

# ULCOMBE PARISH COUNCIL

## Minutes of the Meeting held on Thursday 24<sup>th</sup> June 2021 at 7.15 pm in the Village Hall

Present: Parish Cllrs F Kenward (Chairman); R Robinson; M Lovegrove; I Moir; M Lingwood; B Stacey; P Titchener;  
Also present: MBC Cllr Z Trzebinski ; I Bowie (Clerk)

### PRIOR TO THE START OF THE MEETING:

*Representations from the general public will be taken for a period up to fifteen minutes before the opening of the formal meeting. Individuals may speak for up to three minutes at the discretion of the Chairman. The minute book will be closed. No representations were made.*

### **(KALC) Community Awards Scheme 2021:**

*The KALC Community Awards Scheme is to acknowledge and give recognition to those that have made a significant contribution to their local community, it is supported by the High Sheriff of Kent, Kent County Council and Medway Council.*

*The parish council nominated **Mimi Humphrey** because she has worked tirelessly to improve the community facilities in our parish. She constantly encourages residents to take part in village events. Her "can do" attitude makes her a worthy recipient of the KALC award.*

It was AGREED that the award would be presented by the Chairman of the Parish Council, Cllr Kenward on Saturday 26<sup>th</sup> June 2021.

### **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 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 items 10.2 1 and 10.2.3
- 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. There were none

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

It was RESOLVED that the minutes of the Parish Council Meeting held on the 24<sup>th</sup> April 2021 were confirmed as a correct record and signed by the Chairman. It was RESOLVED that the minutes of the Parish Council Meeting held on the 13<sup>th</sup> May 2021 would be corrected to show the following attendees: Cllrs F Kenward ,R Robinson, I Moir, M Lingwood ,B Stacey, P Titchener and to also show that apologies had been received an accepted from Parish Councillor M Lovegrove. It was then RESOLVED that the Minutes of the Parish Council Meeting held on the 13<sup>th</sup> May 2021 were confirmed as a correct record and signed by the Chairman.

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

There were none.

### **6. Finance:**

6.1 To note receipts of Income: These were noted	
Bank interest	0.05
Precept	23,606.00
MBC Parish Services Scheme	1,060.50
<b>Total</b>	<b>24666.55</b>

- 6.2 To authorise payments on the schedule (to be provided at the meeting): It was RESOLVED to approve the payments.

Description	Supplier / customer	Total
Insurance 2021-22	Came and CO	1,593.47
GDPR Protection	Satswana	180.00
AGAR 2020/21	Total Accounting	180.00
HMRC PAYE/NI Q1	HMRC	330.60

- 6.3 To confirm bank reconciliation: The bank reconciliation was circulated and AGREED as A combined reconciliation of £56,697.44 as at 24<sup>th</sup> June 2021
- 6.4 Internal audit report: The Annual Internal Audit Report 2019/20, signed by the internal auditor on the 21<sup>st</sup> June 2021, was received and accepted.
- 6.5 Accounts to be approved and signed: The Clerk/RFO presented the statement of audited accounts which were accepted. It was RESOLVED that the statement of audited accounts was signed by the Chairman
- 6.6 Annual governance statement.  
The parish council considered and approved the Annual Governance Statement for the year ending March 2021. It was RESOLVED that the Chairman and the Clerk signed the Annual Governance Statement.
- 6.7 Acceptance of Annual Governance and Accountability Return (AGAR)  
The parish council considered and approved: the bank reconciliation; explanation of variances, explanation of reserves and asset register. The parish council RESOLVED to accept the Annual Governance and Accountability Return (AGAR) for the year ending March 2021.

7. **Parish Council and Parish Councillor Document Retention:** It was AGREED that the Clerk in liaison with Cllr Moir would prepare a workshop for Cllrs utilising the ICO Toolkit.

8. **Highways:**

- 8.1 To receive the Highways Improvement Plan: The HIP was accepted.
- 8.2 To receive the parish portal report: The report was received.
- 8.3 To receive the KCC Speed Survey: It was AGREED to defer to September meeting.
- 8.4 To consider any other Highways matters: Cllr Kenward to contact Wents Garage re the positioning of a van that makes turning left difficult.

9. **To receive reports from:**

- 9.1 Chairman Ulcombe Parish Council Cllr Kenward  
The Chairman reported that the next Police Surgery would be held on Saturday 17<sup>th</sup> July with PCSO Boyd.
- 9.2 District Councillor MBC Cllr Trzebinski  
Cllr Trzebinski had been selected as a member of the MBC Audit Committee. It was reported that Cllr Round would be dealing with Planning Applications.
- 9.3 Kent County Councillor KCC Cllr Prendergast
- 9.4 Footpath Warden Report R. Banham
- 9.5 Police and Crime Report PCSO Boyd  
The Chairman gave the report. It was Noted that there had been a report of antisocial behaviour in Crumps Lane.
- 9.6 Community Warden Report D Riach-Brown
- 9.7 KALC Cllr Titchener  
Cllr Titchener reported that KALC had sent a letter to David Burton re Housing Targets.

