

BOUGHTON MONCHELSEA PARISH COUNCIL

Minutes of the Parish Council Meeting held at 7pm on 6th September 2022 in the main hall of Boughton Monchelsea village hall, pursuant to notice.

Present:

Cllrs S. Munford
 A. Humphries
 D. Smith
 R. Martin
 I. Ellis
 R. Garland
 R. Edmans (left at 9.00pm)
 R. Roome
 J. Skinner (left at 9.00pm)
 C. Jessel
 B. Brown (left at 9.00pm)

Parish Clerk

MBC Enforcement team leader, Sue King (left at 7.25pm)

MBC senior enforcement officer, Sue King gave a presentation on planning enforcement and answered members' questions. Mrs King left the meeting after the presentation.

1. **Apologies:** Apologies were received from the following members with reasons for apology noted in brackets : Cllrs Stevens (personal), Wilde (sick), Redfearn (holiday) and Date (work). 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**
The following late item was agreed :
18.5 Highways update
4. **Standing Order 61: To decide whether the public and press should be excluded from the meeting for any item.**
The following exempt item was agreed :
17.1 Clerk's annual pay review
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 no reported crimes in south ward and 1 reported crime in north ward (stolen vehicle)

The KCC Warden was not present at the meeting and had not submitted a report for inclusion in the agenda papers.

6. County Councillor updates

Neither Cllr Parfitt-Reid nor Cllr Cooke were present at the meeting.

7. Borough Councillor updates

Cllr Munford spoke regarding the ward boundary consultation which closes on 28th September. Discussion amongst members followed.

Cllr Munford advised that the public examination of the MBC Local Plan was now underway.

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

As village hall and recreation ground trustees, Cllrs Smith, Humphryes, Martin and Garland were given dispensation to discuss and vote on any items relating to the village hall remodelling work.

As a Skinner Trust trustee, Cllr Skinner declared an interest in any item relating to Furfield Quarry.

As an allotment plot holder, Cllr Garland declared an interest in the following item and did not vote :

16.2.1 Haste Hill Road allotments - rent review

10. Matters outstanding from minutes (5th July 2022) not included in agenda:

20.1 – BMAT trustees Andy Humphryes and Richard Martin to draft letter from BMAT to Skinner Trust in relation to the latest Merebrook report. It was agreed that Ian Ellis would contact KCC's Head of Planning, Sharon Thompson in the first instance.

BMAT TRUSTEES

11. Minutes of the meetings held on 5th July 2022 and 9th August 2022. Agreement of and signature by Chairman of the Parish Council :

The minutes of the Parish Council meetings held on 5th July and 9th August were agreed as correct. Proposed by Cllr Edmans, seconded by Cllr Humphryes and agreed by all members.

12. Clerk's report

The contents of the clerk's report were noted and the clerk provided a verbal update.

13. Finance

Payments since last meeting (incl VAT) :

Nat West	Bank fees	5.60
Mc Veigh Parker	Gate materials for Furfield Park (BMAT)	331.20
Mrs R A Millbery	BMAT banner for village fete (BMAT)	60.00
The East Malling Trust	Tree inspection training courses (BMAT)	430.00
Coakley Cleaning	Dog bin emptying	130.00
Kent Wildlife Trust	Consultants fees (BMAT)	660.00
Kent Wildlife Trust	Consultants fees (BMAT)	1,155.00
Kent County Council	Shredder	77.99
Temple Knight	Printer cartridges	451.30
R. Stroud	Installation of fencing and gates to Furfield Park (BMAT)	3,050.00
Nat West	Bankline fees	33.55
Parish Clerk	Salary (paid by standing order)	1,050.26
Parish Clerk	Salary (paid by bank transfer)	465.49
EDF Energy	Electricity supply to parish hut	24.94
HMRC	Tax and NI	433.12
CLF Fencing	Installation of conservation area signs	492.00
Parish Clerk	Clerk's expenses	64.58
K. Kidner	Allotments - electric supply to portacabin	168.00
Nat West	Bank fees	4.20
EDF Energy	Electricity supply to parish hut	38.07
P. Waring	Ragwort removal in Salts Wood (BMAT)	1,560.00
Coakley Cleaning	Dog bin emptying	130.00
Village hall	Hall hire	37.50
Kent County Council	Stationery	52.78
Mc Veigh Parker	Gates to Furfield Park (BMAT)	331.20
JPS Renewable Energy	Air to air heating to village hall - supply and installation	10,965.48
Nat West	Bankline fees	27.65
Parish Clerk	Salary (paid by bank transfer)	465.49
Parish Clerk	Clerk's expenses	53.33
* Avaio *	New laptop	812.40
Parish Clerk	Salary (paid by standing order)	1,050.26
HMRC	Tax and NI	400.30
Parish Clerk	Salary adjustment	32.82
Gill Turner Tucker	Legal fees	2,834.80
Gill Turner Tucker	Legal fees	280.80
Castle Water	Allotment water supply	623.86
Nat West	Bank fees	1.05

