

BOUGHTON MONCHELSEA PARISH COUNCIL

Minutes of the Parish Council Meeting held on 6th September 2016 in the main hall of Boughton Monchelsea Village Hall pursuant to notice, commencing at 7.00pm

Present:

Cllrs S. Munford (Chairman)
I. Ellis
P. Herrin
S. Evans
B. Brown
J. Skinner
R. Martin
K. Williams
A. Whybrow

Borough Councillor, Matt Burton
Parish Clerk
1 parishioner

1. **Apologies:** Apologies were received from Cllrs Smith, Gershon and Date.
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.**
No excluded items.
5. **Reports from Maidstone Police / PCSO and KCC Rural Community Warden**
PCSO Pete Gardner was not present at the meeting but a Police report had been received in advance. There had been 9 reported crimes in July and August, comprising 3 incidents of criminal damage, 4 incident of theft and 2 incidents of theft from motor vehicle. For the same period last year there had been a total of 8 reported crimes.

Cllr Munford noted that KCC had provided 24 hour security cover at Boughton Mount during the school holidays. He added that KCC would soon be commencing erection of security fencing around the whole site, to prevent unauthorised access.

KCC Warden, Liz Lovatt, was not at the meeting.

A report had been received from County Councillor Gary Cooke. This included information on additional funding for the 'find and fix' road repair programme, extra

funding for weedkilling to highway verges and the recent opening of the new Langley Park primary school.

Cllr Ellis declared a non-pecuniary interest then spoke regarding road safety on Heath Road next to Iden Farmhouse. He stated that there had been a number of accidents at this location, with the owner's garden wall being hit and damaged. Cllr Munford noted that this had been mentioned to Cllr Hotson already but would be discussed again at the next meeting with Highways, due to take place in the next few weeks. It was agreed that the clerk should write to Cllr Hotson asking for an update on this at the meeting. **CLERK**

Members discussed the potential implications of the proposed Leeds / Langley relief road and were extremely concerned at the potential effect on Heath Road. Cllrs Ellis and Martin spoke at length and it was agreed that they should both be invited to attend the next highways meeting, along with Cllr Munford and the clerk. **CLERK**

6. Open Quarter :

There was nothing to discuss during the open quarter

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

Cllr Skinner declared an interest in item 16 Furfield Park methane monitoring. All members declared an interest in any item relating to Boughton Monchelsea Amenity Trust and it was noted that all members had dispensations in place to vote on matters relating to the Trust.

It was agreed to bring forward item 14.2

14.2 Allotments

The clerk had produced a report for members, detailing a number of proposals from Cllr Martin regarding allotment rent and future upkeep of the site. A quote had been received from Steven Waring for removal of various trees and shrubs on the site and for clearing vegetation and rubbish from all vacant plots.

Cllr Martin proposed that the allotment rent for 2016/17 be reduced from £33.50 to £30 for a full plot and from £20 to £17.50 for a half plot. This would be in line with rent charged by neighbouring parishes. Seconded by Cllr Munford and agreed by all members.

Cllr Martin proposed that Steven Waring's quote (£480) for removal of various trees and shrubs on the site be accepted. Seconded by Cllr Ellis and agreed by all Councillors.

Cllr Martin proposed that Steven Waring's quote (£608) for mowing, strimming and clearing rubbish from all vacant plots be accepted. Seconded by Cllr Ellis and agreed by all members.

A quote had also been received from Steven Waring for ongoing work to the area in terms of spraying vacant plots with weedkiller and rotovating vacant plots just before new tenants start work on them. Cllr Munford proposed that the quote for ongoing work should be accepted. Seconded by Cllr Martin and agreed by all Councillors.

The clerk noted that it would be necessary to move £1500 from the general purposes fund to the allotment budget to allow all the above work to be carried out. Proposed by Cllr Ellis, seconded by Cllr Munford and agreed by all members.

A parishioner suggested that, due to the large number of vacant plots, the Parish Council may want to explore the possibility of shutting down the top part of the allotment field, allowing all the vacant plots in the lower section to be filled. It was agreed that Cllr Martin would look into this but if it was taken forward, it would be done gradually and on a voluntary basis, at least in the short to medium term.

