

## BOUGHTON MONCHELSEA PARISH COUNCIL

**Minutes of the Parish Council Meeting held at 7pm on 2<sup>nd</sup> May 2023  
in the main hall of Boughton Monchelsea village hall, pursuant to notice.**

### **Present:**

Cllrs S. Munford  
A. Humphryes  
R. Garland  
C. Jessel  
L. Date  
R. Edmans  
D. Redfearn  
R. Martin  
J. Skinner

Parish Clerk

The clerk opened the meeting.

1. **Apologies:** Apologies were received from the following members with reasons for apology noted in brackets : Cllr Wilde (collecting family member), Cllr Brown (holiday), Cllr Smith (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**  
No intention to film the meeting was expressed.
3. **Elections :**
  - 3.1 **Chairman**  
Cllr Date nominated Cllr Munford as Chairman of the Parish Council. Seconded by Cllr Skinner and agreed by all members.  
  
Cllr Munford took his place as Chairman and chaired the meeting from this point onwards.
  - 3.2 **Vice Chairman**  
Cllr Munford nominated Cllr Humphryes as Vice-Chairman of the Parish Council. Seconded by Cllr Edmans and agreed by all members.
4. **Appointments :**
  - 4.1 **Planning & Licensing** : Chairman – Cllr Smith (proposed by Cllr Humphryes, seconded by Cllr Edmans and agreed by all members). Vice Chairman – Andy Humphryes (proposed by Cllr Munford, seconded by Cllr Redfearn and agreed by all members). Planning committee members were agreed as Cllrs Smith, Humphryes, Martin, Garland, Date and Redfearn
  - 4.2 **KALC representatives** : Cllr Date
  - 4.3 **Village Hall & Rec Ground Committee representative** : Cllr Humphryes
  - 4.4 **Allotment representative** : Cllr Martin
  - 4.5 **Neighbourhood Watch representative** : Cllr Wilde

- 4.6 Communication co-ordinator/s** : Cllr Date
- 4.7 Police Liaison representative** : Cllr Date
- 4.8 Bus Group representative** : Cllr Brown
- 4.9 Grants co-ordinator** : Vacant
- 4.10 Highways representative** : Cllr Garland
- 4.11 Footpaths co-ordinator** : Cllr Skinner
- 4.12 Tree health and preservation co-ordinator** : Cllr Garland (lead), assisted by Cllrs Martin and Redfearn
- 4.13 Litter group co-ordinators** : Cllrs Jessel and Edmans
- 4.14 Speedwatch co-ordinator** : Cllr Date
- 4.15 Biodiversity and Environment lead** : Cllr Jessel
- 4.16 Reservoir co-ordinator** : Cllr Edmans
- 4.17 Play area representative** : Cllr Redfearn

**5. Notification of late items for inclusion on the agenda**

No late items.

**6. Standing Order 61: To decide whether the public and press should be excluded from the meeting for any item.**

It was agreed that item 19.3 Parishioner of the Year should be an exempt item.

**7. 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 March and April there were 6 reported crimes in south ward (caravan set on fire, window smashed, van tyres slashed, mobile phone stolen, timber gate stolen, damage to defibrillator kiosk) and 4 reported crimes in north ward (car stolen, bike stolen, motorbike stolen, timber gates stolen).

With reference to the stolen BMAT gates it was agreed that Cllrs Munford, Humphryes and the clerk should investigate ways to make the gates less desirable to thieves, eg branding or engraving.

**CLLR MUNFORD / CLLR HUMPHRYES / CLERK**

**8. County Councillor updates**

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

Cllr Munford noted that Cllr Parfitt-Reid had been very helpful in setting up and attending the recent highways meeting.

It was noted that Cllr Parfitt-Reid's recent report had been circulated to Councillors via e-mail.

**9. Borough Councillor updates**

Cllr Munford advised that he had attended a recent Loose Parish Council meeting where members had agreed with Boughton Monchelsea Parish Council's proposed amendments to the parish boundary. He added that Maidstone Borough Council's decision on the proposed boundary changes would be made in the next month or so and any changes to the boundary would come into effect in 2024.