Receipts:

Allotment leaseholders	Allotment rent (17.50 x 4)	70.00
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Balances as at 2nd September 2022 :

Current Account	205,430.41
BNG Funds Account	78,061.42
Business reserve	432.67
National Savings	307.98
Total Financial Assets	205,430.41

Note : 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 Humphryes, seconded by Cllr Smith and agreed by all members.

13.2 Budget monitoring report : Cllr Skinner proposed that the budget monitoring report to 2nd September 2022 be accepted. Seconded by Cllr Jessel and agreed by all members.

Cllr Munford noted that there was now only £41,622 in reserves and the Parish Council would need to be careful with any future reserves spending. He added that there was also only £3,270 left in the BMAT open spaces budget head which would be needed to pay the BMAT share of Steve Waring's landscape maintenance bill at the end of the financial year.

Cllr Ellis queried whether the £150,000 in the village hall remodelling budget head would be sufficient to cover phase 1 of the works. Cllr Humphryes confirmed that it would.

Cllr Munford noted that any decisions relating to the new finance committee would be deferred until the next Parish Council meeting.

14. **Correspondence:**

Nothing to discuss.

15. **Planning Report:**

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

MBC notified :

22/502786	12 Haste Hill Close, Boughton Monchelsea	5/7/22
	Demolition of existing conservatory and erection of a replacement single storey rear extension, single storey front extension and garage conversion with internal alterations	
	DECISION :	
	No objection however MBC should satisfy themselves there will be no adverse effect on the private amenity space of adjacent properties	
22/502955	Land at Lower Farm Road, Boughton Monchelsea	5/7/22
	Retrospective application for additional hardstanding, erection of	

an open fronted lean-to side extension and fenestration changes to existing agricultural building

DECISION :

The Parish Council feels very strongly that MBC should be discouraging retrospective applications which make a mockery of the planning process

22/503121 Land south of The Lodge, Boughton Lane, Boughton Monchelsea 5/7/22

Outline application with all matters reserved for erection of 2 no. dwellinghouses

DECISION :

The Parish Council would like to see the application refused for the following planning reasons and if MBC are minded to approve it the application should be reported to MBC planning committee for decision.

- The proposal represents overdevelopment of the site
- We are concerned that the sight lines on to Boughton Lane may be inadequate for drivers emerging from the proposed development site
- We note that a small section of the ragstone wall fronting the site has already been removed. Much more of this wall would need to be demolished to facilitate the development. As such the proposal does not comply with policy PWP3 (Protection of Non-Designated Heritage Assets) of the Boughton Monchelsea Neighbourhood Plan. This policy specifically refers to the ragstone walls at the Boughton Lane farm entrance (NHP Appendix 2 item 5h)

22/505300 Boughton Service Station, Heath Road, Boughton Monchelsea 5/7/22
Advertisement consent for 1 no. internally illuminated totem sign (retrospective). REVISED DETAILS ONLY

DECISION :

No objection / comment

22/503192 28 Furfield Chase, Boughton Monchelsea 21/7/22
Conversion of garage to form an annexe and erection of a single storey rear extension

DECISION :

No objection / comment

22/502842 Mercedes Benz of Maidstone, Bircholt Road, Maidstone 21/7/22
Erection of spray booth

DECISION :

MBC should satisfy itself that the filtration system and acoustic screening are adequate enough to prevent any adverse impact on adjacent residents. We note the Environment Agency have offered to provide site specific advice and we feel this should be taken up by the applicant

22/503222 The Rest, Heath Road, Boughton Monchelsea 21/7/22
Demolition of existing conservatory, erection of a single storey rear extension including insertion of 2 roof lantern sklights

DECISION :

No objection / comment

- 22/503217 The Old Farmhouse, The Green, Boughton Monchelsea 9/8/22
& 503227 Demolition of a 20th century lean to conservatory and erection of
a single storey rear extension (resubmission 21/506269) plus
listed building consent application