CLLR MARTIN / CLERK

8. Matters outstanding from minutes (5th July) not included in agenda:

Item 6 : It was noted that the Albion was due to re-open mid September

Item 12.2 : Cllr Munford noted that he had responded to KCC's Active Travel Strategy Consultation, on behalf of the Parish Council

Item 13.2 : Cllr Munford advised that he was still looking into the issue of whether MBC take garages into account as parking spaces when assessing planning applications for new housing developments

CLLR MUNFORD

Item 15.3 : It was noted that Borough Councillor, Matt Burton and Cllr Williams were researching the availability of section 106 monies for improvements to the Joywood play area.

CLLR WILLIAMS

9. Minutes of the meeting held on 5th July 2016. Agreement of and signature by Chairman of the Parish Council :

The minutes of the meeting held on 5th July were agreed as correct. Proposed by Cllr Herrin, seconded by Cllr Munford and agreed by all members.

10. Clerk's report

The contents of the clerk's report were noted.

10.1 It was noted that recent planning applications relating to Boughton Service Station had been approved using delegated powers, despite the Parish Council objecting. Cllr Munford agreed to raise this with the Borough Council. **CLLR MUNFORD**

10.2 Cllr Ellis advised that the primary school had written to KCC to express concerns regarding highway safety at the zebra crossing on Heath Road.

10.3 Cllr Ellis noted that a meeting had taken place recently with John Taylor regarding methane monitoring at Furfield Quarry. He advised that the tip is still in an active phase but that the level of methane is declining. The cost of replacing plant and infrastructure on the site would be approximately £400,000. Monitoring work is ongoing and this should be complete by the end of 2018. The fund for ongoing

management of the site stands at £1.2M and the Parish Council are seeking information on whether this is sufficient to meet expected future costs.

10.4 It was noted that the clerk had recently secured grant funding from the Big Lottery Fund. Together with funds from County Councillor, Eric Hotson and the Parish Council this would now enable the Church Street defibrillator project to proceed. The clerk advised that the refurbished red phone box should be delivered and installed by the end of September.

11. Finance Report:

Payments since last meeting (incl VAT) :

Gill Turner Tucker	Legal fees – Piper option agreement	270.00
RIP Cleaning Services	Dog bin emptying - June	64.80
Maidstone Borough Council	Return of unspent KCC Warden grant money 'Socket and See'	1000.00
Village hall committee	Hall hire	63.25
KCC	A4 copier paper	15.00
Solmco Ltd	Refurbishment of Gandys Lane sign (will be reclaimed from MBC)	561.00
Information Commissioner	Annual data protection registration fee	35.00
Clerk	Clerk's salary and expenses - July	879.60
HMRC	Employer / Employee NI - July	41.07
Gill Turner Tucker	Legal fees – Piper option agreement	289.80
RIP Cleaning Services	Dog bin emptying – July	51.84
Black & Veatch	Parkwood Farm reservoir – consultants fees	792.00
RPC Land	Land valuation advice – Lyewood Farm	1440.00

Receipts:

None

Balances as at 30th August 2016 :

Current Account	115,637.91
Business Reserve	424.61
National Savings	297.94
Total Financial Assets	116,360.46

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 Smith and agreed by all members.

11.2 Budget monitoring report : The budget monitoring report to 1/9/16 was included in the agenda papers and was noted by all members. Due to higher than anticipated costs for the parish hut doors it was agreed to move £450 from the general purposes fund to the parish hut item to avoid a budget overspend.

Cllr Ellis suggested that there should be no further moving of funds backwards and forwards from the general purposes fund.

12. Correspondence:

12.1 MBC – Community Infrastructure Levy (CIL) : Cllr Munford advised that if approved, £99 per square metre of residential development would be allocated as CIL, with 15% of this given to parish councils. For those parishes with neighbourhood plans in place the proportion would increase to 25%. He added that CIL is due to come into force in autumn 2017. It was agreed that Cllr Ellis be given delegated powers to respond to this consultation on behalf of the Parish Council.

