

## BOUGHTON MONCHELSEA PARISH COUNCIL

### Minutes of the Parish Council Meeting held on 1<sup>st</sup> November 2016 in the main hall of Boughton Monchelsea Village Hall pursuant to notice, commencing at 7.00pm

#### Present:

Cllrs S. Munford (Chairman)  
J. Skinner  
A. Whybrow  
S. Evans  
K. Williams  
P. Herrin  
L. Date  
R. Martin  
B. Brown  
D. Smith  
J. Gershon (from 7.20pm)

#### Parish Clerk

1. **Apologies:** Apologies were received from Cllr Ellis, Borough Councillor Matt Burton, County Councillor Eric Hotson, 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 but a Police report had been received in advance. There had been 7 reported crimes in September and October, comprising 3 incidents of criminal damage, 2 incidents of theft, 1 burglary and 1 incident of theft from a motor vehicle. For the same period last year there had been a total of 9 reported crimes.

KCC Warden, Liz Lovatt, was not at the meeting but had provided a written report in advance, including information on the following :

- Vandalism to a property in Bottlescrew Hill
- Recent thefts from motor vehicles in a neighbouring community
- Speeding vehicles in Church Hill, Haste Hill Road and Green Lane
- Dog warden involvement due to an increase in dog fouling

- Fly tipping on the recreation ground

A report had been received from County Councillor Gary Cooke, which included information on the Maidstone Local Plan enquiry.

Cllr Smith spoke regarding a case of identity theft he had experienced recently and warned others to be on guard.

**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.

**8. Matters outstanding from minutes (6<sup>th</sup> September) not included in agenda:**

Item 8, 13.2 : Cllr Munford had obtained information on regulations relating to the number of parking spaces that must be provided on new housing developments and this had been passed on to planning committee members, for future reference

Item 8, 15.3 : Cllr Williams to liaise with Borough Councillor, Matt Burton, regarding section 106 monies available for improvements to the Joywood play area

**CLLR WILLIAMS**

Item 10.1 : Cllr Munford reminded planning committee members that if an objection to a planning application is submitted to the Borough Council then a request should also be made for it to be called in to planning committee. If this request is not made then an application may be decided using delegated powers.

Item 12.1 : Cllr Ellis was not at the meeting however Cllr Munford noted that Cllr Ellis had reviewed MBC's proposals for the Community Infrastructure Levy, on behalf of the Parish Council, and had no comments or objections to make.

Item 12.3 : Cllr Ellis had agreed to respond to KCC's Consultation on Local Transport Plan 4

**CLLR ELLIS**

Item 15.4 : Cllr Gershon and Euan Mitchell were not at the meeting. Agenda item 15.4 refers

Item 15.5 : A meeting with MBC's Street Scene Operations Manager and Cleansing Manager took place on 28/9/16. Cllr Munford, Cllr Evans and the clerk attended. New co-mingled bins have now been installed and the old dog bins will be removed in the coming weeks. It was noted that there was now a concentration of bins in the vicinity of the village hall but, following requests from parishioners, a request had been made to move one of the bins from Church Street to Green Lane and move another from The Green to Haste Hill Road. Cllr Williams asked if the Parish Council could also make a request to MBC for a new north ward bin. **CLERK**

Post meeting note :

MBC refused the above request for bins to be moved, advising that the bins on the Green are already heavily used and that a bin on Green Lane is not required as residents can use their own household bins for dog waste.

Item 17.4 : Cllr Munford thanked Cllr Brown for all his hard work in researching and acquiring honour boards for the village hall. Location to be agreed with the village hall committee.

**CLLR BROWN**

**9. Minutes of the meeting held on 6<sup>th</sup> September 2016. Agreement of and signature by Chairman of the Parish Council :**

The minutes of the meeting held on 6<sup>th</sup> September were agreed as correct by members, with the following amendment – item 11.1 Agreement of financial statement was proposed by Cllr Ellis and seconded by Cllr Herrin.

**10. Clerk's report**

The contents of the clerk's report were noted. The clerk added that the next MBC litter pick would be taking place during week commencing 7<sup>th</sup> November and that the Parish Council had requested that the more rural roads be targeted.

