

CHARTHAM PARISH COUNCIL

The Parish Office,
Chartham Village Hall,
Station Road,
Chartham,
Canterbury,
Kent, CT4 7HZ
(01227 738110 / 07483 906001) www.chartham-pc.gov.uk
Chairman: Dr Tim Clark.

TO: MEMBERS OF CHARTHAM PARISH COUNCIL YOU ARE HEREBY SUMMONED to attend the annual meeting of Chartham Parish Council to be held on **TUESDAY 5TH MAY 2026 at 7.00pm** at Chartham Village Hall, Station Road, Chartham CT4 7HZ.

Members of the press and public are invited to attend the meeting but are unable to speak unless invited to do so.

Under Appendix A of the Parish Council's Standing Orders all Councillors and members of public should announce at the start of the meeting if they wish to record the meeting. A copy of the Standing Orders and Appendix A are available to view on the Parish Council's website, or the Clerk (or an agreed nominee) can provide a copy on request.

Clerk: Lucy Wilkes

Date of issue: 28th April 2026

L. Wilkes

PUBLIC QUESTIONS

Prior to the meeting starting, the Chairman will invite questions from the Public, up to 5 questions for 3 minutes each.

AGENDA

1. ELECTION OF CHAIR 2026/2027

To elect the Chair for the council year 2026/27 and, if elected, for the Chair to sign the Declaration of Acceptance of Office.

2. ELECTION OF VICE-CHAIR 2026/2027

To elect the Vice-Chair for the council year 2026/27.

3. COUNCIL MEETING DATES 2026/2027

To resolve that the Parish Council will meet monthly (excluding August) and to delegate authority to the Clerk to set and publish the specific meeting dates for the 2026/27 council year.

4. CHAIRMAN OPENING REMARKS & APOLOGIES FOR ABSENCE (7:05pm)

5. DECLARATIONS OF INTEREST

Members of the Committee should declare any disclosable pecuniary interest or any other significant interests in any items/s on this agenda. Disclosable Pecuniary Interests (DPIs) under the Localism Act 2011: the nature as well as the existence of any such interest must be declared.

6. REPORT OF THE DISTRICT & COUNTY COUNCILLORS (7:10pm)

To receive and note the reports from:

- City Councillors – Cllr Bland and Cllr Brady
- County Councillors – Cllr Sole and Cllr Ricketts

7. COMMITTEE MEMBERSHIP (7:20pm)

Councillors to be elected to the Planning & Highways Committee, the Community Interest Committee, the Finance Committee, the Communications Committee, Personnel Committee and No Man's Orchard Committee.

Working group membership arrangement to be delegated to committees.

It is noted that the committee terms of reference are due for annual review; committees to review terms and these to be ratified by the Parish Council.

8. MINUTES (7:35pm)

To consider and approve as a correct record the draft minutes of the Parish Council Meeting held on 14th April 2026, and the extraordinary meeting held on 13th April 2026.

9. COMMITTEE MINUTES (7:40pm)

- To receive and note the draft minutes of the Planning & Highways Committee (dated 28th April 2026) (*to follow*).

10. ADOPTION OF STANDING ORDERS 2026/2027 (7:42pm)

To review and adopt the Parish Council's Standing Orders for the 2026/27 council year.

11. ADOPTION OF FINANCIAL REGULATIONS 2026/2027 (7:50pm)

To review and adopt the Parish Council's Financial Regulations for the 2026/27 council year.

12. REVIEW OF INTERNAL CONTROLS 2026/2027 (7:56pm)

To consider and approve the statement regarding internal controls in place for 2026/2027.

13. SCHEDULE OF PAYMENTS (8pm)

The latest schedule of payments has been circulated.

RECOMMENDATION: To authorise the schedule of payments for May 2026 and to authorise two Councillors to make payments on behalf of the Council.

14. WORKING GROUP/ COMMITTEE REPORTS (8:05pm)

To note reports or any recent relevant activities from Council working groups. To note that other active working groups report to the Community Interests Committee.

- No Man's Orchard Committee
- Neighbourhood Plan Steering Group
- Bakers Wood volunteer group

15. BAKERS WOOD TREE WORKS (8:15pm)

In the recent tree health survey, there were six trees identified as requiring remedial works within thirteen weeks. To consider any quotations received by the date of the meeting.

16. CEMETERY FEE CONSIDERATION (8:22pm)

A member of the public has contacted the Council regarding the cemetery fees payable for the interment of his late mother. As the applicant lives outside the parish, the non-resident fee (triple rate) applies. The applicant has asked the Council to consider a reduction on the basis of his family's long-standing connection to the village and the presence of several relatives already interred in Chartham Cemetery.

17. CANTERBURY DISTRICT LOCAL PLAN CONSULTATION (8:30pm)

To receive an update on the Parish Council's response to the Canterbury District Local Plan Regulation 19 Consultation, following the Planning & Highways Committee meeting on 28th April, and to consider any recommendations arising, including any request for additional expenditure.

18. MEMORIAL FIELD PUBLIC TOILETS VANDALISM (8:35pm)

- To consider any updates regarding the ongoing vandalism incidents in the public toilets on the Memorial Field.
- To consider any recommendations relating to the replacement or repair of the doors or locks, including any financial implications.

19. CANDLERS WAY FENCING (8:45pm)

This item was deferred at the Parish Council meeting on 14th April pending a [map](#) being provided, and a discussion with the landowner who owns the adjacent access track. Council to consider the proposal for the installation of fencing at Candles Way playing field, which has been recommended by the Community Interest Committee (quoted cost £4572).

20. MEMORIAL FIELD BOLLARD INSTALLATION (8:50pm)

This item was deferred at the Parish Council meeting on 14th April pending a map showing the location of the bollards. A draft [map](#) has now been provided. Council to consider the proposal for the installation of bollards, which has been recommended by the Community Interest Committee (estimated cost £4000).

21. DATE OF NEXT MEETING (8:55pm)

The next meeting of Chartham Parish Council is scheduled for Tuesday 9th June 2026 at 7pm.