



## ULCOMBE PARISH COUNCIL

**Minutes of the Statutory Annual Meeting of Ulcombe Parish Council held on Thursday 4<sup>th</sup> May 2023 at 7.15 p.m. in Ulcombe Village Hall Headcorn Rd, Maidstone ME17 1EB**

Present: Parish Cllrs R Robinson (Chairman): S Charlton, A Diamond, M Lingwood, I Moir, P Titchener.

Also present: I Bowie (Clerk). MBC Cllr Z Trzebinski

2 members of the public.

1. **To elect a Chairman and receive the Chairman's Declaration of Acceptance of Office.**  
**RESOLVED:** That Councillor Robinson was elected as Chairman. Councillor Robinson signed the Acceptance of Office.
2. **To elect a Vice-Chairman.** **RESOLVED:** That Councillor Lingwood was elected as Vice Chairman
3. **Apologies, Declarations of Interest and Dispensations:**
  - 3.1 **Apologies for absence received and confirmed by the Council Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meetings, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.**  
Apologies and the reason given were accepted from Councillor Eastwood.
  - 3.2 **Declaration of Changes to the Register of Interests.** There were none.
  - 3.3 **To receive Declarations of Interest in respect of matters contained in this agenda. In accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers.**  
There were none.
  - 3.4 **Requests for Dispensations.** There were none.
  - 3.5 **Declarations of Lobbying.** There were none.
  - 3.6 **Declarations of Intention to Record.** Councillor Titchener and the Clerk declared that they were recording the meeting.
4. **CO OPTION of a Parish Councillor: To consider candidates for co-option.**  
It was **RESOLVED** to co-opt Alana Diamond to the parish council.
5. **Public comments and observations. (Maximum 15 minutes)**  
The meeting will be adjourned to allow members of the public to speak. Individuals may speak for up to three minutes at the discretion of the Chairman. There were none.
6. **Reports from external parties (if present).**  
Reports from County Councillor, Borough Councillor, Community Warden and Police Representatives if present.  
MBC Councillor Trzebinski gave his report. He reported that concerns were being raised regarding residents not being able to obtain GP appointments. MBC were moving ahead with 1000 new houses.
7. **To receive reports from:**
  - 7.1 Chairman Ulcombe Parish Council Cllr Robinson  
The Chairman reported that Geoff Beale, a former Councillor and Chairman of Ulcombe Parish Council had died.
    - She reported that a letter of condolence had been sent to the family. Attendance at the Police Cluster meeting- there will be a change in the model of community policing. There will no longer be PCSO's. Each cluster will have a warranted beat officer. This will start in July 2023. There will also be a separate rural task force and a child/youth team. There will be 16-17 Beat Officers across Maidstone. Ulcombe will be part of the Headcorn, Grafty Green and East Sutton Cluster
    - The application for a Community Bus Grant for the no 59 bus had been approved.

This would provide one service on a Wednesday morning until March 2024.

- Kingswood organised a meeting with local parishes and KCC Highways. KCC Cllr Prendergast was also in attendance.
- Several meetings with other Parishes regarding the MBC Gypsy, Traveller and Travelling Showpeople DPD Regulation 18a Deadline – 5.00pm, Monday, 17th April. UPC response had been submitted.

7.2 Ulcombe Flood Resilience Group Cllr Lingwood  
The Flood Resilience Enclosure was complete. It was noted that the group had not fully spent the allocated budget from 2022/23. It was RESOLVED to vire the underspent funds to the 2023/24 Flood Resilience Group budget.

7.3 Parish Clerk ( on matters not included in other agenda items) Irene Bowie  
No matters to report.

**8. Minutes of the Parish Council Meeting:**

RESOLVED: That the minutes of the Parish Council Meeting held on the 2<sup>nd</sup> March 2023 were taken as read , confirmed as a correct record and signed by the Chairman.

**9. Finance:**

9.1 To note receipts of Income 2023/24. The receipts of income were noted as the Precept of £26,041.

9.2 To authorise payments on the schedule (to be provided at the meeting):

It was RESOLVED to approve the payments on the schedule.