**11. Finance Report:**

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

Parish Clerk	Clerk's salary and expenses - August	868.57
HMRC	Employer / Employee NI – August	41.07
Zurich	BMAT insurance – annual premium	986.21
Gill Turner Tucker	BMAT legal fees - formation of company limited by guarantee	556.80
Gill Turner Tucker	Legal fees – option agreement	730.80
RIP Cleaning Services	Dog bin emptying - August	51.84
Zurich	Parish Council insurance – annual premium	1296.22
Boughton Monchelsea fete committee	Donation towards advertising costs- 2016 fete	200.00
L. Date	Newsletter delivery	150.00
Kall Kwik	Newsletter printing	244.00
EDF Energy	Electricity – parish hut	34.00
RIP Cleaning Services	Dog bin emptying - September	64.80
Parish Clerk	Clerk's salary and expenses - September	867.30
HMRC	Employer / Employee NI - September	41.07
PKF Littlejohn	Accounts audit fee	396.00
Boughton Monchelsea village hall committee	Hall hire - September	35.00
Royal British Legion	Donation – remembrance day	350.00
Maidstone Borough Council	Litter bin emptying – village hall car park and Church Street play area (3 monthly invoice)	108.54
Maidstone Borough Council	Supply and installation of new gates to Church Street play area	4815.00

### **Receipts:**

KCC	Grant from Cllr Hotson (towards defibrillator)	1000.00
Big Lottery Fund	Grant (towards defibrillator)	1843.00
Nat West	Refund of erroneous bank charges	14.54
Allotment leaseholders	Allotment rent	30.00
Allotment leaseholders	Allotment rent	1004.00

### **Balances as at 25<sup>th</sup> October 2016 :**

Current Account	107,692.23
Business Reserve	424.65
National Savings	297.94
<b>Total Financial Assets</b>	<b>108,414.82</b>

11.1 Finance report - Agreement of payments made and income received since last meeting : The above financial statement was accepted. Proposed by Cllr Gershon, seconded by Cllr Skinner and agreed by all members.

11.2 Budget monitoring report : The budget monitoring report to 25/10/16 was included in the agenda papers and was noted by all members.

Cllr Martin queried the £25,000 income received in 2015/16. The clerk advised that this was funds from the village hall committee towards refurbishment work to the Church Street play area.

Cllr Date suggested that the budget for 2017/18 should include a new budget head 'Entertainments'. **CLERK**

### **12. Correspondence:**

12.1 KCC – Proposal to divert public right of way KM116 : Members discussed this proposal in detail and it was agreed that the following response should be returned to MBC :

'We have no objection to the land being made suitable for grazing however there is no case for this historic path to be diverted. If the area is to be used for grazing then there are easy, animal proof ways of securing the path where it meets the edges of the field. We request that the application to divert the path be refused'. **CLERK**

12.2 Rifgin's Trust – Re-appointment of trustees : Members agreed to the re-appointment of Mrs Christine Attwood, Mrs Wendy Clarke and Mr Ian Ellis as trustees of the Rifgin's Trust. Clerk to inform the trust secretary accordingly.

**CLERK**

### 13. Planning Report:

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

		<b>MBC notified</b>
16/506572	Swallows, Heath Road, Boughton Monchelsea Widening of entrance to existing vehicular access, new sections of wall and brick pillars, and replacement of existing iron gates with similar electric gates <b>DECISION</b> : No objection / comment	28/9/16
16/506573	Swallows, Heath Road, Boughton Monchelsea Listed building consent for widening of entrance to existing vehicular access, new sections of wall and brick pillars, and replacement of existing iron gates with similar electric gates <b>DECISION</b> : No objection / comment	28/9/16
16/506671	12 Lewis Court Drive, Boughton Monchelsea Erection of single storey rear extension with roof over existing flat roof to the rear <b>DECISION</b> : No objection / comment	28/9/16
16/506661	14 Brooker Close, Boughton Monchelsea Single detached garage with pitched tiled roof <b>DECISION</b> : No objection / comment	28/9/16
16/506567	Langley Park, Sutton Road, Maidstone Removal of Condition (5) Delivery Management Plan (9) and (10) Servicing / Delivery House of planning permission 15/508496/REM <b>DECISION</b> : The Parish Council wish to see the same delivery hours imposed as the existing Aldi shop located within Maidstone town centre	28/9/16
16/507226	57 The Quarries, Boughton Monchelsea Proposed first floor accommodation with new roof including concealed roof terrace, new roof above entrance and garage and single storey rear extension <b>DECISION</b> : No objection / comment	25/10/16
16/507323	24 Haste Hill Road, Boughton Monchelsea Erection of a conservatory to the rear <b>DECISION</b> : No objection / comment	25/10/16
16/507236	Rivendale, Brishing Lane, Boughton Monchelsea Alteration to roof with new gable ends, insertion of rooflights and rear dormers, creation of fenestration and internal alterations <b>DECISION</b> : The Parish Council have no objection in principle to an increase in the volume of accommodation but we are concerned at the architectural solution that is proposed. We understand that the property is located within the Cock Street conservation area and we would therefore expect the Conservation Officer to be consulted on this application	25/10/16

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

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.
- 16/505703 71 Haste Hill Road, Boughton Monchelsea  
Conversion of loft into habitable space with insertion of front and rear dormer windows
- 16/503747 Stable Cottage, Boughton Monchelsea Place, Church Hill, Boughton Monchelsea  
Listed building consent for renovation of building including changes to internal layout and creation of additional dormer window and 2 conservation roof lights
- 16/503746 Stable Cottage, Boughton Monchelsea Place, Church Hill, Boughton Monchelsea  
Renovation of building including changes to internal layout and creation of additional internal floor space, insertion of new dormer window and 2 conservation roof lights
- 16/506573 Swallows, Heath Road, Boughton Monchelsea  
Listed building consent for widening of entrance to existing vehicular access, new sections of wall and brick pillars, and replacement of existing iron gates with similar electric gates
- 16/506572 Swallows, Heath Road, Boughton Monchelsea  
Widening of entrance to existing vehicular access, new sections of wall And brick pillars, and replacement of existing iron gates with similar Electric gates
- 16/506114 FG 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
- 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
- 11/0511 Wierton Place, Wierton Road, Boughton Monchelsea  
Change of use of existing nightclub and apartments to 1 dwelling and 6 apartments, including extensions; conversion of the existing ball room to 2 dwellings, including extensions; demolition of existing garage block and erection of 4 terraced properties; conversion of existing glasshouses to 4 dwellings, including extensions; and the erection of 5 detached dwellings to the north and south of the access track, together with associated access and landscape works

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

None

**The following application(s) have been notified as WITHDRAWN**

- 16/501979 Boughton Service Station, Heath Road, Boughton Monchelsea  
New hand car wash area with associated canopy (Decision noted on MBC website as 'Finally Disposed Of'. Case officer documents seem to suggest that the application is considered to be withdrawn)

**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

**14. Representatives' Reports:**

14.1 KALC: Cllr Ellis was not present at the meeting. Cllr Munford stated that he was now resigning as second KALC representative, leaving a vacancy for another member to fill. Nobody put themselves forwards for this role, leaving Cllr Ellis as the only KALC rep for the time being.

14.2 Allotments :

14.2.1 Keeping of bees : The clerk noted that a plot holder had written to ask if he could keep a bee hive on his allotment. Members discussed this at length and it was agreed that the clerk should write back asking for his detailed proposals, including professional advice he has taken. **CLERK**

Planting of fruit trees : A request had been received to keep fruit trees on allotment plots. Following discussion, it was proposed by Cllr Martin that a maximum of two fruit trees be allowed per plot, to be kept pruned to a height of no more than 6 feet and to be sunk into the ground with the roots contained in pots. Trees to be removed by plot holders at the end of their tenancy. Seconded by Cllr Whybrow and agreed by all members. Clerk to inform plot holder accordingly. **CLERK**

Cllr Martin confirmed that vacant plots were gradually being let out and that advertising plots in neighbouring parishes had been successful. He added that Steven Waring had been carrying out maintenance work at the plots as agreed at the last Parish Council meeting.

Cllr Date noted that bonfires had been lit at the allotments on Sunday afternoons recently. It was confirmed that bonfires are only allowed after dusk or 6pm, whichever is earlier; and not at all during the months of April to October.

14.3 Village Hall & Recreation Ground : Cllr Gershon advised that the committee had been working very well and were doing an excellent job of improving the facilities.

Cllr Whybrow noted that the stile from the recreation ground to Heath Road was overgrown with brambles but that Steven Waring would be dealing with this. She added that there would be a Christmas Fayre in the village hall on 12<sup>th</sup> November. It was also noted that there had been no further request from the Albion regarding overflow parking.

14.4 Neighbourhood Watch : Cllr Williams had nothing to report.

14.5 PACT : Cllr Date had attended a meeting on 26<sup>th</sup> October at Maidstone Police Station. Borough wide issues were discussed, including the 'MS15' gang and parking problems outside local schools. The next meeting would take place on 17<sup>th</sup> December.

14.6 Bus group : Cllr Whybrow had been unable to attend the last meeting.

**15. Items for Discussion:**

15.1 Health and Safety Issues : Nothing to report.

15.2 Parkwood Farm reservoir update : Cllr Herrin advised that the start date for reservoir repair work would be 14<sup>th</sup> November, with the work expected to be take several weeks. Once complete, the reservoir will be kept in working order and made available to the relevant authorities (including Kent County Council) to be used as part of a co-ordinated action plan in the event of a potential flood situation. Cllr Munford thanked Cllr Herrin on behalf of the Parish Council for all his hard work on this long and complicated project.

