

## BOUGHTON MONCHELSEA PARISH COUNCIL

### Minutes of the Parish Council Meeting held on 14<sup>th</sup> January 2020 in the main hall of Boughton Monchelsea Village Hall pursuant to notice, commencing at 7.00pm

#### Present:

Cllrs S. Munford (Chairman, arrived late due to earlier MBC meeting)  
R. Edmans  
I. Ellis  
R. Martin  
C. Jessel  
L. Date  
A. Whybrow  
A. Humphryes  
B. Brown  
J. Gershon  
D. Smith

Parish Clerk  
3 residents

Cllr Edmans chaired the initial part of the meeting until the arrival of Cllr Munford

1. **Apologies:** Apologies were received from Cllrs Skinner, Stevens, Wilde and Redfearn. Apologies were also received from KCC Warden, Liz Lovatt
2. **Filming of meetings : Request for notification of whether any person intends to film, photograph or record any item**  
No person expressed any intention of filming, photographing or recording any item.
3. **Notification of late items for inclusion on the agenda**  
No late items.
4. **Standing Order 61: To decide whether the public and press should be excluded from the meeting for any item.**  
It was agreed that item 15.4 should be an exempt item due to commercial sensitivity
5. **Reports from Maidstone Police / PCSO and KCC Rural Community Warden**  
PCSO Pete Gardner was not present at the meeting. A Police report had been compiled by the clerk using the E-watch.co website. During November and December there had been 8 crimes in south ward including theft of tools and equipment, theft of number plates and petrol siphoned from a parked car. An incident of arson had also occurred. There had been 8 crimes in north ward including theft of number plates, break-ins and damage to a vehicle.

Concern was expressed that following recent number plate theft in the village, the Police had taken around six weeks to contact the victim regarding possible CCTV

footage. After this length of time any CCTV would most likely have been deleted. It was noted that PCSOs do not appear to get involved in crime investigation. It was agreed that the clerk should write to the Police Commissioner to express concern that Police are not dealing with crimes on a timely basis and seeking clarification on the roles and responsibilities of PCSOs

**CLERK**

KCC Warden, Liz Lovatt was not present at the meeting but had advised the clerk that she had been very busy with welfare visits.

## **6. Open Quarter :**

Residents asked for further information as follows :

- Proposed boundary extension to The Quarries conservation area following the recent letter from MBC
- Increased development within the parish
- The Parish Council's stance on ecology issues
- Education regarding littering

### Conservation area

Cllr Edmans explained that the residents' house (Swiss Cottage) was already in the conservation area and explained the background to the extension proposals based on discussions that had taken place at the Parish Council meeting on 5<sup>th</sup> November 2019.

### Development

Cllr Edmans explained the recent MBC call for sites process and explained that MBC are currently reviewing all the sites that have been submitted. Cllr Smith spoke regarding the Parish Council's landscape masterplan and management plan, adding that Boughton Monchelsea Amenity Trust (BMAT) was set up around 30 years ago and now owns between 300 and 400 acres of land in and around the parish.

### Ecology

Cllr Edmans explained that, at a Parish Council meeting in September 2019, Boughton Monchelsea Parish Council had :

- (1) Declared its recognition of global climate and biodiversity emergencies;
- (2) Agreed to support Maidstone Borough Council in its ambition for the whole of the Borough of Maidstone to be carbon neutral with a target date of 2030
- (3) Agreed to support BMAT in its plans to re-wild and carry out tree planting on its existing land, to enhance species, habitats and the ecosystems where practical and appropriate, including any land acquired by the trust in the future.

Cllr Edmans added that the Parish Council had organised a tree planting day on 25<sup>th</sup> January where trees would be planted on a piece of land at Campfield Farm. In addition, a carbon capture woodland would be planted in winter 2020/21 on BMAT land at Salts Farm.

### Litter

Cllr Jessel explained that the Parish Council has an active group of litter picking volunteers. In addition, a number of parish litter picks are held each year where all residents are encouraged to come along and help, including school children and their families. Cllr Edmans stated that the next organised litter pick would take place in March.

Cllr Jessel explained that the Parish Council were organising litter signage for erection throughout the parish. Cllr Gershon noted that MBC are working hard to investigate and prosecute fly tippers.

Cllr Munford joined the meeting at this point and took over as Chair.

### Damage to property in The Quarries

A resident spoke with concern at damage that had occurred to her property in The Quarries (initially in October 2019) from mud and water flowing over the quarry edge, allegedly as a direct result of activities on the Crest Nicholson construction site off Green Lane. She stated that Crest's site manager had visited her property to view the damage and take photos but she asked for the Parish Council's support in taking this forward.

