

BOUGHTON MONCHELSEA PARISH COUNCIL

Minutes of the remote Parish Council Meeting held on 7th July 2020 via Zoom, pursuant to notice, commencing at 7.00pm

Present:

Cllrs I. Ellis (Meeting Chair)
R. Edmans
C. Jessel
L. Date
A. Humphryes
D. Smith
D. Redfearn
H. Stevens
N. Wilde
J. Gershon
A. Whybrow

Borough Councillor, Matt Burton
County Councillor, Eric Hotson (part of meeting)
County Councillor, Gary Cooke (part of meeting)
Parish Clerk
1 resident

1. **Apologies:** Apologies were received from Cllrs Munford, Martin, Brown and Skinner. 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.**
No excluded items.
5. **Reports from Maidstone Police / PCSO and KCC Rural Community Warden**
PCSO Pete Gardner was not present at the meeting. Police reports had been received from both north and south ward PCSOs. During May and June there had been 5 crimes in south ward including 2 burglaries involving horse equipment and hay, theft of fruit from a farm, damage to polytunnels and vehicle interference. There had been 1 crime in north ward – an attempted burglary.

KCC Warden, Liz Lovatt was not present at the meeting but had submitted a report which was summarised by the clerk as follows :

- Reports of a suspicious group of people photographing properties at the Joywood development. Residents are advised to contact the Police at the

time, giving as much detail as possible. Similar incidents have occurred in neighbouring villages

- Cold caller operating in Gandys Lane, offering to clear moss from a roof for an excessive price. Trading Standards and the Police were notified
- There have been a large number of scams during the COVID-19 pandemic and residents should remain vigilant
- Liz has been carrying out social services referrals and giving assistance to shielding residents

Cllr Ellis thanked County Councillors Eric Hotson and Gary Cooke for joining the meeting. Both members spoke at length regarding various issues :

- KCC budget shortfall in the region of £55M
- COVID-19 support including over 6 million pieces of PPE supplied by KCC
- Member grants available but cannot be awarded between Jan and May 2021 due to the elections therefore grant applications must be submitted before the end of 2020
- Proposed Leeds / Langley relief road
- Phased re-opening of libraries

Cllr Ellis expressed concern at the proposed relief road and suggested that the cost / benefit analysis that had been carried out may not have taken the wider area into consideration. He asked whether a copy of the analysis could be made available. Cllr Cooke to forward a copy to the clerk if possible. Other Councillors expressed concern about climate change issues, vibration inside homes, joined up thinking regarding speed limit reductions and the desire for more people to work from home in the future.

CLLR COOKE

Cllr Cooke left the meeting at this point (7.35pm)

The clerk advised that there had been no objections to the TRO application for a 30mph speed limit on Heath Road therefore this would now be approved with design and implementation to follow. Cllr Ellis thanked Cllr Hotson for all his efforts in helping to achieve this for the parish.

Borough Councillor, Matt Burton apologised for his extended absence from Parish Council meetings and went on to speak regarding various MBC issues. He noted that MBC members also have modest grant monies available although he was unsure at this stage whether funds would be rolled over following lockdown. He added that he planned to allocate his grant money via a 'You Decide' type event.

6. Open Quarter :

A resident was present at the meeting but had nothing to raise during the open quarter.

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 (12th May 2020) not included in agenda:**

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

CLLR MARTIN / CLLR MUNFORD

Item 10/15.5 Landscape masterplan action plan – Cllr Humphryes progressing.

Item 10/15.6 Furfield Park wildflower meadow : Delayed until Spring 2021 due to COVID-19.

Item 11 Piped connection into swallow hole in The Quarries : To be discussed further at next KCC highways meeting.

CLERK

Item 14.1 Improvements to Marlpit bus stop : To be discussed further at next KCC highways meeting.

CLERK

9. **Minutes of the meeting held on 12th May 2020. Agreement of and signature by Chairman of the Parish Council :**

The minutes of the Parish Council meeting held on 12th May were agreed as correct. Proposed by Cllr Ellis, seconded by Cllr Smith and agreed by all members.

Cllr Hotson left the meeting at this point (7.45pm)

10. **Clerk's report**

The contents of the clerk's report were noted. The clerk provided an update as follows :

- BMAT Furfield Quarry annual review meeting with MBC and Skinner Trust representative will take place on Weds 8th July. Mr Humphryes and the clerk to attend
- Salts Wood flyers delivered to around 80 nearby residents
- A decision had been made by the Parish Council to keep the Church Street play area closed for the time being, due to onerous government guidelines. This would be reviewed on a regular basis

Discussion followed regarding the continued closure of the play area. Cllr Jessel felt that the Parish Council should carry out a COVID-19 risk assessment and put signage in place to allow the play area to open. Cllr Jessel agreed to take this forward.