15.3 North Ward update, including date and venue for north ward Parish Council meeting : It was agreed that the next Parish Council meeting would take place on Tuesday 24<sup>th</sup> January at 7pm in the Fusion café, Cobb Way, Parkwood. Cllr Date to advertise in newsletter.

Post meeting note : To allow the focus of the meeting to be on north ward issues this meeting on 24<sup>th</sup> January will be an extraordinary Parish Council meeting with a full meeting also taking place on Tuesday 10<sup>th</sup> January in the village hall.

15.4 Youth Parish Council : It was agreed to defer this item until the next meeting.

15.5 Review of Parish Council's Standing Orders : The following changes to the standing orders were agreed :

*1. Meetings of the Council shall be held in the Village Hall at 7pm unless the Council otherwise decides at a previous meeting.*

Amendment – time was previously 7.30pm

*41 Unless they so wish, there will be no requirement for the Chairman or Vice-Chairman of the Parish Council to be members of any of the Parish Council's committees.*

Amendment – Chairman or Vice Chairman were previously required to be members of every committee

*46 Except where ordered by the Council in the case of a committee or by the appropriated committee in the case of a sub-committee, the quorum of a committee or a sub-committee shall be three members.*

Amendment – quorum was previously two members

15.6 Reactive road signs for Heath Road : Cllr Munford spoke regarding the possibility of installing vehicle activated road signs on Heath Road. All members were in

agreement to this in principle. Clerk to research further and add to agenda for next Parish Council meeting.

**CLERK**

15.7 Arrangements for Carols on the Green – Monday 12<sup>th</sup> Dec at 7.30pm. The following arrangements were agreed :

- Salvation Army band booked
- Boughton Monchelsea Community Choir booked
- Clerk to arrange refreshments including Mrs Stroud (soup) and Filmers (heating mulled wine)
- Cllr Date to arrange more carol sheets
- Clerk to invite Reverend Goodey
- Cllr Munford to ask Graham Clarke if he will comperere
- Christmas tree erection – Sat 3<sup>rd</sup> Dec at 9.30am. Handyman, Darryl Solman, will fit pipe in ground to support tree
- Cllr Gershon to arrange PA system – clerk will bring down from village hall on the day

#### **16. Deferred items schedule :**

16.1 Furfield Quarry : Nothing to discuss.

#### **17. Any Other Business**

17.1 Cllr Gershon advised that the Parish Council's website would soon be switching over to the new system and that more content could then be added.

**CLLR GERSHON**

17.2 Cllr Whybrow advised that she had received recent correspondence regarding the Loose Neighbourhood Plan

17.3 Cllr Smith stated that work would now recommence on Boughton Monchelsea's Neighbourhood Plan

17.4 Cllr Williams noted that nobody from the Parish Council had attended KCC's Parish Seminar. She asked for 'devolution of services' to be added to the agenda for the next Parish Council meeting.

**CLERK**

17.5 Cllr Williams advised of the poor broadband service in north ward but added that fibre optic has just arrived in the area.

17.6 Cllr Williams spoke regarding the concept of 'quiet lanes' and noted that they could not be created but could be preserved. She asked for this to be added to the agenda for the next Parish Council meeting.

**CLERK**

17.7 Cllr Munford spoke regarding a request from a resident for tree surgery work to be carried out to trees on the green. It was noted that the resident lives in a house bordering the green and is concerned that tree roots may be damaging his property. Cllr Munford and the clerk to meet with the resident as a first step. It was noted that the trees are in a conservation area and therefore an application would need to be made to the Borough Council before carrying out any tree surgery work.

**CLERK**

**18. Date of Next Meeting:**

The next Parish Council meeting will be held on Tuesday 24<sup>th</sup> January at 7pm in Fusion Healthy Living Centre, Cobb Way, Parkwood.

Post meeting note : To allow full discussion time for north ward issues at the meeting on 24<sup>th</sup> January this will be an extraordinary meeting, with the next full Parish Council meeting taking place on Tuesday 10<sup>th</sup> January at 7pm in the village hall.

There being no further business the meeting closed at 9.45pm

## MINUTE 16 (Parish Council meeting 1 November 2016)

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

BMPC DATE :	ITEM:	ACTION:	POSITION AS OF PARISH COUNCIL MEETING 1 November 2016
16.1.07	Furfield Quarry	Methane monitoring	<p>Update reports obtained &amp; 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 &amp; 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)</p>