<b>2308</b>	<b>Ameis</b>	April- June 2023 Litter Picking	<b>315.00</b>
<b>2309</b>	<b>HMRC</b>	Q4	
<b>2310</b>	<b>I Bowie</b>	Salary	
<b>2311</b>	<b>BHIB</b>	Insurance Renewal	<b>946.12</b>
<b>2312</b>	<b>Hopkins</b>	Defibrillator	<b>870.00</b>
<b>2314</b>	<b>KALC</b>	Membership	<b>425.50</b>
<b>2315</b>	<b>J Monk</b>	Flood Resilience Supplies	<b>160.79</b>

9.3 To validate:

9.3.1 The purchase of a new defibrillator. RESOLVED: A new defibrillator would be purchased for £ 870.00

9.3.2 A maintenance contract for the Defibrillator. RESOLVED: An Annual maintenance contract with Hopkins was set up.

9.4 To consider any late financial matters. There were none.

9.5 To note the bank reconciliation. The bank reconciliation for 31<sup>st</sup> march was noted as £ 48,806.47

9.6 Banking Update. It was noted that the signatories on the NatWest accounts needed to be updated.

9.7 To review the APC Fixed Asset register (new assets updated during the year). The Asset Register was updated agreed.

9.8 To receive the 2022/23 Accounts. The draft accounts were received.

9.9 To receive and consider the Insurance renewal quotation. It was RESOLVED to accept the insurance quotation for 2023/24.

**10. To receive the AGAR for the financial year ended 31st March 2023.**

It was AGREED to defer until the 29<sup>th</sup> of June Meeting.

- 10.1 To receive and note the Annual Internal Audit Report
- 10.2 To receive and approve the Annual Governance Statement (Section 1)
- 10.3 To receive and approve the AGAR Accounting Statements (Section 2)

**11. To Appoint Committees & Representatives to outside bodies:**

- 11.1 KALC RESOLVED by majority that the Parish Council would not nominate a representative.
- 11.2 Joint Parishes Group. Cllr Robinson
- 11.3 Police Forum. No longer meeting.
- 11.4 Village Hall Committee. Defer to a later meeting.
- 11.5 Tree Warden. Cllr Diamond
- 11.6 Speedwatch coordinator. R Banham
- 11.7 Footpaths Officer. R Banham
- 11.8 Pre-Application Working Group. No longer required.
- 11.9 Staffing Committee. Not required
- 11.10 Cluster Meetings. Not required
- 11.11 Recreation Ground Working Group. Not required.
- 11.12 Flooding Resilience Group representative. Cllr Lingwood.

**12. Highways:**

- 12.1 Highways Improvement Plan (HIP) . It was AGREED that the Parish Council would review and submit a new HIP
- 12.2 To receive the parish portal report:
- 12.3 To consider any other Highways matters
  - 12.3.1 No 59 Bus Service – Update provided via the Chairmans report .

**13. Planning:**

- 13.1 To consider the following applications:
  - 13.1.1 Tambor House Pye Corner Ulcombe Kent ME17 1EE  
23/501738/NMAMD Non-material amendment to application 22/503082/FULL:  
Amendments to fenestration; removal of proposed extension at the rear of the property; relocation of temporary building onto tennis court; addition of biodiversity enhancement scheme as per condition 2 of approved planning approval 22/503082/FULL.  
UPC No Objection
  - 13.1.2 23/501758/FULL Paladin House Lenham Road Kingswood Kent ME17 1LU  
Erection of a single storey rear extension.  
UPC No objection
- 13.2 To table planning applications dealt with since last meeting :
  - 13.2.1 23/501426/FULL The Willows Headcorn Road Ulcombe Kent ME17 1HD  
Demolition of existing conservatory and erection of single storey rear extension including rooflight. (Re-submission of planning application 22/505101/FULL).
  - 13.2.2 23/501441/FULL Hillcroft Ulcombe Hill Ulcombe Maidstone Kent ME17 1DJ  
Erection of a 2 bay car barn with garden and log store with access and parking (resubmission 22/502311/FULL).  
UPC No objection.
- 13.3 To table decisions by Maidstone Borough Council (DDC) since the last meeting.
  - 13.3.1 23/500500/FULL Shiloh Lenham Road Harrietsham Kent ME17 1NA  
Replacement of existing conservatory with a single storey side extension, including removal of existing porch and relocation of main entrance.  
Application Permitted

