

CHARTHAM PARISH COUNCIL

The Parish Office,
Chartham Village Hall,
Station Road,
Chartham,
Canterbury,
Kent, CT4 7HZ

www.chartham-pc.gov.uk

TO: MEMBERS OF CHARTHAM PARISH COUNCIL YOU ARE HEREBY SUMMONED to attend an ordinary meeting of Chartham Parish Council to be held on **TUESDAY 13TH OCTOBER 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: 7th October 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. CHAIRMAN OPENING REMARKS & APOLOGIES FOR ABSENCE (7pm)

2. 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.

3. REPORT OF THE DISTRICT & COUNTY COUNCILLORS (7:05pm)

To receive and note the reports from:

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

4. MINUTES (7:12pm)

To consider and approve as a correct record the draft minutes of the Parish Council Meeting held on 15th September 2026.

5. COMMITTEE MINUTES (7:15pm)

- i. To receive and note the draft minutes of the Community Interests Committee (dated 29th September 2026).
- ii. To receive and note the draft minutes of the Planning & Highways Committee (dated 5th October 2026).
- iii. To note that the Communications Committee meeting scheduled for 23rd September 2026 did not proceed due to being inquorate.

6. SCHEDULE OF PAYMENTS & BANK RECONCILIATION (7:20pm)

The latest schedule of payments and a bank reconciliation dated 30th September 2026 has been circulated.

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

7. WORKING GROUP/ COMMITTEE REPORTS (7:25pm)

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
- Youth engagement working group
- Neighbourhood Plan Steering Group

8. COUNCILLOR VACANCY (7:32pm)

To note that Cllr Joshua Bliston Jones has resigned from the Council, creating a councillor vacancy. Electors may request an election until 8th October.

The Council to agree the co-option process should no election be called, with the Clerk to advertise the vacancy and propose a closing date for applications of Friday 20th November.

9. COMMITTEE MEMBERSHIP (7:35pm)

To review the current membership of each committee, as outlined in Appendix A and consider any nominations or amendments. There is currently one vacancy on the Personnel Committee.

10. CLERK REPORT: UPDATES AND AUTHORISATIONS (7:40pm)

To consider the [report](#) from the Clerk, including:

- i. Litter bin on the riverside path
- ii. Little Copse Close: green space gift

11. POLICY REVIEW (7:46pm)

It is noted that several Council policies are outdated and require review as soon as reasonably practicable. Council to review and approve the following updated policies:

- Health and Safety policy
- Scheme of Delegation
- Maternity Leave and Pay policy
- Paternity Leave and Pay policy

12. MEMORIAL FIELD LICENCE (7:56pm)

To consider the draft licence for the Memorial Field, following a meeting with Chartham Sports Club on 27th August 2026, and comments noted at the September Parish Council meeting.

13. TREE WORK: CEMETERY AND BAKERS WOOD (8:05pm)

To receive quotations for tree works at Chartham Cemetery and Bakers Wood and to consider next steps. *These trees identified as requiring work within 'one year' in the summer 2026 tree report.*

14. PARISH OFFICE LEASE (8:12pm)

To note that the lease document for the Parish Office has now been amended following comments about access to drinking water and the responsibility of maintaining clear fire exits. The Council to authorise the Clerk to sign the lease, or to suggest any further amendments.

15. SPORTS PAVILION SAFETY CERTIFICATES (8:15pm)

To consider an update on obtaining safety compliance certificates for the Sports Pavilion, including:

- Gas safety certificates/ boiler checks
- Fire safety certificates
- Electrical safety tests

16. EDGE IT SUPPORT PACKAGES (8:21pm)

To consider [information](#) from our IT provider regarding the retirement of their current IT packages, and to approve expenditure to move to the new 'Essentials' support package.

17. PARISH COUNCIL NEWSLETTER (8:25pm)

To consider [proposal](#) regarding the Parish Council newsletter and the possibility of moving this to a digital format such as Mail Chimp.

18. BAKERS WOOD WORKS (8:32pm)

To consider any quotes received for installation of steps and/ or sloping entrance way to Bakers Wood.

19. CONSULTATION: PARISH COUNCIL ELECTIONS (8:36pm)

To note the consultation currently ongoing regarding parish and town council elections. To consider whether the Parish Council wishes to submit a response.

20. DATE OF NEXT MEETING (8:40pm)

The next meeting of Chartham Parish Council is scheduled for Wednesday 11th November.

Committee Membership 2026/2027

To consider any nominations or amendments to the following:

Finance Committee	Cllr Richards, Cllr Clark, Cllr Farris, Cllr Manning, Cllr Swire and Cllr Labrosciano
Planning & Highways Committee	Cllr Gilbert, Cllr Clark, Cllr Richards, Cllr Farris, Cllr Manning, Cllr Swire and Cllr Geoghegan
Personnel Committee	Cllr Clark and Cllr Swire (requires third member)
Community Interests Committee	Cllr Clark, Cllr Gilbert, Cllr Farris, Cllr Geoghegan, Cllr Manning, Cllr Richards, Cllr Roberts, and Cllr Swire
Communications Committee	Cllr Clark, Cllr Gilbert, Cllr Richards, Cllr Roberts and Cllr Geoghegan
No Man's Orchard Committee	Cllr Clark, Cllr Farris and Cllr Roberts