

## BOUGHTON MONCHELSEA PARISH COUNCIL

### Minutes of the Parish Council Meeting held on 6<sup>th</sup> March 2018 in the committee room of Boughton Monchelsea Village Hall pursuant to notice, commencing at 7.00pm

#### Present:

Cllrs        S. Munford  
              I. Ellis  
              S. Evans  
              P. Herrin  
              N. Wilde  
              R. Martin  
              J. Gershon  
              R. Edmans  
              D. Smith  
              A. Whybrow  
              D. Redfearn  
              L. Date

Parish Clerk  
Residents, Mr & Mrs Kendrick  
John Edwards (MBC)  
Cllr Gary Cooke (KCC)  
Mr Andy Humphries

1.    **Apologies:** Apologies were received from Cllrs Brown and Skinner and KCC Warden, Liz Lovatt.
2.    **Filming of meetings : Request for notification of whether any person intends to film, photograph or record any item**  
      No person expressed any intention of filming, photographing or recording any item
3.    **Notification of late items for inclusion on the agenda**  
      No late items
4.    **Standing Order 61: To decide whether the public and press should be excluded from the meeting for any item.**  
      It was agreed that part of Item 15.6 Annual Parish Meeting should be an excluded item (discussion and agreement of Parishioner of the Year).
5.    **Reports from Maidstone Police / PCSO and KCC Rural Community Warden**  
      PCSO Pete Gardner was not present at the meeting. A Police report had been compiled by the clerk using the E-watch.co website. There had been 3 crimes in south ward (all theft) and no crimes in north ward during January and February..

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

**6. Open Quarter :**

Cllr Gary Cooke explained that he had received complaints from residents at Langley Park regarding vehicles racing on Sutton Road. It was agreed that the clerk should contact the Police about this.

**CLERK**

Cllr Cooke noted the poor condition of roads throughout Kent following the recent heavy snowfall. He advised that pothole repairs are ongoing. Cllr Munford expressed thanks to KCC for all their efforts over the last few weeks in keeping the roads clear of snow and safe for drivers.

Cllr Ellis expressed concern at the potential impact of any Leeds / Langley relief road on traffic in Boughton Monchelsea. He asked what the proposal was for mitigating traffic on the B1263. Cllr Cooke explained that there is no current proposal as there is no defined route at this stage. He added that he would continue campaigning for a relief road and noted that £200,000 was currently being spent by KCC on associated consultancy work. Cllr Ellis stated that this piece of work should include an assessment of the impact of any relief road on surrounding areas. Cllr Cooke stated that there would be a consultation on a minimum of two routes with a third option of 'doing nothing'. Cllr Munford asked what the earliest delivery date would be. Cllr Cooke was not able to answer this question but advised that it would be a 'step by step' process.

Cllr Date spoke regarding Haste Hill Road and advised that road resurfacing work that had been carried out a number of years ago was now failing.

Cllr Ellis spoke regarding severe traffic congestion at the Plough Wents junction and suggested that KCC should consider the installation of permanent traffic lights at this location. It was agreed that the clerk should contact the KCC member for this area, copying to Cllrs Gary Cooke and Eric Hotson.

**CLERK**

Cllr Gershon noted that road markings on rural roads in the parish need to be refreshed. Cllr Cooke noted that member highway funds could be used for this purpose.

**CLERK**

Cllr Munford introduced MBC's Street Scene Operations Manager, John Edwards. Cllr Munford expressed concern at the urban style bins that have recently been installed and asked whether it would be possible for these to be exchanged for a more rural style of bin, if the Parish Council were to buy them. Mr Edwards explained that, subject to agreement of bin design, this would be possible. He added that MBC would cover installation costs and would be prepared to take ownership of and legal responsibility for the new bins, to avoid any liability for the Parish Council.

**CLLR MUNFORD / CLERK**

Cllr Munford explained that volunteer litter pickers cover rural lanes in the parish but are often faced with long walks back home with heavy bags of litter. He asked whether MBC would consider installing some new bins for volunteers to put collected rubbish into. Mr Edwards explained that MBC would not charge for emptying these bins if they were installed on highway land.

