

# Goudhurst Parish Council



## MINUTES OF THE MEETING OF GOUDHURST PARISH COUNCIL

on Tuesday 14<sup>th</sup> October 2025 Church Rooms Back Lane.

### PARTICIPANTS

**Councillors present:** Cllrs Antony Harris, Phil Kirkby (Chairman), David Knight (Borough Councillor), Peter Rolington, Geoff Mason, Caroline Richards, Ed Read Cutting, Alison Webster, Paul Wareham, Ed Read Cutting, Suzie Kember, Craig Broom.

**Others present:** Helen Yeo

**Officers present:** Kat Hoyle (Clerk) Panetta Horn Deputy Clerk

### APOLOGIES

419/25 Apologies were received from Cllr Thomas Mobbs

### DISCLOSURES OF INTEREST

420/25 There were none.

### MINUTES OF THE LAST MEETING

421/25 It was **resolved** that the Minutes of the Parish Council Meeting held on 9<sup>th</sup> September 2025, copies of which had been previously distributed to Members via Board Intelligence, were signed by the Chairman as a correct record.

### REPORTS FROM COUNTY & BOROUGH COUNCILLORS

422/25 Borough Councillor David Knight, reported locally there is a quiz night in Kilndown to support the Quarry Centre. It is noted an Active Enforcement List has been shared with the Parish Council, Planning Committee. The Local Plan is being discussed with officers and Borough Councillors w/c 20<sup>th</sup> October, at a number of meetings. It was noted the advice given for Parish Councils is to wait until the Borough Local Plan before establishing theirs.

423/25 It was **noted** Cllr Claudine Russell sent a report which is attached in the Appendices.

### ACCOUNTS

424/25

Payment Ref	Invoice Number	Supplier	Description	Gross	Net
20207	84384	Veolia	bin emptying burial ground sept	44.98	37.48
20208	1056	Perinda Skilton	Sept office cleaning	80.00	80.00
27209		Goudhurst Club	Annual Parking Fees	1,500.00	1,500.00

27210	3607	F&C	Cleaning services to 5/10	736.50	614.00
27211		Jack Tinsley	Weeding of Ashes Plots	100.00	100.00
27212		Panetta Horn	Wine for Kalc meeting and coffee	31.43	31.43
27213		Wallgate	Repair and contract for Wallgate heater	817.66	681.38
27214	1052	Mason Vegetation	Clearance of embankment around toilets	180.00	150.00
27215		Richard Greena way	Misc repairs in village	77.00	77.00
27216	G21025	RMR	Medical event cover - Christmas fair	304.00	304.00
27217		MDD	New Desks and chairs	4,118.89	3,432.41
27232		Ed Bates	Reimbursement for garage keys	10.00	8.33
27233		Rebecca Barden	Refreshments for Goudhurst in Bloom	86.92	86.92

### **Resolutions**

#### RFO Report

- 425/25 It was **resolved** to approve the payments for September 2025 plus the additional ones brought to the meeting
- 426/25 It was **resolved** to appoint Cllr Ed Read Cutting and Cllr Paul Wareham to approve the payments
- 427/25 Councillors **noted** the draft budget, including the updates to the pond electricity bill for the hall, and back paying.

#### RESOLUTIONS

- 428/25 It was **resolved** to form a 'Projects' Committee
- 429/25 It was **resolved** to appoint Councillors Alison Webster, Geoff Mason, Craig Broom, Phil Kirkby, Caroline Richards and Suzie Kember, , to the Project Committee and set the first committee date, of: 4<sup>th</sup> November at 7.30 in the Parish Office.
- 430/25 It was **resolved** to close the Youth and Housing Committee with the transfer of remaining asset maintenance budget and responsibility to Amenities. Thanks were noted for the two chairs of the Youth and Housing Committee. It was **noted** the TOR will need updating, for Amenities, along with the key contact and housing representative to be maintained.
- 431/25 It was **resolved** to except the external audited AGAR and noted the comments made in the completion letter. It was **agreed** for Clerk and RFO to submit an official complaint

with the Council backing . It was **noted** to review the official complaints system to ensure it is logged.

- 432/25 It was **resolved** to appoint Cllr Craig Broom, and Caroline Richards, as the Bewl Water Representatives

#### POND

- 433/25 It was **agreed** the creation of a "pond policy" based on the example attached. Action: Clerk

#### EMERGENCY PLAN

- 434/25 It was **agreed** for the creation of an Emergency Plan update and a separate evacuation/communication plan. Cllr Peter Rolington to work with Clerk in creating the documents,

Council noted the minute of the following Committees minutes

- 435/25 It was **resolved** to approve the Highways Committee Minutes including the decisions made.  
436/25 It was **resolved** to approve the Finance Committee Minutes including the decisions made  
437/25 It was **resolved** to approve the Burial Authority Minutes including the decisions made.

#### PLANNING DECISIONS

- 438/25 Members **noted** Planning Committee recommendations and TWBC decisions in August 2025.

#### CHAIRMANS REPORT

- 439/25 It was **noted** for an answer machine to be set up for the office when staff are in and out of office. It was requested for an email signature to be set up and for all residents emails to be copied to the office. Cllr Phil Kirkby and Cllr Antony Harris (KALC representative) updated the Council regarding the latest plans in the Reorganisation of Local Government as discussed in the recent KALC Working Group Meeting. It was noted, the group discussed lists of assets, facilities, population and precepts to be considered in any potential clusters which the various parishes hold. It was also raised about keeping the Tunbridge Wells Agreement with a new utility authority.

#### CLERKS REPORT

- 440/25 The Clerk updated the survey for Lurkin's Rise Playing field was feeding back well. Data will be continuously gathered until end of November/early December. The Clerk updated the necessity regarding Assertion 10 of the Practitioner Guide/AGAR. Cllr Craig Broom and Clerk already working on the strategy to improve the accessibility and ensure compliance. An IT Policy will also be brought to November meeting, based on the model version. General maintenance planned of the village including sweeping of the leaves around the Plain. The Clerk will be meeting the new agent from land management company regarding the various projects and permissions needed. An update will follow after the meeting

#### CORRESPONDENCE

- 441/25 Council **noted** the changes to the bus schedule as referenced in the appendices

- 442/25 Cllr Craig Broom raised a correspondence received from the developer of Triggs Farm regarding the S106 affordable housing. It was agreed a preliminary meeting to be held with the Planning Committee, with the proposal brought to full council
- 443/25 It was noted two nominations had been received for the vacant Council space. The co-option will take place in November.
- 444/25 Council noted the letter received from a resident regarding the possibility of land purchase and request to cut hedging on adjoining land. This was covered in the Chairman Report
- 445/25 It was noted a letter from GK Church regarding the one hour road closure on Christmas Eve for the nativity procession

#### ITEMS FOR INFORMATION

- 446/25 Cllr Peter Rolington updated there a lot of forged £50 notes about to be mindful

#### NEXT PARISH COUNCIL MEETING

- 447/25 The next Council Meeting is 11<sup>th</sup> November 2025 7.30pm at The Church Rooms.