Cllr Munford advised that full MBC elections and Parish Council elections would take place in May 2024.

**10. Open Quarter :**

No members of the public were present at the meeting.

**11. 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 Cllr Munford and Skinner) were given dispensation to discuss and vote on any items relating to BMAT.

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

Cllrs Munford and Date declared an interest in item 19.1 as members of the village fete committee and did not vote on the grant awarded to this organisation

**12. Matters outstanding from minutes (7<sup>th</sup> March 2023) not included in agenda:**

14.2 MBC gypsy, traveller and travelling showpeople development plan document regulation 18a consultation : No Parish Council response returned

10/10 Joywood play area improvements : It was noted that MBC Cllr Dan Wilkinson was investigating whether S106 monies were available for this purpose

10/17.1 Play area inspections : The clerk noted that a contract had been set up with Safeplay for monthly inspections of the Church Street play area at a cost of £52.50 per inspection. Cllr Redfearn agreed to act as play area representative and would liaise with the inspection company and the clerk regarding repairs and any issues of concern

10/21 'This is what the Parish Council do' article : It was agreed that Cllr Munford would briefly explain the role of a Parish Councillor at the Annual Parish Meeting on 16<sup>th</sup> May. An article for the website would then be produced

**CLLR MUNFORD / CLERK**

18.5 Parish hut management : It was agreed to clear out and tidy the parish hut after the village fete

**CLLR JESSEL**

**13. Minutes of the meeting held on 7<sup>th</sup> March 2023. Agreement of and signature by Chairman of the Parish Council :**

Cllr Edmans proposed that the minutes of the Parish Council meeting held on 7<sup>th</sup> March 2023 be approved as correct. Seconded by Cllr Redfearn and agreed by all members.

**14. Clerk's report**

The contents of the clerk's report were noted and the clerk provided a verbal update as follows :

- Programmable 'wig wag' flashing lights on order. KCC will supply and install these on Heath Road, either side of the primary school

- Reported failed surfacing and worn 30mph roundels at entry points to the 30mph limit on Heath Road. KCC advise that the work will be carried out in early May
- Remote meeting with KCC Highways took place on 2<sup>nd</sup> May. Highways Engineer has agreed to a site meeting to discuss further potential safety improvements on Heath Road. Meeting will take place on 22<sup>nd</sup> May
- Police are carrying out regular speed enforcement on Heath Road

Cllr Date requested traffic data for Heath Road to establish the best times to carry out Speedwatch checks. Clerk to send data to Cllr Date from speed surveys that were carried out several years ago, prior to the 30mph speed limit being introduced.

**CLERK**

It was noted that KCC would be hosting a meeting with Parish Councils on 16<sup>th</sup> May regarding the forthcoming consultation on proposed improvements to Linton crossroads. Cllr Munford and the clerk would be attending.

**CLLR MUNFORD / CLERK**

## 15. Finance

### Payments from current account since last meeting ( incl VAT ) :

Village hall comm.	Hall hire - January	37.50
Coakley Cleaning	Dog bin emptying - February	130.00
Castle Water	Allotment water bill (Haste Hill Road site)	211.89
JPS Renewable Energy	Solar installation to village hall ( <b>from restricted funds</b> )	14,916.95
JRB Roofing	Roofing work to village hall ( <b>from restricted funds</b> )	24,240.00
Gill Turner Tucker	Legal fees – transfer of freehold titles ( <b>BMAT</b> )	1,296.80
Heater Shop	Heater for village hall ( <b>from restricted funds</b> )	1,624.64
EDF Energy	Electricity supply to parish hut	24/53
KALC	Climate change conference – Doug Smith	60.00
L. Date	Christmas tree lights and key cutting	37.99
Temple Knight	Printer cartridges	605.30
Irwin Smith Ltd	Remove village hall heaters and radiators ( <b>from restricted funds</b> )	216.00
Mole Ember Ltd	Neighbourhood Plan advice	90.00
KCC	Treasury tags	2.34
Parish Clerk	Clerk's March salary – paid by standing order	1,600.00
Parish Clerk	Clerk's March salary – paid by bank transfer	27.77
Parish Clerk	Clerk's March expenses	225.93
HMRC	Tax and NI - March	463.28
Gill Turner Tucker	Acquisition of chestnut coppice at Lyewood – legal fees ( <b>BMAT</b> )	1,848.00
Village hall comm.	Hall hire - March	62.50
J Cook	Village hall extension – first stage payment ( <b>from restricted funds</b> )	7,736.87
Printed4you Ltd	Coronation mugs ( <b>from coronation event grant</b> )	1,137.31
Paul Waring	Landscape maintenance work 1/4/22 to 31/3/23.	13,383.89
J Cook	Village hall extension – second stage payment ( <b>from restricted funds</b> )	7,736.87

