

BOUGHTON MONCHELSEA PARISH COUNCIL

**Minutes of the Parish Council Meeting held at 7pm on 14th September 2021
in the committee room of Boughton Monchelsea village hall, pursuant to notice.**

Present:

Cllrs S. Munford (Chairman)
 I. Ellis
 R. Edmans
 L. Date
 A. Humphries
 D. Smith
 R. Martin
 R. Garland
 J. Skinner
 R. Roome

Parish Clerk

1. **Apologies:** Apologies were received from Cllrs Brown (holiday), Redfearn (holiday), Jessel (holiday), Wilde (work) and Stevens (ill). The reasons for apology were accepted by members.
2. **Filming of meetings : Request for notification of whether any person intends to film, photograph or record any item**
None
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.**
The following exempt items were agreed :
Item 15.6 Parishioner of the year
Item 15.7 Clerk's annual pay rise
5. **Reports from PCSO / KCC Community Warden / KCC Councillors**
PCSO Pete Gardner was not present at the meeting. The clerk had compiled the crime report using information from the e-watch.co website. During July and August there were 3 crimes in south ward (break-in at primary school / residential break in / theft of portable toilets) and 11 crimes in north ward (attempted residential break-in, residential break-in, two vehicle break-ins, catapults fired at residential properties, garden break-in, vehicle theft, three attempted vehicle break-ins, number plate theft). It was noted that a person had now been arrested in relation to the north ward break-ins.

The PCSO reports for July and August detailed anti-social behaviour in the recreation ground and continued patrols in the Little Switzerland area (but no recent incidents).

KCC Warden, Liz Lovatt was not present at the meeting but had provided a written report which is summarised below :

- Concerns regarding off road motorbikes in north ward have been escalated to Kent Police
- Eggs have been thrown at moving vehicles in north ward. Any information on who may be responsible should be passed to the Police via 101
- Spoken to MBC parking enforcement to raise concerns about vehicles parking on double yellow lines at the Church Street / Green Lane junction. If vehicles are causing an obstruction it should be reported via 101 at the time of occurrence
- Work continues with vulnerable people – welfare checks and social services referrals

6. Open Quarter :

No members of the public were present at the meeting.

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

As BMAT trustees, all members present (except Cllrs Munford and Skinner) were given dispensation to discuss and vote on any items relating to Boughton Monchelsea Amenity Trust.

8. Matters outstanding from minutes (7th July and 13th July 2021) not included in agenda:

Boughton Monchelsea signage for north ward : Cllr Munford to discuss further with KCC member, Cllr Lottie Parfitt-Reid.

CLLR MUNFORD

9. Minutes of the meetings held on 7th July and 13th July 2021. Agreement of and signature by Chairman of the Parish Council :

The minutes of the Parish Council meetings held on 7th July and 13th July were agreed as correct. Proposed by Cllr Munford, seconded by Cllr Ellis and agreed by all members.

10. Clerk's report

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

- Haulier has agreed to reimburse cost of repair work to the damaged ragstone planter on the green
- KCC have recently advised there are no suitable locations within the village for mobile speed indicator devices. We are disappointed with this response and have asked Cllr Lottie Parfitt-Reid to arrange a site meeting with officers for further review
- The bus was stuck at the junction of Church Street / Green Lane recently, unable to turn due to a vehicle parked on double yellow lines. Reported to MBC who advise that the lines will be repainted and an enforcement officer will be instructed to visit site

11. Finance

Payments since last meeting (incl VAT) :

Nat West	Bankline fee	35.60
Temple Knight	Printer cartridges	150.60
Computerman	Microsoft Apps for Business	9.48
Boughton Mon. primary sch.	Hall hire	45.60
Salisbury Resources	Ragstone wall repairs on the green	660.00
Admin support	Admin support - July	65.00
Parish Clerk	Clerk's salary payment – July	293.20
Parish Clerk	Clerk's expenses - July	72.94
HMRC	Tax and NI - July	292.12
Parish Clerk	Clerk's salary payment - July	1,050.26
Computerman	Microsoft Apps for Business	9.48
Colin L. Noakes	Mowing to Salts Wood (BMAT)	135.00
Zurich	Parish Council insurance premium	1,469.09
Coakley Cleaning	Dog bin emptying - July	130.00
Parish Clerk	Clerk's expenses	56.57
Nat West	Bankline fee	24.95
Admin support	Admin support - August	65.00
Parish Clerk	Clerk's salary payment - August	1,050.26
Parish Clerk	Clerk's salary payment - August	441.67
Parish Clerk	Clerk's expenses - August	58.43
HMRC	Tax and NI - August	392.29

Receipts:

Allotment leaseholders	Allotment rent	112.50
------------------------	----------------	--------

Balances as at 8th September 2021 :

Current Account	192,677.77
Business Reserve	426.40
National Savings	307.95
Total Financial Assets	193,412.12

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

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

11.2 Budget monitoring report : The budget monitoring report to 8/9/21 was included in the agenda papers. Cllr Edmans proposed that the budget monitoring report be agreed. Seconded by Cllr Smith and agreed by all members.

12. Correspondence:

No correspondence to be discussed.