**CLLR MUNFORD / CLERK**

Cllr Smith asked whether it would be acceptable for the Parish Council to paint the existing blue bins black. Mr Edwards was in agreement to this.

Cllr Munford thanked MBC for all their hard work in clearing fly tipping in the parish.

Cllr Edmans suggested that another dog waste bin be installed at the bottom of Bottlescrew Hill.

Concern was expressed regarding domestic waste bins being left on the highway verge along Church Hill. Further information to be sent to Mr Edwards. **CLERK**

Cllr Redfearn expressed concern regarding waste dropped in the road on bin collection day. Mr Edwards explained that operatives should be picking up any waste that they drop and they face being fined if they don't. Any incidents of this nature should be reported to MBC as they happen.

It was agreed to bring forward items 12.1 and 12.6 on the agenda.

## **12. Correspondence:**

### **12.1 Mr Humphryes – application to become a Parish Councillor :**

Cllr Munford proposed that Mr Humphryes be co-opted onto the Council. Cllr Herrin seconded the proposal which was agreed unanimously. Cllr Humphryes signed the Declaration of Acceptance of Office form and took his place at the meeting. The Clerk presented Cllr Humphryes with a copy of the Council's Standing Orders and information pack. Clerk to inform MBC accordingly. **CLERK**

### **12.6 KCC – claimed public footpath route adjacent to Boughton Monchelsea Place :**

Cllr Munford explained the background to this item and explained that the Parish Council can demonstrate that the use of this route has been challenged via a letter from Mr & Mrs Kendrick that was read out at the Parish Council's Annual Parish Meeting in 2015.

Mrs Kendrick spoke regarding various correspondence she had had with KCC over the years and read out one of the most recent letters in full to members.

Cllr Munford proposed that the Parish Council write to KCC strongly supporting the Kendricks' position and stating that we do not wish to see any path at this location. Seconded by Cllr Evans and agreed by all members. **CLERK**

It was also noted that the Parish Council provides 12 acres of countryside known as Walk Meadow for public use.

### **Post meeting note :**

The following response was returned to KCC :

*Further to your letter regarding the above, please note that Councillors discussed this at their meeting on 6<sup>th</sup> March and there was a unanimous decision not to support any claimed footpath at this location. The Parish Council has been aware for many years that the owners of Boughton Monchelsea Place have confronted*

*and challenged any walkers who have strayed away from the official footpath. In addition, we read out the attached letter on behalf of Mr & Mrs Kendrick at our Annual Parish Meeting in 2015. This letter evidences the fact that the Kendricks have been challenging trespassers for many years.*

*Please also note that the Parish Council provides 12 acres of countryside known as Walk Meadow, which is available for any member of the public to enjoy. This land is located off Bottlescrew Hill so is easily accessible to any current users of public right of way KM120.*

*In summary, we strongly support Mr & Mrs Kendrick and are completely against any claimed footpath route around this field.*

Cllr Martin suggested that the next newsletter should include an article informing residents of land within the parish that is accessible to walkers. **CLLR DATE**

**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 were given dispensation to discuss and vote on any items relating to Boughton Monchelsea Amenity Trust.

**8. Matters outstanding from minutes (7<sup>th</sup> November) not included in agenda:**

Item 8 / 14.5 New Speedwatch site next to primary school : Outstanding.

**CLLR DATE**

Item 8 / 17.7 Website : Photos and Cllr details still required.

**ALL CLLRS**

Item 8 / 15.5 Pested Bars landscaping strip : The clerk advised that a site visit had taken place on 25<sup>th</sup> February where it was agreed that no immediate action would be taken regarding shrubs and trees growing within the landscaping strip. She added that tree branches could be seen touching BT wires however, on the outer edge of the strip and that she would be meeting with a tree surgeon on site to obtain a quote for work to reduce the height of the hedge / trees to prevent damage to cables.

**CLERK**

Item 17.1 : Cllr Munford advised that he will walk public right of way KM119 and report any access problems to KCC, if applicable.