R. Stroud	Fencing work to rear of 29 The Quarries / Walk Meadow ( <b>BMAT</b> )	530.00
Satswana Ltd	Data protection officer fee	180.00
Wynsdale Waste Management	Dog bin emptying - March	105.96
Coakley Cleaning	Dog bin emptying – March (contract with Coakley terminated on 31/3/23)	130.00
NALC	‘Fighting Climate Change with Local Council Action’ event – to be attended by Cllr Jessel	52.04
Paul Beaney	Installation of new water tanks at Langley Park allotments	236.23
J Cook	Village hall extension – third stage payment ( <b>from restricted funds</b> )	7,736.87
J Cook	Village hall remodelling – kitchen and café works ( <b>from restricted funds</b> )	11,595.00
J. Cook	Village hall extension – fourth stage payment ( <b>from restricted funds</b> )	7,736.87
Paul Beaney	New padlock and chain for Langley Park allotments	56.00
Paul Beaney	Supply and install water tank fittings – Langley Park allotments	455.27

**Receipts into current account since last meeting:**

Allotment leaseholder	Allotment rent	17.50
MBC	Precept	129,291.00
Nat West	Compensation	100.00
Book purchaser	Upon the Quarry Hills book sale + P&P	15.00

**Payments from BNG account since last meeting:**

None

**Receipts into BNG account since last meeting:**

None

**Balances as at 24<sup>th</sup> April 2023 :**

Current Account	255,384.08
BNG Funds Account	71,087.43
Business reserve	434.40
National Savings	307.98
<b>Total Financial Assets</b>	<b>305,370.07</b>

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

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

15.2 Agreement of Parish Council accounts for 2022/23 :

15.2.1 The annual governance statement (section 1) of the AGAR was approved by all members (proposed by Cllr Munford, seconded by Cllr Skinner).

15.2.2 Parish Council accounts for 2022/23 were approved by all members, subject to internal audit. The accounting statements (section 2) of the AGAR was approved by all members (proposed by Cllr Redfearn, seconded by Cllr Munford).

15.3 Agreement of appointment of internal auditor : The clerk explained that the previous internal auditor did not want to continue auditing the Parish Council's accounts. Contact had been made with Mr Lionel Robbins who audits Chart Sutton Parish Council's accounts. Mr Robbins had provided information on his experience and details of his fees (£60 per hour, anticipated audit time 2 to 4 hours). Cllr Munford proposed that Mr Robbins be appointed as the Parish Council's internal auditor for the 22/23 accounts. Seconded by Cllr Jessel and agreed by all members. It was noted that the internal audit would take place on 1<sup>st</sup> June, to be attended by the clerk and Cllr Munford.

**CLERK / CLLR MUNFORD**

15.4 Final agreement of budget for 2023/24 :

The clerk noted that the 23/24 budget now contained year end figures for 22/23.

Following discussion amongst members, Cllr Munford proposed reducing the village hall remodelling budget from £170,000 to £150,000 and increasing the reserves budget by £20,000 accordingly. Seconded by Cllr Humphryes and agreed by all members. It was noted that a £50,000 MBC grant application was currently being prepared. If successful the Parish Council would be able to further increase its reserves. Clerk to amend budget to suit the above decision.

