



# ULCOMBE PARISH COUNCIL

## Minutes of the Meeting held on Thursday 17<sup>th</sup> December 2020 at 7.15 pm

This meeting was held via Zoom under The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings)(England) Regulations 2020 in force to allow local authorities to conduct meetings remotely.

Present: Cllrs F Kenward (Chairman); R Robinson; M Lovegrove; P Titchener; M Lingwood; B Stacey  
Also present: I Bowie (Clerk)

### **The Chairman made a virtual presentation to Simon Odam Kent Association of Local Councils Community Award 2020**

**The Parish Council extended thanks to Simon for the longstanding and significant contributions  
he had made to the community over many years.**

#### **PRIOR TO THE START OF THE MEETING:**

*To discuss, for a maximum of fifteen minutes, questions received by email from members of the public.  
The minute book will be closed. No questions were received.*

#### **1. Apologies, Declarations of Interest and Dispensations:**

1.1 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 were received and the reason given accepted, from Cllr I Moir. Apologies were received from KCC Cllr Prendergast.

1.2 **Declaration of Changes to the Register of Interests.** There were none

1.3 **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.** Cllr Stacey declared an interest in agenda item 10.2.2

1.4 **Requests for Dispensations.** There were none

1.5 **Declarations of Lobbying.** There were none

2. **Consideration of items to be taken in private (Exclusion of Public and Press):** In accordance with Section 1(2) of the Public Bodies (Admission to meetings) Act 1960, the public and press be excluded from the meeting by the reason of its confidential nature. It was RESOLVED, by majority, that the public and press would be excluded from the meeting during the consideration of agenda items 10.3 and 14.4.

#### **3. Minutes of the Parish Council Meeting:**

It was AGREED that the minutes would be amended 13.3 *"It was AGREED that the PC Accounts April-September 2020 would be produced. The Clerk explained that this was not possible for the October meeting as the September bank statements had not been received.* It was RESOLVED that the amended minutes were taken confirmed as a correct record and signed by the Chairman.

4. **Document Retention and GDPR:** It was AGREED that the Clerk would send each Councillor a list of documents that can be retained. It was AGREED that this would be discussed further at the January 2021 meeting.

#### **5. MBC Local Plan Review – Preferred Approach Consultation DEC 2020**

It was AGREED that the parish council would support Cllr Titchener's comments to the KALC Maidstone Co-ordinating Team response to Maidstone Local Plan Review Regulation 18b Consultation.

It was RESOLVED that the parish council would adopt the KALC Maidstone coordinating Team draft response to Reg 18b consultation and would add in support for Lenham Parish Councils objection to the Lenham Heath site.

#### **6. Matters arising from the minutes (not included in other agenda items):**

Surface Water in the Village .Ulcombe Hill. Cllr Kenward had reported this on the KCC Highways Portal and to KCC Highways. Church Farm North Entrance. It was AGREED that the deep gully and ragged edges of the road

would be reported to KCC Highways and to KCC Cllr Prendergast.

**7. Parish Clerks Report of action taken on any urgent item(s).** There were none

**8. Highways:**

- 8.1 Eastwood Road Traffic: It was AGREED that there were issues with the speed limit on Eastwood Road. It was RESOLVED to add Eastwood Road speed survey and speed limits to the parish council HiP.
- 8.2 To receive the parish portal report: The reported was noted.
- 8.3 To consider any other Highways matters: It was reported that the Lenham Road Speed Limit works should be completed by end of March 2021. The parish council extends thanks to KCC Cllr Predergast for her support and commitment.