**CLLR MUNFORD**

**9. Minutes of the meeting held on 9<sup>th</sup> January 2018. Agreement of and signature by Chairman of the Parish Council :**

The minutes of the Parish Council meeting held on 9<sup>th</sup> January were agreed as correct. Proposed by Cllr Evans, seconded by Cllr Ellis and agreed by all members.

**10. Clerk's report**

The contents of the clerk's report were noted.

## 11. Finance Report:

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

RIP Cleaning Services	Dog bin emptying - December	57.60
Gill Turner Tucker	BMAT Legal fees – land at Green Lane	620.40
Duke Contractors Ltd	Ragstone wall repairs	772.80
RIP Cleaning Services	Dog bin emptying - January	57.60
Parish Clerk	Clerk's salary - January	814.93
Parish Clerk	Clerk's expenses – January (office allowance, phone, postage, stationery, litter picking equipment, land registry search fees)	79.24
HMRC	Employer / Employee NI - January	39.56
Village hall committee	Hall hire	23.00
Colvin & Moggridge	BMAT Masterplan / Management Plan advice	13,087.98
Parish Clerk	Clerk's salary - February	814.93
Parish Clerk	Clerk's expenses – February (office allowance, phone, litter picking equipment)	56.33
HMRC	Employer / Employee NI - December	39.56

### **Receipts:**

Allotment leaseholders	Allotment rent	90.00
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### **Balances as at 28<sup>th</sup> February 2018 :**

Current Account	76,106.75
Business Reserve	424.77
National Savings	301.14
<b>Total Financial Assets</b>	<b>76,832.66</b>

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

11.1 Finance report - Agreement of payments made and income received since last meeting : The above financial statement was accepted.

11.2 Budget monitoring report : The budget monitoring report to 28/2/18 was included in the agenda papers and was agreed by all members.

Cllr Ellis proposed that the clerk contact MBC with a request for additional Parish Services Scheme funding for the 40 acres of public open space at Furfield Park and other BMAT owned public land. Seconded by Cllr Gershon and agreed by all members.

**CLERK**

11.3 Agreement of draft budget for 2018/19 : The clerk and Cllr Munford had prepared a draft budget. The following amendments were agreed :

- Add in new budget head for landscape character assessment £8000
- Reduce grounds maintenance budget head to £4500
- Increase grants budget head to £6500 (now includes grant for churchyard grass cutting)

**CLERK**

Cllr Redfearn proposed that the draft budget be agreed, with the above amendments. Seconded by Cllr Edmans and agreed by all members.

**12. Correspondence:**

12.1 Mr Humphryes – Application to become a Parish Councillor : Brought forward, as above

12.2 Village hall committee – Funding request for CCTV : A letter had been received from the village hall committee requesting match funding for the supply and installation of CCTV to cover the village hall car park and recreation ground. Cllr Munford proposed match funding up to £2200. Seconded by Cllr Gershon and agreed by all members.

**CLERK**

It was noted that the Parish Council's budget for 2018/19 included £6000 for CCTV. Cllr Munford proposed that the Parish Council investigate the possibility of installing CCTV for the Parish Council on the pole in Church Street outside the play area, up to a total cost of £3800. Seconded by Cllr Edmans and agreed by all members.

Clerk to arrange site meeting with Churchill Security Systems.

**CLERK**

12.3 Village hall committee – Future development of village hall : Letter accepted as evidence that will be useful in the Parish Council's efforts to secure funding for future development of the hall. Thanks were expressed to committee members for taking the time to produce this letter.

12.4 Five Acre Wood School – funding request : A letter had been received from the school explaining that funds were being raised for a new hydrotherapy pool. It was noted that 13 children from Boughton Monchelsea attend this school. Cllr Ellis was concerned about setting any precedent by grant funding to a school outside the parish however other members noted that this is the closest special school to Boughton Monchelsea and that our two mainstream primary schools would not be accessible to these 13 children. Cllr Ellis proposed that a grant of £500 be awarded to Five Acre Wood School in recognition of it being the closest special school to Boughton Monchelsea. Seconded by Cllr Edmans and agreed by all members.

