

BOUGHTON MONCHELSEA PARISH COUNCIL

**Minutes of the Parish Council Meeting held on 14th January 2014
In the committee room of Boughton Monchelsea Village Hall pursuant to notice,
commencing at 7.00pm**

Present:

Cllrs S. Munford (Chairman)
I. Ellis
J. Gershon
K. Williams
P. Herrin
D. Smith
S. Evans
B. Brown
A. Whybrow
C. Bracking
L. Date
W. Clarke

Parish Clerk
PCSO Richard Kirby
KCC Warden Liz Lovatt
Ms J. Skinner

1. **Apologies:** Apologies were received from Cllr Bray and County Councillor, Gary Cooke.
2. **Notification of late items for inclusion on the agenda**
The following late item was agreed :
11.3 Mr R. Edmans – application to be co-opted onto the Parish Council
3. **Standing Order 61: To decide whether the public and press should be excluded from the meeting for any item.**
No excluded items.
4. **Reports from Maidstone Police / PCSO and KCC Rural Community Warden**
PCSO Richard Kirby had provided a written report in advance of the meeting. The crime figures for the last two months were noted as 9 incidents of theft, 1 burglary and 2 attempted burglaries. It was noted that this was a slight increase on the figures for the same period last year. Cllr Munford requested that PCSO Kirby provide information in future reports on whether crimes have been detected.

Cllr Munford thanked PCSO Kirby for his involvement on site recently with regard to flood management in The Quarries.

KCC Warden, Liz Lovatt had provided a written report in advance of the meeting which is summarised as follows :

- The last two months have been generally spent assisting with individual referrals for the elderly and vulnerable
- Several residents have received bogus phone calls, one relating to a company offering free smoke alarms and another offering equipment to over 50's to assist with breathing difficulties and arthritis
- Residents are advised not to buy and sell at the door. There has been an increase in doorstep callers in other parts of Maidstone following the recent bad weather
- Poaching has been reported. If residents suspect this is going on it should be reported to the Police immediately
- During December and January assistance has been given to Maidstone residents who were at risk of or experienced flooding to their properties

Liz stated that funding had recently been obtained for the printing and distribution of 10,000 copies of a money advice booklet and that the electrical safety booklet was now being distributed.

Cllr Whybrow thanked Liz for her work recently in assisting a resident in Loddington Lane whose property was affected by a burst water main.

5. Open Quarter:

Nothing to report.

6. Declarations of Interest in Items on the Agenda / Declaration of Changes to the Register of Interests / Requests for Dispensations : None

7. Matters outstanding from minutes (5 November) not included in agenda:

Item 9 WW1 centenary : Cllr Brown stated that he had looked into this but that funding from this source was not available for new war memorials.

Item 12 Community assets : Members discussed which assets within the parish might be worthy of registering. It was noted that if an asset were registered by the Parish Council the owner could potentially claim compensation for losses, due to a delayed sale for example. If this happened the Parish Council may be liable for costs. It was suggested that the village shop, social club, primary school and pubs were all possibilities but it was agreed not to pursue the registration of any community assets at this time.

Item 13.2 Allotments : Cllr Bracking confirmed that the allotment guide was almost complete and would soon be going to print

8. Minutes of the meeting held on 5 November 2013:

The minutes of the meeting held on 5 November 2013 were agreed as correct. Proposed by Cllr Brown, seconded by Cllr Date, agreed by all members.

9. Clerk's report

The contents of the clerk's report were noted.

The clerk noted that sixty Neighbourhood Plan questionnaires had been returned by parishioners and stated that she had produced a document summarising all the responses received.

10. Finance Report:

Payments since last meeting (incl VAT) :