10. **Planning:**

- 10.1 To consider the following applications:
- 10.2 To table planning applications dealt with since last meeting:  
10.2.1 21/502603/FULL Barn At Roydon Farm Pye Corner Ulcombe Maidstone Kent ME17 1EG

Demolition of existing barn and lean-to. Erection of 3no. dwellings with associated access, parking, electric vehicle charging points, bin stores and landscaping, together with 3 underground tanks.

Cllr Stacey declared a pecuniary interest and did not discuss or vote.

- 10.2.2 21/502612/FULL Stonehall Farm Bungalow Headcorn Road Ulcombe Maidstone Kent ME17 1HD Creation of equestrian menage for private use.
- 10.2.3 21/502505/FULL Plumtree Park Pye Corner Ulcombe Kent ME17 1EF Stationing of 6no. additional mobile homes on traveller site with associated parking.  
UPC Objection (6:0) Cllr Stacey declared a pecuniary interest and did not discuss or vote.
- 10.2.4 19/501840/FULL Boy Court Oast Boy Court Lane Headcorn Ashford Kent TN27 9LA Proposed demolition of partially collapsed existing oak framed building and replacement with an oak framed 2 bay garage with floor above.  
UPC No Objection
- 10.2.5 21/502162/FULL Acorn House Lenham Road Kingswood Kent ME17 1LU Demolition of existing rear extension and shed. Conversion of integral garage into habitable space. Erection of two storey front and rear extensions including rear balcony and alterations to fenestration (revised scheme: 19/505500/FULL).  
UPC No Objection by majority (6:1)
- 10.2.6 Renewal of planning permission 18/502084/FULL Rain Farm Eastwood Road Ulcombe Maidstone Kent ME17 1EJ Renewal of planning permission 18/502084/FULL for the conversion of outbuilding into ancillary accommodation including external alterations.  
UPC No Objection
- 10.3 To receive an update on any outstanding planning applications and results:
- 10.3.1 21/501538/FULL Kings Oak Farm Crumps Lane Ulcombe Kent ME17 1EU Extension of a barn to create a visitors centre. MBC Application refused
- 10.3.2 21/500661/FULL Unit 1 Chegworth Court Farm Chegworth Road Harrietsham Maidstone Kent ME17 1DG Retrospective application for a change of use of building Unit 1 and use of land for storage of cranes and crane hire. MBC Application refused
- 10.3.3 20/502133/FULL Oaklands Lenham Road Headcorn Ashford Kent TN27 9LE Siting of 1no. additional mobile home and 1no. additional tourer (Retrospective). Appeal  
It was RESOLVED that the parish council would submit comments.
- 10.4 To receive late planning applications and other late planning matters: There were none.
- 10.5 To receive feedback from the Pre-Application Working Group: No meetings had been held.

#### **11. Recreation Play Area/Car Park:**

- 11.1 To receive the Monthly Inspection Report from Maidstone Borough Council/ parish council and to consider any actions to be taken. Clerk to circulate when received.
- 11.2 To receive an update and recommendations from the Recreation Committee
- 11.2.1 To consider the purchase and sitting and fitting out of a container as an outside WC  
It was RESOLVED to set a budget of £6300 for the purchase and fitting of the container.
- 11.2.2 To consider the purchase of a Noticeboard: It was RESLOVED to set a budget of £2142 (excluding vat) for a new noticeboard. Clerk to progress
- 11.32.3 To receive any other recommendations
- 11.3 To receive an update on the Pavilion: It was AGREED that the cess pit would be emptied.
- 11.4 To consider matters pertaining to the Village Hall: It was RESOLVED that a budget of £500 would be allocated for a 2-door metal lockable cupboard for parish council documents in the Village Hall.

#### **12. To Review Meeting Frequency and Dates for 2021-22:**

It was RESOLVED that meetings of the parish council would be held bi-monthly for a trial period of six months. It was RESOLVED that, if required planning meetings would be called.

The date of the Annual Parish Meeting was AGREED as the 9<sup>th</sup> September 2021. It was AGREED that a budget of £500 would be set.

#### **14. To Appoint Committees & Representatives to outside bodies. It was RESOLVED that the following**

Members of the Council were appointed to various roles and responsibilities as follows: -

Kent Association of Local Councils (KALC) – Three Councillors stood for nomination Cllrs Lingwood, Stacey and Titchener. Following a vote by members Cllr Lingwood and Cllr Stacey were elected as the Parish council representatives to KALC.

Joint Parishes Group (JPG) – Cllr Kenward and Cllr Lingwood as reserve.

Police Forum – Cllr Moir.

Village Hall Committee – Cllr Lovegrove  
East Parishes Bus Meeting – Cllr Titchener  
Pond Warden – Cllr Thompson  
Footpaths Officer – to be confirmed  
Speedwatch Co-ordinator – to be confirmed

**15. Correspondence:**

- 15.1 To Table Items of Late Correspondence:
- 15.2 To Table items circulated:
  - 15.2.1 KALC Events in June...Places available!
  - 15.2.2 KALC NEWS MAY 2021
  - 15.2.3 Parish Liaison Meeting (7<sup>th</sup> June)

All items of correspondence were noted

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.

Enforcement Matters were discussed.

Signed: *Fiona Kenward*

Chairman

Date: 2<sup>nd</sup> September 2021