13. Planning Report:

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

		MBC notified :
21/503485	Fir Tree Cottage, 28 The Quarries, Boughton Monchelsea Listed building consent for installation of 3 no. additional roof windows DECISION : No objection however we would expect heritage roof lights to be used and trust that MBC's conservation officer will review the application	20/7/21
21/503826	3 Shoebridge Drive, Maidstone Erection of single storey rear extension, part garage conversion and internal alterations DECISION : No objection / comment	20/7/21
21/503671	Lady Bessie's Cottage, Beresfords Hill, Boughton Monchelsea Erection of two storey front extension and first floor side extension DECISION : No objection / comment	20/7/21
21/503547	Land at Loddington Farm, Loddington Lane, Linton Erection of a single storey farm shop and cold store building including creation of new vehicular accesses, parking and landscaping DECISION : Not yet decided	--

The following applications have been APPROVED by MBC:

21/502738	8 Hook Way, Maidstone Erection of two storey side extension and insertion of front solar PV panels	
21/502362	The White House, Heath Road, Boughton Monchelsea Lawful Development Certificate (Proposed) for new small side extension forming porch to back door of house	
21/501137	Kent Police College, Coverdale Avenue, Maidstone Installation of a 2.4m high wire mesh fence and posts a minimum of 1m away from north west boundary	
21/503859	Travis Perkins Ltd, Palace Industrial Estate, Bircholt Road, Maidstone Installation of HGV loading area and DDA bay	

The following applications have been REFUSED by MBC:

21/501853	1 Cliff Cottages, Cliff Hill, Boughton Monchelsea Demolition of existing garage, shed and erection of a single detached dwelling house	
21/503485	Fir Tree Cottage, 28 The Quarries, Boughton Monchelsea Listed building consent for installation of 3 no. additional roof windows	
21/503402	The Oast, Wierton Hall Farm, East Hall Hill, Boughton Monchelsea	

21/503671 Lawful development certificate for a proposed outbuilding
MBC decision : planning permission / consent required
Lady Bessie's Cottage, Beresfords Hill, Boughton Monchelsea
Erection of two storey front extension and first floor side extension

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

Cllr Munford spoke regarding MBC's Local Plan review.

14. Representatives' Reports:

14.1 KALC: Cllr Date advised that he had attended a remote meeting on 26th July. The next meeting would take place on 27th September. Cllr Date advised he would be unable to attend. Clerk to forward details to Cllr Jessel. **CLLR JESSEL**

14.2 Allotments :

The clerk advised that negotiations were ongoing with Taylor Wimpey regarding the number and layout of allotment plots at Langley Park. She added that there had been huge interests from Langley Park residents and the aim would be to provide as many plots as possible. Cllr Smith proposed that the rent for the Langley Park plots be the same as for the Haste Hill Road site. Seconded by Cllr Martin and agreed by all members. **CLERK**

14.3 Village Hall & Recreation Ground :

Cllr Edmans advised that the hall surveys were now complete and the committee would be meeting with Parish Council representatives shortly.

Cllr Edmans advised that a number of people were exercising their dogs on the recreation ground, despite the ban. Motorbikes had also been seen. It was noted that all incidents should be reported to 101, as they happen as well as advising PCSO Pete Gardner. It was agreed that Cllr Date would put an article in the next newsletter reminding residents that dogs were not permitted on the rec and giving further information on walks and dog walks in and around the parish.

CLLR DATE

It was agreed to bring forward item 16.1 at this point.

16.1 Parkwood Farm reservoir :

Cllr Edmans advised that himself and the sub-group had been working with Binnies on the development of an on site flood plan, to adhere to DEFRA requirements. He added that grate enhancements were also being progressed.

Cllr Edmans noted that fallen tree branches, vegetation and debris were lying in the sink hole next to the woodyard. It was agreed that this should be cleared. Clerk to meet Cllr Edmans and contractor, Steve Waring on site to agree a suitable scope of works.

CLERK / CLLR EDMANS

Cllr Edmans left the meeting at this point (8pm)

14.4 Neighbourhood Watch : Cllr Stevens was not present at the meeting.

14.5 Police Liaison : Cllr Date had nothing to report.

14.6 Bus group : Cllr Redfearn was not present at the meeting.

14.7 Climate change and biodiversity : Cllr Jessel was not present at the meeting.

15. Items for Discussion:

15.1 Walk Meadow wildflower and pond project : Cllr Munford advised that he had obtained a quote for wildflower meadows and a pond in Walk Meadow. The total cost would be £2825 + VAT. He added that he was looking into various funding options but requested financial support from the Parish Council, if necessary. Cllr Smith proposed that if alternative funding could not be found then the Parish Council should pay for the project via grant to BMAT. Seconded by Cllr Date and agreed by all members.

CLLR MUNFORD / CLERK

15.2 Memorial bench : The clerk advised that a letter had been received from a family member of somebody who used to live on The Green but had recently passed away. The family were requesting permission for a memorial bench to be placed on the village green and offered to pay for its purchase. It was noted that the resident and her husband had been heavily involved in the local community and she had bought and prepared refreshments for Carols on the green for many years. The clerk advised that the existing bench on the southern section of the green was in a poor condition and in need of replacement. Cllr Ellis proposed that permission be granted for a memorial bench to replace this existing bench, to be paid for by the family. Seconded by Cllr Smith and agreed by all members. Clerk to agree plaque wording with the family and organise purchase and installation through Steve Waring.