**CLERK**

12.5 Involve Kent – funding request : It was noted that the Parish Council are already providing grant funding to Boughton Monchelsea Helping Hands and therefore it was agreed by members that no action should be taken.

12.6 KCC – claimed public footpath route adjacent to Boughton Monchelsea Place : Brought forward, as above.

**13. Planning Report:**

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

**MBC notified**

17/506544	Beresfords Lodge, Beresfords Hill, Boughton Monchelsea	9/1/18
	Erection of a two storey side extension and a single storey infill extension to rear	

**DECISION :**

The Parish Council have no objection to this application and welcome the use of complementary materials

17/506583

Haynes Bros Ltd, Sutton Road, Maidstone

30/1/18

Redevelopment of the site to provide 7 warehouse / industrial units for use in association with Use Class B1(c) (light industrial), B2 (general industrial) and B8 (storage and distribution) with first floor mezzanines, a car dealership comprising showroom (Sui Generis), workshop, offices, valet facility and car display area with associated parking, external works, underground services and soft landscaping

**DECISION :**

The Parish Council would like to comment on the application as follows :

- The Borough Council should take heed of neighbours' concerns regarding existing trees and ensure that they are pruned accordingly by the applicant.
- The aquifer should be protected to ensure that it is not contaminated by any environmental hazards that may be present on the site

18/500161

28 Lockham Farm Avenue, Boughton Monchelsea

30/1/18

Demolition of existing rear conservatory and erection of a single storey rear extension

**DECISION :**

No objection / comment

18/500223

Wierton Hall Farm, East Hall Hill, Boughton Monchelsea

30/1/18

Variation of condition 2 of MA/11/1352 – Retrospective application for the change of use of existing farm yard and buildings to be used for storage and maintenance of agricultural vehicles and machinery in connection with a forestry business. Condition 2 to be amended to – The movement of vehicles within the application site shall only take place between the hours of 6am and 17.30pm on Mondays to Saturdays and at no point on Sundays, Bank and Public Holidays without the prior written agreement of the Local Planning Authority

**DECISION :**

We feel that the existing planning consent is reasonable and appropriate and cannot see any valid reason why the applicant should be permitted to work outside his current conditioned hours

18/500505

The Poppies, Cliff Hill, Boughton Monchelsea

20/2/18

The erection of a single storey annexe

**DECISION :**

The Parish Council would like to comment on the application as follows :

- A condition should be imposed to ensure the building is used only as an annexe to the main property and never as two separate dwellings

- Materials used should be appropriate to the rural setting

18/500161	28 Lockham Farm Avenue, Boughton Monchelsea Demolition of existing rear conservatory and erection of a single storey rear extension (REVISED DETAILS ONLY) <b>DECISION :</b> No objection / comment	20/2/18
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**The following applications have been APPROVED by MBC:**

17/505998	20 Firmin Avenue, Boughton Monchelsea Proposed single storey rear extension and conversion of integral garage
17/506544	Beresfords Lodge, Beresfords Hill, Boughton Monchelsea Erection of a two storey side extension and a single storey infill extension to rear

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

17/502535	1 Orchard Place, Park Lane, Boughton Monchelsea Variation of condition 3 of MA/11/0744 to allow the removal of amenity block and the siting of additional 2 mobile homes on plot 3 with a total of 8 mobiles for the plot
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**The following applications have been notified as WITHDRAWN :**

None

**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 noted that Colvin & Moggridge had presented their landscape character assessment to himself and Cllrs Munford, Ellis and Evans this week. He advised that the next stage would be to edit and prioritise the enhancement proposals and produce an executive summary.

13.2 Cllr Smith noted that he would be meeting with MBC later in March to discuss the draft Neighbourhood Plan. This would be presented to residents at the Annual Parish Meeting in May, as part of the necessary consultation process.