Royal British Legion	Donation	350.00
South East Water	Water supply to allotments	541.92
Kent County Council	Stationery	31.16
RIP Cleaning Services	Dog bin emptying / October	54.00
Village hall committee	Hall hire (PC use £138.25, panto use £135 - reimbursable from panto group).	273.25
Parish Clerk	Clerk's salary (17/8/13 to 17/11/13) and expenses	1661.33
KALC	'Local Councils Explained' publication	42.88
Steadline Ltd	Parkwood Farm reservoir scheme – construction works final account	19033.15
Keith Nicholson	Professional planning advice	750.00
RIP Cleaning Services	Dog bin emptying / November	43.20
Tiny Ship	Newsletter printing	226.80
Parish Clerk	Refreshments for carols on the green, stamps for posted newsletters	163.23
Village hall committee	Hall hire (PC use £52.75, panto use £192 – reimbursable from panto group)	244.75
Namesco Ltd	Renewal of PC website domain name for further 2 years	23.99
Parish Clerk	Refreshments etc for carols on the green	58.12
N. Tuck	Newsletter delivery	100.00
Maidstone Citadel Band	Donation to Salvation Army	275.00
The IMC Group Ltd	12 month SIM card contract for flood alarm unit at Parkwood Farm reservoir	57.60
EDF Energy	Electricity – parish hut	27.00
Gill Turner Tucker	Legal fees	1255.60
RIP Cleaning Services	Dog bin emptying / December	43.20

Receipts:

Allotment leaseholders	Allotment rent	370.00
SMBA meeting attendees	Refreshment sales at SMBA meeting	5.00
Maidstone Borough Council	Parish Services Scheme – second instalment	2077.00

Balances as at 9th January 2014 :

Current Account	34300.35
Business Reserve	423.97
National Savings	291.33
Total Financial Assets	35015.65

The above financial statement was accepted by members. Proposed by Cllr Brown, seconded by Cllr Herrin, agreed by all members.

10.1 Parish Council precept for 2014/15 :

Cllr Ellis noted that Boughton Monchelsea Parish Council's precept was somewhere in the middle of the precepts set by all the Maidstone parishes. He added that the Parish Services Scheme grant for 2014/15 would be just £4154 and as a result the Parish Council would again need to raise its precept this year by more than inflation.

Cllr Ellis proposed that the Parish Council set the precept for 2014/15 at £50,000. For a band D property this represents £40.74 per year, an increase of 12% from last year's level of £36.37. This equates to a rise of just over 8 pence per week. Cllr Ellis's proposal was seconded by Cllr Smith and agreed by all members.

The Borough Council's precept form was signed by both Cllr Munford and the clerk.
Clerk to return form to MBC. **CLERK**

11. **Correspondence:**

11.1 Ms J. Skinner - Application to be co-opted onto the Parish Council :

Cllr Ellis noted that the two applications received were both from very worthy candidates but expressed concern that both live in south ward when north ward Councillors are desperately needed. He added that only one member of the current thirteen members lives in north ward, when the split for a full complement should be 11 south, 4 north. Cllr Ellis proposed that a decision on the two applications should be deferred until the next Parish Council meeting in March. The proposal was seconded by Cllr Williams and a vote was taken with 7 in favour, 1 against and 4 abstentions. The proposal was therefore carried.

Cllrs Ellis and Williams agreed to carry out a recruitment drive in north ward prior to the next Parish Council meeting. **CLLR ELLIS / CLLR WILLIAMS**

11.2 Friends of St Peters Church – Request for funding : The clerk explained that a letter had been received requesting that the Parish Council consider awarding an annual grant to assist Friends of St Peters with the cost of maintenance and repairs to the church and churchyard. It was noted that the Parish Council have historically given an annual grant to the church of £2500 as a contribution towards grass cutting in the churchyard.

Following discussion between members, Cllr Munford proposed responding to Friends of St Peters that the Parish Council are not able to assist at this time but would be prepared to help in other ways, for example by advertising Friends of St Peters fundraising events in newsletters and on the website. Seconded by Cllr Ellis and agreed by all members. **CLERK**

11.3 Mr R. Edmans – Application to be co-opted onto the Parish Council : Covered in item 11.1 above.

12. **Planning Report:**

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

		MBC notified
MA/13/1781	Boughton Monchelsea Place, Church Hill, Boughton Monchelsea Enlargement of one window and alterations to two others on the south elevation, and development of a terrace to incorporate a sundial that is listed in its own right DECISION : No objection / comment	19/12/13
MA/13/1782	Boughton Monchelsea Place, Church Hill, Boughton Monchelsea An application for listed building consent for enlargement of one window and alterations to two others on the south elevation, and development of a terrace to incorporate a sundial that is listed in its own right DECISION : No objection / comment	19/12/13
MA/13/1862	Boughton Monchelsea Place, Church Hill, Boughton Monchelsea An application for listed building consent for erection of a glasshouse DECISION : No objection / comment	19/12/13
MA/13/1755	Linton Park School, Heath Road, Linton An application to vary condition 1 of permission MA/11/0602 so that the number of pupils registered on the school roll shall not at any time exceed 225 DECISION : No objection / comment	19/12/13
MA/13/2025	14 Long Shaw Close, Boughton Monchelsea Single storey rear extension DECISION : No objection / comment	19/12/13
MA/13/1792	East Hall Barn, East Hall Hill, Boughton Monchelsea Conversion of part of, and extension to, existing outbuilding to form enlarged dwelling to that referred to under reference MA/07/0794 DECISION : No objection / comment	19/12/13
MA/13/2087	The Yard, Hermitage Lane, Boughton Monchelsea Retrospective application for enclosure of the front north east corner of the building and erection of a single storey rear extension to existing commercial building DECISION : Not yet decided	--

