

## **IWADE PARISH COUNCIL**

### **MINUTES OF THE MONTHLY PARISH COUNCIL MEETING**

**Held on Wednesday 21 May 2025**

**Present:** Cllr. S. Tolhurst – Chair  
Cllr. S. Waters – Vice-Chair  
Cllr. C. Gomez  
Cllr. P. Holowczycki  
Cllr. P. Hyde  
Cllr. K. Rivers-Simpson  
Cllr. D. Waters  
Samantha Gray, Clerk  
Lynda Ives, Responsible Financial Officer

**1. Welcome and Apologies**

The Chair welcomed everyone to the meeting. No apologies received from Cllr. Hartley.

**2. Declarations of Interest and Dispensations – None.**

**3. Minutes of the Previous Meeting**

Proposed by Cllr. Tolhurst and seconded by Cllr. Hyde, the minutes of the Highway Improvement Plan Committee Meeting held on 8 April 2025 were agreed and signed by the Chair as a true record.

Proposed by Cllr. Holowczycki and seconded by Cllr. D. Waters, the minutes of the monthly Parish Council meeting held on 9 April 2025 were agreed and signed by the Chair as a true record.

**4. Visitors/Public Time**

**1. Visitors:** None attended.

**2. County and Borough Councillors:** None attended.

**3. Police Constable:** Did not attend the meeting and no report received.

**5. Village Matters**

**1. Ownership of Country Park, Land East of Iwade** – The Clerk advised Swale Borough Council are not taking on ownership of the proposed Country Park in the Land East of Iwade, ownership is staying with the developer Bellway. Members asked the Clerk to contact planning consultant Alistair Hume and land owner Oliver Doubleday, to find out if the Parish Council can be involved in discussions about the ownership of the Country Park. **Action: Clerk**

**2. Tree Warden** – Cllr. Tolhurst advised he has spoken with David Carey, Chair of the Kent pond and tree partnership, and has arranged for him to speak with a local volunteer who is interested in becoming the tree warden for Iwade.

**3. Land at Mansfield Drive** – Council members decided not to take over ownership of land K813380, due to the ongoing maintenance this would require. Members asked the Clerk to advise the resident who reported antisocial behaviour concerns to contact the police, and to provide the details of the land owner Plaxtol Investments, so they can discuss ownership and maintenance of the land if they wish to. **Action: Clerk**

**4. Ownership of Village Playgrounds** – The Clerk circulated maintenance costs provided by Swale Borough Council for the playgrounds in Iwade. Due to the budget and resources that would be required, members decided not to take over ownership of the playgrounds.

**6. Planning** – applications are viewable on Swale: <http://pa.midkent.gov.uk/online-applications>; KCC: <https://cloud2.atriumsoft.com/KCCePlanningOPS/searchPageLoad.do>

1. **25/501164/FULL:** Demolition of existing building and erection of 8no. dwellings, with associated access from Ferry Road, parking and landscaping. Iwade Village Hall The Street Iwade Kent ME9 8RG.

Council members cannot comment as this is a Parish Council application.

## 7. **Correspondence**

1. **Notification of EGM - 19th June 2025 - Local Government Reorganisation** – Members noted the date and time of the meeting and unfortunately no members are available to attend. Cllrs. Tolhurst and Rivers-Simpson will attend the Local Government Reform meeting being held by Swale Borough Council on Thursday 5 June.  
**Action: Clerk/Tolhurst/Rivers-Simpson**

## 8. **Parish Council Matters**

1. **Memorial Plaque application** – The Parish Council agreed the application to install a Memorial Plaque on tree number RW1.  
**Action: Clerk/RFO**

## 9. **Finance**

### 1. **Approval of the Annual Return, 2024/25:**

- a) **Section 1. Annual Governance Statement 2024/25** - Proposed by Cllr. Tolhurst and seconded by Cllr. Gomez, each section agreed by the Parish Council; form then signed by the Chair and the Clerk.
- b) **Section 2. Accounting Statements 2024/25** - Proposed by Cllr. Holowczycki and seconded by Cllr. Tolhurst, figures agreed by Parish Council, Section 2 signed by the Chair, having been already signed by the Responsible Financial Officer when completing the form.
- c) **Explanation of Variances 2024/25** – Circulated by the RFO and noted by council members.
- d) **Cash Balance 2024/25** - Circulated by the RFO and noted by council members.
- e) **Fixed Asset Register** - Circulated by the RFO and noted by council members.

### 2. **Internal Audit Report 2024/25** – Noted and adopted by council members.

### 3. **Financial Risk Assessment** - Proposed by Cllr Tolhurst and seconded by Cllr. Gomez; agreed and adopted.

### 4. **Statement of Internal Control** - Proposed by Cllr Tolhurst and seconded by Cllr. D. Waters; agreed and adopted.