**14. Representatives' Reports:**

14.1 KALC: Cllr Ellis had nothing to report.



14.2 Allotments : Cllr Martin had nothing further to report but thanked the clerk for her recent work relating to the allotments.

14.3 Village Hall & Recreation Ground : Cllr Gershon advised that there would be some changes of committee members in the coming months. It was noted that the committee were looking into the possibility of new heaters for the main hall.

14.4 Neighbourhood Watch : It was noted that nobody had yet come forward for the NHW Co-ordinator role. Cllr Munford agreed to mention this in his speech at the Annual Parish Meeting.  
**CLLR MUNFORD**

14.5 Police Liaison : Cllr Date had nothing to report.

14.6 Bus group : Cllr Whybrow kindly agreed to take on the role of bus group rep.

## **15. Items for Discussion:**

15.1 Health and Safety Issues : Nothing to report.

15.2 Parkwood Farm reservoir update : Cllrs Edmans and Redfearn noted that they were monitoring the water level on a regular basis

15.3 North Ward update : Cllr Wilde confirmed that the construction of the new path across Parkwood rec, from Roman Way, had now started. He added that the CCTV at Joywood had been removed by MBC some time ago.

15.4 General Data Protection Regulations, including purchase of 'Windows 10 Pro' to facilitate enhanced encryption : The clerk explained that she had attended a KALC workshop relating to the new data protection regulations and would be carrying out the work necessary in order to ensure compliance. Members agreed to the purchase of 'Windows 10 Pro' software at a cost of up to £180.  
**CLERK**

15.5 Furfield Park open space – dog waste : The clerk explained that a complaint had been received from a resident regarding an overflowing dog waste bin on BMAT's public open space. On investigation, it was discovered that the bin had been installed by property management company, First Port, in the wrong location. The bin was subsequently moved to a new location within the housing development and First Port have continued responsibility for emptying it.

The resident had asked BMAT to consider installing further dog waste bins on the open space. Members agreed to monitor the situation for now as proper collection arrangements for First Port's existing bin now seem to be in place.

15.6 Annual Parish Meeting Tues 15<sup>th</sup> May at 7pm—agenda and detailed arrangements : It was agreed that the theme of this year's meeting should be Boughton Monchelsea's Neighbourhood Plan and landscape character assessment. A brief overview of the 'Twenty's Plenty' scheme would also be given. Councillors agreed that, due to time constraints, KCC and MBC members would not be given the opportunity to address the meeting this year but would instead be invited to respond to parishioners' queries during the open quarter.

Meeting agenda was agreed as follows :

- Apologies
- Brief welcome address from Chairman, Cllr Steve Munford
- Presentations from local organisations
- Presentation of 'Parishioner of the Year' award
- Presentation by Cllr Doug Smith – Boughton Monchelsea Neighbourhood Plan and landscape character assessment
- Presentation by Cllr Rob Edmans – 'Twenty's Plenty'
- Open forum, followed by refreshments

Clerk to organise catering.

**CLERK**

Nominations and agreement of Parishioner of the Year was discussed as an exempt item.

15.7 Parish Council website : Cllr Humphryes agreed to work with Cllr Gershon in order to update and develop the website. **CLLR HUMPHRYES / CLLR GERSHON**

15.8 Replacement tree for the green : The clerk explained that, following permission from MBC, the beech tree on the green had now been felled. A replacement tree would need to be planted and a quote had been obtained for £179 plus VAT, for supply and planting of a walnut tree. It was agreed to delay and decision on this, pending completion of the landscape character assessment.

15.9 Parish assets : Cllr Munford spoke regarding the government community right to bid policy relating to community assets. Some members expressed concern that the Parish Council might be liable for costs if a bid did not result in any purchase. It was agreed to defer any further discussion or decision on this until the next Parish Council meeting. In the meantime all members were asked to read up on the subject.

**ALL CLLRS**

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

16.1 Annual Furfield Quarry methane monitoring meeting with MBC and John Taylor will take place in June, date to be confirmed. Clerk to request a forward projection of expected expenditure compared to capital fund, for the information of BMAT trustees.