The following applications have been APPROVED by MBC :

MA/12/2128	Land at Loddington Farm, Loddington Lane, Linton Application for a new planning permission to replace extant planning permission MA/09/004 (Erection of single storey farm shop and cold store building including creation of new vehicular access, laying out of parking and landscaping)
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- MA/13/0028 Albion Inn, Church Street, Boughton Monchelsea
Erection of one pair of semi-detached dwellings with access
- MA/13/1506 Ty Bach, Hermitage Lane, Boughton Monchelsea
Retrospective planning consent for the erection of a replacement caravan
- MA/13/1562 57 Church Street, Boughton Monchelsea
An application for a non-material amendment following the grant of planning permission MA/12/1610 (Erection of a two storey rear extension) to allow fenestration changes to the side and rear elevations, including additional windows to the side elevation
- MA/13/1639 The Piggeries, The Quarries, Boughton Monchelsea
An application for the demolition of existing buildings and erection of a single detached dwellinghouse
- MA/13/1640 The Piggeries, The Quarries, Boughton Monchelsea
Conservation area consent for the demolition of existing buildings and erection of a single detached dwellinghouse
- MA/13/1781 Boughton Monchelsea Place, Church Hill, Boughton Monchelsea
Enlargement of one window and alterations to two others on the south elevation, and development of a terrace to incorporate a sundial that is listed in its own right
- MA/13/1782 Boughton Monchelsea Place, Church Hill, Boughton Monchelsea
An application for listed building consent for enlargement of one window and alterations to two others on the south elevation, and development of a terrace to incorporate a sundial that is listed in its own right
- MA/13/1862 Boughton Monchelsea Place, Church Hill, Boughton Monchelsea
An application for listed building consent for erection of a glasshouse

The following applications had been REFUSED by MBC:

- MA/13/1462 The Wheelwrights, The Green, Boughton Monchelsea
Change of use of land, demolition of existing structure and erection of 2 no semi-detached houses

The following application(s) have been notified as WITHDRAWN

- MA/13/1609 Orchard Barn, Green Lane, Boughton Monchelsea
Change of use of an existing barn (including partial demolition works, alterations and extensions) to provide a live / work annexe to existing artist's studio / workshop / office at 'The White Cottage', Green Lane, Boughton Monchelsea

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

Cllr Smith spoke regarding alleged planning breaches relating to barns at East Hall Hill and removal of TPO'd trees on Heath Road. Both had been reported to MBC for investigation. Clerk to obtain update on progress from MBC. **CLERK**

13. Representatives' Reports:

13.1 KALC: Cllr Ellis had nothing to report.

13.2 Allotments : Cllr Bracking advised that the allotment guide was almost ready to print and would be distributed to allotment holders in the coming months.

Cllr Munford thanked Cllr Bracking and the allotment society for disposing of the Christmas tree branches from the green. It was suggested that rather than buy a tree each year, perhaps a semi-mature Christmas tree of around 12 to 15ft could be planted on the green instead. Cllr Bracking agreed to look into this.

CLLR BRACKING

13.3 Village Hall & Recreation Ground : Cllr Whybrow explained that the committee would be arranging for some branch removal work to trees in the village hall car park and rec ground, to facilitate easier car parking during this year's village fete.

The clerk explained that she had been approached by a parishioner regarding the possibility of refurbishing the cricket pavilion for use as a cafe / coffee shop. Cllr Whybrow agreed to bring this up at the next village hall and recreation ground committee meeting.

CLLR WHYBROW

13.4 Neighbourhood Watch: Cllr Williams stated that she had not heard anything from the Neighbourhood Watch group recently. Clerk to forward contact details to Cllrs Williams and Gershon of new Neighbourhood Watch Area Co-ordinator, Christine Wallace. It was agreed that Mrs Wallace should be invited to the next Parish Council meeting in March.

CLERK

13.5 PACT : Cllr Date reported as follows on the Police Forum meeting that had taken place on 21st November.

- Kent Police's Road Safety Awareness Week during November had resulted in 12 speeding tickets being issued.
- Chief Constable Ian Learmouth would retire in January 2014
- The effectiveness of Police Contact Points was challenged by Parish Councils, who commented that the mobile units were underutilised by the

- public and that officers could be deployed more effectively elsewhere within parishes. It was noted that a review of Police Contact Points was underway
- Future Police Forum meetings would be held in Lenham

13.6 Bus group : Cllr Munford had nothing to report

14. Items for Discussion:

14.1 Parkwood Farm reservoir update including flood operation team for the next two months : Cllr Herrin advised that he had met with the contractor and agreed the final account which had now been paid, less the retention of £1824.99.

Cllr Munford expressed his thanks on behalf of the Parish Council for all Cllr Herrin's hard work over the last four years in bringing the scheme to fruition.

Cllr Herrin noted the following ongoing responsibilities for the Parish Council in relation to the scheme :

- Annual test and inspection by consultant
- Monthly check by the Parish Council
- Maintenance of grass and vegetation on the dam
- Emergency operation as required

Cllr Herrin stated that the sluice had been shut on the evening of 23rd December which had held water back from reaching The Quarries. There had been so much rain however that the reservoir became full and the water could not be released as it was still raining and the ponds downstream were full. He added that without the reservoir and sluice operation then houses would have been flooded over the Christmas period. Cllr Herrin stated that himself and Cllr Munford had been to the reservoir several times each day since Christmas to release water from the reservoir in a controlled manner. He thanked Cllrs Brown and Date for also providing much needed assistance on site during this time.

Cllrs Brown, Bracking and Ellis agreed to act as the flood operation team for the next two month period. Cllrs Munford and Herrin would also continue during the current difficult conditions.

14.2 Business register / business fayre : Cllr Gershon spoke regarding the Parish Council's plans to hold a business fayre on 26th February in the village hall.

Post meeting note : Although a number of businesses had booked to attend the business fayre, there were not enough to make it successful and therefore the event has had to be cancelled.

Cllr Gershon showed members the progress that had been made on the new website, including the new business section where local companies would be able to register and advertise their businesses. Cllr Gershon stated that he hoped the new website would be ready to go live in a few months time.

It was noted that the Parish Council did not own a projector and it was agreed that delegated powers be given to Cllr Gershon to identify and purchase a suitable projector for the Parish Council, to the value of up to £200. **CLLR GERSHON**

- 14.3 Langley Park / 'Community Call for Action' : Cllr Smith spoke regarding planning applications MA/13/1149 and MA/13/1523 and stated that the MBC case officer was recommending approval of both applications. He added that the applications would be decided at MBC's planning meeting on 16th January. It was agreed that Cllr Ellis would speak at this meeting regarding the Langley Park application. Clerk to inform MBC accordingly. **CLERK**

Cllr Smith spoke regarding the Joint Parishes Group meetings that had taken place on 21st November and 11th December. He stated that the group were proposing to carry out a communication campaign to publicly challenge MBC on the way they are undertaking the Local Plan and the fact that large scale planning applications are being considered in advance of this. Boughton Monchelsea Parish Council were being asked to contribute a sum of £900.68 towards this. Cllr Smith proposed that the Parish Council join the call for action and commit £900.68 as requested. Seconded by Cllr Ellis. A vote was taken with 10 for, 1 against and 1 abstention. The proposal was therefore carried. Clerk to contact the Joint Parishes Group secretary accordingly. **CLERK**

Cllr Smith noted that MBC were proposing that Boughton Monchelsea be designated as a 'larger settlement', thus indicating that a level of future development could be accommodated. Members indicated their objection to this proposal. Cllr Munford advised that he would be looking into the evidence behind why Boughton Monchelsea was selected and stated that MBC would be putting out a consultation on this issue in the near future. **CLLR MUNFORD**

- 14.4 Emergency Plan : Cllr Brown advised that he hoped to submit Boughton Monchelsea's emergency plan to Kent County Council in the coming weeks. He added that MBC would be using the plan as a template for other parishes. **CLLR BROWN**

- 14.5 Repairs to equipment in Church Street play area : The clerk noted that although the inspection reports produced by both MBC and the Parish Council's insurer showed no immediate repairs were necessary, some of the equipment in the play area was coming to the end of its useful life and other pieces would soon require maintenance to avoid them falling into disrepair. It was agreed that Cllrs Brown, Munford and the clerk should progress this and also that the village hall and recreation ground committee should be approached to contribute financially towards new play equipment. **CLERK / CLLR BROWN / CLLR MUNFORD**

- 14.6 MBC Consultation on the draft Green and Blue Infrastructure Strategy : Cllr Ellis agreed to respond to this consultation on behalf of the Parish Council. **CLLR ELLIS**

- 14.7 North Ward update : It was noted that an offer of £500 grant funding had been made by Cllr Gary Cooke some time ago with the Parish Council agreeing to match

fund this. Cllr Williams advised that a reasonable way to use this grant money would be to create a gap in the fence to facilitate access to the playing field at Parkwood. A kissing gate, or similar, would be required. Clerk to complete KCC grant application form. **CLERK**

Cllr Williams noted that volunteers were required to carry out a litter pick in north ward.

Cllr Williams agreed to find out whether the north ward residents association was still running and if so to invite the Chairman to the next Parish Council meeting. She added that she had been investigating the possibility of holding an event for north ward parishioners, possibly a music event, and agreed to continue looking into this. **CLLR WILLIAMS**

Cllr Munford thanked Cllr Williams for all her hard work in north ward.

15. Deferred items schedule :

15.1 It was noted that the 20mph zone pilot scheme had come to an end. Cllr Williams proposed that the Parish Council ask County Cllrs Eric Hotson and Gary Cooke for funding for a traffic survey of Brishing Lane. Agreed by all members. **CLERK**

16. Any Other Business

16.1 Cllr Whybrow noted that the Boughton Monchelsea village fete would be held on Saturday 14th June

16.2 Cllr Clarke mentioned that a resident had commented on the condition of the noticeboards. Cllr Date agreed to check the noticeboards and identify any repairs required. **CLLR DATE**

16.3 Cllr Williams requested that Kent County Councillor, Gary Cooke's details be added to the Parish Council's contact sheet. In addition, north ward PCSO, Neil Denney's details to be included. **CLERK**

16.4 Cllr Williams asked that the Parish Council request a map of recorded injury crashes from Kent County Council. It was suggested that the clerk should make a request for this information twice a year to ensure up to date information. **CLERK**

16.5 It was noted that the B2613 Leeds / Langley road would be likely to remain closed until at least May or June.

17. Date of Next Meeting:

The next meeting will be held on Tuesday 4th March 2014 at 7pm in the village hall. There being no further business, the meeting was closed at 10.10pm.

MINUTE 15 (Parish Council meeting 14 January 2014)

SCHEDULE OF DEFERRED ITEMS CARRIED FORWARD FROM PARISH COUNCIL MEETINGS:

BMPC DATE :	ITEM:	ACTION:	POSITION AS OF PARISH COUNCIL MEETING 14 January 2014
11.3.03	Wierton Place	Victorian Greenhouses – conservation	MBC set up liaison group with owner's agent & architect. Considering enabling development. Meeting requested with MBC's Conservation Officer. Clerk to complain to CE MBC about lack of action and commitment to preserve these listed buildings (4.7.06). Response discussed mtg 5.9.06. Update report received from MBC (6.3.07). Clerk to write to MBC requesting that this is added to the enforcement action report. (7/7/09). E-mail sent to MBC (Denise Roy) on 22/8 requesting that this case is added to the report and requesting information on its status (1/9/09). Requested update on this case 4/4/11 however planning application MA/11/0511 received 14/4/11 incorporating proposal to convert greenhouse into houses. MA/11/1511 remains undecided by MBC (5/7/11, 6/9/11, 1/11/11, 10/1/12, 7/3/12, 3/7/12, 4/9/12, 6/11/12, 8/1/13, 5/3/13, 7/5/13, 2/7/13, 3/9/13, 5/11/13, 14/1/14)
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)
7/3/12	Brishing Lane	Speed limit	It was noted at the PC meeting on 7/3/12 that a 20mph zone pilot scheme was currently in operation in Maidstone but that this pilot would be ongoing for the next 18 months. It was therefore agreed to put this item on the deferred items schedule to be reviewed again from September 2013.