**9. To receive reports from:**

- 9.1 Chairman Ulcombe Parish Council Cllr Kenward  
Cllr's Kenward and Lingwood gave an update on a Zoom meeting with MBC Cllr Round. It was reported that MBC Enforcement had recruited two additional officer to bring the number of officers to 4. The issues of Hawthorne Farm were raised. It was reported that Kent Communities Housing Hub were offering a new project in Kent to assist communities to build their own housing policies. It was also reported that a scheme Build2Live was been used by developers, at a negligible cost, to build new homes that allowed longevity of occupation by pre-empting needs of the elderly.
- 9.2 District Councillor MBC Cllr Chappell-Tay
- 9.3 Kent County Councillor KCC Cllr Prendergast
- 9.4 Footpath Warden Report R. Banham
- 9.5 Police and Crime Report PCSO Boyd  
It was reported that all future incidents are to be reported via E Crime rather than through the PCSO. It was reported that reports had been sent to the police regarding youths riding motorbikes on the recreation ground. Cllr's encouraged residents to make reports of incidents to the police.
- 9.6 Community Warden Report D Riach-Brown
- 9.7 KALC It was noted that the minutes of the last meeting has been circulated. Cllr Titchener

**10. Planning: Cllr Stacey was placed in the Zoom Waiting Room for Agenda Item 10.2.2 and did not vote.**

- 10.1 To receive an update on any outstanding planning applications and results:
  - 10.1.1 20/504371/FULL Coachmans Cottage Ulcombe Hill Ulcombe Maidstone Kent ME17 1DN  
MBC Application Permitted
  - 10.1.2 20/502133/FULL | Oaklands Lenham Road Headcorn Ashford Kent TN27 9LE  
Siting of 1no. additional mobile home and 1no. additional tourer (Retrospective).  
MBC Application Refused
  - 10.1.3 20/504113/FULL Cobdown The Street Ulcombe Maidstone Kent ME17 1DR  
PROPOSAL: Erection of a garage MBC Application Refused
  - 10.1.4 20/502916/FULL Section Chegworth Mill Farm Chegworth Road Harrietsham ME17 1DD 73A  
application for retrospective planning permission for use of land as a glamping site,  
comprising 3no. seasonal tents with associated shower facilities and parking.  
MBC Application Permitted
- 10.2 To consider the following applications:
  - 10.2.1 20/505482/FULL Rain Farm Eastwood Road Ulcombe Maidstone Kent ME17 1EJ  
Conversion of existing barn to 1 no. residential dwelling incorporating an extension and  
demolition of other barns within site(resubmission of 17/505624/FULL, as amended by  
18/504031/NMAMD). UPC No Objection
  - 10.2.2 20/505423/FULL Plumtree Park Pye Corner Ulcombe Kent ME17 1EF  
Stationing of 6 no. additional mobile homes on traveller site with associated parking.  
The Chairman asked Cllr Titchener if he was 'pre-determined' with regards to this application.  
Cllr Titchener confirmed that he had not asked residents to object and was therefore not  
Predetermined and was able to vote on this application. UPC Objection
  - 10.2.3 20/505550/FULL Orchard House The Street Ulcombe Maidstone Kent ME17 1DR  
Erection of a new detached garage on access land to the rear of orchard house and diversion  
of existing public rights of way. UPC No Objection
  - 10.2.4 20/505320/FULL Water Lane Caravan Site Water Lane Harrietsham ME17 1DH  
Removal of the existing timber framed wash-room facilities on each plot and replacement  
with traditional style construction on existing footprint. Renewal of the mains water and  
mains electrical for direct billing and upgrading of the foul water drainage system. Inclusion of  
surface water drainage system and replacing the lighting columns. UPC No Objection
- 10.3 To receive late planning applications and other late planning matters:

- 10.4 To validate planning applications dealt with since last meeting:
- 10.4.1 20/505246/FULL Roydon Farm Pye Corner Ulcombe Maidstone Kent ME17 1EG  
Siting of 2no. additional mobile homes with associated parking and space for 2no. touring caravans.  
UPC Objection (Cllr Stacey declared an interested and did not vote)
- 10.4.2 20/504371/FULL Coachmans Cottage Ulcombe Hill Ulcombe Maidstone Kent ME17 1DN  
Erection of a single storey side extension to house swimming pool, hot tub, sauna, steam room including alterations to fenestration and alterations to previously approved side extension (19/504998/FULL – Erection of a single storey side extension and a single storey rear extension including alterations to garden levels and retaining wall).  
UPC No Objection
- 10.4.3 20/504778/FULL The Red House Chapmans Place Ulcombe ME17 1GB Proposed garage loft conversion with rear dormer and external timber staircase. (Resubmission of 20/502757/FULL)  
UPC Objection
- 10.4.4 20/505003/FULL The Oaks Lenham Road Kingswood Maidstone Kent ME17 1LU  
Proposed detached carriage house with new driveway  
UPC No Objection  
All applications dealt with since the last meeting were validated.