**CLERK**

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

17.1 Cllr Evans tendered her resignation as a Parish Councillor, explaining that she will shortly be moving away from the area. Cllr Munford thanked Cllr Evans for all her hard work as a Parish Councillor over the last 8 years and it was agreed to hold a leaving event to mark her years of service. Cllr Evans invited members to her home, date to be agreed. Clerk to organise refreshments.

**CLERK**

17.2 Cllr Gershon stated that he would be unable to attend Parish Council meetings for the foreseeable future due to a forthcoming period of time out of the country. It was agreed that Cllr Gershon should be allowed a sabbatical from the Council.

17.3 Cllr Ellis expressed concern regarding the procedure for filling vacant properties at Windmill Court. He added that priority should be given to those people over the age of 55 and with a local connection to Boughton Monchelsea. It was agreed that the clerk should contact Gravesend Churches Housing Association, requesting clarification on this. **CLERK**

17.4 Cllr Ellis stated that those people who had responded to the recent housing needs survey should be advised that they need to register with Maidstone Borough Council in order to join the housing list. Clerk to contact ACRK for further advice. The clerk suggested that this information could be conveyed to parishioners via the next newsletter. **CLERK**

17.5 Cllr Redfearn expressed concern regarding worn road markings at various locations within the parish. Clerk to report to KCC. **CLERK**

**18. Date of Next Meeting:**

The next full Parish Council meeting will be held on Tuesday 1<sup>st</sup> May 2018 at 7pm in the village hall.

There being no further business the meeting closed at 10.30pm

## MINUTE 16 (Parish Council meeting 6<sup>th</sup> March 2018)

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

BMPC DATE :	ITEM:	ACTION:	POSITION AS OF PARISH COUNCIL MEETING 6 March 2018
16.1.07	Furfield Quarry	Methane monitoring	Update reports obtained & passed to Cllr Fuller / meeting of Custodian Trustees. Need to write to planning authority asking whether methane is being monitored (4.3.08, 6.5.08, 15.7.08). Up to date report received. Ensure reports requested annually (2.9.08). Clerk to request latest report (6/7/11, 6/9/11). Latest report requested. Page & Wells to set up meeting with relevant parties to discuss (1/11/11). Meeting took place 9/12/11. Next meeting due December 2012. Clerk to request financial information from MBC (3/7/12). Correspondence received 23/7/12. Cllr Ellis to arrange further meeting with relevant parties (4/9/12, 6/11/12). Clerk to arrange further meeting (8/1/13). Meeting with MBC arranged for 17 <sup>th</sup> June. Cllrs Ellis and Evans to attend (7/5/13). Further meeting to be arranged (2/7/13). Meeting arranged for 5 <sup>th</sup> September. Cllrs Ellis and Evans to attend (3.9.13). Cllr Ellis and Evans attended meeting on 5 <sup>th</sup> Sept (5.11.13). Clerk to arrange further meeting (6/5/14, 1/7/14). Contacted MBC's Duncan Haynes 12/8/14 to arrange meeting. My Haynes has advised that he will be meeting with the consultant who manages the methane monitoring system on site in September and will arrange a meeting following this (2/9/14). Meeting with Duncan Haynes arranged for Weds 10 <sup>th</sup> Dec at 10am. Cllrs Ellis and Evans to attend (4/11/14). Cllrs Ellis and Evans attended meeting on 10 <sup>th</sup> Dec. Borough Council officer, Duncan Haynes is now arranging an annual meeting between MBC, the Parish Council and trustees of the Skinner Trust. Awaiting confirmation of date (13/1/15, 3/3/15, 5/5/15). Clerk to write requesting financial information on cost of maintaining facility compared to capital sum available (12/1/16, 1/3/16, 3/5/16, 5/7/16). Meeting with John Taylor has now taken place. Further information on whether the funds will meet anticipated future costs is expected at the end of 2018 (6/9/16). Annual meeting with John Taylor now due (4/7/17). Meeting will be held in June, awaiting confirmation of date from Duncan Hayes (6/3/18)