**CLERK**

15.5 VAT reclaim : The clerk noted that it would not be possible to reclaim VAT on village hall maintenance bills paid from the new village hall and recreation ground endowment fund bank account held by the Parish Council in its role as sole trustee of charity number 290872 (Boughton Monchelsea village hall and recreation ground repair fund).

16. **Correspondence:**

14.1 KALC – annual subscription : Following discussion Cllr Edmans proposed subscribing to KALC for the year ahead, at a cost of £1,426.48 excluding VAT. Seconded by Cllr Redfearn and agreed by all members.

17. **Planning Report:**

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

23/500327	Unit 5, The Progress Estate, Bircholt Road, Maidstone	MBC notified : 15/3/23
	Change of use of warehouse and manufacturing to a motorcycle dealership including the sale of new and used motorcycles, clothing, helmets and accessories as well as the servicing and repair of motorcycles	
	<b>DECISION :</b> No objection / comment	

23/500583	Fairview, Heath Road, Boughton Monchelsea Erection of a ground floor rear infill extension and part first floor rear extension <b>DECISION :</b> No objection / comment	15/3/23
23/500671	24 Meadow View Road, Boughton Monchelsea Erection of a single storey rear and a two storey side extension including a new vehicle crossover <b>DECISION :</b> The Parish Council wish to see the application refused for the following planning reasons. If MBC are minded to approve it then we would like the application reported to MBC planning committee for decision. <ul style="list-style-type: none"> <li>• The two storey side extension would create a terracing effect in a row of semi-detached houses, contrary to policy DM9 of the adopted MBC Local Plan and the adopted Residential Extensions SPD and would result in an incongruous form of development which is harmful to the character and appearance of the street scene</li> <li>• If this proposal were approved then it would take away the right of the neighbour to do a similar extension. MBC's adopted Residential Extensions SPD makes it clear that the pattern of gaps between the properties in a street scene should be maintained and that 'there should normally be a minimum gap of 3 metres between side wall of the two-storey side extension and the adjoining property for the full height of the extension'.</li> <li>• Constructing and maintaining the proposal would not be possible without access onto neighbouring property</li> <li>• The single storey rear extension substantially increases the footprint of the property</li> </ul>	15/3/23
23/501018	91 Lewis Court Drive, Boughton Monchelsea Erection of a single storey rear extension and a first floor side extension over existing garage <b>DECISION :</b> The Parish Council would like to comment on the application as follows : <ul style="list-style-type: none"> <li>• Although there would be no future terracing effect due to the next door neighbour's double width garage we are concerned that the proposal would look discordant amongst the other detached properties in the cul de sac</li> <li>• Constructing and maintaining the proposal would not be possible without access onto neighbouring property</li> <li>• The single storey rear extension substantially increases the footprint of the property</li> </ul>	15/3/23
23/502627	Boughton Service Station, Heath Road, Boughton Monchelsea Retention of existing hand car wash facility and office / customer waiting room, and proposed alterations including	15/3/23