- 13.3.2 23/500218/FULL Neverend Farm Pye Corner Ulcombe Kent ME17 1EF  
Proposal Use of land for siting and residential use of mobile home  
(Retrospective application)  
Application Refused
- 13.3.3 23/500141/FULL Jubilee Hall Stickfast Lane Ulcombe Maidstone Kent ME17 1HA  
Re-roofing of the entire property, installation of 2no. conservation rooflights and  
changes to fenestration.  
Application Permitted
- 13.3.4 23/500142/LBC Jubilee Hall Stickfast Lane Ulcombe Maidstone Kent ME17 1HA  
Listed Building Consent for the external including re-roofing of the entire  
property, installation of 2no. conservation rooflights, enlarging door opening and  
installation of new french doors. Internal alterations including removal of door,  
partial wall demolition and replace bi-fold doors.  
Application Permitted
- 13.3.5 22/504521/FULL Land Adjacent To 1 Neverend Farm Barns Pye Corner Ulcombe  
Kent ME17 1EF  
Use of land for the stationing of holiday log cabins (13 twin unit caravans) and  
associated bases, roads, lighting and drainage details, plus use of existing  
vehicular access on to Pye Corner.  
Application Refused
- 13.3.6 22/502738/FULL Upper Little Boy Court Boy Court Lane Headcorn Ashford Kent  
TN27 9LA  
Erection of a two storey side and rear extension with detached garage  
(Resubmission-21/504328/FULL).  
Application Permitted
- 13.3.7 22/505273/LDCEX Brigadoon The Street Ulcombe Kent ME17 1DX  
Lawful Development Certificate for the existing continued use of land as  
residential garden in connection with Brigadoon.  
Application Permitted
- 13.3.8 22/501319/SUB Land Rear Of Neverend Farm Pye Corner Ulcombe Kent ME17  
1EF  
Submission of Details to Discharge Condition 7 (Site Development Scheme) of  
appeal decision APP/U2235/C/19/3243809 regarding planning application  
19/503101/FULL  
Application Permitted
- 13.4 To consider any late planning matters.  
22/500705/FULL Woodview Lenham Road Kingswood Kent ME17 1LU  
Demolition of existing bungalow and erection of 6no. wooden lodges with associated  
fencing, hardstanding, roads and footpaths for gypsy/traveller occupation.  
Appeal withdrawn.
- 13.5 To receive and consider a request of easement from Esquire Developments for foul drainage  
across parish council land. AGREED: The Parish Council could not comment at this time. A  
new proposal and more details were needed. Members expressed a view that the  
preference would be that this was via a planning application. It was also AGREED that the  
Parish Council would not permit the drainage to cross the middle of the recreation ground.
- 13.6 MBC Gypsy, Traveller and Travelling Showpeople DPD Regulation 18a Deadline – 5.00pm, Monday,  
17th April. The Parish Council Report had been submitted.
- 14. Recreation Play Area/Car Park:**
- 14.1 To consider inspections for Play Area. It was AGREED that the Clerk would organise for at  
least 2 companies to attend and quote for this service.
- 14.2 To consider matters pertaining to the Village Hall. It was AGREED that the Clerk would  
review the deeds and other documents with a view to arranging a meeting with ABS Law.
- 14.3 To receive and consider any other matter pertaining to the recreation ground/car park. Cllr

Robinson to obtain quotes for a new roundabout.

15. **Annual Review of Parish Council Policies and Procedures.** It was RESOLVED to adopt all policies and procedures.
16. **Correspondence:**
  - 16.1.1 To Table Items of Late Correspondence.  
It was AGREED that the Clerk would communicate with the Football Club re use of the recreation ground.
  - 16.2.2 To Table items circulated:
    - 16.2.1 Kent Plan Tree – Call for Sites ( Expression of Interest)
    - 16.2.2 Rural England Prosperity Fund -Now Open ( Deadline 21<sup>st</sup> May 2023)
    - 16.2.3 Maidstone’s Civic Parade and Service – 20 May 2023
    - 16.2.4 Parish Council Community Cost of Living Grant Scheme Closing Date 31<sup>st</sup> May 2023
17. **To receive an update on the Village Coronation Celebrations.**  
Cllr Titchener advised that the event was well planned and ~~received~~ received.
18. **Consideration of items to be taken in private (Exclusion of Public and Press):**  
There are only a few reasons as to why, legally, the public and press can be excluded from a meeting. The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies." It is generally considered acceptable to exclude the press and public if the agenda item relates to the consideration of tenders, leases, purchases of assets, for matters relating to staffing covered by the data Protection Act and to consider complaints against the council or a code of conduct complaint.  
To receive and consider information in respect of the following:
  - 18.1 Staffing Matters  
RESOLVED: The Clerks salary was increased in line with the NALC Pay Scales.  
RESOLVED: A new laptop would be purchased with a budget of not more than £1000.
19. **Agenda Items for the meeting 2023**

**Dates of future meetings.**

**18th May Annual Parish Meeting, 29<sup>th</sup> June , 7th September 2023, 2nd November 2023**

Signed :

Date:

Chairman: