

BOUGHTON MONCHELSEA PARISH COUNCIL

Minutes of the remote Parish Council Meeting held on 12th May 2020 via Zoom, pursuant to notice, commencing at 7.00pm

Present:

Cllrs S. Munford (Chairman)
R. Martin
D. Smith
R. Edmans
D. Redfearn
A. Humphryes
H. Stevens
B. Brown
L. Date
C. Jessel
I. Ellis
J. Gershon
A. Whybrow

Parish Clerk

The clerk opened the meeting.

1. **Apologies:** Apologies were received from Cllrs Skinner and Wilde
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. Elections

- 3.1 Chairman (& Chairman's Declaration of Acceptance of Office) :

Cllr Ellis nominated Cllr Munford as Chairman. This was seconded by Cllr Smith and a vote was taken. It was unanimously agreed that Cllr Munford take on the role of Chairman of the Parish Council for the next year. Cllr Munford and the clerk to sign the Chairman's declaration of acceptance of office form.

CLLR MUNFORD / CLERK

Members discussed succession planning and it was agreed that a plan needs to be put in place for the future. This would be discussed further once face to face meetings resume.

- 3.2 Vice Chairman : Cllr Munford nominated Cllr Ellis as Vice Chair. This was seconded by Cllr Martin and agreed by all members.

Cllr Munford took over as meeting chair.

4. Appointments

Cllr Munford proposed that, due to the COVID-19 situation everybody stay in their current roles. All members were in agreement. Appointments were therefore agreed as follows :

- 4.1 Planning & Licensing Committee - Chair, Vice Chair and members:
Planning & Licensing Committee Chair : Cllr Smith
Planning & Licensing Committee Vice-Chair : Cllr Humphryes
Planning committee members : Cllrs Smith, Humphryes, Gershon, Brown, Martin, Edmans, Redfearn, Whybrow, Date and Jessel
- 4.2 Finance Committee : Cllrs Munford and Ellis
- 4.3 KALC Representatives : Cllrs Humphryes and Date to continue as voting members
- 4.4 Village Hall & Recreation Ground Committee Representatives : Cllr Edmans
- 4.5 Allotment Representative : Cllr Martin
- 4.6 Neighbourhood Watch Representative : Cllr Stevens
- 4.7 Communication Co-ordinators : Cllr Date (newsletter and e-mail circle)
- 4.8 Police Liaison Representative : Cllr Date
- 4.9 Bus Group Representative : Cllr Whybrow
- 4.10 Grants Co-ordinator : Cllr Brown
- 4.11 Highways Representative : Cllrs Edmans and Redfearn
- 4.12 Footpaths Co-ordinator : Cllr Skinner
- 4.13 Tree Preservation Order Co-ordinator : Cllr Skinner
- 4.14 Litter Group Co-ordinator : Cllr Jessel
- 4.15 Conservation Area Management Co-ordinator : Cllr Smith
- 4.16 Speedwatch Co-ordinator : Cllr Date

Cllr Munford thanked all those who had taken on the above roles for the next year.

It was agreed that a new conservation and environment committee should be formed. Cllr Jessel agreed to lead this with Cllrs Gershon, Whybrow, Edmans and Smith as committee members.

5. Notification of late items for inclusion on the agenda

No late items

6. Standing Order 61: To decide whether the public and press should be excluded from the meeting for any item.

It was agreed that item 17.5 Parishioner of the year, should be an exempt item.

7. Reports from Maidstone Police / PCSO and KCC Rural Community Warden

PCSO Pete Gardner was not present at the meeting but the clerk had compiled the crime figures using the e-watch.co website. There had been 6 reported crimes in March and April, 5 in south ward and 1 in north ward. South ward crimes were 3 incidents of theft, 1 incident of criminal damage and 1 shed break-in. The crime in north ward was criminal damage to a vehicle.

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

8. Open Quarter :

No members of the public were present at the meeting.

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

As trustees of BMAT, all members (except Cllr Munford) declared an interest in any item related to Boughton Monchelsea Amenity Trust.

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

10. Matters outstanding from minutes of meeting on 3rd March 2020 and not included in agenda:

Item 8 – Community Right to Bid : Cllrs Martin and Munford to arrange meeting with MBC once COVID-19 crisis is over. **CLLR MARTIN / CLLR MUNFORD**

Item 14.3 - Village hall refurbishment work : Cllr Edmans stated that the committee were working on a specification / list of required work to the hall.

Item 15.5 – Landscape Masterplan action plan : Cllr Humphryes advised that he was working on this and would be selecting members to lead particular work groups. **CLLR HUMPHRYES**

Item 15.6 - Furfield Park wildflower meadow : Cllr Munford advised that the contractor had been instructed to proceed prior to the COVID-19 crisis however the work is now on hold due to the number of walkers currently using the area. Work may be delayed until 2021. **CLLR MUNFORD**

11. Minutes of the meeting held on 3rd March 2020. Agreement of and signature by Chairman of the Parish Council :

The minutes of the Parish Council meeting held on 3rd March were agreed as correct by members, with the following amendment :

Item 15.2 relating to the swallow hole in The Quarries. Amend 'It was noted that this could prove to be a long term solution' to 'This could prove to be a contribution towards a potential long term solution'.

Proposed by Cllr Humphryes, seconded by Cllr Redfearn and agreed by all members.

It was agreed that KCC should be approached regarding the possibility of constructing a piped connection into the swallow hole. To be discussed further at next KCC highways meeting. Cllr Munford advised that KCC were aware of the swallow hole which had opened up naturally. **CLERK / CLLR MUNFORD**

12. Clerk's report

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

- Due to the increased number of dog walkers during lockdown it was necessary to increase the frequency of dog bin emptying from fortnightly to weekly. This would revert back to normal once people return to work and the number of walkers decreases **CLERK**

13. Finance Report:

Payments since last meeting (incl VAT) :

Admin support	Admin support work Feb	65.00
Parish Clerk	Clerk's salary Feb (SO)	1,050.26
Parish Clerk	Clerk's salary Feb (chq)	66.15
Parish Clerk	Clerk's expenses Feb	54.98
HMRC	Employer / Employee tax and NI Feb	159.45
R. Fuller	Tree planting day refreshments	14.90
Gill Turner Tucker	Legal fees – vill hall and rec ground charity	1,507.20
Gill Turner Tucker	Legal fees - BMAT	201.60
Coakley Cleaning	Dog bin emptying Feb	130.00
B Mon primary school	Grant for library	2,500.00
PTA		
Parish Clerk	Expenses – stamps, pipes for swallow hole	123.41
Paul Waring	Landscape maintenance work for 2019/20	11,094.29
Brand Plan Media *	Flyers – COVID-19 support network	150.00
Brand Plan Media *	Flyers – COVID-19 support network	30.00
Castle Water	Allotment water bill	170.70
KCS	Stationery + toilet rolls	80.28
J. Cleaver *	Cash float for COVID-19 support network	2,400.00
EDF Energy	Electricity to parish hut	80.19
V. Munford *	Funds for operation of COVID-19 support scheme	5,000.00
Admin support	Admin support work Mar	95.00
Parish Clerk	Clerk's salary Mar (SO)	1,050.26
Parish Clerk	Clerk's salary Mar (chq)	66.15
Parish Clerk	Clerk's expenses Mar	101.93
HMRC	Employer / Employee tax and NI Mar	159.45
Coakley Cleaning	Dog bin emptying Mar	130.00
Colvin & Moggridge	Landscape masterplan / management plan work	603.78
KALC	Annual subscription	1,359.46
Satswana	Data protection officer fee	180.00
Companies House	BMAT accounts – late filing fee	150.00
Mott MacDonald	Reservoir – 10 year inspection fee	2,760.00
Admin support	Admin support work Apr	65.00
Parish Clerk	Clerk's salary Apr (SO)	1,050.26
Parish Clerk	Clerk's salary Apr (chq)	75.11
Parish Clerk	Clerk's expenses Apr	61.13
HMRC	Employer / Employee tax and NI Apr	148.69
Community Heartbeat Trust	Support package for defib (Oct 17 to Oct 20)	378.00
Parish Clerk *	Zoom Pro 12 month subscription	143.88
Coakley Cleaning	Dog bin emptying Apr	240.00
<u>Receipts:</u>		
MBC	Litter pickers	200.00
Allotment leaseholder	Allotment rent	9.00

MBC	Precept	86,336.00
MBC	CIL payment	336.68
MBC	COVID-19 support scheme member grant	375.00
KCC	COVID-19 support scheme members grant	1,500.00

Balances as at 5th May 2020 :

Current Account	127,142.19
Business Reserve	426.22
National Savings	305.75
Total Financial Assets	127,874.16

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.

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

Cllr Munford and the clerk provided a detailed explanation of the Parish Council's COVID-19 support scheme to members.

- 13.2 Agreement of Parish Council accounts for 2019/20 :

- 13.2.1 The annual governance statement on the Audit Commission annual return was approved by all members (proposed by Cllr Ellis, seconded by Cllr Smith). The clerk confirmed that the internal audit would be completed and then the annual return submitted to the Audit Commission. **CLERK**

- 13.2.2 Parish Council accounts for 2019/20 were approved by all members, subject to internal audit. The accounting statements on the Audit Commission annual return were also agreed (proposed by Cllr Smith, seconded by Cllr Jessel).

- 13.3 Final agreement of budget for 2020/21 : The clerk advised that the budget had been amended to suit the end of year figures for 2019/20.

Cllr Date queried allotment income. The clerk advised that actual income figures for previous years included income from re-rentals part way through the year. This could not be included as budgeted income for 20/21 as it was not known whether tenants would give up plots or not.

Cllr Jessel queried the effect of COVID-19 on the budget. Cllr Munford explained that the Parish Council's income would be unaffected.

Cllr Date queried how the precept is affected by new housing in the parish. Cllr Munford explained that the precept is set at the beginning of the financial year and although new residents pay council tax, pro rata payments are not made therefore any increase in housing over the course of the year is not translated into Council Tax income to the Parish Council until the next financial year.

Cllr Munford proposed that the amended budget be agreed. Seconded by Cllr Smith and agreed by all members.

14. **Correspondence:**

- 14.1 KCC – bus shelter grant : The clerk explained that KCC had notified parishes of a further bus shelter grant scheme whereby councils are able to apply for match funding, covering up to 50% of the cost of a new or replacement shelter, to a maximum value of £3000. Possible replacement shelters at the east end of Green Lane and Marlpit were discussed however it was agreed not to make any application this year. It was noted that the bus stop at Marlpit does not fit with KCC's grant criteria in that there is no kerbing. It was agreed that this should be discussed with KCC at the next highways meeting, with a request for improvement works.

CLERK / CLLR MUNFORD

15. **Planning Report:**

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

		MBC notified
20/500524	Swiss Cottage, Bottlescrew Hill Listed building consent for replacement of existing velux window on north east facing catslide DECISION : No objection / comment	10/3/20
20/500697	Land south of Sutton Road, Langley Variation of condition 29 of outline application 15/509015 to require junction improvements at St Saviours Road / Sutton Road to be carried out prior to the occupation of 300 dwellings. (Original outline application : Residential development together with A1, A3, A4, D1(a), D1(b), B1, C2 uses, reservation of 2.1ha of land for primary education, and public open space with all matters reserved for future consideration with the exception of access) DECISION : No objection / comment	10/3/20
20/501159	Norrington, Heath Road Erection of a single storey rear extension with two dormers to the rear and two dormers to the front. Works include a front porch and replacement windows (Resubmission 19/504188) DECISION : The Parish Council wish to see the application refused and reported to MBC planning committee for decision. Grounds for refusal are as follows : <ul style="list-style-type: none">• The proposed extension is completely out of scale with the footprint of the existing building. In overall terms we consider the proposal to be over development in the context of the surrounding dwellings• The reconfiguration of the roof at the back of the property is not in keeping with the local vernacular, ie extensive flat roofing	25/3/20
20/500900	Yard Cottage, Wierton Hall Farm, East Hall Hill	7/4/20

Demolition of existing rear extension and erection of two storey rear extension

DECISION :

No objection however MBC should ensure that there is no detrimental effect on the private amenity of the adjacent oast house

20/501342 12 Meadow View Road 7/4/20
Alterations to existing flat roof extension to form pitched roof and porch

DECISION :

No objection / comment

20/501283 Swiss Cottage, Bottlescrew Hill 29/4/20
and
20/501284 Erection of a double bay garage with pitched roof and catslide
(LBC) on either side with storage

DECISION :

The Parish Council wish to see the application approved

20/501296 The Former Mulberry Tree, Hermitage Lane --
Erection of a detached dwelling.