CLERK

Cllr Humphryes noted that the circular seat on the green was dilapidated and offered to carry out the necessary renovation work on a voluntary basis. Cllr Munford thanked Cllr Humphryes for his kind offer and proposed that the Parish Council purchase the required materials. Seconded by Cllr Garland and agreed by all members.

CLLR HUMPHRYES

Discussion followed regarding memorials in general and it was agreed that Boughton Monchelsea and Loose residents be allowed, on request, to purchase and install small memorial plaques next to the new trees in Salts Wood. Plaques to be maximum 125mm wide x 50mm high, fixed to a slightly larger timber back board and short wooden stake and banged into the ground (not concreted in). It was noted that neither BMAT nor the Parish Council would be responsible for upkeep or security of any such plaques.

Cllr Humphryes spoke about the well on the green and asked whether there were any plans for it to be renovated or turned into more of a feature. Cllr Munford stated that some old parts of the well were in storage. Cllr Humphryes agreed to investigate further and report back.

CLLR HUMPHRYES

- 15.3 Second village sign : It was agreed to defer this item to the next meeting. Cllr Date to produce detailed, costed proposal.

CLLR DATE

- 15.4 Dog waste bag dispensers : Cllr Skinner had produced costings which were distributed to members in advance of the meeting. Following discussion, Cllr Skinner proposed that the Parish Council purchase and install 4 no. dog waste bag dispensers around the village for an initial cost of £462 + VAT. Nobody seconded this proposal therefore it was not approved.

Cllr Skinner queried whether the Parish Council would be interested in pursuing further if she could obtain sponsorship to cover the cost of purchase and installation. Members felt this would not change their minds and it was up to dog owners to take responsibility for bringing waste bags with them and clearing up after their pets.

Cllr Munford thanked Cllr Skinner for her work on the above.

- 15.5 Carols on the green : The clerk noted that Carols on the green would take place at 7.30pm on Monday 13th December. Cllr Ellis to arrange Christmas tree, for delivery on Saturday 11th December. Clerk to arrange refreshments to a value of up to £250. Proposed by Cllr Smith, seconded by Cllr Humphryes and agreed by all members. Cllr Ellis suggested the Parish Council organise a more effective PA system for this year's event. This was agreed.

CLERK

- 15.6 Parishioner of the year : Exempt item

- 15.7 Clerk's annual pay rise : Exempt item

16. Update / discussion items:

- 16.1 Parkwood Farm reservoir – update :
Covered above.

17. Health & Safety Issues:

Nothing to discuss.

18. Deferred Items Schedule:

- 18.1 Furfield Park methane monitoring : It was agreed that BMAT should request a copy of the latest report from the Skinner Trust. It was noted that the latest reports provided by MBC are dated April / May 2020. **BMAT SECRETARY**

19. Any other business. (Non decision items only):

- 19.1 Cllr Garland advised that the Parish Council strimmer is now available and several volunteers have come forward to assist with footpath clearance.

- 19.2 Cllr Date expressed concern regarding vehicles regularly parking on double yellow lines at Langley Park. The clerk advised that this had been brought up with Maidstone Borough Council some time ago but could not be addressed until the roads have been adopted. It was agreed to add this to the deferred items schedule.

CLERK

- 19.3 Cllr Martin agreed to attend the remembrance day service at St Peters Church and lay the wreath on behalf of the Parish Council. **CLLR MARTIN**

20. Date of Next Meeting:

The next full Parish Council meeting is due to be held on Tuesday 2nd November 2021 at 7pm in the village hall.

There being no further business the meeting closed at 9.10pm

MINUTE 18 (Parish Council meeting 14th September 2021)

SCHEDULE OF DEFERRED ITEMS CARRIED FORWARD FROM PARISH COUNCIL MEETINGS:

DATE :	ITEM:	ISSUE / ACTION:	POSITION AS OF PARISH COUNCIL MEETING 14th September 2021
16.1.07	Furfield Quarry	Methane monitoring	BMAT issue. Last meeting between BMAT / MBC and Skinner Trust took place on 8/7/20. Clerk asked MBC if any further Merebrook reports available but none since last meeting. As requested by BMAT trustees, contacted Skinner Trust directly for copies of latest reports (14.9.21)
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 2021
3.3.20	Furfield Quarry	Option agreement	BMAT issue. Option expires in September 2024. Review before March 2024
2.3.21	Green Lane	Speed limit	Consider request from resident to pursue a speed limit reduction from 30 to 20mph at the east end of Green Lane. Agreed to defer decision until the Lyewood development is complete, expected to be December 2021. Review January 2022
18.5.21	Piper / Thirkell land	Lease	Lease expires on 6 th January 2116. Review in 2115
14.9.21	Langley Park	Parking on double yellow lines	MBC advise no action can be taken to address parking on double yellow lines until road has been adopted.