	installation of acoustic enclosure and provision of a new customer parking are (part retrospective) (PLANNING APPEAL)	
	<b>DECISION :</b>	
	No response to planning inspectorate. Inspector will be aware of the Parish Council's original response to the application	
23/503804	River Farm, Chart Hill Road, Staplehurst Erection of a two storey side extension (PLANNING APPEAL)	15/3/23
	<b>DECISION :</b>	
	No response to planning inspectorate. Inspector will be aware of the Parish Council's original response to the application	
23/500827	Linden Lea, Gandys Lane, Boughton Monchelsea Erection of a single storey front extension incorporating extended lounge and porch with raised hipped roof over and changes to fenestration	28/3/23
	<b>DECISION :</b>	
	No objection / comment	
23/500949	Oast Cottage, Boughton Lane, Boughton Monchelsea Demolition of detached treble bay garage and greenhouse, and erection of 1 no. detached dwellinghouse with associated parking and gate (resubmission of 20/504039)	28/3/23
	<b>DECISION :</b>	
	No objection / comment	
23/501143	10 Petlands, Boughton Monchelsea TPO application to fell / remove two oak trees	28/3/23
	<b>DECISION :</b>	
	The Parish Council wish to see the application refused. The trees are mature oak trees that have been there for many years and there is no reasonable justification for their removal	
23/501653	Boughton Monchelsea Place, Church Hill, Boughton Monchelsea TPO application to remove the limb on one poplar tree (T1) due to pushing on church wall	25/4/23
	<b>DECISION :</b>	
	No objection / comment	
23/501542	Honeymellow Barn, Bottlescrew Hill, Boughton Monchelsea Alterations to the external elevations of the main dwelling and conversion of garage at Honeymellow Barn	25/4/23
	<b>DECISION :</b>	
	No objection. MBC's conservation officer should be consulted on this application	
23/501166	Land south of Sutton Road, Langley Section 73 – Application for minor material amendment to approved plans condition 1 (to allow relocation of northern passing point to the existing redundant bellmouth on the western side of the road , movement of the western boundary of the entrance feature and the reduction in height of the estate rail fencing from 1.2m to 1m) and variation of condition 2 (estate railings) pursuant to 22/501924/REM for – Approval of Reserved Matters (Appearance, Landscaping, Layout and	25/4/23

Scale being sought) for the private lane, pursuant to outline application 15/509015

**DECISION :**

No objection / comment

- 23/501716 Cherry Barn, Old Tree Lane, Boughton Monchelsea 25/4/23  
Erection of 1 no. dwelling with associated parking and landscaping, including part demolition of existing unauthorised structure (part retrospective) (resubmission of 22/504298)

**DECISION :**

No objection / comment

- 23/500671 24 Meadow View Road, Boughton Monchelsea 25/4/23  
Erection of a single storey rear and a two storey side extension including a new vehicle crossover (AMENDED DETAILS ONLY)

**DECISION :**

The Parish Council's original objections still stand. We wish to see the application refused and if the officer is minded to approve it, reported to planning committee for decision

**The following applications have been APPROVED by MBC:**

- 23/500519 28 Furfield Chase, Boughton Monchelsea  
Conversion of garage to form an annexe and erection of a single storey rear extension (resubmission of 22/503192)
- 23/500285 11A Harling Close, Boughton Monchelsea  
Erection of a timber garden building in the rear garden
- 22/505126 Land at Loddington Farm, Loddington Lane, Linton  
Section 73 – Application for removal of condition 18 (BREEAM Rating) pursuant to 21/503547 for – Erection of single storey farm shop and cold store building including creation of new vehicular accesses, parking and landscaping
- 22/501895 Rosewood (Phase 4 and 5) Land south of Sutton Road, Langley  
Approval of reserved matters
- 20/501427 Land to rear of Kent Police Training School, Off St Saviours Road, Maidstone  
Outline planning application for residential development of up to 76 no. dwellings (all matters reserved except access)
- 23/500827 Linden Lea, Gandys Lane, Boughton Monchelsea  
Erection of a single storey front extension incorporating extended lounge and porch with raised hipped roof over and changes to fenestration
- 23/500597 17 Morris Close, Boughton Monchelsea  
Proposed loft conversion with hip to gable roof extension, dormer window to rear elevation & 3 no. rooflight windows to front elevation and erection of a single storey rear extension
- 23/500327 Unit 5 The Progress Estate, Bircholt Road, Maidstone  
Change of use of warehouse and manufacturing to a motorcycle dealership including the sale of new and used motorcycles, clothing, helmets and accessories as well as the servicing and repair of motorcycles

**The following applications have been REFUSED by MBC:**

- 23/500352 Clubhouse, 18 Genn Park, Boughton Monchelsea

- 23/500260 Retrospective application for erection of gates to residential development  
Iden Farmhouse, Heath Road, Boughton Monchelsea  
Repair and rebuild stone boundary wall (retrospective)
- 23/500583 Fairview, Heath Road, Boughton Monchelsea  
Erection of a ground floor rear infill extension and part first floor rear  
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

17.1 Cllr Humphryes gave an overview of recent planning application responses and MBC decisions.

**18. Representatives' Reports:**

18.1 KALC: Cllr Date had attended the area KALC meeting on 27<sup>th</sup> March where the MBC gypsy, traveller and travelling showpeople development plan document regulation 18a consultation had been discussed.