**11. Finance:**

- 11.1 To note receipts of Income:
- 11.2 The Council RESOLVED for the accounts listed on the schedule to be paid

Date	Ref.	Description	Supplier / customer	Net	Total
20/11/2020	Standing Order	November 2020	Irene Bowie		
17/12/2020	2198	Landscape Services	Commercial Services Ltd	333.96	400.75
17/12/2020	2199	New Knee Rail	Tom Hope	1,000.00	1,200.00
17/12/2020	2199	Recreation Ground Improvement	Tom Hope	1,000.00	1,200.00
17/12/2020	2199	Hedge Cutting, Ditch Clearance	Tom Hope	900.00	1,080.00
17/12/2020	2199	Tree Cutting	Tom Hope	500.00	600.00
17/12/2020	Standing Order	December 2020	Irene Bowie		
17/12/2020	2200	HMRC PAYE/NI Q3	HMRC		

- 11.3 The bank reconciliation was presented and agreed: Appendix A

**12. Recreation Play Area/Car Park:**

- 12.1 To receive the Monthly Inspection Report from Maidstone Borough Council/ parish council and to consider any actions to be taken. The report was noted
- 12.2 To receive an update and recommendations from the Recreation Ground Committee:  
The minutes of the Recreation Ground Committee were circulated and agreed .  
The RESOLVED to accept the recommendations of the Recreation Ground Committee.  
It was RESOLVED to make a budget provision for a grounds person. It was RESOLVED to install a planter, membrane and gravel on the area immediately in front of the village hall. It was AGREED to investigate appropriate trees to replace the recently felled silver birches and suggest a suitable location  
It was RESOLVED to consolidate the signage around the car park to a new location in front of the village hall. It was RESOLVED to employ a tree surgeon to report on the state of the trees on the recreation ground It was RESOLVED to paint the old play equipment in the new year when weather allows  
It was RESOLVED to employ a building surveyor to conduct a building survey on the pavilion and the drainage. It was AGREED to discuss with the Village Hall committee the path and apron to the village hall and any work required.  
It was RESOLVED to make a donation of £500 to the Village Hall Management Committee for the ongoing maintenance and repair of the Village Hall.
- 12.3 High Resolution CCTV : It was AGREED not to progress this matter. It was AGREED that lighting in the car park would be considered at a later date.

**13. New Website; PC Emails; PO Box**

The Clerk gave an update.

**14. Correspondence:**

- 14.1 KALC AREA Committee meeting Minutes
- 14.2 Maidstone Borough Council Local Plan Review: Regulation 18b Preferred Approach Pre-consultation

- Meeting
- 14.3 KALC updated guidance for the safe use of council buildings & guidance on enabling safe and effective volunteering
  - 14.4 KALC Community Awards Scheme 2021 It was AGREED to defer until the January 2021 meeting
  - 14.5 Matthew Scott launches his Annual Policing Survey
  - 14.6 Free training for district/parish councils on volunteering
- All correspondence was noted**

**Part 2.**

**Consideration of items to be taken in private (Exclusion of Public and Press): In accordance with Section 1(2) of the Public Bodies (Admission to meetings) Act 1960, the public and press be excluded from the meeting by the reason of its confidential nature.** It was RESOLVED, by majority, that the public and press would be excluded from the meeting during the consideration of agenda item 10.3 .

The meeting closed at 21:37

Signed : *Fiona Kenward*

Chairman

Date: 21<sup>st</sup> January 2021

**Appendix A**

11.3 Bank Reconciliation

Council name Ulcombe Parish Council

Bank account Main Current Account

Balance per bank statement at 13/11/2020

40,429.86

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Uncleared Payments

-1,309.84

39,120.02

**TOTAL NET BANK BALANCES AT 13/11/2020**

Opening balance

21,925.54

Total receipts

26,101.00

Total payments

-8,906.52

Total transfers

**Closing balance per cash book (must equal net bank balances above)**

39,120.02

