

## **BOUGHTON MONCHELSEA PARISH COUNCIL**

### **Minutes of the Parish Council Meeting held on 15<sup>th</sup> May 2012 In Boughton Monchelsea Village Hall pursuant to notice, commencing at 7.30pm**

#### **Present:**

Cllrs        S. Munford (Chairman)  
              L. Date  
              C. Bracking  
              S. Evans  
              P. Herrin  
              I. Ellis  
              D. Smith  
              K. Williams  
              J. Gershon  
              M. Bray  
              J. Thompson  
              B. Brown

Parish Clerk  
1 resident

#### **1. Apologies:**

Apologies were received from Cllr Lewis, PCSO Matt Thomas and KCC Warden, Liz Lovatt.

#### **2. Elections :**

- 2.1 Chairman (& Declaration of Acceptance of Office) : Cllr Ellis proposed that Cllr Munford be elected as Chairman. Seconded by Cllr Bray, agreed by all members. Cllr Munford signed the Chairman's Declaration of Acceptance of Office.
- 2.2 Vice Chairman : Cllr Evans proposed that Cllr Ellis be elected as Vice Chairman. Seconded by Cllr Munford, agreed by all members.

The clerk explained that due to the recent Parish Council elections all members would need to complete new Declaration of Acceptance of Office forms. Blank forms were handed out which were signed by members and witnessed by the clerk.

#### **3. Appointments :**

- 3.1 Planning & Licensing Committee : Cllr Smith agreed to become Chairman. Cllr Bray accepted the role of Vice Chairman.
- 3.2 KALC Representative : The clerk stated that two voting representatives were allowed. Cllr Ellis agreed to continue in this role and Cllr Thompson agreed to take on the role of second representative.
- 3.3 Village Hall & Recreation Ground Committee Representatives : Cllr Bray with Cllr Colin Bracking as back up.
- 3.4 Allotment Representative : Cllr Bracking
- 3.5 Neighbourhood Watch Representative : Cllr Williams

- 3.6 Web site Co-ordinators : Cllr Thompson stated that communication with the parish was vital and that a new role of 'Communication Co-ordinator' should be created, encompassing co-ordination of parish newsletter, website, press releases and e-mail circle. Cllr Thompson agreed to take on this role. Cllr Gershon agreed to assist.
- 3.7 PACT and Speedwatch Representative : Cllr Date
- 3.8 Bus Group Representative : Cllr Bracking
- 3.9 Grants Co-ordinator : Cllrs Lewis and Brown
- 3.10 Neighbourhood Plan sub-committee : Cllr Ellis spoke regarding this and suggested that a small group of members should be formed to take this forward. It was agreed that the committee should comprise Cllrs Thompson, Smith, Evans and Ellis.
- 3.11 Highways Representative : Cllrs Williams and Herrin
- 3.12 Footpaths Co-ordinator : Cllr Lewis
- 3.13 Tree Preservation Orders Co-ordinator : Cllr Bracking

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

The following late item was agreed :

Item 16.7 Boughton Court landscape maintenance

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

It was agreed that item 16.1 should be excluded due to commercially sensitive tender information.

6. **Reports from Maidstone Police / PCSO and KCC Rural Community Warden**

PCSO Matt Thomas was not at the meeting but had provided crime figures to the clerk in advance, as follows :

10<sup>th</sup> March to 10<sup>th</sup> May 2012 – thirteen crimes overall including two burglaries, five thefts, one robbery, one incident of criminal damage, two common assaults, one incident of assault occasioning actual bodily harm and one incident of harassment

Over the same period in 2011, 10 crimes were committed.

Cllr Munford expressed concern regarding the physical nature of some of the reported crimes and queried whether these had actually taken place within the confines of the parish. Clerk to chase up with PCSO Thomas. **CLERK**

Cllr Williams stated that she had previously expressed concern at the apparent under-reporting of crime in north ward and that this appeared to still be the case. Again, clerk to chase up with PCSO Thomas. **CLERK**

KCC Warden, Liz Lovatt was not at the meeting but advised in advance that she had nothing further to add since reporting to the Annual Parish Meeting on 1<sup>st</sup> May.

7. **Open Quarter:**

Nothing was brought up in the open quarter

8. **Declarations of Interests:**

No interests were declared. The clerk explained that due to the recent Parish Council elections all members would need to complete new register of interest forms. The clerk handed blank forms out to all members and requested that be completed and returned to her in time for the submission deadline to MBC of 31<sup>st</sup> May.