CLLR JESSEL

11. **Finance**

Payments since last meeting (incl VAT) :

| | | |
|---------------------------|---|---------------|
| Mott Macdonald | Reservoir inspection fee (VAT from earlier invoice) | 460.00 |
| Parish Clerk | Clerk's expenses – invoice stamp | 53.90 |
| Brand Plan Media * | COVID-19 support scheme flyers | 180.00 |
| Gill Turner Tucker | Legal fees – village hall and rec ground charity | 972.00 |
| Village hall committee | Hall hire - March | 48.00 |

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|---------------------------|--|---------------|
| Kall Kwik | Parish Council newsletter printing | 475.00 |
| Parish Clerk | Clerk's expenses – printer cartridge | 88.90 |
| Parish Clerk | Clerk's salary – May (SO) | 1,050.26 |
| Parish Clerk | Clerk's salary and overtime (chq) | 1,781.38 |
| Parish Clerk | Clerk's expenses - May | 65.32 |
| HMRC | Employer / Employee NI and PAYE | 1,298.37 |
| Admin support | Admin support work - May | 65.00 |
| R P Stroud * | Fencing around water pit on BMAT land | 550.00 |
| Maidstone Signs Ltd | Lettering for honour board | 9.00 |
| Coakley Cleaning Services | Dog bin emptying - May | 200.00 |
| Colvin & Moggridge | Landscape masterplan work | 4,640.00 |
| Kent County Council | Stationery | 13.38 |
| EDF Energy | Electricity to parish hut | 59.70 |
| Brownies | Grant | 200.00 |
| Friendship Circle | Grant | 300.00 |
| Scouts | Grant | 300.00 |
| Helping Hands | Grant | 300.00 |
| Bowls Club | Grant | 250.00 |
| Community Choir | Grant | 300.00 |
| Womens Institute | Grant | 300.00 |
| Admin support | Admin support work - June | 65.00 |
| Parish Clerk | Clerk's salary – June (SO) | 1,050.26 |
| Parish Clerk | Clerk's salary – June (chq) | 74.91 |
| Parish Clerk | Clerk's expenses - June | 75.28 |
| HMRC | Employer / Employee NI and PAYE | 148.89 |
| Boughton Monchelsea PCC | Grant to baby & toddler group | 200.00 |
| Boughton Monchelsea PCC | Grant to Regency Dancers | 250.00 |
| <u>Receipts:</u> | | |
| HMRC | VAT reclaim 2019/20 | 12,259.27 |
| MBC | Parish Services Scheme – first instalment | 2,940.00 |

Balances as at 30th June 2020 :

| | |
|-------------------------------|-------------------|
| Current Account | 126,561.51 |
| Business Reserve | 426.36 |
| National Savings | 305.75 |
| Total Financial Assets | 126,561.51 |

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 Internal accounts audit report : It was agreed to write to the internal accounts auditor, to thank him for auditing the Parish Council accounts in such a professional and thorough manner and for providing such helpful comments in his report.

CLERK

Cllr Ellis stated the auditor had commented on how clear and concise the accounting records were.

It was agreed that the following suggestions from the accounts audit should be taken forward :

- Production and maintenance of risk register **CLERK**
- Produce draft budget in time for January Parish Council meeting in future years so that it can be taken into account when setting the precept **CLERK**
- Return remaining COVID-19 floats and funds to Parish Council bank account **CLERK**
- Set up online banking **CLERK**

11.3 Online banking :

The clerk had provided information to members in advance of the meeting on possible online banking options, summarised as follows :

- Remain with Nat West and sign up to their Bankline service at a cost of £20 per month + 45p per transaction. The Parish Council had around 180 cheques / standing order payments during the last financial year therefore the overall cost would be approximately £320 per year. Bankline would run alongside the Parish Council's existing current account. The clerk could be administrator with current signatories becoming authorisers. Nat West would provide cards and card readers to allow them to log in securely via their home computers
- A number of other Parish Councils use Unity Bank. Their monthly fee is £6 + 15p per transaction. Annual charges would be around £100 per year. The Parish Council would need to open a new current account to facilitate this

To facilitate online banking the clerk noted that an internal process would need to be agreed whereby Councillors would be provided with advance documentation to check and sign before authorising payments online.

Cllr Ellis proposed that the Parish Council move over to online banking with Nat West. Seconded by Cllr Humphryes and agreed by all members. **CLERK**

11.4 Budget monitoring report : The budget monitoring report to 30/6/20 was included in the agenda papers and was agreed by all members.

12. **Correspondence:**

12.1 MBC – LGA consultation on the model member Code of Conduct : It was agreed not to respond to this consultation.

13. **Planning Report:**

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

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| 20/501296 | The Former Mulberry Tree, Hermitage Lane Erection of a detached dwelling. DECISION : The Parish Council wish to see the application refused by MBC for the following planning reasons. If the recommendation is for the application to be approved then we would like it reported to MBC planning committee for decision. <ul style="list-style-type: none">• The proposal represents over development and intensification of the site• The plots of the consented five dwellings are disproportionately small with respect to their private amenity space therefore we believe it would be wholly inappropriate for the remainder of the site to be developed. The space should instead be formally allocated as communal amenity space for the consented dwellings and development rights removed. This should also apply to the site beyond plot 5• This is unquestionably a rural location, unsustainable in transport terms other than by private vehicle therefore further intensification of the site would be wholly inappropriate• We feel that the proposed building materials are inappropriate to such a setting in the heart of rural Kent | MBC notified : 10/5/20 |
| 20/501427 | Land to rear of Kent Police Training School, off St Saviours Road, Maidstone Outline planning application for residential development of up to 90no. dwellings (all matters reserved except access). DECISION : The Parish Council wish to comment on the application as follows : Given that this application is for the renewal of extant outline planning permission 12/0987 granted in April 2017, is in a sustainable urban location and is a site allocated for residential development in the MBC current Local Plan then we cannot see on what material planning grounds we could meaningfully object though we can appreciate and understand some of the views of the individual neighbouring residents' objections. | 12/5/20 |

Given the current unprecedented situation we find ourselves in regarding COVID-19 we would seek MBC's assurances that due consideration will be given to space and density standards for this and all future developments in relation to safe and appropriate social distancing in the built environment.

Specifically in relation to this application we would seek confirmation that due consideration has been given to :

- Routes and timings for construction traffic and measures to minimise noise and disturbance to existing residents
- The vehicular gate at the corner of Pested Bars Road should be permanently closed to prevent inappropriate and unsafe use of the network of local country lanes

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| 20/501326 | <p>43 The Quarries Demolition of existing side and rear extension. Erection of single storey side and rear extension to include integral garage.</p> <p>DECISION : The Parish Council has no objection to the application but would like to comment as follows :</p> <ul style="list-style-type: none"> • The application is within The Quarries conservation area and should therefore conform with the conservation area management plan. In addition, MBC's conservation officer should be consulted on the proposal prior to any decision being made • MBC should be satisfied that the application has no significant detrimental effect on the private amenity of adjacent properties | 12/5/20 |
| 20/501658 | <p>Land at Church Street and Heath Road Erection of 10 dwellings, together with associated parking, landscaping and infrastructure (representing a net increase of 2 dwellings over the 41 dwellings approved under 15/509961/FULL)</p> <p>DECISION : No objection / comment</p> | 12/5/20 |
| 20/501958 | <p>Boughton Monchelsea Place Barn, Church Hill Listed building consent for works to barn to include structural, joinery, surface repairs to timber frame, windows, render and flooring</p> <p>DECISION : The Parish Council wish to see the application approved</p> | 1/6/20 |
| 20/501955 | <p>Boughton Monchelsea Place Courtyard Barn, Church Hill Listed building consent for repairs to windows, doors, door frames and flooring</p> | 1/6/20 |

- DECISION :**
 The Parish Council wish to see the application approved
 Swallowfields, Haste Hill Road
 Erection of a new 3 bedroom detached chalet bungalow with front and rear facing dormers
- 20/501997 1/6/20
- DECISION :**
 The Parish Council wish to comment on the application as follows :
- The application and design and access statement state that this is a 3 bedroom house however the first floor plan shows 4 bedrooms
 - The design and access statement incorrectly states that Boughton Monchelsea is a Rural Service Centre 'providing excellent local amenities'. Boughton Monchelsea is a Larger Village with limited local amenities
 - The design and access statement makes reference to residential windfall developments within the Cranbrook area. This is obviously irrelevant and should be removed from the document
 - Other inaccurate statements have been made in the Core Strategy section of the design and access statement which should be reviewed and amended
 - The site appears rather cramped and MBC should satisfy themselves regarding the effect on the private amenity of neighbouring properties
- 20/502118 1/6/20
- The Piggeries, The Quarries
 Variation of condition 11 of previously approved :
 17/500098 (Demolition of existing buildings and erection of single detached dwelling house) for no development, other than ground works, including the excavation of foundation trenches, shall take place until the existing buildings on the site are demolished and their foundations and all other arisings removed from site
- DECISION :**
 The Parish Council wish to see the application refused for the following planning reasons. In addition, we would like the application to be referred to MBC planning committee for decision :
- This application appears to have been submitted in an effort to prevent the need for a completely new planning application due to the previously approved 17/500098 expiring on 1st June 2020. The comments deadline for 20/502118 is not until 12th June however and MBC have until 16th July to make their decision therefore the application has been submitted far too late
 - We are appalled that the applicant carried out

significant site clearance and then concreting works, commencing on Weds 27th May 2020. This is in clear breach of conditions 4, 7, 10, 11 and 15 of planning consent 17/500098. We reported this to MBC enforcement on 27th May (ref DIG11314473) and were informed by the enforcement officer on 28th May that this is now under investigation (ref ENF/20/500316/BOC)

- For clarity, the applicant has carried out significant site clearance and concreting work without the relevant discharge of conditions and we therefore expect MBC to use the full range of available powers to deal with these very clear and blatant planning breaches
- We are extremely concerned at the destruction of wildlife and damage to habitats that has been caused by the above
- Since planning permission 17/500098 has now expired we expect MBC to insist that the applicant now makes a completely new application for demolition of the existing buildings and erection of a single detached dwelling house. The fact that site clearance and concreting works have been carried out in the last few days does not mean that the applicant has 'started work' on site as this work has been carried out in clear breach of planning consent
- The site is in the heart of the village in The Quarries conservation area and is of utmost importance to the Parish Council and residents. We would like to know what legal recourse there is should the applicant not make a new planning application and would be grateful if you could advise. We would also like to know what penalties MBC or others can impose for the destruction of wildlife and damage to habitat

20/502032

Lower Bell Riding School, Back Lane
Demolition of existing site structures (barn, stables, mobile home, shed) and erection of 3 dwellings with accompanying parking and landscaping (resubmission of 19/506110)

16/6/20

DECISION :

The Parish Council wish to see the application refused for the following planning reasons and wish to see it reported to MBC planning committee for decision :

- By reason of its scale, design and layout, the development of 3 residential dwellings and associated development represents an intensive form of urban development that would substantially diminish the rural character and appearance of the site and the local area and would be contrary to the established local pattern of development. The

proposal would be contrary to policies DM1 and DM30 of the adopted MBC Local Plan and paragraphs 124 and 127 of the NPPF which aim to promote good quality design

- The proposal would be contrary to policy SS1 of the MBC Local Plan and paragraphs 78 and 79 of the NPPF by introducing new dwellings into an unsustainable location which is poorly served by basic services and public transport
- The proposal would be contrary to policy SS1 and policy SP17 of the MBC Local Plan and paragraph 170 of the NPPF as it will result in harm to the character and appearance of the rural area by virtue of adding significant built form in this countryside location and because it would lead to increased domestication within the countryside
- The proposed design and materials are not respectful of the local vernacular or the immediate locality, contrary to policies DM1 and DM30 of the MBLP and paragraph 83 of the NPPF
- The proposal represents significant over- development of the site. Any development would represent a challenge in terms of the rural nature of the area but this proposal is far from sensitive and pre-application advice should be sought prior to any further application being made.

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| 20/502009 | <p>The Barn, Heath Road Listed Building Consent for the removal of roof tiles, replace batons and include breathable felt membrane across whole of roof. Re-use the original roof tiles and replace any damaged ones with either reclaimed like for like (Kent pegs) tiles where available, or new hand made Kent peg tiles if reclaimed are unavailable</p> <p>DECISION : No objection / comment</p> | 1/6/20 |
| 20/502019 | <p>Monchelsea Farm, Heath Road Erection of an infill office extension</p> <p>DECISION : No objection however the advice of MBC’s conservation officer should be sought prior to MBC deciding this application</p> | 1/6/20 |
| 20/501997 | <p>Swallowfields, Haste Hill Road Erection of a new 4 bedroom detached chalet bungalow with front and rear facing dormers (REVISED DETAILS ONLY)</p> <p>DECISION : No objection. The Parish Council’s comments on the original application appear to have been taken into account in the revised submission</p> | 1/6/20 |

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|-----------|--|--------|
| 20/502277 | <p>Greenacre, Church Hill Siting of 1 no. mobile home, creation of 2 no. parking spaces and relocation of fence</p> <p>DECISION : The Parish Council wish to see the application refused for the following planning reasons. Should the recommendation be for approval then the application should be reported to MBC planning committee for decision.</p> <ul style="list-style-type: none"> • The proposal represents unacceptable intensification of the site • We are particularly concerned that the unit has been positioned on the western boundary of the site which represents a significant intrusion into the open countryside. All existing mobile units on the various traveller sites have been placed close to the road (Church Hill) • No evidence has been provided as justification for why an additional mobile home is required on the site. Full details should be provided by the applicant • As a general point, we are concerned at the intensification of various traveller sites on Church Hill which appears to have happened without the relevant consents. This unauthorised development should be taken into account when deciding this application | 1/6/20 |
| 20/502346 | <p>8 Petlands TPO application for 1 x (T1) – Oak – Remove lower 2 branches</p> <p>DECISION : No objection / comment</p> | 1/6/20 |
| 20/502355 | <p>Honeymellow Barn, Bottlescrew Hill Installation of UPVC windows and doors (retrospective)</p> <p>DECISION : The Parish Council wish to comment on the application as follows :</p> <ul style="list-style-type: none"> • Are the replacement windows a heritage style and are they approved by Historic England? • Are the new windows sympathetic to what they have been replace with? | 1/6/20 |
| 20/502356 | <p>Honeymellow Barn, Bottlescrew Hill Listed Building Consent for the installation of replacement UPVC windows and doors (works completed)</p> <p>DECISION : The Parish Council wish to comment on the application as follows :</p> <ul style="list-style-type: none"> • Are the replacement windows a heritage style and are they approved by Historic England? • Are the new windows sympathetic to what they have been replace with? | 1/6/20 |

20/502707 The Old Farmhouse, The Green --
Listed Building Consent for replacement of existing external
timber windows and doors
DECISION : Not yet decided

The following applications have been APPROVED by MBC:

20/501342 12 Meadow View Road
Alterations to existing flat roof extension to form pitched roof and
porch

20/501955 Boughton Monchelsea Place Courtyard Barn, Church Hill
Listed building consent for repairs to windows, doors, door frames
and flooring

20/501958 Boughton Monchelsea Place Barn, Church Hill
Listed building consent for works to barn to include structural, joinery,
surface repairs to timber frame, windows, render and flooring

20/501326 43 The Quarries
Demolition of existing side and rear extension. Erection of single
storey side and rear extension to include integral garage

20/501283 Swiss Cottage, Bottlescrew Hill
Erection of a double bay garage with pitched roof and catslide on
either side with storage

20/500900 Yard Cottage, Wierton Hall Farm, East Hall Hill
Demolition of existing rear extension and erection of two storey rear
extension

20/500202 Land at Coldred Road, Maidstone
Advertisement consent for 1 no free standing directional sign

The following applications have been REFUSED by MBC:

20/501159 Norrington, Heath Road
Erection of a part 1.5 storey part single storey part single storey
extension with two dormers to the rear and two dormers to the front.
Works include a front porch, replacement windows and raising of the
existing roof (resubmission 19/504188)

20/501296 The former Mulberry Tree, Hermitage Lane
Erection of a detached dwelling and associated parking, access and
turning

The following applications have been notified as WITHDRAWN :

20/501284 Swiss Cottage, Bottlescrew Hill
Listed building consent for the erection of a double bay garage with
pitched roof and catslide on either side with storage under

The following APPEALS have been notified:

None

The following APPEAL DECISIONS have been notified:

None

The following APPEALS have been notified as WITHDRAWN:

None

13.1 Cllr Smith advised that the next stage in the Neighbourhood Plan process would soon be taking place and that flyers would be delivered to every household in the parish during early August. He added that no referendum could take place until May 2021.

CLERK

14. Representatives' Reports:

14.1 KALC: Cllr Humphries advised that he had attended a virtual KALC meeting the previous week where concern had been expressed regarding land banks and the slowing down of developments. Cllr Gershon suggested that the Parish Council write to MP, Helen Whately asking for progress and outcomes following the Oliver Letwin report.

CLLR GERSHON

14.2 Allotments : Cllr Martin was not present at the meeting and the clerk had nothing to report.

14.3 Village Hall & Recreation Ground :

It was noted that the committee had carried out a full review of service agreements.

Cllr Edmans noted that hall users were in the process of submitting information to the committee on their requirements for the hall in terms of potential refurbishment works. Cllr Smith stated that it was important funds were spent appropriately based on long term needs.

Cllr Humphries advised that grants were available for village halls following COVID-19 disruption. Cllr Edmans agreed to follow this up.

CLLR EDMANS

14.4 Neighbourhood Watch : Cllr Stevens had nothing to report.

14.5 Police Liaison : Cllr Date had nothing to report.

14.6 Bus group : Cllr Whybrow had nothing to report.

15. Items for Discussion:

15.1 Health and Safety Issues : Nothing further to report.

15.2 Parkwood Farm reservoir update :

Cllr Edmans had produced a report which was distributed to members in advance of the meeting. He stated that new Environment Agency reservoir classifications meant that the Parish Council should review its obligations. It was agreed that a sub-group should be formed to look into this, comprising Cllrs Edmans, Redfearn, Date and Smith. Cllr Munford would also be invited to join. Cllr Jessel requested that natural climate solutions be considered during discussions.

CLLRS EDMANS / REDFEARN / DATE / SMITH

15.3 North Ward update : Cllr Wilde had produced a report which highlighted various north ward issues as follows :

- Car fire on Joywood development on 1st July. It appears this was a result of mechanical failure rather than arson
- Reports of people and vans acting suspiciously in the neighbourhood
- MBC have added new items of play equipment and paths to the Lockham Farm play area which has now re-opened
- COVID-19 support group remains in place but no assistance has been required since Sunday deliveries ended

15.4 Village sign : Cllr Gershon provided an update and explained that the sign graphic was being redeveloped. A meeting would be arranged with Graham Clarke.

CLLR GERSHON

16. Deferred items schedule :

The clerk explained that the Furfield Quarry annual review meeting would take place on 8th July. Clerk and Cllr Humphryes to attend.

17. Any Other Business :

17.1 Cllr Humphryes stated that a Salts Wood meeting with the Woodland Trust and consultant would take place during week commencing 13th July.

17.2 Cllr Humphryes noted the new entrance under construction at One Global school on Heath Road

17.3 Cllr Jessel expressed thanks to Cllr Humphryes and his wife for the lovely flower displays in the village gateway planters.

17.4 Cllr Jessel noted that the litter signs were ready for installation and asked whether a press release or launch event would be appropriate. It was agreed that Cllr Jessel should take this forward as she sees fit. Cllr Jessel noted that MBC's John Edwards and his team had been very supportive throughout the process. Cllr Burton suggested that an article could be included in MBC's Insight magazine which is delivered to every home in the Borough.

CLLR JESSEL

17.5 The clerk stated that she had been looking into potential accounting software packages for the Parish Council, in particular 'Scribe'. She advised that she would report further at a future Parish Council meeting once online banking was up and running.

18. Date of Next Meeting:

The next full Parish Council meeting will be held on Tuesday 1st September 2020 at 7pm in the village hall or via Zoom if required.

There being no further business the meeting closed at 8.50pm.

MINUTE 16 (Parish Council meeting 7th July 2020)

SCHEDULE OF DEFERRED ITEMS CARRIED FORWARD FROM PARISH COUNCIL MEETINGS:

| DATE : | ITEM: | ACTION: | POSITION AS OF PARISH COUNCIL MEETING 7th July 2020 |
|---------------|-----------------|--------------------|--|
| 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 th June. Cllrs Ellis and Evans to attend (7/5/13). Further meeting to be arranged (2/7/13). Meeting arranged for 5 th September. Cllrs Ellis and Evans to attend (3.9.13). Cllr Ellis and Evans attended meeting on 5 th 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 th Dec at 10am. Cllrs Ellis and Evans to attend (4/11/14). Cllrs Ellis and Evans attended meeting on 10 th 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 th 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 |

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| | | | (5.3.19). Further meeting with MBC / John Taylor required. Clerk to arrange (3.9.19) Contacted Duncan Haynes on 9 th June to arrange update meeting. Meeting will take place on 8 th July (7.7.20) |
| 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. |
| 3.3.20 | Furfield Quarry | Option agreement | Option expires in September 2024. Review before March 2024 |