DECISION :

No objection however MBC should ensure that the conservation officer is fully consulted on this application

- 22/503275 92 The Quarries, Boughton Monchelsea 9/8/22
Erection of a part single storey, part two storey rear extension
with internal alterations

DECISION :

No objection however MBC should ensure that opaque glass is used in the bathroom windows to maintain privacy for both this property and the new detached house immediately behind it. The site is in a conservation area therefore the conservation officer should be consulted on the proposal

- 22/503721 2 Wierton Corner Cottages, Wierton Hill, Boughton Monchelsea --
Demolition of existing porch and erection of a part single storey,
part two storey side extension

DECISION :

Not yet decided

The following applications have been APPROVED by MBC:

- 22/502786 12 Haste Hill Close, Boughton Monchelsea
Demolition of existing conservatory and erection of a replacement single
storey rear extension, single storey front extension and garage
conversion with internal alterations
- 22/502368 61 Haste Hill Road, Boughton Monchelsea
Demolition of existing detached garage and erection of a single storey
rear extension
- 22/501901 9 Lewis Court Drive, Boughton Monchelsea
Demolition of garage and conservatory. Erection of single storey side and
rear extensions with roof lights
- 21/502602 Longridge, Heath Road, Boughton Monchelsea
Conversion of existing garage to an annexe with the erection of a first
floor extension ancillary to the main dwelling
- 22/501406 Church Farm, Church Hill, Boughton Monchelsea
Erection of a two storey rear extension and detached garage, including
creation of a new access road to Church Hill with gates and piers.
Demolition of 2 no. existing garages

The following applications have been REFUSED by MBC:

- 22/502112 The Computerman, Spectrum Business Estate, Bircholt Road, Maidstone
Change of use from storage building to walk in trade / convenience store
- 22/501368 Unit 1 Maidstone Exchange, Cuxton Road, Maidstone
Advertisement consent for 8 no. aluminium panel signs with full colour
digital printed logos, to be mounted on fencing

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

15.1 Cllr Smith gave an overview of recent planning application responses and MBC decisions.

16. Representatives' Reports:

16.1 KALC: Cllr Date was not present at the meeting.

16.2 Allotments :

16.2.1 Haste Hill Road allotments – rent review :

Cllr Martin proposed that the allotment rent for 22/23 be maintained at £17.50 per year for a half plot and £30 per year for a full plot. Seconded by Cllr Edmans and agreed by all members except for Cllr Garland who had declared an interest and did not vote.

16.3 Village Hall & Recreation Ground : Nothing to report. Remodelling work discussed under agenda item 18.1.

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

16.5 Police Liaison : Cllr Date was not present at the meeting.

16.6 Bus group : Cllr Roome had nothing to report.

16.7 Climate change and biodiversity : Cllr Jessel had prepared a Net Zero sub-group report which was circulated to members in advance of the meeting. The report was based on a recent meeting of the sub-group where the following initiatives had been discussed :

- creation of more walking and cycling routes
- investigation of better public recycling opportunities
- reduce vehicle idling and enforce dangerous parking outside the primary school
- creation of a climate council
- nature recovery initiatives

Cllr Jessel asked for members' thoughts on the creation of a climate council. Cllr Munford advised that there is now an MBC officer working along these lines who is putting together courses for officers and members. He added that he had arranged for this officer to attend the next Parish Council meeting.

It was agreed that the idea of a climate council could be included in the next newsletter.

CLLR JESSEL / CLLR DATE

With reference to bins it was noted that it costs approx. £500 to purchase and install one new bin. Emptying costs are around £25 per bin per empty. Cllr Munford advised that he had spoken to John Edwards regarding dedicated public recycling bins and had been advised that MBC do not install them as people do not use them correctly so the waste becomes contaminated and it is therefore, unfortunately, not a viable or cost effective solution.

With reference to idling and parking enforcement outside the primary school, the clerk advised that she had spoken to KCC Warden, Sandra Edmonds who will be pleased to liaise with the school / Cllr Jessel on support initiatives. Cllr Munford also agreed to request occasional traffic warden visits and support from the PCSO.