9. **Matters outstanding from minutes (1 November) not included in agenda:**

Item 5 Stockett Lane surgery patient participation group : The clerk advised that information on this was now available on the Parish Council website. Cllr Bray advised that he had joined this group.

Item 7 (14.2) Parish Assets list : Cllr Lewis to progress.

**CLLR LEWIS**

Item 9 Furfield Quarry : Clerk to write to MBC

**CLERK**

Item 9 Albion Inn : It was noted that despite continued requests to MBC enforcement, advertising signs at the Albion had still not been removed. Cllr Munford agreed to chase this up in his capacity as Borough Councillor.

**CLLR MUNFORD**

Item 9 Brishing Lane footpath : It was noted that the recently completed tarmac footpath in front of the Furfield Park development had weeds growing through it. Clerk to contact MBC requesting remedial action be taken.

**CLERK**

Item 12.2 Proposed Langley Park development : It was noted that a meeting had taken place on 21/3/12 at which the architect had presented the proposed scheme to members.

Item 13.3 Village hall & recreation ground : Cllr Munford asked Cllr Bray to contact the village hall committee to find out what level of funding they require for repairs to the village hall roof.

**CLLR BRAY**

Item 14.7 Brishing Lane road safety issues : It was noted that this had now been added to the deferred items schedule.

10. **Minutes of the meeting held on 7 March 2012:**

The minutes of the meeting held on 7 March 2012 were agreed as correct. Proposed by Cllr Ellis, seconded by Cllr Herrin. Agreed by all Councillors.

11. **Clerk's report**

The contents of the clerk's report were noted.

12. **Finance Report:**

**Payments since last meeting ( incl VAT ) :**

Clerk	Stamps, agenda printing	42.61
The Cock Inn	Refreshments for Army carrying out volunteer earthworks on	309.66

RIP Cleaning Services	Parkwood Farm reservoir	
Esferico	Dog bin emptying / February	43.20
	Website hosting and maintenance	264.00
KALC	Annual subscription	945.41
Running Imp	Jubilee coins, mugs and flags	484.68
Friendship Circle	Grant	200.00
Scouts	Grant	300.00
Mother & Toddler Group	Grant	150.00
Gill Turner Tucker	Parkwood Farm – wayleave agreement fee	90.00
Black & Veatch	Parkwood Farm – CDM Co-ordinator and construction services fee (reclaimable from DEFRA grant money)	6600.00
EDF Energy	Electricity – parish hut	25.73
Village Hall Committee	Hall hire	47.00
RIP Cleaning Services	Dog bin emptying / March	54.00
Paul Waring	Landscape maintenance works 2011/12	6737.54
South East Water	Water bill - allotments	47.14
Supplies Team	Printer cartridges	48.06
KCS	Stationery	48.36
Clerk	Stamps, wine and orange juice for Annual Parish Meeting	71.91
Fusion	Catering for Annual Parish Meeting	235.00
P. Herrin	Printing costs – Parkwood Farm reservoir scheme	35.00

#### **Receipts:**

Maidstone Borough Council	Precept	40672.00
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#### **Balances as at 10 May 2012 :**

Current Account	46380.27
Business Reserve	423.67
National Savings	277.21
<b>Total Financial Assets</b>	<b>47081.15</b>

Cllr Ellis proposed that the above financial statement be accepted. Seconded by Cllr Smith, agreed by all members.

Cllr Ellis proposed the Parish Council buy a gift (up to the value of £100) for Mike Fitzgerald as thanks for all his hard work as a Borough Councillor. Seconded by Cllr Smith. Agreed by all members. Cllr Ellis to purchase suitable gift. **CLLR ELLIS**

#### **13. Correspondence:**

13.1 MBC – Community Engagement in Maidstone : MBC Community Engagement Officer, Abi Jessop had attended prior to the meeting to speak to members about her role

13.2 MBC – section 106 funds relating to 80-86 Linton Road, Loose : The clerk advised that the Parish Council were due to receive a sum of section 106 money (approx £1630) in relation to a small housing scheme in Linton Road. Previously the Parish Council had indicated that the money would be used towards installing a ball wall in the recreation ground. The clerk noted that the available funds would have to be spent by October 2012 and that these would need to be allocated towards a specific item. Members discussed this and it was agreed that Cllr Bray should ask the recreation ground committee for their suggestions on this. **CLLR BRAY**

13.3 KALC – Advice regarding Consultations :

13.3.1 KCC Consultation on Gypsy and Traveller Pitch Allocation Policy : Cllr Gershon explained that the proposed system was similar to the points score used for social housing and that safeguards should be put in place to prevent people putting themselves in a poorer position to exploit the system.

Cllr Ellis suggested that the Parish Council should be noting the number and occupancy of private gypsy sites both within the parish and within neighbouring parishes. It was agreed that the clerk should write to MBC requesting this information. **CLERK**

13.4 KCC – Commissioning Plan for Education Provision 2012-17 : It was agreed that no response should be returned in relation to this consultation.

13.5 MBC – Parish Service Scheme : Cllr Ellis proposed that in line with KALC's advice the Parish Council should not support the Parish Services Scheme at this point in time. He added that the Parish Council should take no further action until KALC advise accordingly. Seconded by Cllr Munford, agreed by all members.

#### 14. **Planning Report:**

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

<b>MBC notified</b>		
MA/12/0249	16 Church Street, Boughton Monchelsea Applicant : Ms Warboys Application for a new planning permission to replace extant permission MA/09/0088 (Erection of a two storey side extension) in order to extend the time limit for implementation <b>DECISION</b> : No objection / comment	19/3/12
MA/12/0309	Land to the east of Beresford Cottage, The Quarries, Boughton Monchelsea Applicant : Ms Judge Retention of outbuilding indicated to be demolished under MA/07/1774 for use as ancillary to dwelling house <b>DECISION</b> : No objection / comment	19/3/12

MA/12/0336	The Mulberry Tree, Hermitage Lane, Boughton Monchelsea Applicant : Mr Jones & Ms Williams Change of use and conversion of outbuilding to provide four en-suite guest rooms with elevational change and new roof and construction of overflow for car park <b>DECISION</b> : Approve	22/3/12
MA/12/0333	6 Church Street, Boughton Monchelsea Applicant : Mr Wright Erection of detached garage and front porch <b>DECISION</b> : The Parish Council do not wish to object to the application. The materials used in the construction of the porch should match those of the existing property	22/3/12
MA/12/0410	10 Haste Hill Road, Boughton Monchelsea Applicant : Mr & Mrs Attwood Single storey front and rear extensions <b>DECISION</b> : No objection / comment	22/3/12
MA/12/0437	Cliff House, Cliff Hill, Boughton Monchelsea Applicant : Mr Kirk Erection of a detached double garage <b>DECISION</b> : No objection / comment	22/3/12
MA/12/0363	9 Cock Cottages, Green Lane, Boughton Monchelsea Applicant : Mrs McCallum Erection of a single storey front extension <b>DECISION</b> : No objection / comment	9/5/12
MA/12/0569	East Hall Barn, East Hall Hill, Boughton Monchelsea Applicant : Mr & Mrs Rayner An application for Certificate of Lawful Development for existing use being use of barn for storage of domestic chattels for a period in excess of four years <b>DECISION</b> : No objection / comment	9/5/12
MA/12/0675	The Builders Yard, Heath Road, Boughton Monchelsea Applicant : Mrs Simmons Retrospective planning application for change of use of Units 7 and 8A to class B2 use (recording / rehearsal studio) <b>DECISION</b> : Not yet decided	--

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

MA/12/0003	Brishing Court Barn, Brishing Lane, Boughton Monchelsea Installation of 2.4kWh photovoltaic arrays
MA/12/0155	Gravitts Cottage, Peens Lane, Boughton Monchelsea Erection of a first floor rear extension
MA/12/0249	16 Church Street, Boughton Monchelsea Application for a new planning permission to replace extant permission MA/09/0088 (erection of a two storey side extension) in order to extend the time limit for implementation
MA/12/0333	6 Church Street, Boughton Monchelsea Erection of detached garage and front porch

MA/12/0410 10 Haste Hill Road, Boughton Monchelsea  
Single storey front and rear extensions

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

None

**The following application(s) have been notified as WITHDRAWN**

None

**The following APPEALS have been notified:**

None

**The following APPEAL DECISION(S) have been notified :**

None

**The following APPEALS have been notified as WITHDRAWN:**

None

**15. Representatives' Reports:**

15.1 KALC: Cllr Ellis had nothing further to report.

15.2 Allotments : Cllr Bracking had nothing to report.

15.3 Village Hall & Recreation Ground: Cllr Bray had nothing further to report.

15.4 Neighbourhood Watch: Cllr Williams advised that the next Neighbourhood Watch meeting would take place on 16<sup>th</sup> May. Cllr Munford advised that Barry Boulton was standing down as area co-ordinator but would continue with his local role.

15.5 PACT : Cllr Date had nothing to report.

13.6 Bus group : Cllr Bracking had nothing to report.

**16. Items for Discussion:**

16.1 Neighbourhood Plan / Parish Policy Statement : Exempt item

16.2 Parkwood Farm reservoir scheme : Cllr Herrin advised that the contractor had been working on site now for several weeks but that work had been delayed due to the rain. The contractor had pulled off site during week commencing 7<sup>th</sup> May but will return to complete the work as soon as the weather improves. The final cost to the Parish Council over and above the DEFRA grant money was still not confirmed but would be in the region of approximately £25,000. This additional cost was partly as a result of the pipe needing to be lined and the requirement for an archaeological watching brief.

Cllr Herrin advised that preparation of the legal wayleave agreement was in hand and that this would ensure access to the weir was available at all times in the future.

Cllr Ellis suggested that an official opening ceremony be held once the works were complete.

16.3 Communications with the parish : Covered in item 3.6 above

16.4 Conservation areas : Cllr Gershon spoke regarding the suggestion in the Community Plan for certain areas within the parish to be considered for Conservation Area status. Cllr Munford stated that there were currently three conservation areas in the parish and that the whole parish should be reviewed for possible new conservation areas. Cllr Gershon agreed to take this forward. Cllr Ellis to provide copy of original Parish Plan from the 1980's to Cllr Gershon for information.  
**CLLR GERSHON / CLLR ELLIS**

16.5 Renovation of finger post at Gandys Lane / Green Lane junction : It was agreed that a new finger post was required. Cllr Bray to progress. Cllr Munford advised that Graham Clarke had kindly agreed to pain the lettering on the new sign.  
**CLLR BRAY**

16.6 Improvements to Church Street : It was agreed that this item should be deferred until the next meeting.  
**CLERK**

16.7 Boughton Court landscape maintenance : Cllr Munford stated that complaints had been received from several residents regarding recent maintenance work carried out by Taylor Wimpey. Residents had felt that the area had been cut back too harshly leaving open space for youths to congregate and cause a nuisance. It was agreed that correspondence should be sent to the Police requesting that action be taken to curb anti social behaviour at this location.  
**CLERK**

**17. Deferred items schedule :**  
Nothing to discuss

**18. Any Other Business :**

18.1 Cllr Munford spoke regarding the jubilee celebrations planned for the parish.

**19. Date of Next Meeting:**

The next meeting will be held on Tuesday 3<sup>rd</sup> July 2012 in the main hall of the village hall. There being no further business, the meeting was closed at 10.05pm.



## MINUTE 15 (Parish Council meeting 15 May 2012)

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

BMPC DATE :	ITEM:	ACTION:	POSITION AS OF PARISH COUNCIL MEETING 15 May 2012
11.3.03	Wierton Place	Victorian Greenhouses – conservation	MBC set up liaison group with owner's agent & architect. Considering enabling development. Meeting requested with MBC's Conservation Officer. Clerk to complain to CE MBC about lack of action and commitment to preserve these listed buildings (4.7.06). Response discussed mtg 5.9.06. Update report received from MBC (6.3.07). Clerk to write to MBC requesting that this is added to the enforcement action report. (7/7/09). E-mail sent to MBC (Denise Roy) on 22/8 requesting that this case is added to the report and requesting information on its status (1/9/09). Requested update on this case 4/4/11 however planning application MA/11/0511 received 14/4/11 incorporating proposal to convert greenhouse into houses. MA/11/1511 remains undecided by MBC (5/7/11, 6/9/11, 1/11/11, 10/1/12, 7/3/12, 15/5/12)
16.1.07	Furfield Quarry	Methane monitoring	Update reports obtained & passed to Cllr Fuller / meeting of Custodian Trustees. Need to write to planning authority asking whether methane is being monitored (4.3.08, 6.5.08, 15.7.08). Up to date report received. Ensure reports requested annually (2.9.08). Clerk to request latest report (6/7/11, 6/9/11). Latest report requested. Page & Wells to set up meeting with relevant parties to discuss (1/11/11). Meeting took place 9/12/11. Next meeting due December 2012.
7/3/12	Brishing Lane	Speed limit	It was noted at the PC meeting on 7/3/12 that a 20mph zone pilot scheme was currently in operation in Maidstone but that this pilot would be ongoing for the next 18 months. It was therefore agreed to put this item on the deferred items schedule to be reviewed again from September 2013.