CLLR ELLIS

12.2 MBC – Parish Communication Survey : The clerk advised that she had completed this survey.

12.3 KCC – Consultation on Local Transport Plan 4 : Cllr Ellis agreed to respond to this consultation on behalf of the Parish Council. **CLLR ELLIS**

12.4 Zurich – Parish Council insurance renewal : The clerk advised that the current long term deal with Zurich had come to an end and a quote had been received, with options for 1, 3 and 5 year terms. It was agreed to proceed with Zurich's quote for a new 5 year term, with annual premiums of £1296.22. **CLERK**

13. Planning Report:

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

MBC notified

16/504902	Lime Tree Cottage, The Green, Boughton Monchelsea Erection of a replacement greenhouse DECISION : No objection / comment	20/7/16
16/504903	Lime Tree Cottage, The Green, Boughton Monchelsea Listed building consent for the erection of a replacement greenhouse DECISION : No objection / comment	20/7/16
16/503905	The Orchard, Green Lane, Boughton Monchelsea Retrospective application for erection of stable / storage unit DECISION : No objection / comment	20/7/16
16/505566	17 Haste Hill Close, Boughton Monchelsea Erection of a single storey rear extension DECISION : No objection / comment	20/7/16
16/505916	Old Pipe Barn, Wierton Hill, Boughton Monchelsea Change of internal ground floor layout and variation of fenestration of kitchen and utility rooms DECISION : No objection / comment	9/8/16
16/505918	Old Pipe Barn, Wierton Hill, Boughton Monchelsea Listed building consent – change of internal ground floor layout and variation of fenestration of kitchen and utility rooms DECISION : No objection / comment	9/8/16
16/505703	71 Haste Hill Road, Boughton Monchelsea Conversion of loft into habitable space with the insertion of front	9/8/16

and rear dormer windows

DECISION : The Parish Council wish to see the application approved and feel that it is in appropriate scale to the existing property

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|-----------|---|---------|
| 16/506001 | Telecommunications Mast T-mobile 71724, Bircholt Road, Maidstone
Telecommunication Notification for the removal of the existing 17 metre high Phase 4 monopole and diplexor box, the installation of a 17.5 metre high Phase 5 monopole and RFC (800) cabinet, measuring 600x480x700mm and associated development
DECISION : No objection / comment | 9/8/16 |
| 16/506114 | F G Barnes and Sons Ltd, Sutton Road, Maidstone
Additional temporary car showroom and associated external car display, remaining for up to 5 years, on an existing car dealership (sui generis) site
DECISION : No objection / comment | 31/8/16 |
| 16/506260 | 39 The Quarries, Boughton Monchelsea
Addition of first floor to existing bungalow and the erection of a single storey side and rear extension
DECISION : No objection but, due to the narrow and congested nature of The Quarries, the Borough Council should satisfy themselves that the proposal would not result in any reduction in off street parking spaces within the curtilage of the property | 31/8/16 |
| 16/505989 | 48 Church Street, Boughton Monchelsea
Single and two storey extensions to rear, creation of car parking space to front
DECISION : The Parish Council do not have any objection to the extension but do not wish to see the creation of a parking space to the front of the property. Church Street is already heavily congested with parked vehicles and parking is particularly difficult in this location due to the post office next door | 31/8/16 |
| 16/505810 | Boughton Monchelsea Place, Church Hill, Boughton Monchelsea
Listed building consent – variation of condition 2 of MA/13/1782 enlargement of one window and alterations to two others on the south elevation, and development of a terrace to incorporate a sundial – use Chilmark stone instead of rag stone
DECISION : No objection / comment | 31/8/16 |
| 16/506248 | Cobtrees, Heath Road, Boughton Monchelsea
Remove walk-in cupboard window and extend existing kitchen window to rear elevation, block existing door and move to existing window opening on side elevation
DECISION : No objection / comment | 31/8/16 |

The following applications have been APPROVED by MBC :

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|-----------|--|
| 16/504455 | 55 Lockham Farm Avenue, Boughton Monchelsea
Conversion of existing integral garage into living space |
| 16/504286 | 54 Meadow View Road, Boughton Monchelsea
Removal of existing conservatory and new single storey rear extension.
Part single storey part two storey side extension. |

