



# Rolvenden Parish Council

**Minutes of a meeting of Rolvenden Parish Council held in Rolvenden Village Hall on Thursday 22 May 2025 at 7.30pm.**

Present: Cllr A. Hinge (Chairman), Cllr. C. Balch, Cllr H. Back Cllr. S. Bryant, Cllr. E. Barham, Cllr M Gilchrist, and Cllr L Walker.

In attendance: Louise Goldsmith, Parish Clerk

8 members of the public were also in attendance

Louise Goldsmith Parish  
Clerk  
5 Artisan Road  
Headcorn  
Kent  
TN27 9AZ

[clerk@rolvendenparishcouncil.gov.uk](mailto:clerk@rolvendenparishcouncil.gov.uk)

**1246. Election of Chairman and to receive a signed Declaration of Acceptance of Office**

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

**Resolved: Cllr. Hinge was elected as Chairman following a vote (6 in favour and 1 abstained). Cllr. Hinge read out and signed a declaration of acceptance of office**

**1247. Apologies for Absence:**

An apology for absence was received from Ward Member Kate Walder and Cllr. M. Geerts and the reasons for absence were accepted

**1248. Election of Vice Chairman and to receive a signed Declaration of Acceptance of Office**

Cllr Bryant was proposed by Cllr. Barham and seconded by Cllr. Balch. Cllr. Bryant accepted the nomination and there were no other nominations.

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

**1249. Administration:**

Fire Exits, Fire Meeting Point, Mobile Phones.

**1250. Intention to record the Meeting:**

There were no intentions to record the meeting.

**1251. Declarations of interest:**

Cllr Bryant noted an interest in the War Memorial Trust.

Cllr Hinge noted an interest in the War Memorial Trust.

Cllr. Barham noted an interest in planning proposals PA/2025/0659 and PA/2025/0603 and agenda item 1261.

**1252. Minutes of the meeting of the 17 April 2025**

**Resolved: That the minutes of the Parish Council meeting held on the 17 April 2025 be approved and confirmed as a true record.**

**1253. 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*

Chairmans signature.....

**1254. Election of representatives to other bodies**

*Standing Orders were lowered to allow a member of the public to speak. The meeting resumed.  
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: Cllrs: Hinge and Gilchrist.*

**1255. 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. Members discussed correspondence from the Clerk recommending that Lionel Robbins be appointed as the Internal Auditor for the Parish Council. The Clerk advised that Lionel Robbins is the Internal Auditor for a number of Parish Councils in Kent and carries out a full review of the accounts and the Parish Council's compliance with governance.

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

**1256. Ward Member/County Councillor Report:**

The Clerk was asked to invite the new County Councillor, Wayne Chapman, to the next meeting. Ward Member Kate Walder has advised the Clerk that she is in frequent contact with the Monypenny residents and the relevant Officers at ABC regarding the draft proposals for the site. Kate Walder is also in contact with Officers regarding the alleged illegal planting in Sparkeswood Avenue.

**1257. Chairman's report:**

It was noted that the Chair's report for the Annual Parish Meeting has been placed on the website and provides the most recent update on the activities of the Parish Council

**1258. Clerk's report:**

Sparkeswood Avenue: The Clerk reported that the Parish Council has reported concerns about alleged illegal planting outside a property on what is thought to be Borough owned land.

In response to a member of the public expressing concern about people taking their dogs into the play area at Rolvenden Layne the Clerk has placed a small advisory sticker near to the gate stating that dogs are not allowed in the play area.

**1259. Open Session:**

Some residents from Monypenny attended the meeting and expressed their concern about the draft proposals for the site which were shared and discussed at a meeting held with ABC Officers in early May. It was noted that the Parish Council had not been invited to this meeting.

A member of the Neighbourhood Plan Steering Group asked if the Parish Council could support expenditure on stationery and printing.

A discussion was held about the alleged illegal planting in Sparkewood Avenue.

**1260. Planning:**

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

**PA/2025/0720: 60a High Street Rolvenden**

Single storey side extension, 1.9m high replacement garden wall, changes to fenestration, external alterations including the creation of hardstanding and new vehicular access from the High Street.

