of the emerging draft plan provided by Alison Eardley, the NDP consultant supporting the Neighbourhood Plan Steering Group. The Clerk advised that the Parish Council has been asked to comment on these documents before they are submitted to ABC for screening.

*Standing Orders were lowered to allow a member of the public to speak.*

*The meeting resumed.*

Cllr. Hinge thanked the Steering Group for producing such a comprehensive set of draft documents.

**Resolved: The Parish Council has no comments to make on the emerging plan documents at this stage and support a recommendation to submit the documents to ABC for screening.**

c) **Noticeboard: Rolvenden Layne**

The Clerk reminded Members that the noticeboard at Rolvenden Layne requires urgent remedial works. It was agreed that the Clerk should contact Cllr. Bryant who has previously suggested that he knows someone that could help.

d) **Neighbourhood Watch/Kent Police Update**

*Sian Reeves, Rolvenden Neighbourhood Watch, gave the following report.*

There was an incident involving knives in Tenterden this month and the culprit has been arrested. The Crime and Policing Act 2026 received Royal Assent on 29 April 2026 marking a significant development in the legislative response to crime and public safety. The Act introduces a range of measures aimed at tackling retail crime, shoplifting, and anti-social behaviour, alongside stronger penalties for violence against women and girls. It also includes provisions to address cyber-enabled crime and knife crime. Sian Reeves has reported to the Police a car that was parked along the High Street for several weeks.

**Ongoing and new Fraud/Scams to be aware of:**

Information in my monthly Rolvenden Parish magazine article and sent to Rolvenden Neighbourhood Watch members.

Fraudulent ticket sales on social media; courier fraud is ongoing; romance and relationship scams; shopping scams; fake mobile phone delivery scam; Royal Mail final delivery reminders; investment scams; fake driving lessons scam; mobile phone delivery scam.

The next Police Surgery will be held on Monday 13 July at 6pm in the Calvero Lounge in Tenterden.

**1472. HIGHWAYS/PROW**

a) **A28 Benenden Road Finger Post**

Members considered a quote from the local joiner to replace the finger post using an oak post to be kindly donated by Hole Park and agreed that the cost was prohibitive.

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

The Clerk suggested contacting other local contractors to find out if there is a more cost effective way of saving and refurbishing the current finger post.

b) **Faults**

Existing

Rolvenden Layne: School bus (Hams Travel 295) damaging verges when turning: The issue seems to be currently resolved.

Condition of Maytham Road footpath between Glebe Field and the White House: KCC have inspected the site and drains and have advised that the footpath is not currently safety critical and that no works will be carried out.

Hatching at the junction of Benenden Road and the A28: The Clerk has submitted a request on the portal.

New/Ongoing

Pothole outside village hall

- c) **Damaged knee-high fencing around High Street and Sparkeswood Avenue:** The Clerk advised that Ward Member Guy Pullen has been instrumental in ensuring that ABC carry out the repairs. Works are expected to take place soon.

**1473. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDING 31 MARCH 2026**

- a) **To receive the Annual Internal Audit Report for 2025/2026**  
It was noted that the Internal Auditor inspected the accounts on the 7 April 2026 and found the financial records to be up to date and accurate.
- b) **To approve the Annual Governance Statement (Section 1)**  
Cllr. Hinge read out each statement which was discussed.  
**Resolved: That statements the Annual Governance Statement 2025-2026 be approved and for the Clerk/RFO and Chair to sign.**
- c) **To approve the Accounting Statements 2025-2026 (Section 2):**  
**Resolved: To approve the Accounting Statements 2025-2026 and for the Chair to sign.**
- d) **To set the commencement dates for the exercise of Public Rights:**  
**Said dates are the 3 June 2026 to the 14 July 2026 and the announcement will be made on the 2 June 2026.**

**1474. Finances**

- a) **Renewal of insurance**  
It was noted that the Parish Council is in a long term agreement with Zurich and that the premium for the year commencing the 1 May 2026 is £968.64.
- b) **Proposal to submit a Freedom of Information request to Lloyds Bank**  
Cllr. Geerts explained that Lloyds Bank have still not responded to various requests for information in relation to the re-opened case of the stolen Parish Council funds and suggested that the Parish Council submit a formal Freedom of Information request to Lloyds Bank.  
**Resolved: To submit a Freedom of Information request to Lloyds Bank to share all documents on file in relation to the case of the stolen Parish Council funds.**
- c) **To receive the accounts as at the 30 April 2026**  
The accounts as at the 30 April 2026 prepared and circulated by the Clerk were received.
- d) **To receive the bank reconciliation as at the 30 April 2026**
- e) The bank reconciliation as at the 30 April 2026 was noted. The reconciliation was checked and signed by Cllr. Balch in accordance with the financial regulations.
- f) **To receive a list of payments for approval**  
Cllr. Balch checked the invoices against the payment schedule, (appended to the minutes), and it was **resolved** for Cllrs. Green and Hinge to authorise the payments online. The authorised schedule was initialled immediately below the last item by Cllr. Hinge in accordance with the financial regulations.

**1475. External Meetings**

- a) **Thoburn Trust Meeting:**  
There has been no meeting.
- b) **Neighbourhood Development Plan Steering Group**  
There has been no meeting.
- c) **Rolvenden Village Hall:**  
There has been no meeting. The next meeting will be held on the Thursday 4 June at 9.15pm.
- d) **KALC Ashford Area Committee:**  
The next meeting will take place on the 27 May 2026.

**1476. Items for the next meeting:** Nothing additional.

**1477. Correspondence/Consultations**

- a) Review of TWBC Local Plan 2020-2038 – Call for Sites: Noted.

**1478. Confidential Item:** There were none.

**1479. Date of the next Parish Council Meeting:**

Parish Council Meeting: Thursday 18 June 2026 at 7.30pm

There being no further business the meeting closed at 8.55pm

Signed: ..... Date: .....

Chairmans signature.....

## BACS Payments for Approval May 2026

Reference	Payee	Invoice	Description of Transaction	Gross
01/26	Louise Goldsmith		Expenses April (ratify)	120.69
02/26	Louise Goldsmith		Salary April (ratify)	440.05
03/26	M I Payroll		Payroll Services April and May	50.00
04/26	Louise Goldsmith		Reimburse Microsoft Office Subscription	84.99
05/26	The Star Inn		Warm Hub/Litter picking	499.00
06/26	The Star Inn		APM Refreshments	200.00
07/26	Louise Goldsmith		Expenses May	86.68
08/26	Tompsetts	3727	Grounds Maintenance	3814.42
09/26	Tompsetts	3759		1988.02
10/26	Lionel Robbins		Internal Audit	140.00
11/26	KALC	9864	Annual Subscription	822.91
12/26	Zurich		Insurance	968.64
DD	Unity Trust		Monthly Charge	7.00
DD	Hugo Fox		Website	11.99
DD	Hugo Fox		Email Accounts	20.99
DD	HMRC		Clerks Tax and NI (paid quarterly)	581.94
SO	Louise Goldsmith		Salary May	440.05
		<b>Total</b>		<b>10277.37</b>

### Receipts: April 2026:

Date		Amount
30/04/2026	First half of Precept	21500.00

### Bank Reconciliation as at 30 April 2026

Opening balance	£18,365.92
add receipts	£21,500.00
	<u>£39,865.92</u>
less payments	£1,182.66
Balance	<b><u>£38,683.26</u></b>