Meeting finished 21.07

K.Hoyle  
Clerk



# Goudhurst Parish Council

## RFO report to Council

Accounts to 30/09/2025

These figures will be presented to Council at the October 2025  
Council meeting.

### Receipts UTB in September 2025

Section 106	8,143
Garage Rent	325
Precept	121,950
	<b>130,418</b>

### Receipts Instant Access in September 2025

0

### Receipts CCLA in September 2025

Dividend payment	377
<b>Total Receipts</b>	<b>130,795</b>

### Payments September 2025

UTB	17,278
CCLA	0
<b>Total Payments</b>	<b>17,278</b>

### Cash Balances at Bank as at 30<sup>th</sup> September

UTB	129,320
CCLA (30.7.2025)	108,545
Instant Access	72,040
<b>Current Balances</b>	<b>309,815</b>

## Accounts Payable to 09.10.2025 for authorisation

Payment Ref	Invoice Number	Supplier	Description	Gross	Net
20207	84384	Veolia	bin emptying burial ground sept	44.98	37.48
20208	1056	Perinda Skilton	Sept office cleaning	80.00	80.00
27209		Goudhurst Club	Annual Parking Fees	1,500.00	1,500.00
27210	3607	F&C	Cleaning services to 5/10	736.50	614.00
27211		Jack Tinsley	Weeding of Ashes Plots	100.00	100.00
27212		Panetta Horn	Wine for Kalc meeting and coffee	31.43	31.43
27213		Wallgate	Repair and contract for Wallgate heater	817.66	681.38
27214	1052	Mason Vegetation	Clearance of embankment around toilets	180.00	150.00
27215		Richard Greenaway	Misc repairs in village	77.00	77.00
27216	G21025	RMR	Medical event cover - Christmas fair	304.00	304.00
27217		MDD	New Desks and chairs	4,118.89	3,432.41
27232		Ed Bates	Reimbursement for garage keys	10.00	8.33
27233		Rebecca Barden	Refreshments for Goudhurst in Bloom	86.92	86.92

An interim payment of £535.78 was made for the insurance on Fountain House.

The initial draft budget was discussed at the Finance Committee and will be present to Council for further discussion.

**Panetta Horn**  
**Deputy Clerk and RFO**  
**9<sup>th</sup> October 2025**

## Explanation of Budget Calculations

£55,000 was budgeted for projects in 2025/26 of which £24K remains unallocated. Future and pending projects were discussed and the Finance Committee proposes that the remaining budget funds should be allocated to the Victorian Cemetery project, which would involve replacing the main path way and preparing an area alongside for additional ashes plots. Assuming that this suggestion is approved the following draft budget proposal has been drafted. Using existing known expenditure and predicted expenses to the end of the financial year, it is projected that the reserves will be £165,396 at year end. With planned expenditure and projects in the draft budget the reserves will be £146,999 at the end of 2026/27 of which £34,000 will be earmarked leaving unallocated reserves of £112,999.

The budget calculations were produced with the following assumptions:

Income - That the balance of the 106 money for the Village Shelter and for Lurkins Rise will be received within the 2026/27 financial year.

Expenditure - That all members of staff achieve CiLCA and the pay rises are agreed.

That the following projects are undertaken:

£1.5K on Notice board for Chequer Field

£1.6K on new bins

£5K on Tattlesbury Parking Consultant

£8K on Back Lane railings

£8K on new play equipment

£35K on Lurkins Rise Project

The Victorian Cemetery and Burial grounds projects are still being costed, so final agreement on the budget cannot yet be sort.

# Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
  - **Sections 1 and 2** must be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2025
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.



## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at <b>31 March 2025</b> been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.	✓	

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



# Annual Internal Audit Report 2024/25

Goudhurst Parish Council

Goudhurst-pc.gov.uk

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

24/04/2025

DD/MM/YYYY

DD/MM/YYYY

Name of person who carried out the internal audit

Michelle Webber

NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE *m. webber*

Date

24/04/2025

**\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**\*\*Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Goudhurst Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

13/05/2025

and recorded as minute reference:

092/25

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

Goudhurst-pc.gov.uk

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



## Section 2 – Accounting Statements 2024/25 for

Goudhurst Parish Council

RESTATED

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	155,917	210,121	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	219,800	227,800	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	46,026	154,344	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	65,592	57,447	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	3,197	7,450	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	142,833	312,224	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	210,121	215,144	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	194,140 <del>191,140</del> RM	209,649	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	347,503	505,824 <del>485,824</del> RM	The value of all the property the authority owns – It is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	43,200	159,068	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

24/04/2025

I confirm that these Accounting Statements were approved by this authority on this date:

24/04/2025

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved



## Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

**Goudhurst Parish Council**

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2024/25

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

See separate report.

Other matters not affecting our opinion which we draw to the attention of the authority:

See separate report.

### 3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

\*We do not certify completion because:

Not applicable

External Auditor Name

**Forvis Mazars LLP, Newcastle Upon Tyne, NE1 1DF**

External Auditor Signature

*Forvis Mazars LLP*

Date

**29 September 2025**



# Goudhurst Parish Council

External Auditor Continuation Report  
2024/2025

**forv/s**  
**mazars**

## Introduction

### This page is part of Section 3 – External Audit Report 2024/2025

The following matters have been raised to draw items to the attention of Goudhurst Parish Council. These matters came to the attention of Forvis Mazars LLP during the review of the Annual Governance and Accountability Report (AGAR) for the year ended 31 March 2025. This report must be presented alongside the AGAR to a full meeting of the smaller authority for review.

The review of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

**Except for the matters reported below on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met.**

The Accounts and Audit Regulations and proper practice in the Practitioner's Guide require that Section 1 of the Annual Governance and Accountability Return is approved before Section 2. This is explained on the front of the Annual Governance and Accountability Return but in 2024/25 the Council approved the Annual Governance Statement after Section 2. Assertion 1 of the Annual Governance Statement was marked 'yes', meaning that the Council believed it had complied with the Accounts and Audit Regulations. The Council should ensure that in future Section 1 is approved no later than Section 2.

The Council has been unable to provide evidence that it carried out and documented a formal risk assessment in 2024/25 although the Internal Audit report and the Annual Governance Statement at Section 1 both indicate that a risk assessment was carried out. For 2025/26 the Council should ensure that it documents its annual risk assessment.

The Council has not fully implemented recommendations made in 2023/24 external audit report regarding the approval process for the AGAR. The Council answered 'Yes' to the relevant assertion in the 2024/25 Annual Governance Statement (assertion 7), claiming it has taken appropriate action in respect of audit reports. In future, the Council should ensure that appropriate action in response to audit recommendations is taken within a reasonable time.