18.2 Allotments : The clerk advised that two new water tanks had been fitted at the Langley Park allotments. Thanks were expressed to local farmer, Sean Charlton for kindly donating the tanks.

18.3 Village Hall & Recreation Ground :  
Covered in agenda item 20.3

18.4 Neighbourhood Watch : Cllr Wilde was not present at the meeting.

18.5 Police Liaison : Cllr Date agreed to attend future ward cluster meetings with the clerk and Cllr Munford, if available. Cllr Munford stated that the new policing model had been discussed at the last ward cluster meeting.

18.6 Bus group : Cllr Brown was not present at the meeting. It was noted that the Wednesday shopper bus had been advertised in the recent newsletter

18.7 Climate change and biodiversity : Cllr Jessel provided an update as follows :

- Crest Nicholson are now back on site at Lyewood, clearing rubble from the northern section of the BNG land. This work should be complete by mid May
- New hedgerow has been planted in Firmins Field thanks to Friends of BMAT volunteers

- Community litter pick took place on 29<sup>th</sup> April
- Further litter pick will be taking place on 8<sup>th</sup> May as part of 'The Big Help Out', a centrepiece of the celebrations for the King's Coronation. Areas to be covered will include Hubbards Lane, Salts Lane, Salts Wood, Firmins Field and Quarry Wood
- Plans for a 'Scenic Green Trail' were briefly discussed which would be included as an agenda item at the next Parish Council meeting **CLERK**

Cllr Munford proposed that the Parish Council declare a 'no mow May'. Seconded by Cllr Jessel and agreed by all members. Clerk to advise landscape maintenance contractor accordingly. **CLERK**

It was noted that the chestnut coppice at Lyewood (to the west of the access road) does not form part of the BNG land.

## 19. Decision items :

### 19.1 Grants for 23/24 :

The following grants were agreed by all members with the exception of Cllrs Munford and Date who did not vote on the grant awarded to the village fete committee.

- Boughton Monchelsea Brownies £200
- Boughton Monchelsea Friendship Circle £300
- Boughton Monchelsea Baby & Toddler group £200
- Boughton Monchelsea Helping Hands £300
- Boughton Monchelsea Women's Institute £300
- Boughton Monchelsea village fete committee £300
- St Peters Church £2500 contribution towards grass cutting. To be paid directly to Steve Waring at the end of the financial year.

Clerk to arrange payments to all organisations.

**CLERK**

It was noted that the Scout group had requested a donation to be used towards the cost of a defibrillator to be located at the scout hut. Concern was expressed by some members regarding the proposed location of the defibrillator. Following discussion Cllr Date proposed that the Parish Council do not give a grant to the scout group towards purchase of a defibrillator for the scout hut. Seconded by Cllr Humphryes and a vote was taken with 6 for and 3 abstentions. It was therefore agreed not to give the Scout group a grant towards a defibrillator.

Following further discussion it was agreed that Cllr Munford would speak to the Scout group leader to establish if they would like a grant to be used towards scouting activities. Assuming they would like a grant, Cllr Munford proposed that the Parish Council award a grant of £300 to be used towards scouting activities. Seconded by Cllr Edmans and agreed by all members. **CLLR MUNFORD / CLERK**

### 19.2 Parish Meeting 16<sup>th</sup> May – final arrangements :

Final arrangements for the Annual Parish Meeting were agreed. Clerk to check whether Cllr Lottie Parfitt-Reid will be attending. **CLERK**

Cllr Jessel sent her apologies for the Annual Parish Meeting. It was agreed that Cllr Smith would give a brief BMAT / Friends of BMAT presentation. **CLLR SMITH**