- 16/503553 37 The Quarries, Boughton Monchelsea
Erection of an attached garage
- 16/503230 13 Firmin Avenue, Boughton Monchelsea
Retrospective - Conversion of garage into living accommodation
- 16/504902 Lime Tree Cottage, The Green, Boughton Monchelsea
Erection of a replacement greenhouse
- 16/503905 The Orchard, Green Lane, Boughton Monchelsea
Retrospective application for erection of stable / storage unit
- 16/503177 Cherry Tree Park, Church Hill, Boughton Monchelsea
Application for the variation of condition 3 (no of caravan/lodges in accordance with approved plan) and 6 (approved plans) of permission 16/500987/FULL - in order to increase the size of lodge 12.
- 16/505566 17 Haste Hill Close, Boughton Monchelsea
Erection of a single storey rear extension

The following applications have been REFUSED by MBC:

- 16/504343 71 Church Street, Boughton Monchelsea
Single storey rear extension, part single/two storey front extension including internal alterations
- 16/503052 The Yard, Hermitage Lane, Boughton Monchelsea
Demolition of existing building and erection of 4 No. semi-detached cottages with amenity space and access.

The following application(s) have been notified as WITHDRAWN

- 16/504903 Lime Tree Cottage, The Green, Boughton Monchelsea
Listed building consent for the erection of a replacement greenhouse

The following APPEALS have been notified:

None

The following APPEAL DECISION(S) have been notified :

None

The following APPEALS have been notified as WITHDRAWN:

None

- 13.1 It was noted that the recent planning application relating to The Yard, Hermitage Lane, had been refused by the Borough Council.

14. Representatives' Reports:

- 14.1 KALC: It was agreed to bring forward item 15.6 at this point

- 15.6 Land south of Sutton Road : Cllr Ellis stated that the Kent branch of the Campaign to Protect Rural England (CPRE) had asked for the support of the Parish Council in trying to get the decision on planning application 16/509015 overturned. (The application had recently been approved by the Borough Council). Cllr Ellis added that CPRE were seeking for the application to be referred to the secretary of state and that they have taken legal advice on the process.

Cllr Ellis suggested that the Parish Council should meet to decide on what representations should be made to the inspector regarding Maidstone Borough Council's Local Plan. Cllr Munford reminded members that the Parish Council had already made representations on the plan under regulations 18 and 19. In addition, Cllr Evans highlighted the decision that had been made at the last Parish Council meeting not to re-open the debate into Boughton Monchelsea's status as a larger village. A lengthy discussion between members followed. Cllr Ellis proposed that the Parish Council meet to decide whether or not to make representations to the government inspector on the Local Plan, over and above what has already been submitted. There was no seconder to this proposal and a vote was taken, with 1 for and 8 against. The proposal was therefore rejected.

A further vote was taken, based on a proposal from Cllr Munford that the Parish Council do not make any further representation to the inspector on the Local Plan, over and above what has already been submitted. 6 members voted for this proposal, 1 voted against and 2 abstained. The proposal was therefore accepted and there would be no further representation made by the Parish Council.

- 14.3 Village Hall & Recreation Ground : Cllr Whybrow advised that the village hall floor had been varnished and the walls repainted. She added that committee members had kindly painted the walls themselves to avoid labour costs. Members commented on how nice the hall was now looking.

Cllr Whybrow noted that a Christmas fair would be taking place in the hall on 12th November.

Cllr Whybrow advised that the village hall committee had yet to discuss the request from the Albion regarding overflow car parking.

- 14.4 Neighbourhood Watch : Cllr Williams had nothing to report.

- 14.5 PACT : Cllr Date was not present at the meeting.

- 14.6 Bus group : Cllr Whybrow advised that the last meeting had been held earlier in the summer. Complaints had been received from residents regarding the increased cost of the school bus passes. A recent Arriva route adjustment meant that one Staplehurst bus a day now runs via Coxheath. The next bus group meeting would take place on 26th September.

15. **Items for Discussion:**

- 15.1 Health and Safety Issues : Nothing to report.

- 15.2 Parkwood Farm reservoir update : Cllr Herrin stated that reservoir repair work would start in the autumn.

- 15.3 North Ward update : Cllr Williams advised that there was an increasing problem with litter in north ward. She had been reporting this to MBC but escalation was

now required. Cllr Williams suggested the use of smart water as a possible way of catching offenders and decreasing littering.

Cllr Burton noted that MBC will take away collected rubbish from community litter picks. He highlighted the issue of asbestos being present in some of the material that is being fly tipped within the borough.