**Resolved: Object: The Parish Council notes the advice given by ABC in the pre-planning application and agree that the proposal, at present, would represent an addition which is out of character with the street scene and adjacent Listed Building and the wider conservation area. We are also concerned about the loss of High Street parking and the fact that cars will need to reverse in or out of the driveway directly on to the A28 between parked cars. We refer you to our adopted Neighbourhood Plan reference RNP15.**

*Cllr. Barham declared a pecuniary interest and left the meeting.*

**PA/2025/0743: 60a High Street Rolvenden**

Listed Building Consent for 1.9m high replacement garden wall, internal alterations including attic conversion with new internal staircase, changes to fenestration including existing front elevation windows replaced with painted timber double glazing to the same pattern.

**Resolved: Refer to the Listed Building Officer.**

**PA/2025/0603: Annexe at Mill House, Benenden Road, Rolvenden**

Single storey garden room extension to the western elevation of the existing annex.

**Resolved: Support**

**PA/2025/0659: Annexe at Mill House, Benenden Road, Rolvenden**

Listed Building Consent for single storey garden room extension to the western elevation of the existing annex.

**Resolved: Refer to the Listed Building Officer**

b) **To consider any approvals:**

**PA/2025/0538: The Water Tower, Hastings Road, Rolvenden**

Proposed lower level single storey extension and infill extension. Erection of balcony to serve first floor level.

**PA/2025/0066: The Hoads, Frogs Lane, Rolvenden**

Part two-storey/part single-storey rear extension to replace existing single-storey extension

c) **To consider any refusals:** None to consider.

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

**1261. S106 Funding**

Members considered a request from the football club and tennis club for S106 funding. The Clerk advised that there is £13,043.78 S106 funding remaining for outdoor sports capital expenditure £14,868.41 for outdoor sports maintenance. The tennis club has a number of projects that could qualify for either the maintenance or capital funding available. The football club have requested further assistance with funding the legal fees for the new lease in the region of £4,000.00. It was agreed that the Clerk should ask the football club to send the invoices and to then check with ABC that they would be willing to release some of the S106 funding for capital expenditure to pay for the legal fees. A decision on how to allocate the remaining S106 funding was therefore deferred to the next meeting.

*Cllr. Barham returned to the meeting.*

**1262. Parish Matters.**

a) **Notification of an Extraordinary General Meeting for KALC**

The Clerk advised Members that KALC has organised an Extraordinary General Meeting to discuss the implications of the proposed Local Government Reorganisation for Parish Councils. The meeting is due to be held at Aylesford Community Centre at 2pm on the 19 June 2025.

**Resolved: The Clerk to attend the KALC Extraordinary General Meeting on the 19 June 2025.**

b) **Homewood School**

Homewood School has sent an invitation for a Councillor to attend a networking event for local government representatives to be held on Wednesday 25 June 2025, 2.30pm – 4.30pm.

**Resolved: Cllr. Back to attend the event due to be held on Wednesday 25 June 2025.**

c) **Thoburn Land Trust:**

The Clerk has received from Wellers Law Group a replacement AS1 Form for the registration of title number K806835, land on the west side of Maytham Road. Wellers Law Group have also sent the AS1 form to the Executors for signing. Wellers Law Group have suggested that the land was not registered to the Parish Council in 2022 because of an administrative error.

**Resolved: Cllrs. Hinge and Bryant to sign the AS1 form for the registration of title number K806835 which was witnessed by the Clerk.**

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

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

**E-scooters:** These are classed as motor vehicles under the Road Traffic Act 1988. This means the rules that apply to motor vehicles, also apply to e-scooters including the need to have a licence and insurance. If you see anyone riding an e-scooter on the pavement or road, please report this.

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

Information in my monthly Rolvenden Parish magazine article and sent to Rolvenden Neighbourhood Watch members. Investment scam, Mobile phone scam, WhatsApp scam with people posing to be a friend or family member, Ticket fraud, Romance scams, Blue badge scams, Rogue traders – be wary of cold callers, Charity fraud, HMRC scams, Courier fraud (posing as police officers), QR code scams (search for this in your browser rather than scanning a QR code), M&S scam.

Sian Reeves reported that Peter New, (Ashford Community Neighbourhood Watch) continues to place posts on social media about these and other scams and is also assisting with putting pressure on Kent Police to attend the rural areas. If you would like a Neighbourhood Watch sticker for your bin please get in touch with Sian Reeves. Sian Reeves hopes to hold a surgery for residents in the village hall in the summer. It was reported that there has been an arson attack on the land behind Great Maytham Hall.