---

#### **Other matters not affecting our opinion which we draw to the attention of the smaller authority:**

As part of its Annual Governance and Accountability Return submission the Council is required to provide for audit explanations for significant variances between the 2023/24 and 2024/25 figures in Section 2. Such explanations support the Council's own understanding of its financial performance. The Council provided insufficient explanation of its variances because not all variances above the tolerance level were sufficiently explained. Although explanations were subsequently obtained in future, the Council should provide an explanation for all significant variances as part of its AGAR submission.

---

---

We were required to return the Annual Governance and Accountability Return to enable the Council to correct the following:

1) Fixed assets at Box 9 for 2024/25 was initially incorrect because the entry was not adjusted for acquisitions and disposals during the year.

2) Cash and cash equivalents at Box 8 for 2023/24 did not agree to the figure stated on the prior year Annual Governance and Accountability Return

In future the Council should ensure that the Annual Governance and Accountability Return is accurate and complete.

---

No other matters came to our attention.

For and on behalf of Forvis Mazars LLP

Date: 29 September 2025

# Contacts

**Gavin Barker**

Engagement Lead, Forvis Mazars

[local.councils@mazars.co.uk](mailto:local.councils@mazars.co.uk)

**James Collins**

Director, Forvis Mazars

[local.councils@mazars.co.uk](mailto:local.councils@mazars.co.uk)

**Thomas Backhouse**

Manager, Forvis Mazars

[local.councils@mazars.co.uk](mailto:local.councils@mazars.co.uk)

**Naser Alkobir**

Manager, Forvis Mazars

[local.councils@mazars.co.uk](mailto:local.councils@mazars.co.uk)

**Tim Dunlop**

Manager, Forvis Mazars

[local.councils@mazars.co.uk](mailto:local.councils@mazars.co.uk)

**Limited Assurance Support Team**

Judith Hunter

Elaine Nicholson

[local.councils@mazars.co.uk](mailto:local.councils@mazars.co.uk)

Tel: +44 (0) 191 383 6348

Forvis Mazars is the brand name for the Forvis Mazars Global network (Forvis Mazars Global Limited) and its two independent members: Forvis Mazars, LLP in the United States and Forvis Mazars Group SC, an internationally integrated partnership operating in over 100 countries and territories. Forvis Mazars Global Limited is a UK private company limited by guarantee and does not provide any services to clients. Forvis Mazars LLP is the UK firm of Forvis Mazars Global.

**Visit [forvismazars.com/global](https://forvismazars.com/global) to learn more about the global network.**

Newcastle office  
Sustainably routed via:  
30 Old Bailey  
London  
EC4M 7AU

Tel: +44 (0)191 383 6300  
[forvismazars.com/uk](https://forvismazars.com/uk)



Ms P Horn  
Goudhurst Parish Council  
3 Fountain House  
High Street  
Goudhurst  
Kent  
TN17 1AL

Direct line: +44 (0)191 383 6348

Email: [local.councils@mazars.co.uk](mailto:local.councils@mazars.co.uk)

Date: 30 September 2025

Dear Ms Horn

### **Completion of the limited assurance review for the year ended 31 March 2025**

We have completed our review for the year ended 31 March 2025 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the review, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication "*Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2024*". This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

### **Action you are required to take:**

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the review. In summary, you are required to:

Publish (which must include publication on the authority's website) a statement on or before 30 September to confirm:

- that the review has been concluded and that the statement of accounts has been published;
- of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
- the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
- Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

*The Accounts and Audit (England) Regulations 2015 do not specify the period the Completion Notice needs to be on the council's website, but this period must be reasonable.*

Forvis Mazars LLP

Forvis Mazars LLP is the UK firm of Forvis Mazars Global, a leading global professional services network. Forvis Mazars LLP is a limited liability partnership registered in England and Wales with registered number OC308299 and with its registered office at 30 Old Bailey, London, EC4M 7AU. Registered to carry on audit work in the UK by the Institute of Chartered Accountants in England and Wales. Details about our audit registration can be viewed at [www.auditregister.org.uk](http://www.auditregister.org.uk) under reference number C001139861. VAT number: GB 839 8356 73



### **Minor scope for improvement in 2025/2026**

In undertaking the review of the 2024/25 Annual Governance and Accountability Return it came to our attention that in 2025 the Council has not met the requirements of the 2015 Accounts and Audit Regulations to start the period of 30 working days for the public to inspect the accounts as soon as possible after they were approved. The Council should ensure that in 2025/26 they comply with the Regulations.

The bank reconciliation initially provided by the Council did not include cash book figures to reconcile to bank statements. In future the Council should use the standard proforma provided in our guidance or in the Practitioner's Guide when preparing the bank reconciliation.

The variance analysis provided by the Council did not cover the Box 9 fixed assets variance, where we require a full explanation of the variance between years. We understand this may be due to a lack of clarity within our template which we will look to correct for next year. We request the Council provides full explanations for all fixed assets variances in 2025/26 to support the AGAR submission.

The Council has been qualified on Assertion 5 of the Annual Governance Statement for the current year, as the meeting minutes did not record any evidence of risk identification or management during the period under review. While future minutes may include references to risk discussions, it is important that such entries go beyond noting approval or general acknowledgement. To support the assertion that risks are properly identified and managed, the minutes should provide substantive detail — including the nature of the risks considered, the potential impact, and the mitigation actions agreed or undertaken. This will enhance transparency and provide a clearer basis for assurance in future years.

### **Accessibility Regulations**

We are aware that the Accounts and Audit Regulations requirement for a physical 'wet ink' signature on the original AGAR, does not allow parish council's to fully comply with the Accessibility Regulations. The National Audit Office are aware that the two pieces of legislation are not compatible, therefore smaller authorities are advised to make it clear on their website that the document is a scan and will not be fully compliant with the Accessibility Regulations.

### **Audit fee**

Our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at [Audit Fees | Smaller Authorities' Audit Appointments \(saaa.co.uk\)](https://saaa.co.uk/Audit-Fees-Smaller-Authorities-Audit-Appointments) will follow.

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

Yours sincerely



**Gavin Barker**  
Engagement Lead  
For and on behalf of Forvis Mazars LLP

## Consultation on the future vision for Bewl Water



Clerk <clerk@wadhurst-pc.gov.uk>

To Kat Hoyle

Cc Councillor David Shairp; Councillor Serena Gadd; Councillor Claire Moore




Reply

Reply All

Forward



Wed 01/10/2025 13:08

 Follow up. Start by 01 October 2025. Due by 01 October 2025.  
You replied to this message on 01/10/2025 13:19.

Further to my previous email regarding a Consultation on the future vision for Bewl Water, I am writing on behalf of Wadhurst Parish Council to provide an update and extend a warm invitation to your parish council.