### 19.3 Parishioner of the Year : Exempt item

### 19.4 Review of Parish Council policies :

The following Parish Council policies and governance documents had been reviewed by the clerk. Cllr Munford proposed that all documents be adopted. Seconded by Cllr Humphryes and agreed by all members. Clerk to upload re-adopted documents to the Parish Council website. **CLERK**

- Banking policy
- Complaints policy
- Data protection policy
- Disciplinary policy
- Equality policy
- Expenses policy
- Freedom of Information policy
- Grievance policy
- Harassment policy
- Health & Safety policy
- General Privacy Notice
- Staff, Councillor and Role Holder Privacy Notice
- Sickness absence policy
- Tree monitoring policy
- Code of conduct for members
- Freedom of Information Act 2000 – publication scheme
- Standing Orders
- Financial Regulations
- Terms of Reference – Planning committee
- Risk Register

Cllr Edmans suggested that the Parish Council consider adopting an inclusion Policy. It was agreed that the existing Equality policy should be reviewed to determine whether a separate Inclusion policy is required.

**CLERK / CLLR MUNFORD**

## 20. Update / discussion items :

- 20.1 Parkwood Farm reservoir update : Cllr Edmans stated that he had continued to engage with Binnies and that there had been no flooding despite all the rain over the last few months. He added that he was now a flood warden following completion of online training and recommended that Councillors Redfearn and Garland also complete the training. **CLLRS GARLAND & REDFEARN**

It was agreed that Cllrs Edmans and Redfearn would act as reservoir operators, if required, for the 2 month period until the next Parish Council meeting.

**CLLRS EDMANS & REDFEARN**

Cllr Redfearn expressed concern at the ponds to the north of the woodyard and felt they needed to be cleaned out. Cllr Munford stated that this was not a reservoir issue and should be discussed with the landowner, BMAT.

20.2 North ward update :

Cllr Wilde was not present at the meeting.

20.3 Village hall remodelling update :

Cllr Humphryes had provided a written report which was included in members agenda papers. He advised that the remodelling work was going well and the knock through between the new extension and the existing hall would be taking place on 3<sup>rd</sup> May.

Cllr Munford thanked Cllrs Humphryes, Smith and Martin for all their hard work on the remodelling project.

20.4 Heath Road safety improvements update : Covered under item 14 above.

**21. Health & Safety Issues:**

Nothing to report.

**22. Deferred Items Schedule:**

It was noted that Salts Wood encroachment could be deleted from the deferred items schedule as all the encroachment has now been removed.

**23. Any other business. (Non decision items only):**

Cllr Martin expressed concern at the condition of the public right of way surface between Heath Road and Haste Hill Road. The clerk advised Cllr Martin to report this via the KCC online portal <https://www.kent.gov.uk/environment-waste-and-planning/public-rights-of-way/report-a-problem-on-a-right-of-way>

**CLLR MARTIN**

Cllr Munford advised that he would not be standing for ward Councillor in the 2024 elections.

**24. Date of Next Meeting:**

The next full Parish Council meeting is due to be held on Tuesday 4<sup>th</sup> July 2023 at 7pm in the main hall of the village hall.

There being no further business the meeting closed at 9.20pm

**MINUTE 18** (Parish Council meeting 2<sup>nd</sup> May 2023)

**SCHEDULE OF DEFERRED ITEMS CARRIED FORWARD FROM PARISH COUNCIL MEETINGS:**

<b>DATE :</b>	<b>ITEM:</b>	<b>ISSUE / ACTION:</b>	<b>POSITION AS AT PARISH COUNCIL MEETING 2<sup>nd</sup> MAY 2023</b>
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). Skinner Trust have now forwarded Merebrook report dated March 2022 but have yet to respond to the previous queries raised (6.9.22). E-mail sent to Environment Agency requesting a meeting. Response awaited. (10.1.23). EA involvement not required as Quarry is not a current, licensed site. KCC are assisting (2.5.23)
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 <sup>th</sup> January 2116. Review in 2115