### 5. **Tree guards x 26** – Proposed by Cllr. S. Waters and seconded by Cllr. D. Waters, members agreed to purchase 26 tree guards at a cost of £67.50 plus VAT. **Action: RFO**

### 6. **Donation Request from Citizens Advice Swale** – Proposed by Cllr. D. Waters and seconded by Cllr. Rivers-Simpson, members agreed a S.137 donation of £100.00p. **Action: RFO**

### 7. **Donation Request from Swale Pride** – The Chair read the correspondence received from Swale Pride, a not-for-profit community interest company who are asking for assistance through financial contribution, in-kind support or by helping to raise awareness. Council members agreed they need more information to consider a financial contribution, but agreed to raise awareness through the village newsletter and the Parish Council website. **Action: Clerk**

### 8. **Grant application – Iwade Village Website** – The Parish Council's internal auditor advised a grant cannot be given to the Iwade Village website as grants cannot be given to individuals or businesses. Council members will consider pre-approved payments to the Iwade Village website for work to re-design the website and to add monthly content. Council members agreed they need more information

about work needed on the website and what will be provided going forward. Cllr. Tolhurst will find out and report back to the council.  
**Action: Cllr. Tolhurst**

9. **Bank Signatories** – Cllr. Waters signed the submission form to become a bank signatory, two signatories duly signed to authorise this.  
**Action: Clerk**

10. **Insurance Renewal 2025/26 (due 1 June)** - Proposed by Cllr. Holowczycki and seconded by Cllr. S. Waters, agreed to renew the 2025/26 premium and tie-in for three years at a cost of £2813.77p.  
**Action: RFO**

11. **Grounds Maintenance 2025/26** – Proposed by Cllr. S. Waters and seconded by Cllr. D. Waters, members agreed to renew the grounds maintenance agreement at a cost of £9,015.98p plus VAT. The council will receive a grant towards this cost of £4,160.17p from Kent County Council.  
**Action: Clerk/RFO**

12. **Festive Lights quotations** – Proposed by Cllr. S. Waters and seconded by Cllr. Gomez, members agreed the quotation from Gala Lights at a cost of £9,000.00p plus VAT for the installation, removal, storage, transport and testing of Festive Lighting for 2025.  
**Action: RFO**

13. **Accounts and Cheques raised at this meeting** – Proposed by Cllr. Tolhurst and seconded by Cllr. Holowczycki, members noted the budget figures and the accounts to 30 April. The following payments were agreed, Cllrs. Holowczycki and Tolhurst to log in and authorise payments.

EXPENDITURE				
Pay Date	Pay Method	Payable to	Reason	Amount
21.05.25	BACs	L. Ives	Expenses – Tele., home as office – April	£18.00p
21.05.25	BACs	S. Grey	Expenses – Tele., home as office, Burns Kit – April	£65.48p
21.05.25	BACs	H.M.R.C.	Tax April	£268.99p
21.05.25	BACs	McCabe Ford Williams	Payroll Preparation	£153.34p
21.05.25	BACs	S.L.C.C.	CiLCA Qualification Fee – S. Gray	£450.00p
21.05.25	BACs	The Mews BrewHouse	Tea, Coffee and Squash for Village Clean up Volunteers	£28.42p
21.05.25	BACs	Lionel Robbins	Internal Audit 2024/25	£175.00p
21.05.25	BACs	K.S.M.	Installation of memorial Plaque RW4	£30.00p
01.05.25	SO	Staff Salaries	April	£1560.62pp
01.05.25	DD	NEST	Pension contributions April	£74.59p
01.05.25	DD	HugoFox	Website monthly fee	£35.99p
26.04.25	DD	Npower	Electricity Supply April	Awaited
30.04.25	DD	Countrystyle	Supply of Waste Wheelie Bin	£40.63p
INCOME				
Pay Date	Pay Method	Received from	Reason	Amount
25.05.25	BACs	Swale Borough Council	Precept 1 <sup>st</sup> Instalment	£34500.00p

**Action: Cllrs. Holowczycki/ Tolhurst**

## 10. **Projects – Updates on Current and New**

1. **Future public events** – Cllr. Tolhurst explained to members that he met with a resident who contacted the council to discuss ideas for community groups. Members agreed the first step is to set a date for an Events Advisory Group meeting.  
**Action: Cllr. Tolhurst**

Members also discussed holding the Christmas light switch on event at Iwade Barn on Saturday 29 November. Cllr. Rivers-Simpson will confirm this with Iwade Barn Trustees.

**Action: Cllr. Rivers-Simpson**

**2. Tracker** – Cllr. Tolhurst circulated the updated document to members.

**11. Reports from Representatives**

**1. Village Hall Committee** – Nothing to report.

**2. KALC Area Representative** – Nothing to report.

**12. Items for the Next Agenda**

- CCTV
- Standing Orders – update with the change of time of monthly meeting
- Loss of business due to road works

**13. Next Meeting(s)**

Full Council meeting, TBC – Thursday 12 June 2025, 8.00 p.m. in Iwade Barn, All Saints Close.

**The meeting closed at 10.00 p.m.**