As outlined earlier, we will shortly be launching an independently managed consultation re Bewl Water to ensure the community's voice is properly represented, following concerns about the adequacy of the leaseholder's recent 'Bewl Water Masterplan' consultation exercise.

The consultation schedule will include a leaflet drop and promoting the consultation at village hall events where we would be delighted if you or your representatives could attend. These events are currently pencilled in as follows:

- **Lamberhurst Memorial Hall:** Thursday, 23rd October 2025, 2:00–7:00 PM
- **Commemoration Hall:** Thursday, 30th October 2025, 2:00–7:00 PM
- **Ticehurst Village Hall:** Date to be confirmed (pending response)

We would be most grateful if you could join us at any or all of these events.

Additionally, as a follow-up to our earlier request, we kindly invite your support for the consultation. A statement of support or assistance in promoting the online survey once it is launched would greatly enhance our collaborative effort across the affected parishes.

We look forward to the possibility of your participation and support.

Please let me know if you have any questions or require further details, otherwise I will be in touch when the details are confirmed.

Kind regards

Claudine Feltham

CC: Cllr Shairp, Cllr Gadd and Cllr C Moore for info

Could I just add that if you or your councillors think it would be useful to hold an event within Goudhurst Parish or invite Goudhurst community groups that might have an interest in the future of Bewl Water (for example, Wild Wadhurst, the sailing clubs, dark skies groups are being invited) please let us know so that the consultation plan can be extended as we do feel that the wider the consultation the better! Kind regards, Cllr Moore



# Worth Village Pond Policy

Adopted: January 2024  
Nex Review: January 2026

## Introduction

1. Worth Village Pond (WVP) and possibly parts of its surroundings (footpaths and War Memorial) are “public spaces”. However, because of past and current work done by Worth Parish Council (WPC) it is a fair assumption that the Council has assumed a “possessory title” of the pond. In plain terms that means, without any documentation, that WPC is responsible for the pond. The Council has so notified its insurers. WPC accepts that this possessory title might be open to challenge but as an abundance of caution WPC has drafted and adopted the following policy in relation to the pond.

## The Policy

2. As the possessory owner of the Pond and parts of the surrounding areas, the Parish Council is responsible for the following:

- The maintenance of the pond (in conjunction with other agencies)
- The general upkeep of the surrounding area
- The management of wildlife and natural habitats
- The safety of residents, visitors, volunteers, and any contractors commissioned to perform work in and around the area

## Maintenance

3. Worth Parish Council will ensure the pond is working effectively. The silt levels will be monitored on a regular basis and the pipes and drains that empty into the pond will be kept clear of obstructions. As will the outlet pipes and drains. WPC will have a maintenance contract to do this.

4. An active pond dredging plan will be budgeted for, with an estimation of large excavation works to be carried out every 10 years. The next major works are planned for 2034.

5. WPC will be responsible for the upkeep and maintenance of all the flora in and surrounding the pond. See more below.

## **General Upkeep of the Pond Area**

6. Worth Parish Council has a duty to uphold the area surrounding the pond as a pleasant, green space for people to enjoy.
7. Worth Parish Council has a risk assessment for all activities and a Public Liability Insurance for any work or activity in or around the pond.
8. The pond and its surrounding areas will be regularly visited and reviewed. Any minor repair actions will be done by the WPC caretaker or others with the requisite skills. All major work will be referred to the Council for scrutiny and decision (including costs).
9. Tree maintenance in the pond area will be actively managed by Worth Parish Council and reviewed in January each year.
10. If other maintenance arises, (such as blockages, fly-tipping objects etc.) the Parish Council will investigate and appropriate action will be taken to remove / fix / tidy as appropriate with aid from other agencies if required.

## **Management of Wildlife and Habitat**

11. Worth Parish Council is committed to preserving the pond and the surrounding area for the local wildlife that reside there. Biodiversity is of significant importance and the preservation of the area is key to ensuring it is a safe environment for all flora and fauna in and around the pond.

## **Health and Safety**

12. Worth Parish Council has, as above, recognised itself as a possessory owner, therefore, the responsibility for the welfare of residents and visitors who visit the pond is held by Worth Parish Council.
13. Common sense when visiting any body of water must be used by residents and visitors. The village pond is not for water-based activities, nor bathing. Young children should not be left unaccompanied at any time. It is the responsibility of the responsible adult in charge to maintain the safety of children and any other vulnerable adults at all times. The Parish Council accepts no liability for any 'foolishness' or 'japes' that lead to accidents and injuries.
14. At the time of writing the Parish Council is drafting a "Worth Village Pond Risk Assessment" for our Public Liability Insurers, Gallagher and Co. They have stated that the use of ponds, and indeed other areas of water, present risks which must be assessed and adequately controlled to ensure the health and safety of all site users. This can be achieved by considering the location, design, and management of the pond.

15. Once agreed, Worth Parish Council will ensure that it has a suitable and sufficient risk assessment for the pond and pond area and that separate risk assessments are conducted for all activities involving the pond area. It is vital that the outcomes and the control measures required to reduce risk to an acceptable level are in place and they must be advised to all those involved in the activities. The new risk assessment, once agreed, will be published alongside this policy document.

16. Adequate instruction and information must be given to all those involved in activities in the pond area, and this should include instruction as to the risks of water, pond/pond area and wildlife, together with the hygiene implications and the needs of working safely outdoors.

### **Events at the Pond – Parish Council Led**

17. Any Parish Council led activity that takes place in or around the pond and pond area will have a fully completed risk assessment and control measures will be in place to mitigate any identifiable risks.

These could include:

- Public consultations
- Volunteer Programmes
- Presentations
- Active management of the pond and pond area
- Social events
- Public Meetings
- Other events added at that Parish Council's discretion

Worth Parish Council holds full public liability insurance that covers residents, visitors, and volunteers.

### **Events at the Pond – Third Party Led**

18. Should any third party wish to lead an activity that is based at the pond or pond area they will need to submit a formal application in writing to the Parish Council along with theses accompanying documents before a decision can be made:

1. Completed Application Form (see below)
2. Completed Risk Assessment relevant to the activity proposed
3. A current copy of Public Liability Insurance in the name of the group proposing the activity
4. Certificates proving the competence and capability of any person(s) erecting structures, electrical connections, or suspensions.

Once these completed documents have been received they will be discussed at the next Parish Council meeting and a decision will be taken.

As the possessory owners with the overall responsibility for health and safety of visitors to the pond and pond area, the decision whether to allow an activity or event to take place at the pond or pond area is at the sole discretion of Worth Parish Council and subject to the receipt of the listed documents.

As a guide the following considerations will need to be addressed in writing to the Parish Council:

The use of electrical equipment in or near ponds is not encouraged but where necessary if equipment is to be used it should be for example be, solar, low voltage transformed power supply or battery powered. Where mains supply is used Residual Current Device provision is essential from the power source. Any electrical equipment must be installed by a competent person. For safety and security, installation must be carried out by a contractor with relevant health and safety training and who carries extensive public and product liability and professional indemnity insurance. A full risk assessment is performed prior to installation in order to take account of site conditions.

Where activities will be undertaken at the pond edge, in areas where the edge is purposely soft for the development of wildlife and vegetation **pedestrian access must be restricted.**

If displays are on a public highway, sufficient access for pedestrians will be required. A minimum clear width of 1.5m must be allowed to ensure pedestrians, including those with mobility difficulties or disabilities, are able to have safe access.

Failure to provide any of the above documentation and considerations will result in the Parish Council being unable to grant access to the land.

Worth Parish Council

31 January 2024

### Application Form for a Third Party to hold an Event at the Pond / Pond Area

Please complete this form and attach the relevant information and send to:

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

Name of Organisation:	
Contact Details:	
Position in Organisation:	
Telephone:	
Email:	
Is your organisation a registered charity?	Yes / No (if yes please provide charity reference number)
Name of Event:	
Dates the event will run from / to:	
Time the event will run from / to:	
Brief Description:	
Public Liability Insurance Policy Number:	
Date Insurance Commenced:	
Expiry Date:	

Have you attached your completed Risk Assessment for the event?	Yes / No
Have you attached a copy of your Public Liability Insurance Certificate?	Yes / No
Have you attached copies of relevant certificates relating to electrical connection / structure building / health and safety?	Yes / No

*Thank you for your application.*

*The Clerk will add your request to the agenda of the next Parish Council Meeting for consideration. Please do join us for the meeting in case any questions arise.*

## **Legislations**

The following legislations apply to the above policies and usage of the pond:

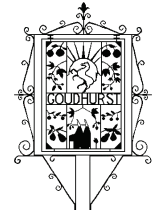
Commons Act 1965 (relating to land ownership only)

Land Drainage Act 1991 (Riparian Responsibilities)

Occupiers Liability Acts 1957 and 1984

Management of Health and Safety at Work Regulations 1999 (as amended)

# Goudhurst Parish Council



## HIGHWAYS COMMITTEE WITH PUBLIC TRANSPORT

Minutes of a Meeting held 23<sup>rd</sup> September 2025 in Goudhurst Village Hall  
During the 7pm an open public forum took place

### PARTICIPANTS

**Councillors Present:** Cllrs Craig Broom, Alison Webster, Antony Harris, Peter Rolington. Paul Wareham

**Officers Present:** Clerk. Kat Hoyle

**Others Present:** Representative from TAG and KCC Cllr Claudine Russell

### TO ELECT A VICE CHAIRMAN

393/25 Cllr Peter Rolington was unanimously elected as Vice Chairman.

### APOLOGIES FOR ABSENCE

394/25 There were none

### ABSENT

395/25 Cllr Suzie Kember

### DISCLOSURES OF INTEREST

396/25 There were none.

### MINUTES OF THE LAST MEETING

397/25 It was **resolved** to approve the minutes of the committee meeting held on 23<sup>rd</sup> June 2025 a copy of which was made available to members prior to the meeting via Board Intelligence.

### TERMS OF REFERENCE

398/25 It was **agreed** Terms of Reference will be deferred to the next meeting

### KENT COUNTY COUNCILLOR

399/25 Cllr Claudine Russell reminded members Highways Cabinet Member for KCC has changed, to Cllr Peter Osbourne. The KCC Budget consultation is due to finish next week and urged those to send feedback

400/25 The Clerk requested a follow up on the restriction on 16/17m lorries on an A road due to the Grade 1 listed church wall response from Kent County Council. Cllr Russell to feed back

### HIGHWAYS IMPROVEMENT PLAN

401/25 It was agreed to continue with the existing top three proposals until completion before any more are added. Cllr Antony Harris suggested the following to be added after this:

- 1) Restricting parking at the end of the village, outside the vacated delicatessen on West Road. Exploratory trials, are preferable.

- 2) To review the hedge boundary along the A262 into West Road to allow the widening of the carriage way.
- 3) To create a priority system for those coming up the hill, out the village, over those coming in.

#### NORTH ROAD, SUMMER HILL AND WINCHET HILL PROPOSALS

402/25 It was **noted** the following update from Kent County Council Engagement Officer on the various proposals, all of which are now in Design and Delivery, with the aim to be costed out in time to apply for the Tunbridge Wells Grant

Winchet Hill, Goudhurst - Installation of the Missing Advanced directional sign facing southeast, junction on the outside of a bend Warning sign to provide early hazard awareness for approaching drivers. Erection of Chevron Sign facing opposing traffic at the bend on the Junction with Curtisden green lane to improve drivers navigation and highlight the curvature of the road. Application of SLOW carriageway marking in both directions. Trimming and clearance of roadside vegetation to improve visibility of all signs and road geometry. These measures will enhance drivers awareness, should reduce collision risk and improve overall safety along the bend.

SummerHill, Goudhurst - Following the assessment of cars travelling fast on the approach bend nearest the turning for Finchurst Farm. I recommend the installation of junction on the outside of a bend warning sign on both approach, Pedestrian in road Sign to provide early hazard awareness for approaching drivers. Erection of Chevron sign facing opposing traffic at the bend turning at Finchurst farm to improve navigation and highlight road curvature. Application of SLOW carriageway marking in both directions, Reflective Edge markers to improve visibility through the bend and the removal of 50mph signage close to the bend. These measures will enhance drivers awareness and improve the safety of pedestrian and drivers on the bend.

North Road, Goudhurst - Following the vehicle speed and approach behaviour at the bend supported by the analysis of crash data in the area. It is recommended that series of targeted safety improvements be implemented. These include: Installation of double bend warning signs accompanied by a SLOW carriageway marking on both approaches to enhance drivers' awareness of upcoming hazards. Placement of the side road ahead warning sign on the northern approach of Gore lane to alert drivers of potential turning conflict. Bend chevron signage to be installed near a bend near gore lane to better define road curvature and assist driver navigation. Children and pedestrian warning sign accompanied with a SLOW carriageway marking should be installed on both approaches near the tennis club to increase awareness of vulnerable road users. Reinstallation of existing signages (e.g. 40mph speed limit and pedestrian warning) to standard mounting height for optimal visibility and compliance. Vegetation trimming around all signages along the roadside to improve overall road safety in this area.

Based on the review of the road and introducing 30mph on the section of B2079 from lidwell lane to Goudhurst Road approaching Horsmonden. As the current signage provision provides sufficient warning for drivers we cannot justify reducing to 30mph on the section of B2079 at this time.



403/25 The representative for TAG A262 updated the group were running a campaign for speed watch to collate information on the lorries, but struggling with volunteers. Linking Sissinghurst, Biddenden and Goudhurst and running for a month. Studies have shown 94% of people stop speeding after speedwatch have been in an area. Cllr Paul Wareham to write to the Biddenden Parish Council Chair to coordinate efforts.

#### INCEPTOR

404/25 It was **agreed** Clerk to get some costings for the gully gulper and bring to Full Council to move forward given the lack of progress from Kent County Council. It was noted the urgency to get cleared before winter.

#### LORRY PETITION .

405/25 It was **noted** the lorry petition run by Mike Martin MP had reached over 500 signatures with week left to run. It was agreed to push the petition via PC socials and pick up with Mike Martin MP for the results in due course.

#### TRAFFIC ISSUES RAISED BY RESIDENTS

406/25 There were none

#### ITEMS FOR INFORMATION

407/25 It was noted the SID in Kilndown had been unsuccessful due to not finding a suitable location for it

#### DATE OF THE NEXT MEETING

408/25 The Date of next meeting is 2<sup>nd</sup> December the Church Rooms official start 7.30

The meeting closed at 21.04

Kat  
Kat Hoyle  
Clerk  
24<sup>th</sup>

# Goudhurst Parish Council

## FINANCE COMMITTEE

Draft minutes of a meeting held on 16<sup>th</sup> September at 6.45pm  
at 3 Fountain House.

### PARTICIPANTS

Councillors Present: Cllrs Craig Broom, Peter Rolington (chair), Geoff Mason, Antony Harris and David Knight

Officers Present: P. Horn – Deputy Clerk, K.Hoyle – Clerk.

### APOLOGIES

369/25 Apologies received from Phil Kirkby and Caroline Richards

### DISCLOSURE OF INTEREST

370/25 There were none.

### MINUTES OF THE LAST MEETING

371/25 It was **resolved** that the minutes of the Finance Committee meeting held on 17<sup>th</sup> June 2025, and previously distributed to members, be accepted as a correct record.

### CHARGES FOR LICENCE FOR USE OF CHEQUER FIELD

372/25 It was decided to defer discussion on Licence charges until the next meeting due to the absence of the Chair.

### GRANT APPLICATIONS

373/25 It was agreed to award a £3,500 grant to the Quarry Centre and a £500 donation to the PWCAC.

### PROJECT BUDGET FOR 2026-27 AND EXPENDITURE IN 2025-26

374/25 Estimated expenditure for 2025-26 was discussed.

The initial budget proposal was discussed and amended. It was resolved to take the agree draft budget for 2026-27 to Full Council for further discussion. The RFO to circulate the amended spreadsheet to members of the Finance Committee.

#### CLERK'S SALARY REVIEW

375/25 The salary review was discussed and it was resolved to take the proposal to

#### NEXT MEETING

376/25 It was **agreed** for the next meeting to on Tuesday 18<sup>th</sup> November 6.45pm at the Council offices.

Minutes taken by:

Panetta Horn

Deputy Clerk

# Goudhurst Parish Council



## BURIAL AUTHORITY

Minutes of a Meeting held on 09<sup>th</sup> September at 6.30pm in the Parish Council Office

Members of the Committee met at 5.15pm at the Burial Ground for an inspection

### PARTICIPANTS

**Councillors Present:** Cllrs Phil Kirkby, Geoff Mason, Caroline Richards (Chairman), and Peter Rolington.

**Officers Present:** Panetta Horn, Deputy Clerk

### APOLOGIES

322/25 Were received from Cllr Ed Read -Cutting

### DISCLOSURES OF INTEREST

323/25 There were none.

### MINUTES OF THE LAST MEETING

324/25 It was **resolved** to approve the minutes of the Burial Authority Meeting held on 17th June 2025 as a correct record.

### QUESTIONS AND STATEMENTS FROM THE PUBLIC AND PRESS

325/25 There were none.

### MAINTENANCE

326/25 It was advised that a third quote was still awaited for replacing the Church gates and that no quote for bracing the Victorian Cemetery gate has been received. The Deputy Clerk is to progress these prior to the next meeting.

327/25 The Deputy Clerk will meet with Pearsons to review the contract and work in St Mary's and the Burial grounds and to obtain a quote for next year.

328/25 It was agreed that the Ashes plots will be hand weeded as a matter of urgency and options for maintenance or resurfacing to prevent weed growth be investigated.

329/25 It was noted that the area beyond the burial ground has become overgrown and is being used to dump spoil by the grave diggers. The Deputy Clerk will investigate protocol surrounding this issue and obtain quotes to incorporate the area into the Burial Ground by removal of the dividing hedge, installation of a gate to the Lower Glebe and work on the perimeter hedge to reduce its height and under plant to encourage it to thicken.

### CORRESPONDENCE RECEIVED

330/25 The Mole ashes request was discussed and the Deputy Clerk is to advise the enquirer of the council's proposal.

### BUDGET PRIORITIES

331/25 It was resolved to submit budget costings for the renovations at the Victorian Cemetery and if available in time, costings for work at the Burial Grounds.

DATE OF THE NEXT MEETING

332/25 Next meeting Tuesday 18th November 1.00pm in the Council Office.

Panetta Horn

09<sup>th</sup> September 2025

Deputy Clerk

3

DRAFT

Application	Address	Proposal	GPC	TWBC	Decision	Due Date
25/01338/FULL	Whites Farmhouse Bedgebury Road Goudhurst Cranbrook Kent TN17 2QT	Change of use from annexe to separate dwelling		Approved	04/09/2025	
25/01621/FULL	Pethrick, Cranbrook Road, Goudhurst, Cranbrook, Kent, TN17 1DP	Demolition of existing rear extension and partial demolition of garage. Erection of single storey side and rear extension. Alterations to external appearance of whole house. First floor extension above existing garage to provide annexe.		Refused	03/09/2025	
25/01544/FULL	Winchet Coach House Winchet Hill Goudhurst Cranbrook Kent TN17 1JX	Erection of two storey rear extension.		Approved	02/09/2025	
25/01507/FULL	Caravans 1 & 2 The Yard Risebridge Farm Peasley Lane Goudhurst Cranbrook Kent	Replacement of 2no. caravans with a dwellinghouse (self-build)		Approved	02/09/2025	
25/01667/FULL	The Long House , Lidwells Lane, Goudhurst, TN17 1EP	Variation of Conditions 2 & 3 of Planning Permission 24/01537/FULL - Omission of carport with utilisation of existing structure for plan & elevation altered from timber cladding		Approved	08/09/2025	