CLLR JESSEL / CLLR MUNFORD

17. Decision items :

17.1 Clerk's annual pay review : exempt item

18. Update / discussion items :

18.1 Village hall remodelling update :

Cllr Humphries gave a progress update on phase 1 of the village hall remodelling project and advised that the air to air heating had now been installed which could be controlled via smart phone. He added that the cavity wall installation was also complete, to be followed by installation of solar panels and battery storage, hopefully in November.

Cllr Humphries noted that a volunteer was needed to start looking into grants for phase 2 of the remodelling project. None of the members present felt they had the time to do this. Cllr Ellis proposed writing an advert to go in the next newsletter and on social media, asking for a volunteer to help with grant applications. Seconded by Cllr Smith and agreed by all members. Cllr Ellis to write advert.

CLLR ELLIS

18.2 Parkwood Farm reservoir update : Cllr Edmans had produced a detailed report which was circulated to members in advance of the meeting. Cllr Munford thanked Cllr Edmans for taking the time to prepare this.

Cllr Edmans gave a verbal overview of the report and proposed not discontinuing the reservoir. It was noted that the Parish Council had previously made a decision to reduce the capacity of the reservoir to below 25,000m³ but the Reservoir Act had now changed, meaning that any reservoir above 10,000m³ now falls within the requirements of the Act. Cllr Edmans advised that it would never be possible to reduce Parkwood Farm reservoir to below 10,000m³ capacity.

To clarify the situation for newer members of the Parish Council it was noted that, by default, the Parish Council became undertaker of the reservoir due to the works initiated and paid for using the DEFRA grant and PC funds in 2011.

Following lengthy discussion Cllr Munford proposed that any decision on whether to discontinue the reservoir or not be deferred until the next meeting, giving time for Cllr Edmans to investigate liability etc and to respond to any questions from members. Seconded by Cllr Martin. A vote was taken with 10 for and 1 against. The motion was therefore carried.

CLLR EDMANS

The meeting was adjourned at this point (9pm) to allow the planning meeting to take place.

Cllrs Edmans, Skinner and Brown left the meeting.

The meeting resumed at 9.25pm

18.3 North ward update : There were no north ward representatives at the meeting.

18.4 Covered in Cllr Munford's Borough Council update.

18.5 Highways update :

Cllr Munford advised that he and the clerk had attended a ward cluster meeting that morning with the Police and MBC where road safety had been discussed. Soon after the meeting had ended the clerk had been notified of a near miss that occurred at the puffin crossing next to the primary school, where a car had narrowly missed hitting a group of pedestrians. Actions the Parish Council were taking were noted as follows :

- Lobbying the Police to carry out speed checks
- Trying to progress road safety improvements with Kent Highways, eg installation of vehicle activated signs / warning lights using budgeted PC funds
- Encouraging more Speedwatch volunteers to come forward by advertising on website and Facebook

It was noted that in the last month the Boughton Monchelsea Speedwatch group had caught 131 drivers speeding on Heath Road.

19. Health & Safety Issues:

Nothing to report.

20. Deferred Items Schedule:

20.1 59 Linton Road – Cllr Smith to check and report back.

CLLR SMITH

20.2 11 Harling Close – Cllr Ellis to check and report back.

CLLR ELLIS

20.3 Salts Wood encroachment – Clerk to check in the winter once growth has died back

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

None

22. Date of Next Meeting:

The next full Parish Council meeting is due to be held on Tuesday 1st November 2022 at 7pm in the main hall of the village hall.

There being no further business the meeting closed at 9.50pm

MINUTE 18 (Parish Council meeting 6th September 2022)**SCHEDULE OF DEFERRED ITEMS CARRIED FORWARD FROM PARISH COUNCIL MEETINGS:**

DATE :	ITEM:	ISSUE / ACTION:	POSITION AS AT PARISH COUNCIL MEETING 4th JULY 2022
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). Report dated January 2021 received and forwarded to relevant BMAT trustees. Queries on report submitted to Merebrook November 2021. No response received however Skinner Trust advise of delay due to an imminent change to the person acting as custodian Trustee. (11.1.22)
2.7.19	59 Linton Road	Encroachment	BMAT issue. Review September 2023
3.9.19	11 Harling Close	Encroachment	BMAT issue. Review September 2023
3.9.19	Clerk's salary	Review	Review clerk's salary on an annual basis. Next review due September 2023
3.3.20	Furfield Quarry	Option agreement	BMAT issue. Option expires in September 2024. Review before March 2024
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.
6.9.22	Salts Wood	Encroachment	Encroachment (paving slabs etc) on south edge of the wood. Review during Winter 2022