Cllr Munford stated that he had reported this to MBC planning enforcement at the time who had passed the concerns on to KCC as the responsible drainage authority. He added that KCC would have approved the drainage scheme and would need to be involved again now.

Cllr Ellis proposed that the Parish Council write to Crest, expressing concern at the damage to the resident's property and asking for the matter to be urgently addressed. Seconded by Cllr Martin and agreed by all members. In addition it was agreed that a meeting would be arranged with Crest the following week and that Cllrs Munford and Smith would attend.

**CLERK**

### **7. Declarations of Interest in Items on the Agenda / Declaration of Changes to the Register of Interests / Requests for Dispensations :**

As BMAT trustees, all members present were given dispensation to discuss and vote on any items relating to Boughton Monchelsea Amenity Trust.

### **8. Matters outstanding from minutes (5<sup>th</sup> November) not included in agenda:**

Item 8/8/10/8/12.2 MBC Community Right to Bid : Cllrs Martin and Munford to arrange meeting with MBC

**CLLR MARTIN / CLLR MUNFORD**

Item 10 Heath Road speed limit : The clerk explained that she and Cllr Munford had met with KCC highway officers where it was agreed to proceed with a consultation and Traffic Regulation Order application for a speed limit reduction to 30mph on Heath Road. An informal consultation had taken place, with 23 responses received. These comments had been passed to KCC and a further meeting would take place in February. Cllr Munford added that Cllr Hotson had agreed to contribute towards the cost of the 30mph limit but the remainder would need to be funded by the Parish Council.

Item 12.2 MBC call for sites. A detailed article had been published in the December newsletter and on the Parish Council website.

Item 15.7 Bus shelters : Church Street and Green Lane bus shelters now installed

9. **Minutes of the meeting held on 5<sup>th</sup> November 2019. Agreement of and signature by Chairman of the Parish Council :**

The minutes of the Parish Council meeting held on 5<sup>th</sup> November were agreed as correct. Proposed by Cllr Ellis, seconded by Cllr Smith and agreed by all members.

10. **Clerk's report**

The contents of the clerk's report were noted.

Cllr Edmans expressed concern at potholes and degradation of the road surface in Church Street. Clerk to report to KCC. **CLERK**

Members expressed concern that there had been no response from the developer regarding recent problems with the footpath surface in Church Street, at the entrance to the building site. The clerk advised that, following the lack of response, she had contacted KCC instead.

**Payments since last meeting ( incl VAT ) :**

Oak Frames Direct	Church Street bus shelter (80% balance)	2,143.68
Coakley Cleaning Services	Dog bin emptying – October	130.00
Oak Frames Direct	Green Lane bus shelter (80% balance)	2,365.82
Royal British Legion	Donation following remembrance day	350.00
Graham Clarke Ltd	Retirement gift for Cllr Peter Herrin	200.00
Curious Eatery	Retirement event for Cllr Peter Herrin	350.00
Parish Clerk	Clerk's expenses – printer cartridge	94.90
A. Humphryes	Paint for finger post sign	87.01
Curious Eatery	Balance payment – retirement event	50.00
Colvin & Moggridge	Landscape masterplan / management plan advice	3,973.20
Black & Veatch	Parkwood Farm reservoir consultants fees	1,152.00
KCC	Stationery	17.64
Parish Clerk	Clerk's salary paid by Standing Order - Nov	1,050.26
Parish Clerk	Clerk's expenses – Nov	65.91
Parish Clerk	Clerk's salary paid by cheque - Nov	66.15
HMRC	Employer / Employee tax and NI - Nov	159.45
Admin Support	Admin support assistance - Nov	65.00
Brand Plan Media	Flyers for Heath Road speed limit consultation	142.30
Parish Clerk	Clerk's expenses – PA system for carols on the green and other events	145.00
<b>** Unipar Services **</b>	<b>Battery charger for speedwatch equipment</b>	<b>102.00</b>

MLM Consulting Engineers	20mph zone design consultants fees	1,129.82
Coakley Cleaning Services	Dog bin emptying – Nov	130.00
Gill Turner Tucker	Legal fees (BMAT £1,406.40, village hall £2,619.60)	4,026.00
S. Munford	Refreshments – meeting with KCC Cllr Eric Hotson	19.55
Brand Plan Media	Further flyers for Heath Road speed limit consultation	133.53
KCC	Folding tables for carols on the green & other events	244.32
<b>** D. Smith **</b>	<b>External socket box for xmas tree on green</b>	<b>21.59</b>
Parish Clerk	Refreshments for carols on the green	111.40
CLF Fencing	Bus shelter installation – Church St & Green Lane	2,590.00
Village hall committee	Hall hire – Nov	52.00
L. Date	Newsletter delivery	300.00
Solmco Ltd	Erection of additional war memorial plaque	50.00
Parish Clerk	Refreshments for carols on the green	38.25
Salvation Army	Donation following carols on the green	350.00
Kall Kwik	Newsletter printing	495.00
EDF Energy	Electricity to parish hut	73.47
Colvin & Moggridge	Landscape masterplan / management plan advice	3,726.12
Admin Support	Admin support assistance - Dec	65.00
S. Munford	Xmas gift for parish clerk	25.00
Parish Clerk	Clerk's salary paid by Standing Order – Dec	1,050.26
Parish Clerk	Clerk's salary paid by cheque – Dec (includes 1 week pay in lieu of holiday)	255.74
Parish Clerk	Clerk's expenses – Dec	53.33
HMRC	Employer / Employee tax & NI - Dec	287.19
<b><u>Receipts:</u></b>		
Allotment leaseholders	Allotment rent	319.65
Maidstone Borough Council	Reimbursement of finger post sign cost	600.00
<b><u>Balances as at 7<sup>th</sup> January 2020 :</u></b>		
	Current Account	72,824.05
	Business Reserve	425.94
	National Savings	303.32
	<b>Total Financial Assets</b>	<b>73,553.31</b>

Note : Bold / asterisked items indicate payments made prior to authorisation by the Council but certified as to correctness and urgency by the Chairman and Clerk.

- 11.1 Finance report - Agreement of payments made and income received since last meeting : The above financial statement was accepted. Proposed by Cllr Ellis, seconded by Cllr Edmans and agreed by all members.
- 11.2 Budget monitoring report : The budget monitoring report to 7/1/20 was included in the agenda papers and was agreed by all members.
- 11.3 Precept for 2020/21 :

Introduction

The parish precept data for 2019/20 was as follows :

Precept £76,963.00

Band D precept per dwelling £48.94

Tax Base £1,572.60

Key data for 2020/21 :

Tax base £1,672.40 ( Up 6% on previous year)

Current Band D precept £48.94

Current Average Band D precept for all of Maidstone's Parish Councils £62.54

Current Median Band D precept for all of Maidstone's Parish Councils £49.18

Matters to be considered

The above data highlights that Boughton Monchelsea's current precept is still both below average and the median in respect of other Parish Councils in Maidstone. Accordingly the Parish Council is not being profligate.

Likely expenditure of the Parish Council until the medium term is likely to remain high with the need to undertake refurbishment works to the village hall together with carrying out the recommendations as set out in the Colvin & Moggridge report and the "greening" strategies which are likely to be adopted in the coming years.

Suggested options

It was agreed last year that the Parish Council should increase its precept by 5% in coming years in order to bring its precept into line with the other Maidstone Parish Councils over a period of time as we are still a low rating council but with expected large future expenditure commitments. Neighbouring Parish Council's precepts for 2019/20 were as follows : Coxheath £48.82, Chart Sutton £52.11, Headcorn £116.62, Marden £74.54 and Loose £78.81, highlighting our position.

It is recommended therefore that the precept should be increased by 5% to £51.40 for 2020/21.

If the Parish Council agrees to increase the Band D parish precept to £51.40 then this will generate a precept of £85,961.00

This increase represents, for a Band D dwelling, an increase of £0.047p weekly charge in supporting the Parish Council.

### Recommendation

It is recommended that for 2020/21 the precept for a Band D dwelling be £51.40 resulting in a total precept of £85,961.

Cllr Ellis proposed that the Parish Council's precept for 2020/21 be set at £85,961. Seconded by Cllr Munford and agreed by all members. Clerk to return precept form to MBC.

**CLERK**

Cllr Gershon queried whether the Rifgins Trust would support any residents in financial need. Cllr Ellis confirmed this. Cllr Munford noted that council tax reductions were available from MBC for some residents.

### 12. **Correspondence:**

12.1 KCC – Strategic Statement – Five Year Plan consultation : It was agreed that the clerk and Cllr Munford would respond to this consultation on behalf of the Parish Council.

**CLERK / CLLR MUNFORD**

12.2 Heart of Kent Hospice – funding request : Following lengthy discussion, members acknowledged that the hospice is a very worthy cause and provides vital support but felt that it was not appropriate at this time for the Parish Council to provide any financial support to the charity.

It was agreed that the general matter of grant funding to organisations and charities outside the parish should be discussed again prior to the 2020/21 budget being agreed.

**ALL CLLRS**

### 13. **Planning Report:**

The following applications had been considered by the Planning and Licensing Committee:

		MBC notified
19/505222	Barton Cottage, 40 Church Street, Boughton Monchelsea Erection of a part two storey, part single storey rear extension (revised scheme 19/500715 part retrospective) <b>DECISION :</b> No objection / comment	5/11/19
19/504787	10 Petlands, Boughton Monchelsea TPO application – oak (T1 and T2) – reduce trees by 4m, current height approx. 15m and width 9m due to safety concerns over low hanging branches potentially falling off in high winds <b>DECISION :</b> No objection / comment	5/11/19
19/505742	Land south of Sutton Road, Langley Erection of a temporary sales unit with associated visitor parking <b>DECISION :</b> No objection / comment	17/12/19
19/505435	Buttercups Sanctuary for Goats, Wierton Road, Boughton Monchelsea	17/12/19

Retrospective application for the continued use of land as a goat sanctuary and associated operational development, including stable buildings, tea room, sheds and car park

**DECISION :**

The Parish Council wish to support the retrospective application however we would like to see the following measures introduced to help towards moderating, as far as practically possible, any disturbance to the occupants of the nearby Wierton Lodge. Please note that we would like the application to be reported to MBC planning committee for decision.

Creation of a screen by fencing off a corner of the car park and planting with coniferous trees or, if possible, a more sustainable quick growing alternative given our commitment as a parish to biodiversity improvements.

Installation of an additional sign at the entrance to the sanctuary explaining that goats may be stressed by noise and asking visitors to be considerate and quiet throughout their visit.

19/506110 Lower Bell Riding School, Back Lane, Boughton --  
Monchelsea

Demolition of existing site structures (barn, stables, mobile home, shed) and erection of 3 dwellings with accompanying parking and landscaping

**DECISION :**

Not yet decided

**The following applications have been APPROVED by MBC:**

19/505222 Barton Cottage, 40 Church Street, Boughton Monchelsea  
Erection of a part two storey, part single storey rear extension  
(revised scheme: 19/500715/FULL - part retrospective)

**The following applications have been REFUSED by MBC:**

19/504567 Knowlesden Farm, Lower Farm Road, Boughton Monchelsea  
Prior Notification for proposed change of use of two agricultural buildings into 3no. residential dwellings and for associated operational development. For it's prior approval to: - Transport and Highways impacts of the development - Contamination risks on the site - Flooding risks on the site - Noise impacts of the development - Whether the location or siting of the building makes it otherwise impractical or undesirable for the use of the building to change as proposed - Design and external appearance impacts on the building

**The following applications have been notified as WITHDRAWN :**

19/504144 Land to west of 70 Church Street, Boughton Monchelsea  
Minor material amendment to condition 20 of 16/502993 (Demolition of existing buildings and construction of 18 new C2 Extra Care

Retirement Homes, Club House, Car Ports, Bin Stores, Landscape Scheme and Access Road. Demolition of garage to rear of 70 Church Street and erection of new oak framed car port to rear garden) to include an increase in unit numbers from 18no. to 24no. units and changes to the internal layouts and elevations along with associated site plan updates, including changes to number of parking spaces & car ports.

**The following APPEALS have been notified:**

None

**The following APPEAL DECISIONS have been notified:**

None

**The following APPEALS have been notified as WITHDRAWN:**

None

**14. Representatives' Reports:**

14.1 KALC: Cllr Date advised that he had attended the recent AGM.

14.2 Allotments : Cllr Martin advised that a tree on the allotment site would be pollarded as it was leaning over an adjacent property.

Cllr Martin noted that the probation service had responded to his recent request and had confirmed they could provide assistance in the Spring with work to the wildflower meadow etc.

14.3 Village Hall & Recreation Ground : Cllr Edmans spoke regarding the draft constitution document. It was agreed that 4 elected members would be required with annual re-election of trustees.

Cllr Smith advised that he was producing a draft drawing for submission to Crest Nicholson showing proposed improvement works to the village hall. **CLLR SMITH**

It was noted that the village hall bookings clerk had recently left and bookings were being handled by committee members for the time being.

14.4 Neighbourhood Watch : Cllr Stevens was not present at the meeting

14.5 Police Liaison : Cllr Date had nothing to report.

14.6 Bus group : Cllr Whybrow advised that she had attended a recent bus group meeting and that the new trial service would begin in February.

14.7 Speedwatch : Cllr Date had nothing to report.

**15. Items for Discussion:**

15.1 Health and Safety Issues : It was noted that Cllrs Jessel and Gershon had produced a risk assessment for the forthcoming tree planting day. It was noted that there would be around 25 volunteers from the Rotary Club and 25 from Scouts as well as a number of residents. Cllr Jessel advised that the Firmin family had donated the site of the tree planting at Campfield Farm to BMAT and it was agreed that it should be named 'Firmins Field' in memory of Mr Ian Firmin who had passed away recently. It was suggested that there should be a formal opening event, perhaps in early summer.

Cllr Munford advised that BMAT will have future maintenance responsibility for the land and it would be important to leave tractor access around the perimeter and to keep the public right of way clear of trees.

It was agreed that Cllrs Gershon and Jessel would thank the farmer for his co-operation after the tree planting day on 25<sup>th</sup>. Cllr Jessel advised that the event would be publicised afterwards in the local press.

15.2 Parkwood Farm reservoir update : Cllr Edmans advised that the 10 year inspection had taken place on 15<sup>th</sup> November. A detailed report had been produced, identifying various remedial works to be undertaken including tree surgery, vegetation removal, grass seeding and minor concrete repairs. Cllr Munford noted that there was approximately £500 remaining in the reservoir budget head and proposed that Cllr Edmans and the clerk be given delegated powers to authorise spending up to £2000 on the above work. Seconded by Cllr Ellis and agreed by all members. **CLERK**

Cllr Edmans advised that, following the recent flooding in The Quarries, additional fencing would be required to prevent pedestrians straying into the pond areas on BMAT land either side of the public right of way leading to Brishing Lane. It was agreed that this work would be funded from the previously agreed BMAT grant. **CLERK**

15.3 North Ward update : It was noted that there had been a recent residents meeting at Langley Park. Several members of the Parish Council had attended.

It was noted that quad bikes had been accessing the Furfield Park open space. The clerk was arranging fencing repairs at the Ragstone Fields entrance which would hopefully prevent future problems. **CLERK**

It was noted that damage to the play equipment at Lockham Farm Avenue had been reported to MBC.

Cllr Munford stated that Cllr Stevens had indicated her keenness for wildflower meadows to be introduced in the Furfield Park public open space. It was agreed that he would obtain quotes for this and the clerk would apply for a 'Go Green Go Wild' grant from MBC. **CLLR MUNFORD / CLERK**

15.4 Landscape Masterplan – implementation of action plan :  
Cllr Humphryes talked through the draft plan he had produced and stated the initial focus should be on the Church Street / Heath Road junction.

It was agreed that the draft action plan should be reviewed by all Councillors and its approval added to the agenda for the next Parish Council meeting. **CLERK**

15.5 Community Transport – exempt item

15.6 CIL fund spending : Following lengthy discussion it was agreed that Cllr Munford would investigate CIL spend criteria and report back to members. It was also agreed that CIL should be included as a budget head for the 2020/21 budget.

**CLLR MUNFORD / CLERK**

15.7 Emergency Plan : Cllr Brown advised that the draft plan should be ready to approve at the next Council meeting.

**CLLR BROWN**

15.8 Litter signs update : Cllr Jessel advised that suitable, high definition photos were required for the signs. Cllr Date and the clerk to forward photos to Cllr Jessel.

**CLLR DATE / CLERK**

15.9 Bus shelters for Green Lane and Marlpit : It was agreed that the Parish Council should apply for further KCC grants, as and when available.

15.10 Tree and seats on the green : Cllr Ellis felt that no further trees should be planted on the green. Cllr Munford reminded members that permission to remove a tree some time ago had been given by MBC based on a replacement being planted. Discussion followed regarding possible tree location and species. It was agreed that Cllrs Smith and Humphryes would take this forward as part of the landscape management action plan.

**CLLR HUMPHRYES / CLLR SMITH**

**16. Deferred items schedule :**

Nothing to report

**17. Any Other Business :**

17.1 Cllr Date noted that the soldier statue had been stolen from the Church Street play area. He stated that he had seen a more substantial statue elsewhere and would send details to the clerk.

**CLLR DATE**

17.2 Concern was expressed regarding two more mobile homes that had apparently gone in on the traveller sites on Church Hill. Cllr Martin stated that he would report this MBC.

**CLLR MARTIN**

**18. Date of Next Meeting:**

The next full Parish Council meeting will be held on Tuesday 3<sup>rd</sup> March 2020 at 7pm in the village hall.

There being no further business the meeting closed at 9.45pm.

**MINUTE 16** (Parish Council meeting 14<sup>th</sup> January 2020)

**SCHEDULE OF DEFERRED ITEMS CARRIED FORWARD FROM PARISH COUNCIL MEETINGS:**

<b>DATE :</b>	<b>ITEM:</b>	<b>ACTION:</b>	<b>POSITION AS OF PARISH COUNCIL MEETING 14<sup>th</sup> January 2020</b>
16.1.07	Furfield Quarry	Methane monitoring	Update reports obtained & passed to Cllr Fuller / meeting of Custodian Trustees. Need to write To planning authority asking whether methane is being monitored (4.3.08, 6.5.08, 15.7.08). Up to date report received. Ensure reports requested annually (2.9.08). Clerk to request latest report (6/7/11, 6/9/11). Latest report requested. Page & Wells to set up meeting with relevant parties to discuss (1/11/11). Meeting took place 9/12/11. Next meeting due December 2012. Clerk to request financial information from MBC (3/7/12). Correspondence received 23/7/12. Cllr Ellis to arrange further meeting with relevant parties (4/9/12, 6/11/12). Clerk to arrange further meeting (8/1/13). Meeting with MBC arranged for 17 <sup>th</sup> June. Cllrs Ellis and Evans to attend (7/5/13). Further meeting to be arranged (2/7/13). Meeting arranged for 5 <sup>th</sup> September. Cllrs Ellis and Evans to attend (3.9.13). Cllr Ellis and Evans attended meeting on 5 <sup>th</sup> Sept (5.11.13). Clerk to arrange further meeting (6/5/14, 1/7/14). Contacted MBC's Duncan Haynes 12/8/14 to arrange meeting. My Haynes has advised that he will be meeting with the consultant who manages the methane monitoring system on site in September and will arrange a meeting following this (2/9/14). Meeting with Duncan Haynes arranged for Weds 10 <sup>th</sup> Dec at 10am. Cllrs Ellis and Evans to attend (4/11/14). Cllrs Ellis and Evans attended meeting on 10 <sup>th</sup> Dec. Borough Council officer, Duncan Haynes is now arranging an annual meeting between MBC, the Parish Council and trustees of the Skinner Trust. Awaiting confirmation of date (13/1/15, 3/3/15, 5/5/15). Clerk to write requesting financial information on cost of maintaining facility compared to capital sum available (12/1/16, 1/3/16, 3/5/16, 5/7/16). Meeting with John Taylor has now taken place. Further information on whether the funds will meet anticipated future costs is expected at the end of 2018 (6/9/16). Annual meeting with John Taylor now due (4/7/17). Meeting will be held in June, awaiting confirmation of date from Duncan Hayes (6/3/18). Meeting took place on 5 <sup>th</sup> June, attended by Cllrs Ellis and Martin (3.7.18). BMAT to write to MBC's Duncan Hayes requesting further information (4.9.18). MBC advised they cannot insist on a meeting therefore Ian Ellis arranging meeting directly with John Taylor (6.11.18). Members agreed to take legal advice on exercising the option agreement. This would be funded from the previously agreed BMAT grant money (15.1.19). Agreement not to exercise option at present. To be reviewed again prior to option expiry in September 2024

			(5.3.19). Further meeting with MBC / John Taylor required. Clerk to arrange (3.9.19)
3.5.18	The Green	Replacement trees	To agree replacement trees to be planted in place of the beech tree that was felled earlier in the year. MBC have approved a walnut tree at present. To be discussed further in October 2018. Discussed at PC meeting 4.9.18 where it was agreed to defer tree choice and planting until completion of the Neighbourhood Plan and Landscape Management Master Plan (4.9.18). MBC tree officer confirmed OK to defer tree planting until next year (6.11.18)
2.7.19	Campfield Farm	Encroachment	BMAT issue. Review July 2022
2.7.19	59 Linton Road	Encroachment	BMAT issue. Review July 2022
3.9.19	11 Harling Close	Encroachment	BMAT issue. Review September 2022
3.9.19	Clerk's salary	Review	Review clerk's salary on an annual basis. Next review due September 2020.