Cllr Munford noted that the public open space at Furfield Quarry was being maintained to a high standard by Steven Waring. It was hoped that, in time, residents would increase their use of the area for recreational purposes.

Cllr Williams suggested that the Parish Council hold a future council meeting in north ward as a way of encouraging more residents to take an interest in the parish and perhaps form a residents association. It was agreed that this should be an extraordinary meeting of the Parish Council so that the focus could be on north ward issues only. The Fusion healthy living centre was suggested as a possible meeting venue. To allow time for this to be organised, it was agreed that the meeting should take place early in the new year. It was agreed that refreshments would also be provided, courtesy of the Parish Council. **CLERK**

15.4 Youth Parish Council : Cllr Gershon and Euan Mitchell were not at the meeting therefore it was decided to defer this item until the next Parish Council meeting. Cllr Gershon to liaise with Euan in the meantime. **CLLR GERSHON**

15.5 Litter : Cllr Evans spoke extensively regarding litter and fly tipping. Members agreed that this was an ever increasing problem and the following actions were agreed :

- Advertise for volunteers to 'adopt' a street and be responsible for litter picking. Produce flyer and advertise at next parish litter pick and on website / in newsletters **CLERK / CLLR GERSHON / CLLR DATE**
- Meet with MBC to discuss the following
 - replacing dog bins with litter bins
 - installation of additional / larger bins at particular litter hot spots
 - arranging for larger waste bins for the sites at the top of Church Hill and perhaps at Back Lane
 - frequency of fly tipping patrol
 - problems with online reporting of fly tipping (pinpointing exact rural locations on map)

Cllr Munford agreed to set up a meeting with MBC to take the above actions forward. Cllrs Munford, Evans and the clerk would attend. **CLLR MUNFORD**

It was noted that the bins in the village hall car park were regularly overflowing, with litter left to pile up around. It was agreed that a representative from the village hall and recreation ground committee should be invited to attend the above meeting. **CLERK**

Cllr Burton noted that a borough wide review of litter bin locations was currently being carried out.

15.7 Review of Parish Council's standing orders : It was agreed that this item should be deferred until the next Parish Council meeting. **CLERK**

16. Deferred items schedule :

16.1 Furfield Quarry : Covered during item 10.3 above

17. Any Other Business

17.1 Cllr Evans commented on the poor quality of hedge cutting that had been carried out recently along Church Hill and Loddington Lane. Cllr Munford advised that this would have been carried out by the relevant landowners.

17.2 Cllr Skinner advised members that ex Councillor, Peter Smith had sadly passed away. Cllrs Skinner, Ellis and Munford would all be attending the funeral

17.3 Cllr Whybrow noted that the profit from this year's village fete was £2100 and a proportion of this would be shared between various local organisations. She added that expenses had been £1500 lower than last year. The first preparation meeting for next year's fete would take place on Saturday 10th September.

17.4 Cllr Brown advised that a decision on where to locate honour boards within the village hall was still outstanding. **CLLR BROWN**

17.5 Cllr Munford advised that he had attended a meeting recently with KCC and the Environment Agency regarding the potential for sand ingress from the Langley Park construction site into Shaw stream and Langley Loch. It was noted that the developer had now constructed bunds to protect the stream.

18. Date of Next Meeting:

The next Parish Council meeting will be held on Tuesday 1st November 2016.

There being no further business the meeting closed at 9.50pm

MINUTE 16 (Parish Council meeting 6 September 2016)

SCHEDULE OF DEFERRED ITEMS CARRIED FORWARD FROM PARISH COUNCIL MEETINGS:

BMPC DATE :	ITEM:	ACTION:	POSITION AS OF PARISH COUNCIL MEETING 6 September 2016
16.1.07	Furfield Quarry	Methane monitoring	<p>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 17th June. Cllrs Ellis and Evans to attend (7/5/13). Further meeting to be arranged (2/7/13). Meeting arranged for 5th September. Cllrs Ellis and Evans to attend (3.9.13). Cllr Ellis and Evans attended meeting on 5th 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 10th Dec at 10am. Cllrs Ellis and Evans to attend (4/11/14). Cllrs Ellis and Evans attended meeting on 10th 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)</p>