1263. HIGHWAYS/PROW

- a) **Highways Improvement Plan**  
Priority 1 Maytham Road, Rolvenden Layne: The Clerk will contact the Community Engagement Officer for an update on the proposed gateways for both entrances to Rolvenden Layne on Maytham Road to find out why there has been a delay in the installation.  
Priority 2 Hastings Road, Rolvenden: Pedestrian and traffic surveys are due to take place.  
Priority 3: Speeding Traffic, Hastings Road, Tenterden Road: The Parish Council will continue to investigate ways of funding a Speed Indicator Device Scheme on the A28 throughout the village.
- b) **Reported Faults**  
Various potholes: It was noted that various pothole repairs have been carried out but concern was expressed about the number of potholes on roads within the parish and the time it is taking for them to be repaired.  
**New Faults**  
Potholes: Clerk to re-report various potholes on: Halden Lane, A28 Hastings Road, Sparkeswood Avenue and Cranbrook Road.

1264. Finances

- a) **To agree the arrangements for the holding of the Clerk’s passwords**  
The Clerk handed a sealed and signed envelope to the Chair containing a document with all the Clerk’s passwords. It was agreed for the Chair to store this envelope in a safe place and to be only opened in the event that the Clerk is incapacitated.
- b) **To receive the accounts**  
The accounts dated the 30 April 2025 were received.
- c) **To receive the bank reconciliation as at 30 April 2025**  
The bank reconciliation as at the 30 April 2025 was noted. The bank reconciliation was checked and signed by Cllr. Balch in accordance with the financial regulations.
- d) **To receive a list of payments for approval**  
Cllr. Hinge checked the invoices against the payment schedule, (appended to the minutes), and it was **resolved** for Cllrs. Hinge and Green to authorise the payments online. The authorised schedule was initialled immediately below the last item by the Chair in accordance with the financial regulations.

1265. External Meetings

- a) **Thoburn Trust Meeting:**  
There has been no meeting. The next meeting will take place after the Parish Council meeting due to be held on the 19 June 2024.
- b) **Neighbourhood Development Plan Steering Group**  
The Steering Group is due to meet on the 30 May 2025.
- c) **Rolvenden Village Hall:**  
It was noted that the Management Committee met on the 9 May 2025. The Clerk will circulate the draft minutes. Cllr. Hinge advised that just two members of the public attended the Annual General Meeting held on the 21 May 2025. Cllr. Hinge advised that the Management Committee are looking employ a bookkeeper. The Clerk has volunteered to be the temporary Treasurer as well being the Secretary. A cleaning contractor has been appointed but it is hoped to find a local cleaner in the future. Cllr. Hinge advised that more Trustees are desperately needed.
- d) **KALC Ashford Area Committee:**  
It was noted that the next KALC Area Committee meeting will be held on Wednesday 28 May 2025.

1266. Items for the next meeting

Gibbons Educational Trust, to receive an update.

1267. Correspondence/Consultations

None to consider.

1268. Any Confidential Items:

There were none.

1269. Date of the next Parish Council Meeting: Thursday 19 June 2025 at 7pm

There being no further business the meeting closed at 9.08pm

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

Chairmans signature.....

## BACS Payments for Approval May 2025

Reference	Payee	Invoice	Description of Transaction	Gross
10/25	Louise Goldsmith		Expenses	75.50
11/25	Tompsetts	3315	Grounds Maintenance	1988.02
12/25	Mr H Hoad		Limited Assurance Review	190.00
13/25	Viking	8860341	Stationery	67.94
14/25	Louise Goldsmith		APM drinks, glasses, dog sign	121.54
15/25	MI Payroll		Payroll Services	25.00
16/25	The Star	STR-AGM-04/25	APM Refreshments	150.00
17/25	PCC St Mary The Virgin		Ground rent for village hall	85.00
DD	Unity Trust		Monthly Charge	6.00
DD	Hugo Fox		Website	11.99
DD	HMRC		Clerks Tax and NI	427.43
SO	Louise Goldsmith		Salary	1045.15
18/25	Louise Goldsmith		Reimbursement Laptop	644.97
		<b>Sub total</b>		<b>4838.54</b>

## Receipts May 2025:

Date		Amount
30/04/2025	Ashford BC 50% Precept	20250.00

## Bank Reconciliation as at 30 April 2025

Opening balance	£13,975.76
add receipts	£20,250.00
	<u>£34,225.76</u>
less payments	£7,549.48
Balance	<b><u>£26,676.26</u></b>

Chairmans signature.....