DECISION :

Not yet decided

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 :

Not yet decided

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

DECISION :

Not yet decided

20/501658 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)

DECISION :

Not yet decided

The following applications have been APPROVED by MBC :

20/500524 Swiss Cottage Bottlescrew Hill
Listed Building Consent for replacement of existing velux window on north east facing catslide

19/504300 Wierton Hall Farm East Hall Hill
Variation of condition 6 of 19/501536/FULL (Erection of a single storey building to provide staff accommodation/holiday let and staff training room) to allow no time restriction on staff accommodation

- 20/500402 Wierton Place Wierton Road
Modification of a Planning Obligation under references 11/0511 and 11/0512 to allow amendments to Schedule 3 of the Section 106 Agreement dated 12/10/16 and Schedule 1 of the Deed of Modification dated 15/08/18, to remove the obligation for units 10-13 and 16-19 (inclusive) to contribute to the maintenance of the listed building and approval of Management Plan required by Recital I within the S106 Agreements for 11/0511 & 17/503852 dated 12th October 2016.
- 19/506384 5 Meadow View Road
Erection of a single storey rear extension to kitchen

The following applications have been REFUSED by MBC:

- 20/500141 Land at The Oast, Old Tree Lane
Erection of 3 no. three bedroom dwellings

The following application(s) have been notified as WITHDRAWN

None

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

- 15.1 The clerk explained that, since the beginning of lockdown, Parish Council planning application responses had been co-ordinated via e-mail and records kept accordingly. She stated that planning meetings could now be held via zoom. This was agreed by all members, for the foreseeable future.
- 15.2 Cllr Munford advised that remote MBC planning meetings were now being held. If the Parish Council wished to speak on an application then a representative could either join the remote meeting or a speech could be submitted in advance, which would be read out by MBC at the meeting.
- 15.3 Cllr Smith noted that the Neighbourhood Plan process was currently on hold due to COVID-19 but the plan had been submitted to MBC for formal consultation and consideration by the Independent Examiner.

16. Representatives' Reports:

16.1 KALC: Cllr Humphries had nothing to report

16.2 Allotments : Cllr Martin had nothing to report

16.3 Village Hall & Recreation Ground : Cllr Edmans advised that the committee were reviewing the refurbishment work required to the hall. Cllr Gershon noted that the

committee had been doing a good job reducing costs and looking after the hall during the COVID-19 crisis.

16.4 Neighbourhood Watch : Cllr Stevens had nothing to report.

16.5 Police Liaison : Cllr Date had nothing to report.

16.6 Bus group : Cllr Whybrow stated that residents need to give feedback to KCC on the trial bus service. She added that the trial should run, under normal circumstances, for at least a year.

17. **Items for Discussion:**

17.1 Grants for 2020/21 : Cllr Munford proposed that the following grants be awarded. Seconded by Cllr Smith and agreed by all members.

- Boughton Monchelsea Brownies £200
- Boughton Monchelsea Friendship Circle £300
- Boughton Monchelsea Scouts £300
- Boughton Monchelsea baby & toddler group £200
- Boughton Monchelsea Helping Hands £300
- Boughton Monchelsea Bowls Club, up to £250
- Boughton Monchelsea Community Choir £300
- Boughton Monchelsea Regency Dancers £250
- Boughton Monchelsea Women's Institute £300
- St Peters Church £2500 contribution towards grass cutting. To be paid directly to Steve Waring at the end of the financial year.
- Royal British Legion £350 (to be paid via the church prior to remembrance day)
- Salvation Army £350 (to be paid following Carols on the Green in December)
- Furfield Park open space group £400

Cllr Gershon advised that a group of parishioners had been crowdfunding to raise funds for materials for 3D printing of COVID-19 visors. He asked members to look favourably if a request was made to the Parish Council for top-up funding.

Cllr Edmans noted that a number of groups in and around the parish were involved in similar projects and asked whether the Parish Council could recognise these groups. Cllr Munford suggested that correspondence could be sent out on the e-mail circle asking for residents to get in touch with information on any such projects.

CLLR DATE

17.2 Parkwood Farm reservoir update : Cllr Edmans stated that he would prepare a report following recent contact with the Environment Agency. Cllr Munford stated that advice should be sought from Black & Veatch, if required. **CLLR EDMANS**

17.3 North Ward update : Cllr Stevens had nothing to report.

17.4 Health & Safety Issues : Nothing to report.

17.5 Parishioner of the year : Exempt item

17.6 Village sign : Cllr Gershon had produced a report which had been distributed to members in advance of the meeting. Within the report a number of suggestions had been made, as follows :

- Remove the sign as soon as possible in order to check its condition and determine whether it can be saved
- Depending on the condition survey, explore options for a replacement sign
- Set up a small working party to explore opportunities and work with Graham Clarke to come up with costed proposals for the future of the parish sign and logo
- Should the image to be saved but too fragile to be used outside, explore another location for it as a heritage statement

Cllr Gershon added that it was unlikely the existing sign could be saved. Cllr Munford suggested that the last time the sign had been taken down around 8 years ago, parishioners had been upset at its removal. As such, he queried whether now was the right time to remove the sign. He suggested that whichever design and material was taken forward, electronic imagery should also be captured, for use by the Parish Council into the future.

Lengthy discussion followed, after which it was agreed that Cllrs Gershon and Munford would take the project forward and report back to members at the next Parish Council meeting.

CLLR GERSHON

Post meeting note : Cllr Munford subsequently realised that, due to COVID-19 restrictions he would be unable to take an active part and therefore it was agreed that Cllr Gershon would lead the project, with assistance from Cllr Date.

17.7 Boughton Monchelsea COVID-19 support network : Cllr Munford gave an overview of the Parish Council's COVID-19 support scheme. He added that £1875 in grant money had been received (£1500 from KCC and £375 from MBC).

Cllr Munford noted that the clerk had carried out many additional hours work during the six week period between mid March and the end of April. Cllr Smith proposed that the clerk be paid for a total of 40 hours per week during these weeks. Seconded by Cllr Munford and agreed by all members.

Cllr Redfearn left the meeting at this point.

18. Deferred items schedule :

18.1 Furfield Quarry : It was agreed that a further meeting with MBC and the Skinner Trust was required and that BMAT trustees, Mr Humphryes and Mr Martin should attend. This would need to be set up as a remote meeting. Clerk to arrange.

CLERK

19. Any Other Business :

19.1 Cllr Whybrow noted how wonderful it had been for residents to be able to walk along the driveway to Boughton Monchelsea Place during lockdown, thanks to the kindness of Mr & Mrs Kendrick.

19.2 Cllr Humphryes advised that he should get the last of the Salts Wood tree planting quotes through that week. Cllr Munford thanked Cllrs Humphryes and Martin for all their hard work to date.

19.3 The clerk and members thanked Cllr Date for all his hard work in producing the latest Parish Council newsletter. Cllr Munford noted that adverts for local businesses affected by COVID-19 had been included, free of charge.

20. Date of Next Meeting:

The next full Parish Council meeting will be held on Tuesday 7th July at 7pm via zoom.

There being no further business the meeting closed at 9.55pm.

MINUTE 18 (Parish Council meeting 12 May 2020)

SCHEDULE OF DEFERRED ITEMS CARRIED FORWARD FROM PARISH COUNCIL MEETINGS:

DATE :	ITEM:	ACTION:	POSITION AS OF PARISH COUNCIL MEETING 12 th MAY 2020
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). 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 5th 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</p>

			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.
3.3.20	Furfield Quarry	Option agreement	Option expires in September 2024. Review before March 2024