# Service Changes Affecting Buses in Kent

From 01/09/2025 Until 31/12/2025

Service	Operator	Route Description	Type of Change	Reason for Change	Start Date
007	National Express Ltd	Dover - London	Operator Change	Route and Timetable Change	02 September 2025
10, 10A	Stagecoach in East Kent	Folkestone - Ashford	KCC Change	Timetable Change	21 September 2025
102, 103	Stagecoach in East Kent	Folkestone - Lydd	Operator Change	Timetable Change	21 September 2025
104, 105	Stagecoach in East Kent	Dover - Hythe	Operator Change	Timetable Change	21 September 2025
1066	Stagecoach in Hastings	Tunbridge Wells - Hawkhurst	KCC Change	Timetable Change	01 September 2025
1066	Stagecoach in Hastings	Hastings - Hawkhurst	KCC Change	Route and Timetable Change	01 September 2025
123, 554, 555	Nu Venture Coaches	Leybourne - Maidstone	Operator Change	Timetable Change	29 September 2025
130	Nu Venture Coaches	Twydall - Maidstone	KCC Change	Timetable Change	29 September 2025
130A	Nu Venture Coaches	Penenden Heath - Maidstone	Operator Change	Service Withdrawn	28 September 2025
130A	Nu Venture Coaches	Penenden Heath - Maidstone	Operator Change	New Service	29 September 2025
149, 151, 550, 552, (100)	Nu Venture Coaches	Mereworth - Chatham	KCC Change	Route and Timetable Change	01 September 2025
16	Stagecoach in East Kent	Folkestone - Canterbury	Operator Change	Timetable Change	21 September 2025
17	Stagecoach in East Kent	Folkestone - Canterbury	Operator Change	Timetable Change	21 September 2025
18A	Stagecoach in East Kent	Canterbury - Ashford	KCC Change	Route and Timetable Change	01 September 2025
19	Stagecoach in East Kent	Swingfield Minnis - Brockhill Park School	Operator Change	Timetable Change	21 September 2025

Service	Operator	Route Description	Type of Change	Reason for Change	Start Date
2, 2B, 60, 72	Brighton & Hove Bus and Coach Company Limited	Rottingdean - Steyning	Operator Change	Timetable Change	03 September 2025
211, 212	Nu Venture Coaches	Tonbridge - Brook Street - Deakin Leas - Tonbridge	KCC Change	Timetable Change	20 October 2025
251	Stagecoach in East Kent	Heathfield - Tunbridge Wells Boys' Grammar School	KCC Change	Timetable Change	21 September 2025
258	Hams Travel	Kilndown - Uplands College	KCC Change	Route and Timetable Change	01 September 2025
284	Metrobus	Tunbridge Wells - Pembury Hospital	Operator Change	Timetable Change	27 September 2025
289	Go-Coachhire Ltd	Ramslye - Southborough	Operator Change	Timetable Change	01 September 2025
29, 529	Nu Venture Coaches	Peters Village - Maidstone	KCC Change	Route and Timetable Change	08 September 2025
29, 529	Nu Venture Coaches	Peters Village - Maidstone	Operator Change	Route and Timetable Change	29 September 2025
29, 529	Nu Venture Coaches	Peters Village - Maidstone	KCC Change	Route and Timetable Change	29 September 2025
3, S3	Go-Coachhire Ltd	Locksbottom - Sevenoaks	KCC Change	Timetable Change	01 September 2025
329, 329A	Stagecoach in Hastings	Hastings - Tenterden	KCC Change	Route and Timetable Change	01 September 2025
334, 335	Chalkwell	Sheerness - Sittingbourne	Operator Change	Route and Timetable Change	01 September 2025
347, 349, 647	Chalkwell	Kemsley/Murston - Sittingbourne	Operator Change	Timetable Change	01 September 2025
351, 352, (350, 353)	Chalkwell	Sheerness - Sittingbourne Schools	Operator Change	Route and Timetable Change	01 September 2025
360	Travelmasters	Sheerness - Leysdown	Operator Change	New Service	01 September 2025
360, 361, (362)	Chalkwell	Leysdown - Sheerness	Operator Change	Route and Timetable Change	01 September 2025
362	Travelmasters	Sheerness - West Minster	Operator Change	New Service	01 September 2025



Service	Operator	Route Description	Type of Change	Reason for Change	Start Date
370G	Travelmasters	Sheerness - Sittingbourne Schools	Operator Change	New Service	01 September 2025
370I	Travelmasters	Iwade - Westlands School	Operator Change	New Service	01 September 2025
4	Hams Travel	Aylesford - Bennet Memorial School	KCC Change	New Service	01 September 2025
407	1st Bus Stop Minibus	West Kingsdown - Wrotham School	KCC Change	New Service	01 September 2025
414, 414A	Arriva Kent Thameside	South Darenth - Dartford	KCC Change	Timetable Change	26 October 2025
418R	1st Bus Stop Minibus	New Ash Green - Wrotham School	KCC Change	New Service	01 September 2025
418W	Redroute Buses Ltd	New Ash Green - Wrotham School	KCC Change	Route and Timetable Change	01 September 2025
418W, (418R)	Redroute Buses Ltd	New Ash Green - Wrotham School	KCC Change	Route and Timetable Change	01 September 2025
477	Arriva Kent Thameside	Orpington - Dartford	KCC Change	Service Withdrawn	26 October 2025
477	Go-Coachhire Ltd	Dartford - Swanley	Operator Change	New Service	01 September 2025
477	Go-Coachhire Ltd	Dartford - Swanley	Operator Change	Route and Timetable Change	26 October 2025
477	London General	Orpington - Dartford	Operator Change	New Service	26 October 2025
477S, (D12)	Go-Coachhire Ltd	Crockenhill - Dartford	Operator Change	Route and Timetable Change	26 October 2025
479	Brookline Coaches	Bluewater - New Ash Green	KCC Change	New Service	01 September 2025
482, 483	Arriva Kent Thameside	Bluewater - Kings Farm	Operator Change	Timetable Change	26 October 2025
489	1st Bus Stop Minibus	New Ash Green - Gravesend	KCC Change	New Service	01 September 2025
51	Stagecoach in East Kent	Heathfield - Tunbridge Wells	KCC Change	Timetable Change	21 September 2025
529A	Nu Venture Coaches	Barming - Invicta Girls' Grammar School	Operator Change	Service Withdrawn	29 September 2025
529A	Nu Venture Coaches	Barming - Invicta Girls' Grammar School	Operator Change	New Service	29 September 2025
587, 588, 588R	Nu Venture Coaches	Maidstone - Kings Hill	Operator Change	Route and Timetable Change	01 September 2025

Service	Operator	Route Description	Type of Change	Reason for Change	Start Date
594	Metrobus	Westerham - Chalkpit Wood	KCC Change	Route and Timetable Change	27 September 2025
595	Metrobus	Chalkpit Wood - Westerham	KCC Change	Timetable Change	27 September 2025
6, (578)	Nu Venture Coaches	Oakwood Park - Maidstone	Operator Change	Route and Timetable Change	29 September 2025
6, 578	Nu Venture Coaches	Barming - Maidstone	Operator Change	Timetable Change	01 September 2025
6, 6H	Arriva Kent and Surrey Ltd	Maidstone - Tunbridge Wells	Operator Change	Timetable Change	02 November 2025
6, S6	Go-Coachhire Ltd	Sevenoaks - Noahs Ark	KCC Change	Timetable Change	01 September 2025
601, 602, 603	Nu Venture Coaches	Cliffe - Hoo Academy	Operator Change	Route and Timetable Change	01 September 2025
695	1st Bus Stop Minibus	Istead Rise - Rochester Grammar Schools	KCC Change	New Service	01 September 2025
6X	Arriva Kent and Surrey Ltd	Maidstone Hospital - Tunbridge Wells Hospital	Operator Change	Service Withdrawn	02 November 2025
71, 71A	Stagecoach in East Kent	Folkestone - Cheriton	Operator Change	Timetable Change	21 September 2025
73	Stagecoach in East Kent	Hawkinge - Folkestone	KCC Change	Timetable Change	21 September 2025
74	Stagecoach in East Kent	Broadmead - East Cliff	KCC Change	Timetable Change	21 September 2025
77, 771, 772	Nu Venture Coaches	Tonbridge - Maidstone Hospital	KCC Change	Route and Timetable Change	20 October 2025
789	Centaur Coaches	Paddock Wood - London	Operator Change	Route and Timetable Change	29 September 2025
91, 91A	Stagecoach in East Kent	Folkestone - Dover	Operator Change	Timetable Change	21 September 2025
94, 94A, 94B	Brighton & Hove Bus and Coach Company Limited	Brighton - Dorothy Stringer School	Operator Change	Route and Timetable Change	03 September 2025
964	Stagecoach in East Kent	Ashford - Lenham School	KCC Change	Timetable Change	01 September 2025
965	Stagecoach in East Kent	Park Farm - Lenham School	KCC Change	Timetable Change	01 September 2025

Service	Operator	Route Description	Type of Change	Reason for Change	Start Date
968	Stagecoach in East Kent	Highworth School - Bethersden	KCC Change	Route and Timetable Change	01 September 2025
970	Stagecoach in East Kent	Kennington - Homewood School	KCC Change	Route and Timetable Change	01 September 2025
D12	Go-Coachhire Ltd	Swanley - Dartford Grammar Schools	Operator Change	Timetable Change	01 September 2025
D29	Go-Coachhire Ltd	Dartford - Swanley	Operator Change	Timetable Change	01 September 2025
D30	Go-Coachhire Ltd	Dartford - West Kingsdown	KCC Change	Timetable Change	01 September 2025
FH1	Faversham Town Council	Oare - Faversham	Operator Change	Route and Timetable Change	03 September 2025
FH2	Faversham Town Council	Oare - Faversham - Teynham	Operator Change	Route and Timetable Change	02 September 2025
L2	Brookline Coaches	Headcorn - Lenham School	KCC Change	New Service	01 September 2025
L3	Brookline Coaches	Madginford - Lenham School	KCC Change	New Service	01 September 2025
P4	Stagecoach in East Kent	New Dover Road P&R - Kent County Cricket Club	Operator Change	New Service	05 November 2025
R5, R10	London General	Orpington - Green Street Green	KCC Change	Timetable Change	06 December 2025
S10	Go-Coachhire Ltd	Sutton At Hone - Trinity School	KCC Change	Timetable Change	01 September 2025
S12	Go-Coachhire Ltd	Trinity School - Crockenhill	KCC Change	Timetable Change	01 September 2025
S2	Go-Coachhire Ltd	Sevenoaks - Shoreham	KCC Change	Timetable Change	01 September 2025
S32	Go-Coachhire Ltd	Trinity School - Orpington	KCC Change	Timetable Change	01 September 2025
S34	Go-Coachhire Ltd	Trinity School - Pratts Bottom	KCC Change	Timetable Change	01 September 2025
S4	Go-Coachhire Ltd	Sevenoaks - Shipbourne	KCC Change	Timetable Change	01 September 2025

Service	Operator	Route Description	Type of Change	Reason for Change	Start Date
S41	Go-Coachhire Ltd	Trinity School - Edenbridge	KCC Change	Timetable Change	01 September 2025
S5	Go-Coachhire Ltd	Trinity School - Sevenoaks Weald	KCC Change	Timetable Change	01 September 2025
S7	Go-Coachhire Ltd	Westerham - Trinity School	KCC Change	Route and Timetable Change	01 September 2025
S8	Go-Coachhire Ltd	Westerham - Trinity School	KCC Change	Route and Timetable Change	01 September 2025
T3	Go-Coachhire Ltd	Knockholt - Weald of Kent School	KCC Change	Timetable Change	01 September 2025
TW1	Go-Coachhire Ltd	Noahs Ark - Bennet Memorial	KCC Change	Timetable Change	01 September 2025
TW3	Go-Coachhire Ltd	Swanley - Bennet Memorial School	KCC Change	Timetable Change	01 September 2025
TW4	Go-Coachhire Ltd	Westerham - Tunbridge Wells	KCC Change	Timetable Change	01 September 2025
TW6	Go-Coachhire Ltd	Knockholt - Tunbridge Wells Schools	KCC Change	Timetable Change	01 September 2025
V1	1st Bus Stop Minibus	Vigo - St John's School	KCC Change	Timetable Change	05 September 2025
W3	Nu Venture Coaches	Ditton - Wrotham School	KCC Change	Route and Timetable Change	01 September 2025
W4	Nu Venture Coaches	Airfield Estate - Wrotham School	KCC Change	Route and Timetable Change	01 September 2025
W5	Nu Venture Coaches	Kings Hill - Wrotham School	KCC Change	Route and Timetable Change	15 September 2025
X1	Bayliss Executive Travel	Deal - Sandwich Technology School	Operator Change	Route and Timetable Change	03 September 2025

Bus services in the UK operate in a de-regulated (privatised) environment outside of the control of KCC who do not license or contract operators or their services.

Bus operators are able to change or cancel or any service by giving 70 days notice to the Department for Transport. Operators will make decisions on what services to run, their routes and their frequencies based on commercial and operational considerations notably that the use of the service will cover the costs of operation.

The bus industry in the UK is facing a very challenging period of increasing fuel and driver costs, reduced levels of use and a shortage of drivers and this is leading to high volumes of service reductions and cancellations.

Although operators can make these changes without the permission of KCC who cannot therefore resist them and cannot commit to securing replacement services, the Council are keen to ensure that bus users and other stakeholders are aware of pending changes.

**This summary identifies any change to a bus service that has been registered by an operator to take place in September, October, November & December 2025. It includes all changes from minor timetable changes to whole service cancellations.**

It includes all changes from minor timetable changes to whole service cancellations.

Other sources of more detailed information including operator's websites are included at the end.

**Summary of Bus Service Changes : September, October, November & December 2025**